

Sycamore
PARK DISTRICT
Established 1923

**Sycamore Park District
Regular Board Meeting
April 28, 2020
6:00 PM
Remote Meeting Access**

The Sycamore Park District will be using Zoom to allow for remote electronic attendance to conduct this Park Board meeting remotely per Executive Order 2020-07 in response to COVID-19.

Commissioners, staff and the public are encouraged to participate remotely via web conferencing at <https://us04web.zoom.us/j/78057577146?pwd=Y0t4eU1YUTdQcEt2dFVSN3dENFJ0UT09>, Meeting ID: 780 5757 7146 Password: 8QBdGh. Please note that depending on your device, you may be directed to install the Zoom app to join the meeting.

Public comment will be accepted under "Public Input." Please state your name, address, and limit your comments to three (3) minutes. If you desire to offer public comment during this portion of the meeting, please contact Jackie Hienbuecher at jackieh@sycamoreparkdistrict.com before 5:00 p.m. on April 28, so the board can be prepared to recognize you at the proper time. For ease, comments may also be emailed to jackieh@sycamoreparkdistrict.com by 5:00 p.m. the day of the meeting to be read aloud on your behalf.

This meeting is being recorded through ZOOM.

AGENDA

CALL TO ORDER (Roll Call Vote)

Motion to permit Commissioners Doty, Graves, Kroeger, Schulz, and Strack to participate remotely. (Roll Call Vote)

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

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

- 3. APPROVAL OF ORDINANCE 05-2020 TEMPORARY REMOTE ATTENDANCE POLICY-Dan (Roll Call)**

APPROVAL OF MINUTES: (Voice Vote)

- 8. Regular Minutes: March 31, 2020 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

- 15. Claims Paid Since Board Meeting (Roll Call Vote)**

CONSENT AGENDA:

- 33. Superintendent of Finance Monthly Report**
- 38. Budget Report**
- 52. Superintendent of Recreation Monthly Report**
- 67. Superintendent of Golf Operations Monthly Report**
- 70. Superintendent of Parks and Facilities Monthly Report**
- 75. Executive Director Monthly Report**

CORRESPONDENCE

- 77. Pickleball**
- 79. Katie Davis – Cooking Competition Winner**

OLD BUSINESS:

- Executive Director Search Committee Update—Ted/Ben
Update Regarding MMNH—Theresa**
- 80. Resolution 01-2020: Retirement Agreement For Executive Director—Bill (Roll Call)**
- 88. Consider Bench Donation—Bill (Voice Vote)**

NEW BUSINESS:

- 94. Affirm IDOT Bid for ITEP Trail Project: Forest Preserve to Old Mill Park/ Segment 1—Dan (Roll Call Vote)**

PUBLIC INPUT

ADJOURN

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Study Session: April 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION of Ordinance 05-2020 - TEMPORARY REMOTE ATTENDANCE POLICY: Recommend Approval

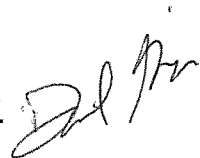
BACKGROUND INFORMATION: In order for us to hold this meeting, this Ordinance must first be adopted by the Board (Roll Call)

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I recommend approval of Ordinance 05-2020

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE 05-2020**AN ORDINANCE ADOPTING REMOTE ATTENDANCE POLICIES AND TEMPORARY PUBLIC COMMENT RULES FOR THE SYCAMORE PARK DISTRICT**

WHEREAS, the Sycamore Park District (“*District*”) is An Illinois Park District, body politic, and unit of local government formed and operating under the Illinois Park Code; and

WHEREAS, if a quorum of members of a public body are physically present, a majority of the public body may allow a member to attend the meeting by video or audio conference under certain conditions in the Open Meetings Act, 5 ILCS 120/7, and in accordance with rules previously adopted by the District; and

WHEREAS, the Open Meetings Act permits any person an opportunity to address public officials under the rules established and recorded by the public body, 5 ILCS 120/2.06; and

WHEREAS, Governor JB Pritzker declared all counties in the State of Illinois as a disaster area on March 9, 2020 (“Gubernatorial Disaster Proclamation”) due to the ongoing outbreak of Coronavirus Disease 2019 (COVID-19); and

WHEREAS, Governor JB Pritzker issued Executive Order No. 2020-07 on March 16, 2020, suspending the provisions of the Open Meetings Act requiring or relating to in-person attendance by members of a public body during the Gubernatorial Disaster Proclamation to increase social distancing needed to reduce the spread of COVID-19; and

WHEREAS, the Board of Commissioners of the Sycamore Park District desire to supplement their rules and adopt temporary remote attendance and public comment rules to facilitate access to public meetings while practicing social distancing in accordance with Executive Order No. 2020-07 and such further laws, regulations, and orders that may be implemented during the Gubernatorial Disaster Proclamation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Sycamore Park District as follows:

SECTION 1: The forgoing recitals are hereby incorporated into this Ordinance herein as findings of the Sycamore Park District Board of Commissioners.

SECTION 2: The Board of Commissioners hereby approve the Temporary Remote Attendance and Public Comment Policy, substantially in the form of *Exhibit A*, attached and hereby incorporate in to this Ordinance by this reference. This Section will be automatically repealed when the Gubernatorial Disaster Proclamation is terminated by the Governor of the State of Illinois. .

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed on _____, 2020, on a roll call vote as follows:

AYES:

NAYES:

ABSTAIN:

ABSENT:

President

ATTEST:

Secretary

Published in pamphlet form by the authority of the Sycamore Park District on

_____, 2020.

Secretary

EXHIBIT A

TEMPORARY REMOTE ATTENDANCE AND PUBLIC COMMENT POLICY

Section 1. Remote Attendance.

- a. During the duration of the Gubernatorial Disaster Proclamation, as defined in Executive Order 2020-07, the provisions of the Sycamore Park District Remote Attendance Policy requiring or relating to in-person attendance by the Board of Commissioners, or any of their subsidiary bodies, boards, commissions, or committees subject to the Open Meetings Act and their subsidiary bodies (“public body”) are suspended. Specifically,
 - i. any requirement that a member must be physically present is suspended; and
 - ii. a member may be authorized to attend remotely for reasons other than personal illness or disability; employment purposes or the business of the public body; or a family or other emergency.
- b. The public body will seek to postpone consideration of public business where possible.
- c. When a meeting is necessary, the public body will seek to:
 - i. provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting; and
 - ii. update its website and social media feeds to keep the public fully apprised of any modifications to its meeting schedules or the format of its meetings due to COVID-19, as well their activities relating to COVID-19.

Section 2. Public Comment.

- a. During the duration of the Gubernatorial Disaster Proclamation, public body meetings will remain open and convenient to members of the public, while observing the limits on public gatherings and social distancing required by law. The Sycamore Park District strongly encourages members of the public to attend meetings of its public bodies by video or audio conference. For the safety of the public, elected officials, and staff during meetings, access to Facilities may be limited, or meetings may be held at a location with a larger room, or broadcast in multiple rooms at location. The Park District will seek to share information about the format of each public body’s meetings on the Park District’s website and social media feeds.
- b. Members of the public may submit public comments by email, voicemail or by participating in a web conference (e.g. GoToMeeting) the public body use to conduct that meeting. The agenda for each meeting will include the email address and phone number where public comments can be addressed, and information about any web conference.

- c. Each person may submit one email or voicemail for public comment at each public body meeting, and the Park District Secretary will arrange to have the emails read or voicemails played for up to five minutes each.
- d. The chair of the meeting may recognize members of the public to submit public comment through any web conference platform used for that meeting. Members of the public will have their microphones muted during the meeting except for the time assigned to them to present public comment. Members of the public may request to submit public comment through the web conference chat function, and the chair of the meeting will recognize those members of the public at the time reserved for public comment. To help maintain an orderly meeting, public comment will not be accepted through the web conference chat function.
- e. All previously-adopted rules public comment rules consistent with these rules shall continue to be enforced.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 31, 2020**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse located at 940 E. State St., in Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, March 31, 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, 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: **None**

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

Guests at the Board meeting were:

None

Regular and Consent Agenda Approval – Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the January 28, 2020 Regular Meeting Minutes. Commissioner Doty seconded the Motion.

Voice Vote

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

Motion

Commissioner Schulz moved to approve the Jan. 21, Feb. 18, Feb. 24, Feb. 26, 2020 Study Session Minutes. Commissioner Doty seconded the Motion.

Voice Vote

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

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 Sycamore Park District
 Tuesday March 31, 2020
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Motion

Commissioner Schulz moved to approve the Jan. 21, Feb. 18, Feb. 24, and Feb. 26, 2020, 2020 Executive Session Meeting Minutes to remain confidential. Commissioner Graves seconded the Motion.

Roll Call

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

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$517,474.55. 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 5-0.

Correspondence –

Self Care Fair – Thank You
 Self Care Fair – Thank You
 Club 55 Instructor – Peggy Gelms Thank You
 US Marine Corps Toys for Tots
 IDNR – Grant
 Ryan Janisch – Email
 Supt. Tevsh handed out one at this time of our Movie in the Park Trailer Logo

Public Input - None

Positive Feedback – None

PUBLIC HEARING:

President Kroeger said: At this time, we will have the Public Hearing on the FY2020 Budget & Appropriation Ordinance 04-2020.

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.

Motion

Commissioner Schulz made a motion to open the Hearing. Commissioner Graves seconded the Motion.

Minutes of the Regular Meeting of the Board of Commissioners

Sycamore Park District

Tuesday March 31, 2020

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President Kroeger asked for any comments from the public and there were none.

Motion

Commissioner Schulz made a motion to close the hearing. Commissioner Graves seconded the Motion.

Roll Call

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

Monthly Report – None

Plan Commission Report - There was no meeting.

Old Business

Executive Director Committee Update – President Kroeger told staff the Board made an offer to Jeremy Rogers and he has accepted another offer at a different location. At this time, with the current conditions, we are not conducting another search. The Board has asked Dan to delay his retirement.

Update Regarding the MMNH – Supt. Tevsh noted the last meeting on 3-13 they had 3 of the 5 members. They are moving along and sticking to the plan. There are no live animals in the building now. She also noted that the Museum gave her their Nicor bill and she now has their Com Ed bill. They have no funds to pay these bills. Supt. Donahoe noted he is checking the building periodically and has the heat down at 60 now since the live animals are out of the building. He also has all the cages and tanks left turned off. Director Gibble noted there were emails from the City about the Museum collection being moved out of the building and saying that the collection belongs to the City. The Museum Board President Josephine has no evidence the City owns the Collection. He also noted that the Museum previous Director has been calling people for money. Rose from the Chamber even called Dan on the animals being taken out of the building. He informed her that the people who donated the animals are given the first chance to take them back and that is who has been taking the animals out. Supt Tevsh noted that Burpee has showed the Museum a permit for taxidermy and they want the collection. The original owner said they would love for the Burpee Museum to have the collection. Director Gibble noted he has emailed the city on the transfer of title and an intergovernmental agreement and has heard nothing back from them.

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Budget and Appropriation Ordinance 04-2020 – 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.

Motion

Commissioner Schulz moved to approve Budget and Appropriation Ordinance 04-2020.
 Commissioner Graves seconded the Motion.

Roll Call

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

New Business

Review and Approval of Real Estate Agreement for North Grove Crossing – Director Gible noted this now leaves only two future park sites that are held by Shodeen Development that we are unable to reach an agreement on. Commissioner Schulz suggested a press release on this park being approved and that it now leaves the other two.

Motion

Commissioner Strack moved to approve the North Grove Crossing Agreement.
 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 5-0.

Executive Summary – Recording Secretary Freeman noted this is the first and final version of the executive summary. Commissioner Strack noted we need to revisit our Mission Statement some time.

Motion

Commissioner Schulz moved to approve the Executive Summary. 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 5-0.

Authorize Treasurer to Transfer Funds -

Motion

Commissioner Strack moved to authorize treasurer to transfer funds. Commissioner Schulz seconded the Motion.

Roll Call

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

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April Study Session will be on April 21st at 6:00 pm. –

Policy on Executive Director Living in Sycamore – Director Gible noted that President Kroeger asked him to put together this based on the discussion the board had.

Motion

Commissioner Strack moved to approve the Policy on Executive Director Living in Sycamore as presented. Commissioner Schulz seconded the Motion.

Roll Call

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

Public Input –

- President Kroeger thanked staff for all they have done the past few weeks with the changes, working from home and the safe practices going forward.
- President Kroeger noted he has seen people on our playgrounds and asked if we should be taping these off.
- Supt. Donahoe noted we have been instructed not to tape them off.
- Director Gible noted that taping them off makes them more liable and this has come from our attorney.
- Supt. of Tevsh noted that there were a group of people outside our community center building with blankets and their coffee in their chairs under our awning. Director Gible noted our attorney said to let the police handle it.

On regards to Coronavirus (Covid-19) effecting operations, Director Gible noted he wanted to talk about the summer brochure deadline coming up. He has told Supt. Tevsh to hold off on the brochure. He noted that sometime in the next week, he will have a letter sent out to the residents explaining what we are doing, since the Governor has extended the shelter in place until April 30th. He asked the board for their thoughts on what he sent to them earlier. President Kroeger noted we should hold off for another two weeks. He is hearing this is going to get worse. Delay through April and see where we are at then. Commissioner Doty suggested that putting a message in the mailer the summer brochure is delayed so we can give the most accurate information we can. There was more discussion on what can be done with programming, golf, etc. and the cost of it. Director Gible suggested that staff will have a proposal ready for the 4-21 study session and the board can act on it at that time.

Director Gible noted he needs to hear from the Board do we find ways to keep people working and keep them paid or is the board looking for ways to save money. Commissioner Graves noted to continue what we are doing with staff till at least the end of April. President Kroeger noted he wants to continue as we are paying the full staff as long as we can and get through April, May, and June. We need to maintain things, but not go above that. Director Gible asked the board for confirmation to continue status quote through 4-30 and that all full time, IMRF eligible continued to be paid whether they work or not. President Kroeger stated he wants to keep staff as long as possible and the rest of the board agreed with this. Commissioner Strack did ask for a best guess

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financially month to month. Director Gibble noted he has the superintendents looking at their budgets now that we are closed through April 30th. It will be harder to get what it might look like for May and on. President Kroeger noted that the board will try to make decisions on a month to month basis at this point. Commissioner Doty suggested paying employees through 4-30 and have a conversation at the next board meeting.

Commissioner Graves noted he feels the pool is a big concern. If we hire the kids for the pool and then it doesn't open and then the kids do not have any jobs. Supt. Tevsh noted that the pools were touched on in a webinar and the cost to turn on the pool and then the season is cut short. Commissioner Doty asked what the last date would be for the pool to open it up. Director Gibble noted that Bob and Jeff are already doing work at the pool to get it ready and it could be closed at any time. Commissioner Schulz suggested not doing the brochure this summer to save money and put things out in a different manor. President Kroeger noted that for the golf course there is still maintenance that must be done even if it doesn't open up. With the pool it could open and maybe et 1-2 months. Supt. Lundbeck noted that if you decide later to open the pool, your workforce could have gotten other jobs so you will have no staff. There was more discussion on staffing. Director Gibble noted that we are going to take a loss anyway this summer, so how can we offer something to get some good will from the community. Commissioner Doty suggested going through the process and give the board more time to get more information to make a decision on the pool. Director Gibble suggested that we continue with the interview and hiring process for the pool and make a final decision by 4-21 study session with the board's approval. Supt. Donahoe noted that we can wait to make a decision on the pool, since they can open the pool whenever and it takes about 2-3 weeks to get it completely ready.

Motion

The Board adjourned the Regular Session to go into Executive Session at 8:05 pm on a motion made by Commissioner Schulz for the reasons 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.

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 Sycamore Park District
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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.

The Board convened to Executive Session at 8:10 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, and Director Gibble.

Motion

The Board adjourned the Executive Session at 8:41 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 5-0.

The Board reconvened to Regular Session at 8:41pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present along with Recording Secretary Jeanette Freeman, and Director Gibble

Motion

The Board adjourned the Regular Session at 8:41 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Strack.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
908705028		01 NASUTCKET CAP	501000001301	02/21/20	00004389	61847	04/09/20	6,009.50	783.76
		02 MESH WHITE CAP	501000001301		00004389				84.00
		03 SUNDROP VISOR	501000001301		00004389				90.00
		04 STAFF VISOR	501000001301		00004389				72.00
		05 MESH LEGACY CAP	501000001301		00004389				162.00
		06 TP STAFF CAP	501000001301		00004389				180.00
		07 SHIPPING INV 908705028	501000001301		00004389				168.00
		08 DISCOUNT INV 908705028	501000001301		00004389				42.88
									-15.12
908705029		01 PINN EXCEPTION BULK CUSTOM	501000001300	02/21/20	00004437	61847	04/09/20	6,009.50	242.45
		02 SHIPPING INV 908705029	501000001300		00004437				225.00
		03 DISCOUNT INV 908705029	501000001300		00004437				21.95
									-4.50
908738019		01 PRO-VI PREBOOK 3/2/20	501000001300	02/28/20	00004384	61847	04/09/20	6,009.50	4,645.52
		02 PRO-VI SHAMROCK 6 DZ 3/2/20	501000001300		00004384				2,268.00
		03 AVX PRE BOOK 3/3/20	501000001300		00004384				246.00
		04 AVX COUNTER 6 DZ 3/2/20	501000001300		00004384				648.00
		05 TOUR SOFT PREBOOK 3/2/20	501000001300		00004384				216.00
		06 TOUR SOFT 4 DZ DISPLAY 3/2/20	501000001300		00004384				459.00
		07 VELOCITY PREBOOK 3/2/20	501000001300		00004384				102.00
		08 VELOCITY 6 DZ JAREALL 3/2/20	501000001300		00004384				246.00
		09 TRUFEL PREBOOK 3/2/20	501000001300		00004384				117.00
		10 DISCOUNT INV 907738019	501000001300		00004384				255.00
		11 SHIPPING INV 908738019	501000001300		00004384				-91.14
		12 AVX COUNTER 6 DZ 3/2/20	501000001300		00004384				179.66
		** COMMENT **							0.00
908750664		01 PRO-VI PREBOOK 3/2/20	501000001300	03/03/20	00004384	61847	04/09/20	6,009.50	222.23
		02 SHIPPING INV 908750664	501000001300		00004384				216.00
		03 DISCOUNT INV 908750664	501000001300		00004384				10.55
									-4.32
908762974		01 PRO-VI PREBOOK 3/2/20 BALANCE	501000001300	03/05/20	00004384	61847	04/09/20	6,009.50	115.54
		02 DISCOUNT INV 908762974	501000001300		00004384				108.00
		03 SHIPPING INV 908762974	501000001300		00004384				-2.16
									9.70
ADVANCE	ADVANCE AUTO PARTS							VENDOR TOTAL:	6,009.50
2454-420316		01 CONCESSION CART BRAKES	303100066409	03/02/20	00004441	61849	04/09/20	275.88	23.38
									23.38

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-420317	01 BACK PK AIR FILTERS	101500066403	03/02/20	00004460	61849	04/09/20	275.88	16.60 16.60
	2454-420550	01 FUEL FILTER 9016	504100066403	03/05/20	00004480	61849	04/09/20	275.88	6.63 6.63
	2454-420657	01 BRAKE CLEANER, ROLL PINS SHOP	101500066402	03/06/20	00004482	61849	04/09/20	275.88	63.66 63.66
	2454-420672	01 BLOWER/TRIMMER SPARK PLUGS	202100066403	03/06/20	00004481	61849	04/09/20	275.88	37.70 37.70
	2454-420674	01 BACKPACK BLOWER SPARK PLUGS	101500066403	03/06/20	00004479	61849	04/09/20	275.88	19.36 19.36
	2454-420796	01 PLOW LIGHTS	101500066402	03/09/20	00004485	61849	04/09/20	275.88	6.70 6.70
	2454-421000	01 SOD CUTTER FILTERS	202100066402	03/12/20	00004493	61849	04/09/20	275.88	18.18 18.18
	2454-421024	01 SPARK PLUG	101500066403	03/12/20		61849	04/09/20	275.88	8.96 8.96
	2454-421040	01 AIR FILTER MOWER	101500066403	03/12/20	00004505	61849	04/09/20	275.88	18.18 18.18
	2454-421088	01 TRI WAVE SEEDER PLUG	101500066402	03/13/20	00004509	61849	04/09/20	275.88	13.98 13.98
	2454-421232	01 AIR FILTERS SMALL ENGINES	504100066403	03/16/20	00004521	61849	04/09/20	275.88	15.09 15.09
	2454-421324	01 TOP DRESSER FILTERS	504100066402	03/18/20	00004530	61849	04/09/20	275.88	13.14 13.14
	2454-421474	01 PLUG TAP	101500066403	03/20/20		61849	04/09/20	275.88	14.32 14.32
ADVANCET	ADVANCED TURF SOLUTIONS						VENDOR TOTAL:		275.88
S0822632	01 GOLF GREENS FERTILLIZER		504100076506	04/15/20		61924	04/23/20	454.56	454.56 454.56

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC							454.56
	361394							
		01 AFLAC - PRE TAX	101000002006	04/12/20	04/23/20	61925	605.90	605.90
		02 AFLAC AFTER TAX	101000002007					568.70
								37.20
								VENDOR TOTAL:
AIRGAS	AIRGAS USA LLC							605.90
	9967151733							
		01 RENT-WELDING TANKS	101500066401	12/31/19	04/23/20	61926	63.80	31.90
								31.90
	9967931466							
		01 RENT- WELDING TANKS	101500066401	01/31/20	04/23/20	61926	63.80	31.90
								31.90
	9969427432							
		01 RENT-WELDING SHOP TANKS	101500066401	03/31/20	04/09/20	61850	32.30	32.30
								32.30
								VENDOR TOTAL:
ALL	ALL STAR SPORTS INSTRUCTION							96.10
	202034							
		01 ALL STAR SPORTS JR PROGRAMS	205550026128	03/24/20	04/09/20	61851	1,369.00	1,369.00
								1,369.00
								VENDOR TOTAL:
ANCEL	ANCEL GLINK, P.C.							1,369.00
	75374							
		01 CORPORATE MATTERS	101000036120	04/07/20	04/15/20	61886	1,655.00	1,655.00
		02 TAX EXEMPTIONS	101000036120					1,505.00
								150.00
								VENDOR TOTAL:
ARCHA	ARCHAEOLOGY & GEOMORPHOLOGY							1,655.00
	032320							
		01 PHASE I ARCH SURVEYH - MEMOR	711000207037	03/23/20	03/31/20	61833	2,500.00	2,500.00
								2,500.00
								VENDOR TOTAL:
BANK	THE BANK OF NEW YORK MELLON							2,500.00
	252-2274221							
		01 AGENT FEES - 2017A	101000156902	03/11/20	04/15/20	61887	1,500.00	750.00
								750.00
	252-2278434							
		01 AGENT FEES - 2015A	101000156902	03/23/20	04/15/20	61887	1,500.00	750.00
								750.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BANN	BANNER UP SIGNS							VENDOR TOTAL:	1,500.00
	71605	01 MOVIE TRAILER LOGO	101200046208	03/17/20		61852	04/09/20	350.00	350.00
									350.00
BATTERIE	BATTERIES PLUS BULBS							VENDOR TOTAL:	350.00
	P25708942	01 BATTERY THOR GUARD	101000066401	04/06/20		61853	04/09/20	148.95	148.95
									148.95
CINTA	CINTAS CORPORATION #355							VENDOR TOTAL:	148.95
	4045272048	01 RAG & RUG SERVICE	207500056301	03/13/20		61889	04/15/20	223.92	37.06
									37.06
	4045272087	01 RAG & RUG SERVICE	201000056301	03/13/20		61889	04/15/20	223.92	8.77
									8.77
	4045272098	01 RAG & RUG SERVICE	101500056301	03/13/20		61889	04/15/20	223.92	28.81
									10.16
									10.15
									4.25
									4.25
	4045925100	01 RAG & RUG SERVICE	207500056301	03/20/20		61889	04/15/20	223.92	37.06
									37.06
	4045925120	01 RAG & RUG SERVICE	201000056301	03/20/20		61889	04/15/20	223.92	8.77
									8.77
	4045925194	01 RAG & RUG SERVICE	101500056301	03/20/20		61889	04/15/20	223.92	28.81
									10.16
									10.15
									4.25
									4.25
	4046563225	01 RAG & RUG SERVICE	201000056301	03/27/20		61889	04/15/20	223.92	8.77
									8.77
	4046563288	01 RAG & RUG SERVICE	101500056301	03/27/20		61889	04/15/20	223.92	28.81
									10.16
									10.15
									4.25
									4.25

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CINTA2	4046563333	01 RAG & RUG SERVICE	207500056301	03/27/20	04/15/20	61889	223.92	37.06 37.06
CINTAS CORP							VENDOR TOTAL:	223.92
	5016685261	01 CC - AED PADS	207500076513	04/15/20	04/23/20	61927	405.74	405.74 405.74
	8404560515	01 1ST AID OLD SHOP	101500076513	03/20/20	04/09/20	61854	24.98	24.98 24.98
CITY2		CITY OF SYCAMORE					VENDOR TOTAL:	430.72
	14205600/5650-0320	01 WATER/SEWER-POOL	518100096704	03/31/20	04/09/20	61855	903.81	903.81 903.81
CMJ		CMJ TECHNOLOGIES, INC.					VENDOR TOTAL:	903.81
	12686	01 MONTHLY SERVICES	101000056304	04/01/20	04/15/20	61890	887.00	887.00 443.50 443.50
		02 MONTHLY SERVICES	201000056304				VENDOR TOTAL:	887.00
COMCA		COMCAST					VENDOR TOTAL:	887.00
	0468024-0320	01 INTERNET	101000096706	03/10/20	03/31/20	61834	678.02	678.02 174.18 174.18 329.66
		02 INTERNET	201000096706				VENDOR TOTAL:	678.02
		03 CABLE	207500096705				VENDOR TOTAL:	678.02
	0468768-0420	01 CABLE	303000096705	03/25/20	04/09/20	61856	300.74	300.74 150.37 150.37
		02 CABLE	504000096705				VENDOR TOTAL:	978.76
COMMO		COMMONWEALTH EDISON					VENDOR TOTAL:	978.76
	032010	01 FOUNDERS PARK	101500096702	03/10/20	03/31/20	61835	91.04	91.04 22.96 41.55 26.53
		02 WETZEL PARK	101500096702				VENDOR TOTAL:	91.04
		03 ROTARY PARK	101500096702				VENDOR TOTAL:	91.04

DATE: 04/24/2020
 TIME: 10:12:43
 ID: AP450000.WOW

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2283731048-0320	01 ROTARY PARK	101500096702	04/06/20		61891	04/15/20	26.04	26.04
	2789257005-0320	01 WERTZEL PARK	101500096702	04/06/20		61892	04/15/20	40.94	40.94
	7584074070-0320	01 SOCCER COMPLEX	101500096702	04/15/20		61893	04/15/20	26.25	26.25
	MMNH-030520	01 MUSEUM	202500076500	03/05/20		61894	04/15/20	1,088.08	1,088.08
							VENDOR TOTAL:		1,272.35
COMPLETE	58678	01 FIELD 1 BACKSTOP FENCE	701000207008	04/02/20		61895	04/15/20	9,880.00	9,880.00
CONS							VENDOR TOTAL:		9,880.00
	121012620	01 GASOLINE - GOLF	504100076515	04/01/20		61857	04/09/20	636.00	636.00
		02 GASOLINE - PARKS	101500076515						99.23
		03 GASOLINE - SC	202100076515						128.24
		04 GASOLINE - TRUCKS	101500076515						34.82
									373.71
DEKA							VENDOR TOTAL:		636.00
	70413	01 CARB KIT WEEDEATER	101500066403	04/07/20	00004537	61896	04/15/20	12.32	12.32
	70703	01 ECHO DRILL CARB KIT	101500066402	04/20/20	00004550	61928	04/23/20	13.81	13.81
DEKAM							VENDOR TOTAL:		26.13
	77069	01 SHOP - WORK ON WALL HEATERS	101500066401	03/17/20		61858	04/09/20	632.46	632.46
DOTY							VENDOR TOTAL:		632.46
	66257	01 PARK BENCH REPAIR	101500066404	03/19/20		61859	04/09/20	85.00	85.00
									85.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DTN, LLC	DTN, LLC							VENDOR TOTAL:	85.00
5703522		01 WEATHER SYSTEM	101500056307	02/14/20		61897	04/15/20	2,940.00	2,940.00
		02 WEATHER SYSTEM	504000066401						1,470.00
									1,470.00
ENGIN		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	2,940.00
D-93-003-19-10		01 GWT SEGMENT 1	711000207039	03/23/20		61836	03/31/20	3,865.46	3,865.46
									3,865.46
FRONTIER		FRONTIER						VENDOR TOTAL:	3,865.46
030720		01 ADMIN	101000096700	03/07/20		61837	03/31/20	584.43	584.43
		02 ADMIN	201000096700						292.22
									292.21
032220		01 MAINT	101500096700	03/22/20		61860	04/09/20	146.93	146.93
		02	504100096700						73.47
									73.46
0670-040720		01 ADMIN	101000096700	04/07/20		61898	04/15/20	581.90	581.90
		02 ADMIN	201000096700						290.95
									290.95
GROUPPL		GROUP PLAN SOLUTIONS						VENDOR TOTAL:	1,313.26
2130		01 FSA ADMIN FEE- MAR	101000106801	03/19/20		61899	04/15/20	55.00	55.00
		02 FSA ADMIN FEE- MAR	201000106801						27.50
									27.50
HARRELL		HARRELL'S LLC						VENDOR TOTAL:	55.00
INV01356601		01 LIQUID IRON	504100076507	04/08/20		61900	04/15/20	240.00	240.00
									240.00
HYVEE		HY-VEE ACCOUNTS RECEIVABLE						VENDOR TOTAL:	240.00
189345-0320		01 PIZZA	206095156216	03/10/20		61838	03/31/20	68.18	68.18
		02 BIRTHDAY CAKE	206095156216						32.19
									35.99

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ILLIN		ILLINI SECURITY SYSTEMS, INC.							68.18
	34172	01 MUSEUM FIRE THRU 7/19/20	202500056300	03/16/20		61901	04/15/20	498.75	195.00 195.00
	34183	01 CH ALARM TO 7/14/20 02 CH ALARM TO 7/14/20	101000056300 201000056300	03/16/20		61901	04/15/20	498.75	303.75 151.88 151.87
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							498.75
	INV93834	01 COPIER/PRINTER - ADMIN 02 COPIER/PRINTER - ADMIN	101000056304 201000056304	04/03/20		61902	04/15/20	164.85	78.30 39.15 39.15
	INV93835	01 COPIER/PRINTE R- CC 02 COPIER/PRINTE R- CC	101000056304 201000056304	04/03/20		61902	04/15/20	164.85	62.86 31.43 31.43
	INV93836	01 COPIER/PRINTER - MAINT 02 COPIER/PRINTER - MAINT	101000056304 201000056304	04/03/20		61902	04/15/20	164.85	23.69 11.84 11.85
IPRA		IPRA							164.85
	4-17-20	01 SYMPOSIUM - JG	201000046207	04/17/20		61929	04/23/20	60.00	60.00 60.00
JULIEINC		JULIE INC.							60.00
	2020-16595-BALANCE	01 BALANCE JULIE	101500076500	04/15/20		61903	04/15/20	11.92	11.92 11.92
KAR		KAR-FRE FLOWERS							11.92
	313384/1	01 PLANTERS - CC	207500076500	04/09/20		61904	04/15/20	73.82	73.82 73.82
									73.82

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LAUTER	LAUTERBACH & AMEN LLP								
43286	01	ACTUARIAL REPORT	241000036122	02/14/20		61839	03/31/20	850.00	850.00
44146	01	2019 AUDIT SERVICES - 1ST CHEC	241000036122	03/15/20		61905	04/15/20	5,950.00	5,950.00
44146-BALANCE	01	2019 AUDIT SERVICES - 2ND CHEC	241000036122	03/15/20		61906	04/15/20	5,950.00	5,950.00
LE PRINT	LE PRINT EXPRESS							VENDOR TOTAL:	12,750.00
31696	01	TRIAL T MARKER SIGNS	101200046203	03/13/20	00004531	61861	04/09/20	63.00	63.00
LOWE'S	LOWE'S							VENDOR TOTAL:	63.00
902880	01	SHOVEL, TROWEL	202100076512	02/27/20	00004445	61863	04/09/20	401.24	29.41
903147	01	BATTERIES	101500066401	03/06/20	00004483	61863	04/09/20	401.24	29.41
903298	01	WOOD FOR SHOP	101500076500	02/27/20	00004444	61863	04/09/20	401.24	13.29
903346-2-28-20	01	WORK GLOVES	101500076500	02/28/20		61863	04/09/20	401.24	13.29
903347	01	STEPPING STONES=PARKS	101500066404	03/16/20		61863	04/09/20	401.24	23.25
903680-3-19-20	01	ASPHALT PATCH, SHOVEL	101500066406	03/19/20	00004529	61863	04/09/20	401.24	23.25
903698	01	PARK TILE CAULK, HAND CLEANR	101500066401	03/11/20	00004491	61863	04/09/20	401.24	53.41
903700	01	DECK SCREWS	202100076500	03/02/20	00004461	61863	04/09/20	401.24	7.61
903785	01	SHOP DRILL BIT	101500076512	03/03/20		61863	04/09/20	401.24	7.61

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
903833		01 PLAY TILE CAULK, SOAP, BACKER	101500066407	03/12/20	00004495	61863	04/09/20	401.24	117.94 117.94
903837		01 PARKING PAINT, CLEANER	504100076500	03/12/20	00004497	61863	04/09/20	401.24	36.41 36.41
903898		01 SHOP - WOOD	101500066404	03/12/20		61863	04/09/20	401.24	16.14 16.14
907420		01 SPRAY PAINT SHOP	101500076500	03/20/20	00004523	61863	04/09/20	401.24	12.29 12.29
MART		MARTENSON TURF PRODUCTS					VENDOR TOTAL:		401.24
73691		01 DOG PARK SEED	101500076540	04/07/20		61930	04/23/20	585.30	350.00 180.00 170.00
73739		02 SLED HILL/PARK SEED	101500076502						
		01 FERT-SEED BLNKT-DOG PK - SLED	101500076540	04/08/20		61930	04/23/20	585.30	75.30 37.00 38.30
		02 FERT-SEED BLNKT-DOG PK-SLED HI	101500076502						
73787		01 SLED HILL - SEED STAPLES	101500076502	04/10/20		61930	04/23/20	585.30	160.00 160.00
MENA		MENARDS - SYCAMORE					VENDOR TOTAL:		585.30
23501		01 ROAD PATCH	101500066406	03/17/20	00004513	61864	04/09/20	94.48	41.70 41.70
23648		01 PVC PIPE FOR 150 GOLF MARKERS	504100076500	03/19/20	00004524	61864	04/09/20	94.48	14.33 14.33
23674		01 PAINT, BRUSHES, SPORTS CONCESS	303300066401	03/19/20	00004525	61864	04/09/20	94.48	38.45 38.45
24780		01 TOP SOIL - PARKS	101500076508	04/10/20		61931	04/23/20	102.89	40.66 40.66
24898		01 FAUCET EXT CLUBHOUSE	504100076500	04/13/20	00004538	61931	04/23/20	102.89	33.51 14.48 4.49 14.54
		02 FAUCET EXT MAINT SHOP	101000076500		00004538				
		03 FLOOR CLEANER	207500076510		00004538				

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	25050	01 RIVER ROCK, CLUBHOUSE	101000066401	04/16/20	00004551	61931	04/23/20	102.89	15.86
	25250	01 DRYWALL REPAIR CLUBHOUSE	101000066401	04/20/20	00004549	61931	04/23/20	102.89	15.86
NCPERS		NCPERS GROUP LIFE INSURANCE					VENDOR TOTAL:		197.37
	3317042020	01 REPL PAYROLL CK 041042 10-18	101000001001	04/21/20		61922	04/21/20	16.00	16.00
	3317042020-2ND CK	01 REPL PAYROLL CK 041068 10-18	101000001001	04/21/20		61923	04/21/20	16.00	16.00
NICOR		NICOR GAS					VENDOR TOTAL:		32.00
	033120	01 MAINT BLDG	101500096703	03/31/20		61865	04/09/20	2,026.46	2,026.46
		02 MAINT BLDG	504100096703						410.43
		03 POOL	518100096703						410.43
		04 UPSTAIRS OFFICE	101000096703						235.96
		05 ADMIN	101000096703						50.55
		06 ADMIN	201000096703						74.71
		07 PRO SHOP	504000096703						74.71
		08 CLUBHOUSE	303000096703						32.02
		09 PUMP HOUSE	504100096703						32.02
		10 AIRPORT RD PROPERTY 2 MO	207500096703						60.54
	MMNH-030220	01 MUSEUM	202500076500	03/02/20		61907	04/15/20	572.86	645.09
									572.86
NORTHILU		NIU-COMMER ACCTS RECEIVABLE					VENDOR TOTAL:		2,599.32
	PED000163	01 2 GA'S SPRING 2020 SEMESTER	207000056315	01/16/20	00004391	61908	04/15/20	8,352.00	8,352.00
PDRMA		PDRMA					VENDOR TOTAL:		8,352.00
	MAR PREM - 1ST CHECK	01 MAR PREM - 1ST CHECK	101000106801	04/15/20		61909	04/15/20	8,360.25	8,360.25
		02 MAR PREM - 1ST CHECK	101500106801						4,536.91
		03 MAR PREM - 1ST CHECK	504100106801						1,774.33
									2,049.01

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MAR PREM - 2ND CHECK				04/15/20		61910	04/15/20	7,617.82	7,617.82
01 MAR PREM - 2ND CHECK			504000106801						1,793.48
02 MAR PREM - 2ND CHECK			201000106801						5,824.34
MAR PREM - 3RD CHECK				04/15/20		61911	04/15/20	7,165.27	7,165.27
01 MAR PREM - 3RD CHECK			202100106801						6,561.42
02 MAR PREM - 3RD CHECK			207500106801						64.09
03 MAR PREM - 3RD CHECK			303000106801						539.76
PRO-SAFETY, INC.							VENDOR TOTAL:	23,143.34	
2/869100		01 SAFETY WEAR	101500076514	03/26/20		61866	04/09/20	110.97	110.97
PRIN		PRINCIPAL LIFE GROUP					VENDOR TOTAL:	110.97	
APRIL 2020				04/01/20		61867	04/09/20	1,523.00	1,523.00
01 DENTAL INS PREM			101000106801						260.40
02 DENTAL INS PREM			101500106801						97.16
03 DENTAL INS PREM			504100106801						109.48
04 DENTAL INS PREM			504000106801						118.38
05 DENTAL INS PREM			201000106801						398.50
06 DENTAL INS PREM			202100106801						367.43
07 DENTAL INS PREM			207500106801						147.98
08 DENTAL INS PREM			303000106801						23.67
PROVIDEN		PROVIDENT DIRECT					VENDOR TOTAL:	1,523.00	
21514		01 SPRING MAILER	101200046203	03/06/20		61868	04/09/20	1,799.00	1,799.00
REIN		REINDERS, INC.					VENDOR TOTAL:	1,799.00	
1819959-00				03/19/20		61869	04/09/20	869.34	317.91
01 PLUGS TURF ROLLER DRUMS			202100066402						158.95
02 PLUGS TURF ROLLER DRUMS			101500066402						158.96
1820709-00				03/19/20		61869	04/09/20	869.34	551.43
01 ROUGH/FAIRWAY MOWER PARTS			504100066403						275.71
02 ROUGH/FAIRWAY MOWER PARTS			101500066403						275.72

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1822359-00			04/07/20	00004535	61912	04/15/20	90.34	90.34
		01 GOLF WALK MOWER PARTS	504100066403						76.38
		02 SHIPPING	504100066403						13.96
	4059221-00		701000207002	03/23/20	00004528	61844	04/07/20	130,389.51	79,575.14
		01 NEW TORO LARGE MOWER 5900							79,575.14
	4059222-00		701000207002	04/07/20	00004527	61844	04/07/20	130,389.51	50,814.37
		01 NEW FAIRWAY MOWER							50,814.37
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	131,349.19
	CD_000104182			03/21/20		61870	04/09/20	979.54	979.54
		01 PHONE SERVICE	101000096700						489.77
		02 PHONE SERVICE	201000096700						489.77
	CD_000112452			04/21/20		61932	04/23/20	974.82	974.82
		01 PHONE SERVICE	101000096700						487.41
		02 PHONE SERVICE	201000096700						487.41
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	1,954.36
	032010027030			03/31/20		61871	04/09/20	526.44	461.34
		01 BUDGET ORDINANCE	101000046203						33.17
		02 BUDGET ORDINANCE	201000046203						33.17
		03 BIGSL	101200046209						395.00
	0320130476			03/31/20		61871	04/09/20	526.44	65.10
		01 BUDGET HEARING REV	101000046203						32.55
		02 BUDGET HEARING REV	201000046203						32.55
SITE ONE		SITE ONE LANDSCAPE SUPPLY						VENDOR TOTAL:	526.44
	95696307-001		504100076507	03/02/20		61913	04/15/20	3,065.44	3,065.44
		01 GOLF FUNGICIDE							3,065.44
SOFT		SOFT WATER CITY						VENDOR TOTAL:	3,065.44
	2652-+0320			03/31/20		61872	04/09/20	71.75	71.75
		01 RENT WATER	101500076500						49.75
		02 RENT	504000076500						22.00

DATE: 04/24/2020
 TIME: 10:12:43
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	71.75
STAPLES	3445046590	01 GLOVES - POOL	518000076513	04/11/20		61914	04/15/20	140.85	140.85
								VENDOR TOTAL:	140.85
SWEDELEC	9084	01 SLED HILL LIGHTS REPAIR	207500056300	03/19/20		61873	04/09/20	115.00	115.00
								VENDOR TOTAL:	115.00
F0000024		DOBBERSTEIN, MELISSA						VENDOR TOTAL:	115.00
		TIP CHAMBER MTG		04/15/20		61915	04/15/20	29.00	29.00
		01 TIP - CHAMBER MTG	3035000004530					VENDOR TOTAL:	29.00
F0000230		FREEMAN, JEANETTE						VENDOR TOTAL:	29.00
		MILEAGE-REIMB		04/13/20		61916	04/15/20	15.58	15.58
		01 MILEAGE	1010000046211					2.30	2.30
		02 MILEAGE	1010000046211					5.18	5.18
		03 MILEAGE	1010000046211					1.15	1.15
		04 POSTAGE REIMB	1010000046202					6.95	6.95
								VENDOR TOTAL:	15.58
F0001563		TEVSH, THERESA						VENDOR TOTAL:	15.58
		REFUND		04/15/20		61917	04/15/20	30.00	30.00
		01 REFUND	2010000002150					VENDOR TOTAL:	30.00
F0001616		AINSWORTH, SUZANNE						VENDOR TOTAL:	30.00
		REFUND		04/03/20		61874	04/09/20	40.00	40.00
		01 REFUND	2010000002150					VENDOR TOTAL:	40.00
F0001617		MARSDEN, DIANNE						VENDOR TOTAL:	40.00
		REFUND		04/03/20		61875	04/09/20	40.00	40.00
		01 REFUND	2010000002150					VENDOR TOTAL:	40.00

DATE: 04/24/2020
 TIME: 10:12:43
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
F0001618		HAEFFNER-BALCH, MEGAN							40.00
		REFUND	201000002150	04/02/20		61876	04/09/20	53.00	53.00
		01 REFUND							53.00
		VENDOR TOTAL:							53.00
F0001619		MCLEAN, JENNIFER							53.00
		REFUND	201000002150	04/01/20		61877	04/09/20	62.00	62.00
		01 REFUND							62.00
		VENDOR TOTAL:							62.00
F0001620		BYRNE, MEGHAN							62.00
		REFUND	201000002150	04/03/20		61878	04/09/20	62.00	62.00
		01 REFUND							62.00
		VENDOR TOTAL:							62.00
F0001621		BRANDMEYER, LAUREN							62.00
		REFUND	201000002150	04/03/20		61879	04/09/20	62.00	62.00
		01 REFUND							62.00
		VENDOR TOTAL:							62.00
F0001622		HERNANDEZ, COURTNEY							10.00
		REFUND	201000002150	03/16/20		61880	04/09/20	10.00	10.00
		01 REFUND							10.00
		VENDOR TOTAL:							10.00
F0001623		COLLINS, RHODORA							14.00
		REFUND	201000002150	04/15/20		61918	04/15/20	14.00	14.00
		01 REFUND							14.00
		VENDOR TOTAL:							14.00
F0001624		MARTIN, IONE							30.00
		REFUND	201000002150	04/15/20		61919	04/15/20	30.00	30.00
		01 REFUND							30.00
		VENDOR TOTAL:							30.00
F0001625		LYONS, MEGAN							189.00
		RENTAL REFUND	201000002150	04/23/20		61933	04/23/20	189.00	189.00
		01 RENTAL REFUND							189.00
		VENDOR TOTAL:							189.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
THELIFE		THE LIFEGUARD STORE						VENDOR TOTAL:	189.00
	INV977327	01 HIP PACKS AND CPR MASKS	518000076513	04/09/00	00004539	61920	04/15/20	190.00	190.00
								VENDOR TOTAL:	190.00
TYLER		TYLER ENTERPRISES						VENDOR TOTAL:	190.00
	55190	01 FERTILIZER-GRUB CONTROL	504100076506	12/30/19		61881	04/09/20	2,833.50	2,833.50
		02 PARKS ROUNDUP	101500076507						205.00
		03 FUNGICIDE-GROWTH REGULATOR	504100076507						232.50
									2,396.00
	55845	01 GOLF ROUGH GRUB CONTROL	504100076507	04/13/20	00004543	61921	04/15/20	2,710.00	1,960.00
									1,960.00
	55846	01 TURF HERBICIDE	504100076507	04/13/20	00004542	61921	04/15/20	2,710.00	750.00
		02 PARK HERBICIDE	101500076507						375.00
									375.00
JNUM		UNUM LIFE INSURANCE						VENDOR TOTAL:	5,543.50
	APRIL 2020								
		01 STD INS PREM	101000106801	04/09/20		61882	04/09/20	314.98	314.98
		02 STD INS PREM	101500106801						45.33
		03 STD INS PREM	504100106801						24.54
		04 STD INS PREM	504000106801						22.20
		05 STD INS PREM	201000106801						14.80
		06 STD INS PREM	202100106801						107.01
		07 STD INS PREM	207500106801						80.26
		08 STD INS PREM	303000106801						11.84
									9.00
								VENDOR TOTAL:	314.98
JISACA		VISA CARDMEMBER SERVICE						VENDOR TOTAL:	314.98
	030920								
		01 BASES & ANCHORS	202100076536	03/09/20		61841	03/31/20	4,108.97	4,108.97
		02 BASES & ANCHORS	202100066404						576.98
		03 ANNUAL DUES MAGCS-JD	101000046207						576.98
		04 ED CANDIDATE EXP	101000046212						200.00
		05 ED CANDIDATE EXP	201000046212						743.84
		06 ADOBE	101000046206						743.83
		07 EMPLOYEE BIRTHDAYS	101000046213						15.93
		08 EMPLOYEE BIRTHDAYS	201000046213						25.00
		09 POSTAGE	101000046202						25.00
									16.54

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/28/2020 TO 04/24/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	030920			03/09/20		61841	03/31/20	4,108.97	4,108.97
		10 POSTAGE	201000046202						16.54
		11 FACEBOOK ADS	101200046209						63.08
		12 WHISTLES	518000046215						141.77
		13 MOTOR REEL GRINDER	101500066401						67.36
		14 SOCKETS	101500076512						78.00
		15 MOWER BATTERY, SEALANT	504100066403						157.37
		16 PROGRAM SUPPLIES	206095156216						14.22
		17 TABLE RUNNERS	101000046211						19.99
		18 TABLE RUNNERS	201000046212						19.99
		19 REINBURSEMENT	101000076500						4.99
		20 PIZZA	207500046230						65.89
		21 CHRONICLE ACCESS	101200046214						10.99
		22 PLATES/CHAMPAGNE GLASSES	206095156216						14.04
		23 SOAP/HAND SANITIZER	207500076510						324.15
		24 ART CLUB SUPPLIES	205011306216						9.99
		25 FOOD FOR MEETINGS	101000046212						88.25
		26 FOOD FOR MEETINGS	201000046212						88.25
								VENDOR TOTAL:	4,108.97
VULC		VULCAN MATERIALS CO.							
	32241312	01 PARKING LOT STONE	101500076509	03/24/20		61883	04/09/20	188.02	188.02
								VENDOR TOTAL:	188.02
WALLY'S		WALLY'S PROFESSIONAL SERVICES							
		EXTERIOR WINDOWS							
		01 EXTERIOR WINDOW CLEANING - CC	207500056300	04/23/20		61934	04/23/20	200.00	200.00
		INTERIOR WINDOWS							
		01 INTERIOR WINDOW CLEANING - CC	207500056300	04/23/20		61935	04/23/20	800.00	800.00
								VENDOR TOTAL:	1,000.00
WALM		WALMART COMMUNITY/RFCSLLC							
	031620	01 NERF GUNS	205011956216	03/16/20		61843	03/31/20	540.52	540.52
		02 FOOD FOR VENDORS SCF	206095156216						55.22
		03 ORANGE JUICE	206095026216						36.66
		04 PTOCHPS/PTOSLD/COKIES/BUNS	303500086640						9.00
		05 CHIPS	303000086622						25.45
		06 GOLDFISH	303000086618						52.72
		07 CHEEZITS	303000086618						11.98
		08 PROTEIN BARS	303000086618						23.96
		09 FRUIT SNACKS	303000086623						16.24
		10 CANDY	303000086624						22.96
								VENDOR TOTAL:	261.42

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
031620		11 COOKIES	303000086618	03/16/20	00004518	61843	03/31/20	540.52	540.52
		12 SALAD	303500086640		00004518				7.97
		13 GRANOLA BARS	303000086618		00004518				2.28
		14 CAPRI SUNS	205011956216		00004518				12.78
		15 COUPON-CHEEZITS	303000086618		00004518				5.88
									-4.00
WARE		WAREHOUSE DIRECT BUSINESS						VENDOR TOTAL:	540.52
	4619003-0	01 DISINFECTANT	207500076510	03/17/20		61884	04/09/20	192.52	192.52
									192.52
WASTE		WASTE MANAGEMENT						VENDOR TOTAL:	192.52
	3614421-2011-5	01 REFUSE - ADMIN	101000056302	03/31/20		61885	04/09/20	397.75	397.75
		02 REFUSE - CH	303000056302						61.94
		03 REFUSE - ADMIN	101000056302						61.95
		04 REFUSE - OLD SHOP	504100056302						6.50
		05 REFUSE - SC	202100056302						24.04
		06 REFUSE - PARKS	101500056302						38.35
		07 REFUSE - CC	207500056302						38.35
									166.62
								VENDOR TOTAL:	397.75
								TOTAL --- ALL INVOICES:	242,104.69

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: April 28, 2020

Administrative Initiatives (04/1/20 – 04/30/20)

- Attended scheduled Superintendent/staff meetings.
- Reviewed deposits for Community Center, Golf, and Concessions, prepared general ledger journal entries to be posted.
- Updated EFTs. Since the facilities are closed, the April 15th installment was not processed. May 15th will not be processed either. June pending stay at home order updates. Moved these payments to the end of the membership.
- 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 connecting staff to computers remotely to work from home.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed quarterly payroll taxes.

- Submitted payroll direct deposit file for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Continued to review cash flow and transferred funds as needed in order to increase investment income.
- Viewed Ancel Glink podcast: Quorum Forum 36: Coronavirus Q&A.
- Reviewed options for holding meetings online. Discussed further with CMJ. Set up Zoom meeting for April Board Meeting.
- Posted required information on Families First Coronavirus Response Act (FFCRA).
- Reviewed Lockdown Plan and make recommendations. Assisted in distributing to staff.
- Reviewed Shelter in Place Plan. Recommended edits. Provided additional documentation. Assisted in distributing to staff.
- Reviewed Back to Work Plan and recommended edits. Worked with staff on schedule to return to work.
- Researched grant money received. A check was received from the Chicago Community Foundation in the amount of \$25,000. Finally received confirmation that the check is valid. It was from a donor that wants to remain anonymous. No restriction was placed on the donation.
- Reviewed and voted on PDRMA changes to health plan design. They included: allowing telephone and video consultations with providers to be covered by the PPO and allows CVS to implement quantity limits on meds used for chronic illnesses that are being used to treat COVID-19.
- Read OSHA Guidance on preparing workplaces for COVID-19.

- Participated in IPRA COVID-19 Community talks (4/2 and 4/16). Watched recording of 3/26.
- Attended Ancel Glink webinar on Handling Leave Issues Under the FCCRA.
- Participated in PDRMA webinar Managing Unemployment During the COVID-19 Pandemic.
- Finalized tax levy computation report. Returned to County.
- Further researched FFCRA, specifically the emergency paid sick leave and FMLA expansion leave.
- Developed draft of COVID-19 Financial Assistance Program.
- Calculated potential preliminary financial impact of COVID-19 closings.
- Watched IAPD webinar Budgeting in the Time of Coronavirus.
- Assisted in preparation of the “Summer Plan.”
- Painted and hid Easter Eggs!
- Submitted trail billings to IDOT for reimbursement.
- Responded to unemployment claims.
- Continued work for annual audit. Book final entries. Reviewed draft. Provided IMRF documentation. Updated MD&A. Worked on CYFER for trail grants.
- Updated wages for short-term disability.
- Attended pumpkin festival committee zoom meeting.
- Reviewed Executive Director Retirement Agreement.

Administrative Initiatives (5/1/20 – 5/31/20)

- Attend scheduled Study Sessions, Superintendent and Board meetings.
- Participate in COVID-19 related webinars.
- File monthly unemployment with the state.
- File monthly Sales Tax Return.
- Update IMRF Accelerated Payment based upon Executive Director revised retirement date.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Update EFTs as needed. No processing in May.
- Complete PDRMA Operating Expenditure Request.
- Finalize audit and present to Board. File with county.
- Complete Workers Comp Audit.
- Process monthly bills for payment.
- Prepare monthly bank reconciliation.
- Update wages for short-term disability.
- Finalize Goals, Objectives, Strategies/Action Statements for Sustaining the Legacy.
- Allocate 2020 budget over 12 months.
- 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.
- 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.
- 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 March 31, 2020

Corporate Fund (10)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	1,724.29	9,773.04	1,559,109.00	10,983.02	-11.0%
Marketing			600.00		
Parks	825.00	2,489.00	26,091.00	600.00	314.8% (1)
	<hr/>				
Total Revenues	2,549.29	12,262.04	1,585,800.00	11,583.02	5.9%
Expenses					
Administration	57,804.09	127,241.88	1,336,773.00	105,175.96	21.0% (2)
Marketing	6,608.19	9,743.78	43,600.00	12,340.65	-21.0%
Parks	23,536.49	60,227.13	304,523.00	41,598.54	44.8% (3)
	<hr/>				
Total Expenses	87,948.77	197,212.79	1,684,896.00	159,115.15	23.9%
Total Fund Revenues	2,549.29	12,262.04	1,585,800.00	11,583.02	5.9%
Total Fund Expenses	87,948.77	197,212.79	1,684,896.00	159,115.15	23.9%
Surplus (Deficit)	(85,399.48)	(184,950.75)	(99,096.00)	(147,532.13)	25.4%

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

(2) 2020 includes \$18,500 in survey expenses

(3) Naturalist position did not start until 4/8/19. FT wages/taxes greater in 2020 approx \$12,600.

Recreation Fund (20)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	990,727.00	1,846.10	-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	1,197.71	-100.0%
Programs-Youth	424.00	3,502.00	20,393.00	2,704.00	29.5% (1)
Programs-Teens	(60.00)	-	1,635.00	-	#DIV/0! (1)
Programs-Adult	626.00	2,130.00	13,501.00	1,620.00	31.5% (1)
Programs-Leagues	-	-	11,905.00	-	#DIV/0! (1)
Programs-Youth Athletics	316.60	7,897.60	31,171.00	7,602.96	3.9% (1)
Programs-Fitness	290.80	7,850.77	24,559.00	5,483.63	43.2% (1)
Programs-Early Childhood	580.00	1,715.00	6,757.00	3,266.00	-47.5% (1)
Programs-Dance	38.00	830.00	4,530.00	943.76	-12.1% (1)
Programs-Special Events	1.00	6,139.02	20,671.00	5,571.00	10.2% (1)
Programs-Community Events	2,200.00	2,850.00	12,183.00	1,960.00	45.4% (1)
Brochure	-	-	7,350.00	3,300.00	-100.0% (2)
Weight Room	8,135.32	43,029.28	179,114.00	56,937.64	-24.4% (3)
Community Center	2,864.95	23,222.29	64,906.00	14,106.02	64.6% (4)
Total Revenues	15,416.67	99,315.96	1,479,986.00	106,948.82	-7.1%

(1) Revenue from programs increased 12.9%, \$3,763 compared to 2019 HOWEVER, much of this is refunded in April.

(2) timing

(3) Compared to Annual Budget/Compared to 2019 YTD:

Pathway Fitness Membership	22.85% / 72.12%
Pathway Fitness Pass	23.61% / 77.84%
Track Only Pass	34.86% / 93.66%
Pre-pay Card	0% / 0%
Program Fees	23.76% / 84.50%
Daily Admission Fee	21.72% / 45.86%

(4) Compared to Annual Budget/Compared to 2019 YTD:

Open Gym Daily	43.26% / 131.59%
Open Gym Membership	36.53% / 155.95%
Rentals	42.58% / 217.39%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Expenses

Administration	34,801.54	163,014.26	608,219.00	145,910.61	11.7%	(1)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	26,325.68	110,950.30	441,735.00	102,018.25	8.8%	(2)
Midwest Museum of Natural Hist	1,474.80	6,487.15	18,750.00	5,025.02	29.1%	
Programs-Youth	530.35	1,690.39	12,801.00	452.27	273.8%	(3)
Programs-Teens	-	(12.00)	1,116.00	-	#DIV/0!	(3)
Programs-Adult	2,372.63	2,726.36	10,344.00	3,064.96	-11.0%	(3)
Programs-Leagues	1,007.60	3,546.57	8,821.00	3,232.12	9.7%	(3)
Programs-Youth Athletics	1,660.80	1,034.17	21,861.00	2,104.90	-50.9%	(3)
Programs-Fitness	1,628.17	4,115.04	13,495.00	2,206.92	86.5%	(3)
Programs-Early Childhood	-	-	4,637.00	-	#DIV/0!	(3)
Programs-Dance	111.92	233.25	2,024.00	226.07	3.2%	(3)
Programs-Special Events	617.42	3,299.76	14,422.00	2,350.42	40.4%	(3)
Programs-Community Events	-	-	26,829.00	452.91	-100.0%	(3)
Brochure	-	-	24,575.00	1,823.63	-100.0%	
Weight Room	160.39	2,708.36	43,393.00	3,963.93	-31.7%	
Community Center	9,866.78	47,229.04	219,126.00	45,973.06	2.7%	
Total Expenses	80,558.08	347,022.65	1,472,148.00	318,805.07	8.9%	
Total Fund Revenues	15,416.67	99,315.96	1,479,986.00	106,948.82	-7.1%	
Total Fund Expenses	80,558.08	347,022.65	1,472,148.00	318,805.07	8.9%	
Surplus (Deficit)	(65,141.41)	(247,706.69)	7,838.00	(211,856.25)	16.9%	

(1) New Recreation Specialist started May 2019.

(2) primarily timing of expenses differnt than 2019

(3) Expenses for programs increased 18.0%, \$2,543 compared to 2019.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2020

Donations (21)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	280.00	8,865.00	56,000.00	9,655.25	-8.2%
Total Revenues	280.00	8,865.00	56,000.00	9,655.25	-8.2%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	280.00	8,865.00	56,000.00	9,655.25	-8.2%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	280.00	8,865.00	(44,000.00)	9,655.25	-8.2%

Special Recreation (22)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	201,500.00	254.31	-100.0%
Total Revenues	-	-	201,500.00	254.31	-100.0%
Expenses					
Administration	46.76	46.76	201,500.00	-	#DIV/0!
Total Expenses	46.76	46.76	201,500.00	-	#DIV/0!
Total Fund Revenues	-	-	201,500.00	254.31	-100.0%
Total Fund Expenses	46.76	46.76	201,500.00	-	#DIV/0!
Surplus (Deficit)	(46.76)	(46.76)	-	254.31	-118.4%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Insurance (23)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	67,000.00	194.80	-100.0%
Total Revenues	-	-	67,000.00	194.80	-100.0%
Expenses					
Administration	-	-	81,452.00	-	#DIV/0!
Total Expenses	-	-	81,452.00	-	#DIV/0!
Total Fund Revenues	-	-	67,000.00	194.80	-100.0%
Total Fund Expenses	-	-	81,452.00	-	#DIV/0!
Surplus (Deficit)	-	-	(14,452.00)	194.80	-100.0%

Audit (24)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	14,000.00	76.65	-100.0%
Total Revenues	-	-	14,000.00	76.65	-100.0%
Expenses					
Administration	850.00	850.00	13,900.00	-	#DIV/0!
Total Expenses	850.00	850.00	13,900.00	-	#DIV/0!
Total Fund Revenues	-	-	14,000.00	76.65	-100.0%
Total Fund Expenses	850.00	850.00	13,900.00	-	#DIV/0!
Surplus (Deficit)	(850.00)	(850.00)	100.00	76.65	-1208.9%

Paving & Lighting (25)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	25,000.00	120.43	-100.0%
Total Revenues	-	-	25,000.00	120.43	-100.0%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	-	-	25,000.00	120.43	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	-	-	(23,471.00)	120.43	

Park Police (26)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	637.00	23.01	-100.0%
Total Revenues	-	-	637.00	23.01	-100.0%
Expenses					
Administration	193.77	605.54	2,153.00	-	#DIV/0! (1)
Total Expenses	193.77	605.54	2,153.00	-	#DIV/0!
Total Fund Revenues	-	-	637.00	23.01	-100.0%
Total Fund Expenses	193.77	605.54	2,153.00	-	
Surplus (Deficit)	(193.77)	(605.54)	(1,516.00)	23.01	-2731.6%

(1) Dog park patrol

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2020

IMRF (27)

<u>Department</u>	<u>March 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>March 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 March 31, 2020

Concessions (30)

<u>Department</u>	<u>March 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	234.00	1,406.00	19,253.00	4,602.00	-69.4%
	<hr/>				
Total Revenues	234.00	1,406.00	152,798.00	4,602.00	-69.4%
Expenses					
Clubhouse Concessions	6,256.26	11,535.73	100,074.00	9,447.59	22.1%
Beverage Cart	18.54	18.54	8,495.00	-	#DIV/0!
Sports Complex Concessions	594.60	572.33	32,705.00	533.14	7.4%
Pool Concessions	-	-	8,569.00	-	#DIV/0!
Catering	97.32	278.18	6,565.00	1,468.08	-81.1%
	<hr/>				
Total Expenses	6,966.72	12,404.78	156,408.00	11,448.81	8.3%
Total Fund Revenues	234.00	1,406.00	152,798.00	4,602.00	-69.4%
Total Fund Expenses	6,966.72	12,404.78	156,408.00	11,448.81	8.3%
Surplus (Deficit)	(6,732.72)	(10,998.78)	(3,610.00)	(6,846.81)	60.6%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2020

Developer Contributions (32)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	6,293.00	15,000.00	5,653.46	11.3%
Total Revenues	-	6,293.00	15,000.00	5,653.46	11.3%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	-	6,293.00	15,000.00	5,653.46	11.3%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	-	6,293.00	9,000.00	5,653.46	11.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Golf Course (50)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	73,657.72	75,481.55	416,557.00	74,716.31	1.0%
Golf Maintenance	-	-	21,964.00	-	#DIV/0!
Total Revenues	73,657.72	75,481.55	438,521.00	74,716.31	1.0%
Expenses					
Golf Operations	12,263.18	30,666.29	218,420.00	32,596.24	-5.9%
Golf Maintenance	14,397.61	44,196.78	274,997.00	47,569.59	-7.1%
Total Expenses	26,660.79	74,863.07	493,417.00	80,165.83	-6.6%
Total Fund Revenues	73,657.72	75,481.55	438,521.00	74,716.31	1.0%
Total Fund Expenses	26,660.79	74,863.07	493,417.00	80,165.83	-6.6%
Surplus (Deficit)	46,996.93	618.48	(54,896.00)	(5,449.52)	-111.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Aquatics (51)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Pool	1,900.00	1,900.00	69,120.00	3,641.00	-47.8%
Swim Lessons			20,832.00	500.00	
Splashpad	-	-	18,034.00	150.00	-100.0%
	<hr/>				
Total Revenues	1,900.00	1,900.00	107,986.00	4,291.00	-55.7%
Expenses					
Pool	322.63	322.63	59,795.00	1,126.73	-71.4%
Aquatics Maintenance	1,229.81	1,229.81	34,200.00	7,430.66	-83.4%
Swim Lessons	(500.00)	(500.00)	10,750.00	-	
Splashpad	-	-	838.00	-	#DIV/0!
	<hr/>				
Total Expenses	1,052.44	1,052.44	105,583.00	8,557.39	-87.7%
Total Fund Revenues	1,900.00	1,900.00	107,986.00	4,291.00	-55.7%
Total Fund Expenses	1,052.44	1,052.44	105,583.00	8,557.39	-87.7%
Surplus (Deficit)	847.56	847.56	2,403.00	(4,266.39)	-119.9%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Debt Service (60)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	630,000.00	379.01	-100.0%
Total Revenues	-	-	630,000.00	379.01	-100.0%
Expenses					
Administration	-	-	625,786.00	-	#DIV/0!
Total Expenses	-	-	625,786.00	-	#DIV/0!
Total Fund Revenues	-	-	630,000.00	379.01	-100.0%
Total Fund Expenses	-	-	625,786.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,214.00	379.01	-100.0%

Capital Projects (70)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	540,000.00	1,852.77	-100.0%
Total Revenues	-	-	540,000.00	1,852.77	-100.0%
Expenses					
Administration	8,758.93	11,498.93	597,888.00	72,867.22	-84.2%
Total Expenses	8,758.93	11,498.93	597,888.00	72,867.22	-84.2%
Total Fund Revenues	-	-	540,000.00	1,852.77	-100.0%
Total Fund Expenses	8,758.93	11,498.93	597,888.00	72,867.22	-84.2%
Surplus (Deficit)	(8,758.93)	(11,498.93)	(57,888.00)	(71,014.45)	-83.8%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2020

Action 2020 (71)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	208,600.00	416.85	-100.0%
Total Revenues	-	-	208,600.00	416.85	-100.0%
Expenses					
Administration	309,883.04	309,938.04	1,357,750.00	36,329.36	753.1%
Total Expenses	309,883.04	309,938.04	1,357,750.00	36,329.36	753.1%
Total Fund Revenues	-	-	208,600.00	416.85	-100.0%
Total Fund Expenses	309,883.04	309,938.04	1,357,750.00	36,329.36	753.1%
Surplus (Deficit)	(309,883.04)	(309,938.04)	(1,149,150.00)	(35,912.51)	763.0%
Total Fund Revenues	94,037.68	205,523.55	5,743,828.00	220,767.69	
Total Fund Expenses	522,919.30	955,495.00	7,173,862.00	687,288.83	
Surplus (Deficit)	(428,881.62)	(749,971.45)	(1,430,034.00)	(466,521.14)	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2020	Revenues	Expenses	2/29/2020	3/31/2020 Cash balance
10 Corporate	854,653.74	12,262.04	197,212.79	669,702.99	641,815.48
20 Recreation	448,367.83	99,315.96	347,022.65	200,661.14	225,154.30
21 Donations	133,272.62	8,865.00	-	142,137.62	168,557.62
22 Special Recreation	18,718.11	-	46.76	18,671.35	114,671.35
23 Insurance	46,724.24	-	-	46,724.24	46,724.24
24 Audit	13,701.70	-	850.00	12,851.70	12,851.70
25 Paving & Lighting	23,521.99	-	-	23,521.99	23,521.99
26 Park Police	3,522.01	-	605.54	2,916.47	2,916.47
27 IMRF	-	-	-	-	-
28 Social Security	5,510.11	-	-	5,510.11	5,510.11
30 Concessions	33,677.90	1,406.00	12,404.78	22,679.12	16,411.60
32 Developer Contributions	178.24	6,293.00	-	6,471.24	6,471.24
60 Debt Service	79,888.43	-	-	79,888.43	79,888.43
70 Capital Projects	419,257.15	-	11,498.93	407,758.22	407,758.22
71 Action 2020	2,679,876.36	-	309,883.04	2,369,993.32	2,826,879.66
Total governmental fund balance	4,760,870.43	128,142.00	879,524.49	4,009,487.94	4,579,132.41
50 Golf Course	1,416,988.68	75,481.55	74,863.07	1,417,607.16	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(88,492.52)	(95,261.53)
51 Aquatics	387,553.67	1,900.00	1,052.44	388,401.23	
	<u>(378,982.98)</u>			<u>(378,982.98)</u>	
	8,570.69			9,418.25	7,772.73
Total proprietary funds	(80,540.31)	77,381.55	75,915.51	(79,074.27)	
	4,680,330.12			3,930,413.67	4,491,643.61

Summary of depository accounts as of **4/23/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	223,579.15	0.11	1166.62
Resource Bank	32,854.18	0.39	37.83
IPDLAF	4,017,027.78	0.82	7618.29
DCCF - Action 2020	48,316.29		
Dekalb Co. Community Foundation	<u>15,584.01</u>		
	4,337,361.41		

To: Board of Commissioners
From: Theresa Tevsh, Superintendent of Recreation Services
Subject: Monthly Report
Date: April 21, 2020

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

Theresa Tevsh, Superintendent of Recreation Services

- Continue using Microsoft Team Chats and zoom video to work effectively with recreation staff and GA's while they were working from home.
- Attend remotely the IPRA Skill Development webinar- all Rec staff. Topic- Diversity in the Workplace.
- Worked with the Recreation and Parks staff to create a modified Easter Egg Hunt for the community. An "Art in the Park" visual display of 12 concrete eggs was planned, staff painted eggs and one was hidden in each park. The visual display took place over two days, so residents could walk to their neighborhood park and look for the hidden egg. We had very positive feed back on the modified event.
- Continue to develop ideas to engage community members through virtual recreation. There will be eight new online type events prepared for the May through June time period, some free and some with a fee. All recreations staff, GA's and summer intern involved and take lead on one program each.
- During the Stay At Home Order, all recreation staff, GA's and intern had home computers and have been successful at continuing the jobs. The

Recreation staff were given assistance by CMJ to access the Park District server while at home to continue their jobs.

- As of April 13th, Community Center staff were directed to slowly return to work, following the OSHA guidelines and procedure in place for re-entering the workplace. As superintendent, I have been full-time in the workplace along with the Service Desk Specialist. The Rec staff have been rotated in at 4 hour shifts daily. The GA's continue to work from home. There have been no more than two staff at a time in the Rec offices to maintain the 6' social distancing.
- Met with Pole Walking instructors to video tape them in the park and share their message online.
- Develop a "cooking challenge" for people to do from home. The winner announced on April 17th. Ellie Davis is 13 years old and a student at the Sycamore Middle school.
- Canceled April activities from Rec trac and keep in touch with user groups and Sport Affiliates.
- Worked with the Safety Committee to prepare a summer plan of "extra" cleaning throughout the facilities so customers feel safe when they return to recreate.
- Attended through Zoom the Northwest Directors Association Zoom meeting on April 17.
- Attended 3 IPRA Zoom Community Chats with statewide Park districts.
- Communicated with the Sycamore Library to see what their plan for the summer will be. They indicated they will not be opening nor conducting any outside activities through August.

- Worked with the Recreation Team to review summer programs, aquatics and Special events with a later summer start date.
- Continue to monitor with the Board and staff the COVID- 19 situation.
- Midwest Museum of Natural History Updates:
 - I have been added to the Building Alarm call out list
 - 3 out of 5 MMNH Board Members are active with the closing
 - Board member Rittmeyer has looked for attorneys and has been turned away.
 - Board members have now completed and gathered all files in the Museum. Through the search they have NOT turned up any paperwork for the Schoellkopf Collection, nor any signed paperwork indicating agreements between the Schoellkopf's and the City of Sycamore.
 - Paperwork is slowly being scanned from a board member home and can only scan one page at a time which is tedious.
 - Board President is reviewing all discs for important information
 - All live animals have been housed, except a boxed turtle which is being fostered by a board member till it can be placed.
 - Jeff Donahoe, Parks Superintended continues to check the building weekly and has lowered the temperature.
 - Presently the insurance for contents and Officers has lapsed.
 - Utility bills are being turned over to the Park District to pay.
- Dog Park Eblast was sent out on April 17 to 211 non-renewed 2019 members and 232 current 2020 members to update them on the temporarily revised Dog Park Rules. By the next day, 11 members had renewed.

Sarah Rex, Recreation and Marketing Supervisor

- Continued implementation of spring parks campaign, adjusting where COVID-19 has affected some of the events or gatherings.
- Worked with the School District's Communication Department and Sustainability Committee to coordinate a Facebook Live tree planting with the Park District's Natural Areas Specialist on Earth Day.
- Coordinated the Eggs-traordinary Scavenger Hunt from creating of the eggs, staff painting and hiding them to sharing photos submitted by the public on the Park District website and Facebook page.
- Helped the Superintendent of Recreation develop signs and member communications about the Dog Park.
- Helped Executive Director produce 3 mailers regarding COVID-19 updates related to the District. These were sent to all Sycamore residents.
- Coordinated the Path to a Park mailer sent to all residents communicating the process or creating a park and new parks that are in development.
- Coordinated social media activities and campaigns
 - Park Naming Contest
 - Eggs-traordinary Egg Hunt
 - Community Center Second Anniversary
 - Spring Photo Contest
 - Earth Day
 - Park Pride Day (Week)

Justin Genz, Recreation Specialist

- Reached out to instructors to relay new information regarding COVID-19.

- Reached out to my 100+ participants to update them on the status of our facility and programs.
- Due to the April 30th Stay at home extension this caused us to cancel and refund multiple programs.
- Issued a credit to every participants account for early canceled programs that had already begun, I did give them the option to receive a refund if they so choose. Only a handful requested a refund, so this helped us hold onto a good sum of revenue in which the participants can use later through the Park District.
- Worked with my instructors to conduct online videos for the community.
- STEM instructor created a Facebook/YouTube video for the Park District.
- Fun Time Play group instructor created a Facebook/YouTube video for the Park District.
- Dance instructor created a Facebook/YouTube video for the Park District
- I myself created a Facebook/YouTube video for the Park District.
- Attended an online IPRA webinar on Zoom.
- Processed invoice for ASI and processed check refunds for participants that paid with cash for programs.
- Attended multiple rec staff meetings on Zoom.
- Working with Instructors to create new summer dates for classes that were supposed to start in May. No change to camp dates as of now.
- Was summoned into two meetings with the Superintendents to discuss programming for this summer.
- Attended online webinar for IPRA “supervisor symposium” on April 17.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Completed vending reports for March with total of \$225.50 in sales
- Kept up to date on all the new Covid 19 updates.
- Cancelled all room reservations and 2 birthday parties for March, April, and May.
- Cancelled our Breakfast with the Bunny Breakfast.
- Pop up brochure party cancelled.
- Prepared Flag Day(June 14) activity for Social Media.
- Informed all staff that we will keep them posted on reopening.
- Sanitized Caddyshack Grill kitchen.
- Cleaned the old administration office and sanitized.
- Organized downstairs hallway closets for Food and Beverage and Catering.
- Completed Food and Beverage Training Manual for all areas.
- Participated in weekly Rec team staff meetings via the Microsoft teams and Zoom .
- Participated in Management team meetings discussing how to go forward with programming in uncertain times.
- Participated in Safety team meetings discussing how to make cleaning changes when we do reopen.
- Added to spreadsheet of different ways to clean all food areas when we reopen.

- Received all equipment for the Sports Complex. Has been assembled and installed.
- New fountain pop machine has been installed at clubhouse and rotten wood cabinet torn out and replaced.
- Attended webinar on Diversity with Rec Team staff.
- Attended 3 webinars: Programming While Social Distancing, Creative Strategies to Engage Community, and 3 Food Safety Processes to Help Your Restaurant Best Prepare Against Covid 19. Also, been watching mini webinars on anything related to food and kitchens opening and operating during Covid 19 and beyond.

Lisa Metcalf, Facilities Supervisor

- Participated in many zoom sessions about fitness and aquatics to learn and chat with other park districts to see what and how they are doing things during this time.
- Helped create virtual programming for the community.
- Worked on a revised summer brochure for fitness programs and aquatics.
- Hired all aquatics staff.
- Canceled the second session of Group Fitness for the spring.
- Changed all memberships and passes with EFT's to Auto Renewals.
- Extended all memberships two extra months due to the closure.
- Contributed to the Safety Team to increase the cleaning/sanitizing of Aquatics and Fitness areas when we re-open for the summer.
- In March, we sold/renewed a total of 31 Pathway Fitness Memberships/Passes, 4 Track Only Memberships/Passes, and 12 Open Gym Passes. Compared to March of 2019, we sold/renewed a total of 22 Pathway

Fitness Memberships/Passes, 3 Track Only Memberships/Passes, and 12 Open Gym Passes.

- In 2019, in March, we had \$207 in Daily Admission Fees for Pathway Fitness, \$437 for Track Only, and \$2,365 for Open Gym. In 2020, in March, we had \$60 in Daily Admission Fees for Pathway Fitness, \$78 for Track Only, and \$845 for Open Gym.
- Continued to work in RecTrac to update things as new things get added and changed.

Administrative Initiatives (5/1/20-5/31/20)

Theresa Tevsh, Superintendent of Recreation Services

- Will continue to work on the “Business After hours” plan for July which will be held at the community center and the concert in the park. This could be a bit modified due to whatever the new COVID-19 regulations may be.
- Will work on the Corporate card strategy with staff. Again, this is on hold to see what the return to normal will be for our State.
- Assist with MMNH if needed while they continue to close operations, as the ex-officio board member.
- Work with the School District Oscar Program, and continue to develop a summer camp program with Recreation Specialist, Justin Genz that will

- offer additional space for residents that need summer camp while their parents work.
- Make all necessary corrections for the Summer Brochure with the understanding that staff will need to be flexible with dates and have back up plans to modify programming as needed to be safe with any COVID-19 guidelines.
 - Attend IPRA Skill Development Webinar May 13
 - Complete the Sycamore Park District Internship Manual
 - Work with staff to roll out the new, online activities: National Fitness Day exercise, Indoor scavenger Hunt, Paint & Pour Class, Best Backyard Fort.

Sarah Rex, Recreation and Marketing Supervisor

- Will make changes to the summer brochure as identified by the Rec staff and the Summer Plan. Then it will go to the printer and be in mailboxes the second week in June.

- Will help the rec staff develop virtual activities by developing videos and graphics and sharing the programs they developed on the website and social media.
- Will compile the submission to name the new park on Airport Road for the Board's review.
- Will 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.

Justin Genz, Recreation Specialist

- Will continue to prepare for upcoming summer programs.
- Will work with rec staff to conduct online activities for the community.
- Will attend Sycamore Chamber Leadership academy if active the "stay at home" order is lifted.
- Will coordinate the new summer schedules with Marketing supervisor.
- Will attend meetings through Zoom with Recreation Staff.
- Will attend IPRA webinars.
- Will meet with Hope from the Sycamore School District to follow up on training.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Will continue to do research for opening on keeping public safe.

- Will stay on top of keeping clubhouse sanitized.
- Will work on set of shelves in hallway of clubhouse.
- Will continue to be ready to start when we get the go ahead.
- Will finish putting Sports Complex Concessions together.

Lisa Metcalf, Facilities Supervisor

- Will continue to monitor what summer will look like and plan accordingly.
- 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 once they are all back to working again.

To: Board of Commissioners
From: Brianna Kramer
Subject: Semester Report
Date: April 21, 2020

Administrative Initiatives (1/13/20-5/8/20)

Brianna Kramer, Graduate Assistant

- Created monthly Eblasts FOR Pathway Fitness
- Tracked daily attendance records for Community Center
- Updated content on bulletin boards and cardio machines, monthly
- Continued leading the 1,000 Mile Challenge 2.0
- Attended staff meetings
- Worked at the Service Desk on a weekly basis
 - Provided customer service to members
 - Sold and renewed memberships
- Coordinated observation hours for several NIU students
- Wrapped up the FITmas Challenge
- Attended monthly IPRA Skills Development Series and webinars
- Worked the Mom-Son date night in January
- Led a booth at the Winter Wellness and Safety Fair at Northwestern Medicine in February

- Attended the IPRA Conference in Chicago in January
- Worked the Daddy Daughter dance in February
- Organized and worked the Self Care Fair in February
- Organized and worked the Futsal tourney in February
- Created March Madness Flyer for 1,000 Mile Challenge 2.0
- Cleaned and sanitized equipment within the Community Center, March
- Created workout videos with Viktoria for members during the Stay at Home Order, March
- Created summer park passport with Viktoria in April
- Researched ideas to keep families active during stay at home orders, April
- Researched ideas for the NPRA Family Health and Fitness Day in June
- Assisted with Healthy Kids Running Series and created a video, April
- Attended the virtual Supervisor Symposium, April

To: Board of Commissioners

From: Viktoria Orosz

Subject: Semester Report

Date: 4/20/2020

Administrative Initiatives (1/13/20 – 5/8/20)

Viktoria Orosz, Graduate Assistant

- Led Indoor Cycling 3 times a week for 1-5 members January through March.
- Completed Daily and Monthly attendance records for Pathway Fitness, Track, and the Gym.
- Created flyers for the Cardio machines.
- Assisted Sarah with marketing.
- Worked the front desk weekly.
- Attended staff meetings regularly.
- Maintained indoor bikes and ordered parts as it was needed.
- Assisted to create the Leap Year event.
- Scheduled and provided orientation for new members.
- Provided fitness assessments for members.
- Created March Madness activity and flyer and marketed it.
- Created, organized, and coached Weight Loss Challenge for members. Led weekly exercise classes and created 8-week training program for participants.

- Concluded the Fitmas Challenge held in December.
- Attended the IPRA Conference in January.
- Brianna Kramer (GA) and I created a Park Passport to be used for Summer 2020.
- Created walking trails postcard.
- Created script for Pathway Fitness Orientation video.
- Recorded workout videos for the public (during COVID-19 Shut down).
- Organized May 2nd National Fitness Day activity (online).
- Attended weekly zoom meetings March-April.
- Attended Recreational Webinars. Fitness Center Committee Virtual Meetings, Aquatics Committee Virtual meetings, Recreation Section Meeting, Let's be honest about diversity, Turning Crisis into Creativity
- Helped training the new pool manager.
- Cleaned and sanitized Community Center machines and equipment (March).

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: April 28, 2020

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

- Attended all administrative meetings as scheduled.
- Developed April Golf Insight newsletter.
- Continued to monitor COVID-19 State and Federal compliance plans.
- Developed communication plan with customers on COVID-19 situation.
- Developed golf staff plan and train for updated cleaning and sanitizing surfaces due to COVID-19 outbreak.
- Attended PGA online roundtable discussions on COVID-19 opening plans at other golf facilities in the country and what procedures and restrictions will be implemented at those facilities.
- Attended Titleist Online University classes in changes golf ball products and new golf club lines.
- Developed “Back into the Swing of Things” procedures, golf rates and pro shop staff policies for when the lockdown is modified or lifted.
- Attended CDGA Handicap System online training program.
- Continued to contacting outing planners for dates, date modifications or cancellations for 2020 golf outings and send out contracts.
- Attended IPRA Zoom roundtable discussions on COVID-19 procedures for other park district agencies.
- Contacted all Season Pass holders with updates on Season Pass extensions due the late opening due to COVID-19 lockdown.

- Developed new tee sheet template intervals to expand spacing of golf traffic once the golf course opens.
- Attended safety committee meeting to develop COVID-19 policies and procedures for implementation when lockdown is lifted.
- Prepared riding carts for usage. Fill gas, clean, check and monitor tire pressure and do routine PDRMA checklist and developed cleaning and sanitizing procedures if riding carts are allowed for usage.
- Sent Eblasts to all 2018 and 2019 patrons about the delayed opening.
- Updated golf website with current golf course status.
- Contacted all vendors and put all remaining pre-booked pro shop merchandise orders on hold until further notice.
- Modified part-time staff work schedules for May and June to reduce expenses due to lost revenue of March and April closures.
- Continued to develop signage and eblasts for continued irrigation installation work when the golf course opens in the spring.
- Continued to prepare league rosters, contact league players concerning the delayed start of the season and changes in the league schedule.
- Continued to change and update the 2020 Tournament Schedule as events change dates due to lockdown.
- Contacted all part-time staff with updates of park district COVID-19 procedures and policies.

Administrative Initiatives (5/1/20 – 5/31/20)

- Attend all administrative staff meetings as scheduled.
- Develop May Golf Insight newsletter.

- Continue to monitor COVID-19 State and Federal compliance plans.
- Continue to monitor plans developed by the USGA, CDGA, PGA and Golf Course Superintendents Association on golf course operations due to COVID-19.
- Continue to develop signage and modify procedures as lockdown conditions are change and modified.
- Continue to work with outing planners and alter tournament schedules as dates are changed due to the delayed start of golf season.
- Initiate cleaning and sanitizing procedures for pro shop, clubhouse, golf carts and part-time staff as well as monitor and adjust those procedures as needed or required.
- Work with Irrigation installation team to keep golfers informed of hole closures and installation status for completion.
- Contact Players Golf Cars for rental fleets for golf outings.
- Research online and phone application programs for virtual scorecards.
- Develop pro shop/clubhouse signage for call in procedures for tee time booking and phone call credit card payments.
- Send eblasts to Season Pass Holders and daily fee players on golf course status and explain procedures for tee time booking and payments.
- Finalize all league rosters and schedules and begin all league play.
- Attend Titleist Online University training on new line of Scotty Cameron Putters and Vokey Wedge club fitting.
- Develop and monitor social distancing plan for even spacing of golfers while on the golf course.
- Work with Kiwanis representatives on bag rack donation dedication and placement of memorial signage.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: April 28, 2020

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

Golf

- Except for the river flooding the third week of March, the weather has been nice for April so far. The flood came after a 2.4” rain on top of very wet soil coming out of winter. Luckily, the river fell quickly and did no permanent damage to any turf as all was still dormant. The flood left some mud and a good amount of corn stalk debris from the fields staff has since removed.
- The coronavirus regulations have shut down the golf course, so we have not brought back seasonal staff yet until we get back to being open. So, for now, we are performing the most needed maintenance practices with three staff members. The greens, tees, fairways, rough, banks, and trim mowing are done when needed only. Applications for weeds, disease, and fertilizer are done as typical to promote healthy turf. Seeding, landscaping, other projects are only done as time allows outside of essential tasks.
- Prior to mowing taking place, the course was cleaned of flood debris and winter sticks.
- Midwest Irrigation continues to work and are close to having the west side of the river completed with Toro head installation, piping, and wiring. The pumphouse electrical changes have been made which includes the power meter and shut off raised significantly next to the pump house to abide by current codes for above flood way service. The next step are the holes east of the river to add heads then start up of the system.

- Once golf is permitted, we will be setting the course up for play and working with Kirk on the restrictions set and make extra efforts for sanitation of flagsticks, cups, ball washers and any other allowed high touch areas.

Sports

- The Coronavirus restrictions have delayed any activities on the fields. We have yet to see how delayed the seasons will be. AYSO has already cancelled their spring season which typically finishes in mid-June. Their National did not allow for any start before May 15 so they will now focus on fall which starts at the beginning of August.
- High School baseball and softball will not have seasons this spring. High School baseball usually has a summer league which now they are still planning unless new summer restrictions are imposed.
- Sycamore Youth Baseball and Sycamore Girls' Softball are still hoping to have some type of spring season that might linger further into July, but all are still waiting on the next set of restrictions from the State before making any decisions.
- The adult softball and soccer leagues will also be on hold until we receive further information from the Governor.
- The new backstop net installation on the high school field 1 has been completed. The High School will be paying half the cost of the project.
- The work continues at the new soccer complex. We had a meeting with engineers, staff, and contractors this week. They will soon continue seeding the fields and surrounds along with repair of winter washed out areas, low areas, and thin turf areas that were seeded last fall. Trees will be straightened, and the top layer of the parking lot paving will also take place when temperatures allow.

- The pool hot tub wall testing is complete with repairs for the tested area to be completed soon. The testing showed the hot tub walls, while still solid, are showing decay and replacement is a permanent option.
- The City provided a permit to complete the electrical safety upgrades by Finney electric. They will be starting in the next week or two to complete the upgrades.
- The pool has been drained and the accumulated winter leaf debris removed. Once an opening date can be determined, we will begin the process of acid washing the pool, filling, heating, and chemically balancing the water about 3 weeks ahead of the opening date.
- Staff continues to mow and work on the infields and surrounds. Seasonal staff has not started during the lockdown.

Parks

- I attended staff, regular Board, and study sessions.
- Attended staff meetings and planning sessions concerning Coronavirus.
- Attended meetings with Rec. staff for event planning and summer adjustments.
- Attended meeting with IDOT, county engineer, and ERA engineer about future trail project and land acquisitions.
- Worked with staff on safety, cleaning, and adjusted work schedule practices during the lockdown. We have not hired back one IMRF or any seasonal staff, so all areas are being maintained by priority.

- Continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, any other issues.
- Completed spring tree planting project specifications and sent out to local landscape companies for quotes. Winter's Landscape of Sycamore will be planting between 57-60 trees at the golf course, dog park, and various other parks around town this spring and early summer including the new park at Alden and North Grove Rd.
- Park staff is mowing and trimming needed areas, keeping up with garbage cans and loose garbage at the parks and in ponds, checking parks for safety of equipment and paths, landscaping as able. No water has been turned on to shelters or fountains, and the WPA shelter bathrooms remain closed.
- Staff is working on seeding thin areas on the sled hill and at the dog park.
- My family participated in the Easter egg hunt at 12 parks by painting and hiding eggs at three parks.
- Continue to meet with senior staff and Board on issues related to Coronavirus and helped develop plans for summer and additional cleaning once "normal" can return. I 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. Masks and gloves have been provided to staff when they need to work close to others.
- Once we have restrictions lifted, Director Gibble was able to gain the help of the Lions, Kiwanis, and Rotary Clubs to help us clean the playground equipment, park benches, and picnic tables. I will be working with each group to coordinate the logistics of each task once more social gathering is possible.

Administrative Initiatives (5/1/20-5/31/20)

- Attend all staff, Board, and planning meetings as we adjust to new Coronavirus regulations and summer planning options.
- 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 as we work around Virus regulations and limitations.
- Open the golf course the Governor allows following all regulations dictated by the State.
- Bring in seasonal staff when able and continue mowing, trimming, of all park/sports turf areas. Continue seeding and repairs of turf areas, landscaping, tree trimming, park repairs, trail work, pond and natural area management, weed control, flower planting.
- Work with soccer complex contractor as work continues to complete seeding and paving.
- Work with golf irrigation installation company as system becomes active and be involved with startup and learning operation of system with other staff.
- Continue 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 to work towards pool opening if deemed allowed by regulations.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: April 28, 2020

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

- COVID-19:
 - Continued to monitor 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.
 - Created videos, activities and other tools for reaching out to the public to encourage them to RECREATE safely during these times.
 - Formulated plans for future extensions of the lockdown, or orders from governing organizations
 - Established support from Rotary, Kiwanis and Lions to assist with cleaning/sanitizing of key amenities for the “lead-up” to any “shelter-in-place” reductions or eliminations.

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

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

- Began bidding process for Ovitz Park Playground construction.

- Reston Ponds and North Grove Crossing Park matters.

- Award bid for ITEP Construction: Forest Preserve to Old Mill Park—Segment 1.

- Finalized Archeological/Cultural study for IDNR and the OSLAD Grant.

Administrative Initiatives (5/1/20 – 5/31/20)

- COVID-19:
 - Finalize Summer Plans.
 - Develop Content for and work with Sarah Rex on several communication tools regarding Summer Plan.
 - 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.

- Hold initial meetings with IDOT/Engineers/Contractors for Segment 1 construction of the Forest Preserve to Old Mill trail project.

- Continue working with affiliate groups on summer transition/alternate plans for their programs and park use.

- Begin support role for Board in re-opening the hiring process for the new Executive Director.

Theresa Tevsh

From: Ron and Janelle Bennett <rjbennett247@gmail.com>
Sent: Monday, April 13, 2020 11:49 PM
To: Theresa Tevsh
Subject: Re: Sycamore Park District - Pickleball Courts

Thank you Theresa. This message was uplifting and gave us something to look forward to. Stay well and hope to see you in the not so distant future.

Ron Bennett

Sent from my iPad

On Apr 13, 2020, at 3:03 PM, Theresa Tevsh <theresat@sycamoreparkdistrict.com> wrote:

Hello Sycamore Pickleball Fans!

I hope that everyone is healthy and safe at home, and getting some fresh air in our Sycamore Parks!

I wanted to send you a few things to keep you excited about coming back for Pickleball at the Community Center.

1. While the facility has been shut down, we have used this time to do an EXTREME CLEAN and a few maintenance repairs. (see picture)
2. We painted the two front courts with 2" blue pickleball lines. Now we officially have four courts. (see picture)
3. I am working on a new date to **reschedule** the April 26th Pickleball Clinic (see old flyer attached), for later this summer. In the meantime, the instructor sent a practice video for all of you to do at home (hint hint).

This is GREAT



<https://www.youtube.com/watch?v=UWvvlRouMUc>

4. April 14th will be *two years* in our new facility. Check out the time-lapse video of our building being built at the Sycamore Park District Facebook page and website.
5. When this is all over, we definitely need another socializer with all the great food you make. And I will cook the brats! 😊 While you are home,

consider entering our cooking contest to win a HyVee Gift Certificate:
<https://www.sycamoreparkdistrict.com/home-cooking-competition/>

If I forgot someone, please pass on this email.

Be well,

Theresa Tevsh, CPRP

Superintendent of Recreation

Main Office: 815-895-3365

Direct Line: 815-770-2668

<image001.jpg>

Sycamore Park District – We put the *MORE* in Sycamore

815-895-3365 | SycamoreParkDistrict.com

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Sent from my iPhone

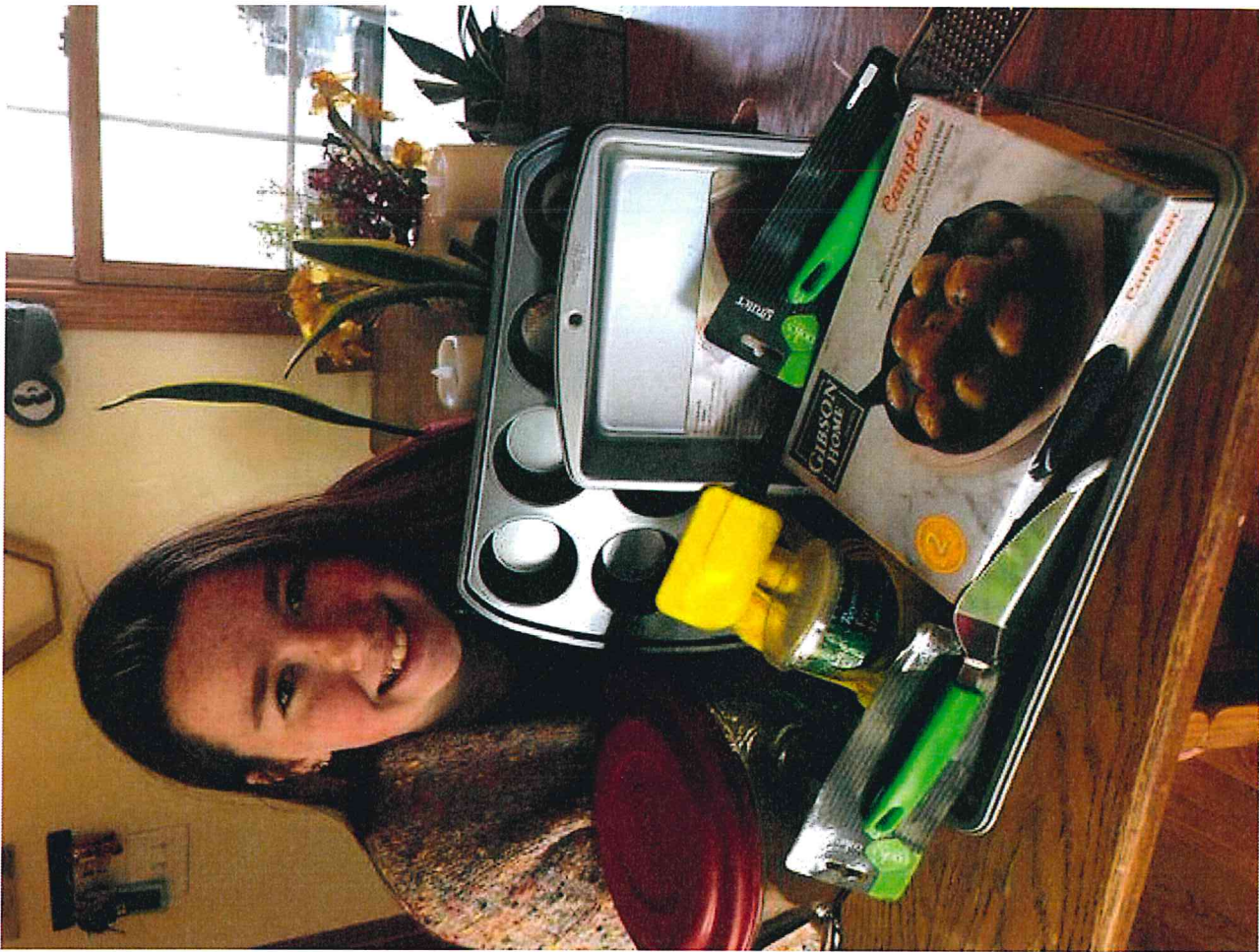
<PickleballClinic_4-26-20.pdf>

Theresa Tevsh

From: Sarah Rex
Sent: Tuesday, April 21, 2020 12:14 PM
To: Theresa Tevsh
Subject: FW: Note from Katie Carlson Davis to your Facebook Page Sycamore Park District

From the Cooking Competition winner...

From: Katie Davis <ktdavis@frontier.com>
Sent: Tuesday, April 21, 2020 11:30 AM
To: Sarah Rex <sarahr@sycamoreparkdistrict.com>
Subject: Note from Katie Carlson Davis to your Facebook Page Sycamore Park District



Thank you so much!!! Perfect timing for staying home and baking and cooking!!! ❤️
Sent from my iPhone

RESOLUTION NO. 01-2020**A RESOLUTION AUTHORIZING EXECUTION OF A RETIREMENT AGREEMENT
WITH THE EXECUTIVE DIRECTOR OF SYCAMORE PARK DISTRICT**

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

WHEREAS, the Executive Director of the Sycamore Park District has announced plans to retire from employment with the Park District; and

WHEREAS, the Park District desires to plan for the retirement of the Executive Director and provide an appropriate transition period to assist a new director; and

WHEREAS, the Park District desires to enter into a Retirement Agreement with the current Executive Director ; and

WHEREAS, the Park District finds that a Retirement Agreement will provide continuity and support for the transition to a new director and otherwise improve the operations of the Park District; and

WHEREAS, approval of the retirement plan attached hereto is in the best interest of the Park District.

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

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

SECTION TWO: The retirement agreement, attached hereto as exhibit A, be and the same is hereby approved and the President is hereby authorized to execute said agreement for and on behalf of the Park District.

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

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

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, approval and publication in pamphlet form as provided by law and the provisions

of the City Code amended herein shall be reprinted with the changes.

APPROVED and ADOPTED by the Board of Commissioners of the Sycamore Park District this ____ day of _____, 2020 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

RETIREMENT AGREEMENT AND GENERAL RELEASE

Daniel Gibble (“Gibble”) on behalf of himself, his heirs, agents and assigns, and the Sycamore Park District, on behalf of itself, its elected or appointed officials, whether past, present or future, agents, representatives, employees or assigns (“District”) (collectively referred to as “the Parties”) voluntarily agree to this Retirement Agreement and Release (the “Agreement”) in order to acknowledge Gibble’s years of service to DISTRICT and the retirement of Gibble’s employment in accordance with the following terms and conditions:

WHEREAS, Gibble has voluntarily decided to retire effective twelve weeks after his replacement is hired but, in any event, no later than February 12, 2021 (Retirement); and

WHEREAS, execution of this Agreement also serves as his irrevocable notice of retirement.;

WHEREAS, DISTRICT recognizes that Gibble has served the agency nearly nine years and unequivocally represents that nothing in this Agreement should be interpreted as diminishing DISTRICT’s appreciation for his services;

WHEREAS, the Parties want to settle and resolve all issues related to Gibble’s retirement at this time;

NOW, THEREFORE, for and in consideration of the provisions, covenants and mutual promises contained herein, the Parties hereby agree as follows:

1. Board Approval.

This Retirement Agreement shall not become valid and enforceable until after it has been fully executed by both Parties, the revocation period described in Paragraph 16 has expired, and it has been approved by the Park District Board of Commissioners (the “Board”).

2. Retirement and Employment status until Retirement.

a. In order to provide a smooth transition in the position of Executive Director, Gibble agrees to continue employment with District until his successor is hired and up to an additional twelve weeks following the employment of his successor. In no event however will Gibble be employed by District beyond February 12, 2021 regardless of if or when his successor is employed. The District will attempt to employ Gibble’s successor by December 12, 2020. If Gibble’s successor is employed prior to December 12, 2020 then Gibble’s Retirement from the District will occur no more than 12 weeks following the employment of his successor. District and Gibble may agree to a shorter than 12-week transition period and the Retirement will occur on the date agreed.

b. Gibble will continue in the position of Executive Director performing the usual and customary duties of the position from execution of this Agreement until Retirement. DISTRICT shall pay Gibble in accordance with the salary policies and procedures applicable generally to DISTRICT’s employees. Gibble shall continue to receive all other benefits set forth in his employment contract, as amended, until his Retirement.

c. Gibble agrees that he will take, and be paid for, all vacation time that he is due, whether accumulated or accrued before Retirement. If, for any reason, Gibble is unable to take all accrued vacation time before Retirement, he will be paid for unused vacation time by means of a separate paycheck during the first payroll period in the month following his final paycheck after Retirement. District agrees to allow Gibble to take the following vacations he has scheduled: September 11-29, 2020 and November 11-22, 2020, with pay, and without using accrued vacation time or paid leave.

3. Release and Covenant Not To Sue.

a. To the greatest extent permitted by law, Gibble agrees to release DISTRICT regarding all claims he has or might have as of the time of execution of this Agreement and at Retirement, whether known or unknown. By way of explanation, but not limiting its completeness, Gibble hereby fully, finally and unconditionally releases, compromises, waives and forever discharges DISTRICT and the Released Parties (defined in paragraph 3.d below) from and for any and all claims, liabilities, suits, discrimination or other charges, personal injuries, demands, debts, liens, damages, costs, grievances, injuries, actions or rights of action of any nature whatsoever, known or unknown, liquidated or unliquidated, absolute or contingent, in law or in equity, which were or could have been filed with any federal, state, local or private court, agency, arbitrator or any other entity, based directly or indirectly upon Gibble's employment with DISTRICT, the cessation of his employment, and any alleged act or omission to act by DISTRICT or the Released Parties, whether related or unrelated to his employment, occurring and/or accruing prior to Retirement.. Gibble further waives any right to any form of claim, recovery, compensation or other remedy in any action brought on his behalf.

b. Without limiting the foregoing terms and as otherwise permitted by law, this Agreement specifically includes all claims by Gibble under the Americans with Disabilities Act, Age Discrimination in Employment Act (ADEA) (including the Older Workers' Benefit Protection Act), the Family and Medical Leave Act, the Fair Labor Standards Act, the Illinois Minimum Wage Law, the Illinois Wage Payment and Collection Act, the Worker Adjustment Retraining Notification (WARN) Act, the Illinois WARN Act, the Illinois Human Rights Act, and Title VII of the Civil Rights Act of 1964, as amended. This Agreement also includes any tort, and any and all claims Gibble may have arising from any federal, state or local constitution, statute, regulation, rule, ordinance, order, public policy, contract or common law. This Agreement does not prohibit Gibble from filing charges with the federal Equal Employment Opportunity Commission (EEOC) or from participating in an investigation conducted by the EEOC with respect to its statutory responsibilities; however, in consideration of the compensation and benefits provided to him in this Agreement, Gibble specifically waives any right to such monetary recovery as may otherwise be available to him as a result of such charges or investigation.

c. This Agreement includes and extinguishes all claims Gibble may have for equitable and legal relief, attorneys' fees and costs. More particularly, Gibble acknowledges that this Agreement is intended to be a resolution of any and all disputed claims and that Gibble is not a "prevailing party." Moreover, Gibble specifically intends

and agrees that this Agreement fully contemplates claims for attorneys' fees and costs, and he hereby waives, compromises, releases and discharges any such claims and liens.

d. Gibble agrees that this Retirement Agreement includes all claims and potential claims against DISTRICT and any affiliated entities, and as intended third-party beneficiaries, each of their predecessors, successors, heirs and assigns, past, present and future elected officials, commissioners, directors, officers, employees, members, partners, agents, attorneys, representatives, trustees, administrators, fiduciaries, insurers, group risk pools, and all of their employees, officers, directors and agents, jointly and severally, in their individual, fiduciary and corporate capacities (collectively referred to as the "Released Parties"), to the fullest extent of the law.

e. Gibble promises and covenants that he will not file any lawsuit against the Released Parties based upon any claim covered under the foregoing release unless he is exercising his right to challenge the enforceability of this Agreement under and in accordance with the ADEA or the Older Workers Benefit Protection Act. In addition, nothing in this Agreement prohibits Gibble from participating in any administrative matter before a governmental agency, including, but not limited to, the EEOC.

f. Nothing in this Agreement restricts Gibble's or DISTRICT's right to enforce this Agreement and the promises set forth herein.

4. Nonassignment.

Gibble expressly promises DISTRICT that he has not assigned or transferred, or purported to assign or transfer, and will not assign or otherwise transfer: (a) any claims, or portions of claims, against the Released Parties (as defined in Paragraph 3); (b) any rights that he has or may have had to assert claims on his behalf or on behalf of others against the Released Parties; and (c) any right he has or may have to the Retirement Payment. Gibble promises that any monies, benefits or other consideration he receives from DISTRICT are not subject to any liens, garnishments, mortgages or other charges, and no one else has any claim to any portion of the Retirement Payment.

5. Acknowledgement of No Pending Claims.

Gibble represents and warrants that he does not have any claims pending before any court, agency, or other person/entity.

6. No Reinstatement.

Gibble waives any and all rights to reinstatement or rehire with DISTRICT that he may otherwise have after Retirement, although nothing in this Agreement precludes the Parties from entering into an independent contractor agreement for specific services at any point in the future. Gibble likewise agrees that DISTRICT shall have no obligation, contractual or otherwise, to rehire, reinstate, recall or hire him at any time after Retirement.

7. Medicare and Social Security.

Gibble hereby warrants and represents that he presently is not, nor has he ever been enrolled in Medicare Part A or Part B. Further, Gibble represents and warrants that he has no present claim for Social Security Disability benefits nor is he presently appealing or re-filing for Social Security Disability benefits. Gibble agrees to indemnify and hold DISTRICT and the Released Parties harmless from any claims of, or rights of recovery by Medicare and/or persons or entities acting on behalf of Medicare as a result of any future payment which may be made by Medicare or any other entity for or on behalf of Gibble for such future care. Gibble agrees to hold harmless DISTRICT and the Released Parties from and/or for any loss of Medicare benefits or Social Security benefits (including Social Security Disability) that Gibble may sustain as a result of this Agreement.

8. Indemnification.

Gibble agrees to indemnify and hold each of the Released Parties harmless from and against any and all loss, cost, damage or expense, including, without limitation, attorneys' fees, incurred by DISTRICT and the Released Parties, or any of them, arising out of any breach of this Agreement by Gibble, the fact that any representation made herein by Gibble was false when made, or DISTRICT's successful enforcement of this Agreement against Gibble, except that this paragraph shall not apply to a lawsuit challenging the validity of this Agreement under the Age Discrimination in Employment Act, as amended.

9. Tax Liabilities.

In making this Agreement, DISTRICT, in reliance upon information concerning exemptions and allowances provided by Gibble that Gibble warrants is true and correct, will use its best efforts to comply with federal and state tax laws governing legally required withholding.

10. Neutral Construction.

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties, regardless of who drafted the Agreement.

11. Complete Agreement.

This Agreement sets forth all of the terms and conditions of the agreement between the Parties concerning the subject matter hereof and any prior oral communications are superseded by this Agreement. The Parties understand and agree that all of the terms and promises of this Agreement, other than the "Whereas" clauses, which are informational, are contractual and not a mere recital.

12. Effect on Previous Agreements.

This Agreement supersedes any and all prior agreements, understandings and communications between the Parties.

13. Amendment.

This Agreement may be amended only by a written document signed by Gibble and an authorized Officer of DISTRICT.

14. Severability.

In the event that any of the provisions of this Agreement are found by a judicial or other tribunal to be unenforceable, the remaining provisions of this Agreement will remain enforceable.

15. Nonadmission.

This Agreement is being entered into for the purposes of settling disputed claims, acknowledging the commitment and tenure of Gibble and implementing mutually agreed-upon terms, and shall not be construed as: (a) an admission by the Released Parties of any (i) loss, liability or wrongdoing to Gibble, (ii) breach of any agreement, or (iii) violation of a statute, law or regulation; or (b) a waiver of any defenses as to those matters within the scope of this Agreement. DISTRICT specifically denies any liability or wrongdoing, and Gibble agrees that he will not state, suggest or imply the contrary to anyone, either directly or indirectly, whether through counsel or otherwise.

16. Time To Consider Agreement.

Gibble understands that he has been given twenty-one (21) days to consider and sign this Agreement (the “consideration period”), and Gibble acknowledges and agrees that this consideration period has been reasonable and adequate. Gibble will have seven (7) days from the date he signs this Agreement to revoke it if he so desires. Notice of revocation must be directed to the President of the Sycamore Board of Park Commissioners. This Agreement shall not become effective or enforceable until this seven (7) day revocation period has expired, provided the Parties have also continued to meet all of the conditions in this Agreement and the Board has approved the Agreement. If Gibble has not communicated his acceptance of this offer before the expiration of the consideration period, this offer automatically expires at that time, and DISTRICT is not required to take any further action to rescind or otherwise withdraw the terms of this Agreement.

17. Right to Counsel.

Gibble acknowledges that he was informed that he has the right to consult with an attorney before signing this Agreement and that this paragraph shall constitute written notice of the right to be advised by legal counsel. Additionally, Gibble acknowledges that he has been advised by competent legal counsel of his own choosing in connection with the review and execution of this Agreement and that he has had an opportunity to and did negotiate over the terms of this Agreement.

18. Employee Acknowledgment.

Gibble declares that he has read this Agreement, that he fully understands its terms and contents, including the rights and obligations hereunder, and that he freely, voluntarily and without coercion enters into this Agreement. Further, Gibble agrees and acknowledges, after having had

the opportunity to confer with legal counsel, that the waiver and release of all rights or claims she may have under any local, state or federal law is knowing and voluntary.

**PLEASE READ CAREFULLY. THIS DOCUMENT INCLUDES
GIBBLE'S RELEASE OF ALL KNOWN AND UNKNOWN CLAIMS.**

Date: _____

Date: _____

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 27, 2019**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Community Center Building located at 435 Airport Road in Sycamore, Illinois is called to order at 6:03 p.m. on Tuesday, August 27, 2019.

Will the recording secretary please call the roll.

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

Guests at the Board meeting were:

Mark Hubble- 469 ½ W. Exchange St., Sycamore

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

President Kroeger read the following:

The next agenda item for the Board of Park Commissioners is a public hearing to receive public comments on the proposal to sell not to exceed \$5,300,000 General Obligation Park Bonds (Alternate Revenue Source) for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District, including, but not limited to, the construction of items identified in the District's Vision 2020 Plan, and for the payment of the expenses incident thereto. All persons desiring to be heard will have an opportunity to present written or oral testimony with respect thereto.

To open the discussion, the reasons for the proposed issuance of the Park Bonds are to use the proceeds to complete the construction of capital projects detailed in the District's Vision 2020 Plan and to pay the costs of issuance of the bonds. This includes, but is not limited to, construction of soccer complex, ball diamonds, installation of golf course irrigation system, and two trail projects.

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President Kroeger asked if there were additional comments from the Park Commissioners.
 There were none.

President Kroeger asked if there were any written testimony concerning the proposed issuance of the Park Bonds?
 There were none.

President Kroeger asked if there were any oral testimony of any public comments concerning the proposed issuance of the Park Bonds?
 There were none.

President Kroeger stated that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Park Bonds.

Motion

Commissioner Schulz moved to close the Hearing. 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 at this time.

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the July 23, 2019 Regular Meeting Minutes.
 Commissioner Doty 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 at this time.

Motion

Commissioner Schulz moved to approve the July 23, 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 at this time.

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$172,310.73.
 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 at this time.

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Correspondence –

KSRA Audit
 Pay-it-Forward House Thank You

Commissioner Graves arrived at 6:06 pm.

Public Input –

Mark Hubble proposed that in 2021 there should be a frisbee golf course in Sycamore. Commissioner Strack noted that he had talked to Mark before on this and appreciated him coming to share the idea. He also noted that the five-year strategic planning is happening soon, and we will be surveying the community and perhaps we can add that to ask if the community would like this. Commissioner Strack noted they can try to let him know by Spring if this will be a part of the plan.

President Kroeger noted he has been working with the Mayor on his ideas of doing trees at our entrance to the sports complex. The idea has now gone out to the Middle School and the plan is to have the trees run down Route 23 on the other side of the bike path. Eventually will go further. He believes it passed the school board last week. He also noted there would be nothing on the park side to do except maybe maintenance on the trees. These will be on school property but asking the Park for cooperation on this. Director Gibble noted this is in lieu of planting trees at the sports complex entrance.

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Positive Feedback –

- President Strack thanked the Park District and all the Park Board members for the kind gift of a tree for his brother. There will be a celebration of life on 8-31 from 12-4 at Frances.
- Commissioner Graves noted that for the golf league on Wednesday nights Kirk and his staff put on a dinner for the golfers and was much appreciated.

Monthly Report – Supt. of Recreation Theresa and Lisa Metcalf: Lisa noted that in 2016 Supt. of Parks Jeff Donahoe played a big part in determining the fees based on what it cost to mow and maintain the fields. The fees changed in 2017 along with the Leaf a Legacy contribution rate. Other than the affiliates, everyone pays the new fees plus the LAL contribution for the next five years to help with the sports expansion. The affiliates pledged certain amounts over the five years, so their fees stayed the same. Their pledges are all due by 2021. Director Gibble noted that SYB's is due 1-2020 and Girls Softball is due 12-31-2020. He noted he has reminded all of the affiliate organizations about 3 months ago of their pledge amounts due. Lisa noted that if the pledge is not paid by the date due, we can go back and charge them the new rate since 2017. She then noted that after 2021 all will pay the new fees that were started in 2017 unless the fees have gone up at that time.

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Plan Commission Report - Commissioner Strack noted that will be going to the DeKalb County Enterprise Zone meeting. They had a meeting a while ago with some proposed changes to the agreement. This related to prior development on NIU property. They were proposing to exempt those pieces of development from the employment requirements and the income requirements of employees. Commissioner informed them that this was inconsistent with the representations made to the taxing bodies so suggested it be modified. The Enterprise Zone group will take back to the drawing board.

There was an Ad-Hoc committee on growth related to impact fees. Every three years we get a new set of appraisals on what land is worth and they recalculate what that means in terms of impact fees. He proposed a revision to the definition of land where it says this is what the Park District views as undesirable land. The lobbyist for the Realtor Association in this area made a presentation that impact fees should be suspended completely since there is an accelerated rate of growth. Commissioner Strack doesn't anticipate this happening.

The Plan Commission focused on the transaction of land ownership from the City to the County.

Director Gibble noted to add to that since this relates to Update on Trail Easements/Acquisitions. That issue has raised a problem with the plats the City and County developed for the parcel they are talking about. This created a five foot error on the previous approved plats for our land swap for the trail projects. So, we are back to square one with IDOT with Nathan Schwartz sending the City County plats now to IDOT for approval. He wanted to let the Board know that there may be a concern on IDOT part with the new plats.

Old Business

Executive Director Committee Update – Commissioner Strack noted they had a candidate for the committee, but they are gone from January to April and would only be able to help by video if the board was ok with that. Commissioner Doty noted this would be the time frame that most of the work would need to be done. Commissioner Schulz gave another name of someone so Commissioner Doty will try to contact this person.

Consideration of Retirement Agreement – President Kroeger noted this was drafted by our attorney Derke. There have been changes suggested by him and Supt. of Finance Hienbuecher. This is the final agreement.

Motion

Commissioner Strack moved to approve the Retirement Agreement as presented.
 Commissioner Graves seconded the Motion.

Roll Call

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

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Update on Trail Easements/Acquisitions – Director Gibble noted he has one complete set of documents and he is ready to file. The checks are cut to pay the Ehlers. He is waiting for the documents on the Manczko property with the latest round of negotiations. They want their own plat on the property. Since this property is now in a trust their attorney wants some changes to the language, so we are waiting at this time.

Update on Soccer Complex Project – Director Gibble noted things are going well. Wagner is the main contractor working now doing all the trench work, storm water work and should probably be done soon. The only thing still outstanding from permit perspective is the City issued the permit less the building itself. The city wanted some final specifications and the electrical documents. He knows there was some communications between the City and contractors. He has not heard any concern about having seed down by the 15th of September.

Update on Pool Assessment - Supt. of Parks Jeff Donahoe noted that the company came through with the pool running and people swimming. They will be coming back out on 9-10 to check with the pool empty. The pool is now drained so they can look at the cracks, lights, etc. The company is saying that for a pool this age, it looks pretty good. There has already been a lot replaced in the mechanical room. Director Gibble noted we should have the report some time in October.

Golf Course Irrigation Update – Supt. of Park Jeff Donahoe noted the equipment has been delivered and most of the piping. We will keep the current system running till October. He noted the whole course was Julied and have the map from the City on water lines, etc. He will be meeting with the company on Thursday and they are hoping to start on Tuesday. Depending on the weather, they are hoping to have the majority of the work done by middle December.

Community Wide Survey Discussion/Input – Director Gibble noted he will get the first draft of the survey today. There are about eleven individuals that will look at it and critique it. The draft will then go back to Ron to revise it.

Set Dates on Future Study Sessions – Director Gibble noted we will need a study session when the first set of survey results come back, possibly in October. If the Board feels a need to hold a study session for other topics that have come up, we should have one. The first study session will be held on October 29th at 6:00 pm.

Park Tour: September 7, 2019 – There was discussion on the date for the tour. It was decided to change the meeting to September 21st.

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New Business

Approve Training and Development for Executive Director – Director Gibble noted he has been trying to go to this for training for several years, but simply hasn't had the time. It has been in the budget every year since Gibble came to work here, but not expended. This year he is suggesting he go to do some recruiting if the Board would like him to. Commissioner Schulz noted she is concerned that the \$2000 could go towards other things. Commissioner Graves noted that it could be a benefit for Director Gibble to reach out to possible executive director recruits. Director Gibble noted he can post the job description and offer times to meet along with handing out our brochures, etc. He also noted they run a great high-quality job mart there.

Motion

Commissioner Strack moved to approve the Training and Development. Commissioner Doty seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. Commissioners Graves, Doty, Strack and Kroeger voted Aye. Commissioner Schulz voted Nay. Motion carried 4-1.

Lauren Underwood Visit to Sycamore Park District and Airport Road – Commissioner Schulz noted this is a timeline as part of the list of concerns of the neighbors to the soccer complex on Airport Road. One concern on the list was having their mailboxes moved and thanks to Lauren Underwood and her staff the mailboxes were moved. The residents have started to receive mail in the moved mailboxes except for one resident that refused to have his moved. Still working on the speed in this area. Commissioner Schulz noted she had received a call from Lauren Underwood's aid and Lauren would like to meet the neighbors to see how it is going. She went over the schedule and noted Dave Severson, Jeff Keicher, the Mayor, County Board Members for this area, our Board and staff. Vac will be providing a bus to take everyone down Airport Rd.

Public Input – None

Motion

The Board adjourned the Regular Session at 7:15 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 5-0.

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Study Session: April 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: AFFIRM BID by IDOT For: ITEP TRAIL PROJECT—Forest Preserve to Old Mill Park – Segment 1: Recommend Affirmation

BACKGROUND INFORMATION: The long wait is over. On Friday April 24, 2020 the Illinois Department of Transportation opened several hundred bids for transportation projects in Illinois. One of those is for the **ITEP TRAIL PROJECT--Forest Preserve to Old Mill Park: Segment 1.**

Final Estimates by our Engineer had the cost being \$1,855,000.

The low bid will be provided at the meeting, as it was not available at the time the board packet was finalized.

FISCAL IMPACT: This is a project we have funded in ACTION 2020 and our partner—the DeKalb County Forest Preserve District—will be sharing in the cost by a prior agreement approved by the Board. MOST IMPORTANTLY, 80% of this cost will be paid by FEDERAL HIGHWAY FUNDS, and not our local taxpayers.

STAFF RECOMMENDATION: I recommend affirmation of the low bid.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: