

**Sycamore Park District
Regular Board Meeting
March 31, 2020
6:00 PM**

**Sycamore Park District CLUB HOUSE
940 East State Street; 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: January 28, 2020 (Voice Vote)

8. Study Session Minutes:

January 21, 2020 (Voice Vote)

February 18, 2020 (Voice Vote)

February 24, 2020 (Voice Vote)

February 26, 2020 (Voice Vote)

Executive Session Minutes: To Remain Confidential—

January 21, 2020 (Roll Call Vote)

February 18, 2020 (Roll Call Vote)

February 24, 2020 (Roll Call Vote)

February 26, 2020 (Roll Call Vote)

APPROVAL OF MONTHLY CLAIMS:

18. Claims Paid Since Board Meeting (Roll Call Vote)

CONSENT AGENDA:

61. Superintendent of Finance Monthly Report

66. Budget Report

80. Superintendent of Recreation Monthly Report

108. Superintendent of Golf Operations Monthly Report

114. Superintendent of Parks and Facilities Monthly Report

119. Executive Director Monthly Report

CORRESPONDENCE

122 - Self Care Fair – Thank You

123 - Self Care Fair – Thanks You

124 - Club 55 Instructor – Peggy Gelms Thank You

125 - US Marine Corps Toys for Tots

CORRESPONDENCE- cont'd

127 - IDNR – Grant

128 - Ryan Janisch – Email

PUBLIC HEARING

On AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY (1st) OF JANUARY, 2020 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2020.

OLD BUSINESS:

**Executive Director Search Committee Update—Ted/Ben
Update Regarding MMNH—Theresa**

129. **Budget and Appropriation Ordinance #04-2019– Jackie (Roll Call Vote)
AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY (1st) OF JANUARY, 2020 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2020.**

NEW BUSINESS

141. **Review and Approval of Real Estate Agreement for North Grove Crossing—
Dan (Roll Call)**
151. **Executive Summary—Nettie**
153. **Authorize Treasurer to Transfer Funds—Jackie (Roll Call Vote)**
155. **Policy on Executive Director Living in Sycamore – Dan (Roll Call Vote)
Schedule a Date for April Study Session**

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, January 28, 2020**

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 6:01 p.m. on Tuesday, January 28, 2020.

Will the recording secretary please call the roll.

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

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

Guests at the Board meeting were:

Steven Muenz, St. Charles, ED Candidate

**Regular and Consent Agenda Approval –
Motion**

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

President Kroeger noted he had questions on the Consent Agenda and Commissioner Strack asked for Supt. Of Finance report to be pulled for questions.

President Kroeger asked about ATM options. Supt. Of Finance Hienbuecher noted nothing has come up that is cost effective yet.

Commissioner Strack asked about the Actuary updated the OPEB Valuation. Supt. Of Finance Hienbuecher noted this is the valuation of our liability for what we owe on employee benefits.

Commissioner Strack asked about the High School Panel. Supt. Of Parks Donahoe noted that Nicholas planned this and Kara Pointer from the High School had her students attend. Staff talked to them about how we got our start in our careers.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday January 28, 2020
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**Approval of Minutes –
 Motion**

Commissioner Strack moved to approve the December 17, 2019 Regular Meeting Minutes. Commissioner Schulz seconded the Motion.

Voice Vote

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

Motion

Commissioner Schulz moved to approve the August 20, 2019 Study Session 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 Graves was absent

Motion

Commissioner Schulz moved to approve the November 26, 2019 and December 17, 2019 Executive Session Meeting Minutes to remain confidential. Commissioner Strack seconded the Motion.

Roll Call

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

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$587,498.21. Commissioner Schulz seconded the Motion.

Roll Call

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

Correspondence – None

Public Input

Positive Feedback –

- Commissioner Schulz noted she had talked to a lady in the dog park. This person told her ours was the finest dog park and a lot of thought went into it.
- President Kroeger gave his thanks again for the holiday party everyone had a great time. He asked to pass this on to the staff that worked on it.

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday January 28, 2020

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Monthly Report – Supt. Of Parks Donahoe: Supt. Donahoe noted he wanted to let the Board know about our ponds and how we take care of them. We have 9 ponds that we are responsible for. Since Director Gibble came here we have changed the pond maintenance to naturalizing them. He went through the different processes and the cost savings in the current methods to take care of our ponds.

Plan Commission Report - There was no meeting.

Old Business

Executive Director Committee Update – Commissioner Strack noted they had their first round of phone interviews last week and the second round will be this week. He noted they might do another round of phone interviews if needed. They will then turn over the candidates to the Board and go from there. He also noted they wanted to have the first round done by the end of January. Then have a set of candidates for the Board by middle February. By mid March bring the candidates in to meet with staff and Board.

Golf Course Irrigation Update – Supt. of Park Jeff Donahoe noted he is hoping for a better spring. He will be doing a 2 day training on how this new system runs and he will train other staff later.

Update on Pool Assessment Information – Director Gibble noted the packet included the information on this. It also includes his recommendation to authorize the use of \$100,000 from the Action 2020 fund to address Jeff’s list of items from the pool assessment that we feel is the most urgent to take care of. He cautioned the Board on this, though. He noted when you send plans to IDPH for work, what else might be thrown in or what the City will throw in. Then when you start the work, you don’t know what else might be found.

Commissioner Strack noted he was concerned about dipping into the Action 2020 and what would not get done because of this. Supt. of Finance Hienbuecher noted we would be earning interest on the funds. Also, the timing of some projects being pushed off could increase some of our interest earnings. Director Gibble noted staff was charged by President Kroeger with coming back with a list of what really needs to be done. This would need to be done before the pool opens for the season. The capital budget had already been done, so Action 2020 would be the only source of funds.

There was more discussion on this. Commissioner Schulz suggested having meetings with the public to educate them on the pool. After more discussion, it was decided to pull the flooring out of the list for now.

Motion

Commissioner Strack moved to approve as presented excluding the flooring.

Commissioner Schulz seconded the Motion.

Voice Vote

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioners Graves was absent.

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Final Review and Approval of Annual Operating Budget – Supt. Of Finance Hienbuecher noted this is the final draft of the Operating budget. There was some discussion on the budget.

Motion

Commissioner Strack moved to approve the Operating Budget as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Update Regarding MMNH – No update

Bi-Annual Review of Executive Session Minutes -

Motion

Commissioner Strack moved to approve the Review of the Executive Session Minutes as presented. The motion was seconded by Commissioner Schulz.

Roll Call

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

Discussion Regarding Terri Gibble contract Extension:

Motion

Commissioner Schulz moved to approve Terri Gibble contract extension until 12-31-2020.
 Commissioner Doty 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 Graves was absent.

New Business

Ordinance #01-2020 Annual Abatement Ordinance: Ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois

Motion

Commissioner Schulz moved adopt Annual Abatement Ordinance 01-2020.
 Commissioner Doty 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 Graves was absent.

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 Sycamore Park District
 Tuesday January 28, 2020
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Ordinance #02-2020 Annual Abatement Ordinance: Ordinance abating the tax hereto levied for the year 2019 to pay the debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois –

Motion

Commissioner Schulz moved adopt Annual Abatement Ordinance 02-2020.
 Commissioner Doty 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 Graves was absent.

Ordinance #03-2020 Annual Abatement Ordinance: Ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois –

Motion

Commissioner Schulz moved adopt Annual Abatement Ordinance 03-2020.
 Commissioner Doty 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 Graves was absent.

Prioritization Exercise on Assets, Equipment and Programs -Director Gible held an exercise with staff and board on to start thinking about what we think our priorities are.

February Study Session will be on February 18th at 6:00 pm at 435 Airport Rd.

Public Input – There was none.

Motion

The Board adjourned the Regular Session at 8:15 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 4-0. Commissioner Graves was absent.

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Tuesday, January 21, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, January 21, 2020.

Will the recording secretary please call the roll.

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

Staff members present were Jeanette Freeman, Director Gible, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Melissa Dobberstein, Theresa Tevsh, Sarah Rex, Lisa Metcalf, and Justin Genz

II Report on Findings of First Community-wide Survey – Ron Vine/Dan

Ron Vine noted the survey was developed based on the meetings when everyone all met previously. He also noted that we received back 400 surveys by mail and 108 via the web which is a great number. He then went through the survey results and had a question/answer session after the presentation. Commissioner Strack noted the surprise to him was the people wanting us to maintain the pool. President Kroeger also noted the survey shows we need to pay attention to the pool. Director Gible noted we need to be careful when asking questions on the pool, but the Board does need to know more from the community on the pool. We need to know what would get more people at the pool or people at the pool more often. President Kroeger noted we need to ask the community what they want down the road on the pool. Ron continued to go over the survey results and field questions by the board.

III Adoption of Policy on Budget Limits and Use of Funds – Dan/Jackie – Director Gible

noted this is from a prior conversation at a board meeting. The intent in this is to make clear where our sources of revenue come from.

Motion

Commissioner Schulz moved to adopt the Policy on Budget Limits and Use of Funds as presented. Commissioner Doty 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 Graves was absent.

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Sycamore Park District
Tuesday January 21, 2020

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IV Presentation of Data on Success and Progress of Added Recreation Specialist Position –

Supt. Of Recreation Tevsh noted that Justin Genz has been with us for about 8 months now. His position has allowed each of the team to be more focused on each of their areas. This has shown to be good for the district and all of the staff. Supt. Of Recreation Tevsh went over figures on programs, etc. that Justin has added or been responsible for.

Recreation Staff Presentation of Goals, Objectives and Action Statements – Supt. Of Recreation Tevsh noted that 110 surveys came back and we can use this information for a three-year projection. Her staff then presented their goals to the board at this point.

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 8:01 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Strack.

Roll Call

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

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

The Board convened to Executive Session at 8:08 pm. The roll was called with Commissioners Doty, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman Supt. Of Recreation Tevsh, and Director Gible.

Motion

The Board adjourned the Executive Session at 8:50 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Doty.

Voice Vote

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday January 21, 2020

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The Board reconvened to Regular Session at 8:50pm. The roll was called with Commissioners Doty, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, and Director Gibble.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 8:50 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Schulz.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Tuesday, February 18, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Maintenance Building located at 480 S. Airport Road in Sycamore, Illinois is called to order at 6:05 p.m. on Tuesday, February 18, 2020.

Will the recording secretary please call the roll.

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

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

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

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

Council Derke Price arrived at 6:20 pm.

II Presentation, Review and Discussion of Information, Input and Data Related to Pool, Budget and Programming:

Director Gible started the discussion on the Pool and what the Board wants to do on the pool. Commissioner Schulz noted it would be better to be proactive and not reactive. Commissioner Doty agreed with this. There was more discussion on what information should we get out to the community regarding the pool. The Board was in agreement that we should start communicating with the public. Director Gible had given Board and staff a spreadsheet and asked everyone to rank the sections by importance. Then within each section mark their bottom 10, then circle items in a section they would want to save if the section is eliminated. Then send to Director Gible before the March study session.

There was then discussion on the Clubhouse and possibly renovating in the future.

III Board Discussion and Brainstorming for Sustaining the Legacy - 2025-

- a. Setting Draft Board/Administration Goals: Start
- b. Brainstorming Ideas and Consensus on Key Matters

This was postponed until our march study session.

Minutes of the Special Study Session Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday February 18, 2020
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IV. Next Study Session

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 7:33 pm on a motion made by Commissioner Strack for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
6. The setting of a price for sale or lease of property owned by the public body
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board convened to Executive Session at 7:42 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman Supt. Of Recreation Tevsh, Recreation and Marketing Supervisor Sarah Rex, and Director Gibble.

Motion

The Board adjourned the Executive Session at 9:45 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday February 18, 2020
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The Board reconvened to Regular Session at 9:45 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 9:45 p.m. on a motion made by Commissioner Kroeger. 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

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Monday, February 24, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Nats on Maple located at 112 S. Maple St.in Sycamore, Illinois is called to order at 6:10 p.m. on Monday, February 24, 2020.

The roll was called.

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

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

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

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 6:10 pm on a motion made by Commissioner Graves for the reason listed below. The motion was seconded by Commissioner Strack.

Roll Call

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

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

The Board convened to Executive Session at 6:14 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with the Executive Director Candidate..

Motion

The Board adjourned the Executive Session at 7:30 p.m. on a motion made by Commissioner Doty. 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.

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Monday February 24, 2020
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The Board reconvened to Regular Session at 7:31 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 7:33 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Wednesday, February 26, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Nats on Maple located at 112 S. Maple St.in Sycamore, Illinois is called to order at 6:10 p.m. on Wednesday, February 26, 2020.

The roll was called.

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

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

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

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 6:10 pm on a motion made by Commissioner Strack for the reason listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

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

The Board convened to Executive Session at 6:14 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with the Executive Director Candidate..

Motion

The Board adjourned the Executive Session at 7:45 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday February 26, 2020

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The Board reconvened to Regular Session at 7:47 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 7:47 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

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: 03/24/2020
 TIME: 10:37:19
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	908653454	01 PINNACLE 15 BALL PREBOOK 3/2	501000001300	02/07/20	00004384	61685	03/05/20	6,017.50	3,066.03
		02 FREIGHT INV 908653454	501000001300		00004384				2,760.00
									306.03
ACUSHNET	908711562	01 CONTOUR FLEX GLOVE	501000001301	02/24/20	00004383	61685	03/05/20	6,017.50	2,951.47
		02 FOOTJOY RAIN GRIP GLOVE	501000001301		00004383				102.00
		03 FOOTJOY WEATHERSOFT GLOVE	501000001301		00004383				75.00
		04 FOOTJOY WINTERSOFT GLOVE	501000001301		00004383				273.00
		05 FOOTJOY WOMENS STACOOLER GLOVE	501000001301		00004383				75.00
		06 FOOTJOY CONTOUR GLOVE	501000001301		00004383				192.00
		07 FOOTJOY CONTOUR CASUAL SHOE	501000001305		00004383				357.00
		08 FOOTJOY FJ FLEX SHOE	501000001305		00004383				432.00
		09 FOOTJOY FJ FLEX XP	501000001305		00004383				324.00
		10 FOOTJOY SPECIALTY SHOE	501000001305		00004383				792.00
		11 SHIPPING INV 908711562	501000001301		00004383				360.00
		12 DISCOUNT INV 908711562	501000001301		00004383				73.84
									-104.37
ACUSHNET	908785812	01 NEWPORT PUTTER	501000001302	03/09/20	00004389	61760	03/20/20	5,604.27	821.57
		02 SELECT NEWPORT 35	501000001302		00004389				275.00
		03 DEL MAR PUTTER	501000001302		00004389				275.00
		04 DISCOUNT INV 908785812	501000001302		00004389				275.00
		05 SHIPPING INV 908785812	501000001302		00004389				-16.50
									13.07
ACUSHNET	908785813	01 CART BAG PREBOOK 3/14	501000001304	03/09/20	00004390	61760	03/20/20	5,604.27	618.40
		02 STANDBAG PREBOOK 3/14	501000001304		00004390				345.00
		03 DISCOUNT INV 908785813	501000001304		00004390				235.00
		04 SHIPPING INV 908785813	501000001304		00004390				-11.60
									50.00
ACUSHNET	908785814	01 TS2 DRIVER	501000001302	03/09/20	00004389	61760	03/20/20	5,604.27	3,379.30
		02 TS 2 FAIRWAY	501000001302		00004389				1,068.00
		03 TS2 HYBRID	501000001302		00004389				213.00
		04 VOKEY WEDGE	501000001302		00004389				792.00
		05 DISCOUNT INV 908785814	501000001302		00004389				1,344.00
		06 SHIPPING INV 908785814	501000001302		00004389				-68.34
									30.64
ACUSHNET	908793731	01 TRIAL STAND BAG	501000001304	03/01/20	00004389	61760	03/20/20	5,604.27	216.60
		02 TRIAL STAND BAG	501000001304		00004389				85.00
		03 DISCOUNT INV 908793731	501000001304		00004389				85.00
		04 SHIPPING INV 908793731	501000001304		00004389				-3.40
									50.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-417626	01	ROUGH MOWERFUEL PARTS	101500066403	01/13/20		61620	02/06/20	2,005.25	13.29
2454-417747	01	FAIRWAY MOWER FUEL FILTER	504100066403	01/15/20	00004326	61620	02/06/20	2,005.25	8.53
2454-417823	01	FUEL FILTER-MOWER	101500066403	01/16/20		61620	02/06/20	2,005.25	5.03
2454-417834	01	THREAD LOCK	202100066403	01/16/20	00004338	61620	02/06/20	2,005.25	25.74
2454-417855	01	FUEL FILTERS	202100066403	01/16/20	00004333	61620	02/06/20	2,005.25	25.74
2454-417892	01	SPORTS RAKE BATTERY	202100066403	01/17/20		61620	02/06/20	2,005.25	16.00
2454-417914	01	DEERE RAKE BATTERY CREDIT	202100066403	01/17/20	00004334	61620	02/06/20	2,005.25	16.00
2454-417916	01	MOWER BATTERY	202100066403	01/17/20		61620	02/06/20	2,005.25	44.16
2454-417932	01	TORO WORKMAN SPARK PLUGS	101500066403	01/17/20	00004337	61620	02/06/20	2,005.25	44.16
2454-418100	01	ANTI SEIZE COMPOUND	101500066403	01/21/20	00004336	61620	02/06/20	2,005.25	-10.00
2454-418159	01	MOWER BATTERY	202100066403	01/22/20	00004340	61620	02/06/20	2,005.25	-10.00
2454-418369	01	FUEL FILTERS	101500066403	01/27/20	00004343	61620	02/06/20	2,005.25	34.16
2454-418377	01	TORO FUEL FILTER	101500066403	01/27/20	00004359	61620	02/06/20	2,005.25	34.16
2454-418396	01	INTER. TRACTOR SPARK PLUG	101500066402	01/27/20	00004344	61620	02/06/20	2,005.25	11.66
2454-418584	01	AIR	101500066402	01/30/20		61690	03/05/20	1,558.63	11.66

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2454-418591	01	CHIPPER FILTERS	101500066402	01/30/20	00004358	61620	02/06/20	2,005.25	46.49 46.49
2454-418815	01	DEERE BLOWER LIGHT	101500066402	02/04/20	00004373	61690	03/05/20	1,558.63	40.78 40.78
2454-418820	01	CHIPPER FUEL FILTER	101500066402	02/04/20	00004364	61690	03/05/20	1,558.63	11.02 11.02
2454-418833	01	ROUGH MOWER FILTERS	101500066403	02/04/20	00004368	61690	03/05/20	1,558.63	13.26 13.26
2454-418871	01	TORO SIDEWINDER FUEL FILTER	504100066403	02/05/20	00004374	61690	03/05/20	1,558.63	6.63 6.63
2454-418875	01	BEAD SEALER, TIRE BEAD LUBE	101500066402	02/05/20	00004371	61690	03/05/20	1,558.63	18.68 18.68
2454-418887	01	FUEL, HYDRAULIC FILTERS MOWER	101500066403	02/05/20	00004370	61690	03/05/20	1,558.63	19.90 19.90
2454-418890	01	RETURN BULBS	101500066403	02/05/20	00004381	61690	03/05/20	1,558.63	-4.60 -4.60
2454-418892	01	MINI BULBS RETURNED	101500066403	02/05/20	00004397	61690	03/05/20	1,558.63	-4.60 -4.60
2454-418893	01	JAC ROUGH MOWER MINI BULBS	101500066403	02/05/20	00004380	61690	03/05/20	1,558.63	4.00 4.00
2454-418949	01	OIL FILTER HONDA 4WHL	101500066402	02/06/20	00004400	61690	03/05/20	1,558.63	5.42 5.42
2454-418965	01	TRACTOR FILTERS	101500066402	02/06/20	00004379	61690	03/05/20	1,558.63	41.11 41.11
2454-419024	01	GOLF CART AIR FILTERS	504000066409	02/07/20	00004402	61690	03/05/20	1,558.63	482.04 482.04
2454-419025	01	WORK CART FILTERS	101500066402	02/07/20	00004398	61690	03/05/20	1,558.63	86.72 86.72
2454-419060	01	TORO GTX BATTERY	202100066402	02/07/20	00004399	61690	03/05/20	1,558.63	34.16 34.16

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2454-419160	01	SPARK PLUGS WORK CARTS	101500066402	02/10/20	00004408	61690	03/05/20	1,558.63	20.08 20.08
2454-419172	01	FILTERS TRU ROLLER	504100066402	02/10/20	00004403	61690	03/05/20	1,558.63	22.51 22.51
2454-419174	01	MOTOR OIL 5W50	101500076515	02/10/20	00004404	61690	03/05/20	1,558.63	91.90 91.90
2454-419180	01	NITRILE WORK GLOVES SHOP	202100066401	02/10/20	00004395	61690	03/05/20	1,558.63	150.00 150.00
2454-419228	01	SHOP PPE GLOVES	504100076514	02/11/20	00004414	61690	03/05/20	1,558.63	193.50
	02	SHOP PPE GLOVES	202100076514		00004414				77.40
	03	SHOP PPE GLOVES	101500076514		00004414				58.05 58.05
2454-419250	01	STARTER SOLENOID GRAY CART	202100066402	02/11/20	00004413	61690	03/05/20	1,558.63	36.89 36.89
2454-419366	01	05 FORD 350 WIPER BLADES	101500066402	02/13/20	00004415	61690	03/05/20	1,558.63	24.10 24.10
2454-419608	01	SPARK PLUGS CARTS	504000066409	02/18/20	00004432	61690	03/05/20	1,558.63	52.50 52.50
2454-419653	01	RETURN SPARK PLUGS CREDIT	504000066409	02/19/20	00004433	61690	03/05/20	1,558.63	-52.50 -52.50
2454-419654	01	GOLF CART SPARK PLUGS	504000066409	02/19/20	00004431	61690	03/05/20	1,558.63	36.30 36.30
2454-419788	01	BATTERY TERMINAL PROTECTRS	101500066402	02/21/20	00004430	61690	03/05/20	1,558.63	8.96 8.96
2454-420000	01	TORO CONCESSION CART FILTER	303100066409	02/25/20	00004452	61690	03/05/20	1,558.63	18.54 18.54
2454-420002	01	GREASE OILER SHOP	101500076515	02/25/20	00004453	61690	03/05/20	1,558.63	43.90 43.90
2454-420040	01	OILERS FOR SHOP - GREASE	101500076515	02/26/20	00004451	61690	03/05/20	1,558.63	68.84 68.84
2454-420046	01	GOLF CART METRIC KIT	504000066409	02/26/20	00004449	61690	03/05/20	1,558.63	79.99 79.99

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AFLAC	AFLAC							VENDOR TOTAL:	3,563.88
	525313	01 AFLAC - PRE TAX	101000002006	02/12/20		61669	02/18/20	605.90	605.90
		02 AFLAC - AFTER TAX	101000002007						568.70
									37.20
	942330	01 AFLAC - PRE TAX	101000002006	03/12/20		61761	03/20/20	605.90	605.90
		02 AFLAC - AFTER TAX	101000002007						568.70
									37.20
AIRGAS	AIRGAS USA LLC							VENDOR TOTAL:	1,211.80
	9968807134	01 SHOP WELDING TANK FILL	101500056300	02/29/20		61762	03/20/20	30.50	30.50
ALL	ALL STAR SPORTS INSTRUCTION							VENDOR TOTAL:	30.50
	201038	01 ASI Winter 1- JR	205550026128	02/05/20	00004392	61647	02/10/20	1,406.00	1,406.00
AMERTITL	AMERICAN TITLE GUARANTY INC							VENDOR TOTAL:	1,406.00
	00030389A	01 SEARCH FEE NORTH GROVE	101000036125	01/16/20		61738	03/10/20	100.00	100.00
ANCEL	ANCEL GLINK, P.C.							VENDOR TOTAL:	100.00
	74475	01 CORPORATE MATTERS	101000036120	02/12/20		61739	03/10/20	1,397.50	1,397.50
	74836	01 CORPORATE MATTERS	101000036120	03/09/20		61763	03/20/20	5,701.79	5,701.79
		02 TAX EXEMPTIONS	101000036120						5,051.79
									650.00
BANN	BANNER UP SIGNS							VENDOR TOTAL:	7,099.29
	71500	01 POSTER FOR SCIENCE FAIR	101200046214	03/03/20		61691	03/05/20	95.00	95.00
					00004473				95.00

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BATERIE	BATTERIES PLUS BULBS							VENDOR TOTAL:	95.00
P25090076	01 BATTERIES		207500076500	03/12/20		61764	03/20/20	9.00	9.00
								VENDOR TOTAL:	9.00
BC LIMO	BC LIMO								
	LIMO DADDY DAUGHTER								
	01 LIMO DADDY DAUGHTER DANCE		206095036128	02/06/20		61641	02/06/20	175.00	175.00
								VENDOR TOTAL:	175.00
BEACO	BEACON ATHLETICS								
	0513760-IN								
	01 BALLFIELD DRAG WITH LEVEL BAR		202100066404	02/03/20		61621	02/06/20	611.00	611.00
	02 BALLFIELD DRAG		101500066404						200.00
	03 BALL FIELD DRAG		202100066402						200.00
									211.00
	0516242-IN								
	01 BALL FIELD CHALK		202100076523	03/16/20		61765	03/20/20	542.40	542.40
									542.40
								VENDOR TOTAL:	1,153.40
BEHIND	BEHIND THE BEATS PRODUCTIONS								
	3/13 GYM JAM								
	01 DJ SERVICE 3/13 GYM JAM		206095206128	03/11/20		61757	03/11/20	200.00	200.00
	DADDY DAUGHTER DANCE								
	01 DJ DADDY DAUGHTER DANCE		206095036128	02/06/20		61642	02/06/20	200.00	200.00
								VENDOR TOTAL:	400.00
BSN	BSN SPORTS								
	908070181								
	01 PARK/SPORTS TENNIS NETS		101500066407	01/23/20		61622	02/06/20	354.00	354.00
	02 SPORT TENNIS NETS		202100066404						236.00
									118.00
	908503189								
	01 BALL FIELD HOME PLATES		202100076536	03/05/20		61766	03/20/20	220.00	220.00
									220.00
								VENDOR TOTAL:	574.00
BURRI	BURRIS EQUIPMENT CO.								
	PS27337								
	01 ROUGH MOWER BUSHINGS		202100066403	02/05/20		61643	02/07/20	24.25	24.25
									24.25

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	PS27780	01 ROUGH MOWER BOLTS, PARTS	504100066403	03/06/20	00004494	61767	03/20/20	243.33	151.90 151.90
	PS27884	01 PINS FOR SEEDER	101500066402	03/18/20	00004526	61767	03/20/20	243.33	91.43 91.43
CARR		CARROT-TOP INDUSTRIES					VENDOR TOTAL:		267.58
	45067200	01 CC US FLAGS	207500066401	02/18/20		61768	03/20/20	92.60	92.60 92.60
CCP		CCP INDUSTRIES INC.					VENDOR TOTAL:		92.60
	IN02443048	01 WIPES-SHOP	101500066401	12/13/19		61692	03/05/20	192.60	192.60 96.30 96.30
		02 WIPES - SHOP	202100066401						
CEDAR		CEDAR RAPIDS TIRE					VENDOR TOTAL:		192.60
	784662	01 TIRES/PARTS FOR EQUIPMENT	101500066402	02/07/20		61693	03/05/20	1,276.76	1,134.19 1,134.19
	784664	01 9016 ROUGH MOWER TIRES	101500066403	02/12/20		61670	02/18/20	375.61	375.61 375.61
	786354	01 ENCLOSED TRAILER TIRES	101500066402	02/27/20	00004446	61693	03/05/20	1,276.76	142.57 142.57
CINTA		CINTAS CORPORATION #355					VENDOR TOTAL:		1,652.37
	40401315908	01 RAG & RUG SERVICE	201000056301	01/17/20		61741	03/10/20	220.02	8.62 8.62
	4040315960	01 RAG & RUG SERVICE	207500056301	01/17/20		61741	03/10/20	220.02	36.41 36.41
	4040316027	01 RAG & RUG SERVICE	101500056301	01/17/20		61741	03/10/20	220.02	28.31 9.99 9.98 4.17 4.17
		02 RAG & RUG SERVICE	504100056301						
		03 RAG & RUG SERVICE	201000056301						
		04 RAG & RUG SERVICE	101000056301						

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4040897041	01	RAG & RUG SERVICE	201000056301	01/24/20		61741	03/10/20	220.02	8.62
									8.62
4040897154	01	RAG & RUG SERVICE	207500056301	01/24/20		61741	03/10/20	220.02	36.41
									36.41
4040987109	01	RAG & RUG SERVICE	101500056301	01/24/20		61741	03/10/20	220.02	28.31
	02	RAG & RUG SERVICE	504100056301						9.99
	03	RAG & RUG SERVICE	201000056301						9.98
	04	RAG & RUG SERVICE	101000056301						4.17
									4.17
4041562611	01	RAG & RUG SERVICE	207500056301	01/31/20		61741	03/10/20	220.02	36.41
									36.41
4041562645	01	RAG & RUG SERVICE	201000056301	01/31/20		61741	03/10/20	220.02	8.62
									8.62
4041562648	01	RAG & RUG SERVICE	101500056301	01/31/20		61741	03/10/20	220.02	28.31
	02	RAG & RUG SERVICE	504100056301						9.99
	03	RAG & RUG SERVICE	201000056301						9.98
	04	RAG & RUG SERVICE	101000056301						4.17
									4.17
4042149306	01	RAG & RUG SERVICE	207500056301	02/07/20		61772	03/20/20	369.30	36.41
									36.41
4042149332	01	RAG & RUG SERVICE	201000056301	02/07/20		61772	03/20/20	369.30	8.62
									8.62
4042149368	01	RAG & RUG SERVICE	101500056301	02/07/20		61772	03/20/20	369.30	28.31
	02	RAG & RUG SERVICE	504100056301						9.99
	03	RAG & RUG SERVICE	201000056301						9.98
	04	RAG & RUG SERVICE	101000056301						4.17
									4.17
4042721589	01	RAG & RUG SERVICE	201000056301	02/14/20		61772	03/20/20	369.30	8.62
									8.62
4042721668	01	RAG & RUG SERVICE	101500056301	02/14/20		61772	03/20/20	369.30	28.31
	02	RAG & RUG SERVICE	504100056301						9.99
	03	RAG & RUG SERVICE	201000056301						9.98
	04	RAG & RUG SERVICE	101000056301						4.17
									4.17

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	4042721682	01 RAG & RUGH SERVICE	207500056301	02/14/20		61772	03/20/20	369.30	36.41
									36.41
	4043355198	01 RAG & RUG SERVICE	201000056301	02/21/20		61772	03/20/20	369.30	8.62
									8.62
	4043355296	01 RAG & RUG SERVICE	207500056301	02/21/20		61772	03/20/20	369.30	36.41
									36.41
	4043355353	01 RAG & RUG SERVICE	101500056301	02/21/20		61772	03/20/20	369.30	28.31
		02 RAG & RUG SERVICE	504100056301						9.99
		03 RAG & RUG SERVICE	201000056301						9.98
		04 RAG & RUG SERVICE	101000056301						4.17
									4.17
	4043982730	01 RAG& RUG SERVICE	207500056301	02/28/20		61772	03/20/20	369.30	37.06
									37.06
	4043982800	01 RAG & RUG SERVICE	201000056301	02/28/20		61772	03/20/20	369.30	8.77
									8.77
	4043982817	01 RAG & RUG SERVICE	101500056301	02/28/20		61772	03/20/20	369.30	28.81
		02 RAG & RUG SERVICE	504100056301						10.16
		03 RAG & RUG SERVICE	201000056301						10.15
		04 RAG & RUG SERVICE	101000056301						4.25
									4.25
	4044630861	01 RAG & RUG SERVICE	207500056301	03/06/20		61772	03/20/20	369.30	37.06
									37.06
	4044630922	01 RAG & RUG SERVICE	201000056301	03/06/20		61772	03/20/20	369.30	8.77
									8.77
	4044630972	01 RAG & RUG SERVICE	101500056301	03/06/20		61772	03/20/20	369.30	28.81
		02 RAG & RUG SERVICE	504100056301						10.16
		03 RAG & RUG SERVICE	201000056301						10.15
		04 RAG & RUG SERVICE	101000056301						4.25
									4.25
CINTA2	CINTAS CORP							VENDOR TOTAL:	589.32
	5015907842	01 1ST AID STOCK - CC	207500076513	01/24/20		61623	02/06/20	55.51	19.16
									19.16

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5016053085	01	CC - 1ST AID	207500076513	02/24/20		61773	03/20/20	308.35	69.81 69.81
5016478320	01	CC - 1ST AID	207500076513	03/19/20		61773	03/20/20	308.35	196.91 196.91
8404481675	01	1ST AID - MAINT	101500076513	01/24/20		61623	02/06/20	55.51	36.35 36.35
8404527873	01	CH - 1ST AID	101500076513	02/28/20		61773	03/20/20	308.35	41.63 14.18 27.45
		02 MAINT - 1ST AID	101500076513						
CINTA3		CINTAS FIRE PROTECTION						VENDOR TOTAL:	363.86
OF94044829	01	SPRINKLER PIPE LEAK REPAIR	202500056300	02/18/20	00004457	61694	03/05/20	399.00	399.00 399.00
OF94589703	01	MUSEUM-FIRE EXT INSPECTION	202500056300	02/06/20		61644	02/07/20	125.69	125.69 125.69
CITY		CITY OF SYCAMORE						VENDOR TOTAL:	524.69
FEBRUARY 20	01	VENDING	207500086650	03/20/20		61774	03/20/20	19.00	19.00 8.00 9.00 2.00
	02	REC- CONCESSIONS	207500046216						
	03	CATERING	303500116852						
JANUARY 20	01	CITY SALES TAX - VENDING	207500086650	03/09/20		61723	03/09/20	9.00	9.00 6.00 3.00
	02	CITY SALES TAX - CATERING	303500116852						
CITY2		CITY OF SYCAMORE						VENDOR TOTAL:	28.00
1271000000-0220	01	WATER/SEWER-MAINT	101500096704	02/28/20		61724	03/09/20	620.58	147.19 147.19
1271005000-0220	01	WSATER/SEWER-CC	207500096704	02/28/20		61724	03/09/20	620.58	473.39 473.39
14205600/5650-0120	01	WATER/SEWER-POOL	518100096704	01/31/20		61659	02/13/20	774.45	774.45 774.45

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CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	1,395.03
12222	01 DEPOSIT	701000001102	02/04/20	03/10/20	61742	5,535.93	4,758.93	
	02 NEW WORKSTATIONS - 6	701000207004					-4,000.00	
12500	01 MONTHLY SERVICES	101000056304	02/03/20	03/10/20	61742	5,535.93	8,758.93	
12588	01 MONTHLY SERVICES	101000056304	03/02/20	03/20/20	61775	777.00	777.00	
	02 MONTHLY SERVICES	201000056304					388.50	
							388.50	
COMCA	COMCAST						VENDOR TOTAL:	6,312.93
0468024-0120	01 INTERNET	1010000096706	01/10/20	02/03/20	61607	668.02	668.02	
	02 INTERNET	2010000096706					174.18	
	03 CABLE	2075000096705					174.18	
0468024-0220	01 INTERNET	1010000096706	02/10/20	03/10/20	61743	668.02	668.02	
	02 INTERNET	2010000096706					174.18	
	03 CABLE	2075000096705					174.18	
0468768-0220	01 CABLE	3030000096705	01/25/20	02/13/20	61660	145.37	145.37	
	02 CABLE	5040000096705					72.69	
							72.68	
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:	1,481.41
020520	01 BOYNTON PARK	1015000096702	02/05/20	02/11/20	61651	1,114.98	1,114.98	
	02 KIWANIS PARK	1015000096702					16.16	
	03 EMIL CASSIER PARK	1015000096702					42.48	
	04 SYCAMORE LAKE	1015000096702					19.41	
	05 GOOD TYES SHELTER	1015000096702					28.66	
	06 ENTRY PARK	1015000096702					28.79	
	07 MAINT BLDG	1015000096702					24.80	
	08 MAINT BLDG	5041000096702					460.93	
	09 SPORTS COMPLEX	2021000096702					460.93	
	10 SOCCER COMPLEX	1015000096702					7.59	
							25.23	

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021020		01 FOUNDERS PARK	101500096702	02/10/20		61744	03/10/20	1,082.47	64.42
		02 WETZEL PARK	101500096702						23.48
									40.94
030520		01 BOYNTON PARK	101500096702	03/05/20		61744	03/10/20	1,082.47	1,018.05
		02 KIWANIS PARK	101500096702						16.16
		03 EMIL CASSIER PARK	101500096702						37.33
		04 GOOD TYMES SHELTER	101500096702						19.41
		05 ENTRY PARK	101500096702						22.65
		06 MAINT BLDG	101500096702						24.80
		07 MAINT BLDG	504100096702						432.64
		08 SPORTS COMPLEX	202100096702						432.64
		09 SOCCER COMPLEX	101500096702						7.19
									25.23
0558722008-0220		01 BASEBALL CONCESSIONS	303300096702	02/05/20		61745	03/10/20	6,288.47	6,288.47
		02 POOL	518100096702						58.71
		03 MAINTENANCE	101500096702						309.57
		04 MAINTENANCE	504100096702						18.29
		05 PUMP HOUSE	504100096702						18.29
		06 CART BLDG	504000096702						7.86
		07 CLUBHOUSE	303000096702						605.10
		08 CLUBHOUSE	504000096702						41.79
		09 ADMIN	101000096702						41.79
		10 ADMIN	201000096702						97.52
		11 ELECTRONIC SIGN	101000096702						97.52
		12 ELECTRONIC SIGN	201000096702						5.70
		13 COMMUNITY CENTER	207500096702						5.70
									4,980.63
0558722008-0320		01 BASEBALL CONC	303300096702	03/05/20		61746	03/10/20	5,101.05	5,101.05
		02 POOL	518100096702						51.48
		03 MAINTENANCE	101500096702						331.24
		04 MAINTENANCE	504100096702						16.68
		05 PUMP HOUSE	504100096702						16.68
		06 CART BLDG	504000096702						8.23
		07 CLUBHOUSE	303000096702						615.29
		08 PROSHOP	504000096702						44.88
		09 ADMIN	101000096702						44.88
		10 ADMIN	201000096702						104.71
		11 ELECTRONIC SIGN	101000096702						104.71
		12 ELECTRONIC SIGN	201000096702						5.56
		13 COMMUNITY CENTER	207500096702						5.56
									3,751.15

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CONS	CONSERV FS							VENDOR TOTAL:	13,586.97
	12-31-19 STATEMENT	01 OVERPAYMENT - CREDIT	101000066401	12/31/19		61624	02/06/20	1,025.20	-259.70
	1210102250	01 GASOLINE - GOLF	504100076515	01/27/20		61624	02/06/20	1,025.20	482.88
		02 GASOLINE - PARKS	101500076515						82.18
		03 GASOLINE - SC	202100076515						83.28
		04 GASOLINE - TRUCKS	101500076515						3.08
									314.34
	121012366	01 GASOLINE - GOLF	504100076515	02/18/20		61776	03/20/20	1,583.25	515.71
		02 GASOLINE - PARKS	101500076515						85.25
		03 GASOLINE - TRUCKS	101500076515						34.23
	33016726	01 BALL FIELD CLAY BRICKS	202100066404	03/11/20	00004500	61776	03/20/20	1,583.25	590.00
	40008819	01 PARKING LOT SALT	207500066401	01/27/20		61624	02/06/20	1,025.20	590.00
	40008877	01 EQUIPMENT OIL-LUBE	101500076515	02/11/20		61776	03/20/20	1,583.25	268.52
	40008894	01 EQUIPMENT GREASE	101500076515	02/14/20		61776	03/20/20	1,583.25	268.52
	40008927	01 ROAD SALT - CC	207500066401	02/24/20		61776	03/20/20	1,583.25	109.90
	45025266	01 MOWER HYDRAULIC OIL	101500076515	01/21/20		61624	02/06/20	1,025.20	109.90
DEEGANS	DEEGANS GARAGE INC							VENDOR TOTAL:	2,608.45
	15066	01 TIRE MOUNT AND BALANCE	101500066403	02/04/20	00004366	61625	02/06/20	15.00	15.00
DEKA	DEKALB LAWN & EQUIPMENT CO.							VENDOR TOTAL:	15.00
	69862	01 AIR FILTERS CHAINSAWS	101500066402	02/27/20	00004442	61695	03/05/20	54.82	54.82

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69983		01 BLOWER, WEDEATER PARTS	202100066403	03/09/20	00004510	61777	03/20/20	827.75	102.28 102.28
69990		01 CHAINSAW PARTS	202100066402	03/09/20	00004489	61777	03/20/20	827.75	151.02 151.02
69998		01 NEW PUSH MOWER	504100066400	03/10/20	00004492	61777	03/20/20	827.75	450.00
		02 NEW PUSH MOWER	101500066400		00004492				150.00
		03 NEW PUSH MOWER	202100066400		00004492				150.00
70043		01 WEDEATER PARTS, BLADES,	101500066403	03/12/20	00004498	61777	03/20/20	827.75	97.17 97.17
70097		01 MOWER BLADE, FILTER	202100066402	03/16/20	00004512	61777	03/20/20	827.75	27.28 27.28
DEKA2		DEKALB IMPLEMENT CO.,					VENDOR TOTAL:		882.57
147555		01 WHEEL AXLE DEERE MOWER	101500066403	01/28/20	00004350	61596	01/31/20	47.22	47.22
148791		01 DEERE MOWER BEAR. SEALS, BLADE	101500066403	03/03/20	00004463	61778	03/20/20	273.48	273.48 273.48
DEKACHM		DEKALB CHAMBER OF COMMERCE					VENDOR TOTAL:		320.70
COMM EXPO		01 2020 COMMUNITY EXPO	101200046214	01/31/20		61597	01/31/20	125.00	125.00 125.00
DEKAM		DEKALB MECHANICAL INC					VENDOR TOTAL:		125.00
76388		01 MUSEUM CLOSET FURNACE REPAIR	202500056300	01/23/20		61626	02/06/20	828.50	828.50 828.50
76722		01 CC ROOF UNIT REPAIR	207500056300	02/05/20		61696	03/05/20	3,148.75	3,148.75
		02 PARTS	207500066401						1,574.37 1,574.38
76758		01 MMNH FURNACE REPAIRS	202500056300	02/21/20		61779	03/20/20	697.37	697.37 697.37

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DEKCTYRE		DEKALB COUNTY RECORDERS						4,674.62
		MORT RELEASE		02/27/20	02/27/20	61682	55.00	55.00
		01 SEG 1-TRAIL SYC FP TO OLD MILL	711000207039					55.00
DISCOVER		DISCOVER YOUR HOMETOWN						55.00
	21495	01 MAR/APR AD	101200046208	02/24/20	03/05/20	61697	200.00	200.00
								200.00
DOGWASTE		DOG WASTE DEPOT						200.00
	327111	01 DOG PARK BAGS	101500076540	03/09/20	03/20/20	61780	108.89	108.89
								108.89
ECO		ECOWATER SYSTEMS, INC.						108.89
	130856-0220	01 SALT		02/22/20	03/20/20	61781	51.25	51.25
		02 SALT	101000056300					25.62
			201000056300					25.63
ENGIN		ENGINEERING RESOURCE ASSOC						51.25
	140313.FD.16	01 SOUTH SPORTS COMPLEX	711000207037	01/22/20	03/10/20	61747	2,815.00	2,815.00
								2,815.00
	140313.FD.17	01 SOUTH SPORTS COMPLEX	711000207037	02/18/20	03/20/20	61782	557.50	557.50
								557.50
	D-93-003-19-8	01 GWT - SEGMENT 1	711000207039	01/13/20	02/03/20	61608	1,702.26	1,702.26
								1,702.26
	D-93-003-199	01 GWT - SEGMENT 1	711000207039	02/14/20	03/05/20	61698	1,639.16	1,639.16
								1,639.16
FAST		FASTENAL COMPANY						6,713.92
	IILCOR110192	01 CC SOCCER NET FASTNER TIES	207500076500	02/14/20	03/05/20	61699	55.17	55.17
								55.17

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ILCOR110522		01 CABLE TIES SPORTS NETS	202100076500	03/12/20	00004507	61783	03/20/20	82.23	82.23
								VENDOR TOTAL:	137.40
FERCEOIL		FEECE OIL COMPANY							
1868582		01 EQUIPMENT OIL	101500076515	01/06/20		61598	01/31/20	539.55	539.55
								VENDOR TOTAL:	539.55
FINN		FINNEY'S ELECTRIC							
22989		01 MUSEUM LIGHTS	202500056300	02/12/20		61661	02/13/20	265.61	265.61
								VENDOR TOTAL:	265.61
FOX1		FOX VALLEY FIRE & SAFETY							
IN00328639		01 CH FIRE ALARM INSPECTION	101000056300	01/15/20		61627	02/06/20	730.00	210.00
								VENDOR TOTAL:	210.00
IN00328917		01 MAINT SHOP FIRE ALARM INSPECT	202100066401	01/16/20		61627	02/06/20	730.00	285.00
								VENDOR TOTAL:	285.00
IN00329932		01 MAINT SHOP SPRINKLER SYS INSP	101500056300	01/22/20		61627	02/06/20	730.00	235.00
								VENDOR TOTAL:	235.00
IN00341771		01 SHIOP FIRE ALARM RADIO MONITOR	101500056300	03/05/20		61784	03/20/20	165.00	165.00
								VENDOR TOTAL:	165.00
FRONTIER		FRONTIER							
012220		01 MAINT	101500096700	01/22/20		61609	02/03/20	146.93	146.93
		02 MAINT	504100096700					73.47	73.47
								VENDOR TOTAL:	73.46
020720		01 ADMIN	101000096700	02/07/20		61725	03/09/20	731.36	584.43
		02 ADMIN	201000096700					292.21	292.21
								VENDOR TOTAL:	292.22
122220		01 MAINT	101500096700	02/22/20		61725	03/09/20	731.36	146.93
		02 MAINT	504100096700					73.46	73.46
								VENDOR TOTAL:	73.47

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GENOAPK		GENOA TOWNSHIP PARK DISTRICT						
		AUG CUBS TRIP		02/07/20	02/10/20	61648	2,236.83	1,084.68
		01 BUS 8-8 CUBS TRIP	205231606221					370.01
		02 TICKETS 8-8 CUBS TRIP	205231606216					714.67
		JUNE CUBS TRIP		02/07/20	02/10/20	61648	2,236.83	1,152.15
		01 BUS 6-18 CUBS TRIP	205231606221					328.00
		02 TICKETS-6-18 CUBS TRIP	205231606216					824.15
GRAI		GRAINGER						2,236.83
	9429568224	01 SHOP OIL ABSORB PADS	101500066401	01/31/20	02/06/20	61628	65.59	65.59
	9438566367	01 FLANGE BEARING-UTILITY CARTS	101500066402	02/10/20	02/18/20	61671	21.13	15.49
	9438566375	01 SLEEVE BEARING - CART	101500066402	02/10/20	02/18/20	61671	21.13	15.49
	9442057254	01 FLANGE BEARING WORKHORSE	101500066402	02/13/20	03/05/20	61700	101.45	3.72
	9447489494	01 CART BARN LIGHTS	504000066401	02/18/20	03/05/20	61700	101.45	30.42
	9449512103	01 SHOP LIGHTS OUTDOOR	101500066401	02/19/20	03/05/20	61700	101.45	30.42
	9451680012	01 BATTERY TERM PROTECTORS	504000066409	02/21/20	03/05/20	61700	101.45	23.48
	9466624161	01 SPORTS CONCESS ICE FILTER	303300066401	03/06/20	03/20/20	61785	80.46	23.48
GROUPPL		GROUP PLAN SOLUTIONS						43.83
	2060	01 FSA - ADMIN - JAN	101000106801	01/29/20	03/10/20	61748	55.00	43.83
		02 FSA - ADMIN - JAN	201000106801					80.46
								268.63
								55.00
								27.50
								27.50

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2091		01 FAS ADMIN - FEB	101000106801	02/21/20		61786	03/20/20	55.00	55.00
		02 FAS ADMIN - FEB	201000106801						27.50
									27.50
HIRS		HIRSCHBIEN TROPHIES							110.00
401827		01 TROPHIES	504000046217	06/22/19		61662	02/13/20	660.00	257.50
									257.50
401831		01 TROPHIES	504000046217	06/25/19		61662	02/13/20	660.00	402.50
									402.50
HORN		HORNUNG'S PRO GOLF SALES INC.							660.00
471689		01 WINN DRI-TEC LADIES	501000001303	01/28/20		61599	01/31/20	19.34	19.34
		02 SHIPPING/HANDLING	501000001303						10.60
		03 DISCOUNT	501000001303						8.95
									-0.21
									19.34
HYVEE		HY-VEE ACCOUNTS RECEIVABLE							19.34
011020		01 BIRTHDAY PARTY	205011956216	01/10/20		61610	02/03/20	24.63	24.63
		02 PIZZAS BDAY PARTY	205011956216						0.69
									23.94
189345-0220		01 HOLIDAY PARTY	101000046213	02/10/20		61726	03/09/20	37.98	37.98
		02 HOLIDAY PARTY	201000046213						18.99
									18.99
IL		IL ASSOC. OF PARK DISTRICTS							62.61
2020 DUES		01 2020 DUES	101000046204	12/11/19		61749	03/10/20	3,931.97	3,931.97
		02 2020 DUES	201000046204						1,965.98
									1,965.99
IL2		IL STATE POLICE SERVICES FUND							3,931.97
2020-PK0302279		01 BACKGROUND CHECKS	101000056305	03/06/20		61727	03/09/20	1,500.00	1,500.00
		02 BACKGROUND CHECKS	201000056305						750.00
									750.00

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ILLDNR	IDNR/OFFICE OF WATER RESOURCES							
	S20190228	01 BRIDGE PERMIT APPLICATION	701000207005	02/07/20	02/11/20	61652	2,740.00	2,740.00
							VENDOR TOTAL:	1,500.00
ILLIN	ILLINI SECURITY SYSTEMS, INC.							
	33801	01 CC FIRE	207500056300	01/15/20	03/10/20	61750	270.00	195.00
	33802	01 CC ELEVATOR	207500056300	01/15/20	03/10/20	61750	270.00	75.00
	33970	01 CC INTRUSION	207500056300	02/14/20	03/20/20	61787	195.00	195.00
							VENDOR TOTAL:	465.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							
	ING93470	01 COPEIR/PRINTER - MAINT	101000056304	03/04/20	03/20/20	61788	191.90	37.36
		02 COPEIR/PRINTER - MAINT	201000056304					18.68
	INV93028	01 COPIER/PRINTER - ADMIN	101000056304	02/05/20	03/10/20	61751	442.39	186.89
		02 COPIER/PRINTER - ADMIN	201000056304					93.44
	INV93029	01 COPIER/PRINTER - CC	101000056304	02/05/20	03/10/20	61751	442.39	134.27
		02 COPIER/PRINTER - CC	201000056304					67.14
	INV93030	01 COPIER/PRINTER - MAINT	101000056304	02/05/20	03/10/20	61751	442.39	71.23
		02 COPIER/PRINTER - MAINT	201000056304					35.62
	INV93105	01 REINSTALL PRINT DRIVER	101000056304	02/12/20	03/10/20	61751	442.39	50.00
		02 REINSTALL PRINT DRIVER	201000056304					25.00
	INV93468	01 COPIER/PRINTER - ADMIN	101000056304	03/04/20	03/20/20	61788	191.90	87.88
		02 COPIER/PRINTER - ADMIN	201000056304					43.94

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INTERS	INV93469	01 COPIER/PRINTER - CC	101000056304	03/04/20		61788	03/20/20	191.90	66.66 66.66
		INTERSTATE BATTERIES ROCKFORD						VENDOR TOTAL:	634.29
	100270803	01 BATTERY - RETURN CORE	101500066402	02/27/20		61701	03/05/20	1,165.20	-180.00 -180.00
	100271018	01 CREDIT-RETURN	504000066409	03/04/20		61789	03/20/20	849.95	-499.70 -499.70
	300383673	01 GOLF CART BATTERIES	504000066409	02/20/20	00004424	61701	03/05/20	1,165.20	1,345.20 1,135.20 210.00
	400444777	02 BATTERY CORE RETURN	101500066402	03/04/20	00004424	61789	03/20/20	849.95	617.85 617.85
	400444777	01 SOLO CART ADA BATTERIES	504000066409	03/04/20	00004476	61789	03/20/20	849.95	731.80 243.93 243.93 243.94
	400444859	01 AERIEL LIFT NEW BATTERIES	101500066402	03/17/20	00004522	61789	03/20/20	849.95	311.80 311.80
		02 LIFT BATTERIES	202100066402		00004522				
		03 AERIAL LIFT BATTERIES	504100066402		00004522				
	900100244	01 GOLF CART BATTERIES	101500066402	02/07/20	00004394	61653	02/11/20	311.80	2,326.95
JOEBERO	JOE BERO PLUMBING INC							VENDOR TOTAL:	2,326.95
	15149	01 COMM. CENTER BACKFLO INSPECTN	207500056300	01/27/20	00004345	61600	01/31/20	348.00	348.00 348.00
	WO-0247	01 SHOP BACKFLOW INSPECTIONS	101500056300	02/07/20	00004396	61654	02/11/20	1,122.00	1,122.00 255.00 255.00 540.00 72.00
		02 MUSEUM BACKFLOW INSPECTIONS	202500056300		00004396				
		03 COMM CENTR FLUSH WTR HEATERS	207500056300		00004396				
		04 CC BACKFLOWS REPORT FEE	207500056300		00004396				
KAR	KAR-FRE FLOWERS							VENDOR TOTAL:	1,470.00
	309615/1	01 CARNATIONS DDD	206095036216	02/08/20	0000464	61790	03/20/20	224.00	140.00 140.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
310785/.1		01 CANDIDATES - CH MTG	101000046212	02/24/20		61790	03/20/20	224.00	84.00
		02 CANDIDATES - CH MTG	201000046212						42.00
									42.00
KEISER	197915	01 EQUIP MAINT	207000056307	11/06/19		61645	02/07/20	33.06	33.06
									VENDOR TOTAL: 224.00
KELLEYW	IN-230594	01 PARK/SPORTS GARBAGE CANS	101500066404	01/30/20		61629	02/06/20	1,004.50	1,004.50
		02 PARK/SPORTS GARBAGE CANS	101500066407						251.13
		03 PARK/SPORTS GARBAGE CANS	202100066404						251.12
		04 PARK/SPORTS GARBAGE CANS	202100076500						251.12
									251.13
KHR	1072	01 REPAIR FAIRWAY MOWER RAM	504100066403	02/06/20		61702	03/05/20	128.66	128.66
									VENDOR TOTAL: 1,004.50
KISH	136	01 INCLUSION AIDJANUARY	221000076500	02/07/20		61703	03/05/20	46.76	46.76
									VENDOR TOTAL: 128.66
LE PRINT	31562	01 SELF CARE FAIR POSTER	101200046203	02/26/20		61704	03/05/20	21.40	21.40
									VENDOR TOTAL: 46.76
LLBEAN	90456961650	01 2020 APPAREL ORDER	101200046215	03/10/20		61791	03/20/20	1,917.77	1,917.77
									VENDOR TOTAL: 21.40
									VENDOR TOTAL: 1,917.77

SYCAMORE PARK DISTRICT
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FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LOWE	903107	01 WOOD FOR SPORTS DECKING	2021000076500	01/16/20	00004327	61602	01/31/20	964.23	46.43 46.43
	903135	01 STAKES SPORTS DECKING	2021000066404	01/07/20		61602	01/31/20	964.23	189.52 189.52
	903225	01 OUTDOOR STEEL STORAGE BOX	2021000076500	01/17/20	00004328	61602	01/31/20	964.23	303.05 150.00 153.05
	903244	02 OUTDOOR STEEL STORAGE BOX	1015000076500	01/08/20	00004328	61602	01/31/20	964.23	174.82 174.82
	903321	01 SC - WOOD FASTENERS	2021000066404	01/08/20		61602	01/31/20	964.23	-19.58 -19.58
	903322-NEW	01 RETURN	2021000066404	01/08/20		61602	01/31/20	964.23	28.44 28.44
	903598-NEW	01 FASTENERS - SC	2021000066404	01/08/20		61602	01/31/20	964.23	18.02 18.02
	903689	01 SHOP CLEANER	1015000076500	01/02/20		61602	01/31/20	964.23	37.95 37.95
	903813	01 UTILITY KNIVES, RAKE TRACTION	1015000076500	01/31/20	00004362	61705	03/05/20	190.26	45.05 45.05
	903873 1-14-20	01 STOCK METAL, TOOL	2021000076500	02/12/20	00004416	61705	03/05/20	190.26	148.74 148.74
	903925	01 WOOD SPORTS DECKING	2021000066404	01/14/20		61602	01/31/20	964.23	107.26 107.26
	903968	01 SHOP STORAGE RACKS	1015000066401	02/13/20	00004418	61705	03/05/20	190.26	74.79 74.79
MARK	MARK'S MACHINE SHOP INC.	01 WOOD FIELD 1 STEPS REPLACEMENT	2021000066404	01/15/20		61602	01/31/20	964.23	1,154.49
	32055	01 PLOW REPAIR-SHOE REPLACE	1015000066402	01/15/20		61630	02/06/20	82.52	41.26 41.26
	32076	01 PLOW SHOE REPLACE	1015000066402	01/24/20		61630	02/06/20	82.52	41.26 41.26

VENDOR TOTAL:

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MEL	32123	01 FLOW SHOES	202100066402	02/20/20		61792	03/20/20	61.26	61.26
		MELIN'S LOCK & KEY							61.26
	230120-9	01 MMNH CHANGE LOCKS & KEYS	202500056300	03/01/20		61793	03/20/20	348.46	243.46
	30720-3	01 CC -REKEY & COPIES GYM STORAGE	207500066401	03/07/20		61793	03/20/20	348.46	105.00
									105.00
MENA		MENARDS - SYCAMORE							348.46
	20292	01 FLOOR CLEANER, FLOOR SWEEPER	207500076510	01/17/20	00004341	61603	01/31/20	274.23	49.37
	20495	01 RESPIRATOR CARTIDGE	202100076514	01/21/20	00004335	61603	01/31/20	274.23	6.99
	20542	01 PAINT FOR CANS, BALLWASHERS	101500066404	01/22/20	00004339	61603	01/31/20	274.23	6.99
	21213	01 FLOOR CLEANER BUNGEE CORDS	207500076510	02/04/20	00004388	61655	02/11/20	88.76	217.87
	21239	01 JIGSAW BLADE, METAL STOCK	202100076500	02/05/20	00004369	61655	02/11/20	88.76	18.95
	21315	01 PAINT, HOOKS SPORTS	202100076500	02/06/20	00004376	61655	02/11/20	88.76	18.95
	21366	01 RETURN HOOKS	202100076500	02/07/20	00004375	61655	02/11/20	88.76	-37.16
	21369	01 PARKING ROPE,	202100076500	02/07/20	00004377	61655	02/11/20	88.76	-37.16
	21761	01 MAGIC ERASERS, ROOM OROR SPRAY	207500076510	02/14/20	00004422	61706	03/05/20	171.50	33.48
	22045	01 WINDEX REFIL	207500076510	02/20/20	00004423	61706	03/05/20	171.50	33.48

VENDOR TOTAL:

VENDOR TOTAL:

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
22355		01 HOSES SPORTS SHOP VAC	202100076500	02/26/20	00004439	61706	03/05/20	171.50	89.94 89.94
22424		01 PAINT SUPPLIES PARKS	101500066404	02/27/20	00004440	61706	03/05/20	171.50	18.91 18.91
22426		01 NAILS, ROPE, CABLE - SPORTS	202100066404	02/27/20	00004443	61706	03/05/20	171.50	24.30 24.30
22633		01 PARK BRIDGE WOOD HORSESHOE	101500066406	03/02/20	00004454	61795	03/20/20	1,280.32	856.81 856.81
22649		01 TURF ROLLER PAINT	202100066404	03/02/20	00004462	61795	03/20/20	1,280.32	60.96 60.96
22680		01 CONCRETE FOR POSTS	202100076500	03/03/20	00004458	61795	03/20/20	1,280.32	19.39 19.39
22710		01 CONCRETE AND BLOCK	202100076500	03/03/20	00004459	61795	03/20/20	1,280.32	19.46 19.46
22748		01 DECK FASTENERS	101500066404	03/04/20	00004477	61795	03/20/20	1,280.32	21.96 21.96
22816		01 WOODFILL, PAINT	504100076500	03/05/20	00004484	61795	03/20/20	1,280.32	40.67 40.67
23082		01 SAND PAPER, PAINTS, CONCESS	303300066401	03/10/20	00004488	61795	03/20/20	1,280.32	50.64 50.64
23084		01 DECK WOOD BENCH REPAIR	101500066404	03/10/20		61795	03/20/20	1,280.32	23.48 23.48
23097		01 BALLFIELD BACKSTOP EDGING	202100076500	03/10/20	00004490	61795	03/20/20	1,280.32	65.90 65.90
23204		01 BACKSTOP EDGING	202100066404	03/12/20	00004499	61795	03/20/20	1,280.32	76.89 76.89
23210		01 RAIN GUAGE, SHOP WOOD	101500076500	03/12/20	00004496	61795	03/20/20	1,280.32	10.27 10.27
23267		01 LANDSCAPE BLOCK	101500076500	03/13/20	00004504	61795	03/20/20	1,280.32	7.47 7.47

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
23269	01	LANDSCAPE TIMBERS	504100076500	03/13/20	00004506	61795	03/20/20	1,280.32	26.42 26.42
MID-WEST									
		MID-WEST FAMILY BROADCASTING						VENDOR TOTAL:	1,814.81
1913-00099-6-0007	01	NOV 2019 RADIO ADS	101200046209	11/30/19	00004410	61663	02/13/20	550.00	550.00 550.00
1913-00099-6-0009	01	JAN 2020 RADIO ADS	101200046209	01/31/20	00004409	61664	02/13/20	300.00	300.00 300.00
1913-00103-6-0000	01	FEB RADIO ADS	101200046209	02/29/20	00004502	61796	03/20/20	525.00	525.00 525.00
MROUT									
		MR OUTHOUSE						VENDOR TOTAL:	1,375.00
2076	01	PORT-O-POT SERVICE - PARKS	101500056309	01/31/20		61672	02/18/20	485.00	485.00 395.00 90.00
2125	02	PORT-O-POT SERVICE - SPORS	202100056309						
								VENDOR TOTAL:	485.00
MSC									
		MSC INDUSTRIAL SUPPLY CO						VENDOR TOTAL:	970.00
3656434001	01	SHOP NUTS & BOLTS	101500076511	02/19/20		61798	03/20/20	105.21	105.21 105.21
NAPA									
		NAPA AUTO PARTS - GENOA						VENDOR TOTAL:	105.21
373452	01	9016 MOWER FUEL FILTER	202100066403	02/05/20	00004372	61707	03/05/20	154.44	9.09 9.09
374208	01	GOLF CART SPARK PLUGS	504000066409	02/18/20	00004428	61707	03/05/20	154.44	124.55 124.55
374257	01	CART FUEL FILTERS	202100066402	02/19/20	00004427	61707	03/05/20	154.44	20.80 20.80
VENDOR TOTAL:									
									154.44

VENDOR #		INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ITEM AMT
FROM 01/29/2020 TO 03/24/2020									
NELSO			NELSON FIRE PROTECTION				P.O. NUM		
	21312	01	CC FIRE SPRINKLER INSP	207500056300	01/23/20	02/06/20	61631	335.00	335.00
								335.00	
NEWV			NEW VALUES MAGAZINE					VENDOR TOTAL:	335.00
	4428	01	FEB AD	101200046208	02/18/20	03/05/20	61708	350.00	350.00
								VENDOR TOTAL:	350.00
NICOR			NICOR GAS					VENDOR TOTAL:	350.00
	013120	01	MAINT BLDG	101500096703	01/31/20	03/10/20	61752	4,186.58	4,186.58
		02	MAINT BLDG	504100096703					551.84
		03	POOL	518100096703					551.84
		04	UPSTAIRS OFFICE	101000096703					305.19
		05	ADMIN	101000096703					36.25
		06	ADMIN	201000096703					102.40
		07	PRO SHOP	504000096703					102.41
		08	CLUBHOUSE	303000096703					43.89
		09	PUMP HOUSE	504100096703					43.89
		10	AIRPORT RD PROPERTY 2 MO	207500096703					54.81
									2,394.06
	030220	01	MAINT BLDG	101500096703	03/02/20	03/20/20	61799	1,886.85	1,886.85
		02	MAINT BLDG	504100096703					605.72
		03	POOL	518100096703					605.72
		04	UPSTAIRS OFFICE	101000096703					283.81
		05	ADMIN	101000096703					57.21
		06	ADMIN	201000096703					96.24
		07	PRO SHOP	504000096703					96.23
		08	CLUBHOUSE	303000096703					41.25
		09	PUMP HOUSE	504100096703					41.25
									59.42
NIV			NIVEL PARTS & MANUFACTURING					VENDOR TOTAL:	6,073.43
	74071839	01	UTILITY CART SEAT BACK COVER	101500066402	02/07/20	02/18/20	61673	182.81	182.81
		02	UTILITY CART SEAT BACK COVER	202100066402					92.81
									90.00
	74076310	01	GOLF CART SWITCH, REV HANDLES	202100066402	02/11/20	03/05/20	61709	99.73	99.73
									99.73

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	74093702	01 GOLF CART-UTIL CART SEATS	504000066409	02/25/20	03/20/20	61800	870.87	870.87
		02 GOLF CART-UTIL CART SEATS	202100066402					290.29
		03 GOLF CART-UTIL CART SEATS	101500066402					290.29
								290.29
								1,153.41
PDRMA	PDRMA							
	1578927545	01 AQUATIC RISK MGMT TRAINING	201000046207	02/19/20	03/10/20	61753	35.00	35.00
		FEB 2020 CHECK 1						
		01 HEALTH INS PREM	101000106801					8,360.35
		02 HEALTH INSURANCE PREMIUMS	101500106801					4,536.91
		03 HEALTH INS PREM	504100106801					1,774.33
								2,049.11
		FEB 2020 CHECK 2						
		01 HEALTH INS PREM	504000106801	03/20/20	03/20/20	61831	7,617.82	7,617.82
		02 HEALTH INS PREM	201000106801					1,793.48
								5,824.34
		FEB 2020 CHECK 3						
		01 HEALTH INS PREM	202100106801	03/20/20	03/20/20	61832	7,165.27	7,165.27
		02 HEALTH INS PREM	207500106801					6,561.42
		03 HEALTH INS PREM	303000106801					64.09
								539.76
		JAN HEALTH INS 2020						
		01 HEALTH INS PREM	101000106801	02/18/20	02/18/20	61674	23,143.34	23,143.34
		02 HEALTH INS PREM	101500106801					4,536.91
		03 HEALTH INS PREM	504100106801					1,774.33
		04 HEALTH INS PREM	504000106801					2,049.01
		05 HEALTH INS PREM	201000106801					1,793.48
		06 HEALTH INS PREM	202100106801					5,824.34
		07 HEALTH INS PREM	207500106801					6,561.42
		08 HEALTH INS PREM	303000106801					64.09
								539.76
								46,321.78
PERFOR	PERFORMANCE FOOD GROUP							
	6312093	01 FRYER OIL	303000086617	02/12/20	03/20/20	61802	699.67	699.67
		02 NACHO CHEESE	303300086620					40.42
		03 CHIPS	303000086622					118.78
		04 TORTILLA CHIPS	303300086622					123.92
		05 TUBE HAMBURGER	303300086613					39.24
		06 HAMBURGERS	303000086613					188.25
		07 HOT DOGS	303000086615					57.50
		08 PAPER TOWELS	303000076550					75.34
								50.22

DATE: 03/24/2020
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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6312093	09 DELIVERY CHARGE	303000076500	02/12/20	00004470	61802	03/20/20	699.67	699.67
									6.00
PIO		PIONEER MFG/PIONEER ATHLETICS						VENDOR TOTAL:	699.67
	752839	01 SOCCER-BALL FIELDS PAINT	202100076523	03/25/20		61803	03/20/20	2,572.50	2,572.50
		02 SOCCER-BALL FIELDS PAINT	202100076524						1,286.25
									1,286.25
POWERSY		POWERSYSTEMS						VENDOR TOTAL:	2,572.50
	8521302	01 BODY BARS	205662046216	02/05/20	00004393	61656	02/11/20	236.72	236.72
		02 YOGA BANDS	205662056216		00004393				132.09
									104.63
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	236.72
		FEB 2020							
		01 DENTAL INS PREM	101000106801	02/03/20		61611	02/03/20	1,523.00	1,523.00
		02 DENTAL INS PREM	101500106801						260.40
		03 DENTAL INS PREM	504100106801						97.16
		04 DENTAL INS PREM	504000106801						109.48
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						398.50
		07 DENTAL INS PREM	207500106801						367.43
		08 DENTAL INS PREM	303000106801						147.98
									23.67
		MARCH 2020							
		01 DENTAL INS PREM	101000106801	03/09/20		61728	03/09/20	1,523.00	1,523.00
		02 DENTAL INS PREM	101500106801						260.40
		03 DENTAL INS PREM	504100106801						97.16
		04 DENTAL INS PREM	504000106801						109.48
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						398.50
		07 DENTAL INS PREM	207500106801						367.43
		08 DENTAL INS PREM	303000106801						147.98
									23.67
PROVIDEN		PROVIDENT DIRECT						VENDOR TOTAL:	3,046.00
	21411	01 SWING INTO SPRING MAILER	101200046203	02/12/20		61710	03/05/20	329.00	329.00
									329.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
R&R	R & R PRODUCTS INC.							VENDOR TOTAL:	329.00
	CD2411686	01 GOLF BALL WASHER PARTS	504100076517	01/22/20		61632	02/06/20	254.82	254.82
	CD2421140	01 TEE MOWER ROLLER	504100066403	02/26/20		61804	03/20/20	147.84	147.84
RAYNOR	RAYNOR DOOR AUTHORITY							VENDOR TOTAL:	402.66
	27310	01 SHOP GARAGE DOOR SERVICE	101500056300	02/07/20		61805	03/20/20	212.50	212.50
RECRRES	RECREATION RESULTS LLC							VENDOR TOTAL:	212.50
	213	01 SUSTAINING THE LEGACY	101000036125	02/10/20		61665	02/13/20	2,300.00	2,300.00
REIN	REINDERS, INC.							VENDOR TOTAL:	2,300.00
	1816206-00	01 SEAL KITS MOWERS	202100066403	01/28/20	00004361	61633	02/06/20	627.00	184.32
		02 FREIGHT	202100066403		00004361				172.47
	1816318-00	01 GREEN MOWER REEL	504100066403	01/28/20	00004360	61633	02/06/20	627.00	442.68
		02 FREIGHT	504100066403		00004360				424.40
	1816696-00	01 MOWER SEAL KIT	504100066403	02/03/20		61675	02/18/20	108.88	18.28
	1817152-00	01 TEE MOW ROLLER BEARINGS	504100066403	02/06/20	00004406	61657	02/11/20	346.41	108.88
		02 FREIGHT	504100066403		00004406				284.23
	1817162-00	01 OLD GRNS MOWER RIM	504100066403	02/06/20	00004405	61657	02/11/20	346.41	270.27
		02 FREIGHT	504100066403		00004405				13.96
		03 DISCOUNT	504100066403						62.18
	1818103-00	01 TEE MOWER ROLLER ADJ SCREWS	504100066403	02/19/20		61806	03/20/20	124.42	48.08
									14.58
									-0.48
									73.55
									73.55

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1819454-00	01	COOLANT CAP ROUGH MOWER	504100066403	03/05/20		61806	03/20/20	124.42	50.87 50.87
RINGEN RINGCENTRAL INC.									
CD_000088630	01	PHONE SERVICE	101000096700	01/21/20		61634	02/06/20	979.54	979.54
	02	PHONE SERVICE	201000096700						489.77 489.77
CD_000096316	01	PHONE SERVICE4	101000096700	02/21/20		61807	03/20/20	979.54	979.54
	02	PHONE SERVICE4	201000096700						489.77 489.77
RON VINE RON VINE AND ASSOCIATES									
180	01	SURVEY FINAL REPORT	101000036125	02/24/20		61754	03/10/20	7,248.60	7,248.60 7,248.60
182	01	FOLLOW UP SURVEY	101000036125	02/25/20		61755	03/10/20	7,250.00	7,250.00 7,250.00
RONDO RONDO ENTERPRISES, INC.									
130901	01	AXLE BEARING	101500066402	02/27/20	00004447	61711	03/05/20	6.59	6.59 6.59
131124	01	BRAKE-BATTERY FOR TRAILER	101500066402	03/05/20		61808	03/20/20	49.87	21.95 21.95
131142	01	AXLE SEALS- TRAILERS	101500066402	03/05/20		61808	03/20/20	49.87	27.92 27.92
SAF SAFETY-KLEEN CORP.									
81901904-190669336	01	PARTS WASHER CLEANING	101500056307	01/13/20	00004342	61604	01/31/20	230.95	230.95 230.95
82670705	01	USED OIL PICKUP	101500076515	03/12/20	00004508	61809	03/20/20	260.00	260.00 260.00
VENDOR TOTAL: 1,206.71									
VENDOR TOTAL: 14,498.60									
VENDOR TOTAL: 56.46									
VENDOR TOTAL: 490.95									

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SCHINDLE	8105250606	SCHINDLER ELEVATOR CORP							
	01	YEAR SERVICE CONTRACT	207500056300	02/01/20	00004387	61649	02/10/20	1,478.40	1,478.40
									1,478.40
SERVICE		SERVICEMASTER RESTORATION						VENDOR TOTAL:	1,478.40
	10141	01 CLUBHOUSE CARPETS	201000056300	02/13/20	00004456	61712	03/05/20	1,405.00	930.00
		02 CLUBHOUSE BATHROOM TILE	201000056300						480.00
									450.00
	10150	01 MAINT BLDG FLOORS	101500056300	02/18/20		61712	03/05/20	1,405.00	475.00
		02 CONCERT DONATION	206194003050						1,575.00
									-1,100.00
	10188	01 PRO SHOP CARPET	101500056300	03/06/20		61810	03/20/20	150.00	150.00
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	1,555.00
	012010027030	01 OVITZ RFP	101000046203	01/31/20		61666	02/13/20	78.74	78.74
		02 OVITZ RFP	201000046203						39.37
									39.37
	022010027030	01 FEB CHRONICLE ADS	101200046208	03/12/20	00004503	61811	03/20/20	949.00	949.00
SOFT		SOFT WATER CITY						VENDOR TOTAL:	1,027.74
	2652-01/0220	01 RENT-WATER	504000076500	02/28/20		61812	03/20/20	154.25	154.25
		02 SALT	207500076500						28.75
		03 RENT-WATER-SALT	101500076500						39.00
									86.50
SPEC		SPECIAL FX						VENDOR TOTAL:	154.25
	42612	01 2020 APPAREL ITEMS	101200046215	02/18/20	00004436	61713	03/05/20	733.00	733.00
		02 2020 F&B SEASONAL SHIRTS	303000046215						361.00
		03 2020 CC P-T SHIRTS	207500046215						216.00
		04 2020 GA APPAREL ITEMS	207000046215						114.00
									42.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
SPECFLOO		SPECIALTY FLOORS, INC						
		FITNESS FLOORS						
		01 FITNESS STUDIO WOOD FLOORS	207500056300	03/20/20	03/20/20	61813	700.00	700.00
		GYM FLOOR						
		01 PICKLEBALL COURTS PAINTING	207500056300	03/20/20	03/20/20	61814	2,000.00	2,000.00
		VENDOR TOTAL:						733.00
STAKLEEN		STA-KLEEN INC						
		3-9-20 CH HOOD						
		01 HOOD CLEANING CLUBHOUSE	303000056307	03/09/20	03/09/20	61722	500.00	500.00
		VENDOR TOTAL:						500.00
STAPLES		STAPLES BUSINESS ADVANTAGE						
		3437252920						
		01 BINDER CLIPS, LINED PADS	101000046200	01/25/20	02/06/20	61636	562.21	83.64
		02 BINDER CLIPS, LINED PADS	201000046200					15.28
		03 TABS, COIN ENV	101000046200					15.28
		04 TABS, COIN ENV	201000046200					26.54
								26.54
		3437252921						
		01 TONER - KL	101000046200	01/25/20	02/06/20	61636	562.21	223.23
		02 TONER - KL	201000046200					103.94
		03 STAPLES, SHARPIES (DAN)	101000046200					103.95
		04 STAPLES, SHARPIES (DAN)	201000046200					7.68
								7.66
		3437252922						
		01 EASEL	101000046200	01/25/20	02/06/20	61636	562.21	68.48
		02 FLASHDRIVES	101000046200					43.49
		03 FLASHDRIVES	201000046200					12.49
								12.50
		3438382535						
		01 RETURN	101000046200	02/01/20	02/06/20	61636	562.21	-5.30
		02 RETURN	201000046200					-2.65
								-2.65
		3438382536						
		01 MARKERS, COPY PAPER	101000046200	02/01/20	02/06/20	61636	562.21	129.72
		02 MARKERS, COPY PAPER	201000046200					28.78
		03 PENS, LETTER FILES	101000046200					28.78
		04 PENS, LETTER FILES	201000046200					16.08
		05 EASEL PADS	207500046200					16.09
								39.99

DATE: 03/24/2020
 TIME: 10:37:19
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3438382537		01 LABEL TAPE	207500046200	02/01/20		61636	02/06/20	562.21	62.44
		02 STAPLES, COPY PAPER	101000046200						24.08
		03 STAPLES, COPY PAPER	201000046200						19.18
									19.18
3438953464		01 PROD LOST - CREDIT	207500046200	02/08/20		61677	02/18/20	92.92	-39.99
									-39.99
3438953465		01 STICKY EASEL PADS	207500046200	02/08/20		61677	02/18/20	92.92	39.99
									39.99
3438953466		01 PRICING CREDIT	101000046200	02/08/20		61677	02/18/20	92.92	-2.80
		02 PRICING CREDIT	201000046200						-1.40
									-1.40
3438953467		01 PRICING CREDIT	101000046200	02/08/20		61677	02/18/20	92.92	-1.21
		02 PRICING CREDIT	201000046200						-0.60
									-0.61
3439538362		01 ENVELOPES	101000046200	02/15/20		61677	02/18/20	92.92	96.93
		02 ENVELOPES	201000046200						20.49
		03 LABELS	101000046200						20.50
		04 LABELS	201000046200						15.99
		05 LABELS	207500046200						15.99
		06 BINDER CLIPS	101000046200						16.00
		07 BINDER CLIPS	201000046200						3.98
									3.98
3440036168		01 PRICE ADJ	101000046200	02/22/20		61817	03/20/20	424.46	-8.00
		02 PRICE ADJ	201000046200						-4.00
									-4.00
3440920304		01 TOILET PAPER - CC	207500076510	02/29/20		61817	03/20/20	424.46	154.26
		02 COPY PAPER - RPT COVERS	101000046200						33.36
		03 COPY PAPER - RPT COVERS	201000046200						32.28
		04 TAPE-POST ITS-NAME BADGES	101000046200						32.28
		05 TAPE-POST ITS-NAME BADGES	201000046200						21.67
		06 PAPER	101000046200						21.68
		07 PAPER	201000046200						6.49
									6.50
3440920307		01 COPY PAPER -MARKERS	101000046200	02/29/20		61817	03/20/20	424.46	48.17
		02 COPY PAPER -MARKERS	201000046200						24.08
									24.09

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3441784243	01	REFUND-CHAIR RTND	101000046200	03/07/20		61817	03/20/20	424.46	-156.79 -156.79
3441784244	01	WINDOW SIGN HOLDER	101000046200	03/07/20		61817	03/20/20	424.46	40.67 20.33 20.34
3441784245	01	STENO PADS-LABEL TAPE	207500046200	03/07/20		61817	03/20/20	424.46	29.32 29.32
3441784246	01	KEY TAGS	207500046200	03/07/20		61817	03/20/20	424.46	21.54 21.54
3442452822	01	COPY PAPER	101000046200	03/14/20		61817	03/20/20	424.46	29.99 14.99 15.00
3442452823	01	BATTERIES-LABEL TAPE-POST ITS	101000046200	03/14/20		61817	03/20/20	424.46	92.02 46.01 46.01
3442452824	01	CLEANER - CC	207500076510	03/14/20		61817	03/20/20	424.46	173.28 173.28
SWEDBERG		SWEDBERG & ASSOCIATES					VENDOR TOTAL:		1,079.59
5488	01	CH COUNTER REWORK - POP MACH	303000056307	03/16/20		61818	03/20/20	1,600.00	1,600.00 1,600.00
SYCAMORE		CHAMBER OF COMMERCE					VENDOR TOTAL:		1,600.00
28150	01	LEADERSHIP ACADEMY	201000046207	02/19/20		61819	03/20/20	500.00	500.00 500.00
SYCDEK		SYCAMORE-DEKALB GLASS CO.					VENDOR TOTAL:		500.00
6550	01	CC FIRE EXT GLASS	207500066401	02/20/20	00004425	61714	03/05/20	40.40	40.40 40.40
SYCPK2		SYCAMORE PARK DISTRICT					VENDOR TOTAL:		40.40
		PETTY CASH REIMB 2-7-20		02/07/20		61646	02/07/20	20.00	20.00 20.00
		01 MEETING - FOOD TIP	101000046212						

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		REIMBURSEMENT 3-20		03/20/20		61820	03/20/20	4.50	4.50
		01 REIMB BANK - PEPSI -SEE NOTES	101000001010						4.50
		VOLLEYBALL PAY 2020		03/04/20		61715	03/05/20	640.00	640.00
		01 REIMB PETTY CASH	205490016216						190.00
		02 VOLLEYBALL PAYOUTS	205490016216						450.00
		SYCAMORE ROTARY CLUB						VENDOR TOTAL:	664.50
2706		01 QUARTERLY DUES	101000046204	10/29/19		61756	03/10/20	450.00	150.00
		02 QUARTERLY DUES	201000046204						75.00
									75.00
2815		01 QUARTERLY DUES	101000046204	10/29/19		61756	03/10/20	450.00	150.00
		02 QUARTERLY DUES	201000046204						75.00
									75.00
2891		01 QUARTERLY DUES	101000046204	01/20/20		61756	03/10/20	450.00	150.00
		02 QUARTERLY DUES	201000046204						75.00
									75.00
		DOBBERSTEIN, MELISSA						VENDOR TOTAL:	450.00
		REIMBURSEMENT 3-3-20		03/04/20		61716	03/05/20	151.07	151.07
		01 FOOD DADDY DAUGHTER DANCE	206095036216						146.68
		02 FOOD DADDY DAUGHTER DANCE	207500076555						4.39
		SWEDBERG, ROBERT						VENDOR TOTAL:	151.07
		APPAREL REFUND		02/11/20		61667	02/13/20	10.00	10.00
		01 APPAREL ORDER REIMBURSEMENT	101200046215						10.00
		TEVSH, THERESA						VENDOR TOTAL:	10.00
		CONF REIMB		01/31/20		61605	01/31/20	108.90	108.90
		01 CONFERENCE REIMBURSEMENT	201000046207						108.90
		REIMBURSEMENT 2-28-20		02/28/20		61717	03/05/20	25.00	25.00
		01 CARPET CLEANED	201000076500						25.00
								VENDOR TOTAL:	133.90

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001584	GENZ, JUSTIN								
	MILEAGE 2-18								
	01 MILEAGE - TEEN MEETING		201000046211	02/26/20		61678	02/26/20	24.09	24.09 24.09
T0001605	KRAMER, BRIANNA								
	REIMBURSEMENT								
	01 CONFERENCE REIMB		201000046207	01/31/20		61606	01/31/20	40.18	40.18
	02 MILEAGE REIMB - NW FAIR		201000046211						35.00 5.18
									VENDOR TOTAL: 24.09
T0001606	DOTY, BEN								
	CONF REIM								
	01 CONF MILEAGE		101000046207	02/03/20		61612	02/03/20	145.03	145.03
	02 CONF MEALS		101000046207						79.93
	03 CONF TAXI		101000046207						52.85 12.25
									VENDOR TOTAL: 40.18
T0001607	ROGERS, JEREMY								
	REIMBURSEMENT								
	01 CAR RENTAL REIMBURSEMENT		101000046211	02/26/20		61679	02/26/20	276.69	276.69 276.69
									VENDOR TOTAL: 145.03
T0001609	FURST, JAMIE								
	REIMBURSEMENT								
	01 REIMB PARKING FEE NIU - CLASS		201000046211	02/26/20		61681	02/26/20	5.00	5.00 5.00
									VENDOR TOTAL: 5.00
T0001611	SURGES, ERICA								
	REFUND								
	01 REFUND		201000002150	02/27/20		61683	02/27/20	25.00	25.00 25.00
									VENDOR TOTAL: 25.00
T0001612	DAVIS, KATIE								
	REFUND								
	01 REFUND		201000002150	03/04/20		61718	03/05/20	50.00	50.00 50.00
									VENDOR TOTAL: 50.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001613	STRACK, TED							
	REIMBURSEMENT			03/04/20	03/05/20	61719	97.42	97.42
	01 LUNCH MEETINGS REIMB - 1-22	101000046212						48.71
	02 LUNCH MEETING REIMB 1-29	201000046212						48.71
T0001614	KROEGER, WILLIAM							
	REIMBURSEMENT-			03/04/20	03/05/20	61720	233.55	233.55
	01 MEETING REIMBURSEMENT 3-3-20	101000046212						116.77
	02 MEETING REIMBURSEMENT 3-3-20	201000046212						116.78
T0001615	DUNT, MARY ANNE							
	REFUND		201000002150	03/13/20	03/20/20	61821	175.00	175.00
	01 REFUND							175.00
THEISEN	THEISEN, CHRIS							
	3320	01 SHOP LIFT INSPECTION	101500046210	03/03/20	03/20/20	61822	120.00	120.00
UNIT	UNITED LABORATORIES							
	INV280547			02/21/20	03/20/20	61823	1,064.85	1,064.85
	01 MAINT EQUIP DEGREASERS	101500066403						354.95
	02 MAINT EQUIP DEGREASERS	202100066403						354.95
	03 MAINT EQUIP DEGREASERS	504100066403						354.95
UNIT2	UNITED STATES POSTAL SERVICE							
	MAILER POSTAGE			02/07/20	02/10/20	61650	57.61	57.61
	01 SPRING MAILER POSTAGE	101200046203						57.61
	PERMIT #6 FEE			02/11/20	02/13/20	61668	240.00	240.00
	01 BULK MAIL PERMIT #6 FEE	101000046204						120.00
	02 BULK MAIL PERMIT #6 FEE	201000046204						120.00
	SPRING 2020 MAILER POSTAGE			03/04/20	03/05/20	61721	1,572.27	1,572.27
	01 SPRING 2020 MAILER POSTAGE	101200046203						1,572.27

UNIV2 UNIVERSITY OF ILLINOIS EXTEN

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

UNUM UNUM LIFE INSURANCE

01 STD INS PREM 101000106801 02/05/20 61637 02/06/20 250.00 250.00

02 STD INS PREM 101500106801 03/20/20 61825 03/20/20 629.96 314.98

03 STD INS PREM 504100106801 03/20/20 61825 03/20/20 629.96 45.33

04 STD INS PREM 504000106801 03/20/20 61825 03/20/20 629.96 24.54

05 STD INS PREM 201000106801 03/20/20 61825 03/20/20 629.96 22.20

06 STD INS PREM 202100106801 03/20/20 61825 03/20/20 629.96 14.80

07 STD INS PREM 207500106801 03/20/20 61825 03/20/20 629.96 107.01

08 STD INS PREM 303000106801 03/20/20 61825 03/20/20 629.96 80.26

01 STD INS PREM 101000106801 03/20/20 61825 03/20/20 629.96 11.84

02 STD INS PREM 101500106801 03/20/20 61825 03/20/20 629.96 9.00

03 STD INS PREM 504100106801 03/20/20 61825 03/20/20 629.96 314.98

04 STD INS PREM 504000106801 03/20/20 61825 03/20/20 629.96 45.33

05 STD INS PREM 201000106801 03/20/20 61825 03/20/20 629.96 24.54

06 STD INS PREM 202100106801 03/20/20 61825 03/20/20 629.96 22.20

07 STD INS PREM 207500106801 03/20/20 61825 03/20/20 629.96 14.80

08 STD INS PREM 303000106801 03/20/20 61825 03/20/20 629.96 107.01

01 STD INS PREM 101000106801 03/20/20 61825 03/20/20 629.96 80.26

02 STD INS PREM 101500106801 03/20/20 61825 03/20/20 629.96 11.84

03 STD INS PREM 504100106801 03/20/20 61825 03/20/20 629.96 9.00

04 STD INS PREM 504000106801 03/20/20 61825 03/20/20 629.96 314.98

UNUM LIFE INSURANCE

VECTOR VECTOR STOMP

IN-006432 01 CC EXTERMINATOR SERVICE 207500056300 01/17/20 61638 02/06/20 15.00 15.00

IN-006595 01 CC & CH EXTERMINATOR 207500066401 02/27/20 61826 03/20/20 35.00 35.00

VERM VERMEER-ILLINOIS INC.

PE5697 01 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

01 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

02 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

03 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

04 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

05 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

06 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

07 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

08 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

09 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

10 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

11 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

12 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

13 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

14 CHIPPER SPRING, FILTERS 101500066402 01/31/20 61639 02/06/20 101.39 101.39

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 03/24/2020
TIME: 10:37:19
ID: AP45000.WOW

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	021020			02/10/20		61736	03/09/20	8,359.95	8,359.95
		11 BDAY PARTY SUPPLIES	205011956216						166.48
		12 PHOTO BOOTH PROPS	206095036216						40.55
		13 GLUE	205011306216						14.99
		14 ART SUPPLIES	205011306216						34.94
		15 NERF PARTY SUPPLIES	205011956216						406.95
		16 CHAIR RENTAL	206095036216						184.37
		17 ATV PLOW PARTS	202100066402						161.75
		18 SOCCER GHOALS	205550266216						129.00
		19 THANK YOU GIFTS	101200046214						158.89
		20 CHRONICLE ACCESS	101200046214						10.99
		21 POS ROLLS	207500046200						24.81
		22 POS ROLLS	303000046200						24.81
		23 POS ROLLS	101000046200						59.28
		24 BINDERS	207500046200						376.48
		25 FITNESS WIPES	207000076510						37.99
		26 CASH REGISTER ROLLS	303000046200						189.65
		27 FOOD FOR MEETINGS	101000046212						189.65
		28 FOOD FOR MEETINGS	201000046212						-420.48
		29 REWARDS	101000046207						-420.48
		30 REWARDS	201000046207						22.49
		31 CC ROLLS	303000046200						746.24
		32 HOLIDAY PARTY	101000046213						746.24
		33 HOLIDAY PARTY	201000046213						12.99
		34 DUSTERS	207000076510						79.35
		35 FUTSAL BALLS	205550266216						215.96
		36 TABLE CLOTHS	206095156216						172.75
		37 PIZZA/MOTHER SON NIGHT	206095046216						
021020-2ND CHECK				02/10/20		61737	03/09/20	5,687.16	5,687.16
		01 IPRA/IAPD CONF	101000046207						2,052.96
		02 IPRA/IAPD CONF	101500046207						108.31
		03 IPRA/IAPD CONF	202100046207						461.72
		04 IPRA/IAPD CONF	201000046207						3,064.17
VULC		VULCAN MATERIALS CO.					VENDOR TOTAL:		17,651.90
32162746-BAL				11/26/19		61658	02/11/20	224.47	224.47
		01 PARKING LOT STONE-BALANCE DUE	101500076509						
32230401				03/10/20		61827	03/20/20	944.34	944.34
		01 ROAD ROCK-SHOP - SPORTS	101500076509						472.17
		02 ROAD ROCK-SHOP - SPORTS	202100076509						472.17
							VENDOR TOTAL:		1,168.81

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WALM		WALMART COMMUNITY/RFCSELLC							
011620		01 GIFTS FOR MOTHER/SON	206095046216	01/16/20	00004346	61616	02/03/20	160.90	160.90
		02 GIFTS FOR DADDY/DAUGHTER	206095036216		00004346				38.00
		03 CANDY CANES	206095016216		00004346				15.00
		04 COOKIES	303000086618		00004347				10.00
		05 CRACKERS	303000086618		00004347				37.06
		06 CHIPS	303000086618		00004347				6.98
		07 19 SOAP	205011306216		00004347				51.92
									1.94
021620		01 POP/WATR/LETC/SRCRM	207500046230	02/16/20	00004469	61733	03/09/20	718.33	718.33
		02 TACO SEASONING	303300086613		00004469				88.22
		03 HOT DOG BUNS	303000086615		00004469				7.04
		04 KOLAID/PLTS/BLS/NPK/CUPS	206095036216		00004466				17.40
		05 HAM ROSE PETALS	206095036216		00004465				59.21
		06 COOKIES	303000086618		00004353				15.97
		07 GRANOLA	303000086618		00004353				67.97
		08 CANDY	303000086624		00004353				16.72
		09 FRUIT SNACKS	303000086623		00004353				136.91
		10 CHIPS	303000086622		00004353				22.96
		11 CHEX MIX	206095036216		00004353				78.28
		12 CHIPS/CAKE	101000046212		00004353				17.94
		13 CHIPS/CAKE	201000046212		00004353				9.72
		14 COUPON	206095036216		00004353				9.72
		15 SUPPLIES FOR MOTHER/SON NIGHT	206095046216		00004352				-8.00
		16 COFFEE	303000086632		00004352				118.01
		17 LIMES/LEMONS	303000086636		00004352				7.92
		18 COFFEE/CREAMER	207500076555		00004351				2.00
		19 DIPS	101000046212		00004351				11.70
		20 DIPS	201000046212		00004351				2.36
		21 VALENTINES DAY ORANGES	207000046216		00004421				2.36
									33.92
WARE		WAREHOUSE DIRECT BUSINESS						VENDOR TOTAL:	879.23
4599631-0		01 MULTI FOLD TOWELS - CC	207500076510	03/03/20		61828	03/20/20	94.90	94.90
WARE		WAREHOUSE DIRECT BUSINESS						VENDOR TOTAL:	94.90
WASTE		WASTE MANAGEMENT						VENDOR TOTAL:	94.90
3610816-2011-0		01 REFUSE - ADMIN	101000056302	01/31/20		61640	02/06/20	363.70	363.70
		02 REFUSE - CH	303000056302						60.27
		03 REFUSE - ADMIN	101000056302						60.28
		04 REFUSE - SC	202100056302						6.50
									37.85

DATE: 03/24/2020
 TIME: 10:37:19
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/29/2020 TO 03/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3610816-2011-0	05 REFUSE - PARKS	1015000056302	01/31/20		61640	02/06/20	363.70	363.70
		06 REFUSE - CC	2075000056302						37.86
	3612642-2011-8	01 REFUSE - ADMIN	1010000056302	02/28/20		61829	03/20/20	363.52	363.52
		02 REFUSE - CH	3030000056302						61.08
		03 REFUSE - ADMIN	1010000056302						61.08
		04 REFUSE - SC	2021000056302						6.50
		05 REFUSE - PARKS	1015000056302						38.35
		06 REFUSE - CC	2075000056302						38.35
		07 CREDIT ON ACCT	1010000056302						163.16
									-5.00
									727.22
WILLCHAR	WILLIAM CHARLES CONSTRUCTION								
3				12/03/19		61758	03/17/20	298,505.92	298,505.92
	01	SOCCER COMPLEX	7110000207037						298,505.92
									298,505.92
									517,474.55

TOTAL --- ALL INVOICES:

VENDOR TOTAL:

298,505.92

VENDOR TOTAL:

727.22

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: March 24, 2020

Administrative Initiatives (02/1/20 – 03/31/20)

- Attended scheduled Superintendent, Board and study session 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 February installment was for 241 individuals, an increase of 9. The monthly installment was \$4,120 (\$163 increase) processed through credit cards and \$287 (\$37 decrease) through ACH transactions. There were 8 households whose credit cards did not process due to cancellation for lost and/or stolen credit cards or non-sufficient funds. We have had to follow up on each of these and process the transactions.
- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Transferred cost of goods sold in concessions/catering, pro shop, vending and recreation programs. Recorded EFT for credit card vending purchases.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. Facilitated server update.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.

- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment taxes.
- Submitted direct deposit file for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Participated in Executive Director interviews.
- Continued to review cash flow and transferred funds as needed in order to increase investment income.
- Entered annual 2020 budget into MSI (accounting software).
- Continued work for annual audit. Auditors on site for final fieldwork. Determined transfers needed.
- Reviewed and posted Impact Fees received from the city.
- Met regarding goals for Sustaining the Legacy. Prepared first draft of goals, objectives and action statements.
- Participated in meeting: Creative Brainstorming for Alternate Sources of Revenue.
- Coordinated and participated in PDRMA Biometric Screening event.
- Prepared documentation for Executive Summary.
- Finalize Budget & Appropriation Ordinance for approval. Submitted legal notice to newspaper for hearing. Filed with County.
- Continued to work with Sarah on Employee Portal documents. Tested and made recommendations.

- Processed purchase orders for pro shop inventory. Worked with support staff on process of receiving inventory.
- Met with Aaron Gold, Speer Financial, regarding financing models.
- Worked on prioritizing future capital expenditures.
- Contacted IDOT and ERA representatives regarding status of payments and supporting documentation for billing.
- Participated in PATH Essentials Webinar.
- Shared information with CMJ on how Comcast is set up at our facility.

Administrative Initiatives (4/1/20 – 4/30/20)

- Attend scheduled Study Sessions, Superintendent and Board meetings.
- File quarterly payroll taxes.
- 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.
- Update EFTs. Review and run installment billing for Pathway Fitness memberships/passes.
- Complete Workers Comp Audit.
- Process monthly bills for payment.
- Prepare monthly bank reconciliation.
- Complete consolidated year-end financial report (CYEFR) for trail grants.

- Update wages for short-term disability.
- Review draft of annual audit. Prepare Management Discussion and Analysis.
- Finalize Goals, Objectives, Strategies/Action Statements for Sustaining the Legacy.
- Allocate 2020 budget over 12 months.
- Finalize documentation for Executive Summary.
- Obtain quotes on merchant services.
- Attend Pumpkin Festival Committee meeting.
- Review and post Impact Fees received from the city.
- Perform annual PCI compliance.
- Review and submit expenses to DCCF for reimbursement from donations.
- Finalize 2019 Tax Levy with County.
- Begin reviewing GolfTrac. Participate in demo. Work with Kirk and Vermont Systems to address any concerns if possible.
- Continue to work with Sarah on Employee Portal documents. Test portal, type out employee directions, and begin to use.
- 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 (catering), recreation, vending and pro shop sales.
- Review purchasing card programs for possible implementation.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Corporate Fund (10)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	3,615.00	8,048.75	1,559,109.00	8,014.06	0.4%
Marketing			600.00		
Parks	740.00	1,664.00	26,091.00	110.00	1412.7% (1)
Total Revenues	4,355.00	9,712.75	1,585,800.00	8,124.06	19.6%
Expenses					
Administration	30,711.75	69,437.79	1,336,773.00	54,890.05	26.5%
Marketing	590.59	3,135.59	43,600.00	3,504.82	-10.5%
Parks	17,189.81	36,690.64	304,523.00	19,113.91	92.0%
Total Expenses	48,492.15	109,264.02	1,684,896.00	77,508.78	41.0% (2)
Total Fund Revenues	4,355.00	9,712.75	1,585,800.00	8,124.06	19.6%
Total Fund Expenses	48,492.15	109,264.02	1,684,896.00	77,508.78	41.0%
Surplus (Deficit)	(44,137.15)	(99,551.27)	(99,096.00)	(69,384.72)	43.5%

(1) Dog Park Revenue. Dog park was not open in until May 2019

(2) 2020 YTD 5 pay periods. 2019 4 pay periods

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Recreation Fund (20)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	990,727.00	1,516.34	-100.0%
Sports Complex	-	150.00	44,457.00	410.00	-63.4%
Sports Complex Maintenance	-	-	43,727.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	2,400.00	598.58	-100.0%
Programs-Youth	942.00	3,078.00	20,393.00	1,593.00	93.2% (1)
Programs-Teens	60.00	60.00	1,635.00	-	#DIV/0! (1)
Programs-Adult	96.00	1,504.00	13,501.00	1,330.00	13.1% (1)
Programs-Leagues	-	-	11,905.00	-	#DIV/0! (1)
Programs-Youth Athletics	3,088.00	7,581.00	31,171.00	4,531.96	67.3% (1)
Programs-Fitness	2,089.20	7,559.97	24,559.00	4,320.63	75.0% (1)
Programs-Early Childhood	-	1,135.00	6,757.00	2,076.00	-45.3% (1)
Programs-Dance	48.00	792.00	4,530.00	953.76	-17.0% (1)
Programs-Special Events	2,279.02	6,138.02	20,671.00	5,009.00	22.5% (1)
Programs-Community Events	-	650.00	12,183.00	1,600.00	-59.4% (1)
Brochure	-	-	7,350.00	3,300.00	-100.0% (2)
Weight Room	16,030.00	34,893.96	179,114.00	42,743.70	-18.4% (3)
Community Center	9,026.50	20,357.34	64,906.00	9,280.77	119.3%
Total Revenues	33,658.72	83,899.29	1,479,986.00	79,263.74	5.8%

(1) Revenue from programs increased 33.1%, \$7,084 compared to 2019.

(2) timing

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Expenses

Administration	40,625.88	92,441.43	608,219.00	81,783.05	13.0%	(1)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	32,887.10	71,875.70	441,735.00	52,268.53	37.5%	(1)
Midwest Museum of Natural Hist	1,474.80	1,669.80	18,750.00	2,570.78	-35.0%	
Programs-Youth	530.35	672.16	12,801.00	79.94	740.8%	(2)
Programs-Teens	-	-	1,116.00	-	#DIV/0!	(2)
Programs-Adult	2,372.63	2,641.47	10,344.00	2,645.26	-0.1%	(2)
Programs-Leagues	1,007.60	2,083.06	8,821.00	1,895.12	9.9%	(2)
Programs-Youth Athletics	1,660.80	738.05	21,861.00	34.99	2009.3%	(2)
Programs-Fitness	1,628.17	3,287.45	13,495.00	921.79	256.6%	(2)
Programs-Early Childhood	-	-	4,637.00	-	#DIV/0!	(2)
Programs-Dance	111.92	195.87	2,024.00	96.89	102.2%	(2)
Programs-Special Events	617.42	1,817.42	14,422.00	1,617.48	12.4%	(2)
Programs-Community Events	-	-	26,829.00	-	#DIV/0!	(2)
Brochure	-	-	24,575.00	1,823.63	-100.0%	
Weight Room	160.39	715.64	43,393.00	2,978.72	-76.0%	
Community Center	9,930.87	20,168.45	219,126.00	18,495.84	9.0%	
Total Expenses	93,007.93	198,306.50	1,472,148.00	167,212.02	18.6%	
Total Fund Revenues	33,658.72	83,899.29	1,479,986.00	79,263.74	5.8%	
Total Fund Expenses	93,007.93	198,306.50	1,472,148.00	167,212.02	18.6%	
Surplus (Deficit)	(59,349.21)	(114,407.21)	7,838.00	(87,948.28)	30.1%	

(1) 2020 YTD 5 pay periods. 2019 4 pay periods

(2) Expenses for programs increased 56.8%, \$4,144 compared to 2019.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2020

Donations (21)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	8,585.00	56,000.00	8,484.62	1.2%
Total Revenues	-	8,585.00	56,000.00	8,484.62	1.2%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	-	8,585.00	56,000.00	8,484.62	1.2%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	-	8,585.00	(44,000.00)	8,484.62	1.2%

Special Recreation (22)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	201,500.00	217.96	-100.0%
Total Revenues	-	-	201,500.00	217.96	-100.0%
Expenses					
Administration	-	-	201,500.00	-	#DIV/0!
Total Expenses	-	-	201,500.00	-	#DIV/0!
Total Fund Revenues	-	-	201,500.00	217.96	-100.0%
Total Fund Expenses	-	-	201,500.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	217.96	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Insurance (23)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	67,000.00	122.38	-100.0%
Total Revenues	-	-	67,000.00	122.38	-100.0%
Expenses					
Administration	-	-	81,452.00	-	#DIV/0!
Total Expenses	-	-	81,452.00	-	#DIV/0!
Total Fund Revenues	-	-	67,000.00	122.38	-100.0%
Total Fund Expenses	-	-	81,452.00	-	#DIV/0!
Surplus (Deficit)	-	-	(14,452.00)	122.38	-100.0%

Audit (24)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	14,000.00	48.15	-100.0%
Total Revenues	-	-	14,000.00	48.15	-100.0%
Expenses					
Administration	-	-	13,900.00	-	#DIV/0!
Total Expenses	-	-	13,900.00	-	#DIV/0!
Total Fund Revenues	-	-	14,000.00	48.15	-100.0%
Total Fund Expenses	-	-	13,900.00	-	#DIV/0!
Surplus (Deficit)	-	-	100.00	48.15	-100.0%

Paving & Lighting (25)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	25,000.00	75.66	-100.0%
Total Revenues	-	-	25,000.00	75.66	-100.0%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	-	-	25,000.00	75.66	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	-	-	(23,471.00)	75.66	

Park Police (26)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	637.00	14.46	-100.0%
Total Revenues	-	-	637.00	14.46	-100.0%
Expenses					
Administration	145.33	411.77	2,153.00	-	#DIV/0!
Total Expenses	145.33	411.77	2,153.00	-	#DIV/0!
Total Fund Revenues	-	-	637.00	14.46	-100.0%
Total Fund Expenses	145.33	411.77	2,153.00	-	
Surplus (Deficit)	(145.33)	(411.77)	(1,516.00)	14.46	-2947.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

IMRF (27)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	121,000.00	-	#DIV/0!
Total Revenues	-	-	121,000.00	-	#DIV/0!
Expenses					
Administration	-	-	121,000.00	-	#DIV/0!
Total Expenses	-	-	121,000.00	-	#DIV/0!
Total Fund Revenues	-	-	121,000.00	-	#DIV/0!
Total Fund Expenses	-	-	121,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	

Social Security (28)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	100,000.00	-	#DIV/0!
Total Revenues	-	-	100,000.00	-	#DIV/0!
Expenses					
Administration	-	-	105,510.00	-	#DIV/0!
Total Expenses	-	-	105,510.00	-	#DIV/0!
Total Fund Revenues	-	-	100,000.00	-	#DIV/0!
Total Fund Expenses	-	-	105,510.00	-	#DIV/0!
Surplus (Deficit)	-	-	(5,510.00)	-	

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2020

Concessions (30)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	-	-	75,703.00	-	#DIV/0!
Beverage Cart	-	-	11,306.00	-	#DIV/0!
Sports Complex Concessions	-	-	37,863.00	-	#DIV/0!
Pool Concessions	-	-	8,673.00	-	#DIV/0!
Catering	241.00	1,172.00	19,253.00	3,242.50	-63.9%
	<hr/>				
Total Revenues	241.00	1,172.00	152,798.00	3,242.50	-63.9%
Expenses					
Clubhouse Concessions	2,531.30	5,279.47	100,074.00	3,680.17	43.5%
Beverage Cart	-	-	8,495.00	-	#DIV/0!
Sports Complex Concessions	(22.27)	(22.27)	32,705.00	29.12	-176.5%
Pool Concessions	-	-	8,569.00	-	#DIV/0!
Catering	51.68	180.86	6,565.00	1,022.31	-82.3%
	<hr/>				
Total Expenses	2,560.71	5,438.06	156,408.00	4,731.60	14.9%
Total Fund Revenues	241.00	1,172.00	152,798.00	3,242.50	-63.9%
Total Fund Expenses	2,560.71	5,438.06	156,408.00	4,731.60	14.9%
Surplus (Deficit)	(2,319.71)	(4,266.06)	(3,610.00)	(1,489.10)	186.5%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2020

Developer Contributions (32)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,399.00	6,293.00	15,000.00	5,641.53	11.5%
Total Revenues	1,399.00	6,293.00	15,000.00	5,641.53	11.5%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	1,399.00	6,293.00	15,000.00	5,641.53	11.5%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	1,399.00	6,293.00	9,000.00	5,641.53	11.5%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Golf Course (50)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	951.36	1,823.83	416,557.00	1,396.06	30.6%
Golf Maintenance	-	-	21,964.00	-	#DIV/0!
Total Revenues	951.36	1,823.83	438,521.00	1,396.06	30.6%
Expenses					
Golf Operations	8,497.24	18,403.11	218,420.00	15,180.16	21.2%
Golf Maintenance	12,917.57	29,799.17	274,997.00	23,007.57	29.5%
Total Expenses	21,414.81	48,202.28	493,417.00	38,187.73	26.2% (1)
Total Fund Revenues	951.36	1,823.83	438,521.00	1,396.06	30.6%
Total Fund Expenses	21,414.81	48,202.28	493,417.00	38,187.73	26.2%
Surplus (Deficit)	(20,463.45)	(46,378.45)	(54,896.00)	(36,791.67)	26.1%

(1) 2020 YTD 5 pay periods. 2019 4 pay periods

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Aquatics (51)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD</u>	
				<u>Actual</u>	
Revenues					
Pool	-	-	69,120.00	-	#DIV/0!
Swim Lessons			20,832.00		
Splashpad	-	-	18,034.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Revenues	-	-	107,986.00	-	#DIV/0!
Expenses					
Pool	-	-	59,795.00	302.50	-100.0%
Aquatics Maintenance	-	-	34,200.00	905.90	-100.0%
Swim Lessons			10,750.00	-	
Splashpad	-	-	838.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Expenses	-	-	105,583.00	1,208.40	-100.0%
Total Fund Revenues	-	-	107,986.00	-	#DIV/0!
Total Fund Expenses	-	-	105,583.00	1,208.40	-100.0%
Surplus (Deficit)	-	-	2,403.00	(1,208.40)	-100.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Debt Service (60)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	630,000.00	238.10	-100.0%
Total Revenues	-	-	630,000.00	238.10	-100.0%
Expenses					
Administration	-	-	625,786.00	-	#DIV/0!
Total Expenses	-	-	625,786.00	-	#DIV/0!
Total Fund Revenues	-	-	630,000.00	238.10	-100.0%
Total Fund Expenses	-	-	625,786.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,214.00	238.10	-100.0%

Capital Projects (70)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	540,000.00	1,260.00	-100.0%
Total Revenues	-	-	540,000.00	1,260.00	-100.0%
Expenses					
Administration	2,740.00	2,740.00	597,888.00	13,954.30	-80.4%
Total Expenses	2,740.00	2,740.00	597,888.00	13,954.30	-80.4%
Total Fund Revenues	-	-	540,000.00	1,260.00	-100.0%
Total Fund Expenses	2,740.00	2,740.00	597,888.00	13,954.30	-80.4%
Surplus (Deficit)	(2,740.00)	(2,740.00)	(57,888.00)	(12,694.30)	-78.4%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2020

Action 2020 (71)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	208,600.00	192.09	-100.0%
Total Revenues	-	-	208,600.00	192.09	-100.0%
Expenses					
Administration	55.00	55.00	1,357,750.00	-	#DIV/0!
Total Expenses	55.00	55.00	1,357,750.00	-	#DIV/0!
Total Fund Revenues	-	-	208,600.00	192.09	-100.0%
Total Fund Expenses	55.00	55.00	1,357,750.00	-	#DIV/0!
Surplus (Deficit)	(55.00)	(55.00)	(1,149,150.00)	192.09	-128.6%
Total Fund Revenues	40,605.08	111,485.87	5,743,828.00	108,321.31	
Total Fund Expenses	168,415.93	364,417.63	7,173,862.00	302,802.83	
Surplus (Deficit)	(127,810.85)	(252,931.76)	(1,430,034.00)	(194,481.52)	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2020	Revenues	Expenses	2/29/2020	2/29/2020 Cash balance
10 Corporate	854,653.74	9,712.75	109,264.02	755,102.47	752,175.56
20 Recreation	448,367.83	83,899.29	198,306.50	333,960.62	350,345.23
21 Donations	133,272.62	8,585.00	-	141,857.62	141,857.62
22 Special Recreation	18,718.11	-	-	18,718.11	18,718.11
23 Insurance	46,724.24	-	-	46,724.24	46,724.24
24 Audit	13,701.70	-	-	13,701.70	13,701.70
25 Paving & Lighting	23,521.99	-	-	23,521.99	23,521.99
26 Park Police	3,522.01	-	411.77	3,110.24	3,110.24
27 IMRF	-	-	-	-	-
28 Social Security	5,510.11	-	-	5,510.11	5,510.11
30 Concessions	33,677.90	1,172.00	5,438.06	29,411.84	23,684.08
32 Developer Contributions	178.24	6,293.00	-	6,471.24	6,471.24
60 Debt Service	79,888.43	-	-	79,888.43	72,154.14
70 Capital Projects	419,257.15	-	2,740.00	416,517.15	412,517.15
71 Action 2020	2,679,876.36	-	55.00	2,679,821.36	3,163,182.70
Total governmental fund balance	4,760,870.43	109,662.04	316,215.35	4,554,317.12	5,033,674.11
50 Golf Course	1,416,988.68	1,823.83	48,202.28	1,370,610.23	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(135,489.45)	(49,110.10)
51 Aquatics	387,553.67	-	-	387,553.67	
	<u>(378,982.98)</u>			<u>(378,982.98)</u>	
	8,570.69			8,570.69	6,925.17
Total proprietary funds	(80,540.31)	1,823.83	48,202.28	(126,918.76)	
	4,680,330.12			4,427,398.36	4,991,489.18

Summary of depository accounts as of **3/11/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	363,495.98	0.33	1014.82
Resource Bank	32,830.45	0.51	14.1
IPDLAF	4,613,504.93	1.28	5589.52
DCCF - Action 2020	38,451.50		
Dekalb Co. Community Foundation	<u>18,879.71</u>		
	5,067,162.57		

IPRA Conference Report 2020 Recreation Staff Reports

Theresa Tevsh, Superintendent of Recreation Services

Thursday, January 23

#603 The Fitness and Recreation Manger's Guide to Maximum Performance

I had attended a session with this speaker, Mark Davis a few years ago, and wanted to hear him explain his Facility Ranking tool. This survey allows you to inspect every part of your operation and rank it based on safety, cleanliness, operation methods, customer service. I wanted to bring this tool back to Sycamore to use at all our operations. But may have to pay for it- he only gave a sample that was free.

Exhibit Hall – I attended in the afternoon.

Friday, January 24

#1005 Health and Wellness at Work

My goal was to get some ideas to bring back to SPD to start up an employee wellness program. PDRMA is always encouraging us to do employee wellness for those that have Insurance, but I wanted to carry it out to all employees.

Attended the **All-Conference Awards Luncheon**. Our table included GA Viktoria Orosz and KSRA Director Dawn Schaefer.

610 Facilities Report Card: Using Analytical Tools to Grade your facility

This session was geared mainly evaluating and ranking needs for outdoor spaces. I thought this was a good session to attend given we are looking at several facilities for capital projects in the next 5 years.

Saturday, January 25

Keynote Speaker with Jarret Payton

Jarret Payton shared his life story growing up with his superhero father, Walter. For me, it was great to hear him reference the Green Bay Packers in his stories!

#408 Libraries and Parks: A commonsense partnership

I attended this thinking it would make sense to meet other agencies and see what they are doing with their local libraries. SPD started a partnership with Sycamore Library in 2019, so I wanted to get mote

ideas to bring in 2020. To my surprise, the presented from the Prospect Heights Library, who knew the Sycamore Library Director, incorporated the Sycamore Partnership into the slide presentation!

##607 Tangible, Clear Options to install Solar on your Facility

I am very interested in applying greener infrastructure into the Sycamore Park District. Having a newly constructed facility, we would be a good candidate for a solar room or a wind turbine at Legacy Campus. So, I wanted to start gathering information and making contacts with other facilities that have done this.

#221 Outdoor Fitness: An Urban Trend for Health and Wellness

This class was not what I had anticipated. I was looking for creative ideas for programming outdoor spaces. Instead it was a playground company promoting their Fitness Product.

Melissa Dobberstein, Recreation Specialist

Friday, January 24:

8:15am The Four Universal Pillars of Effective Training

This class was very informative on training. Some of the key points were how to identify that problems with your staff come poor training. If your staff is exhibiting bad behavior it may be in the way they were trained. Do not make staff feel inadequate or dumb, explain in detail their expectations, use examples of both good and negative behavior.

Be aware of bad behavior by staff, but also train your staff not to do these things to avoid problems. Examples such as: Being late, failure to respond to the public, feeling bothered by patrons, saying "not my job". Fix these before they start to avoid problems from starting.

Train the "DUH's" meaning just because you have done it forever and you know all the ins and outs of your job don't assume your staff knows that. Teach them!!!

I found this class very helpful and will be implementing a lot of the things I learned.

9:45am Top Trends in Parks, Recreation, and Tourism in 2020

This class was not at all what I hoped it would be. Was really expecting on what different parks are doing to get people involved in things in their parks. Instead it turned out to be a class all about climate change. Very disappointing class. Nothing really to take away from this class.

3:30pm **Purpose and Passion: It's All About the Journey**

This class was awesome. The teacher was great. I could have sat in this class all weekend. I have always felt my job is my passion. I never thought of it as my purpose. This class helped to show how using your passion for your job can help in making anything you do in your park district fantastic. When the public sees your passion, it is contagious, and the public wants a part of that. How you do what you do is way more important than what you do.

Saturday, January 25:

10:15am **Recreation Programming: Hacking Your Way to Additional Revenue**

Kind of an interesting class. Some ideas we have learned such as “steal” ideas from things around us such as retail, restaurants, tourism, hospitality, manufacturing, etc. How to offer “frequent flyer miles” to returning customers. Go above and beyond and make yourself “special”. Find the best customer service, show experience, convenience, gap in the market and value. Know the three P’s: People, Process, Products. Know your user needs and keep an eye on the market changes. Again, great customer service, consistent procedures, current technology. Watch your programs and services to be sure it is what your public wants and needs. A few hacks use your technology to your advantage such as you-tube and other social media. Combine classes to get more people in one class to have less cost for instructors. Do something unique that you are the only place that offers. Do outings etc. that you can sell more items to them, such as have a camp out in the park, but sell a package of tent, sleeping bags, lanterns, coolers etc. Or offer a food package. Way to make extra money within another event. Create other programs in your facility that require no teachers or any supplies and is just income. (hillbilly golf???) (junk in the trunk). Very informative, would like to see if any of these things might work. Had great success with Junk in the Trunk.

2:00pm **Pop Up Some Fun in Your Parks: Meeting Your Residents Where They Are and Engaging Them in Fun**

This was a fun class as I am very interested in Pop-ups! I love the idea of not a lot of prep time and boom an event. This class showed different events that can be done during different times of the year. Some great ideas were pop up in different parks, take balls, hula hoops, yard games etc. to a different park once a week, announce on social media 2 days before event. Then at event tell everyone to be looking out for where the next event will be. Other ideas: sidewalk chalk contest, yoga in the park (same concept as the park play) bocce ball contest, family campout, dance recitals, pumpkin smash, triathlon, scavenger hunt, lots of great ideas. To do a proper pop up you need to advertise in your brochure. Not saying what or when just to be watching for them, possibly give clues. Even start posting clues on social media to keep the public involved. Want to try a lot of these.

3:30pm Trend Seekers

This class was much more dedicated to trend seeking. Taught different ways to keep an eye on current trends and how to watch for new trends that will be coming. Different things to watch would be the stock market, social media, scientific, technology, cause and effect. Remember your target audience: seniors, sport groups, animal lovers, book readers, professionals, etc.

The other different ways to watch trends is through:

Socializing-Info gained through everyday convo, ask kids what they do.

Observation-What you see in grocery stores, parks, coffee shops, pay attention to surroundings.

Association-Relating 2 or more things that are the same.

Prediction-Using known facts to inform ideas as to what may occur in the future.

Learned a lot of new ideas to keep an eye out for different thinks. Sometimes you don't realize something is a trend until you try it and make it your own before someone else does.

Justin Genz, Recreation Specialist

Thursday, January 23

Attended the **Exhibit Hall**

Friday, January 24

410- Marketing best practices for non-Marketers: Bridging the gap between marketing and recreation

This session discussed how marketing should be set up at a park district and stressed having one person designated specifically to marketing. This panel and presentation really thought workers should stay in their lane when it comes to marketing and recreation. They still believe in supervisors marketing programs but only to an extent because they feel this takes away from the job they should be focusing on. They had a few key things to focus on when marketing which are listed below.

1. Branding- Have levels, like all programs having the same branding etc.
2. Consistency
3. Efficiency- one single marketer at the very least

131- top trends in parks and recreation

This session wasn't good in my opinion, good information but just not for the class title and description. This session discussed climate change for about half the session and I watched people get up and leave about halfway through. Most of the trends they mentioned I already knew about but did have a few takeaways. Listed below are some of the trends they discussed.

Virtual reality

1. Apps
2. Tech for litter operation- Something I learned and thought looked useful for our parks
3. Facial recognition
4. Visitor racking
5. Esports- watching concerts in video games- interesting
6. Virtual 5ks

#135- Health and happiness through laughter

This session was based strictly on laughing to get rid of anxiety and stress. This in turn will put you in a better mood and make the people around you happier. The presenter is a Director of a park district in Alaska, he is a yoga instructor along with owner of laughtership LLC. This class was very interactive and had the class laughing the whole time. We did a bunch of partner activities which were very awkward but fun. Listed below are the actives he had us participate in.

1. Breath in- hold it- laugh- hands up- bring down yelling yes
2. Warm up shoulder rolls laughing
3. 30 seconds of laughing
4. Hand up deep breath
5. 1-2-3 yes's
6. Greeting laughter
7. Brain game- thumbs up and down on left hand/ right hand back and forth.
8. Cell phone laughter Gibberish talk when upset- then laugh.
9. Milkshake exercise.

Saturday. January 25

Keynote with Jarret Payton

Jarret discussed growing up with Walter Payton as his father. He told a few stories and one really stood out to me. He discussed going to the toys r us in Barrington as a young child his dad let him fill up two shopping carts full of toys of which he thought was his for Christmas. As they went to drive home, Walter went past their home and drove to an old apartment complex. Walter told Jarret to get out and pass out toys to each apartment. Thought this was a great story to give the audience.

#21- Standing the heat

This session talked about being adaptive when it comes to leadership. The speaker stressed the difference between management and leadership. The speaker discussed how she was chosen to speak at Harvard University and leadership and how this was a huge surprise to herself. This session really stressed being courageous and not being afraid of having difficult conversations. She gave a story about a maintenance worker that worked at a previous PD she was employed at, stood up for issue that had

been going on in the workplace. He got up and told all his fellow employees and Director how he felt. He had tears coming down his face when talking about the issue. After he sat down, his fellow employees thought he was going to be fired. But the director of the park district walked up to the employee and gave him a huge hug. Proving that if the issue means enough to you and it needs to be addressed then don't be afraid to address it.

Leadership>Management

-Be courageous

#420 The price isn't right

This session discussed the different ways to budget your programs and services. Some of things included looking at your competing and what they are charging. Looking at similar sized park districts to give you a better idea on whether your programs and services are priced to high or low. The speaker discussed the cost-center approach and understanding how to inputs translate to the outputs.

417 The secret to effective programming

This course discussed different ways to put forth effective programming. Things like switching up the program description and program name are a few of the things they really focused on. The presenters showed us effective ways to pull data from RecTrac. This includes program fee structure, program enrollment rate. Thee speakers also discussed acquiring additional resources to assist in the reduction and analysis. Things like RecTrac data to provide your agency with along with surveys from each program to give a better idea on what's causing low registration numbers or cancelations. The speakers did provide us with the PowerPoint from this session. This will come in good use when looking at effective programming

Lisa Metcalf, Facility Supervisor

Thursday, January 23

#603 The Fitness and Recreation Manger's Guide to Maximum Performance

Our goal is to enhance revenue for our Fitness Centers. In order to do that, you must:

- Have a Sales Process

- Establish a Competition Plan

- Be Unique to Other Competitors – ideas like have Aqualoxic

A good idea to make sure your center is doing well is to have "Prospect Eyes" at your facility.

Try to find ways to be a "Purple Cow" – how can we stand out?

Convenience is still key – our main client is 12 minutes out from our facility. Focus our marketing on them.

A Marketing Pattern is based on Seasonal and Climate. For Fitness Centers.....

How ever amount of memberships sold in each month should match how much of the marketing budget for promotions should be spent during those months.

January – March = 40% of memberships sold*

April – May = 10% of memberships sold

June – August = 10% of memberships sold

September – November = 30% of memberships sold*

December = 10% of memberships sold

They suggest having an independent website for the Fitness Center that links into the Park District website.

When people Google Search “Fitness Center/Gym Near Me”, we want ours to show up. This is how 80% of people join fitness centers.

During the sales process, first impressions are key. Must have attention to detail.

Find out what the customer wants and give it to them.

Change our wording from being Assessed/Oriented/Evaluated to getting a Jump Start/Quick Start/Kick Start.

Personal Training seems to be moving towards small group training. (3-5 people instead of 1 on 1)

Nutrition is a big part of it. Find more training on nutrition for Personal Trainers. Use “Nutrition Factors” for online meal planning.

Stay up with the trends – Host a Wearable Technology Seminar

#23 Say Yes, Do More, and Get Comfortable Being Uncomfortable

In this session, we did a lot of exercises about getting out of your comfort zone. We had to partner up and share experiences that made us uncomfortable, how we feel it went, where it took us from there, etc. We had to talk about what we have done in the field that has been beneficial and what some challenges were.

Change is inevitable! Scary is not bad!

Career Development:

Benefits – knowledge, growth, networking, expansion, solutions, preparation, salary

Challenges – finding time, cost, getting out of routine, being uncomfortable, fear of failure, experience, work/life balance

Remember, sometimes it’s okay to say no, but with an explanation. Lead with a yes, but if it must be a no, figure out how it could be a yes.

Keep in mind, YOU are in charge of your career! Failing is a part of the learning process!

We also discussed tools and resources to help us along...

-Career Goals: Set short/long-term goals, adjust annually. Attend schools, certifications, workshops to support goals. Remember your SMART Goals. (Specific, Measurable, Achievable, Relevant, Time Bound)

-Self Awareness Tests: DISC, Real Colors, Meyers-Briggs, Emergentists

-Planning / Time Management / Organization: Franklin Covey, Apps – Trello

-Network: State and National Associations, service – boards, volunteer

-Alternative Funding: Tuition reimbursement, scholarships

-Self Care: Work/Life Balance, Read, research, network and reflect

#606 Finding success with the five Types of Aquatic Employees

We discussed the five types of aquatic employees, how a supervisor should interact with each type of employee, and how to get the most out of each one.

We strive to find success in developing a high-performance team that values providing safe, clean, friendly and fun aquatic experiences for the community.

Five Types of Aquatic Employees

1. SUPERSTARS – High performers, future leaders, model employees, miniature version of you!
 - a. They need leadership training, care and support from their supervisor, opportunity to lead, empowerment
2. SWEETHEART – Model employees, lacks some ability to lead an entire team, display frustration at others' lack of ability or motivation, ability to be self-sufficient without prodding or oversight, struggles with saying "no" to team members and guests.
 - a. They need positive reinforcement, leadership opportunities, tools to continue to succeed, realistic goals and work plan.
3. SWAYED – Team members with the capacity for greatness, team members with the capacity for failure, easily convinced to model good or bad behaviors, behavior largely dependent on their initial social group.
 - a. They need to be rid of their capacity for complacency, receive encouragement from fellow team members, strategically placed in a group of sweethearts or superstars, encouraged by leadership of their inner greatness.
4. SLACKER – Lack of motivation or ability to go the extra mile, barely get their job done in a satisfactory manner, potential to be trained into being a high performer, potential to take a step back and get even worse, constantly needing prodding, oversight, coaching and discipline.
 - a. They need to be told the truth about their current condition, encouraged to attend a custom "Slacker School", taken under the supervision of sweethearts or superstars, shown the affects of their slacking and the rewards for greatness.
5. SCUM – The worst type of employee, lacks motivation in all respects to the job, inability to have a good attitude, be on time for work or perform skills adequately, known as the malcontent among other team members, brings down morale of the rest of your team, debatable if you should even let them on your property.
 - a. They need a "No Holds Barred" reality check, to be shown the consequences of their detrimental behaviors, around the clock supervision, a final warning.

Now that the employees have been identified, the next step is to develop a plan.

1. Superstar Academy – Leadership, risk management, team performance, job functions.
2. Sweetheart Seminar – Define role, extend gratitude, dealing with swayed, slacker and scum, how to be a superstar.
3. Swayed Symposium – Preach importance, display benefit, define purpose, future rewards.
4. Slacker School – Define behaviors, refine work ethic, promise effects, coach to achieve.
5. "Scum to Jesus" Meeting – Bad hiring, bad training, bad employee, bad fit.

Employees learn their spot/who they are/what kind of employee they want to be/what's acceptable within the first FIVE days of being on the job.

#135 Health, Happiness, and World Peace Through Laughter

The speaker, Michael “Mr. Mirth” Bork is a certified laughter yoga teacher. His mission is “Spreading Mirth on Earth”. With enough deep breathing and laughing, you will start to feel happy.

This was a highly interactive session. We learned how to incorporate laughter into our daily lives.

We went through many different techniques to use: Warm up Shoulder Rolls, 30 Seconds of Laughter, 1.2.3. Yes, Greeting Laughter, Brain Gym, Cell Phone Laughter, Milkshake Laughter, You. Are. Amazing! Silent Laughter, Hands Up Deep Laughter, Ho Ha (3x), I / You / Weeeee Can Do It, Argument Laughter.

There are Five Benefits of Laughing

1. Reduces Blood Pressure
2. Lowers Anxiety & Depression
3. Improve Memory
4. Boosts Immune System
5. Reduces Pain

We do not laugh because we are happy, we are happy because we laugh!

Happy Employees: Work Better, Live Better, Are Healthier, and Stay Longer.

Sarah Rex, Recreation and Marketing Supervisor

Sponsorship Jumpstart

Got lots of tidbits and quick ideas about sponsorship recognition. The presenter shared lots of creates – and some very large scale – ideas that she has implemented throughout her career, specifically the Newport Boat Show. There were lots of major corporate sponsors and this is a much bigger event than the district could accommodate, however I was able to pull out a lot of created ideas and some of her general philosophies on sponsorship relationships: Help sponsor’s meet THEIR vision so it’s a meaningful experience for them.

Video Made the (Rec)lebrity Star

Learned basic intro to some video equipment. Showed some inspiring examples of getting started with video – start simply. Also learned that the average time spent editing a video for social media is 4-6 hours.

Mindfulness and Appreciation

I was surprised that this mostly focused on communication with others. We learned about kind-frontations, listening skills, nonverbal communication. It was really pretty generic and just touched on mindfulness and stress management – but no profound takeaways.

Recycle, Repurpose, Reimagine!

This was presented by people who have a theater department and use old marketing material, packaging, retired equipment, etc. for set designs. They also talked about reusing items for crafts that

are part of programs. It was an inspiring session for sure and got us thinking about trash in different ways – just not sure where we can store all of the saved materials!

Libraries and Parks

This was a great overview of Library's purpose and values. They shared the IL Library Association's 2018 strategic plan which is focused on advocacy. It really helped me better understand the park district/library partnership and the benefits it can bring to each agency and the community. Sycamore was even used as one of the examples of a successful partnership in the state. We're on the right track with the relationship and sharing of resources with the library!

Why an App?

This was a very interesting and helpful session that provided an overview of the Waukegan Park District's recent process of implementing an app. I learned about lots of great features that an app can provide a park district and that some are built in and some are addons. A rough estimate of cost for budgeting purposes is \$11,000-\$20,000. An app would help meet a lot of goals at the park district related to communication and member engagement. Looking forward to learning more about our specific needs and developing on in the future.

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: February 18, 2020

Administrative Initiatives (2/1/2020 – 2/29/2020)

Theresa Tevsh, Superintendent of Recreation Services

- Assisted with Self-Care Fair, in conjunction with the Leap Year party on February 29. The Leapers were fortunate to find 3 babies that were born at KISH Hospital, and delivered the special birthday presents to those families.
- Participated in the PDRMA Health Screening for employees.
- Dekalb County United Soccer held its “Futsal Soccer Tournament” in the community Center February 14-16.
- The Pickleball group planned a February Social after their regular game play and invited all staff for lunch.
- Met with the Sycamore Library staff to plan for summer 2020 cooperative programs and events.
- All recreation staff attended the IPRA monthly webinar series to enhance learning trends and career development. The webinar is held once a month on Wednesdays. February’s topic was Empowering your Staff and Leadership.

- Collected Dog Park Registration from the City of Sycamore Office. 15 registrations from month of January.
- Attended Creative Revenue Ideas led by speaker, Bobbi Nance .
- Attended KSRA Board meeting on February 11 in Dekalb.
- Met with Director Dan Gibble and Recreation Team to review 2025 Goals and Objectives.
- Summer Brochure content sent to Sarah Rex, Marketing Supervisor.
- Attended an emergency Board meeting of the Midwest Museum of Natural History on February 21.
- Assisted with preparations for the Director Candidate meetings week of Feb 24-26.
- Attended the Chamber Leadership Academy meeting to meet the new 2020 group on February 28th, at the Regale Center.
- Met with new Summer Intern, Haley Egelhoff, to prepare her for summer programming.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Completed vending reports for month of January. \$487.50 in sales.
- Booked clubhouse rental for June
- Booked community center – 3 different rentals.
- Booked 1 b-day party package for March, April and June.
- Ran very successful Daddy Daughter Dance. First time in our own facility.

- Continuing to help with programs at community center.
- Working on bookings for clubhouse and community center.
- Attended IPRA/IAPD conference.
- Attended Recreation Result seminar with staff to go over programming ideas for new revenue.
- Getting things finalized for Self-Care Fair. Space is filled.
- Met with Recreation Team for webinar.
- Continuing working with Sarah to discuss all our upcoming special events. Adding a few new events and upgrading a few others.
- Birthday Party Manual almost completed.
- Food and Beverage Manual almost completed.

Justin Genz, Recreation Specialist

- Preparing for winter/spring second session classes by gathering numbers, supplies, and supplying the instructors with rosters.
- Attended the Sycamore Chamber Lunch.
- Attended the Sycamore Chamber Leadership Academy.
- Conducted annual part time employee reviews.
- Coordinated summer baseball camp details.
- Coordinated summer soccer camp details.

- Met with an NIU Sport management student to give them an idea on what my job consists of day to day.
- Assist with Self Care Fair Event.
- Met with Rec team to discuss and confirm summer programming.
- Met with Bobbi Nance and all full-time staff to discuss new ways to increase revenue.
- Met with Lisa to discuss volleyball tournament.
- Set up volleyball tournament in Rectrac.
- Met with Dan and Rec staff to discuss goals and objectives.
- Attended a webinar with rec staff.

Lisa Metcalf, Facilities Supervisor

- Hired a new Aquatics Manager for the summer.
- Coordinated a deep clean and a Preventative Maintenance of the machines in Pathway Fitness.
- Worked on content and new classes for the summer brochure.
- Set up the Summer 2020 schedule of visits to the pool with OSCAR.
- Attended the Live Health DeKalb County Board Meeting as the representative from Sycamore Park District.
- Attended the Alternate Sources Revenue Workshop with Bobbi Nance.
- Attended a Goals/Objectives/Action Statement meeting with the Recreation Team and Dan.
- Attended PDRMA's Aquatics Risk Management Day in Naperville.

- Attended the Fitness Huddle along with the Personal Trainers.
- Met the final two applicants for the Executive Director position.
- Participated in the Biometric Screening for PATH.
- Will help run and attend the Self-Care Fair.
- In January, we sold/renewed a total of 89 Pathway Fitness Memberships/Passes, 54 Track Only Memberships/Passes, and 35 Open Gym Passes. Compared to December of 2019, we sold/renewed a total of 2 Pathway Fitness Memberships/Passes, 0 Track Only Memberships/Passes, and 0 Open Gym Passes.
- In 2019, in January, we had \$160 in Daily Admission Fees for Pathway Fitness, \$536 for Track Only, and \$1,725 for Open Gym. In 2020, in January, we had \$121 in Daily Admission Fees for Pathway Fitness, \$305 for Track Only, and \$3,161 for Open Gym.
- Continued to work in RecTrac to update things as new things get added and changed.

Sarah Rex, Recreation Supervisor

- Attended meetings with Ron Vine and Associates to review final community-wide survey data.
- Helped coordinate and lead the Sycamore Park District's Leap Day Self-Care Fair and Birthday Gathering for "Leapers."
- Continued to work 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.
- Promoted the second phase of the community-wide survey to the public in the hopes of raising awareness and thus participation.

- Gave support to the Executive Director Hiring Committee and Board to coordinate elements of the onsite visits.
 - Planned for summer programming, events, concerts, and sponsors.
 - Attended IPRA Skills Development Webinar.
 - Attended and helped lead Daddy-Daughter Dance. 260 attended and it brought in \$3,668 in fees.
 - Designed and coordinated mailing of Spring Mailer.
 - Kicked off promotion of the park naming contest to name the new soccer complex on Airport Road.
 - Sent Pathway Fitness monthly eblasts regarding news, events and closings during February.
 - Compiled and submitted to the printer the district's Spring Mailer.
 - Designed and coordinated bulk mailing for Swing into Spring Sale.
 - 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.
 - Coordinated distribution of the 2020 SPD logo apparel order.
 - Began development of Summer 2020 brochure.
 - General marketing and development of promotional materials.
-

Administrative Initiatives (3/1/2020 – 3/31/2020)

Theresa Tevsh, Superintendent of Recreation Services

- Will attend monthly Board meeting and Superintendent meetings
- Will pick up Dog Park Registration from the City office.
- Will interview 3 new students , along with Lisa Metcalf, Facilities Supervisor, for the 2020-2022 Graduate Assistant position.
- Will meet with Kathy Countryman to discuss shared use of Busses and a Middle school afterschool program at the Community Center.
- Will assist Melissa in preparing for Concession Season.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Continue to book rentals and birthday parties.
- Conduct an all staff birthday training in March.
- Continue recruiting for Beverage and Concession staff.
- Start planning for our Senior Prom.
- Complete inventory of Food and Beverage Department for 2019.
- Work on possible changing alcohol permit hours at clubhouse from 10am to 8am, at least on Fri, Sat and Sun.

Justin Genz, Recreation Specialist

- Will continue to prepare for summer programs.
- Will finish up volleyball tournament and take inventory.
- Will attend Sycamore Chamber Leadership academy.

- Will continue to meet with staff to conduct reviews.
- Will coordinate and facilitate gym jam.
- Will create new open gym schedule.

Lisa Metcalf, Facilities Supervisor

- Will conduct evaluations for all Service Desk Part-time Employees.
- Second session of Group Fitness Classes will start.
- Will continue to hire Aquatic employees.
- Will attend the Live Healthy DeKalb County Board meeting.
- Will attend the Middle School Science Olympiad to help Shelby run some activities.
- Will work on the Recreation Department's goals, objectives and action statements for the first draft to present to the board.

Sarah Rex, Recreation Supervisor

- Coordinated life science and sport science booths at the Sycamore Middle School's Science Olympiad – also attended the event to promote the district.
- Continued to work 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.
- Coordinated development and design of Summer 2020 brochure. Submitted to printer March 20, in homes April 13.
- Attended IPRA Skills Development Webinar.

- Along with Superintendent of Parks, represented the District to meet with a donor and review playgroup proposals.
- Compiled and submitted to the printer the district's Spring Mailer.
- General marketing and development of promotional materials.

To: Board of Commissioners
From: Theresa Tevsh, Superintendent of Recreation Services
Subject: Monthly Report
Date: March 17, 2020

Administrative Initiatives (3/1/2020 – 3/31/2020)

Theresa Tevsh, Superintendent

- Picked up final up Dog Park Registration from the City office with 36 in total.
- A final candidate for GA was chosen, but it was turned down because candidate chose a different school. The other two interviewed candidates did not fit our needs, so the GA position will be re-opened.
- Met with Kathy Countryman and her team, along with Justin Genz, Recreation Specialist and Lisa Metcalf, Facility Supervisor. The school district agreed to put Genz through training to drive their team bus and to have clearance to access the schools to promote teen programming. More meetings to follow to review the 2020 school year middle school program.
- With the closing of MMNH, I had to field several phone calls from the public, as well as the City staff, thinking the museum was the Park District's operation. I assisted with relocating an art program to our community center program, so it would not have to be canceled. The Museum's priority was re-housing their live animals. To date there are only 3 left in the building. I attended a March 6th MMNH Board meeting, as ex-officio. The remaining board members continue to follow their plan to close the museum and is looking for legal assistance (with no money). At this meeting the Museum turned over their Com-Ed bill to the park district as they have no more funds to pay bills.

- Followed the COVID-19 situation to comply with sanitation procedures throughout the building, community communications/postings and keeping staff safe.
- Week two of COVID- 19 situation and complying with Governor mandates to have staff stay at home. Recreation Team working on projects for staff at home, instructor videos for social media, brochure adjustments in case the summer dates are delayed.
- Using the closed facility time to complete repair on wood floor in Fitness Studio and painting Pickleball lines on the Gym Floor. Both procedures require 3 days of no contact to the floor.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Completed vending reports for month of February. \$521.250 in sales.
- Booked clubhouse rental for April, May and June
- Booked community center – 2 different rentals.
- Ran very successful Self Care Fair.
- Continuing to help with programs at community center.
- Working on bookings for clubhouse and community center.
- Starting to plan for Senior Prom.
- Had new Pepsi machine installed at Clubhouse. Cabinet pulled out and shelf replaced.
- Met with Recreation Team for webinar.
- Continuing working with Sarah to discuss all our upcoming special events. Adding a few new events and upgrading a few others.
- Birthday Party Manual completed.

- Food and Beverage Manual almost completed.
- Working with staff during shut down of facilities due to Corona Virus.
- Working on Goals and Objectives.
- Completed inventory.
- Ordered equipment for Sports Complex.
- Food and Beverage meeting scheduled for April.

Justin Genz, Recreation Specialist

- More second session spring programs have begun.
- Met with Supt of Sycamore School District Kathy Countryman to discuss transportation details for teen trips. I will be driving their 14-person bus moving forward.
- Attended the Sycamore Chamber Leadership Academy. Met with the City Manager and conducted a hypothetical presentation in front of counsel.
- Sent over brochure edits to Marketing Supervisor.
- New Paint your Pet program ran.
- Met with rec team to review goals and objectives.
- Trained at NIU for new STEM program/build it program.
- Met with Rec team to go over summer brochure edits.
- Volleyball tournament concluded.

- Entering summer programs into retrack.
- Attended a webinar at community center with rec staff.
- Teen Gym Jam ran but with only a few participants due to COVID-19 and the school closing the day of the event.
- Met with rec team to discuss COVID-19 and how to prep for what's to come.
- Reached out to over 100+ participants confirming class delays and cancelations due to COVID-19.

Lisa Metcalf, Facilities Supervisor

- Helped edit and review the summer brochure.
- Added to summer: Free Friend Fridays, Small Group Training, Walk While you Wait Track Visits, and Massage Therapy
- Attended the Live Health DeKalb County Board Meeting as the representative from Sycamore Park District.
- The second session of Group Fitness started with 15 classes running.
- Continued to hire Aquatic employees.
- Helped conduct interviews for the next Graduate Assistant.
- Changed all memberships and passes with EFT's to Auto Renewals.
- In February, we sold/renewed a total of 35 Pathway Fitness Memberships/Passes, 36 Track Only Memberships/Passes, and 36 Open Gym Passes. Compared to February of 2019, we sold/renewed a total of 5 Pathway Fitness Memberships/Passes, 0 Track Only Memberships/Passes, and 0 Open Gym Passes.
- In 2019, in February, we had \$176 in Daily Admission Fees for Pathway Fitness, \$486 for Track Only, and \$1,632 for Open Gym. In 2020, in

February, we had \$33 in Daily Admission Fees for Pathway Fitness, \$322 for Track Only, and \$2,562 for Open Gym.

- Conducted evaluations for all Service Desk Part-time Employees.
- Continued to work in RecTrac to update things as new things get added and changed.

Sarah Rex, Recreation Supervisor

- Continued to work 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.
- Coordinated development and design of summer 2020 brochure.
- Attended IPRA Skills Development Webinar.
- Along with Superintendent of Parks, represented the District to meet with a donor and review playgroup proposals.
- Sent Pathway Fitness monthly eblasts regarding news, events and closings during February.
- Developed saturation mailer to all Sycamore residents informing them about the Park District's COVID-19 Statement and information.
- In response to the COVID-19 pandemic, wrote a 20-day social media campaign called "Recreation Remedies" including all content and accompanying graphics.
- In response to the COVID-19 pandemic, developed a space for online resources and activities to be posted on the website.
- Devised a plan and instructions to guide park district instructors to develop videos from home and get the files to me for posting online.
- Helped Superintendent of Recreation with a district-wide egg hunt which will replace the early April spring events.

- Scheduled and designed spring ads for Rochelle News Leader Golf Guide and Parent Source Magazine.
- General marketing and development of promotional materials.

Administrative Initiatives (4/1/20-4/30/20)

Theresa Tevsh, Superintendent of Recreation Services

- Continue Microsoft Team Chats and video to work effectively with staff.
- Attend remotely the IPRA Skill Development webinar- all Rec staff
- Work with the Recreation and Parks staff to create a modified Easter Egg Hunt for the community
- Continue to develop ideas to engage community members through virtual recreation
- Develop a “cooking challenge” for people to do from home.
- Cancel April activities from Rec trac and keep in touch with user groups and Sport Affiliates.
- Continue to monitor with the Board and staff the COVID- 19 situation.
- Will work on the “Business After hours plan for July which will be held at the community center and the concert in the park.
- Will work on the Corporate card strategy with staff.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Continue to book rentals and birthday parties.
- Conduct an all staff birthday training in April.
- Continue recruiting for Food and Beverage and Concession staff.

- Work on possible changing alcohol permit hours at clubhouse from 10am to 8am, at least on Fri, Sat and Sun.
- Prepare for our Pop-Up brochure party.
- Continue planning Pop Up ideas.
- Start planning for Junk in the Trunk Sale.
- Update Caddyshack Grill Menu with new prices.
- Get ready to open Caddyshack Grill.

Justin Genz, Recreation Specialist

- Will continue to prepare for upcoming summer programs.
- Will wrap up spring programs.
- Will attend Sycamore Chamber Leadership academy.
- Will coordinate and facilitate flashlight egg hunt.
- Will create new open gym schedule.
- Will coordinate new STEM program.

Lisa Metcalf, Facilities Supervisor

- Will attend the Summer Brochure Launch Party.
- Will post summer programs on our website for everyone to start viewing.
- Will have a Service Desk Staff Meeting to go over summer programs and procedures.

Sarah Rex, Recreation Supervisor

- Continued to work 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.
- Continued implementation of spring parks campaign, adjusting where COVID-19 has affected some of the events or gatherings.
- Develop and design a Sycamore Park District trails and natural areas pamphlet which includes maps.
- Will develop a mailer to businesses that includes: Corporate Card information, use/rental of the Community Center, Golf Outing information, and sponsorship opportunities.
- Will monitor the COVID-19 situation and make necessary adjustment to the Park Pride Day event.
- General marketing and development of promotional materials.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 25, 2020

Administrative Initiatives (2/1/20 – 2/29/20)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed February Golf Insight newsletter.
- Finalized marketing and planning the 2020 Swing into Spring Golf sale.
 - 1.) Sent out post card mailing with Sarah.
 - 2.) Posted flyers and add the event to Facebook and the websites.
 - 3.) Prepared and initiated eblasts.
- Continued promotion of the 2020 golf rates.
- Finalized 2020 tee sheet templates and complete the addition of leagues and contracted outings to the tee sheet schedule.
- Finalized all customer data in the POS system and remove all incorrect and incomplete data. Merge all multiple entries.
- Assisted in year-end pro shop inventory.
- Continued contacting outing planners for dates for 2020 golf outings and sent out contracts.
- Finished cleaning and touch up painting the pro shop including all woodwork and carpeting. Finalized cleaning all computer hardware, reroute cords and cables as necessary.

- Finalized and update pro shop displays in preparation of the Swing into Spring Sale.
- Attended Alternate Sources of Revenue Seminar.
- Began to prepare cart barn for the 2020 season.
- Planned marketing strategy for continued irrigation installation work when the golf course opens in the spring.
- Inventoried all lost and found golf clubs.
- Finalized in-house league offerings and the 2020 Tournament Schedule.
- Continued accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Began the interview process in February.

Administrative Initiatives (3/1/20 – 3/31/20)

- Attend weekly Management Team meetings as scheduled.
- Attend All Staff Meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassador Club meeting.
- Develop March Golf Insight newsletter and update reader board outside the pro shop.
- Finalize preparation and hold Swing into Spring Golf Sale, March 6th through 8th.
- Continue promotion of the 2020 golf rates.
- Continue to update pro shop displays as new merchandise arrives and is inventoried.
- Continue contacting outing planners for dates for 2020 golf outings and send out contracts.

- Prepare for 2020 golf course opening.
- Finalize preparation of cart barn for the 2020 season.
- Begin marketing strategy for continued irrigation installation work when the golf course opens in the spring.
- Prepare league rosters and schedules for participants
- Update the 2020 Tournament Schedule.
- Continue accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Continue the interview process in which began February.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: March 24, 2020

Administrative Initiatives (3/1/20 – 3/31/20)

- Attended weekly Management Team meetings as scheduled.
- Attended All Staff Meeting as scheduled.
- Attended Sycamore Chamber of Commerce Ambassador Club meeting.
- Developed March Golf Insight newsletter and updated reader board outside the pro shop.
- Finalized preparation and hold Swing into Spring Golf Sale, March 6th through 8th.
 1. \$73,787.00 in total sales. Up by approximately \$5,000.00 over 2019.
 2. 187 total passes sold
 3. 27 new passes.
 4. 11 out of district including 4 Dekalb and 3 Cortland.
- Met with Steve Tritt and Theresa Tevsh on 2021 – 2025 Goals and Objectives.
- Met with staff concerning COVID-19 updates and action plans.
- Attended special Board of Commissioners meeting concerning COVID-19 closing procedures.
- Continued promotion of the 2020 golf rates.
- Continue to update pro shop displays as new merchandise arrives and is inventoried.
- Continued contacting outing planners for dates for 2020 golf outings and send out contracts.

- Prepared for 2020 golf course opening.
- Finalized preparation of cart barn for the 2020 season.
- Began marketing strategy for continued irrigation installation work when the golf course opens in the spring.
- Develop league rosters and schedules for participants
- Updated the 2020 Tournament Schedule.
- Continued accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Continued the interview process in which began February.

Administrative Initiatives (4/1/20 – 4/30/20)

- Attend All Staff Meeting as scheduled.
- Develop April Golf Insight newsletter and update reader board outside the pro shop.
- Continue monitoring COVID-19 State and Federal compliance plan.
- Develop communication plan with customers on COVID-19 situation and golf course plan.
- Develop golf staff plan and train for updated cleaning and sanitizing surfaces due to COVID-19 outbreak.
- Continue promotion of the 2020 golf rates.
- Continue to update pro shop displays as new merchandise arrives and is inventoried.
- Continue contacting outing planners for dates for 2020 golf outings and send out contracts.
- Prepare for 2020 golf course opening.

- Prepare riding carts for usage. Fill gas, clean, check and monitor tire pressure and do routine PDRMA checklist.
- Develop signage and eblasts for continued irrigation installation work when the golf course opens in the spring.
- Continue to prepare league rosters and schedules as participants are added.
- Continue to update the 2020 Tournament Schedule.
- Continue accepting applications for part-time, seasonal positions to fill spots vacated by staff moving and accepting internships. Continue the interview process in which began February.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: March 24, 2020

Administrative Initiatives (2/1/20-3/31/20)

Golf

- We have had a few good days of weather but overall, keeping cool with occasional rain events. The turf is still quite dormant which is a big indicator of when we decide to open. We are currently planning to open near the end of the month but will continue to observe weather, turf greening, and Corona Virus issues as the month progresses.
- Staff is completing working on all equipment preventative maintenance and mower reel repair/service/sharpening along with plowing/salting as needed. Service on all golf carts is complete. Course equipment – ball washers, flags, tee markers, etc. are being cleaned and painted as well.
- Staff is also outside now working on cleaning the course of debris and cleaning landscape beds. The winter was not too harsh, and the course did not suffer major tree damage or turf disease and ice damage as a result.
- Staff has worked a couple of drafts of Goals & Objectives for the next five years.
- Midwest Irrigation plans to start back on the installation the week of March 16th weather permitting.
- I attended a two-day training from Toro on February 27th and 28th in Buffalo Grove to learn the computer software to run the system. Staff will receive

training from Toro at our location this spring. We are receiving and upgraded control system.

Sports

- Working with rec. staff and user groups on early planning for the spring season. The Corona Virus has delayed the start of groups deciding teams and starting practices. We have yet to see how delayed the seasons are. Games are set to start on April 11th for soccer and the end of April/beginning of May for baseball and softball.
- High School baseball and softball are also done practicing and starting games which would have started the week of the 23rd of March.
- Northern Illinois Fence will be replacing the backstop net on field 1 very soon as weather allows. I consulted with the Sycamore School District and they have agreed to pay half the cost of the replacement project.
- The soccer complex work will resume with better, dryer weather as the paving is completed along with the remaining fields seeded.
- Work continues with W-T Engineering on the pool. Last week, sections of the hot tub wall were cut open to observe the condition of the concrete which is still to be determined by their engineers. We also will be draining the pool the week of March 23rd after which the underground pool pipes will be checked in the first of two parts of analysis. The second will be early summer once the water is back in, heated, and all system running.
- I have received a quote for electrical safety upgrades for the pool. It seems we will not need to go out for public bid for the main items. We are waiting to hear back from the Illinois Dept. of Public Health on what details they require on the changes to be made and from the City of Sycamore as well prior to the work beginning.

Parks

- I attended staff, regular Board, and study sessions.
- Attended staff meetings and planning concerning Corona Virus.
- Attended meetings with Rec. staff for event planning.
- Attended interview and meeting sessions with each of the final two Director candidates.
- Attended meeting with IDOT, county engineer, and ERA engineer about future trail project and land acquisitions.
- Updated Goals and Objectives for next five years.
- Continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, any other issues as recent events play out. Coordinated with locksmith to get front door locks changed.
- Completed spring tree planting project specifications and sent out to local landscape companies for quotes.
- Completed order of Capital approved purchases of new large width park mower, golf fairway mower, and golf greens roller.
- Park staff is completing work on all equipment for spring use. Picnic tables are being taken out to shelters and all parks along with garbage cans. Tree cleanup/clearing on trails and parks continues.
- Staff is working on under playground equipment rubber square tile repairs at Old Mill and Brother parks. Winter has further separated and shrunk several areas causing gaps which need caulk.

- Staff replaced all the wood planking on the river bridge behind the pool that connects the ballfields to the Good Tymes shelter/pond area.
- Met with Mrs. Ovitz, her daughter, staff, and Commissioner Shultz to go over submitted playground equipment for Ovitz Park installation.
- Been contacting seasonal staff from last year to determine those returning and where new hires needed. Coordinating paperwork required for returning staff.
- Continue to meet with senior staff and Board on issues related to Corona Virus. Relay all info to maintenance staff and post all written correspondence in break room. In the shop, twice a day cleaning of all handles, door push bars, fountains, microwaves, etc. taking place with each cleaning recorded.

Administrative Initiatives (4/1/20-4/30/20)

- Attend all staff, Board, and planning meetings.
- Attend future trails planning meetings with City staff and engineers.
- Attend soccer complex addition meetings and ball field planning meetings.
- Continue to work with sport user groups and rec. staff meetings and plans for 2020 schedules and tournaments. Determine field prep schedules based on possible delays due to virus.
- Open golf course when weather and turf conditions allow. Begin fertilizing, weed, disease control as needed. Meet with Encap for 18 men's tee river edge stabilization project for spring/early summer installation.

- Bring in seasonal staff and begin mowing, trimming, of all park/sports turf areas. Continue repairs/cleaning of any winter damage and playground equipment inspections/repairs. Shelters will be set up with tables, cans, and cleaned for rentals. Water will be turned on once nighttime freezing completed.
- Work with soccer complex contractor as work begins again to complete seeding and paving.
- Work with golf irrigation installation company as weather allows.
- Begin tree planting project when weather allows working with contractor.
- Continue Capital purchases and line up projects. Collect additional quote for tennis court resurfacing at golf course.
- Continue pool improvements. Gather needed approval from required agencies and begin electrical safety upgrades. Begin other typical repairs in prep for late May opening.
- Perform annual main staff training for PDRMA required safety items, plans, and inspections.
- Receive products ordered for sports, parks, golf.
- Meet with PDRMA rep again for review of updated items since last audit review.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: January 28, 2020

Administrative Initiatives (2/1/20 – 3/31/20)

- Attended Meetings/Serve On:
 - Rotary
 - Chamber

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

- Finalized report on survey findings.

- MMNH

- Prepared information on the following topics for the January 21 Study Session or January 28 Regular Meeting:
 - Final policy on budget use of funds
 - Pool Safety Items for 2020
 - Prioritization of Assets/Equipment/Programming
 - Data on Success of the Added Recreation Specialist Position
 - Recreation Program Goals, Objectives, Action Statements

- Held Construction Site meetings for Soccer Complex.

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

- Conducted meeting with IDOT officials regarding land matters.

- Finalized bid specifications and bid timeline for Bridge at 15 tee.

- Began work on land acquisition for final segment of trail project.

- Continued assembling information for future 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
- Continued weaning files, and creating a solid structure of information for my successor.
- Worked with other parties to address MMNH matters.
- COVID-19:
 - Arranged for CMJ to coordinate remote access for Exempt employees, under Jackie’s supervision.
 - Reviewed CDC, IDPH, PDRMA, State and Federal information to assist in decision-making.
 - Communicated with Superintendents, Board, and Marketing Staff on decision-making.
 - Coordinated “message” to the public.
 - Developed and communicated “Lockdown Plan”
- Began working with Superintendents—Kirk, Jackie, Jeff—on their Goals Objectives and Action Statements for *Sustaining the Legacy—2025*.
- Held Study Session with Board to Discuss Budget in Relation to Priorities for *Sustaining the Legacy—2025*.
- Completed DRAFT AGREEMENT with North Grove Crossing HOA for park site in their subdivision.
- Continued attempting to have the City address the title issues for Reston Ponds park sites.
- Scheduled preliminary engineering meetings for the creation of a timeline to complete the OSLAD Grant Project: Memorial Park Sports Complex Ball Diamonds.

Administrative Initiatives (4/1/20 – 4/30/20)

- COVID-19:
 - Continue to monitor CDC, IDPH, PDRMA, State and Federal information to assist in decision-making.
 - Communicate with Superintendents, Board, and Marketing Staff on decision-making.
 - Coordinate “message” to the public.
 - Create videos, activities and other tools for reaching out to the public to encourage them to RECREATE safely during these times.
 - Formulate plans for future extensions of the lockdown, or orders from governing organizations

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

- Begin supervision of Segment 1—Forest Preserve to Old Mill Park Trail Construction project.

- Begin bidding process for Ovitz Park Playground construction.

- Reston Ponds and North Grove Crossing Park matters.

From: johannie meyers <ja-meyers@msn.com>
Sent: Sunday, March 1, 2020 12:48 PM
To: Melissa Dobberstein <melissad@sycamoreparkdistrict.com>
Subject: Re: self care fair

Hi Melissa,

Thank you for including Lifetime Cookware in your self-care fair. We enjoyed ourselves and wanted you to know you did a wonderful job putting it together and advertising for it. It had a good turn out and we liked where you placed us. We hope you will be repeating it next year and if so, would like to be included in it as well.

If you have other events you think we would be interested in, please let us know.

Thank you,

Annie Meyers
Lifetime America, LLC
815-315-7750

From: Eva de Coro <eva@sycamoretherapeuticmassage.com>
Sent: Monday, March 2, 2020 10:59 AM
To: Melissa Dobberstein <melissad@sycamoreparkdistrict.com>
Subject: Re: self care fair

Hi Melissa,

Thank you for bringing this selfcare fair to Sycamore. It turned out so nice! I loved that there was a little bit for everyone, kids-seniors, the mimosas were a hit, although I didn't get a chance to try one, they told me they were delicious 😊.

I love sharing, empowering and educating people about what massage therapy and body work can do for you, along with nutrition and a good mindset. My goal is for people to take charge of their health, so they can avoid the use of synthetic medicine, unnecessary surgeries or injections, that it seems so popular these days.

I am big advocate of preventive and maintenance of health, creating a healthy society. I connected with so many people during the event, sharing their stories. I loved it ❤️.

I hope the new moms of those three new babies that were born on Leap Day will take advantage of the gift certificates that I put along on the gift basket you guys make for them ❤️. Such a nice gesture of you guys.

Thanks for putting this beautiful event together.

Looking forward for the next one 😊.

Eva

Peggy Gelms

Club 55 Instructor

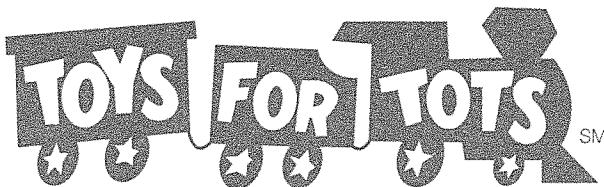
Dear Theresa,

Thanks so much
for the beautiful flower
and all the greetings
on the card. You have
a beautiful Park
District and I loved
working there. Maybe
our paths will cross
again! Best Regards,
Peggy

January 25, 2020



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



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

Dear Sycamore Park District;

Thank you for your support of Toys for Tots by having one or more of our boxes in your establishment and/or having a special promotion. It is the generosity of businesses such as yours along with the entire community that made Christmas 2019 merrier for more than 2500 less fortunate children of DeKalb County.

Thanks to the donations we received in 2019, we were again able to expand our toy distribution. We distributed to The Salvation Army, Hope Haven, and others. Each family had an opportunity to receive a game to promote family unity. Each child received an age-appropriate book to promote literacy along with at least two toys and a few stocking stuffers.

In 2019 in addition to our normal distribution of toys, we partnered with The Family Service Agency at Christmas to give toys to the children and families who were victims of the fires that occurred last year in both DeKalb and Sycamore.

Please accept the enclosed "Commander's Award" as a token of our appreciation. It is because of your support that we will be able to continue to expand our reach helping more children within DeKalb County each year.

Our 2020 campaign will run from October 15th until December 12th. We will be contacting you again at that time. However, you don't have to wait until then. *Anytime* you wish to run a special promotion for Toys for Tots please contact us so that we may assist you in advertising and spreading the word.

Thanks again,

Kara E Eckhardt

Kathi and Kara

Kathi Hogshead Davis, PhD
Coordinator

Kara E. Eckhardt
Assistant Coordinator

U.S. Marine Corps Reserve Toys for Tots Program
DeKalb County IL Toys for Tots
dekalb.il@toysfortots.org
dekalb-il.toysfortots.org
www.facebook.com/toysfortots60115
779-777-5896

Park District
collected Toys &
Food
Dec. 13, 14 derby
Cookies w/ Santa
Event.

United States Marine Corps Reserve

TOYS FOR TOTS

☆☆☆ Commander's Award ☆☆☆

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

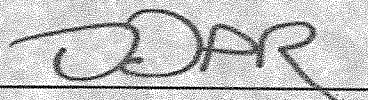
Sycamore Park District

for outstanding support of the

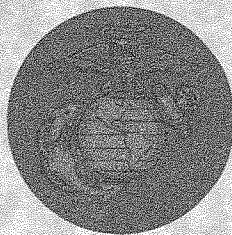
2019 DeKalb County Illinois

Marine Toys for Tots Program

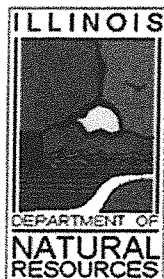
*Your generous contributions have enabled the Marine Corps
to bring the joy of Christmas and send a message of hope
to America's less fortunate children.*



David G. Bellon
Lieutenant General
Commander
Marine Forces Reserve




Kathi Hogshead Davis
Coordinator
U.S. Marine Corps Reserve
Toys for Tots Program



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

JB Pritzker, Governor
Colleen Callahan, Director

January 28, 2020

Daniel Gibble
Sycamore Park District
480 S. Airport Road
Sycamore, IL 60178

RE: FY 2020 OSLAD Application
Memorial Park Development
Grant Award: \$400,000

Dear Mr. Gibble:

I am pleased to inform you that the above referenced project has been approved at the dollar amount indicated, as part of the State's FY 2020 Open Space Lands Acquisition and Development (OSLAD) grant program. The quality of your plans to enhance open space opportunities for Illinois' citizens is recognized by your selection in this year's very competitive selection process.

Your project was one of 83 local outdoor recreation projects (80 development and 3 acquisition), representing \$29.7 million in funding assistance, approved by the Department for FY 2020 OSLAD grant funds.

You will soon be contacted with detailed information and instructions concerning implementation of your project and program compliance responsibilities. Please do not proceed with your project until you have received these instructions.

Once again, congratulations on being one of the successful applicants and thank you for your dedicated efforts to improve outdoor recreation opportunities in Illinois.

Sincerely,

A handwritten signature in cursive script, appearing to read "Colleen Callahan".

Colleen Callahan
Director

CC/jw

Theresa Tevsh

From: Ryan Janisch <rjanisch@syc427.org>
Sent: Tuesday, March 17, 2020 2:32 PM
To: Theresa Tevsh
Subject: Tower

I was so impressed by the tower that your team put together yesterday. Thank you for being such a positive community partner. It was a highlight at my house last night to look through them all. The kids gasped when they saw yours!

Thank you to you and your team!

Ryan Janisch
Principal, North Grove
RJanisch@syc427.org

NOTICE OF CONFIDENTIALITY: The information contained in this email transmission is confidential information which may contain information that is privileged. The information is intended solely for the use of the individual or entity named above. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this email transmission is strictly prohibited. If you have received this email transmission in error, please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not guarantee that either are virus-free and accept no liability for any damage from viruses.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 31, 2020

STAFF RECOMMENDATION

AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE: Recommended Approval

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

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects approximately a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law. The ordinance has been available, now, for 30 days, and we are able to act upon it at this meeting.

FISCAL IMPACT: Documents upper limits of what may be spent. These figures are based upon the Operating and Capital Budgets already approved by the board.

STAFF RECOMMENDATION: Recommend approval of Ordinance 04-2020.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:
BOARD ACTION:

ORDINANCE NO. 04-2020
BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY (1st) OF JANUARY, 2020 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2020.

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

Section I. It is hereby found and determined:

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

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 24th day of March, 2020 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 have heretofore been performed.

Section II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2020 and ending on the thirty-first (31st) day of December, 2020.

I. CORPORATE FUND

Salaries, Wages and Taxes	\$ 563,487
Professional and Contracted Services	\$ 104,064
Administrative Supplies and Expenses	\$ 107,768
Repairs and Maintenance	\$ 95,623
Utilities	\$ 33,870
Insurance	\$ 91,526
Debt Service	\$ 818,516
Operating Transfer to other fund	<u>\$ 100,000</u>
Total Estimated Expenditures	\$ 1,914,854

CORPORATE FUND SUMMARY

Fund Balance January 1, 2020	\$ 854,654
Estimated 2019 Property Taxes & Interest	\$ 1,549,050
Estimated transfer from other funds	\$ 115,288
Estimated transfer of IMRF/SS tax levy	\$ 74,463
Estimated 2020 Corporate Replacement	\$ 57,500
Miscellaneous revenue	<u>\$ 27,370</u>
Total Estimated Available Revenues	\$ 2,678,325
Total Estimated Expenditures	<u>\$ 1,914,854</u>
Estimated Fund Balance December 31, 2020	\$ 763,471

II. RECREATION FUND

Salaries, Wages and Taxes	\$ 992,873
Professional and Contracted Services	\$ 161,756
Supplies	\$ 163,584
Repairs and Maintenance	\$ 63,933
Utilities	\$ 104,855
Insurance	\$ 205,970
Operating Transfer to other fund	<u>\$ 100,000</u>
Total Estimated Expenditures	\$ 1,792,971

RECREATION FUND SUMMARY

Fund Balance January 1, 2020	\$ 448,368
Estimated 2019 Property Taxes & Interest	\$ 1,063,750
Estimated transfer of IMRF/SS tax levy	\$ 131,695
League & Sports Fees	\$ 51,126
Programs/Events	\$ 155,064
Fitness	\$ 205,192
Community Center Services	\$ 57,944
Miscellaneous revenue	<u>\$ 37,214</u>
Total Estimated Available Revenues	\$ 2,150,353
Total Estimated Expenditures	<u>\$ 1,792,971</u>
Estimated Fund Balance December 31, 2020	\$ 357,382

III. RESTRICTED CONTRIBUTIONS

Expenses	\$ 200,000
-----------------	-------------------

RESTRICTED CONTRIBUTIONS SUMMARY

Fund Balance January 1, 2020	\$ 133,273
Donations	\$ 64,400
Operating Transfer from DCCF	<u>\$ 100,000</u>
Total Estimated Available Revenues	\$ 297,673
Total Estimated Expenditures	<u>\$ 200,000</u>
Estimated Fund Balance December 31, 2020	\$ 97,673

IV. SPECIAL RECREATION FUND

Expenses	\$ 231,725
-----------------	-------------------

SPECIAL RECREATION FUND SUMMARY

Fund Balance January 1, 2020	\$ 18,718
Estimated 2019 Property Taxes & Interest	<u>\$ 231,725</u>
Total Estimated Available Revenues	\$ 250,443
Total Estimated Expenditures	<u>\$ 231,725</u>
Estimated Fund Balance December 31, 2020	\$ 18,718

V. IMRF FUND

Expenses	\$ 139,150
-----------------	-------------------

IMRF FUND SUMMARY

Fund Balance January 1, 2020	\$ 0
Estimated 2019 Property Taxes & Interest	<u>\$ 139,150</u>
Total Estimated Available Revenues	\$ 139,150
Total Estimated Expenditures	<u>\$ 139,150</u>
Estimated Fund Balance December 31, 2020	\$ -

VI. SOCIAL SECURITY FUND

Expenses	\$ 120,510
-----------------	-------------------

SOCIAL SECURITY FUND SUMMARY

Fund Balance January 1, 2020	\$ 5,510
Estimated 2019 Property Taxes & Interest	<u>\$ 115,000</u>
Total Estimated Available Revenues	\$ 120,510
Total Estimated Expenditures	<u>\$ 120,510</u>
Estimated Fund Balance December 31, 2020	\$ -

VII. LIABILITY TORT FUND

Expenses	\$ 93,670
-----------------	------------------

LIABILITY TORT FUND SUMMARY

Fund Balance January 1, 2020	\$ 46,724
Estimated 2019 Property Taxes & Interest	<u>\$ 77,050</u>
Total Estimated Available Revenues	\$ 123,774
Total Estimated Expenditures	<u>\$ 93,670</u>
Estimated Fund Balance December 31, 2020	\$ 30,104

VIII. AUDIT FUND

Expenses	\$ 15,985
-----------------	------------------

AUDIT FUND SUMMARY

Fund Balance January 1, 2020	\$ 15,439
Estimated 2019 Property Taxes & Interest	<u>\$ 16,100</u>
Total Estimated Available Revenues	\$ 31,539
Total Estimated Expenditures	<u>\$ 15,985</u>
Estimated Fund Balance December 31, 2020	\$ 15,554

IX. PAVING & LIGHTING FUND

Expenses	\$ 52,272
-----------------	------------------

PAVING & LIGHTING FUND SUMMARY

Fund Balance January 1, 2020	\$ 23,522
Estimated 2019 Property Taxes & Interest	<u>\$ 28,750</u>
Total Estimated Available Revenues	\$ 52,272
Total Estimated Expenditures	<u>\$ 52,272</u>
Estimated Fund Balance December 31, 2020	\$ 0

X. POLICE FUND

Expenses	\$ 2,476
-----------------	-----------------

POLICE FUND SUMMARY

Fund Balance January 1, 2020	\$ 3,522
Estimated 2019 Property Taxes & Interest	<u>\$ 1,000</u>
Total Estimated Available Revenues	\$ 4,522
Total Estimated Expenditures	<u>\$ 2,476</u>
Estimated Fund Balance December 31, 2020	\$ 2,046

XI. DEVELOPMENT CONTRIBUTION FUND

Expenses	\$ 17,428
-----------------	------------------

DEVELOPMENT CONTRIBUTION FUND SUMMARY

Fund Balance January 1, 2020	\$ 178
Development Contributions	\$ 17,250
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 17,428
Total Estimated Expenditures	<u>\$ 17,428</u>
Estimated Fund Balance December 31, 2020	\$ 0

XII. GOLF COURSE FUND

Salaries, Wages and Taxes	\$ 344,537
Professional and Contracted Services	\$ 21,505
Supplies	\$ 43,298
Repairs and Maintenance	\$ 73,313
Utilities	\$ 24,465
Insurance	\$ 56,690
Misc.	<u>\$ 3,623</u>
Total Estimated Expenditures	\$ 567,431

GOLF FUND SUMMARY

Net Position, January 1, 2020	\$ 1,416,989
Estimated transfer of IMRF/SS tax levy	\$ 4,459
Estimated transfer from other funds	\$ 100,000
Daily Fees	\$ 172,781
Season Passes	\$ 100,320
Carts	\$ 117,358
Golf Events & Programs	\$ 31,131
Miscellaneous	\$ 37,950
Pro Shop Sales	<u>\$ 50,301</u>
Total Estimated Available Revenues	\$ 2,031,289
Total Estimated Expenditures	<u>\$ 567,431</u>
Estimated Net Position, December 31, 2020	\$ 1,463,858

XIII. AQUATICS FUND

Salaries, Wages and Taxes	\$ 75,949
Professional and Contracted Services	\$ 1,495
Supplies	\$ 6,601
Repairs and Maintenance	\$ 16,330
Utilities	<u>\$ 21,045</u>
Total Estimated Expenditures	\$ 121,420

AQUATICS FUND SUMMARY

Net Position, January 1, 2020	\$ 387,554
Estimated transfer of IMRF/SS tax levy	\$ 4,837
Daily Fees	\$ 48,956
Season Passes	\$ 37,145
Special Events & Programs	\$ 5,175
Lessons	\$ 23,184
Miscellaneous	\$ 4,888
Total Estimated Available Revenues	\$ 511,739
Total Estimated Expenditures	\$ 121,420
Estimated Net Position, December 31, 2020	\$ 390,319

XIV. CONCESSIONS

Salaries, Wages and Taxes	\$ 72,585
Supplies	\$ 77,361
Repairs and Maintenance	\$ 2,645
Utilities	\$ 5,227
Insurance	\$ 7,907
Misc.	\$ 14,145
Total Estimated Expenditures	\$ 179,870

CONCESSIONS FUND SUMMARY

Fund Balance January 1, 2020	\$ 33,678
Estimated transfer of IMRF/SS tax levy	\$ 6,926
Sports Complex	\$ 42,636
Clubhouse	\$ 80,500
Beverage Cart	\$ 12,765
Catering	\$ 22,023
Pool	\$ 9,718
Marketing Fund	\$ 1,150
Total Estimated Available Revenues	\$ 209,396
Total Estimated Expenditures	\$ 179,870
Estimated Fund Balance December 31, 2020	\$ 29,526

XV. BOND AND INTEREST FUND

Interest	\$ 24,364
Principal	<u>\$ 695,290</u>
Total Expenses	\$ 719,654

BOND AND INTEREST FUND SUMMARY

Fund Balance January 1, 2020	\$ 79,888
Estimated 2019 Property Taxes & Interest	\$ 724,500
Miscellaneous revenue	<u>\$ -</u>
Total Estimated Available Revenues	\$ 804,388
Total Estimated Expenditures	<u>\$ 719,654</u>
Estimated Fund Balance December 31, 2020	\$ 84,734

XVI. CAPITAL FUND

Maintenance Equipment	\$ 89,700
Equipment/Furnishings	\$ 45,425
Golf Course	\$ 291,870
Action 20/20	\$ 1,561,413
Parks & Grounds	<u>\$ 62,100</u>
Total Estimated Expenditures	\$ 2,050,508

CAPITAL FUND SUMMARY

Fund Balance January 1, 2020	\$ 3,099,134
Bond Proceeds	\$ 611,800
Operating Transfer from other fund	\$ 64,400
Grant Income	\$ 165,140
Miscellaneous revenue	<u>\$ 19,550</u>
Total Estimated Available Revenues	\$ 3,960,024
Total Estimated Expenditures	<u>\$ 2,050,508</u>
Estimated Fund Balance December 31, 2020	\$ 1,909,516

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2020 and ending December 31, 2020 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2020 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$ 5,293,480
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 6,815,674
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 8,219,924
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 3,889,230
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,946,075

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

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

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

Passed by the Board of Commissioners of the Sycamore Park District this _____ day of _____, 2020.

President

ATTEST:

Secretary

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 04-2020 entitled "An Ordinance adopting the combined Annual Budget and Appropriation of funds for the Sycamore Park District, DeKalb County, Illinois, for the fiscal year beginning on the first day (1st) of January, 2020 and ending on the thirty-first (31st) day of December, 2020" enacted by the Board at a March 24, 2020, regular meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code with all of the procedural rules of the board in enacting this ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 24th day of March, 2020.

Secretary, Board of Park Commissioners
Daniel Gibble

(SEAL)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Study Session: March 31, 2020

STAFF RECOMMENDATION

AGENDA ITEM: REAL ESTATE AGREEMENT for PARK SITE at NORTH GROVE CROSSING: Recommend Approval

BACKGROUND INFORMATION: Last month, the Board reviewed the attached agreement. This month, I seek your approval. The Park Staff will begin Maintenance on April 15, 2020 for our portion of the park site. The Pond, and its surrounding grounds, remains the responsibility of the HOA in North Grove Crossing

FISCAL IMPACT: At 2.61 acres, the site will cost about \$15,660, annually, to mow and trim.

STAFF RECOMMENDATION: I recommend approval of the Real Estate Agreement for North Grove Crossing park site.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

REAL ESTATE SALES CONTRACT

1. Purchaser. Sycamore Park District, a body politic and corporate, rove, IL 60515, (“Purchaser”) agrees to purchase at a price of Ten and 00/100 Dollars (\$10.00) (the “Purchase Price”), and other consideration set forth herein including covenants that shall survive the closing, that parcel of vacant real estate legally described and also depicted in Exhibit A attached hereto and made a part hereof, consisting generally of that portion of Lot 205 in the North Grove Crossings Subdivision that is suitable for park purposes and that does not include the stormwater facility (hereafter the “Property”).

2. Seller. The North Grove Crossings Homeowners Association, an Illinois not-for-profit corporation (“Seller”) agrees to sell the Property described above, at the above Purchase Price and terms set forth herein, and to convey or cause to be conveyed to Purchaser by a recordable general warranty deed, with release of homestead rights, if any, and a proper bill of sale, subject only to: (a) covenants, conditions and restrictions of record; (b) private, public and utility easements and roads and highways, if any; (c) general real taxes not due and payable at the time of closing, and (d) the terms of Paragraphs 7 and 8 hereof which shall survive closing, provided that such foregoing exceptions are acceptable to Purchaser after review by Purchaser of the Title Commitment, Title Documents and Survey (as those documents are defined herein).

3. Earnest Money. No earnest money deposit is required.

4. Survey. Purchaser, at its sole cost and expense, shall cause to be prepared a plat of survey of the Property that also depicts and legally describes the remainder of Lot 205 to be retained by the Seller (“Plat of Survey”). The Plat of Survey shall be prepared by a registered Illinois land surveyor and shall be certified to have been prepared in accordance with the current Minimum Standard Detail Requirements for boundary surveys and dated not more than six months prior to the date of closing. The legal description of the Property shall be attached hereto as Exhibit A at such time as shall be convenient for purposes of title and closing. The Plat of Survey shall show visible evidence of improvements, rights of way, easements, use and measurements of all parcel lines. The land surveyor shall set monuments or witness corners at all accessible corners of the land.

5. Title Commitment. Seller shall deliver or cause to be delivered to Purchaser or Purchaser’s agent, no later than thirty (30) days after the date of execution, a title commitment (the “Title Commitment”) for an owner’s title insurance policy (the “Title Policy”) issued by the Title Company in the amount of \$10,000.00 covering title to the Property on or after the date hereof, showing title in the intended grantor subject only to (a) the general exceptions contained in the policy; provided, however, that the owner’s title insurance policy shall include an extended coverage endorsement over general exceptions 1-5 inclusive, (b) title exceptions pertaining to liens or encumbrances of a definite or ascertainable amount which may be removed by the payment of money at the time of Closing and which the Seller shall so remove at that time by using the funds to be paid upon the delivery of the deed and (c) the terms of Paragraphs 7 and 8 hereof which survive closing. The Title Commitment shall be presumptive evidence of title as therein shown as to all matters insured by the policy, subject only to the exceptions as therein stated. Seller shall also furnish Purchaser an affidavit of title in customary form covering the

date of Closing and showing title in Seller subject only to the Permitted Exceptions in foregoing items (a) and (b) and unpermitted exceptions or defects in the title disclosed by the Survey, if any, as to which the Title Company to extend insurance in the manner specified below. At Closing, Seller shall, at its expense, deliver or cause to be delivered the Title Policy from the Title Company (including all requested endorsements) to Purchaser.

6. Exceptions to Title Commitment. If the title commitment discloses any unpermitted exceptions or if the Plat of Survey shows any encroachments or other survey matters that are not acceptable to Buyer, then Seller shall have said exceptions, survey matters or encroachments removed, or have the title insurer commit to either insure against loss or damage that may result from such exceptions or survey matters or insure against any court-ordered removal of the encroachments.

7. Representations, Warranties & Covenants. To induce Purchaser to enter into this Agreement, and as a condition precedent to Purchaser's obligation to close the contemplated transaction, Seller hereby represents, warrants and covenants to Purchaser that as of the date hereof and as of the date of the Closing, that:

A. To the best of Seller's knowledge, there are no judicial or administrative actions, claims, causes of action, litigation or other legal proceedings, including, without limitation, condemnation or change in zoning classification actions pending, or to the best of Seller's knowledge, threatened against Seller or the Property.

B. To the best of Seller's knowledge, Seller has received no notice from any governmental authority of any zoning, building, fire or health code violations with respect to the Property that have not been previously corrected.

C. To the best of Seller's knowledge, Seller has received no notice of any threatened condemnation or Eminent Domain proceedings regarding the Property.

D. To the best of Seller's knowledge, the Property has not, is not now and during Seller's ownership will not be used as a sanitary landfill, dump site, industrial disposal area, treatment or storage site for hazardous or toxic materials or for any other similar use, or either a permanent or temporary basis; there are no underground storage tanks, buried waste or drums on, in or under the Property; to the best of Seller's knowledge, no hazardous or toxic material exists on or under the surface of the Property, and no escape, seepage, spillage, discharge, emission or release of any hazardous or toxic material has occurred or shall occur on, from, to, under or above the Property; there are no pending, or to the best knowledge of Seller, anticipated suits, actions, investigations, proceedings, liens or notices from any governmental or quasi-governmental agency with respect to the Property, Seller or any hazardous or toxic material; and the Property is in compliance with all applicable environmental Laws (as hereinafter defined). For purposes of this Agreement, the term "hazardous or toxic material" shall be defined to include: (i) asbestos or any material composed of or containing asbestos in any form and in any type; (ii) petroleum or petroleum based substances; (iii) polychlorinated biphenyls; and (iv) any hazardous, toxic or dangerous waste, contaminant, pollutant, substance, material,

smoke, gas or particulate matter as defined in or regulated by any Laws. Seller agrees to hold harmless, defend and indemnify Purchaser, its agents, employees, representatives, officers, directors, shareholders and affiliates and all of their respective officers, directors, agents, employees, representatives, partners, members, managers, heirs, executors, administrators, legal representatives, successors and assigns (collectively, the "Purchaser Indemnitees") from and against any and all loss, damage, cost, liability or expense (including reasonable attorneys' and consultants' fees, court costs, clean-up, removal, abatement, or encapsulation costs, penalties, fines and lost profits) relating to personal, property or economic injury arising from a breach of the representations, warranties and covenants contained in this Paragraph except if such breach is a result of actions taken by Purchaser Indemnitees). The foregoing indemnity shall survive the Closing and remain in full force and effect for the maximum period provided by law.

E. To the best of Seller's knowledge, there are no violations of applicable, federal, state, county or municipal laws, ordinances, regulations or orders (collectively, "Laws") pertaining to the Property.

F. Neither the execution nor delivery of this Agreement, consummation of the transaction contemplated hereby, nor the fulfillment of or compliance with the terms and conditions hereof, conflict with or will result in a breach of any of the terms, conditions or provisions of any agreement or instrument to which Seller is a party or by which Seller is bound, or constitutes a default under any of the foregoing, or results in the creation of a lien, claim, charge or encumbrance of the Property other than those matters approved by Purchaser pursuant to the terms hereof. This Agreement and all documents to be executed pursuant hereto by the parties hereto are and shall be binding upon the enforceable against Seller in accordance with their respective terms; and Seller has the requisite power and authority to enter into this Agreement and to consummate the subject transaction, and all formal requirements necessary or required by applicable Laws for Seller to enter into this Agreement and to perform hereunder have been complied with.

G. That upon closing, the sole undisputed physical possession of the Property will be delivered to Purchaser free and clear of all leases, tenants and/or tenancies, and there are no parties in possession of the real estate, nor are there any parties with possessory rights in the real estate other than Seller.

H. That upon closing, Seller shall be responsible, at its sole cost, for the maintenance and management of the stormwater facility located on the remainder of Lot 205 for which Seller is retaining ownership.

I. No labor, material or other services have been or are being furnished by or at direction of Seller, its agents, employees, representatives, in or about the Property, or any part thereof, which have not been fully paid for.

8. Covenants of the Purchaser. To induce Seller to enter into this Agreement, and as a condition precedent to Seller's obligation to close the contemplated transaction, Purchaser hereby represents, warrants and covenants to Seller that as of the date of the Closing, that:

A. That upon closing, Purchaser shall be responsible, at its sole cost, for the maintenance and management of the Property, including but not limited to mowing and landscaping (although Seller and Purchaser agree that Purchaser may, upon notice to Seller, voluntarily undertake the mowing of the Property prior to closing).

B. Purchaser shall, within 5 years from the Date of Closing, commence the neighborhood planning process and add amenities to the Property in service of the Purchaser's mission, including 1) the installation of trees of such number and in such varieties and in such locations as Purchaser, in the exercise of its sole discretion, shall determine (first priority); 2) the construction of an ADA Accessible path to the top of the plateau on the Property (second priority); and 3) such other amenities as the Purchaser, in the sole exercise of its discretion, shall determine through execution of its neighborhood planning process, to be appropriate for the Property.

9. Broker. Each Party warrants to the other that there is no Broker for this transaction.

10. Default. In the event of Default by either party, then the Party not in default shall have available all remedies in law and in equity, including, but not limited to the right to seek specific performance. Neither party hereto shall be considered in default under this Agreement until such time as the defaulting party has failed to cure a default within ten (10) days following receipt of written notice from the non-defaulting party specifying the nature of and proposed cure for said default. The obligations described in this Paragraph shall survive the termination of this Agreement.

11. Time and Place of Closing. The time of closing shall be on _____, 2020, unless extended by mutual agreement of the parties or on any date, if any, to which such time is extended by reason of the invocation of any provision herein allowing for the extension of time becoming operative (whichever date is later), unless subsequently mutually agreed otherwise, at the office of the Title Company provided title is shown to be good or is accepted by Purchaser.

12. General Real Estate Taxes and Transfer Taxes. Seller shall take ownership of the Property at closing subject to general real estate taxes for tax years 2019 and 2020, and such taxes (and all future real estate taxes assessed against the Property) shall be paid by Purchaser when due. If this transaction is not exempt, Seller shall pay the amount of any stamp tax imposed by state and county law on the transfer of the title, and shall furnish a completed Real Estate Transfer Declaration signed by the Seller or the Seller's agent in the form required pursuant to the Real Estate Transfer Tax Act of the State of Illinois and shall furnish any declaration signed by the Seller or the Seller's agent or meet other requirements as established by any local ordinance with regard to a transfer or transaction tax; such tax required by local ordinance shall be paid by the party upon whom such ordinance places responsibility therefor. If such ordinance does not so place responsibility, the tax shall be divided between the parties.

13. Risk of Loss. The provisions of the Uniform Vendor and Purchaser Risk Act of the State of Illinois shall be applicable to this Contract.

14. Escrow Closing. This sale shall be closed through an escrow with Chicago Title Insurance Company ("the Title Company"), in accordance with the general provisions of the usual and customary escrow terms then in use by the Title Company. The cost of the escrow shall be divided equally between Seller and Purchaser. The day on which the escrow is closed and Purchaser acquires title to the Property is herein referred to as the "Closing". Seller shall pay for the cost of the Title Commitment and for the issuance of the Owner's Title Insurance Policy, survey charges and all other charges and expenses incurred in fulfilling any conditions precedent to closing and all costs associated with the closing of the transaction not otherwise specified herein; provided that each party will pay its own legal fees and expenses. Purchaser shall pay for any endorsements requested, except for extended coverages which shall be paid by Seller.

15. Time. Time is of the essence of this Contract. All notices herein required shall be in writing and shall be served on the parties in the manner set forth hereinafter.

16. Successors and Assigns. This Agreement shall be binding in all respects on and shall inure to the benefit of Seller and Purchaser and their respective successors and permitted assigns.

17. Entire Agreement. This Agreement represents the entire agreement between the parties hereto and shall not be modified or affected by any offer, proposal, statement or representation, oral or written, made by or for either party in connection with the negotiation of the terms hereof. No future modification, termination or amendment of this Agreement may be made, except by written agreement executed by the parties hereto. No party's failure to insist upon the strict performance of any covenant, duty, or condition of this Agreement or to exercise any right or remedy upon a breach thereof shall constitute a waiver of any such right or remedy, term or condition.

18. Severability. If any provision of this Agreement or the application thereof to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the fullest extent permitted by law.

19. Notices. All elections, notices and other communications to be given hereunder by either party to the other shall be in writing and sent by personal delivery, overnight courier with evidence of receipt, certified or registered mail, return receipt requested, postage prepaid or by email transmission addressed:

Or at such other addresses as the parties may designate to the other by written notice in the manner herein provided. Any such notices or election shall be effective upon delivery, if

personally delivered or emailed, one (1) day after delivery to the overnight courier or two (2) days after depositing same in the United States mail.

20. Possession. Seller agrees to deliver sole and exclusive possession of the Property to Purchaser on the date of Closing.

21. Condemnation. If, prior to the Closing, any proceeding, judicial, administrative or otherwise, is commenced which relates to the proposed taking of all or any portion of the Property by condemnation, eminent domain or the taking or closing of any right of access to the Property, Purchaser shall have the right and option to terminate this Agreement by giving Seller written notice to such effect with twenty (20) days after actual receipt of written notification of any such occurrence or occurrences. Failure to give such notice within such time period shall be presumptive evidence that Purchaser has waived the right and option to terminate by reasons of the occurrence or occurrences of which it has received notice. If Purchaser elects or is required to close the subject transaction, Purchaser shall be credited with or be assigned all Seller's rights to any proceeds therefrom. Seller hereby agrees to give Purchaser written notice with respect to any such proceedings within seventy-two (72) hours of Seller's receipt of any such notice of the institution of such proceedings. If Purchaser is notified of any such proceeding less than twenty (20) days prior to the date of Closing, then the Closing shall be extended to a date which is twenty (20) days after the date Purchaser receives Seller's notice, subject to Purchaser's right to terminate as herein provided. If Purchaser elects to so terminate this Agreement, this Agreement shall become null and void and of no further force and effect, and the Earnest Money, together with all accrued interest thereon, shall be immediately returned to Purchaser.

22. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, and the proper venue for all disputes shall be the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

23. Attorneys' Fees. If either party shall be required to employ an attorney to enforce or defend the rights of such party hereunder, the prevailing party shall be entitled to recover reasonable attorneys' fees, expenses and court costs, and in the absence of the adjudication of a prevailing party, all said fees and expenses shall be paid in accordance with any settlement agreement.

24. Miscellaneous. Captions of paragraphs herein are inserted for convenience only and are in no way to be construed as part of this Agreement or as a limitation of the scope of the particular paragraphs to which they refer. All provisions of this Agreement which involve obligations, duties or rights which have not been determined or ascertained as of the date of the Closing and all representations, warranties and indemnifications made hereunder shall be deemed to survive the Closing. In addition to all other requirements contained in this Agreement, Seller shall deliver at Closing such other documents, instruments and certifications as may be reasonably required by Purchaser or the Title Company to fully effectuate and consummate the subject transaction. The terms and conditions of this Agreement shall not merge with, be extinguished or otherwise affected by any subsequent conveyance or instrument by or between Seller and Purchaser hereto unless such instrument shall specifically so state and be signed by Seller and Purchaser.

25. Acceptance of Offer. A duplicate original of this Contract, duly executed by the Seller, shall be delivered to the Purchaser within 5 business days from the date hereof, otherwise, at the Purchaser's option, this Contract shall become null and void and the earnest money shall be refunded to the Purchaser.

26. Counterparts. This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

27. Captions. The captions in this Contract are inserted for convenience of reference and in no way define, describe or limit the scope of intent of this Contract or any of its provisions.

Seller and Purchaser have executed this Agreement this ____ day of _____, 20____.

PURCHASER:

SYCAMORE PARK DISTRICT

By: William Kroeger, President Board Of Commissioners

Signature: _____ **Date:** _____

Daniel Gibble, Secretary

Signature: _____ **Date:** _____

(Seal)

SELLER:

NORTH GROVE CROSSINGS HOMEOWNERS ASSOCIATION

By: Shara Langrehr, Agent/Manager
Print Name Print Title

Signature: Shara Langrehr **Date:** 2/21/20

This instrument was acknowledged to me by the "Seller" named, above, on behalf of and legally representing the North Grove Crossings Homeowners Association and the homeowners of North Grove Crossing; a subdivision in Sycamore, IL 60178 on this

21st day of March, 2020.

[Signature]
Notary Public

(Notary Stamp)

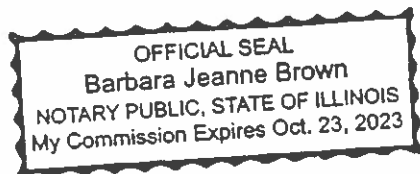


Exhibit A

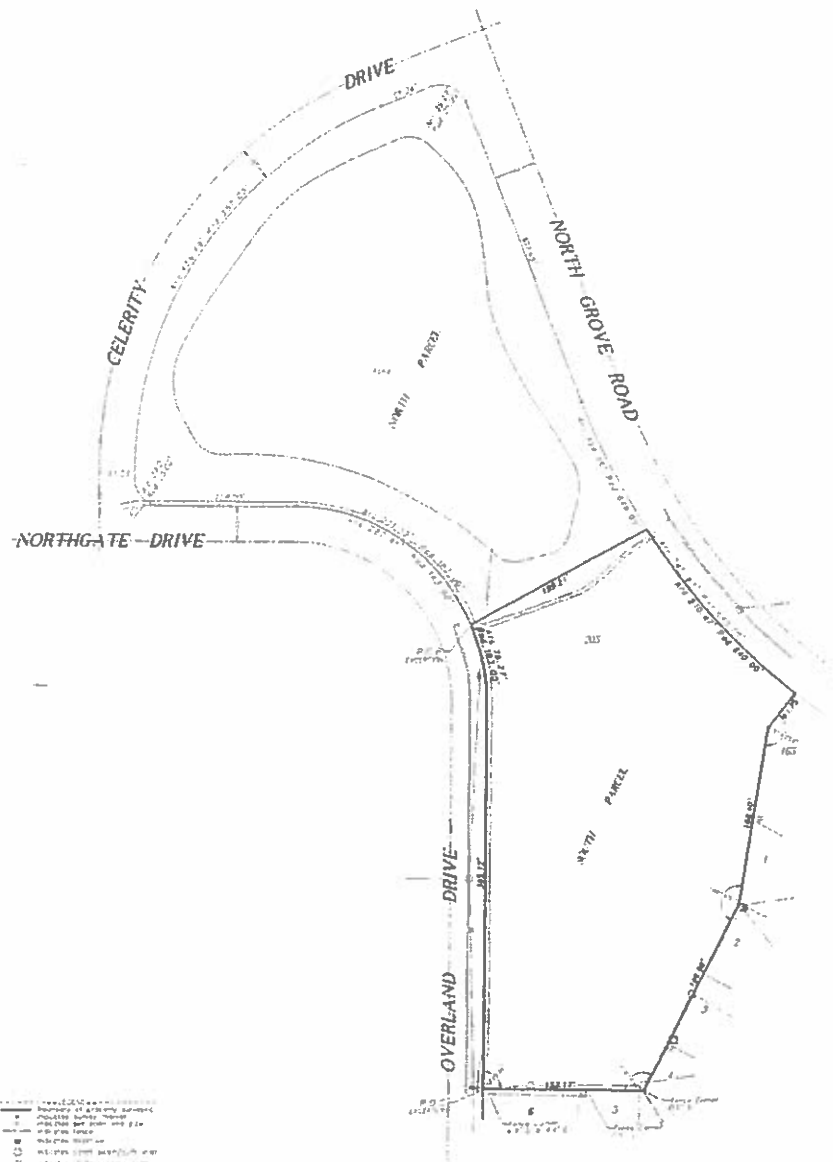
Legal Description and Permanent Index Number (PIN)

PLAT AND CERTIFICATE OF SURVEY

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed. My commission expires _____.

WITNESSE MY HAND AND SEAL OF OFFICE this _____ day of _____, 20__.

Notary Public in and for the State of Kansas



- Boundary of any survey
- Boundary of any easement
- Boundary of any right-of-way
- Boundary of any other interest
- Easement
- Right-of-way
- Other interest
- Etc.

STATE OF KANSAS
 COUNTY OF DEWELL

I, _____, County Clerk, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the office of the County Clerk.

WITNESSE MY HAND AND SEAL OF OFFICE this _____ day of _____, 20__.

Prepared by:
 J.C. [Name]
 Surveyor No. [Number]
 1515 [Address]
 To: [Name]

FOR DRAWING COPY NUMBER
 20 42 OCT 2012

RECORDING OFFICE
 DEPARTMENT OF REVENUE
 1515 [Address]

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: March 31, 2020

STAFF RECOMMENDATION

AGENDA ITEM: EXECUTIVE SUMMARY: First and Final Review

BACKGROUND INFORMATION: It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information. With the cancellation of our February meeting, there was no Draft. This is the final version.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in January/February of each year for first review by the board, and approved in February/March. It puts in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

Background

Mission Statement
Commissioner Contact Information
Executive Director Contact Information
Board Meeting Dates
Brief History
Holiday Schedule
Organizational Chart
Full Time Staff
FT/PT Pay Schedules

Financial Analysis

Major Fund Comparison of Operating Budget 2018 vs 2019
Appropriation Comparison 2018 vs 2019
Comparison of Tax Levy 2018 vs 2019
Historical Comparison of EAV and Tax Rate
Bond Analysis
Historical Levy Rates of Various Taxing Bodies w/Pie Chart

Budget

FY2020 Operating Budget Summary (Please note this will only be in the final copy)
 FY2020 Operating Budget Detail ”

Action 20/20

Action 20/20 as of March 2020

Program and Facility Use Stats

Golf Course Comparative Analysis

Program Participation Numbers

Aquatics Sales Analysis

Community Center Analysis (includes Pathway Fitness, Track, Open Gym

Recreation Analysis (includes Pavillions, Community Center, Clubhouse
 and Dog Park)

Major Fee Categories

Golf Course Fees

Program Fees

Aquatics Fees

Community Center Fees – (Includes Pathway Fitness, Track, Open Gym)

Recreation Fees – (Includes Pavillions, Community Center,, Clubhouse and
 Dog Park)

Significant Events from 2019

Parks and Facilities

Recreation (includes Aquatics)

Golf

Administration (includes Concessions)

FISCAL IMPACT: None.

STAFF RECOMMENDATION: For review and discussion only at this
 point.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 31, 2020

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TREASURER TO TRANSFER FUNDS: Recommend Approval

BACKGROUND INFORMATION:

Funds were transferred from the General Fund to the Golf Fund in the amount of \$76,311. This eliminates the December 31, 2019, negative cash, for the Golf Fund.

Also, I have recorded a transfer from the Donation Fund to the Action 2020 Fund, in the amount of \$26,420. This moves funds received in the park district account, in 2019 for Leaf A Legacy. Funds remain in the DeKalb County Community Foundation Action 2020 account. I will be reviewing to determine how much will be transferred in 2020.

A transfer of \$96,000 was made out of the Special Recreation Fund to the Corporate Fund. It has always been scheduled that funds from Special Recreation would help cover some of the Action 2020 costs. The bond payments for Action 2020 are being processed out of the Corporate Fund, therefore I am transferring the funds from Special Recreation to Corporate.

Finally, \$15,000 was transferred from the Developer Contributions Fund to the Capital Fund to cover part of the cost of installing a shelter at Ovitz Park. In 2018, \$19,000 was transferred and an addition \$6,000 will be transferred in 2020 to complete this transaction.

The choice of funds to transfer funds from was based upon the desire to keep the fund balance at the level outlined in the fund balance policy, 25%.

The Board now needs to finalize these actions by their authorization. These adjustments have been given to the auditors to include in our draft that you will see next month.

FISCAL IMPACT: In regards to the transfer to Golf, reduces funds available in the General to conduct other activities in the district and eliminates the negative cash in the Golf Course Fund. The transfer from the Special Recreation Fund to the Corporate Fund will help cover the cost of the debt service related to Action 2020. Transfer to the Action 2020 Fund contributes to the funding of the Legacy Campus. These were included in the 2019 Budget. The transfer of Impact Fees to Capital Fund was also budgeted, however, the full amount was not available as of December 31, 2019.

STAFF RECOMMENDATION: Staff recommends that the Board approve the transfer of funds as outline above.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Study Session: March 31, 2020

STAFF RECOMMENDATION

AGENDA ITEM: POLICY on RESIDENCY: Recommend Approval

BACKGROUND INFORMATION: Upon the conclusion of the hiring process for the next Sycamore Park District Executive Director, the current Executive Director was requested to draft a new policy to address the Board's desire to require an Executive Director to live in Sycamore.

In my research I found very few area organizations that require this, however DeKalb Park District does. Additionally, many have loose requirements for key employees to live in close proximity because of the need to "call in", or require attendance and access to work on short notice for snow, storm, or other emergency responses.

As a result of the request and research, the Board will find attached two items that they must approve/amend.

- The Personnel Policy Table of Contents
- The new policy Item 1-19

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I recommend discussion and then approval.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

**Sycamore Park District
PERSONNEL POLICY MANUAL**

INTRODUCTION AND AT-WILL DISCLAIMER

EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT

WHAT SPD EXPECTS FROM YOU/OPEN COMMUNICATION POLICY

PREFACE

SECTION 1: EMPLOYMENT POLICIES

- 1-1 Classification of Positions
- 1-2 Independent Contractors
- 1-3 Job Descriptions
- 1-4 Hours on Duty
- 1-5 Employment and Vacant Positions
- 1-6 Child Labor Laws
- 1-7 Criminal Background Investigations
- 1-8 Pre-Employment Testing
- 1-9 Americans With Disabilities Act
- 1-10 Equal Employment Opportunity
- 1-11 Pregnancy Discrimination
- 1-12 District Property
- 1-13 Modified Duty Program
- 1-14 Personnel Files
- 1-15 Separations
- 1-16 Work Schedules
- 1-17 Anniversary Dates
- 1-18 Succession Policy
- 1-19 Residency

SECTION 2: COMPENSATION POLICIES

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

SECTION 3: EMPLOYEE CONDUCT POLICIES

- 3-1 Meeting Attendance
- 3-2 Political Activity
- 3-3 Attendance
- 3-4 Proper Dress and Appearance
- 3-5 Children in the Workplace
- 3-6 Smoke Free Workplace
- 3-7 Personal Information
- 3-8 Work Areas
- 3-9 Weapons in the Workplace
- 3-10 Carelessness
- 3-11 Workplace Wrongdoing
- 3-12 Radio and Telephone Use
- 3-13 Romantic Relationships
- 3-14 Violence in the Workplace
- 3-15 Solicitation and Distribution and Use of Bulletin Boards
- 3-16 Employee Cooperation
- 3-17 Alcohol and Drug Abuse
- 3-18 Discipline
- 3-19 Conflict of Interest
- 3-20 Gifts
- 3-21 Grievances
- 3-22 Reporting Abused or Neglected Children
- 3-23 Accommodating Disabilities
- 3-24 Discrimination and Harassment
- 3-25 Payroll
- 3-26 Blogging and Social Media Policy
- 3-27 Safety
- 3-28 Transgender Policy
- 3-29 Footwear
- 3-30 Housekeeping
- 3-31 Bloodborne Pathogens and Communicable Diseases

SECTION 4: EMPLOYEE LEAVE POLICIES

- 4-0 Benefits: General
- 4-1 Vacation
- 4-2 Personal
- 4-3 Holiday
- 4-4 Bereavement
- 4-5 Jury Duty
- 4-6 Disability
- 4-7 Maternity/Paternity
- 4-8 Family and Medical Leave Act
- 4-9 Military Leave

- 4-10 School Visitation Rights Act
- 4-11 Family Military Leave
- 4-12 Absence Without Leave
- 4-13 Victim's Economic Security and Safety (VESSA)
- 4-14 Personal Leave of Absence
- 4-15 Miscellaneous Benefits
- 4-16 Health/Wellness Leave
- 4-17 Sick Leave Donation
- 4-18 Child Bereavement Leave

SECTION 5: DISTRICT PROPERTY & FACILITIES

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

SECTION 6: EMPLOYEE BENEFITS

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

SECTION 7: WORKPLACE MATTERS

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

Policy 1-19: Residency

Recognizing that the Executive Director is a well-paid, tax-supported position in the Sycamore Community, and that the requirements of the position demand local sensitivity to matters related to our residents, while also calling on the Executive Director to be present on evenings and weekends for various events, meetings, and public exposure, it is a requirement of any individual who is hired for the Executive Director position to own/rent a residence within the 60178 zip code, but more preferably within the boundaries of the Sycamore Park District. This should occur within 3 months of their starting date for work as the Executive Director.

All other positions at the park district do not require residency in Sycamore Park District. However, some positions that have special duties, on call requirements, etc. may require hiring of individuals who live with easy access to Sycamore on short notice—for example: 15 minutes or less—as determined by the Supervisor of that position.

Adopted: March 2020

Revised: