



Sycamore
PARK DISTRICT
Established 1923

**Sycamore Park District
Regular Board Meeting
October 22, 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: September 17, 2019 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 26. Superintendent of Finance Monthly Report**
- 32. Budget Report**
- 46. Superintendent of Recreation Monthly Report**
- 59. Superintendent of Golf Operations Monthly Report**
- 62. Superintendent of Parks and Facilities Monthly Report**
- 67. Executive Director Monthly Report**

CORRESPONDENCE-

- 69. Michael Romano Thank You**
- 70. IAPD- Peter Murphy Letter**

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

Board of Commissioners Meeting

October 22, 2019

PG 2

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS:

Introduction of New Graduate Assistant: Brianna Kramer

MONTHLY REPORT – Jackie

PLANNING COMMISSION REPORT – Ted

OLD BUSINESS:

- 66. **Resolution: Delegates to IAPD Annual Meeting –Dan
Executive Director Search Committee Update—Ted/Ben
Update/Action on Trail Easements/Acquisitions—Dan (Roll Call)
Update on Soccer Complex Project—Dan
Golf Course Irrigation Update—Jeff**
- 75. **Park Tour: Summary—Jeff/Ben**

NEW BUSINESS

- 79. **Consider 2019 Golf Fees/Rates—Kirk**
- 82. **Authorize Easement for Merry Oaks Trail—Dan
Report on Pathway Fitness Membership Renewals/Survey—Brianna**
- 94. **Summary of Known, Upcoming Operating Budget Increases—Jackie**
- 96. **Playground Assessment Report—Jeff**
- 102. **First Draft of Capital Budget—Jackie**
- 109. **Recommendation Regarding Health Insurance—Jackie**
- 111. **Consider Paving West Entry to Sycamore Community Park—Dan
November Study Session Will Be on the 19th at 6:00 PM—435 Airport Road**

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, September 17, 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 435 Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, September 17, 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 Graves, Schulz, 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: **Commissioner Doty. He arrived at 6:45 pm.**

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

Guests at the Board meeting were:

Speer Financial

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda.
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 4-0. Commissioner Doty was absent at this time.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the August 27, 2019 Regular Meeting Minutes.
Commissioner Strack seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Doty was absent at this time.

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$222,673.94.
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 4-0. Commissioner Doty was absent at this time.

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Correspondence –

Meg Messerich Baby Announcement
 Jeff & Mary Lu Strack Thank You
 Pumpkinfest – Rose Treml Letter

At this time there was a motion to move certain agenda items.

Motion

Commissioner Schulz made a motion to move Agenda Item #65 and #66 up to before Public Input. 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 4-0. Commissioner Doty was absent at this time.

Award Bond Sale – Supt. of Finance Hienbuecher noted we had the bond sale this morning. Director Gibble noted we had 25 bids from four bidders. The low, best bid was from Robert W. Baird and Company from Milwaukee, Wisconsin at 2.3766%.

Motion

Commissioner Schulz moved to accept the bid as presented. Commissioner Graves seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Doty was absent at this time.

Ordinance 06-2019 providing for the issuance of approximately \$5,100,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and the payment of the expenses incident thereto, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Motion

Commissioner Strack moved to approve Ordinance 06-2019. Commissioner Schulz seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Doty was absent at this time.

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Public Input – None

Positive Feedback –

- Commissioner Schulz noted the Mayor's wife Karen Lang is an artist. She told Michelle that she walks through our parks and then does painting of them. She has given the Park District her collection of paintings for the Park to use as sees fit.
- Commissioner Schulz & President Kroeger noted the irrigation guys are doing an amazing job. The guys are very courteous and putting everything back so it is not visible when they have worked.

Monthly Report – Supt. of Parks Jeff Donahoe-Irrigation System Install – These guys are very professional and great to work with. They work 4 days a week since they drive from Iowa, so they are here from 6:30 in the morning working until 7 at night. He then went over the timeline when the work will be done, weather depending and the details on what they are doing.

Plan Commission Report - Commissioner Strack noted there were 3 things that were worked on. The Morning Star Media building will be turned into a counseling center so needed formal approval.

St. Marys' Church wants to demolish the house on the corner. They are saying the foundation has been compromised.

Jim Mason who owns the St. Albans Green complex. He is asking for things past the regulations on file now. The Plan Commission noted he needs to stay with the regulations on file.

There will be an Enterprise Zone Meeting Thursday where they are going to revisit the rules.

Old Business

Executive Director Committee Update – Commissioner Strack noted that he and Commissioner Doty will be getting together to pick dates for the initial meeting of the committee. At this meeting they will give the members of the committee a starting point, a job description and talk about what we want in a Director, etc.

Update on Trail Easements/Acquisitions – Director Gible noted that he has recorded both the Ehrler and Manzcko acquisitions. We are still waiting for any signals from the City. We have been delayed now until January to let the project. His understanding is that one of the main issues that remains is that the City went ahead and sold property to the County and it included footage that was previously agreed to by the City to give to the State in the swap for the trail project. So now there is deed and a plat of survey and an agreed to sale for land that had originally been approved by the State after the City agreed to provide that land. Now we have to pay an engineer to have a new plat done and the City has to have a new plat done as well. The timeline to bid keeps getting moved further out. We gave our timeline to the City over a year ago. We have missed the cutoff for the

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Update on Trail Easements/Acquisitions- cont'd

November letting, so now we have to wait until January to let the project. We have until mid November to get the City and State in line. Commissioner Strack asked if there is a timeline on the Grant we received and Director Gibble responded 2 years to let the project. He noted he will get the exact date when we received the Grant. President Kroeger asked Director Gibble to get to he and Commissioner Strack what our timeframes are and see if we need to push on this.

Commissioner Doty arrived at 6:45 pm.

Quarterly Capital Funds Update – Supt. of Finance Hienbuecher noted this is just an update of where things stand at this time.

Update on Soccer Complex Project – Director Gibble noted that as of last week, all but two fields are prepped for seeding. Hopefully seeding in the next week or so. There have been some delays due to wet weather. There is a delay in the well, because the County is now requiring a State submittal for permit. Our well subcontractor noted that he has been assured that the permit will be turned around in a week.

Update on Pool Assessment – Director Gibble noted they were to meet today, but he cancelled the meeting for today. He wanted more time after receiving the report to go over the report. They will meet in the next week or so.

Golf Course Irrigation Update – Supt. of Park Jeff Donahoe – this was already talked about in the Monthly Report.

Community Wide Survey Discussion/Input – Director Gibble noted that he and Sarah gave him the input from everyone. Sarah has been working with the Distribution Firm that is sending out the survey. Close to having the final survey instrument.

Park Tour: September 21, 2019 – Director Gibble noted the binders were handed out to the Board tonight so the Board has time to look over it. There was discussion who from the Board could attend the park tour and if it should be rescheduled. Director Gibble noted that the rest of the Board have been to the parks, but there is a lot more information that would be shared by Jeff and his staff about each park. The only Board member that can now make the tour is Commissioner Doty, so it was decided to just take Commissioner Doty on the tour with staff.

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New Business

Illinois Association of Park Districts “Best Friend of Parks Award” to ENCAP – Director Gibble wanted to make sure the Board was aware of this and the date that the award will be presented if any of the Board would like to attend.

Approve Training and Development for Facility Supervisor – Supt. of Recreation Tevsh noted that with Lisa being in her new role as Facilities Manager, she wants to get her continuing education. We would like to send her to this three-day conference and would like the Board approval.

Motion

Commissioner Strack moved to approve sending Lisa Metcalf to training. Commissioner Graves seconded the Motion.

Roll Call

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

Initial Analysis of Minimum Wage Increases on Operating Budget – Supt. of Finance Hienbuecher noted she gave the Board a lot of information on this. She also noted that staff has to look at what this additional cost means when we start doing the budget process. Also, how we are going to be able to manage the additional cost and make some decisions based on that. Director Gibble noted staff started talking about this beginning of summer and want to keep the Board aware of it. He also noted that at the end of the 4 years it will be about \$188,000. Supt. of Finance Hienbuecher noted that IAPD did help in getting the Under 18 exemption in for Parks. Currently if under 18 we can pay .50 cents less and starting January 1st we can pay them \$2.00 less.

Public Input – None

Motion

The Board adjourned the Regular Session at 7:00 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Strack.

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: 10/16/2019
 TIME: 10:16:34
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 09/18/2019 TO 10/16/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	908083223	01 #56102 FOOTJOY FJ FLEX	501000001305	09/13/19	00004125	61156	09/23/19	58.08	58.08
		02 DISC INV 908083223	501000001305		00004125				54.00
		03 SHIPPING INV 908083223	501000001305		00004125				-1.08
									5.16
	908125483	01 VOKEY WEDGE FOR STRACK	501000001302	09/23/19	00004164	61187	10/01/19	1,233.28	110.47
		02 SHIPPING	501000001302		00004164				105.00
		03 DISCOUNT	501000001302		00004164				7.57
									-2.10
	908133250	01 SHPPING INV 908133250	501000001300	09/24/19	00003528	61187	10/01/19	1,233.28	442.32
		02 DISCOUNT INV 908133250	501000001300		00003528				7.20
		03 TITLEIST PRO-V1 BALL	501000001300		00003528				-8.88
									444.00
	908144462	01 PERMA-SOFT FILL IN GLOVES	501000001301	09/26/19	00004209	61187	10/01/19	1,233.28	680.49
		02 SHIPPING INV 908144462	501000001301		00004209				684.00
		03 DISCOUNT INV 908144462	501000001301		00004209				10.17
									-13.68
AFLAC							VENDOR TOTAL:		1,291.36
	404460	01 AFLAC - PRE TAX	101000002006	09/12/19	00000000	61157	09/23/19	605.90	605.90
		02 AFLAC - AFTER TAX	101000002007		00000000				568.70
									37.20
ARTHU							VENDOR TOTAL:		605.90
	347203	01 PARK SEED	101500076502	09/13/19	00004181	61168	09/26/19	2,366.06	212.00
									212.00
	347275	01 GREENS FUNG AND FERT	504100076507	09/17/19	00004179	61168	09/26/19	2,366.06	348.06
									348.06
	347285	01 PARK SEED	101500076502	09/17/19	00004180	61168	09/26/19	2,366.06	106.00
									106.00
	347290	01 FAIRWAY FERT	504100076506	09/18/19	00004182	61168	09/26/19	2,366.06	1,700.00
									1,700.00
	347510	01 GRUB CONTROL GOLF	504100076507	09/25/19	00004216	61202	10/07/19	394.20	88.10
									88.10

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
347598	01	GREEN FUNGICIDE	504100076507	09/30/19	00004217	61202	10/07/19	394.20	218.00 218.00
347634	01	GRUB CONTROL GOLF	504100076507	10/01/19	00004215	61202	10/07/19	394.20	88.10 88.10
				VENDOR TOTAL:				2,760.26	
P17956380	01	BULB AND BATTERIES SHOP	101500066404	08/23/19	00004136	61203	10/07/19	46.85	46.85 46.85
				VENDOR TOTAL:				46.85	
BLPCONST	1552	TOPSOIL PARKS	101500076508	09/18/19	00004183	61169	09/26/19	60.00	60.00 60.00
				VENDOR TOTAL:				60.00	
BURRI	PS23544	ROUGH MOWER KEY SWITCH KIT	101500066403	09/10/19	00000000	61204	10/07/19	173.31	173.31 173.31
	PS25352	9016 SEAL KIT	101500066402	09/11/19	00004186	61170	09/26/19	154.74	154.74 154.74
				VENDOR TOTAL:				328.05	
CEDAR	762882	MOWER TIRE	101500066403	07/08/19	00004184	61171	09/26/19	156.68	156.68 156.68
				VENDOR TOTAL:				156.68	
CINTA2	8404267433	1ST AID - MAINT	101500076513	08/09/19	00000000	61158	09/23/19	385.98	309.18 33.10
		1ST AID-AED PADS - MAINT	101500076513		00000000				133.37
		1ST AID-POOL	518000076513		00000000				128.53
		1ST AID-CH	101500076513		00000000				14.18
	8404305393	1ST AID - CH STOCK	101500076513	09/13/19	00000000	61158	09/23/19	385.98	56.25 56.25
	9062077318			09/09/19		61158	09/23/19	385.98	20.55

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/18/2019 TO 10/16/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	9062077318	01 1ST AID - CC STOCK	207500076513	09/09/19	00000000	61158	09/23/19	385.98	20.55 20.55
CINTA3		CINTAS FIRE PROTECTION						VENDOR TOTAL:	385.98
	OF94039968	01 MUSEUM SPRINKLER LEAK-FIRE SYS	202500056300	09/24/19	00000000	61205	10/07/19	2,771.07	2,417.07 2,417.07
	OF94576595	01 FIRE ALARM PANEL REPAIR	202500056300	09/17/19	00000000	61205	10/07/19	2,771.07	354.00 354.00
CITY		CITY OF SYCAMORE						VENDOR TOTAL:	2,771.07
	AUGUST 2019								
		01 CITY SALES TAX - CLUBHOUSE	303000116852	09/23/19	00000000	61159	09/23/19	388.00	388.00
		02 CITY SALES TAX - BEV CART	303100116852		00000000				256.00
		03 CITY SALES TAX - VENDING	207500086650		00000000				35.00
		04 CITY SALES TAX - BB CONC	303300116852		00000000				7.00
		05 CITY SALES TAX - POOL CONC	303400116852		00000000				6.00
		06 CITY SALES TAX - CATERING	303500116852		00000000				20.00
		07 CITY SALES TAX - CONCERT CONC	206194006230		00000000				40.00
		08 CITY SALES TAX - POOL PARTY CO	518000046216		00000000				21.00
									3.00
KIDS WORK DAY 2019									
		01 SPONSORSHIP KIDS WORK DAY 2019	101200046214	10/07/19	00000000	61206	10/07/19	200.00	200.00
CITY2		CITY OF SYCAMORE						VENDOR TOTAL:	588.00
	14205600/5650-0919								
		01 WATER/SEWER - POOL	518100096704	09/30/19	00000000	61225	10/11/19	1,221.89	1,221.89 1,221.89
COMCA		COMCAST						VENDOR TOTAL:	1,221.89
	0468024-*0919								
		01 INTERNET	101000096706	09/10/19	00000000	61172	09/26/19	657.41	657.41
		02 INTERNET	201000096706		00000000				173.43
		03 CABLE	207500096705		00000000				173.43 310.55
	0468768-1019								
		01 CABLE	303000096705	09/25/19	00000000	61226	10/11/19	139.11	139.11 69.55

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	0468768-1019	02 CABLE	504000096705	09/25/19	00000000	61226	10/11/19	139.11	139.11
								69.56	69.56
									796.52
COMMO		COMMONWEALTH EDISON						VENDOR TOTAL:	
	090619	01 FOUNDERS PARK	101500096702	09/06/19	00000000	61188	10/01/19	24.12	24.12
	100219	01 FOUNDERS PARK	101500096702	10/02/19	00000000	61227	10/11/19	248.86	248.86
		02 BOYNTON PARK	101500096702		00000000			25.08	25.08
		03 KIWANIS PARK	101500096702		00000000			16.80	16.80
		04 EMIL CASSIER PARK	101500096702		00000000			43.76	43.76
		05 SYCAMORE LAKE	101500096702		00000000			23.05	23.05
		06 GOOD TIMES SHELTER	101500096702		00000000			31.84	31.84
		07 WETZEL PARK	101500096702		00000000			36.69	36.69
		08 ENTRY PARK	101500096702		00000000			43.15	43.15
								28.49	28.49
COMMO2		COMMONWEALTH EDISON						VENDOR TOTAL:	272.98
	RB190346	01 ELECTRICAL SERVICE	711000207037	09/09/19	00000000	61173	09/26/19	15,462.42	15,462.42
								15,462.42	15,462.42
CONS		CONSERV FS						VENDOR TOTAL:	15,462.42
	121010335	01 DIESEL - GOLF	504100076515	08/10/19	00000000	61208	10/07/19	3,360.77	1,288.78
		02 DIESEL - PARKS	101500076515		00000000				348.03
		03 DIESEL - SC	202100076515		00000000				779.91
									160.84
	121011112	01 DIESEL - GOLF	504100076515	08/28/19	00000000	61160	09/23/19	2,177.02	1,005.65
		02 DIESEL - PARKS	101500076515		00000000				183.32
		03 DIESEL - SC	202100076515		00000000				598.33
									224.00
	121011228	01 DIESEL - GOLF	504100076515	09/16/19	00000000	61160	09/23/19	2,177.02	676.72
		02 DIESEL - PARKS	101500076515		00000000				149.00
		03 DIESEL - SC	202100076515		00000000				457.26
									70.46
	121011229	01 GASOLINE - GOLF	504100076515	09/16/19	00000000	61160	09/23/19	2,177.02	494.65
		02 GASOLINE - PARKS	101500076515		00000000				232.47
									57.56

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/18/2019 TO 10/16/2019

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	121011229	03 GASOLINE - SC	202100076515	09/16/19	00000000	61160	09/23/19	2,177.02	494.65
		04 GASOLINE - TRUCKS	101500076515		00000000				46.53
	121011323	01 DIESEL - GOLF	504100076515	09/19/19	00000000	61164	09/25/19	1,397.96	158.09
		02 DIESEL - PARKS	101500076515		00000000				1,040.01
		03 DIESEL - SC	202100076515		00000000				253.55
	121011324	01 GASOLINE - GOLF	504100076515	09/19/19	00000000	61164	09/25/19	1,397.96	612.35
		02 GASOLINE - PARKS	101500076515		00000000				174.11
		03 GASOLINE - SC	202100076515		00000000				357.95
		04 GASOLINE - TRUCKS	101500076515		00000000				95.38
	121011342	01 DIESEL- OLD TANK 3	504100076515	09/26/19	00000000	61208	10/07/19	3,360.77	94.76
	121011343	01 GAS - OLD TANK 4	504100076515	09/26/19	00000000	61208	10/07/19	3,360.77	19.83
	121011344	01 DIESEL - GOLF	504100076515	09/26/19	00000000	61208	10/07/19	3,360.77	147.98
		02 DIESEL - PARKS	101500076515		00000000				157.22
		03 DIESEL - SC	202100076515		00000000				157.22
	121011345	01 GASOLINE - GOLF	504100076515	09/26/19	00000000	61208	10/07/19	3,360.77	904.25
		02 GASOLINE - PARKS	101500076515		00000000				904.25
		03 GASOLINE - SC	202100076515		00000000				330.08
		04 GASOLINE - TRUCKS	101500076515		00000000				17.82
	40007225	01 MOUND CLAY	202100076533	04/08/19	00000000	61208	10/07/19	3,360.77	262.75
DEKA	DEKALB LAWN & EQUIPMENT CO.								49.51
	67254	01 CHAINSAW CLUTCH	202100066402	09/09/19	00004177	61174	09/26/19	117.98	336.24
	67356	01 Z TURN THERMOSTAT	202100066403	09/12/19	00004169	61174	09/26/19	117.98	36.38
	67568	01 WEED EATER CARB	101500066402	09/20/19	00004171	61174	09/26/19	117.98	0.89
									130.41
									168.56
									344.20
									344.20
									6,935.75
									23.00
									23.00
									51.51
									51.51
									43.47
									43.47
									117.98

VENDOR TOTAL:

VENDOR TOTAL:

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

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FROM 09/18/2019 TO 10/16/2019

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEKALB	DEKALB IMPLEMENT CO.,								
140678	01	DEERE MOWER FILTER COVER	101500066402	10/04/19	00004210	61209	10/07/19	61.25	61.25
DEKCTYBR	DEKALB COUNTY BROADCASTERS								
19070789	01	AUG RADIO ADS	101200046209	09/26/19	00004189	61175	09/26/19	534.70	534.70
EUCL	EUCLID BEVERAGE LTD.								
W-12052728	01	BLUE MOON	303000086634	09/12/19	00004197	61189	10/01/19	367.50	367.50
	02	MILLER LITE	303000086634		00004197			127.50	127.50
	03	KEG	303000086634		00004197			161.00	161.00
	04	KEG RETURN	303000086634		00004197			134.00	134.00
	05	DELIVERY CHARGE	303000086634		00004197			-60.00	-60.00
								5.00	5.00
FINN	FINNEY'S ELECTRIC								
22718	01	CONC WATER HEATER	303300056300	09/23/19	00000000	61165	09/25/19	327.59	327.59
22729	01	REPAIR-CUT POWER LINES BY POOL	101500056307	09/25/19	00000000	61210	10/07/19	1,079.76	1,079.76
FRONTIER	FRONTIER								
090719	01	ADMIN	101000096700	09/07/19	00000000	61190	10/01/19	586.99	586.99
	02	ADMIN	201000096700		00000000			293.50	293.50
092219	01	MAINT	101500096700	09/22/19	00000000	61228	10/11/19	148.57	148.57
	02	MAINT	504100096700		00000000			74.29	74.29
GRAI	GRAINGER								
9299896184	01	POLE LIGHT BULBS PARKS	101500066404	09/20/19	00004176	61176	09/26/19	28.12	28.12

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HUGHES		HUGHES, TRAVIS							
		PUMPKINS							
		01 STORYTELLING PUMPKINS	101200046214	10/01/19	00000000	61191	10/01/19	385.00	385.00
		02 PUBLIC RELATIONS PUMPKINS	206194046216		00000000				85.00
									300.00
INTERS		INTERSTATE BATTERIES ROCKFORD							385.00
									VENDOR TOTAL:
	300381451	01 SEEDER BATTERY	504100066403	09/20/19	00004172	61177	09/26/19	44.95	44.95
KISH		KISHWAUKEE SPECIAL RECREATION							44.95
									VENDOR TOTAL:
	2019-5	01 2019 CONTRIBUTION	221000116855	09/13/19	00000000	61178	09/26/19	38,650.47	38,650.47
LOWE		LOWE'S							38,650.47
									VENDOR TOTAL:
	03565	01 TRASH REACHERS	202100066404	08/29/19	00004142	61211	10/07/19	43.28	39.62
									39.62
	902842	01 CONCRETE POST CC	207500076500	09/23/19	00000000	61211	10/07/19	43.28	3.66
									3.66
MARTINCO		MARTIN & COMPANY EXCAVATING							43.28
									VENDOR TOTAL:
	2018-7515-4	01 BRIDGE 18	701000207005	05/31/19	00000000	61229	10/11/19	26,730.00	26,730.00
MEL		MELIN'S LOCK & KEY							26,730.00
									VENDOR TOTAL:
	22597	01 KEY COPIES - CC	207500066401	08/13/19	00000000	61212	10/07/19	15.00	15.00
MENA		MENARDS - SYCAMORE							15.00
									VENDOR TOTAL:
	13173	01 ASPHALT SEAL, GRAFFITI LEON L	101500066404	09/11/19	00004174	61179	09/26/19	79.52	63.08
									63.08
	13432			09/16/19		61179	09/26/19	79.52	16.44

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13432	01	STEEL FOR SHOP STOCK	101500076500	09/16/19	00004173	61179	09/26/19	79.52	16.44 16.44
13642	01	PARK TOUCH UP PAINT	101500076500	09/20/19	00004170	61213	10/07/19	54.97	7.36 7.36
13873	01	VELCRO, CORD, CLEANER	207500076510	09/24/19	00004192	61213	10/07/19	54.97	34.46 34.46
13991	01	CLIPS, TOTE	207500076500	09/26/19	00004193	61213	10/07/19	54.97	13.15 13.15
VENDOR TOTAL:									134.49
MID-WEST	MID-WEST FAMILY BROADCASTING								
1913-00099-6-0004	01 AUG RADIO ADS								
101200046209	08/31/19								
VENDOR TOTAL:									375.00
MOOSE(L)	MOOSE(L)-UP GYM								
SUPERHERO CHALLENGE	01 PARTNER CUT SUPERHERO CHALLENGE 206095146128								
10/07/19	00000000								
VENDOR TOTAL:									375.00
MR OUTHOUSE	09/06/19								
1652	01	PORT-O-POT SERVICE - GOLF	504100056309	09/06/19	00000000	61215	10/07/19	1,880.00	1,880.00
	02	PORT-O-POT SERVICE - PARKS	101500056309		00000000				165.00
	03	PORT-O-POT SERVICE - SPORTS	202100056309		00000000				857.00
VENDOR TOTAL:									1,039.54
NICOR	NICOR GAS								
092619	01	MAINT BLDG	101500096703	09/26/19	00000000	61230	10/11/19	432.40	432.40
	02	MAINT BLDG	504100096703		00000000				75.47
	03	UPSTAIRS OFFICE	101000096703		00000000				34.74
	04	ADMIN	101000096703		00000000				36.57
	05	ADMIN	201000096703		00000000				36.58
	06	PRO SHOP	504000096703		00000000				15.67
	07	CLUBHOUSE	303000096703		00000000				15.67
	08	PUMP HOUSE	504100096703		00000000				35.29

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	092619	09 AIRPORT RD PROPERTY	207500096703	09/26/19	00000000	61230	10/11/19	432.40	432.40 106.94
OURAY		OURAY SPORTSWEAR						VENDOR TOTAL:	432.40
	ARINV-278746	01 FLEX DAP SHIRT	501000001301	09/13/19	00004163	61166	09/25/19	424.00	318.00
		02 W SWERVE 1/2 ZIP SHIRT	501000001301		00004163				212.00 106.00
	ARINV-278860	01 W SWERVE SHIRT	501000001301	09/16/19	00004163	61166	09/25/19	424.00	106.00 106.00
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	424.00
	56644454	01 BOTTLED WATER	303000086631	09/20/19	00004194	61192	10/01/19	599.94	599.94
		02 BOTTLE POP	303000086631		00004194				138.50
		03 5 GAL BIB	303000086630		00004194				100.16
		04 3 GAL BIB	303000086630		00004194				160.40 200.88
PLAYPO		PLAYPOWER LT FARMINGTON INC						VENDOR TOTAL:	599.94
	1400236620	01 KIWANIS EAST PLAY EQ FASTNERS	101500066407	09/09/19	00000000	61216	10/07/19	87.42	87.42
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	87.42
	OCT 2019	01 DENTAL INS PREMIUM	101000106801	09/26/19	00000000	61181	09/26/19	1,596.14	1,596.14
		02 DENTAL INSURANCE PREMIUM	101500106801		00000000				223.01
		03 DENTAL INSURANCE PREMIUM	504100106801		00000000				93.88
		04 DENTAL INSURANCE PREMIUM	504000106801		00000000				171.58
		05 DENTAL INSURANCE PREMIUM	201000106801		00000000				142.98
		06 DENTAL INSURANCE PREMIUM	202100106801		00000000				443.82
		07 DENTAL INSURANCE PREMIUM	207500106801		00000000				355.02
		08 DENTAL INSURANCE PREMIUM	303000106801		00000000				142.98 22.87
REACH		REACH MEDIA NETWORK						VENDOR TOTAL:	1,596.14
	1413	01 REACH HARDWARE AND LICENSE	101200046214	09/19/19	00004208	61193	10/01/19	1,119.00	1,119.00 1,119.00
								VENDOR TOTAL:	1,119.00

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REIN	1804356-00	01 TORO ROUGH MOWER RIM	101500066403	09/24/19	00004165	61217	10/07/19	238.36	238.36
									238.36
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	238.36
	CD_000052110	01 PHONE SERVICE	101000096700	08/24/19	00000000	61167	09/25/19	992.71	992.71
		02 PHONE SERVICE	201000096700		00000000				496.35
									496.36
	CD_000058466	01 PHONE SERVICE	101000096700	09/21/19	00000000	61231	10/11/19	992.71	992.71
		02 PHONE SERVICE	201000096700		00000000				496.35
									496.36
								VENDOR TOTAL:	1,985.42
SELDAL		SELDAL PLUMBING							
	4583	01 HOUSE FRIDGE WATER LINE	101000056300	09/13/19	00000000	61218	10/07/19	1,043.15	170.80
									170.80
	4594	01 CONC BB - WATER HEATER-WIRING	701000207010	09/27/19	00000000	61218	10/07/19	1,043.15	872.35
									872.35
								VENDOR TOTAL:	1,043.15
SPEC		SPECIAL FX							
	42424	01 STAFF T SHIRTS - MAINT	101500046215	09/10/19	00004168	61182	09/26/19	643.00	56.00
									56.00
	42446	01 SHC SHIRTS	206095146216	09/24/19	00004190	61182	09/26/19	643.00	587.00
									587.00
								VENDOR TOTAL:	643.00
STAPLES		STAPLES BUSINESS ADVANTAGE							
	3425100500	01 HOOK, PAPER, ENVELOPES	101000046200	09/14/19	00000000	61183	09/26/19	90.96	90.96
		02 HOOK, PAPER, ENVELOPES	201000046200		00000000				45.48
									45.48
	3426267102	01 CALENDARS	101000046200	09/28/19	00000000	61219	10/07/19	232.89	232.89
		02 CALENDARS	201000046200		00000000				116.44
									116.45
								VENDOR TOTAL:	323.85

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SUP	480957	SUPERIOR BEVERAGE							
		01 BUDWEISER	303000086634	09/18/19	00004195	61194	10/01/19	455.90	455.90
		02 BUD LIGHT	303000086634		00004195				47.55
		03 BUD LIGHT LIME	303000086634		00004195				63.40
		04 BUSCH LIGHT	303000086634		00004195				36.60
		05 NATURDAYS	303000086634		00004195				43.65
		06 MICHELOB ULTRA	303000086634		00004195				37.50
		07 SELTZERS	303000086634		00004195				17.50
		08 SHOCK TOP	303000086634		00004195				26.20
		09 312	303000086634		00004195				38.90
		10 KEG	303000086634		00004195				44.60
		11 KEG RETURN	303000086634		00004195				111.00
		12 ARNIE PALMER	303000086631		00004195				-60.00
		13 DELIVERY CHARGE	303000086634		00004195				44.00
									5.00
T0000021	DONAHOE, JEFF							VENDOR TOTAL:	455.90
	REIMB SIGN CHARGE								
	01 REIMB SIGN CHARGE LEON LARSON		101500066405	09/23/19	00000000	61163	09/23/19	55.00	55.00
T0001581	OROSZ, VIKTORIA							VENDOR TOTAL:	55.00
	REIMB LGI TRAIN								
	01 LGI/TRAINER RECERT REIMB		518000046207	10/01/19	00000000	61195	10/01/19	130.18	130.18
	02 MILEAGE		201000046211		00000000				60.00
									70.18
T0001584	GENZ, JUSTIN							VENDOR TOTAL:	130.18
	MILEAGE 9-19-19								
	01 MILEAGE 9-19-19		201000046211	10/07/19	00000000	61220	10/07/19	20.07	20.07
T0001598	CAMP, CAROLYN							VENDOR TOTAL:	20.07
	REFUND								
	01 JOLIET TOUR REFUND		201000002150	09/23/19	00000000	61161	09/23/19	75.00	75.00
T0001599	UNTCH, JOHN							VENDOR TOTAL:	75.00
	REFUND								
	01 JOLIET TOUR REFUND		201000002150	09/23/19	00000000	61162	09/23/19	130.00	130.00

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		01 JOLIET TOUR REFUND	201000002150	09/23/19	00000000	61162	09/23/19	130.00	130.00
									130.00
T0001601		STEPHANOPOULOS, KENNEDY						VENDOR TOTAL:	130.00
		01 REFUND	201000002150	10/07/19	00000000	61221	10/07/19	53.00	53.00
									53.00
THEM-T		THE W-T GROUP, LLC						VENDOR TOTAL:	53.00
		1912695A-01							
		01 POOL EVALUATION	101000036125	09/10/19	00000000	61196	10/01/19	8,500.00	8,500.00
									8,500.00
UNIT		UNITED LABORATORIES						VENDOR TOTAL:	8,500.00
		INV266759							
		01 SHOP-EQUIP-CLEANER-DRUM	101500066402	09/16/19	00000000	61222	10/07/19	1,062.78	1,062.78
		02 SHOP-EQUIP-CLEANER-DRUM	202100066402		00000000				531.39
		03 SHOP-EQUIP-CLEANER-DRUM	504100066402		00000000				265.70
									265.69
VISACA		VISA CARDMEMBER SERVICE						VENDOR TOTAL:	1,062.78
		090910							
		01 EAR PLUGS	101500076514	09/09/19	00000000	61186	09/26/19	3,620.41	3,620.41
		02 EYEGLOSS WIPES	101500076514		00000000				28.95
		03 GREASE GUN	101500076512		00000000				20.44
		04 IPASS	101000046211		00000000				135.20
		05 IPASS	201000046211		00000000				40.00
		06 DATA PLAN TABLETS	303000096700		00000000				40.00
		07 NRPA DUES	101000046204		00000000				108.03
		08 NRPA DUES	201000046204		00000000				437.50
		09 SC CONC RENO-SINKS	701000207010		00000000				437.50
		10 HAND SOAP	207500076510		00000000				684.57
		11 PAN LID COVERS	303000066400		00000000				104.76
		12 PAN LID COVERS	303000066400		00000000				14.70
		13 FOOD FOR MEETINGS	101000046212		00000000				14.70
		14 FOOD FOR MEETINGS	201000046212		00000000				66.99
		15 FIX CREDENZA DRAWER	101000076500		00000000				66.99
		16 ATHLETIC BUSINESS CONFERENCE	201000046207		00000000				12.89
		17 PIZZAS FOR STAFF TRAINING	518000046207		00000000				460.45
									103.94

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	090910			09/09/19		61186	09/26/19	3,620.41	3,620.41
VULC		18 FITNESS BAR	207000076500		00004094				56.16
		19 GYM FLOOR TAPE	207500076500		00004094				72.67
		20 LUNCH WITH GRAD ASSTS	201000046212		00004094				47.11
		21 GLOW NECKLACES	206194026216		00004094				129.94
		22 PLAYGROUND TILE SEALANT	101500066407		00004094				200.39
		23 CUBS TRIP FOOD	205231606216		00004094				19.50
		24 BLOODY MARY MIX	303000086636		00004094				44.98
		25 END OF SEASON GATHERING	303000076500		00004094				148.86
		26 PROGRAM SUPPLIES	205011306216		00004094				31.61
		27 PARTY SUPPLIES	205011956216		00004122				50.00
		28 POSTAGE	101000046202		00004122				7.30
		29 POSTAGE	201000046202		00004122				7.30
		30 CHRONICLE ACCESS	101200046214		00004122				10.99
		31 FACEBOOK ADS	101200046209		00004122				15.99
								VENDOR TOTAL:	3,620.41
VULC	32099525	01 BALLFIELD SCREENINGS-PATHS	202100076509	09/17/19	00000000	61223	10/07/19	201.10	201.10
WAGN		WAGNER AGGREGATE, INC.						VENDOR TOTAL:	201.10
	26142	01 AG-LIME FOR BALLFIELDS	202100076533	09/28/19	00000000	61224	10/07/19	188.47	188.47
WALM		WALMART COMMUNITY/RFCSELLC						VENDOR TOTAL:	188.47
	091619	01 LETTUCE/TOMATOES	303000086629	09/16/19	00004118	61200	10/01/19	1,016.97	1,016.97
		02 FOLDERS	303000076500		00004118				6.86
		03 DECAF COFFEE	303000086632		00004118				3.84
		04 HOT DOG BUNS	303000086615		00004118				8.42
		05 BREAD	303000086612		00004119				12.18
		06 BAGEL	303000086610		00004119				1.76
		07 EGGS	303000086610		00004119				1.54
		08 HOT DOG BUNS	303000086615		00004119				0.88
		09 PRZ/PLTS/VEG/COOKIE/WATER	101000046212		00004121				10.44
		10 PRZ/PLTS/VEG/COOKIE/WATER	201000046212		00004121				19.19
		11 RED BULL	303000086631		00004121				19.20
		12 CREAMER	303000086632		00004121				16.84
		13 MARINARA SAUCE	303000086629		00004121				3.78
		14 TOMATOES/ONION/LETTUCE	303000086629		00004121				2.00
								VENDOR TOTAL:	9.60

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	091619			09/16/19		61200	10/01/19	1,016.97	1,016.97
		15 CHEESE/CRACKERS/POP	101000046212		00004120				5.68
		16 CHEESE/CRACKERS/POP	201000046212		00004120				5.68
		17 BREAD	30300086612		00004200				3.74
		18 LETTUCE/ONION/TOMATOES	30300086629		00004200				7.83
		19 HOT DOG BUNS	30300086615		00004200				9.57
		20 BOTTLE WATER/POP	206095206216		00004205				15.50
		21 BREAD/BUTTER/LIGHTER FLUID	30350086640		00004205				4.74
		22 BROWNIES/FROSTING	30350086640		00004205				4.34
		23 BROWNIES/FROSTING	205490066216		00004205				4.34
		24 ENGLISH MUFFINS	30300086610		00004205				2.28
		25 EGGS	30300086610		00004205				1.41
		26 BREAD	30300086612		00004205				1.76
		27 TOMATOES/LETTUCE	30300086629		00004201				8.07
		28 HORSE RADISH	30300086636		00004201				1.96
		29 HOT DOG BUNS	30300086615		00004152				41.76
		30 CANDY	30300086624		00004203				388.08
		31 COOKIES	30300086618		00004203				67.46
		32 AIRHEADS	30300086618		00004203				109.80
		33 GRANOLA	30300086624		00004203				32.74
		34 PEANUTS	30300086618		00004203				14.56
		35 CRACKERS	30300086618		00004203				6.98
		36 CHEX MIX	30300086622		00004203				12.98
		37 FLAVOR ICE	303300086626		00004203				8.48
		38 GUM	303300086624		00004203				19.76
		39 SLIM JIM	30300086623		00004203				19.37
		40 FORKS	303300076550		00004203				10.98
		41 FORKS/SPOONS	30300076550		00004203				21.96
		42 STRAWS	30300076550		00004203				11.48
		43 WINE GLASSES	30300076550		00004203				10.58
		44 COUPON-GUM	303300086624		00004203				-2.00
		45 COUPON-CRACKERS	30300086618		00004203				-1.00
		46 COUPON-SLIM JIM	30300086623		00004203				-3.00
		47 COUPON-GOLDFISH	30300086618		00004203				-4.00
		48 GATORADE-MINI	101000046212		00004203				12.78
		49 GATORADE-MINI	201000046212		00004203				12.78
		50 LIGTR FLUID,BUTTR,CHEESE,OIL	303500086640		00004196				29.44
		51 VINEGAR	303000076510		00004196				1.57

VENDOR TOTAL: 1,016.97

138 01 STRAW BALES - SLED HILL 101500076500 09/29/19 00000000 61201 10/01/19 100.00 100.00

VENDOR TOTAL: 100.00

TOTAL --- ALL INVOICES: 130,335.46

Board

INVOICES DUE ON/BEFORE 10/16/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	6,059.00	605.90
ANCEL	ANCEL GLINK, P.C.	17,280.67	695.81
CINTA	CINTAS CORPORATION #355	2,839.26	20.85
CMJ	CMJ TECHNOLOGIES, INC.	20,974.60	344.00
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	213.23
ECO	ECOWATER SYSTEMS, INC.	309.77	84.99
GROUPPL	GROUP PLAN SOLUTIONS	434.50	24.75
ILLIN	ILLINI SECURITY SYSTEMS, INC.	5,641.25	303.75
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,001.36	233.52
LE PRINT	LE PRINT EXPRESS	859.06	13.25
PDRMA	PDRMA	265,706.92	3,956.40
STAPLES	STAPLES BUSINESS ADVANTAGE	4,552.62	29.02
THEW-T	THE W-T GROUP, LLC	8,500.00	4,345.00
UNUM	UNUM LIFE INSURANCE	2,929.05	41.63
WASTE	WASTE MANAGEMENT	5,099.33	73.70
	ADMINISTRATION		10,985.80
12	MARKETING		
MID-WEST	MID-WEST FAMILY BROADCASTING	2,662.00	525.00
SHAW	SHAW SUBURBAN MEDIA	6,403.15	396.00
SYC	SYCAMORE CHAMBER OF COMMERCE	925.00	1,500.00
	MARKETING		2,421.00
15	PARKS		
AIRGAS	AIRGAS USA LLC	444.46	31.00
CINTA	CINTAS CORPORATION #355	2,839.26	49.95
CINTA2	CINTAS CORP	1,354.98	294.06
CONS	CONSERV FS	34,200.22	860.62
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	240.38
ENCAP	ENCAP, INC	17,355.00	1,760.00
GRAI	GRAINGER	2,530.12	10.51
MENA	MENARDS - SYCAMORE	5,060.34	17.96
MROUT	MR OUTHUSE	10,590.00	900.00
PDRMA	PDRMA	265,706.92	1,715.90
UNUM	UNUM LIFE INSURANCE	2,929.05	24.54
WASTE	WASTE MANAGEMENT	5,099.33	122.32
	PARKS		6,027.24

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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/16/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
10	ADMINISTRATION		
CINTA	CINTAS CORPORATION #355	2,839.26	63.95
CMJ	CMJ TECHNOLOGIES, INC.	20,974.60	344.00
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	213.23
ECO	ECOWATER SYSTEMS, INC.	309.77	84.99
GROUPPL	GROUP PLAN SOLUTIONS	434.50	24.75
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	2,001.36	61.79
PDRMA	PDRMA	265,706.92	5,901.69
STAPLES	STAPLES BUSINESS ADVANTAGE	4,552.62	29.03
UNUM	UNUM LIFE INSURANCE	2,929.05	107.01
	ADMINISTRATION		6,830.44
21	SPORTS COMPLEX MAINTENANCE		
CONS	CONSERV FS	34,200.22	637.02
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	382.52
MROUT	MR OUTHOUSE	10,590.00	785.00
PDRMA	PDRMA	265,706.92	6,347.11
PION	PIONEER	4,696.37	67.50
UNUM	UNUM LIFE INSURANCE	2,929.05	80.26
VULC	VULCAN MATERIALS CO.	2,157.41	704.31
WASTE	WASTE MANAGEMENT	5,099.33	67.32
	SPORTS COMPLEX MAINTENANCE		9,071.04
25	MIDWEST MUSEUM OF NATURAL HIST		
ILLIN	ILLINI SECURITY SYSTEMS, INC.	5,641.25	195.00
	MIDWEST MUSEUM OF NATURAL HIST		195.00
55	PROGRAMS - YOUTH ATHLETICS		
CHALL	CHALLENGER SPORTS CAMP		924.00
	PROGRAMS - YOUTH ATHLETICS		924.00
61	PROGRAMS - COMMUNITY EVENTS		
T0000847	HORST, PHYLLIS		100.00
	PROGRAMS - COMMUNITY EVENTS		100.00

INVOICES DUE ON/BEFORE 10/16/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
BSN	BSN SPORTS	6,443.04	13.49
CINTA	CINTAS CORPORATION #355	2,839.26	182.05
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	4,626.84
PDRMA	PDRMA	265,706.92	62.39
STAPLES	STAPLES BUSINESS ADVANTAGE	4,552.62	24.39
UNUM	UNUM LIFE INSURANCE	2,929.05	11.84
VECTOR	VECTOR STOMP	240.00	35.00
WASTE	WASTE MANAGEMENT	5,099.33	152.48
	COMMUNITY CENTER		5,108.48
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	86.93
GOR	GORDON FOOD SERVICE INC.	3,268.37	497.57
PDRMA	PDRMA	265,706.92	521.54
UNUM	UNUM LIFE INSURANCE	2,929.05	9.00
WASTE	WASTE MANAGEMENT	5,099.33	67.21
	CLUBHOUSE CONCESSIONS		1,182.25
33	SPORTS COMPLEX CONCESSIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	155.57
GOR	GORDON FOOD SERVICE INC.	3,268.37	33.96
	SPORTS COMPLEX CONCESSIONS		189.53
GOLF COURSE			
10	ADMINISTRATION		
HORN	HORNUNG'S PRO GOLF SALES INC.	1,377.80	258.52
	ADMINISTRATION		258.52
40	GOLF OPERATIONS		
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	113.75
PDRMA	PDRMA	265,706.92	2,169.90

INVOICES DUE ON/BEFORE 10/16/2019

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GOLF COURSE			
40	GOLF OPERATIONS		
UNUM	UNUM LIFE INSURANCE	2,929.05	18.50
	GOLF OPERATIONS		2,302.15
41 GOLF MAINTENANCE			
CINTA	CINTAS CORPORATION #355	2,839.26	49.90
CONS	CONSERV FS	34,200.22	367.05
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	901.40
MROUT	MR OUTHOUSE	10,590.00	165.00
PDRMA	PDRMA	265,706.92	2,599.40
REIN	REINDERS, INC.	14,167.74	50.65
UNUM	UNUM LIFE INSURANCE	2,929.05	22.20
WASTE	WASTE MANAGEMENT	5,099.33	29.08
	GOLF MAINTENANCE		4,184.68
AQUATICS			
81	AQUATICS MAINTENANCE		
DYNEGY E	DYNEGY ENERGY SERVICES	81,309.07	197.29
WASTE	WASTE MANAGEMENT	5,099.33	52.05
	AQUATICS MAINTENANCE		249.34
DEBT SERVICE			
10	ADMINISTRATION		
RESOUR	RESOURCE BANK	7,140.00	524,835.84
	ADMINISTRATION		524,835.84
ACTION 2020			
10	ADMINISTRATION		
BANK	THE BANK OF NEW YORK MELLON	160,725.00	1,100.00
ENCAP	ENCAP, INC	17,355.00	2,390.00
ENGIN	ENGINEERING RESOURCE ASSOC	221,242.26	7,884.49
	ADMINISTRATION		11,374.49
TOTAL ALL DEPARTMENTS			586,239.80

Interim \$130,335.46 + New \$586,239.80 = Total \$716,575.26

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: October 22, 2019

Administrative Initiatives (10/1/19 – 10/31/19)

- Attended scheduled Study Sessions, Superintendent and Board meetings.
- Reviewed deposits for Community Center, Golf, and Concessions, prepared general ledger journal entries to be posted.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The September installment was for 214 individuals, a decrease of 9. The monthly installment was \$3,636 (\$184 decrease) processed through credit cards and \$404 (\$49 decrease) 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.

The October installment was for 212 individuals, a decrease of 2. The monthly installment was \$3,699 (\$63 increase) processed through credit cards and \$265 (\$139 decrease) through ACH transactions. There were 12 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.
- Reviewed new rates and benefits for employee health insurance. Calculated threshold and total anticipated 2020 expense. Prepared recommendation for the board regarding health insurance coverage.
- Scheduled 2020 PDRMA Onsite Screening Date.

- 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.
- Prepared and filed quarterly payroll taxes.
- Participated in PDRMA 2019 Health Program Council meeting.
- Participated in PDRMA Health Benefits Coordinator Workshop webinar.
- Participated in PDRMA Eat the Rainbow Challenge Webinar.
- Provided documentation to Jeanette to support credit card transactions processed through tablet/PayAnywhere.
- Processed monthly bills for payment.
- Processed purchase orders for pro shop inventory. Posted inventory received for sale. Tagged/prepared inventory for pro shop stocking. Continued training of staff.
- Prepared monthly bank reconciliation.
- Continued to review cash flow and transferred funds as needed in order to increase investment income.
- Attended and assisted as needed/assigned at the Pumpkin Festival.
- Attended Pumpkin Festival Committee Vendor meeting.

- Began 5 year Capital Budget process. Updated with information from the Equipment Lifecycle and Capital Asset Listings. Met with staff to evaluate each item and determine if needing replaced in 2020 or to move it out on our timetable. Updated 5 year capital with this input and prepared initial draft for the Board. Continued to revise based upon need and financial limitations.
- Prepared spreadsheets for staff to use for submitting the 2019 projected results and 2020 FY operating budget.
- Worked with Speer Financial and Chapman & Cutler to finalize documentation for bond issue.
- Provided attorney information for property tax exemption filing.
- Obtained current estimated EAV in order to start calculating the 2019 tax levy.
- Reserved hotel rooms for 2020 IAPD/IPRA Conference.
- Met with CMJ to discuss equipment replacement schedule.
- Gathered information to provide the board with significant known 2020 expense increases.
- Put together a draw down schedule for the \$5 million bond issue for PFM to use to prepare an investment schedule.
- Reviewed and posted Impact Fees received from the city.
- Met with Physicians Immediate Care to confirm arrangement for handling employee injuries and pre-employment screenings. Discussed with staff on steps to manage employee injuries. Prepared documentation to provide employees.
- Participated in VSI RecChat regarding CardConnect processing.

Administrative Initiatives (11/1/19 – 11/30/19)

- Attend scheduled Superintendent and Board meetings.
- File monthly state unemployment report.
- File monthly Sales Tax Return.
- Review deposits for Community Center, Golf, 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.
- Attend Pumpkin Festival Committee meeting.
- Provide documentation to Jeanette to support credit card processing through tablet/PayAnywhere.
- Obtain utility rate quotes for electricity.
- Participate in PDRMA Path 2020 Onsite Screening Webinar.
- Obtain updated estimated EAV and prepare resolution for 2019 Tax Levy.
- Finalize final draft of 2020 Capital Budget and submit to Board for approval.
- Work on consolidating data for first draft of 2020 Operating Budget.

- Hold open enrollment meeting for employee benefits. Assist employees as needed in order to complete required documentation.
- Attend Legal Symposium.
- Attend Illinois RecTrac User Group Meeting.
- Register attendees for 2020 IAPD/IPRA Conference.
- Work with Speer Financial and Chapman & Cutler on annual G.O. Bond issue.
- Submit application for Illinois Liquor License.
- Review and post Impact Fees received from the city.
- Schedule upgrade to MSI software.
- Perform annual PCI compliance.
- Submit Dog Park expenses to DCCF for reimbursement from donations.
- Continue training staff on EZLinks inventory processing.
- 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 on Employee Portal documents.
- Reconcile FSA accounts.
- Review applications for financial assistance for programs as requested.
- Review equipment lifecycle and capital asset spreadsheets. Develop tools and procedures to keep current.
- 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 September 30, 2019

Corporate Fund (10)

<u>Department</u>	<u>September Budget</u>	<u>September 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>
Revenues									
Administration	558,967.00	538,556.42	-3.7%	1,331,207.00	1,346,346.33	1.1%	1,403,338.00	1,342,960.24	0.3%
Marketing	-	-		-	-		-	2.01	
Parks	4,364.00	3,230.29	-26.0%	17,196.00	17,010.99	-1.1% (1)	21,256.00	9,739.69	74.7% (2)
Total Revenues	563,331.00	541,786.71	-3.8%	1,348,403.00	1,363,357.32	1.1%	1,424,594.00	1,352,701.94	0.8%
Expenses									
Administration	46,667.00	26,799.51	-42.6%	533,385.00	455,385.83	-14.6% (3)	1,026,939.00	465,831.78	-2.2% (4)
Marketing	8,600.00	3,433.64	-39.8%	56,040.00	28,900.98	-48.4% (5)	73,330.00	37,587.96	-23.1% (6)
Parks	28,455.00	22,362.25	-21.4%	241,438.00	221,949.55	-8.1% (7)	310,934.00	200,866.68	10.5% (7)
Total Expenses	83,722.00	52,595.40	-37.2%	830,863.00	706,236.36	-15.0%	1,411,203.00	704,286.42	0.3%
Total Fund Revenues	563,331.00	541,786.71	-3.8%	1,348,403.00	1,363,357.32	1.1%	1,424,594.00	1,352,701.94	0.8%
Total Fund Expenses	83,722.00	52,595.40	-37.2%	830,863.00	706,236.36	-15.0%	1,411,203.00	704,286.42	0.3%
Surplus (Deficit)	479,609.00	489,191.31	2.0%	517,540.00	657,120.96	27.0%	13,391.00	648,415.52	1.3%

(1) This includes Dog Park Memberships. Currently collected greater than budget 42.9% \$1,288.

(2) Dog park revenue in 2019 not 2018. Tax levy transfer greater in 2019 30.6% \$2,984 due to higher wages.

(3) Expenses below budget: Legal Fees/Misc Consultants 81.4% \$58,031, Education & Training 45.2% \$8,654; Health Insurance 18.7% \$8,007 (in part to one month lag)

(4) Bond interest payment for G.O. Bond 2015A \$18,187.50 in 2018 was paid out of capital fund. Based on rule changes in 2019 paid out of Corporate Fund. 2019 expenses lower than 2018: part-time wages and related taxes 94.8% \$10,347 and professional fees 65.5% \$25,079.

(5) All areas currently running below budget. Some of this may be due to timing of budget vs. actual.

(6) Public Relations expense in 2019 is 93.1% \$8,891 less than 2018.

(7) Wages/taxes less than budget 18.7% \$22,210 primarily due to timing of hiring positions and part-time staff, and greater than 2018 35.4% \$25,170 due to new position.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2019

Recreation Fund (20)

Department	September Budget	September Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2018 YTD Actual	
Revenues									
Administration	395,216.00	380,339.62	-3.76%	916,385.00	926,812.82	1.14%	964,830.00	909,094.24	1.9%
Sports Complex	3,950.00	2,112.00	-46.53%	35,547.00	11,095.00	-68.79% (1)	41,322.00	32,765.22	-66.1% (1)
Sports Complex Maintenance	9,042.00	7,313.81	-19.11%	31,078.00	31,365.57	0.93%	39,874.00	32,059.80	-2.2%
Midwest Museum of Natural Hist	-	599.13		1,800.00	2,395.97	33.11%	2,400.00	1,745.83	37.2%
Programs-Youth	1,023.00	780.12	-23.74%	12,685.00	14,639.70	15.41% (2)	13,941.00	8,526.02	71.7% (2)
Programs-Tweens	121.00	42.00	-65.29%	241.00	42.00	-82.57% (2)	247.00	-	#DIV/0! (2)
Programs-Adult	2,219.00	1,118.50	-49.59%	21,159.00	10,023.31	-52.63% (2)	22,837.00	5,174.87	93.7% (2)
Programs-Family	-	-	#DIV/0!	-	-	#DIV/0! (2)	-	-	#DIV/0! (2)
Programs-Adult Athletic Leagues	4,454.00	6,010.00	34.93%	8,790.00	7,414.12	-15.65% (2)	11,786.00	5,472.76	35.5% (2)
Programs-Youth Athletics	751.00	765.85	1.98%	28,721.00	26,727.02	-6.94% (2)	34,485.00	24,624.10	8.5% (2)
Programs-Fitness	2,282.00	821.55	-64.00%	15,699.00	16,708.07	6.43% (2)	17,065.00	11,168.70	49.6% (2)
Programs-Early Childhood	786.00	775.00	-1.40%	6,614.00	5,938.00	-10.22% (2)	6,730.00	5,844.00	1.6% (2)
Programs-Dance	331.00	316.56	-4.36%	3,353.00	3,056.72	-8.84% (2)	3,689.00	3,083.85	-0.9% (2)
Programs-Special Events	2,452.00	982.00	-59.95%	13,734.00	8,446.23	-38.50% (2)	15,534.00	7,556.00	11.8% (2)
Programs-Community Events	1,627.00	760.16	-53.28%	17,153.00	10,038.15	-41.48% (2)	17,155.00	13,066.31	-23.2% (2)
Brochure	-	4,050.00	#DIV/0!	7,350.00	7,350.00	0.00%	7,350.00	-	#DIV/0!
Weight Room	9,903.00	11,751.96	18.67%	115,724.00	140,630.65	21.52% (4)	150,066.00	96,569.54	45.6% (4)
Community Center	4,008.00	3,503.78	-12.58%	29,337.00	44,502.60	51.69% (5)	41,161.00	20,470.08	117.4% (5)
Total Revenues	438,165.00	422,042.04	-3.68%	1,265,370.00	1,267,185.93	0.14%	1,390,472.00	1,177,221.32	7.6%

- (1) 2019 Payments have not been received yet for: SYB, SGS, Titans, Spring AYSO and Storm.
- (2) Revenue from programs less than budget 19.13% \$21,441 and increased 22.5% \$16,629 compared to 2018.
- (4) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:
 - Pathway Fitness Membership 128.69% / 98.46% / 128.66%
 - Pathway Fitness Pass 90.35% / 71.4% / 158.36%
 - Track Only Pass 278.57% / 190.05% / 175.38%
 - Pre-pay Card 50.00% / 40.0% / 51.3%
 - Program Fees 423.85 / 288.75% / 415.47%
 - Daily Admission Fee 260.75% / 195.56% / 263.7%
- (5) Compared to Budget/Compared to Annual Budget/Compared to 2018 YTD:
 - Open Gym Daily 218.02% / 163.52% / 267.16%
 - Open Gym Membership 94.33% / 59.72 / 129.69%
 - Rentals 164.19% / 119.76% / 359.44%
 - Vending 240.51% / 180.38% / 358.20%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2019

Expenses										
Administration	42,660.00	39,983.21	-6.27%	430,418.00	402,377.83	-6.51% (1)	555,939.00	370,950.71	8.5%	(2)
Sports Complex	-	-	#DIV/0!	-	78.06	#DIV/0!	-	-	#DIV/0!	
Sports Complex Maintenance	32,892.00	31,011.35	-5.72%	329,227.00	317,747.73	-3.49%	421,322.00	314,090.25	1.2%	
Midwest Museum of Natural Hist	313.00	1,248.88	299.00%	9,413.00	12,322.82	30.91% (3)	10,750.00	12,768.46	-3.5%	
Programs-Youth	304.00	243.62	-19.86%	6,040.00	8,759.22	45.02% (4)	7,519.00	3,981.15	120.0%	(4)
Programs-Teens	111.00	-	-100.00%	111.00	50.00	-54.95% (4)	197.00	-	#DIV/0!	(4)
Programs-Adult	870.00	553.46	-36.38%	17,626.00	7,343.81	-58.34% (4)	19,938.00	2,006.02	266.1%	(4)
Programs-Leagues	289.00	-	-100.00%	3,447.00	3,362.12	-2.46% (4)	7,361.00	2,130.41	57.8%	(4)
Programs-Youth Athletics	167.00	62.96	-62.30%	19,205.00	15,251.69	-20.58% (4)	25,348.00	14,124.77	8.0%	(4)
Programs-Fitness	862.00	732.31	-15.05%	6,041.00	8,807.71	45.80% (4)	8,787.00	5,505.74	60.0%	(4)
Programs-Early Childhood	181.00	-	-100.00%	2,930.00	1,688.00	-42.39% (4)	4,671.00	3,188.00	-47.1%	(4)
Programs-Dance	136.00	83.46	-38.63%	1,126.00	642.14	-42.97% (4)	1,517.00	940.60	-31.7%	(4)
Programs-Special Events	2,715.00	10,664.46	292.80%	8,033.00	13,939.50	73.53% (4)	10,308.00	2,576.00	441.1%	(4)
Programs-Community Events	17,315.00	4,294.54	-75.20%	30,538.00	14,854.36	-51.36% (4)	30,820.00	27,919.25	-46.8%	(4)
Brochure	-	-	#DIV/0!	15,202.00	16,639.11	9.45% (5)	22,800.00	12,841.52	29.6%	(5)
Weight Room	2,965.00	529.29	-82.15%	28,672.00	14,078.52	-50.90% (6)	43,642.00	8,102.86	73.7%	(7,8)
Community Center	16,162.00	13,210.13	-18.26%	156,414.00	135,781.03	-13.19% (9)	204,718.00	124,924.84	8.7%	(8)
Total Expenses	117,942.00	102,617.67	-12.99%	1,064,443.00	973,723.65	-8.52%	1,375,637.00	906,050.58	7.5%	
Total Fund Revenues	438,165.00	422,042.04	-3.68%	1,265,370.00	1,267,185.93	0.14%	1,390,472.00	1,177,221.32	7.6%	
Total Fund Expenses	117,942.00	102,617.67	-12.99%	1,064,443.00	973,723.65	-8.52%	1,375,637.00	906,050.58	7.5%	
Surplus (Deficit)	320,223.00	319,424.37	-0.25%	200,927.00	293,462.28	46.05%	14,835.00	271,170.74	8.2%	

(1) Under budget primarily in 2 areas: Admin Exp 20.48% \$9,662 and Health Ins 27.03% \$18,366 (two employees opt out and one month lag)

(2) Expenses greater than 2018: Wages/taxes 11.6% \$30,274 and Health Ins 21.6% \$8,789 due to new hirings.

(3) Over budget due to repair of fire pipe leak and roof ac unit.

(4) Expenses for programs less than budget 21.45% \$20,398 and increased 19.8%, \$12,327 compared to 2018.

(5) timing is off a bit. Postage and printing increased in 2019

(6) 2019 is below budget: graduate assistants, only 1 on contract for first half of the year, budget is for 2 58.24% \$5,824

(7) Two new pieces of equipment were added \$3,000. Increased usage of personal trainers has increased wages \$3,131

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

(9) Utilities below budget YTD 11.32% \$6,351, Health insurance below budget 92.3% \$7,634 due to employee opt out.

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Donations (21)

<u>Department</u>	<u>September Budget</u>	<u>September 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	6,250.00	4,050.00	-35.20%	20,000.00	67,446.74	237.23% (1)	27,500.00	499,394.50	-86.5% (2)
Total Revenues	6,250.00	4,050.00	-35.20%	20,000.00	67,446.74	237.23%	27,500.00	499,394.50	-86.5%
Expenses									
Administration	-	-		-	-		27,500.00	425,000.00	-100.0%
Total Expenses	-	-		-	-		27,500.00	425,000.00	-100.0%
Total Fund Revenues	6,250.00	4,050.00	-35.20%	20,000.00	67,446.74	237.23%	27,500.00	499,394.50	-86.5%
Total Fund Expenses	-	-		-	-		27,500.00	425,000.00	-100.0%
Surplus (Deficit)	6,250.00	4,050.00	-35.20%	20,000.00	67,446.74	237.23%	-	74,394.50	-9.3%

(1) Ovitz donation \$50,000.

(2) 2018 received two year installment from Northwestern Medicine \$40,000. Transferred funds from DCCF.

Special Recreation (22)

<u>Department</u>	<u>September Budget</u>	<u>September 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	79,800.00	77,300.94	-3.13%	182,400.00	184,520.25	1.16%	190,000.00	176,765.26	4.4%
Total Revenues	79,800.00	77,300.94	-3.13%	182,400.00	184,520.25	1.16%	190,000.00	176,765.26	4.4%
Expenses									
Administration	39,941.00	38,650.47	-3.23%	91,575.00	92,165.85	0.65%	190,000.00	88,155.28	4.5%
Total Expenses	39,941.00	38,650.47	-3.23%	91,575.00	92,165.85	0.65%	190,000.00	88,155.28	4.5%
Total Fund Revenues	79,800.00	77,300.94	-3.13%	182,400.00	184,520.25	1.16%	190,000.00	176,765.26	4.4%
Total Fund Expenses	39,941.00	38,650.47	-3.23%	91,575.00	92,165.85	0.65%	190,000.00	88,155.28	4.5%
Surplus (Deficit)	39,859.00	38,650.47	-3.03%	90,825.00	92,354.40	1.68%	-	88,609.98	4.2%

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Insurance (23)

<u>Department</u>	<u>September Budget</u>	<u>September 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	29,400.00	28,949.03	-1.53%	67,200.00	69,326.06	3.16%	70,000.00	70,872.13	-2.2%
Total Revenues	29,400.00	28,949.03	-1.53%	67,200.00	69,326.06	3.16%	70,000.00	70,872.13	-2.2%
Expenses									
Administration	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Total Expenses	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Total Fund Revenues	29,400.00	28,949.03	-1.53%	67,200.00	69,326.06	3.16%	70,000.00	70,872.13	-2.2%
Total Fund Expenses	-	-	#DIV/0!	35,027.00	31,276.32	-10.71%	67,553.00	30,368.70	3.0%
Surplus (Deficit)	29,400.00	28,949.03	-1.53%	32,173.00	38,049.74	18.27%	2,447.00	40,503.43	-6.1%

Audit (24)

<u>Department</u>	<u>September Budget</u>	<u>September 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	6,300.00	6,048.53	-3.99%	14,400.00	14,498.22	0.68%	15,000.00	14,873.30	-2.5%
Total Revenues	6,300.00	6,048.53	-3.99%	14,400.00	14,498.22	0.68%	15,000.00	14,873.30	-2.5%
Expenses									
Administration	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Total Expenses	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Total Fund Revenues	6,300.00	6,048.53	-3.99%	14,400.00	14,498.22	0.68%	15,000.00	14,873.30	-2.5%
Total Fund Expenses	-	-	#DIV/0!	15,950.00	15,950.00	0.00%	15,950.00	14,500.00	10.0%
Surplus (Deficit)	6,300.00	6,048.53	-3.99%	(1,550.00)	(1,451.78)	-6.34%	(950.00)	373.30	-488.9%

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Paving & Lighting (25)

<u>Department</u>	<u>September Budget</u>	<u>September 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	63.00	76.66	21.68%	144.00	392.65	172.67%	150.00	552.23	-28.9%
Total Revenues	63.00	76.66		144.00	392.65		150.00	552.23	-28.9%
Expenses									
Administration	-	-	#DIV/0!	11,000.00	-	-100.00% (1)	22,000.00	-	#DIV/0!
Total Expenses	-	-		11,000.00	-		22,000.00	-	#DIV/0!
Total Fund Revenues	63.00	76.66	21.68%	144.00	392.65	172.67%	150.00	552.23	
Total Fund Expenses	-	-	#DIV/0!	11,000.00	-	-100.00%	22,000.00	-	
Surplus (Deficit)	63.00	76.66	21.68%	(10,856.00)	392.65	-103.62%	(21,850.00)	552.23	

Park Police (26)

<u>Department</u>	<u>September Budget</u>	<u>September 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	63.00	94.55	50.08%	144.00	277.84	92.94%	150.00	248.12	12.0%
Total Revenues	63.00	94.55		144.00	277.84		150.00	248.12	12.0%
Expenses									
Administration	250.00	181.66	-27.34%	3,750.00	785.56	-79.05%	4,500.00	253.57	209.8%
Total Expenses	250.00	181.66		3,750.00	785.56		4,500.00	253.57	209.8%
Total Fund Revenues	63.00	94.55	50.08%	144.00	277.84	92.94%	150.00	248.12	12.0%
Total Fund Expenses	250.00	181.66	-27.34%	3,750.00	785.56	-79.05%	4,500.00	253.57	
Surplus (Deficit)	(187.00)	(87.11)	-53.42%	(3,606.00)	(507.72)	-85.92%	(4,350.00)	(5.45)	9216.0%

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IMRF (27)

<u>Department</u>	<u>September Budget</u>	<u>September 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	37,800.00	36,989.08	-2.15%	86,400.00	88,129.61	2.00%	91,000.00	88,906.47	-0.9%
Total Revenues	37,800.00	36,989.08	-2.15%	86,400.00	88,129.61	2.00%	90,000.00	88,906.47	-0.9%
Expenses									
Administration	21,930.00	19,230.70	-12.31%	70,291.00	70,371.23	0.11%	89,556.00	76,018.16	-7.4%
Total Expenses	21,930.00	19,230.70	-12.31%	70,291.00	70,371.23	0.11%	89,556.00	76,018.16	-7.4%
Total Fund Revenues	37,800.00	36,989.08	-2.15%	86,400.00	88,129.61	2.00%	90,000.00	88,906.47	-0.9%
Total Fund Expenses	21,930.00	19,230.70	-12.31%	70,291.00	70,371.23	0.11%	89,556.00	76,018.16	-7.4%
Surplus (Deficit)	15,870.00	17,758.38		16,109.00	17,758.38		444.00	12,888.31	

Social Security (28)

<u>Department</u>	<u>September Budget</u>	<u>September 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	42,840.00	41,394.38	-3.37%	97,920.00	98,625.58	0.72%	102,000.00	96,692.60	2.0%
Total Revenues	42,840.00	41,394.38	-3.37%	97,920.00	98,625.58	0.72%	102,000.00	96,692.60	2.0%
Expenses									
Administration	23,202.00	16,346.97	-29.54%	85,231.00	80,691.23	-5.33%	108,257.00	75,526.39	6.8%
Total Expenses	23,202.00	16,346.97	-29.54%	85,231.00	80,691.23	-5.33%	108,257.00	75,526.39	6.8%
Total Fund Revenues	42,840.00	41,394.38	-3.37%	97,920.00	98,625.58	0.72%	102,000.00	96,692.60	2.0%
Total Fund Expenses	23,202.00	16,346.97	-29.54%	85,231.00	80,691.23	-5.33%	108,257.00	75,526.39	6.8%
Surplus (Deficit)	19,638.00	25,047.41		12,689.00	17,934.35		(6,257.00)	21,166.21	

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Concessions (30)

<u>Department</u>	<u>September Budget</u>	<u>September 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									
Clubhouse Concessions	12,089.00	8,427.99	-30.28%	70,130.00	57,610.90	-17.85% (1)	76,145.00	67,163.15	-14.2% (1)
Beverage Cart	799.00	369.25	-53.79%	11,281.00	7,013.20	-37.83% (1)	11,281.00	6,881.13	1.9%
Sports Complex Concessions	3,602.00	2,862.28	-20.54%	37,711.00	29,866.76	-20.80% (1)	39,945.00	34,736.18	-14.0% (1)
Pool Concessions	53.00	22.82	-56.94%	7,706.00	8,323.88	8.02%	7,706.00	6,771.01	22.9%
Catering	2,104.00	1,790.61	-14.89%	16,196.00	14,058.22	-13.20% (2)	18,615.00	15,912.74	-11.7% (2)
Total Revenues	18,647.00	13,472.95	-27.75%	143,024.00	116,872.96	-18.28%	153,692.00	131,464.21	-11.1%
Expenses									
Clubhouse Concessions	11,380.00	8,478.10	-25.50%	85,350.00	69,446.83	-18.63% (1,3)	98,519.00	73,332.81	-5.3% (1,3)
Beverage Cart	727.00	261.93	-63.97%	8,625.00	4,476.73	-48.10% (1)	8,689.00	4,893.73	-8.5%
Sports Complex Concessions	2,371.00	1,581.78	-33.29%	28,952.00	23,958.45	-17.25% (1)	31,620.00	27,786.61	-13.8% (1)
Pool Concessions	88.00	101.00	14.77%	7,086.00	7,026.57	-0.84%	7,086.00	5,771.94	21.7%
Catering	1,400.00	258.59	-81.53%	5,415.00	4,609.23	-14.88% (2)	6,595.00	5,171.25	-10.9% (2)
Total Expenses	15,966.00	10,681.40	-33.10%	135,428.00	109,517.81	-19.13%	152,509.00	116,956.34	-6.4%
Total Fund Revenues	18,647.00	13,472.95	-27.75%	143,024.00	116,872.96	-18.28%	153,692.00	131,464.21	-11.1%
Total Fund Expenses	15,966.00	10,681.40	-33.10%	135,428.00	109,517.81	-19.13%	152,509.00	116,956.34	-6.4%
Surplus (Deficit)	2,681.00	2,791.55	4.12%	7,596.00	7,355.15	-3.17%	1,183.00	14,507.87	-49.3%

(1) April and September 2019 flooding and May 2019 wet and cold weather impacted both golf course and ballfields.

(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

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Developer Contributions (32)

<u>Department</u>	<u>September Budget</u>	<u>September 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	-	-	#DIV/0!	14,386.00	8,821.33	-38.68%	21,000.00	12,695.75	-30.5%
Total Revenues	-	-		14,386.00	8,821.33		21,000.00	12,695.75	-30.5%
Expenses									
Administration	-	-		-	-		21,000.00	-	#DIV/0!
Total Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Total Fund Revenues	-	-		14,386.00	8,821.33		21,000.00	12,695.75	-30.5%
Total Fund Expenses	-	-		-	-		21,000.00	-	#DIV/0!
Surplus (Deficit)	-	-		14,386.00	8,821.33		-	12,695.75	-30.5%

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Golf Course (50)

<u>Department</u>	<u>September Budget</u>	<u>September 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									
Golf Operations	43,305.00	37,113.31	-14.3%	403,346.00	363,279.06	-9.9% (1)	474,322.00	388,202.75	-6.4% (2)
Golf Maintenance	4,873.00	3,734.19	-23.4%	16,433.00	15,596.44	-5.1%	20,290.00	15,561.42	0.2%
Total Revenues	48,178.00	40,847.50	-15.2%	419,779.00	378,875.50	-9.7%	494,612.00	403,764.17	-6.2%
Expenses									
Golf Operations	21,024.00	18,676.17	-11.2%	182,822.00	164,748.32	-9.9% (3)	220,563.00	183,308.97	-10.1% (3)
Golf Maintenance	27,146.00	27,108.84	-0.1%	221,565.00	210,755.98	-4.9% (4)	274,049.00	207,802.56	1.4% (4)
Total Expenses	48,170.00	45,785.01	-5.0%	404,387.00	375,504.30	-7.1%	494,612.00	391,111.53	-4.0%
Total Fund Revenues	48,178.00	40,847.50	-15.2%	419,779.00	378,875.50	-9.7%	494,612.00	403,764.17	-6.2%
Total Fund Expenses	48,170.00	45,785.01	-5.0%	404,387.00	375,504.30	-7.1%	494,612.00	391,111.53	-4.0%
Surplus (Deficit)	8.00	(4,937.51)	-61818.9%	15,392.00	3,371.20	-78.1%	-	12,652.64	-73.4%

(1) Daily Greens Fees -9.17% -\$12,384
Golf Events & Misc -3.09% -\$581
Carts -3.23% -\$3,126
Season passes -11.52% -\$10,740
Pro shop sales -28.46% -\$13,595

(2) Daily Greens Fees -3.65% -\$4,654
Golf Events & Misc -0.56% -\$102
Carts -2.34% -\$2,243
Season passes -7.17% -\$6,377
Pro shop sales -25.73% -\$11,840

(3) Cost of Goods sold below budget 14.7% \$4,469 and less than 2018 19.5% \$6,324. Wages/Taxes below budget 9.5% \$9,958 and 2018 5.3% \$5,359.

(4) Wages/taxes below budget 6.9% \$9,073 and greater than 2018 4.6% \$5,388

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Aquatics (51)

<u>Department</u>	<u>September Budget</u>	<u>September 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									
Pool	5,041.00	4,511.71	-10.5%	63,115.00	68,746.56	8.9%	(1) 63,115.00	58,284.32	18.0% (2)
Swim Lessons	121.00	73.00	-39.7%	19,444.00	21,093.48	8.5%	19,444.00	18,604.85	13.4%
Splashpad	724.00	377.45	-47.9%	17,059.00	13,205.45	-22.6%	17,059.00	15,652.00	-15.6%
Total Revenues	5,886.00	4,962.16	-15.7%	99,618.00	103,045.49	3.4%	99,618.00	92,541.17	11.4%
Expenses									
Pool	150.00	280.97	87.3%	52,891.00	51,174.21	-3.2%	52,920.00	50,151.57	2.0%
Aquatics Maintenance	2,812.00	2,304.01	-18.1%	33,185.00	29,715.07	-10.5%	37,400.00	24,071.65	23.4% (3)
Swim Lessons	-	-	#DIV/0!	8,932.00	9,083.98	1.7%	8,932.00	8,504.14	
Splashpad	187.00	48.45	-74.1%	1,014.00	50.45	-95.0%	234.00	-	#DIV/0!
Total Expenses	3,149.00	2,633.43	-16.4%	96,022.00	90,023.71	-6.2%	99,486.00	82,727.36	8.8%
Total Fund Revenues	5,886.00	4,962.16	-15.7%	99,618.00	103,045.49	3.4%	99,618.00	92,541.17	11.4%
Total Fund Expenses	3,149.00	2,633.43	-16.4%	96,022.00	90,023.71	-6.2%	99,486.00	82,727.36	8.8%
Surplus (Deficit)	2,737.00	2,328.73	-14.9%	3,596.00	13,021.78	262.1%	132.00	9,813.81	32.7%

- (1) Daily Fees +37.73% \$6,829
Season passes -2.62% -\$872
Misc income (includes oscar, pool rentals and middle school pool party) -8.53% -\$717
- (2) Daily Fees +41.3% \$7,286
Season passes +7.4% +\$2,233
Misc income (includes oscar, pool rentals and middle school pool party) +6.7% \$482
- (3) Pool chairs in 2019

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Debt Service (60)

<u>Department</u>	<u>September Budget</u>	<u>September 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	257,880.00	251,016.61	-2.7%	589,440.00	598,827.72	1.6%	614,000.00	596,434.67	0.4%
Total Revenues	257,880.00	251,016.61	-2.7%	589,440.00	598,827.72	1.6%	614,000.00	596,434.67	0.4%
Expenses									
Administration		-	#DIV/0!		7,140.00	#DIV/0!	614,116.00	-	#DIV/0!
Total Expenses	-	-		-	7,140.00		614,116.00	-	#DIV/0!
Total Fund Revenues	257,880.00	251,016.61	-2.7%	589,440.00	598,827.72	1.6%	614,000.00	596,434.67	0.4%
Total Fund Expenses	-	-		-	7,140.00		614,116.00	-	#DIV/0!
Surplus (Deficit)	257,880.00	251,016.61	-2.7%	589,440.00	591,687.72	0.4%	(116.00)	596,434.67	-0.8%

Capital Projects (70)

<u>Department</u>	<u>September Budget</u>	<u>September 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	-	-100.0%	15,750.00	12,500.77	-20.6%	540,000.00	6,595.79	89.5%
Total Revenues	1,750.00	-	-100.0%	15,750.00	12,500.77	-20.6%	540,000.00	6,595.79	89.5%
Expenses									
Administration	13,500.00	2,969.57	-78.0%	367,425.00	297,896.64	-18.9%	539,863.00	324,724.16	-8.3%
Total Expenses	13,500.00	2,969.57	-78.0%	367,425.00	297,896.64	-18.9%	539,863.00	324,724.16	-8.3%
Total Fund Revenues	1,750.00	-		15,750.00	12,500.77	-20.6%	540,000.00	6,595.79	89.5%
Total Fund Expenses	13,500.00	2,969.57	-78.0%	367,425.00	297,896.64	-18.9%	539,863.00	324,724.16	-8.3%
Surplus (Deficit)	(11,750.00)	(2,969.57)	-74.7%	(351,675.00)	(285,395.87)	-18.8%	137.00	(318,128.37)	-10.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2019

Action 2020 (71)

<u>Department</u>	<u>September Budget</u>	<u>September 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	100.00	7,392.22	7292.2%	125,520.00	8,198.13	-93.5%	5,605,120.00	482,154.03	-98.3%
Total Revenues	100.00	7,392.22	7292.2%	125,520.00	8,198.13	-93.5%	5,605,120.00	482,154.03	-98.3%
Expenses									
Administration	500,000.00	91,237.05	-81.8%	1,093,000.00	299,799.38	-72.6%	2,159,275.00	1,592,460.29	-81.2%
Total Expenses	500,000.00	91,237.05	-81.8%	1,093,000.00	299,799.38	-72.6%	2,159,275.00	1,592,460.29	-81.2%
Total Fund Revenues	100.00	7,392.22		125,520.00	8,198.13	-93.5%	5,605,120.00	482,154.03	-98.3%
Total Fund Expenses	500,000.00	91,237.05	-81.8%	1,093,000.00	299,799.38	-72.6%	2,159,275.00	1,592,460.29	-81.2%
Surplus (Deficit)	(499,900.00)	(83,844.83)	-83.2%	(967,480.00)	(291,601.25)	-69.9%	3,445,845.00	(1,110,306.26)	-73.7%
Total Fund Revenues	1,536,453.00	1,476,423.36		4,489,898.00	4,380,902.10	-2.4%	10,837,908.00	5,203,877.66	
Total Fund Expenses	867,772.00	382,929.33	-55.9%	4,304,392.00	3,151,082.04	-26.8%	7,393,017.00	4,828,138.78	
Surplus (Deficit)	668,681.00	1,093,494.03	63.5%	185,506.00	1,229,820.06	563.0%	3,444,891.00	375,738.88	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2019	Revenues	Expenses	9/30/2019	9/30/2019 Cash balance
10 Corporate	448,928.49	1,363,357.32	706,236.36	1,106,049.45	1,107,152.64
20 Recreation	359,618.50	1,267,185.93	973,723.65	653,080.78	681,009.05
21 Donations	76,404.89	67,446.74	-	143,851.63	143,851.63
22 Special Recreation	18,426.12	184,520.25	92,165.85	110,780.52	110,780.52
23 Insurance	37,028.97	69,326.06	31,276.32	75,078.71	75,078.71
24 Audit	14,570.38	14,498.22	15,950.00	13,118.60	13,118.60
25 Paving & Lighting	22,891.66	392.65	-	23,284.31	23,284.31
26 Park Police	4,373.87	277.84	785.56	3,866.15	3,866.15
27 IMRF	-	88,129.61	70,371.23	17,758.38	17,758.38
28 Social Security	7,113.06	98,625.58	80,691.23	25,047.41	25,047.41
30 Concessions	34,633.92	116,872.96	109,517.81	41,989.07	36,473.43
32 Developer Contributions	479.89	8,821.33	-	9,301.22	9,301.22
60 Debt Service	72,041.20	598,827.72	7,140.00	663,728.92	663,728.92
70 Capital Projects	385,125.14	12,500.77	297,896.64	99,729.27	90,279.27
71 Action 2020	160,202.32	7,392.22	91,237.05	76,357.49	(140,172.11)
Total governmental fund balance	1,641,838.41	3,898,175.20	2,476,991.70	3,063,021.91	2,860,558.13
50 Golf Course	313,767.68	378,875.50	375,504.30	317,138.88	
	<u>(382,836.75)</u>			<u>(382,836.75)</u>	
	(69,069.07)			(65,697.87)	(6,761.33)
51 Aquatics	406,918.48	103,045.49	90,023.71	419,940.26	
	<u>(405,939.83)</u>			<u>(405,939.83)</u>	
	978.65			14,000.43	14,000.43
Total proprietary funds	(68,090.42)	481,920.99	465,528.01	(51,697.44)	
	1,573,747.99			3,011,324.47	2,867,797.23

Summary of depository accounts as of **10/16/2019**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	937,501.81	1.39	19447.61
Resource Bank	32,762.39	0.68	166.16
IPDLAF	1,855,713.26	1.84	5018.95
IPDLAF Bond Fund	5,264,479.31		69.76
DCCF - Action 2020	28,019.55		
Dekalb Co. Community Foundation	<u>18,067.01</u>		
	8,136,543.33		

To: Board of Commissioners
From: Theresa Tevsh
Subject: Monthly Recreation Report
Date: October 16, 2019

Administrative Initiatives (10/1/19-10/31/19)

Theresa Tevsh, Superintendent of Recreation Services

- Attended Board meeting and Management team meetings.
- The September 19th Pickleball Social had 22 adults registered. This is 10 more that registered from last year. They participated in speed rounds of Doubles, then had lunch, provided by Melissa Dobberstein. The Brats were donated from Johnsonville, which I grilled for the group.
- Splash Fountain remained open for one more day into the season on September 30th. It was an 80-degree day and we had 103 visitors.
- Attended October 4th Northwestern Medicine lecture, presented at the park district. 6 people in attendance.
- Attended the KSRA meeting in Genoa on October 8th. Director Dawn Schafer presented the 2019 Camp Maple Leaf report, which included 2 extended camp weeks held at the Sycamore Park District. **Report is attached.**
- Attended the Pickleball instruction day on Sunday, October 6th. This was a free event and 12 NEW people participated that were interested in Pickleball. The age range of participants was 48-60, and they were requesting evening hours to play pickleball (they work during the day).
- I assisted with the Healthy Running Sycamore event on October 6th, along with graduate student Brianna Kramer.

- Attended the IPRA Facility Management Workshop in Naperville on October 11th. I attended sessions on security & access control, and third-party facility reviews.
- Attended the Friends of the Library meeting on October 15th.
- Will attend the Chamber Leadership Academy meeting on October 18 to tour the Downtown Business area.
- Will assist with the Fall Fest Ghost Stories at the park event. We have moved the event from the Good Tymes shelter to the Community center and will partner with the Library and Midwest Museum of natural history to bring a variety of fun events.
- Will assist with the Library Pumpkin Celebration event on October 24th to have exposure for the park district. We will have a game area for kids in the library.
- Will volunteer for the Pumpkin Fest run and race packet distribution on October 24,25,27.
- Will continue to work with the Recreation and Parks staff to prepare for the Coyote 5K race on November 1, and evening event which will utilize the Sport Complex and Sycamore Community Park.
- GA Viktoria Orosz completed a summary of the 1000 Mile Walking Challenge. **See attached Report.**
- To date, none of the families from the July apartment fire have taken advantage of the 3-month free memberships that were offered to them.
- Met with Erin Tamms of DeKalb Family Agency and they are requesting an additional day to have Club 55 in our facilities. We are looking at Friday mornings as a possibility, with a tentative start for January 2020. They now

have 4 free fitness classes (our “Silver Sneakers” alternative) and are filling the fitness studio with an average of 12 participants per class.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Did vending reports for month of September. \$160 in sales.
- Booked clubhouse rentals October 2nd for 5 hours and December for 2 hours.
- Had our Touch a Truck event on October 11. All went well, rained and very cold, but still a good turnout.
- Sports concession sink has arrived, finishing games before installation of sink and remainder of floor.
- Golf course food and beverage still very busy until first week of October, closed for almost full week. Too much rain.
- Continuing to help with programs at community center.
- Did small outing, 24 guys. Did \$430 in sales. Great day considering no one else on course.
- St Mary’s cancelled their outing due to golf course being closed. They moved it Marengo.
- Started work on our health fair for next year.
- Worked on winter/spring brochure.
- Attended DeKalb County Health Department class on Tuesday October 8th for new FDA laws. I have already complied with these new laws as of last inspection.
- Made health department required binders for pool, sports complex and clubhouse for employee sickness logs.

- Attended 2019 Performance Food Group Food Show in Davenport, Iowa October 14, 15. The new trend this is new cheese curds and flavored french fries. No classes offered at this event.

Justin Genz, Recreation Specialist

- Meeting with Recreation staff involving sponsorships.
- Meeting with Recreation staff to discuss the coyote run.
- Meeting with Recreation staff to discuss Winter/Spring brochure content.
- Worked superhero challenge event with many in attendance. Good feedback from public.
- New program (Mommy and Me painting) ran and had a total of 6 participants.
- Spent multiple days creating Volleyball league schedule and entering into RecTrac due to odd number of teams.
- Facilitated a meeting with the volleyball team captains and referees.
- Volleyball Leagues are underway. 28 teams registered which puts us +2 from last season. Fees were increased \$5 from last season.
- Interview and hired another referee due to the increase in teams.
- Created new programs, Cheer Tots and Fun time play group for the winter spring brochure.
- Continue to edit and submit Brochure content to Sarah for Winter/Spring.
- Entering Winter/Spring programs into RecTrac
- Keeping instructors updated with numbers for fall session two programs.

Lisa Metcalf, Facilities Supervisor

- Attended a Facility Management Workshop through IPRA.
- Started the process of getting the REACH Software onto our tv in the lobby and got trained on how it works with connecting to RecTrac.
- Worked on drafts of the Winter/Spring 2020 Brochure.
- In September, we sold/renewed a total of 45 Pathway Fitness Memberships/Passes, 16 Track Only Memberships/Passes, and 11 Open Gym Passes. Compared to September of 2018, we sold a total of 0 Pathway Fitness Memberships/Passes, 0 Track Only Memberships/Passes, and 0 Open Gym Passes.
- In 2018, April-December, we had \$1,429 in Daily Admission Fees for Pathway Fitness, \$1,280 for Track Only, and \$7,291 for Open Gym. In 2019, January-September, we had \$1,078 in Daily Admission Fees for Pathway Fitness, \$2,182 for Track Only, and \$9,800 for Open Gym.
- Helped give a tour of the Community Center to NIU students in the College of Business.
- Added in another benefit for Pathway Fitness Members and Pass Holders. They can now use the Fitness Studio and any equipment in there when it is not in use.
- Participated in a webinar about the new look of RecTrac that will be released soon, and everyone will be using it by next year.
- Continued to work in RecTrac to update things as new things get added and changed.

Sarah Rex, Recreation Supervisor

- Coordinated a photo op with for the new little library at Legacy Campus. Library donor Michelle Schultz, artist Kenzie Repeta, and Sycamore Library Representatives attended.

- Worked with Executive Director, Ron Vine and Associates, and RRC Associates to finalize the community-wide survey.
- Coordinated a photo opp to kick off the Middle School Prairie project on October 4. Representatives from the Park District and School District joined middle school students for a photo and introduction to the project.
- Coordinated and supervised Touch-a-Truck on October 11. Roughly 165 attended despite the cold rainy weather. 11 of the 15 trucks who committed to attending were able to make it.
- Submitted a grant to the IDNR Schoolyear Habitat program to fund the purchase of plugs for the Middle School prairie.
- Submitted a grant to the Mary E. Stevens Concert and Lecture Fund to grow the Park District/Library music series at Legacy Campus.
- Continued working with the Superintendent of Finance and Business Services to develop an employee website for sharing documents and information with full-time and part-time staff.
- Led development/design of the Winter/Spring 2020 brochure.
- Guided Graduate Assistant through a project where she learned about writing class descriptions, then evaluated and suggested edits to the current group fitness class descriptions.
- Program areas for winter/spring brochure: Environmental Ed in collaboration with Natural Areas Specialist, Adult Ceramics, Bethany Animal Hospital seminar series, NIU Outdoor Adventures programming partnership, events.
- Coordinated a visit for NIU business students which includes a tour of the Community Center and discussion with the Executive Director about park district business operations.
- Organized and led Ghost Stories in the Park October 18. Moved from Goodtimes Shelter to the Community center with an extra hour of activities.

- Will have a booth at the Sycamore Library's pumpkin Celebration on October 24.
- Worked work with Terri Gible on the Park District's ITEP Grant submission.
- General Park District marketing and member communications.

Administrative Initiatives (11/1/2019-11/30/2019)

Theresa Tevsh, Superintendent of Recreation Services

- Will attend Study session, Board meeting and Management team meetings.
- Will collect fees from Affiliate groups for use of sport fields.
- Will work with staff to finalize the Winter/Spring 2020 brochure.
- Will hire new part-time facility custodian to replace Eric Vorel. His last day will be November 10.
- Will work with Facility Supervisor, Lisa Metcalf and Marketing Supervisor, Sarah Rex, to install and train on new REACH software which will display the daily facility activities for the public to see when they enter the building.
- Will attend the Chamber Leadership Academy on November 8th at the Farm Bureau and Feed My Starving Children.
- November 11th is a staff floating holiday. The Recreation full-time staff will have the day off. Superintendent of Recreation Services will be in attendance.
- Will assist with the Northwestern Medicine Lecture on November 13th.

- Will assist with the Mayflower Tours presentation on November 4th to promote the Chicago Cubs Spring Training Trip and the Montana & Glacier National Park trip for 2020.
- Will attend the IAPD Legal Symposium on November 14th in Oakbrook.
- Will assist GA's in planning for Black Friday/Saturday Fitness challenges.
- Will work with GA's to plan out next Walking Challenge for 2020.
- Will visit Hoffman Estates Park District to see their Dog Park which is equipped with the Vermont Systems access control at the gate.
- Will assist with the Basketball Skills and Freethrow contest on November 30th.
- Will meet with Aggression Volleyball Club parents on December 1st to tour them around the facility and encourage them of the benefits of obtaining a membership.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Continue to schedule rentals and birthday parties.
- Get things ready for our Pumpkin Scramble and do chili special.
- Will do some revamping of birthday party program.
- Start working on Cookies W Santa event.
- Continue to assist with Baseball concession remodel and clean-up for the season.
- Begin inventory of concession storage areas.
- Complete inventory of Community Center storage in birthday party room and storage closet.

Justin Genz, Recreation Specialist

- Will attend RecTrac user group meeting to gather info about the new RecTrac update.
- Will facilitate Thanksgiving hoop shoot/Jr. NBA skills challenge.
- Will coordinate and facilitate teen gym jam.
- Will continue entering Winter/Spring content into RecTrac.
- Will work with recreation team to prepare for the 2020 budget.

Lisa Metcalf, Facilities Supervisor

- The second session of fall programs will start.
- Will help run the Coyote Crawl 5K for the Museum.
- Will host the first “Fitness Huddle” for members and the public with our Personal Trainers to field any questions about equipment, packages, and information.
- Will attend a RecTrac 3.1 User Group to keep updated on any user information.
- Will attend a Fitness Roundtable to share with other agencies on what everyone is doing at their fitness centers.
- Will attend the Athletic Business Show in Orlando, Florida for 4 days.

Sarah Rex, Recreation and Marketing Supervisor

- Will work with Terri Gible on the Park District’s ITEP Grant submission.

- Will attend the IAPD Best of the Best Awards Gala and represent the District as ENCAP receives the Best Friend of Illinois Parks Award.
- Will submit the winter/spring brochure to the printer. It will be in mailboxes the week of December 2 and registration begins December 9.

KSRA Summer Camp Report 2019

Camp Maple Leaf

Week:	Number of Participants:
1	55
2	55
3	51
4	45
5	54
6	54
7	47

Sycamore Residents

10
9
9
9
12
9
7

Total Unique PPTs: 68
Total New PPTs: 15

Pros:	Cons:
<ul style="list-style-type: none"> Swimming time change to afternoon Strong, dedicated staff Weather was very supportive New campers from a variety of referrals The families appreciated the longer camp day. The families with campers in school appreciated the half day option. TransVac vs. First Student for transportation, more budget friendly 	<ul style="list-style-type: none"> More staff needed No large space with AC

Future Considerations:

- Plan field trips earlier in advance (April).
- Any field trip outside of Dekalb County, will lead to increase in transportation costs.
- More interactive training for staff next year.
- Increased training on the use Handle with Care holds.
- Start hiring staff in February.

Camp Adventure (New) - Sycamore Community Center

Total Unique PPTs: 6 (2 Sycamore residents)

Pros:	Cons:
<ul style="list-style-type: none"> Air-Conditioned Space Sycamore Staff were very welcoming and supportive Pool access close, low cost Daily access to Splash Pad Participants close in age and which led to good peer interactions 	<ul style="list-style-type: none"> Low registration

<ul style="list-style-type: none"> Due to lower numbers we used the KSRA minivan for all transportation 	
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Future Considerations:

- As numbers grow, we will not be able to use the van as primary transportation. This will lead to an increase in cost.
- Marketing to begin midseason to current campers.

Inclusion

<i>Dekalb:</i>	<i>Sycamore:</i>	<i>Flagg-Rochelle:</i>	<i>Sandwich:</i>	<i>Genoa:</i>
Camp Discover Staff supported: 6	Tumbling: 1	0	STEM Camp: 1 – Staff supported	0
Camp Discover Medical Plan: 1 Field Trip support:1			Art Camp 1: 1 – Staff supported	
			Nature Nuts Camp: 1 – Staff supported	

Total Unique PPTs: 11
 Total New PPTs: 4

1,000-mile challenge Wrap up

Start date: July 2018

Advertisement:

End date: September 30, 2019

Total participants: 120 people

Staff participants: 18 staff

Total miles walked: 23,010

Reward levels:

1. 70 miles: Free Track Pass
2. 160 miles: Hat
3. 429 miles: Water Bottle
4. 1,000 miles: T-shirt

Participants reached each reward level:

1. Pass: 69 people
2. Hat: 48 people
3. Water Bottle: 11 people
4. T-shirt: 4 people

Expenses:

Hats	\$407.20
Bottles	\$248.44
Shipping	\$31.5
Total	\$687.14 (2018)

T-shirts \$20 each – \$80 (2019)

Track Passes \$2 – \$138 (value)

Total: \$905.14

1000 Mile Challenge Winners:

Kirk Lundbeck – staff

Missy Faivre – staff

Abigail Wolf – resident, Pathway Fitness member

Mike Romana – resident, 24/7 Pathway Fitness member

Sycamore PARK DISTRICT Pathway Fitness

1,000 MILE CHALLENGE

FREE for Pathway Fitness and Track Members. Stop by the Service Desk to sign up.

Keep your cardio going strong this summer in the air-conditioned Community Center. Make it fun and rewarding with destinations and rewards along the way!

Miles must be completed:

- Within on year from sign up date
- On a Pathway Fitness treadmill or elliptical machine, or the track.

EARN REWARDS ALONG THE WAY!

Walk from Sycamore, IL to . . .

Chicago, IL
(70 miles) FREE Track Pass for a friend

Springfield, IL
(160 miles) Pathway Fitness Hat

Southern tip of IL
(429 miles) Pathway Fitness Water Bottle

Sycamore, FL
(1,000 miles) Pathway Fitness Workout Top

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: October 22, 2019

Administrative Initiatives (10/1/19 – 10/31/19)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed October Golf Insight newsletter and updated reader board with leagues and outings scheduled.
- Kept customers updated on Irrigation installation updates through the use of flyers, email and eblasts.
- Continued to explore of the reintroduction the SAY-Golf Junior Golf program for 2020.
- Finalized 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.
- Developed plan for Golf Moose, Group Golfer and Groupon Coupon sales for 2020.
- Began promotion of the Annual Pumpkin Scramble and held the event on Saturday, October 26, 2019. 30 field team anticipated.
- Reduced fall part-time staffing hours and cut cart staff to only weekends and rangers/player assistants down to 3 mornings a week.
- Completed High School Golf Team schedule.
- Began minor golf cart maintenance for winter storage and prepare cart barn.

- Continued to explore the possibility of a winter golf seminar series on Saturdays in February and March with topics like The Rules of Golf, Exercises for Better Golf, On course management and the short game.
- Prepared 2020 proposed golf rates and staff recommendation.
- Cleaned, detailed and maintenance checked 8 golf carts and the shuttle cart for the Pumpkin Festival Parade and Craft Show.
- Began contacting outing planners for dates for 2020 golf outings and send out contracts.
- Began planning 2020 business and organizational league schedule

Administrative Initiatives (11/1/19 – 11/30/19)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop November Golf Insight newsletter.
- Keep customers updated on Irrigation installation updates through the use of flyers, email and eblasts.
- Continue to reduce part-time staff hours.
- Continue developing plan for Golf Moose, Group Golfer and Groupon Coupon sales for 2020.
- Begin marketing and planning the 2020 Swing into Spring Golf sale.
- Begin promotion of the 2020 golf rates, if approved.

- Begin working with Sycamore High School Golf Coach and Athletic Director on summer program for golf team and development of their fall golf schedule for 2020.
- Complete minor golf cart maintenance for winter storage and finalize preparation of the cart barn for winter.
- Develop an extensive marketing plan for the DeKalb area golfers based on recent events concerning the possibility of DeKalb Park District closing a facility.
- Continue to explore the possibility of a winter golf seminar series on Saturdays in February and March with topics like The Rules of Golf, Exercises for Better Golf, On course management and the short game.
- Continue contacting outing planners for dates for 2020 golf outings and send out contracts.
- Continue planning 2020 business and organizational league schedule.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: October 22, 2019

Administrative Initiatives (10/1/19-10/31/19)

Golf

- Spring and fall of 2019 have been similar as far as the weather is concerned. Much like the rains in May, mid-September through early October provided flooding rains that kept the course closed several days and wet for golfers. The 21-day period from September 13th through October 3rd produced almost 10 inches of rain at the course. The river flooded over its banks after the final 2.5" on October 2nd. The course was closed for two days and the back nine for several days beyond that. The river crested on the 4th and quickly went back into its banks by the weekend. The positive of this flood was that the temperatures cooled so the water did not burn the turf and the receding water did not leave much mud or crop debris on the course. Staff pumped low land locked areas quickly and had the back open for walking a few days after river crest.
- Carts on all 18 holes have been used as weather allows. The issue with fall flooding is that the soils don't dry nearly as quickly as in the spring and summer with the shorter days and cooler temperatures. Once the soil is saturated as it is now, even a half inch rain can cause standing water on many portions of the course.
- Staff has managed to fertilize the greens, but the aerating was put on hold due to wet conditions and flood recovery efforts. The greens will now be aerated this week by way of slicing which still provides opening the surface but with a quicker recovery period. Now that the temperatures are lower, we want the openings to heal prior to frozen turf conditions.

- Staff continues to mow all areas, but growth should slow soon with the cooler soil temperatures. Leaves are now starting to fall consistently with blowing/mulching a priority for the next month throughout the course. A couple of memorial trees are also being planted.
- The new irrigation system installation continues to move along. The heavy rains were primarily on weekends when Midwest Irrigation does not work so they have been able to work most days outside of a few during the flood week. The main lines are now just about all installed throughout the course. Soon, individual holes will have water lines, electric lines, and sprinkler heads installed. Several holes have had the new double row fairway head system measured and laid out for installation. The pump station and river water intake system work will take place in November and December.
- Steve Tritt and I meet with the Midwest Irrigation daily as they work to determine where they will be for the day and any possible implications for the golfers. They also communicate well with Kirk to discuss any interference with the golf traffic.
- We have worked on a new tree planting plan for the course and all the parks system in general for whenever trees can be added. The golf course will add trees to areas first to areas where safety from golf balls is of concern.

Sports

- Fall sports will come to an end the weekend of October 19th. AYSO, Sycamore Youth Baseball, Sycamore Girls Softball, Adult league Sunday soccer will all end their seasons this week. The rains caused issues with games but we were able to work with the user groups to find fields and times that worked for everyone so seasons and playoffs could be completed. We also rented the high school, field 1, to the Wasco older boys fall baseball league for use every weekend this fall.

- Staff has been mowing and trimming regularly, pruning shrubs, adding mulch to beds, laying out and paint lining soccer and ball fields, prepping fields for games, fixing any wear holes in the fields, and adding/fixing the ag lime infields on the ball fields. They also blow off the tennis courts regularly. As the field use slows, they will be working on tree removal, off season field repairs and sod work.
- The last day of the splash pad was September 30th which happened to be our last 84-degree day and was well attended. We have since drained all water lines and underground pipes in preparation for winter. The shade structure covers have also been removed and placed indoors.
- Attended the WT Engineers second audit of the pool for future planning and the follow up meeting to discuss their findings.
- Attend regular meetings with engineer, contractor, and staff as the soccer complex work continues. Have been answering questions and following up with work areas as they are completed. The seeding of the main fields is complete. I am setting up a post turf care plan for 2020 and beyond once the fields are turned over to us.
- Working with staff and contractors to finish the install of sink and flooring at the sports concession building. All elements will be completed at the end of the month when all sports are finished for the year.

Parks

- I attended staff and Board meetings.
- Attended budget planning meetings for 2020.
- Attend future trail planning meetings.

- Completed park playground inspections and future playground equipment replacement and maintenance plans.
- Attended and provided equipment for the Touch-a-Truck event
- Attended Park Tour event on Sept. 21st. A complete synopsis of what was seen on the tour is in the Board packet.
- Completed tree planting plan for parks and golf course.
- Staff has been keeping up with park garbage, mowing and trimming regularly, cleaning and setting up shelters for rentals, maintaining natural areas and beds, pruning trees and trail sides. Seeding of thin areas of the sled hill and dog park were also completed. Trails are regularly blown off as leaves continue to fall.
- The NE Lake Sycamore fishing outcrop stone edge was repaired.
- Working with contractors and equipment sales reps to collect quotes for possible projects and purchases for 2020 budgeting.
- Meeting with Recreation staff on logistics for upcoming events like the nighttime 5K and pumpkin fest ghost stories and 10K race day closings.
- Attended first outdoor classroom with the Sycamore Middle School planting and learning about installation of a natural plant area. Nicholas Macarney, our natural areas park employee, lead the discussion and physical seeding of the first area with several classrooms totaling over 200 students. Thanks to Dan Gible, Sarah Rex, Cathy Countryman, and all the other school district staff who helped get to this point. The kids were really interested and will keep involved in the future as this develops.
- Working on scheduling required Midwest Museum annual inspections of the elevator and sprinkler/fire systems.

Administrative Initiatives (11/1/19-11/30/19)

- 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 continues to build the fields and grow-in the seed.
- Continue to work with sport user groups on season follow up meetings and provide billing for fields we prepped during the year.
- Work with golf irrigation installation company daily as project continues.
- Gather budget information and attend staff 2020 budget planning meetings.
- Staff will continue to mow and mulch/blow leaves, bring in picnic tables and trash cans for winter repair, work on tree removal and trimming, plant a memorial tree, blow out all water lines for winter, add fencing to sled hill for snow season, blow out irrigation lines, spray golf course areas for winter disease and close course when weather dictates. Make repairs to fencing and fields, soccer goals, other sports equipment.
- Will attend the annual IAPD Parks legal symposium.
- Will work with recreation staff during the Midwest Museum nighttime 5K on November 1.
- Prep for Pumpkin Run which include park road repairs and roping greens and tees near the finish line.
- Update safety records and trainings provided thru the year for staff.

To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: October 22, 2019

Administrative Initiatives (10/1/19 – 10/31/19)

- Attended Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS
- Continued work on Old Mill to Forest Preserve trail issues.
- Addressed approach to next ITEP Grant Application.
- Attempted to “close” the land swap for the Segment 1 Trail project.
- Continued assembling information for early Study Sessions on *Sustaining the Legacy: 2025*.
- Maintained communication with DCFPD, Engineers, City, and IDOT on Trail Project.
- Continued Supervising three key projects:
 - Soccer Complex
 - Pool Assessment
 - Community-wide survey
- Held second Ovitz Park Playground design development process. We have secured, anonymously for now, a \$50,000 donation for this final project at OVITZ Park. Total budget is \$100,000 for the playground.
- Continued weaning files, and creating a solid structure of information for my successor.
- Continued work on final plans for replacing the bridge at 15—the project we were working on, had in budget, and were going to replace BEFORE the whole “main bridge” fiasco. IF dollars are available in

next year's capital budget, we will try to get this back in the "cycle" in 2020 or 2021.

Administrative Initiatives (11/1/19 – 11/30/19)

- Attend Meetings/Serve On:
 - Rotary
 - Chamber
 - DSATS

- Continue work on Old Mill to Forest Preserve trail issues.

- Finalize land acquisition for trail project, and filed deeds.

- Continue Supervising three key projects:
 - Soccer Complex
 - Pool Assessment
 - Community-wide survey

- Hold meetings with Engineers conducting Pool Assessment.

- Hold multiple conference calls with Survey Firm to update status of survey and begin assessing findings.

- Begin Assessing Survey results for first survey.

- Hold Construction Site meetings for Soccer Complex.

- Hold update/coordination meeting with DCFPD, Engineers and SPD on the Segment 1 Trail Project.

- Conduct Conference Call with IDOT officials regarding land matters with swap between State/IDOT/City of Sycamore.

- Due to delays between City of Sycamore and IDOT/State of Illinois, our Segment 1 Trail project from Forest Preserve to Page Street has been delayed for bidding until January 2020, at the earliest.

10-1-19
Walking Challenge




AMERICAN GREETINGS
AGDZ3C027890A
©AGC, LLC

THANK YOU

Dear Park District,
Just wanted to thank you
for the terrific T-Shirt!
I also want to say thank
you for providing the
challenging opportunity to
earn it. The challenge
helped me to focus and
gave me a goal to accomplish.

I look forward to the
next opportunity you present.
Hope it's soon! 😊
All the best!
Michael Romano

September 24, 2019

Dan Gible
Sycamore Park District
480 S. Airport Road
Sycamore, IL, 60178

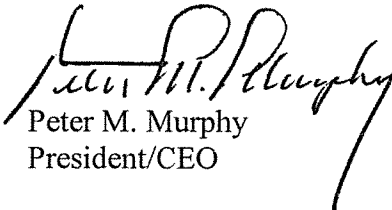
Dear Dan:

Please find enclosed letters that were sent to Representative Jeff Keicher and Senator Dave Syverson. We wanted them to know about the outstanding work the Sycamore Park District is doing and the recognition it will be receiving at the *Best of the Best Awards Gala* on November 1, 2019.

I encourage you to invite your legislators to the *Best of the Best Awards Gala* and make them a part of your reservation, so that they can join in the celebration and learn more about your agency's award-winning projects.

Congratulations on the award, Dan. Keep up the great work!

My best personal regards,


Peter M. Murphy
President/CEO

Enclosures





September 24, 2019

The Honorable Jeff Keicher
 Illinois House of Representatives
 158 W. State Street, Suite C
 Sycamore, IL 60178

Dear Representative Keicher:

I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, November 1, 2019.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the best friend of Illinois parks - business category for its nomination of ENCAP Inc. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same. We are proud of these extraordinary efforts and believe they deserve statewide recognition at a prominent event like the Gala.

Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,

Peter M. Murphy
 President/CEO

c: Dan Gibble, Sycamore Park District





September 24, 2019

The Honorable Dave Syverson
 Illinois Senate
 200 S. Wyman, Suite 302
 Rockford, IL 61101

Dear Senator Syverson:

I am honored to tell you that the Sycamore Park District will be recognized with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, November 1, 2019.

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Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,

Peter M. Murphy
 President/CEO

c: Dan Gibble, Sycamore Park District





TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2019

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2020.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2020 at 3:30 p.m. in the Grand Ballroom E/F of the Hyatt Regency Hotel, 151 E. Upper Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: PARK TOUR INFORMATION

BACKGROUND INFORMATION: On September 21st a Park Tour was held which visited several parks and the golf course. Commissioner Doty, Director Dan Gible, Parks Supt. Jeff Donahoe, Park staff Brent Horn and Nicholas Macarney, and Recreation staff member Justin Gentz attended the approximately 4-hour tour. Asst. Supt. Steve Tritt attended the golf portion of the tour.

The day started with a sit down in the clubhouse where Director Gible reviewed our equipment and fixed asset replacement schedules and explained future costs and how our Capital Budget planning process works based on these schedules. The group then boarded carts and visited the golf course where the current irrigation system installation work was viewed and explained. Also discussed while driving around the course was the need for more trees for golfer safety at key areas, additional cart paths and areas to add subsurface drainage to help the course dry to allow cart use during wet weather, and we looked at the river bank and specifically 18 men's' tee as an area that needs river bank protection from soil erosion.

The group then boarded the park mini-van and drove to Old Mill Park. Highlights included explaining the housing project construction project and where additional parking will be located, power run for lighting, and water for the new drinking fountain. Showed the pond that needs consistent treatment for algae control, and the square tile surfacing under the playground that will need replaced in the future. Nicholas also explained how this was the most natural area plantings we own and treatment challenges with the river spilling over often.

Founders Park was next in Heron Creek. The playground was put in by the developer and while in sound condition, neighbors have expressed interest in a larger play area with more for smaller kids. Brent mentioned after rains areas of the park stay wet and they must watch when mowing.

Boynton Park on the north edge of town off Rt. 23 offers maintenance challenges with the many steep hills and trees to mow around. Brent shares that a small 6-foot deck mower mows the entire park as the larger mower can scalp the hills. Newer play structure that has mulch surfacing that staff keeps raked and like other mulch surfaces we own, resurfaced every two to three years.

Chief Black Partridge by the new fire station had an ADA path added and a bench on the west side of the pond that allows access outside of walking thru the grass from the road. The .3-mile trail thru the woods requires occasional staff time to clear debris off the trail. The natural area around the pond is doing well and the pond never has algae issues.

Emil Cassier is south of the fire station and is a formal quiet park. We have recently had to remove dead ash trees and some evergreens that died. This attaches by trail to the Merry Oaks trail system. Staff challenges are removing limbs and fallen trees from the woods. The large pond west of Jewel looks good with the natural grasses and the small pond closer to North school needs occasional treatment for duckweed. Trimming of plants near the trail are consistent too to keep the trail passable and safe. Mowers also cut a 3-foot edge along both sides of the trail.

Wetzel Park north of the Middle School has many elements for a small park. The bball and tennis courts will need resurfaced in the future and the all pour-in-place playground surfacing is holding up but wearing.

Leon Larson Park at the south end of Larson St. has water challenges as it is next to the river and in a flood way. The natural area within the park is coming along and was burned this spring to allow better plants to thrive. The trail that runs along the river fills with water in parts when the river is up.

Lake Sycamore Rotary Park was the next stop. This is the top fishing lake in town, and we stock fish here regularly. The remote playground on the east side and bridge on the north side sometimes have graffiti issues. The woods along the trail around the lake are kept trimmed and debris cleared after winds. Staff recently replaced a retaining wall that collapsed into the lake with a rock edge used to fish.

Brothers Park in the Electric Park area south of town has water issues after rains in the low south area of the park. The playground is nice but also has the tile surfacing that will need replaced in the future. Some graffiti here but the close neighbors keep at a minimum. We also help the City of Sycamore by mowing the turf around and west of the water well building. The basketball court surface will need to be redone in the future.

Kiwanis Prairie Park is north of North Grove School. The school uses the park heavily and we replaced the main play structure a couple of years ago. The mulch surfacing has to be put back in place after heavy rains and resurfaced every two years due to heavy school traffic. Park is used by sports groups and youth baseball T-ball games and practices.

Kiwanis East Park down the road on Borden Ave. also hosts t ball games and has a newer playground with mulch surfacing. Has a natural plant area that we manage in the middle where the water drains from the pond across the street.

Charley Laing on Main and Ottawa St. has a wood play structure that is holding up but has had some boards replaced and checked often for loose or cracked wood. Sand play area sometimes draws complaints because bees enjoy the heat coming off the sand.

Drove by future park areas at Reston Ponds and Krpan Parkside Dr. Dan explained the challenges with the City and developers on getting the land turned over to us and the soil leveled back to original platted drawings.

Parkside Drive ponds. Natural plantings that once were reviled by some neighbors now mature and look very good with many compliments and fewer geese. South pond still needs regular algae treatment. Staff needs to consistently repair the still rock path from Freedom Dr. along the north side of center pond.

Looked at the new soccer complex construction. Drainpipe was being installed and the actual field areas leveled for seeding prep. A very wet September has hampered construction.

The sports complex and park areas east of the river were next with parking for all the heavy use of fields one of the main issues. The playground in back by the shelters is aging but still solid. Sports field issues include aging lighting, and

shade/safety from foul ball issues along with wet fields after heavy rains and floods as mostly in the flood way.

The last visit was the entry park on Rt. 64 coming into town and looking at the Forest Preserve across from the golf course. The entry park is coming along with grass maturing. Plans are to see if the State will allow removal of the small drives on the side of the park, so cars don't try to park on those pads. Saw site of where new trail will extend thru the Forest Preserve on the old railroad bed.

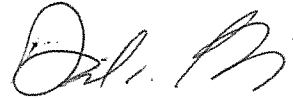
Returned to the Clubhouse at the end of the tour. Thanks to Commissioner Doty for taking time to see the park system and what staff deals with daily and some future replacements and projects we have ahead of us.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Information Only.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2018

STAFF RECOMMENDATION

AGENDA ITEM: Recommendation for 2020 Golf Rates

BACKGROUND INFORMATION: The golf course has suffered a bad weather year with May being a complete wash out and late September and early October suffering more rain. Yet, despite the poor weather season we have added new sand to many of our sand bunkers, completed our transition to Yamaha Golf Carts, opened the new bridge on the 18th hole, were voted the Best Golf Course in DeKalb County for the seventh year in a row, and continue to have our new irrigation installed. Season Passes have remained at the same rates since they were *lowered* to their current level in 2016. The increase in our minimum wage rate requirements moving into 2020 will cost our operating budget approximately \$6,000.00 in additional expense. In order to help our operation absorb this expense, it is necessary to increase a portion of our user fees. It is suggested all Season Pass rates be increased by 5 percent. This increase will add, on average, an additional \$27.00 to each type of Season Pass we offer. In 2019 a total of 265 Season Passes were sold, this number has shown very little change in the past 4 golf seasons. If the trend of the number of Season Passes sold continues this 5% increase will cover the additional expenditures caused by the mandatory minimum wage increase. The Golf Operation feels justification can be made for this increase with the improvements we have made, along with the mandatory increase in minimum wage. This is the first increase in Season Pass rates since 2014.

The Golf Operation would like to continue to offer the Swing into Spring Sale the first full weekend in March and offer our Season Passes at a 10% discount for those three days only. In addition to the 10% off for all Season Passes I would also like to offer a referral program to our 2019 Season Pass Holders. This incentive program would give the 2019 Season Pass Holder an additional 5% off their pass if they bring in a new customer who buys a pass at the 10% off. This new customer

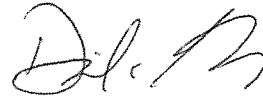
must not have been a Season Pass Holder in 2019. The Swing into Spring sale has been a hit to our customer base over the past several seasons.

STAFF RECOMMENDATION: That the Board approve the recommendation to increase all Season Pass rates, as stated, and maintain all green fee and cart rates for 2020 as they were presented in 2019. Furthermore, to continue to offer the 10% discount at the annual Swing into Spring Sale with the referral incentive.

FISCAL IMPACT: Offset the minimum wage mandatory increase to help create a balanced Golf Operations budget

PREPARED BY: Kirk Lundbeck, Superintendent of Golf Operations.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



Proposed 2020 Golf Rates

<u>Season Pass Type</u>	<u>2019 Res</u>	<u>2019 Non- Res</u>	<u>2020 Res</u>	<u>2020 Non- Res</u>
Adult Unlimited	\$599.00	\$749.00	\$630.00	\$790.00
Adult Weekday	\$449.00	\$599.00	\$475.00	\$630.00
Spouse Unlimited	\$379.00	\$529.00	\$400.00	\$555.00
Spouse Weekday	\$319.00	\$469.00	\$335.00	\$495.00
Senior Unlimited	\$549.00	\$699.00	\$575.00	\$735.00
Senior Weekday	\$399.00	\$549.00	\$420.00	\$575.00
Senior Three Day	\$279.00	\$389.00	\$295.00	\$415.00
Junior (16 - 21)	\$359.00	\$479.00	\$375.00	\$500.00
Junior (11 - 15)	\$239.00	\$359.00	\$250.00	\$375.00

Green Fee Type

Weekday 9 Holes before 5pm	\$15.00	\$17.00	\$15.00	\$17.00
Weekday 9 Holes after 5pm	\$12.00	\$12.00	\$12.00	\$12.00
Weekday 18 Holes before 2pm	\$26.00	\$29.00	\$26.00	\$29.00
Weekday 18 Holes after 2:00pm	\$23.00	\$23.00	\$23.00	\$23.00
Weekend 9 Holes before 5pm	\$17.00	\$19.00	\$17.00	\$19.00
Weekend 9 Holes after 5pm	\$12.00	\$12.00	\$12.00	\$12.00
Weekend 18 Holes before 5pm	\$29.00	\$32.00	\$29.00	\$32.00
Weekend 18 Holes after 5pm	\$25.00	\$25.00	\$25.00	\$25.00

Junior/Senior Green Fees

All Day 9 (Weekends after 1pm)	\$10.00	\$11.00	\$10.00	\$11.00
All Day 18 (Weekends of 1pm)	\$20.00	\$22.00	\$20.00	\$22.00

Cart Fees

Earlybird 9 before 9am Weekdays	\$7.50	\$7.50	\$7.50	\$7.50
Earlybird 18 before 9am Weekdays	\$13.00	\$13.00	\$13.00	\$13.00
9 Holes before 5pm	\$8.50	\$8.50	\$8.50	\$8.50
9 Holes after 5pm	\$6.50	\$6.50	\$6.50	\$6.50
18 Holes before 2pm	\$16.00	\$16.00	\$16.00	\$16.00
18 Holes after 2pm	\$13.00	\$13.00	\$13.00	\$13.00
Push Carts	\$3.00	\$3.00	\$3.00	\$3.00

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

**AGENDA ITEM: AUTHORIZE EASEMENT for MERRY OAKS TRAIL:
Recommend approval**

BACKGROUND INFORMATION: As we continue to clean up the mess from the last housing market crash, I came across a property that B&B Development had owned as part of its Merry Oaks Subdivision development that was to have been a School and Park Site, but was acquired by a Quit Claim Deed after B&B Development went bankrupt. I have advised CUSD#427 regarding this matter, and do not know what they plan to do, but I have worked over the last year with the Trust that manages this parcel to assure an easement for our trail which we have been maintaining all this time, anyway!

Attached, you will find an original “development plan” for the area, showing the school/park/trail items.

Also attached, you will find an aerial showing the trail, and the property lines of current “ownership” of that area.

Lastly, you will find a proposed easement for the portion we are currently maintaining, and NOT the portion on CUSD#427 land. That must be rectified by their legal counsel.

Our EASEMENT has been reviewed and approved by Derke Price, our Counsel. It has been reviewed by Doug Johnson, and whomever he has designated, and he has approved of the easement. What remains is for our Board to approve the Easement. I will then have Doug Johnson see to the execution on his end and have it filed with DeKalb County.

STAFF RECOMMENDATION: Recommend approval of the attached easement.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

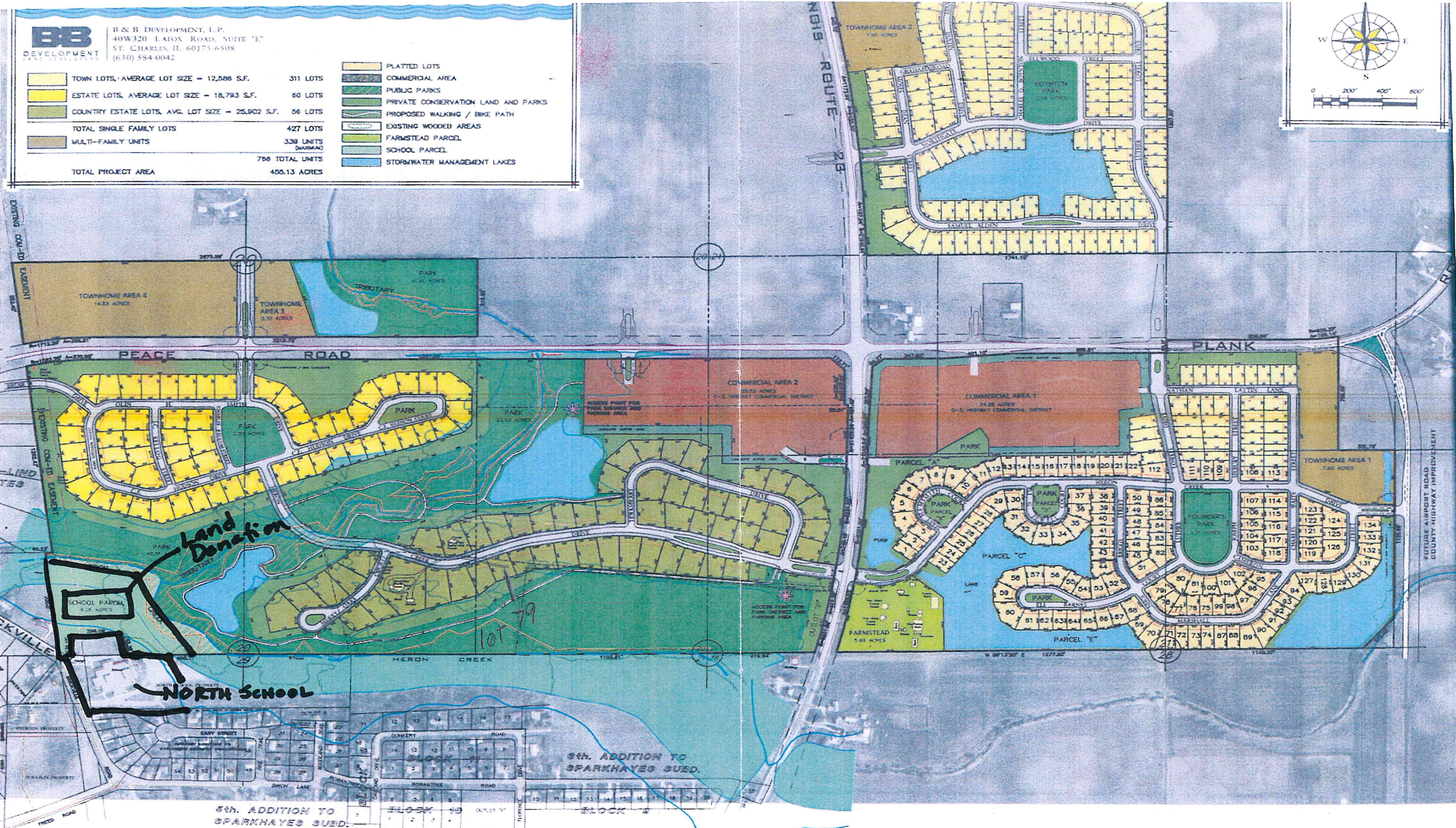
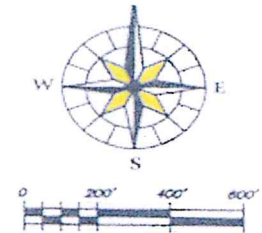


BOARD ACTION:



B & B DEVELOPMENT, L.P.
40W320 LAFOX ROAD, SUITE 7E
ST. CHARLES, IL 60175-6508
(630) 584-0042

	TOWN LOTS, AVERAGE LOT SIZE = 12,506 S.F.	311 LOTS		PLATTED LOTS
	ESTATE LOTS, AVERAGE LOT SIZE = 18,793 S.F.	60 LOTS		COMMERCIAL AREA
	COUNTRY ESTATE LOTS, AVG. LOT SIZE = 25,902 S.F.	56 LOTS		PUBLIC PARKS
	TOTAL SINGLE FAMILY LOTS	427 LOTS		PRIVATE CONSERVATION LAND AND PARKS
	MULTI-FAMILY UNITS	339 UNITS (MAXIMUM)		PROPOSED WALKING / BIKE PATH
	TOTAL PROJECT AREA	455.13 ACRES		EXISTING WOODED AREAS
				FARMSTEAD PARCEL
				SCHOOL PARCEL
				STORMWATER MANAGEMENT LAKES



HERON CREEK, CITY OF SYCAMORE • MARKETING EXHIBIT

LAND PLANNER LAND PLANNING SERVICES, INC. 116 WEST MAIN STREET, SUITE 208 ST. CHARLES, IL 61074	ENGINEER WESTERN ENGINEERING, P.C. 116 WEST MAIN STREET, SUITE 202 ST. CHARLES, IL 61074	STORMWATER ENGINEER CHRISTOPHER B. BURKE ENGINEERING, LTD 9575 WEST HIGGINS ROAD, SUITE 600 ROSEMONT, IL 60018	DRAINAGE CONSULTANT HUBBISTON-McBRIDE RR. 1 FOWLER ROAD ROSEMONT, IL 61068	ECOLOGIST APPLIED ECOLOGICAL SERVICES, INC. 19721 SMITH ROAD, P.O. BOX 256 BROADHEAD, WI 53520	LAND SURVEYOR PHILIP D. YOUNG & ASSOCIATES 1107B SOUTH BRIDGE STREET YORKVILLE, IL 60590
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DEKALB COUNTY GEORGIA

COMPASS GIS Map

Community Online Map Property And Search Site

Map Content

Categories

- Aerials
- Base Map
- Census Blocks
- Enterprise Zone
- Fiber
- Political Areas
- Sex Offender Info
- Soils
- Topography

Settings

Map navigation toolbar: Home, Layers, Measure, Info, Print, Log, Search

Map Style Selector: Base Map | Parcel Text | Planning & Zoning | Tax Districts

Coordinates: X: 270836.35 Y: 593430.94

PREPARED BY & RETURN TO:

Derke Price
Ancel Glink, P.C.
1979 N. Mill Street
Naperville, IL 60563

EASEMENT AGREEMENT

This Easement Agreement (“Agreement”) is made and entered into on October 22, 2019 (“Effective Date”), by and between TLI INC. (“Grantor”) and the Sycamore Park District (“Grantee” or “Park District”). Grantor and Grantee may be referred to individually as a “Party” and collectively as the “Parties.”

WHEREAS, Grantor owns the real property in DeKalb County, Illinois which is identified by Permanent Index Number 06-20-377-002 and legally described on Exhibit A attached hereto (the “Subject Property”); and

WHEREAS, Grantor desires to grant, and Grantee desires to accept a Permanent Easement over portions of the Property for purposes of Grantee installing and maintaining the pedestrian, bicycle and recreational trail existing thereon (hereafter “Trail”) for recreational use by the general public; and

WHEREAS, the Parties have determined that the easement and the Trail are in the best interest of the Grantor and Grantee and will not change or interfere with the use of the Subject Property by the Grantor.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The recitals set forth above are incorporated into and made part of this Agreement.
2. Grant of Easements.
 - a. Grantor hereby grants to Grantee permanent ingress and egress easements in, over, upon, across, and through that portion of the Subject Property that is 15’ on either side of the center line of the Trail now existing on the Subject Property and as generally depicted in Exhibit B attached hereto and incorporated herein by reference (the “Permanent Easement Area”) for purposes of Grantee installing and maintaining an improved pedestrian, bicycle and recreational trail for recreational

use by the general public. Said permanent grant of easement shall be effective beginning the date of this instrument and shall run with the land in perpetuity.

- b. Grantor and Grantee agree that Grantor may use the trail for vehicular access to Grantor's property on the following conditions: 1) no vehicle may exceed in 8,000 pounds in vehicle weight; 2) Grantor acknowledges that all other trail users have priority of use of the trail over any use by any vehicle; 3) Grantor shall instruct all drivers of Grantor's vehicles that they must yield to all other trail users; and 4) Grantor shall indemnify, defend and hold harmless the Grantee from any and all claims for any and all injuries or property damage arising out of any vehicular use of the Permanent Easement Area by Grantor or any of Grantor's agents or designees and that this obligation to defend and indemnify is an exception to Grantee's duty to defend and indemnify the Grantor.

3. Binding Effect. The Permanent Easement and this Agreement shall run with the land and shall bind and inure to the benefit of the Parties and their respective successors and assigns.

4. Amendments. This Agreement may only be amended by a written instrument executed by both Parties.

5. Severability. In the event any portion of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such finding as to that portion shall not affect the validity, legality, or enforceability of the remaining portions of the Agreement.

6. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Illinois. Venue for all disputes arising under this Agreement shall lie exclusively in a court of competent jurisdiction located in DeKalb County, Illinois.

7. Authority. All of the individuals signing this Agreement represent that they have the full legal power, right, and actual authority to bind their respective Parties to the terms and conditions hereof.

8. Notices. Any notices required to be given by any Party to any other Party shall be in writing, and all such notices shall be made either (a) by personal delivery, (b) by a recognized courier service, such as Federal Express or UPS, or (c) by United States certified mail, postage prepaid, addressed to the receiving Party at the following addresses, or at such other place as any Party may from time to time designate in writing. Notice will be effective upon receipt if delivered personally, on the date signed for if delivered by courier service, or on the earlier of actual receipt or three (3) days after deposit in the U.S. mail if by mailing:

If to Grantor:
 TLI INC
 PO Box 553
 Sycamore, IL 60178

If to Grantee:
Sycamore Park District
Attn: Executive Director
940 E. State Street
Sycamore, IL 60178

9. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

10. Recording. Grantee shall cause this Agreement to be recorded with the DeKalb County, Illinois, Recorder of Deeds.

11. Effective Date. The Effective Date shall be the last date on which either Party executes this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Easement Agreement as of the Effective Date set forth above.

GRANTOR:

GRANTEE:

TLI INC.

SYCAMORE PARK DISTRICT

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____, of TLI INC., personally known to me by the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledge that he/she signed, sealed, and delivered the said instrument as a free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notary’s seal this ____ day of _____, 2019.

SEAL

NOTARY PUBLIC

STATE OF _____)
) SS
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____, President of the Sycamore Park District, personally known to me by the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledge that he/she signed, sealed, and delivered the said instrument as a free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notary's seal this ____ day of _____, 2019.

SEAL

NOTARY PUBLIC

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

EXHIBIT A**Legal Description**

Lot 66 of Heron creek estates, phase one, city of Sycamore, DeKalb county, Illinois, of part of the S 1/2 of section 20, township 41 north, range 5 east of the 3rd P. M., in the city of Sycamore, DeKalb county, Illinois.

EXHIBIT B

AERIAL OF PERMANENT EASEMENT AREA

EXHIBIT B

The Psychedelic Furs Radio - x GeoMedia WebMap Publisher P x +

Not secure | gis.dekalbcounty.org/COMPASS/

Apps RecTrac Sycamore, IL New Tab Imported From IE Scour vs Erosion -... GeoMedia WebMa...

 **COMPASS GIS Map**
Community Online Map Property And Search Site

Map Content

Categories

- Aerials
- Base Map
- Census Blocks
- Enterprise Zone
- Fiber
- Political Areas
- Sex Offender Info
- Soils
- Topography

Settings

Base Map Parcel Text Planning & Zoning Tax Districts

TLI INC
BRICKVILLE RD SYCAMORE, IL 60178
PIN: 0620377002

TRAIL SEGMENT EASEMENT

BRICKVILLE RD

X: 270244.3 Y: 593409.63

0 150 300 ft

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Links

11:26 AM 10/15/2019

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: SUMMARY OF KNOWN UPCOMING OPERATING BUDGET INCREASES: Information only

BACKGROUND INFORMATION: As staff begins the process of developing the 2020 Operating Budget, I have identified some specific areas that I know will result in significant budget increases for the upcoming year. These are as follows:

- **MINIMUM WAGE INCREASE:** As I reported in September, I expect an impact of at least \$34,500 for 2020. This will be an ongoing concern until we have reached the desired wage of \$15 per hour in 2025.
- **PROPERTY/LIABILITY INSURANCE:** Our premiums for this coverage are based upon our financial performance. With the additional facilities, we have increased our expenditures which are used as part of the calculation for our annual premium. This will result in estimated increase in our premium for 2020 by approximately \$15,000.
- **IMRF RATE INCREASE:** As I reported in June during my monthly presentation, our IMRF rate will be increasing from 8.28% to 10.26%. This will result in an increased cost of approximately \$24,000. This calculation is based upon 2019 pay rates.
- **IMRF ACCELERATED PAYMENT:** When an IMRF employee retires, IMRF will review the last four years for any increases in excess of 6%. If there is any excess, the employer is required to pay an “accelerated payment” at the time of the employee’s retirement. I have done an initial calculation based on what is known currently. At a minimum, the District will be required to pay IMRF approximately \$24,500 upon Dan’s retirement.
- **EXECUTIVE DIRECTOR OVERLAP:** Based upon the timeline, there will be a 16 week overlap. Based upon current (2019) rate of pay, SS/Mcare, IMRF and insurance expense, this would be an additional cost of approximately \$52,000.

FISCAL IMPACT:

Minimum Wage Impact	\$ 34,500
Property/Liability Insurance	\$ 15,000
IMRF Rate Increase	\$ 24,000
IMRF Accelerated Payment	\$ 24,500
Executive Director Overlap	\$ 52,000
	<u>\$150,000</u>

STAFF RECOMMENDATION: No action necessary at this time. Information is being provided to the Board in advance of the full budget. Staff hopes to have the first draft of the budget to the board at November's Regular Board meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: Playground Assessment Report

BACKGROUND INFORMATION: As we start the process of planning the next five years for the future of the Park District, we want to retain in our plans taking care of our existing assets. One important public use of these assets are the playgrounds that are spread throughout the park system. Although staff consistently inspects and repairs any issues with our playground structures, we want to make sure the equipment both stays in compliance with current standards, remains safe for our customers, and is replaced when the useful life of the play elements is completed.

Using our current equipment and fixed asset replacement schedules, detailed inspections were completed on those play structures and safety surfacing under the equipment, that are listed for review for possible replacement thru the year 2025. The findings show what the condition of the play elements currently are and what, if any, complete or parts of the playgrounds need to be replaced in the next six years. Also listed are estimates of how much more useful life the equipment has so we have a sense of when these structures need to be replaced.

Attached are the written assessments of the playgrounds listed on the asset list thru the year 2025.

FISCAL IMPACT: None. Information Only.

STAFF RECOMMENDATION: None. Information Only.

PREPARED BY: Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

PARK PLAYGROUND ASSESSMENTS 2020-2025

Below is a list of playgrounds and any structures and surfacing that appear on the Capital Fixed Asset schedules that are due for replacement for the years 2020-2025. The areas on the list were carefully inspected by Park District Supt. Of Parks Jeff Donahoe, who is a Certified Playground Safety Inspector. Where playground structures were listed, a detailed low frequency inspection checklist provided by PDRMA and developed thru the Playground Safety Is No Accident manual by the International Playground Safety Institute, was recently completed for each playground structure. The reports helped gather information on the need for immediate replacement, future repairs to prolong equipment life, and life expectancy in general.

From the Asset list:

Year 2020:

Kiwanis Prairie Park – The small separate 2-5-year-old play structure and swing set.

The larger 5-12 play structure is three years old and still in very good condition.

The small unit is still very sound and safe. The suspension bridge portion of the structure was worn and replaced approximately six years ago which makes up a large percentage of this play feature. A small slide on the north side was also replaced seven years ago that had broken.

For safety the next few years, the top vertical side wall of the steps has had some rubber coating wear off exposing the steel plate below. A liquid rubber sealant product will be used to replace the coating. No other safety or concerns for this units use beyond another 10 years exists. Life expectancy of this unit should go another 10 years barring misuse by people.

Recommendation is for sealant of top wall line where worn. Cost \$20 for product and short amount of staff time.

The swing set is a three-bay steel pipe system which holds six swings total – 2 bucket swings and 4 belt swings. The steel bar structure is sound and fasteners all secure. A coat of paint will be needed on the structure in the next couple of years to cover some paint loss. The 4 belt swings will be replaced in 2020 as there is some wear on the connection portion to the chains.

Recommend paint unit and replace belt swings. No structure concerns at this time and unit should be usable for several more years barring misuse. Cost of swings estimated at \$400. Other chains and S hooks have already been recently changed as part of maintenance.

Kiwanis East Park

Only the surfacing was listed for the years 2020-2025. Most of the surfacing is certified playground wood mulch which is supplemented every 2 or 3 years as a part of maintenance. There is a small area of pour in place rubber surfacing under the rope dome climber unit. This surfacing is still in good condition without too much wear and still holds absorption properties. No replacement or repairs needed at this time.

2021

Founders Park

The border wood frame and mulch surfacing around and under the play structure and swing was replaced two years ago and the mulch topped with new material every two or three years. The zigzag climbing slide was replaced three years ago due to a broken portion being exposed. This play structure is still safe and secure in all areas of steps, slides, and platforms. The support system is still strong and all fasteners tight. No ripped plastic is visible on the slides and all metal is coated properly and footings strong.

No changes need to be made to the current system for the next 7 years unless misuse changes this in the future. Structure will consistently be inspected several times annually.

Recommend no improvements that have not already been done in the next five years.

Swing Structure:

All posts and fasteners are still secure and footings strong. Recommend the two belt swings be replaced in 2020 as some wear on the connection to the chains. Chains and S hooks have been changed as needed as part of maintenance.

Recommend changing two belt swings. Estimate at \$200

2022

Leon Larson Park

The playground structure and tube slide and pour in place rubber surfacing are on the list. Recent work on this unit include two years ago switching out the climbing rock wall unit that developed a few holes due to misuse (got burned with a lighter developing an unsafe hole in the unit).

The play structure and slide are still very safe and in good condition. No holes or wear in the plastic slides or any issues with the stairs, platforms or metal poles/barriers. The roof unit is also still stable. No recommendation for action on any portion of the unit needed at this time

for the structure to last the next several years outside of basic maintenance and checking the security of the fasteners.

The rubber surfacing has recently had some separation cracks between the different colors used. These are 1" or less cracks where one color line meets another within the rubber surface. Repairs have already been filling the cracks with an all-weather expandable rubber caulk meant for wet area application. The surfacing itself is still in fine condition with absorption properties still in tack. No replacement of surfacing recommended. Just watch to see if any more cracks appear between where the colors meet and repair as needed.

Charlie Laing

Just the surfacing is listed through 2025. Most of the surfacing is certified mulch which is added every two to three years. A small portion of the surfacing under the climbing unit is rubber pour in place. This area has some wear from lots of feet but still maintains its ability to adsorb impacts. This should last another five years.

Recommend after five years investigate replacing at an estimated cost of \$10K or removing and adding mulch to match the rest of the playground surfacing at a cost of \$800 for the mulch.

2023

Brothers Park

Just the surfacing under the play structure is listed. The surfacing under the swing set is wood mulch which added to every two or three years. The current play structure surfacing is rubber 2'x2' square tiles.

The condition of the tiles is poor. The tiles have separated in many areas due to use and mostly weather causing ground heaving and shrinkage/expanding of the tiles themselves. Repairs have been consistently made by caulking between the separating tiles and replacing torn or broken tiles making them still usable and safe, but the uneven surface and gaps need to be replaced in 2023.

Recommendation is to replace the surface NOT with square tiles but with either a pour in place rubber surface at an estimated cost of \$30-35K, or better to remove tiles, excavate down to 12" and add wood mulch to match the surfacing under the swing set. Cost of mulch option \$3k-4k for material and to get excavated, remove tiles.

Old Mill Park

Surfacing only on the list for this playground. The current surface is all rubber square tiles under the play structure and the swing set. This is a large area and the condition of the tiles is poor, much like Brothers Park, the tiles have separated or become uneven in areas. While still safe and repairs are made as needed with caulk or new tiles, the entire surfacing will need replaced. Options are for pour-in-place rubber which would be an estimated \$50k or to remove the tiles and excavate down 12" and add certified playground mulch for a cost of \$5K-6K for material and excavation costs.

Sycamore Community Park

The play unit located behind the swimming pool near the river at the NE corner of the ball fields. The single structure is an all metal climbing ladder unit with an elevated platform and single center slide pole.

The unit gets the fasteners checked regularly to make sure secure. The structure is still stable and safe. The support posts are still sound and all metal still painted and smooth and without sharp edges or broken parts.

Recommend not replacing and no further changes needed at this time to prolong life of unit beyond five years. After this time period, the unit will be evaluated to make sure metal has not fatigued or thinned to the point of being unsafe.

2024

Boynton Park

Just listed for this park is the surfacing but all the surface is mulch which is replenished every two to three years as needed.

For any other playground where surfacing is listed that is sand or mulch, it will not be addressed here as those are ongoing general maintenance items repaired out of the operating budget.

2025

Wetzel Park

Both the pour-in-place rubber surfacing and the play equipment are on the list for this park. The equipment includes a mid-sized 5-12 play structure and a three-bay swing structure.

Recently, a new ADA accessible swing set has been added where two belt swings used to be located. The swing structure is still in top condition with all pipes and fasteners secure with all posts firmly in the ground. The swings have been replaced along with chains and connectors as needed. Recommend no work other than general maintenance and checking of worn parts during inspections. This unit should be good for another 10 years barring misuse or damage.

The play structure is still in very good condition. The slides, climbing bars, platforms, and steps are all still secure and firm. No broken or torn plastic or metal parts are visible. Posts are still secure in the ground and outside of needing a couple more age stickers, the structure is sound. The connecting climbing ring system is also still in good shape along with the round steppers and low suspension bridge. The ring system is connected with ropes. A couple ropes have minor wear on them which can be replaced in 2020.

Recommend replace two ropes that connect rings to the ground and to above frame. Cost around \$300. No other repairs or changes need to be made at this time to prolong the life of this unit beyond 5 or even 10 years at this time.

The pour-in-place rubber surfacing is holding up well. It is still soft to absorb impact and has only minor wear as it is also located under the swings. Recommend no action at this time as still a sound surface but will continue to inspect regularly to see if wears too much and loses impact adsorption properties. Life expectancy another five years at least. If replaced after that as is, cost would be \$40k estimated.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF 5 YEAR CAPITAL BUDGET PLAN: Discussion and comment only

BACKGROUND INFORMATION: Attached you will find a draft of the 2020-2024 Capital Funding Plan. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft and the dollar amount is bolded.

Staff was asked to review and update information based upon current needs and financial data. The draft presented takes that information into account. It is desirable to have a year-end balance of approximately \$400,000 for cash flow purposes and additional cuts will have to be made.

While the primary focus is 2020, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2021 and forward will continue to evolve based upon needs, priorities and financial data.

FISCAL IMPACT: Total 2020 Budgeted Capital Revenue = \$522,291, Total 2020 Budgeted Capital Expenditures = \$729,919.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. Adjustments will be made and then be brought back to the Board for review at November's meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	2020	2021	2022	2023	2024
Funding	Balance forward (approximate)	369,183	161,555	(232,996)	(559,021)	(700,313)
	Development Fund					
	General Obligation Bond	522,291	527,514	532,789	538,117	543,498
	Funding available	891,474	689,069	299,793	(20,904)	(156,815)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	11,500	12,000
	alternate bond payment	161,088	158,913	166,375	168,663	170,863
	PC Replacement/upgrades	10,500	7,200	7,600	12,000	12,900
	copier		6,100	6,100		
	server	15,000				
	lateral files (2)			2,700		
	Total Administration	228,088	213,713	224,275	222,163	225,763
Concessions	Beverage cart		10,500	9,500		
	ice machine (clubhouse)		3,000			
	freezer (recently rebuilt)	4,500				
	keg cooler		3,000			
	SC Conc - fixtures (2019 update storage/sink/flooring)	27,950				
	SC Conc - doors orig 2019	2,300				
	SC Conc - bathroom fixtures orig 2019	28,750				
	SC Conc - gutters/downspouts orig 2019	2,070				
SC Conc - roof orig 2019	7,245					
	Total Concessions	72,815	16,500	9,500	-	-
Maintenance	workhorse			18,000		
	large mower - Jacobsen	72,000	74,500			
	workman utility cart		18,100			
	pickup			35,000	37,000	
	brush mower attachment			8,500		
	sprayer on workman		24,500			
	tractor			43,000	46,500	
	maintenance shop painting orig 2019			21,280		
skidsteer (bobcat 250)			29,500			

Sycamore Park District
Capital Funding Plan

Department	Item	2020	2021	2022	2023	2024
	large dump truck		43,000			
	bandsaw			4,000		
	table saw			3,500		
	generator		2,400	2,500		
	field rake		16,000			
	branch chipper		28,900			
	bobcat sweeper/debris brush			5,200		
	small equipment trailer			4,200		
	air compressor			3,900		
	maintenance shop power gate			13,310		
	enclosed trailer				9,500	
	Core Harvester					12,000
	Turfco Walk Edger					1,000
	parts washer					6,500
	Total Maintenance	72,000	207,400	191,890	93,000	19,500
Clubhouse	painting orig 2017		6,616			
	hvac orig 2017		28,196			
	staining 2019 siding/trim 2020 or later orig 2018		83,734			
	flooring (need to reduce by main 8800 and kitchen 2900)		45,060			
	lighting		8,992			
	Total Clubhouse	-	172,598	-	-	-
Golf Course	golf carts		30,000	30,000	30,000	
	ranger cart (how many are there?)		6,750	7,000	7,250	7,500
	greens roller	15,300				
	major bridge #15	175,000				
	Bridge					
	cart barn - HVAC orig 2018			4,480		
	cart barn - gutters/downspouts orig 2018			2,240		
	cart barn - planters orig 2018			2,912		
	workhorse		8,500			
	trap rake			13,000		
	fairway mower Toro 5400	47,500				
	rough mower jacobsen 9016		78,000			
	major bridge #10 orig 2017			136,250		
	shelter 1: 8th tee - structure		9,440			
	shelter 2: 4th tee - structure		1,180			

Sycamore Park District
Capital Funding Plan

Department	Item	2020	2021	2022	2023	2024
	minor bridge: 17th tee		5,900			
	minor bridge: 6th ladies tee		3,540			
	trim mower John Deere 1435			18,000		22,000
	greensmower 3250 greens			32,000		
	shuttle cart			12,000		
	minor bridge #16/#17 fairway			3,630		
	cart paths - aggregate			6,050		
	ryan aerifier				16,000	
	green/tee top dresser				17,900	
	golf lift for shop					17,500
	18th Tee Bank Restoration	16,000				
Total Golf Course		253,800	143,310	267,562	71,150	47,000
<hr/>						
Aquatics						
Total Pool		-	-	-	-	-
<hr/>						
Community Center						
Total Community Center		-	-	-	-	-
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Parks & grounds	Tree Planting	28,000				
	Tennis Court (Community Park) Resurfacing	15,200				
	Field 1 BackStop Net					
	founders park - playground - equipment (15)		100,000			
	founders park - playground - benches/amenities		3,000			
	H.S. Field Dug out - Benches/Shelving orig 2018			2,725		
	fields 1-4 irrigation orig 2018				4,480	
	Brothers Park - benches/amenities orig 2019			4,025		
	Old Shop-painting orig 2019	896				
	Old Shop-lighting orig 2019	2,800				
	Old Shop-hvac orig 2019	16,800				
	Old Shop-electrical orig 2019	12,320				
	Old Shop-gutters/downspouts orig 2019	2,800				
	Old Shop-doors orig 2019	7,840				
	old shed - roof orig 2019	11,040				
	SC - N. Water Fountain - roof orig 2019		1,725			

Sycamore Park District
Capital Funding Plan

Department	Item	2020	2021	2022	2023	2024
	Olsen Shelter - roof orig 2019		4,600			
	kessler shelter - roof orig 2019		4,830			
	Larson Park - Steczo Area - Prairie Restoration		9,680			
	kiwanis east - playground - surfacing					11,500
	comm park - old fountain - roof				824	
	comm park - old fountain - posts/structure				4,600	
	comm park - old fountain - concrete base				1,150	
	lions shelter - roof	5,520				
	sports complex - s. water fountain - roof			1,725		
	old mill - playground - benches/amenities				7,670	
	larson park - overlook - benches/ammenities		1,815			
	larson park - brickvelle entrancee -fencing		275			
	stezco area - interpretive signs		3,000			
	lake sycamore - trails - signage		2,360			
	lake sycamore - trails - raised beds		1,180			
	lake sycamore - playgrounds - surfacing		17,700			
	lake sycamore - fishing pier - anchors		8,850			
	kiwanis west - trails - signage		1,210			
	boyton park - trails - signage		2,420			
	emil cassier - pond 2 - shoreline		5,900			
	larson park - playground - surfacing			22,320		
	larson park - playground - equipment			93,000		
	larson park - playground - stonework			6,200		
	larson park - playground - benches/ammenities			2,480		
	wetzel park - shelter - picnic tables			2,541		
	brothers park - trails - raised beds			744		
	kiwanis east - shelter - picnic tables			5,082		
	kiwanis east - playground - benches/amenities			9,075		
	charley laing park - playground - surfacing			14,520		
	charley laing park - trails - signage			1,150		
	larson park - trails - signage				2,480	
	brothers park - playground - surfacing				22,320	
	brothers park - basketball court- surfacing				2,480	
	brothers park - basketball court- painting				620	
	PAVING WEST ENTRANCE				130,000	
	Main South Shelter - Roof ? Already done?				9,300	
	Main South Shelter - Benches/Amenities				1,240	
	Main South Shelter - Electrical				620	
	community park - playground - equipment ?				9,920	
	Lions Shelter - Approach Path				9,100	

Sycamore Park District
Capital Funding Plan

Department	Item	2020	2021	2022	2023	2024
	HS Field Dug Out - Aglime Approach				508	
	soccer storage - doors				3,175	
	soccer storage - fixtures - shelves				1,270	
	bb fields 1-4 scoreboards				32,500	
	bb fields 1-4 bases and mounds				7,800	
	Old Mill Park - Playground - Surfacing				34,055	
	Old Mill Park - Playground - Solar Lights				5,080	
	Old Mill Park - Trails - Signage				1,905	
	Wetzel Park - Tennis Court - Surfacing					6,500
	Wetzel Park - Tennis Court - Painting					650
	Wetzel Park - Tennis Court - Posts					650
	Wetzel Park - Basketball Court - Fencing - Wood					390
	Wetzel Park - Basketball Court - Surfacing					6,500
	Wetzel Park - Basketball Court - Painting					650
	Wetzel Park - Basketball Court - Well and Electric					13,000
	Kiwanis Park West - Basketball Court - Fencing					23,400
	Kiwanis Park West - Basketball Court - Surfacing					97,500
	Kiwanis Park West - Basketball Court - Posts/Backboards					13,000
	Concession Garage - Electrical					2,600
	Basketball Court (by main south) - Posts/Backboards					15,600
	Lions Building - Electrical Panels					9,100
	HS Field Dug Out - Roof					2,990
	SC - N. Water Fountain - Posts/Structure					9,100
	SC - N. Water Fountain - Plumbing					650
	SC - N. Water Fountain - Fixtures					650
	Olsen Shelter - Posts/Structures					19,500
	Baseball Storage - Rolling Doors					15,600
	kessler shelter - Posts/Structure					19,500
	Lou's Lake - Dredging					13,000
	Lou's Lake - Shoreline					7,800
	BB Fields 9-12 Surfacing					26,000
	Boyton Park - Playground - Surfacing					15,600
	chief black partridge - Benches					1,170
	Emil Cassier - Frantum - Electrical					1,950
	Residence - Siding/Trim					13,000
	Residence - Garage Door/Electric					3,900
	Residence - Brick/Tuckpointing					3,250
	Residence - Fencing					3,250

Sycamore Park District
Capital Funding Plan

Department

Item

2020

2021

2022

2023

2024

Total Parks & Grounds

103,216

168,545

165,587

293,097

357,950

Total Capital Expenses

729,919

922,066

858,814

679,410

650,213

Ending balance

161,555

(232,996)

(559,021)

(700,313)

(807,028)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: EMPLOYEE INSURANCE BENEFIT PACKAGE **RECOMMENDATION FOR 2020: Recommend Approval**

BACKGROUND INFORMATION:

HEALTH: We are completing our fifth year with PDRMA. The District continues to control costs by belonging to a larger pool. PDRMA is making only minor changes to the plan. An increased benefit starting in 2020 is that hearing aides will now be covered. I propose no change in coverage. The monthly premium for the district based upon current enrollment will increase 3.41% \$842.49 in 2020.

LIFE/EAP: Included with PDRMA Health. No increase.

SHORT TERM DISABILITY: Currently provided through UNUM. No increase.

DENTAL: Currently covered by Principal Insurance. Monthly premium increasing 3.5% \$50.07.

VISION: Currently provided by PDMRA. Monthly premium increasing 2.96% \$18.30.

SPENDING LIMIT: The spending limit for health care expenses will increase by the CPI of 1.9%. That makes the 2020 spending limit \$383,481.88 for 18 people. Keeping all benefits the same, the total estimated annual cost for 18 employees is approximately \$332,125, which is \$51,357 below the adjusted board approved spending limit.

OPT-OUT: As a reminder, the amount for payout is based upon 50% of the single premium for medical insurance only. An employee opting out of medical insurance for 2020 will receive an additional \$201.12 per pay period. For each individual that chooses this program the District will have an annual savings of approximately \$5,229. In 2019, three employees signed up for this program for at

least part of the year. The projected savings for the District by offering this option in 2019 is \$13,728.

FISCAL IMPACT: Based upon the recommendation the annual employee insurance coverage expense for 2020 is estimated at \$332,125 if all 18 employees carry coverage.

STAFF RECOMMENDATION: Recommend approval to stay with PDRMA PPO (\$2,000 deductible for single coverage and \$4,000 deductible for family) and life insurance/EAP, UNUM for short term disability, Principal Life for dental and PDRMA Vision (\$600).

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 22, 2019

STAFF RECOMMENDATION

AGENDA ITEM: Consider Paving West Entry to Sycamore Community Park: Recommend approval

BACKGROUND INFORMATION: With the golf course irrigation project heading in the right direction, and requiring several “cuts” through the asphalt roadways and entry drives for Sycamore Community Park, the contractor will soon be planning the re-paving of the areas removed during their work. The funds for that work are already in the budget approved by the Board for the Irrigation Project.

With the condition of the West Entrance to Community Park deteriorating badly, and the contractor at the Soccer Complex, as well as the contractor on the Irrigation Project nearing the time when they will both be doing paving for us, I asked our two, current contractors to quote us a price for resurfacing the west entrance area. Jeff worked with Midwest Irrigation, and I worked with WilliamCharles to get the quotes to re-pave from where the west entrance meets Route 64 into the park to where the road crosses the cart path from the 8th green to the 9th tee. I have received those two quotes, and they are \$25,700 and \$36,699.21 respectively.

There are four entrances to parks that handle nearly all the traffic entering any/all of our parks:

- Sports Complex Entrance
- Legacy Campus Entrance
- East Entrance Sycamore Community Park (golf course/pool)
- West Entrance Sycamore Community Park (golf course/pool)

Additionally, when the soccer complex opens that will be the fifth busiest. THEN, when we do the ball diamond project the current sports complex entry will be re-paved when that project is done. THEREFORE, all our entrances will be “relatively new” except the West Entrance at Sycamore Community Park. With that entrance being in the worst condition, I feel now is the time to take care of that. Paving companies will already be mobilized in two of our projects, and costs can only go up!

The contractor has indicated the work will happen after November 1, 2019 and before the asphalt plants close for the winter.

STAFF RECOMMENDATION: Recommend approval of the bid from Midwest Irrigation for \$25,700 along with a contingency of \$1,300 for the Director to use should some extra base rock (\$16.50 per ton) need to be used to supplement the work. Royer Asphalt Paving is the sub for Midwest Irrigation and will do the work.

FINANCIAL IMPACT: With \$22,000 in this year's Paving Budget, and with around \$12,000 in the 2019 Capital Budget Contingency, this cost of \$27,000 can be completed.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: