



**Sycamore Park District
Regular Board Meeting
June 2, 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 and Sycamore Park District ORDINANCE 05-2020 TEMPORARY REMOTE ATTENDANCE POLICY.

Commissioners, staff and the public are encouraged to participate remotely via web conferencing at <https://us04web.zoom.us/j/79563266622?pwd=YWx5ak5MaDNxTk9XZDgyTy96Ylc4dz09>, Meeting ID: 795 6326 6622 Password: 1aFqqD. 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 June 2, 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.

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Sycamore Park District is an equal opportunity provider and employer.

AGENDA

June 2, 2020 6:00 PM

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

Nominations for President

Elect President

Nominations for Vice President

Elect Vice President

Appoint Secretary

Appoint Treasurer

Appoint Legal Services

Appoint Audit Services

Appoint IAPD Legislative contact

Appoint Freedom of Information officers

Appoint Open Meeting Act official

Appoint ADA Coordinator

Appoint PLAN COMMISSION Representative

Appoint the TIF District Representative

APPROVAL OF MINUTES: (Voice Vote)

4. Regular Minutes: April 28, 2020 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

26. Superintendent of Finance Monthly Report
30. Budget Report
44. Superintendent of Recreation Monthly Report
54. Superintendent of Golf Operations Monthly Report
58. Superintendent of Parks and Facilities Monthly Report
63. Executive Director Monthly Report

CORRESPONDENCE

66. ITEP/IDOT/FHWA Additional Funds Letter
67. MONTHLY REPORT: Program Planning for Fall 2020—Theresa

OLD BUSINESS:

- Executive Director Search Committee Update—Ben/Daryl
 Update Regarding MMNH—Theresa
72. A RESOLUTION APPROVING JOINT AGREEMENT NO. C-93-021-19
 For Funds to Pay for Segment 1: GW Trail from Old Mill Park to Sycamore
 Forest Preserve—Dan (Roll Call Vote)
83. Updated “Loss” Numbers for FY2020 Budget—Jackie
 Update on Golf Operations—Kirk
90. Park Naming – Sarah

NEW BUSINESS:

91. Presentation of Audit—Jackie/Lauterbach & Amen
92. Consider Large Events—Sarah
94. Plans for Re-Opening Pathway Fitness—Lisa

PUBLIC INPUT

EXECUTIVE SESSION:

EXECUTIVE SESSION (Roll Call Vote):

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

ADJOURN

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

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held remotely via Zoom in Sycamore, Illinois is called to order at 6:04 p.m. on Tuesday, April 28, 2020.

Will the recording secretary please call the roll.

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

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

Staff members present via Zoom were Jeanette Freeman, Director Gibble, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Theresa Tevsh, Lisa Metcalf, Sarah Rex, and Justin Genz.

Guests at the Board meeting via Zoom were:

John Mayer – ERA

Andrew Kustusch – ERA

Motion

Commissioner Schulz made a motion to permit Commissioners Doty, Graves, Schulz, Strack and Kroeger to participate remotely. 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.

Motion

Commissioner Schulz moved to approve Ordinance 05-2020 – Temporary Remote Attendance Policy. 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.

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular Agenda and the Consent Agenda. 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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**Approval of Minutes –
 Motion**

Commissioner Graves moved to approve the March 31, 2020 Regular Meeting Minutes.
 Commissioner Strack seconded the Motion.

Voice Vote

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

**Claims and Accounts Approval
 Motion**

Commissioner Schulz moved to approve and pay the bills in the amount of \$242,104.69.
 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 –

- **Pickleball**
- **Katie Davis – Cooking Competition Winner**

Public Input - None

Positive Feedback – None

Monthly Report – None

Plan Commission Report - None

Old Business

Executive Director Committee Update – President Kroeger noted that he had talked to Commissioners Strack and Doty to head this up again. Commissioner Strack expressed that his workload is really heavy right now. Commissioner Graves will step in and take his place on the search committee for the next Executive Director. President Kroeger recommended that he with get together in the next week or so with each of them. Director Gible suggested talking to each of them and then at the next opportunity get the plan to the board for approval to proceed.

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Sycamore Park District

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Update Regarding the MMNH – Supt. of Recr. Tevsh noted she had put some information in her board report. She noted they are not doing much now with everything being shut down. All the live animals are out of the building and they have been turning over their utilities bills to us. The insurance for the contents of the building and to cover their board members has lapsed. They are trying to find an attorney to help with the closing and have been turned away with no luck. President Kroeger noted our policy covers the structure. Director Gibble confirmed this. President Kroeger asked if any concern about any of the interior that would include the collection. Director Gibble noted that technically this gives us additional ground to break the lease. There may be a concern about if something did happen to the collection and we let it slide. So maybe we should think about alternatives for that. He is not sure what the cost would be, but he noted that we could try to find out. Supt. of Recr. Tevsh noted that the insurance company the museum was dealing with is sympathetic to their situation and offered to let them pay month by month. President Kroeger asked Supt. Tevsh to reach out to Josephine to see what that cost is. Supt. Tevsh noted that Museum Board President Josephine has gone through all the documents in the building and she now has them all at her house. She is trying to scan the documents to preserve them. They are unable to find anything showing that the City has ownership of the collection. President Kroeger asked if Michelle Donahoe might have a name of an attorney for the Museum. Supt. of Parks Donahoe noted he can check with her. Director Gibble noted he has also emailed our counsel Derke Price to see if there are organizations or agencies that volunteer legal services that might be able to help.

Resolution 01-2020: Retirement Agreement for Executive Director -

Motion

Commissioner Schulz moved to approve Resolution 01-2020 – Retirement Agreement for the Executive Director. 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.

Consider Bench Donation – President Kroeger noted the Mayor approached him in regards to his tree grove by the Middle School. Last year we agreed to trim the trees. He is trying to get a few benches and asked if the Park District would donate a bench. President Kroeger noted he told the Mayor that everything is tight right now, but he would talk to the Board about it. Commissioner Strack asked why the Mayor hasn't raised money to pay for the bench. President Kroeger noted that the Mayor has said in the past that this is supposed to be privately funded but is changing that some. Commissioner Strack noted that he feels we would be happy to facilitate the placement of the bench if he can find someone to donate it. Director Gibble asked if this would be on School District property. President Kroeger responded that yes it would be and either next to the trail going north and south on 23 or the new one going east and west on Brickville. Commissioner Graves suggested holding off on a donation until the virus is over.

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Consider Bench Donation – cont'd

Motion

Commissioner Graves moved to hold off on the consideration of donating a bench until after the virus is over. Commissioner Schulz seconded the Motion.

Voice Vote

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

New Business

Affirm IDOT Bid for ITEP Trail Project: Forest Preserve to Old Mill Park/Segment 1 –

Director Gible noted that since the board packet had gone out, he felt confident he would be asking the Board to approve the low bid with a roll call to affirm the bid. Since then he has emailed the Board asking the Board for authorization to do 1 of the 3 options he emailed to them on the bids. He noted that John Mayer and Andrew with ERA are also online if the Board has any questions. President Kroeger asked John what went wrong. John Mayer noted that the bid process is unpredictable. They looked at what prices came in to see what some of the causes were. The last 3 bids were close to each other and there was a total of 4 bids. The low bidder was Civil Contractors of Freeport, Copenhagen was second, then Sjostrum and Alliance. John discussed more on the bids and details of the project. President Kroeger noted it looks like we under budgeted this job by about \$300,000. John Mayer noted that prices have been creeping up and the logistics of certain parts of the project effected the bids. President Kroeger noted that Director Gible has given the Board 3 options to consider tonight. He asked for more detail on these options. Director Gible noted they had a conference call with Steve Cherry, the Grant & Project Administrator out of Ottawa. Steve laid out a few options for us and Director Gible presented the three best ones.

Option A - Reject all the bids and rebid it.

Option B - #1 – the bids are good for 45 days. John & Drew are talking to the bidders to see if there is anything that might save money. We could modify specs and rebid at the June letting.

#2 – If there were not significant items missed and the bids are pretty accurate, we could award to the low bidder and try to find the \$305,000 (plus or minus). We have a standing agreement with the Forest Preserve District that calls for them contributing their equivalent percentage to any amount that goes over budget up to \$50,000.

Option C – Make a request to ITEP through IDOT to the Feds to make up the difference. We could see if they would come up with the money. President Kroeger noted that we have time on this, and his opinion is to not accept the bids as they are and rebid in June. Director Gible noted we have to submit a letter as to why we feel additional funds are deserved. If the additional money is approved, the impact then would be looking at plus or minus about \$60,000. We could get a portion of that reimbursed from the Forest Preserve. President Kroeger noted that Dan's recommendation is to go with Option C requesting more funds from ITEP. Director Gible has been told that we should get an answer in less than 45 days. John Mayer noted he would be working together with Director Gible on the letter. Commissioner Strack noted that we saved money on the electrical for the pool which came in lower than we thought it would. Commissioner Doty noted he feels we should keep the current electrical work going since we agreed to the work for safety reasons. It did come in cheaper than we thought, so the savings could be applied towards additional money on this trail project. It was decided to keep the electrical things going at the pool since they are safety issues. Commissioner Doty

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Affirm IDOT Bid for ITEP Trail Project: Forest Preserve to Old Mill Park/Segment 1 – cont'd –noted he is suggesting to keep going the course on the electrical work and he supports Dan’s plan starting with Option C on the trail project looking for the additional funds and then working backwards on the list towards the lowest bidder if we are able to get those additional funds. Commissioner Graves and Strack noted they agree with Commissioner Doty’s comments. Director Gibble noted if the Board is comfortable with C they can make a motion to authorize Option C, which was the approach of making a case to IDOT and the Federal Highway Department for the additional dollars towards this. He would like authorization to proceed on what the Board is comfortable with. There was a consensus on the Board that they were comfortable with all three options presented.

Motion

Commissioner Strack made a motion in consistent with the discussion hear about the sequence of priorities in regard to various options with most desirable option being to get the federal government to fund a bigger portion of the project. 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.

Director Gibble asked if the Board had any questions on the summer plan and his recommendations which included:

- Closing the pool for the summer.
- Maintaining a hold on possibly opening the splashpad later.
- Parks will remain open under current and future modifications of social distancing.
- Summer concerts will be cancelled, trying to rebook in the fall or winter.
- All summer special events cancelled until July 1st.
- Path Way Fitness, gym and track would stay closed until sufficient definition of acceptable practices are approved, announced and authorized by the Governor.

Supt. of Golf Ops Lundbeck noted he has moved all golf outings to later than July 17th at this point. Supt. of Recr. Tevsh noted our summer intern will be working with Melissa in Concessions but she is also available to help Kirk. She has to put in 40 hours per week and is coming out of the NIU Sport Management program and would be a great asset. She also noted that the recreation department can help out if he needs it. Director Gibble noted we will not go public until Friday with these plans.

Commissioner Schulz commended the entire staff. This has really been hard, and everyone has come up with great ideas. People are paying attention. Commissioner Graves noted the pamphlet on Parks was great and a great job by all.

Supt. of Recr. Tevsh noted they are optimistic on the recreation side and if they have to program in small numbers, they are prepared for that.

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There was a consensus of the Board on the summer plan.

Public Input – There was no public signed in to Zoom

Director Gibble noted that we plan on doing the May meeting by Zoom also and decide on the June meeting later.

Motion

The Board adjourned the Regular Session at 7:17 pm 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

DATE: 05/27/2020
 TIME: 15:21:33
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/28/2020 TO 05/27/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ADVANCE		ADVANCE AUTO PARTS							
	2454-420040	01 BAL DUE - SEE ATTACHED	101500066403	02/26/20		61952	05/07/20	128.32	9.20
		02 BAL DUE - SEE ATTACHED	101500076515						4.60
	2454-422282	01 SPARK PLUGS	504100066403	04/07/20	00004536	61952	05/07/20	128.32	35.90
	2454-422399	01 SHOP FASTENER INSERTS	101500076511	04/09/20	00004546	61952	05/07/20	128.32	13.00
	2454-422559	01 CARB CLEANER	101500066403	04/13/20	00004545	61952	05/07/20	128.32	25.75
	2454-422572	01 AIR FILTER PAINT LINER	101500066402	04/13/20	00004540	61952	05/07/20	128.32	5.46
	2454-422577	01 SPARK PLUGS	101500066402	04/13/20	00004541	61952	05/07/20	128.32	6.99
	2454-422626	01 AIR FILTER LOT LINE SPRAYER	101500066403	04/14/20	00004547	61952	05/07/20	128.32	16.49
	2454-423627	01 PROGATOR PARTS	101500066403	04/30/20	00004561	61952	05/07/20	128.32	15.53
AFLAC								VENDOR TOTAL:	128.32
	774127	01 AFLAC - PRE TAX	101000002006	05/12/20		61988	05/21/20	605.90	605.90
		02 AFLAC - AFTER TAX	101000002007						568.70
AIRGAS								VENDOR TOTAL:	605.90
	9970196867	01 WELDING RENTAL TANKS	101500066401	04/30/20		62010	05/27/20	31.40	31.40
ARTHU								VENDOR TOTAL:	31.40
	351111	01 FAIRWAY FERTZ & INSECTICIDE	504100076506	05/13/20		62011	05/27/20	4,276.80	4,276.80
		02 FAIRWAY FERTZ & INSECTICIDE	504100076507						2,000.00
									2,276.80

FROM 04/28/2020 TO 05/27/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BANK		THE BANK OF NEW YORK MELLON							4,276.80
	252-2282078	01 AGENT FEES 2019A	101000156902	04/17/20		61936	05/05/20	750.00	750.00
	SYCAMORE 15A-0620	01 2015A BOND INTEREST	101000156900	04/15/20		61982	05/21/20	261,628.06	16,087.50
	SYCAMORE 19-0620	01 2019A ALT BOND INT	101000156900	04/15/20		61982	05/21/20	261,628.06	16,087.50
	SYCAMORE17A-0620	01 2017 BOND INTEREST	101000156900	04/15/20		61982	05/21/20	261,628.06	104,503.06
									141,037.50
									141,037.50
BANN		BANNER UP SIGNS							262,378.06
	71452	01 FOAM BOARDS FOR CANIDATES	101200046214	02/21/20	00004571	62002	05/22/20	140.00	140.00
	71861	01 SIGNS-COVID-19	504100066405	04/29/20		61953	05/07/20	116.00	116.00
	71908	01 NATURAL AREA PARK SIGNS	101500066405	05/05/20		62012	05/27/20	85.00	85.00
BATTERIE		BATTERIES PLUS BULBS							341.00
	P26460473	01 SHOP BATTERIES	101500076500	05/05/20		62013	05/27/20	13.95	13.95
	P26935984	01 POOL BULBS	518100066401	05/20/20	00004563	62003	05/22/20	41.85	41.85
CHICA		CHICAGO DISTRICT GOLF ASSOC.							55.80
	2116-198	01 CDGA HANDICAP SERVICE	504000036127	05/07/20		61954	05/07/20	1,380.00	1,380.00
CINTA2		CINTAS CORP							1,380.00
	8404600988	01 1ST AID KIT STOCK	101000066401	04/17/20		61955	05/07/20	35.17	35.17

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/28/2020 TO 05/27/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CITY	CITY OF SYCAMORE								35.17
	MARCH 2020								
	01	CITY SALES TAX - VENDING	207500086650	05/07/20		61956	05/07/20	15.00	15.00
	02	CITY SALES TAX - CATERING	303500116852						9.00
									6.00
	PLEXIGLASS SCREENS								
	01	CH - PLEXI SCREENS	303000066400	05/26/20		62009	05/26/20	234.00	234.00
	02	CC - PLEXI SCREENS	207500076500						78.00
									156.00
CITY2	CITY OF SYCAMORE								249.00
	1237100000-0420								
	01	WATER/SEWER-MAINT	101500096704	04/30/20		61957	05/07/20	542.64	139.49
									139.49
	1271005000-0420								
	01	WATER/SEWER - CC	207500096704	04/30/20		61957	05/07/20	542.64	403.15
									403.15
CMJ	CMJ TECHNOLOGIES, INC.								542.64
	12623								
	01	DEKSTOP REMOTE ACCESS	101000056304	03/25/20		61958	05/07/20	1,035.00	110.00
	02	DEKSTOP REMOTE ACCESS	201000056304						55.00
									55.00
	12737								
	01	DOMAIN NAME 2 YR	101000046206	04/28/20		61958	05/07/20	1,035.00	60.00
									60.00
	12773								
	01	MONTHLY SERVICES	101000056304	05/01/20		61958	05/07/20	1,035.00	865.00
	02	MONTHLY SERVICES	201000056304						432.50
									432.50
COMCA	COMCAST								1,035.00
	0468024-0420								
	01	INTERNET	101000096706	04/10/20		61959	05/07/20	813.39	668.02
	02	INTERNET	201000096706						174.18
	03	CABLE	207500096705						174.18
									319.66
	0468024-0520								
	01	INTERNET	101000096706	05/10/20		61983	05/21/20	678.02	678.02
	02	INTERNET	201000096706						174.18
	03	CABLE	207500096705						174.18
									329.66

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
0468768-0520		01 CABLE	303000096705	04/25/20	05/07/20	61959	813.39	145.37
		02 CABLE	504000096705					72.68
								72.69
COMMO		COMMONWEALTH EDISON						1,491.41
040820		01 FOUNDERS PARK	101500096702	04/08/20	05/07/20	61960	902.38	902.38
		02 BOYNTON PARK	101500096702					22.66
		03 KIWANIS PARK	101500096702					16.16
		04 EMIL CASSIER PARK	101500096702					36.04
		05 GOOD TYMES SHELTER	101500096702					19.41
		06 ENTRY PARK	101500096702					23.77
		07 MAINT BLDG	101500096702					24.80
		08 MAINT BLDG	504100096702					375.91
		09 SPORS COMPLEX	202100096702					7.72
050420		01 FOUNDERS PARK	101500096702	05/04/20	05/21/20	61990	5,311.80	976.35
		02 BOYNTON PARK	101500096702					22.16
		03 KIWANIS PARK	101500096702					16.16
		04 EMIL CASSIER PARK	101500096702					35.69
		05 SYCAMORE LAKE	101500096702					19.41
		06 GOOD TYMES SHELTER	101500096702					25.22
		07 WETZEL PARK	101500096702					25.15
		08 ENTRY PARK	101500096702					40.94
		09 MAINT BLDG	101500096702					24.80
		10 MAINT BLDG	504100096702					366.46
		11 SPORTS COMPLEX	202100096702					366.46
		12 SOCCER COMPLEX	101500096702					7.39
								26.51
0558722008-0420		01 BB CONC	303300096702	04/03/20	05/07/20	61961	4,366.69	4,366.69
		02 POOL	518100096702					39.24
		03 MAINT	101500096702					323.56
		04 MAINT	504100096702					15.03
		05 PUMP HOUSE	504100096702					15.03
		06 CART BLDG	504000096702					8.86
		07 CLUBHOUSE	303000096702					518.28
		08 PROSHOP	504000096702					44.42
		09 ADMIN	101000096702					44.42
		10 ADMIN	201000096702					103.66
		11 ELECTRONIC SIGN	101000096702					103.66
		12 ELECTRONIC SIGN	201000096702					7.00
		13 COMMUNITY CENTER	207500096702					7.00
								3,136.53

FROM 04/28/2020 TO 05/27/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0558722008-0520			05/05/20		61990	05/21/20	5,311.80	4,335.45
		01 BASEBALL CONCESSIONS	303300096702						43.87
		02 POOL	518100096702						187.64
		03 MAINT	101500096702						13.00
		04 MAINT	504100096702						13.00
		05 PUMP HOUSE	504100096702						1.94
		06 CART BLDG	504000096702						281.36
		07 CLUBHOUSE	303000096702						45.59
		08 PROSHOP	504000096702						45.59
		09 ADMIN	101000096702						106.38
		10 ADMIN	201000096702						106.38
		11 ELECTRONIC SIGN	101000096702						10.56
		12 ELECTRONIC SIGN	201000096702						10.56
		13 COMM CTR	207500096702						3,469.58
MMNH-0520		01 MUSEUM - 2 MO	202500076500	05/04/20		61991	05/21/20	947.67	947.67
CONS		CONSERV FS					VENDOR TOTAL:		11,528.54
121012849		01 GASOLINE - GOLF	504100076515	04/28/20		61937	05/05/20	1,139.72	375.73
		02 GASOLINE - PARKS	101500076515						13.24
		03 GASOLINE - SC	202100076515						65.06
		04 GASOLINE - TRUCKS	101500076515						44.22
121012850		01 DIESEL - GOLF	504100076515	04/28/20		61937	05/05/20	1,139.72	287.12
		02 DIESEL - PARKS	101500076515						76.32
		03 DIESEL - SC	202100076515						164.54
121012851		01 OLD SHOP #3	504100076515	04/27/20		61937	05/05/20	1,139.72	46.26
121012852		01 OLD SHOP - #4 GAS	504100076515	04/27/20		61937	05/05/20	1,139.72	225.85
121013004		01 DIESEL - GOLF	504100076515	05/15/20		61984	05/21/20	1,033.38	251.02
		02 DIESEL - PARKS	101500076515						251.02
		03 DIESEL - SC	202100076515						621.65
121013005		01 GASOLINE - GOLF	504100076515	05/15/20		61984	05/21/20	1,033.38	173.10
		02 GASOLINE - PARKS	101500076515						313.27
		03 GASOLINE - SC	202100076515						135.28
									411.73
									66.51
									94.34
									20.79

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	121013005	04 GASOLINE - TRUCKS	101500076515	05/15/20	05/21/20	61984	1,033.38	411.73 230.09
	40009471	01 PUMP HOSE	101500066404	05/21/20	05/27/20	62014	52.25	52.25
DEK3		DEKALB COUNTY COLLECTOR					VENDOR TOTAL:	2,225.35
	1ST 2020	01 PROPERTY TAXES	101500116850	05/01/20	05/21/20	61985	2,690.74	2,690.74 2,690.74
DEKA		DEKALB LAWN & EQUIPMENT CO.					VENDOR TOTAL:	2,690.74
	71537	01 PRIMER BULB-WEED EATER	101500066402	05/19/20	05/27/20	62015	8.40	8.40 8.40
DEKA2		DEKALB IMPLEMENT CO.,					VENDOR TOTAL:	8.40
	155907	01 PRO GATER SWITCH-GASKETS	101500066402	05/19/20	05/27/20	62016	46.64	46.64 46.64
DISCOVER		DISCOVER YOUR HOMETOWN					VENDOR TOTAL:	46.64
	21657	01 APRIL MAY AD	101200046208	04/22/20	05/05/20	61938	200.00	200.00 200.00
ELM REX		ELM REX, SARAH					VENDOR TOTAL:	200.00
	REIMB 5-6-20	01 EGG HUNT REIMBURSE - COVID	206095036216	05/06/20	05/21/20	61992	125.84	125.84 125.84
ENGIN		ENGINEERING RESOURCE ASSOC					VENDOR TOTAL:	125.84
	140313.FD.18	01 SOUTH SPORTS COMPLEX	711000207037	03/23/20	05/07/20	61962	6,607.18	1,115.00 1,115.00
	140313.FD.19	01 SOUTH SPORTS COMPLEX	711000207037	04/15/20	05/07/20	61962	6,607.18	557.50 557.50
	160910.PL.22	01 GREAT WEST TRAIL SEG 1	711000207039	03/27/20	05/07/20	61962	6,607.18	884.68 884.68

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	171021A0.01			04/15/20		61962	05/07/20	6,607.18	3,600.00
	01	BRIDGE - FINAL DESIGN	701000207003						3,600.00
	18070400.09			03/27/20		61962	05/07/20	6,607.18	450.00
	01	GOLF COURSE IRRIGATION	711000207041						450.00
	D-93-003-19-11			04/13/20		61963	05/07/20	3,368.57	3,368.57
	01	GWT - SEGMENT I	711000207039						3,368.57
FINN		FINNEY'S ELECTRIC					VENDOR TOTAL:	9,975.75	
	23066			04/24/20		61964	05/07/20	487.73	487.73
	01	OLD SHOP NEW FUEL PUMP ELEC	504100056300						162.57
	02	OLD SHOP NEW FUEL PUMP ELEC	101000056300						162.57
	03	OLD SHOP NEW FUEL PUMP ELEC	101500056300						162.59
FOX1		FOX VALLEY FIRE & SAFETY					VENDOR TOTAL:	487.73	
	IN00351853			05/08/20		62017	05/27/20	379.05	51.75
	01	CC - FIRE EXT INSPECTIONS	207500056300						51.75
	IN00351854			05/08/20		62017	05/27/20	379.05	50.00
	01	OLD SHOP FIRE EXT SERVICE	504100056300						50.00
	IN00351855			05/08/20		62017	05/27/20	379.05	50.00
	01	POOL FIRE EXT SERVICE	518100056300						50.00
	IN00351856			05/08/20		62017	05/27/20	379.05	50.00
	01	CONC FIRE EXT SERVICE	303000056300						50.00
	IN00351857			05/08/20		62017	05/27/20	379.05	55.20
	01	SHOP FIRE EXT INSPECTION	101500056300						55.20
	IN00351858			05/08/20		62017	05/27/20	379.05	122.10
	01	CONC-CH ANSEL FIRE SYSTEM	303000056300						122.10
FRONTIER		FRONTIER					VENDOR TOTAL:	379.05	
	042220			04/22/20		61939	05/05/20	145.78	145.78
	01	MAINT	101500096700						72.89
	02	MAINT	504100096700						72.89

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	0670-050720			05/07/20		61986	05/21/20	581.90	581.90
		01 ADMIN	101000096700						290.95
		02 ADMIN	201000096700						290.95
GROUPPL		GROUP PLAN SOLUTIONS						VENDOR TOTAL:	727.68
	2160			04/13/20		61965	05/07/20	55.00	55.00
		01 FSA ADMIN FEE - APR	101000106801						27.50
		02 FSA ADMIN FEE - APR	201000106801						27.50
HARRELL		HARRELL'S LLC						VENDOR TOTAL:	55.00
	INV01363335			04/27/20		62018	05/27/20	88.04	88.04
		01 GOLF PAINT FOR TURF	504100076500						88.04
	INV01365710			05/05/20	00004567	61993	05/21/20	157.77	157.77
		01 WEED N FEED PARKS	101500076506						146.08
		02 SHIPPING	101500076506						11.69
HAWK		HAWKINS INC						VENDOR TOTAL:	245.81
	4698770			04/15/20		61966	05/07/20	2,546.72	2,546.72
		01 POOL CHEMICALS	518100076550						2,546.72
HIRS		HIRSCHBIEN TROPHIES						VENDOR TOTAL:	2,546.72
	339757			05/15/20	00004572	62004	05/22/20	12.00	12.00
		01 LEAF PLAQUE	101200046214						12.00
HYVEE		HY-VEE ACCOUNTS RECEIVABLE						VENDOR TOTAL:	12.00
	189345-0420			05/01/20		61967	05/07/20	10.72	10.72
		01 ST PATRICKS STUFF TEEN JAM	206095206216						1.00
		02 UMBRELLAS/DRINK MIX	101000046212						4.86
		03 UMBRELLAS/DRINK MIX	201000046212						4.86
ILLENVWA		ILLINOIS EPA-WATER POLLUTION						VENDOR TOTAL:	10.72
	Id38476			05/05/20		61940	05/05/20	250.00	250.00
		01 IEPA PERMIT GREAT WESTERN TRL	711000207039						250.00

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	I038476-REPLACEMENT			05/27/20		62019	05/27/20	250.00	250.00
	01	I038476-REPLACEMENT CHECK	711000207039						250.00
ILLIN		ILLINI SECURITY SYSTEMS, INC.						VENDOR TOTAL:	500.00
	34288	01 CC ELEVATOR	207500056300	04/15/20		61968	05/07/20	270.00	75.00
	34289	01 CC FIRE	207500056300	04/15/20		61968	05/07/20	270.00	75.00
JW		J.W. TURF, INC.						VENDOR TOTAL:	195.00
	E01156	01 NEW GREENS ROLLER	701000207002	04/30/20	00004517	61994	05/21/20	7,361.94	7,361.94
	E01156-2ND CHECK	01 NEW GREENS ROLLER	701000207002	04/30/20	00004517	61995	05/21/20	7,361.95	7,361.95
	P30183	01 PROGATOR PARTS	101500066402	05/01/20	00004555	61969	05/07/20	116.67	116.67
LOWE		LOWE'S						VENDOR TOTAL:	14,840.56
	903667-EVLJJW	01 ROAD PATCH, CRACK FILL, BOLTS	303300066401	04/13/20	00004544	61941	05/05/20	144.56	144.56
MART		MARTENSON TURF PRODUCTS						VENDOR TOTAL:	144.56
	74098	01 DOG PARK SEEDING BLANKET	101500076540	04/23/20		61970	05/07/20	320.50	320.50
MAST		MASTER OF THE LINKS						VENDOR TOTAL:	320.50
	1030344	01 GOLF-GREENS CUPS	504100076517	04/30/20		62020	05/27/20	139.26	139.26
MENA		MENARDS - SYCAMORE						VENDOR TOTAL:	139.26
	24675	01 TOP SOIL	101500076508	04/08/20		62005	05/22/20	170.16	20.41
									20.41

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	25315	01 TREE FOR EARTH DAY	101500076501	04/21/20		61971	05/07/20	51.88	51.88
	25348	01 ZIP TIES FOR DOG PARK SIGNS 02 LIGHT SWITCH PLATE	101500076540 101500066401	04/22/20	00004552 00004552	61942	05/05/20	9.97	4.43 3.94 0.49
	25631	01 VELCRO FOR HAND SANITIZER UNIT	207500076510	04/28/20	00004554	61942	05/05/20	9.97	5.54 5.54
	25981	01 FENCE RAIL	202100076500	05/05/20	00004558	61996	05/21/20	14.83	10.99 10.99
	25992	01 SIGN FASTENERS	101500076500	05/05/20	00004556	61996	05/21/20	14.83	3.84 3.84
	26382	01 HANDS FREE FOOT PEDALS DOORS	207500076500	05/12/20	00004570	62005	05/22/20	170.16	149.75 149.75
	26540	01 CHAIN-PAINT SHOP	101500076511	05/14/20		62021	05/27/20	77.72	77.72 77.72
MROUT	MR OUTHUSE							VENDOR TOTAL:	324.56
	2168	01 PORT-O-POTS - PARKS 02 PORT-O-POTS - SPORTS	101500056309 202100056309	03/31/20		62022	05/27/20	1,210.00	485.00 242.50 242.50
	2248	01 PORT-O-POTS - PARKS 02 PORT-O-POTS - SPORTS	101500056309 202100056309	05/01/20		62022	05/27/20	1,210.00	725.00 362.50 362.50
NAPA	NAPA AUTO PARTS - GENOA							VENDOR TOTAL:	1,210.00
	3779*05	01 LINE PAINTER FILTER	202100066402	04/15/20	00004548	61943	05/05/20	23.86	23.86 23.86
NICOR	NICOR GAS							VENDOR TOTAL:	23.86
	050120	01 MAINT BLDG 02 MAINT BLDG 03 UPSTAIRS OFFICE 04 ADMIN	101500096703 504100096703 101000096703 101000096703	05/01/20		61972	05/07/20	1,180.11	1,180.11 222.40 222.39 41.47 60.43

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050120		05 ADMIN	201000096703	05/01/20		61972	05/07/20	1,180.11	1,180.11
		06 PRO SHOP	504000096703						60.44
		07 CLUBHOUSE	303000096703						25.90
		08 PUMP HOUSE	504100096703						25.90
		09 AIRPORT RD PROPERTY 2 MO	207500096703						59.38
									461.80
050720		01 POOL	518100096703	05/07/20		61997	05/21/20	178.78	178.78
MMNH-0420		01 MUSUEM - 2 MO	202500076500	04/30/20		61998	05/21/20	575.96	575.96
								VENDOR TOTAL:	1,934.85
OVERHEAD		OVERHEAD DOOR CO OF							
24112		01 CC GARAGE DOOR REPAIR	207500056300	04/28/20		62023	05/27/20	350.00	350.00
PDRMA		PDRMA							
								VENDOR TOTAL:	350.00
APRIL 2020		01 HEALTH INS PREM	101000106801	05/21/20		61987	05/21/20	23,143.34	23,143.34
		02 HEALTH INS PREM	101500106801						4,536.91
		03 HEALTH INS PREM	504100106801						1,774.33
		04 HEALTH INS PREM	504000106801						2,049.01
		05 HEALTH INS PREM	201000106801						1,793.48
		06 HEALTH INS PREM	202100106801						5,824.34
		07 HEALTH INS PREM	207500106801						6,561.42
		08 HEALTH INS PREM	303000106801						64.09
								VENDOR TOTAL:	539.76
PRIN		PRINCIPAL LIFE GROUP							
								VENDOR TOTAL:	23,143.34
MAY 2020		01 DENTAL INS PREM	101000106801	05/05/20		61944	05/05/20	1,523.00	1,523.00
		02 DENTAL INS PREM	101500106801						260.40
		03 DENTAL INS PREM	504100106801						97.16
		04 DENTAL INS PREM	504000106801						109.48
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						398.50
		07 DENTAL INS PREM	207500106801						367.43
		08 DENTAL INS PREM	303000106801						147.98
								VENDOR TOTAL:	23.67
								VENDOR TOTAL:	1,523.00

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REIN	REINDERS, INC.								
	1823923-00	01 FAIRWAY MOWER PARTS ROLLER	504100066403	04/20/20		61973	05/07/20	156.03	156.03
	1828220-00	01 MOWER BLADES - TORO	101500066403	05/14/20		62024	05/27/20	281.43	281.43
							VENDOR TOTAL:		437.46
RINGCEN	RINGCENTRAL INC.								
	CD_000121771	01 PHONE SERVICE	101000096700	05/22/20		62025	05/27/20	889.75	889.75
		02 PHONE SERVICE	201000096700					444.87	444.87
							VENDOR TOTAL:		889.75
SELDAL	SELDAL PLUMBING								
	4740	01 CONNECT SINK SC CONC	303300056300	04/27/20		61974	05/07/20	458.00	206.00
	4741	01 SINK INSTALL-CH CONC	101000056300	04/27/20		61974	05/07/20	458.00	252.00
	4746	01 CONC SPORTS- SINK FAUCET	303300056300	05/11/20		62026	05/27/20	330.65	30.65
	4755	01 OLD SHOP-NEW TOILET & LABOR	101500056300	05/11/20		62026	05/27/20	330.65	300.00
							VENDOR TOTAL:		788.65
SHAW	SHAW SUBURBAN MEDIA								
	1770441	01 PARENT SOURCE MAGAZIN 2020	101200046208	04/29/20	00004569	61999	05/21/20	425.00	425.00
							VENDOR TOTAL:		425.00
SITE ONE	SITE ONE LANDSCAPE SUPPLY								
	98476045-001	01 GREENS GUNGICIDE	504100076507	04/10/20		62027	05/27/20	261.47	261.47
							VENDOR TOTAL:		261.47
SOFT	SOFT WATER CITY								
	159-1262	01 WATER	101500076500	04/30/20		61975	05/07/20	135.25	40.25
							VENDOR TOTAL:		40.25

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	159-1264	01 REPAIR	207500076500	04/30/20		61975	05/07/20	135.25	95.00 95.00
SPEC		SPECIAL FX						VENDOR TOTAL:	135.25
	42686	01 FT STAFF/IMRF STAFF SHIRTS	101500046215	05/21/20		62028	05/27/20	328.00	328.00 328.00
SWEDELEC		SWEDELEC SWEDBERG ELECTRIC INC.						VENDOR TOTAL:	328.00
	9255	01 CC ELEC BOXES FOR BB HOOPS	207500056300	04/24/20		61976	05/07/20	325.00	325.00 325.00
T0001626		BURTON, MARK						VENDOR TOTAL:	325.00
		REFUND-GOLF PASS							
		01 REFUND-DUE TO COVID-19	504000046218	05/05/20		61945	05/05/20	548.75	548.75 548.75
T0001627		KUY KENDALL, JAMES						VENDOR TOTAL:	548.75
		REFUND-GOLF PASS							
		01 REFUND-INJURY	504000046218	05/05/20		61946	05/05/20	555.00	555.00 555.00
T0001628		SMITH, RACHEL						VENDOR TOTAL:	555.00
		REFUND							
		01 REFUND-RENTAL CANCEL-COVID	201000002150	05/05/20		61947	05/05/20	180.00	180.00 180.00
T0001629		O'DONNELL, PAT						VENDOR TOTAL:	180.00
		REFUND-GOLF							
		01 REFUND-GOLF PASS	504000046218	05/07/20		61977	05/07/20	567.00	567.00 567.00
T0001630		BRUNS, LINDSAY						VENDOR TOTAL:	567.00
		REFUND							
		01 REFUND	201000002150	05/07/20		61978	05/07/20	50.00	50.00 50.00

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TRUGR									50.00
								VENDOR TOTAL:	
	1192261618	01 EMIL CASSIER WEED-FEED	101500076507	04/29/20		62029	05/27/20	2,897.33	262.60
									262.60
	119433777	01 BOYNTON WEED-FEED	101500076507	05/01/20		62029	05/27/20	2,897.33	317.58
									317.58
	119445983	01 FOUNDERS WEED-FEED	101500076507	05/01/20		62029	05/27/20	2,897.33	324.75
									324.75
	119463640	01 OVITZ PARK-WEED FEED	101500076507	05/01/20		62029	05/27/20	2,897.33	680.49
									680.49
	119647867	01 KIWANIS PRAIRIE WEED FEED	101500076507	05/05/20		62029	05/27/20	2,897.33	652.06
									652.06
	119661122	01 KIWANIS EAST WEED FEED	101500076507	05/05/20		62029	05/27/20	2,897.33	474.94
									474.94
	120243440	01 WETZEL PARK WEED FEED	101500076507	05/13/20		62029	05/27/20	2,897.33	184.91
									184.91
TYLER									2,897.33
								VENDOR TOTAL:	
	56349	01 HERBICIDE - PARKS	101500076506	05/20/20		62030	05/27/20	397.50	397.50
									397.50
UNUM									397.50
								VENDOR TOTAL:	
	MAY 2020								314.98
		01 STD INS PREM	101000106801						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

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VECTOR	IN-0070745	01 EXTERMINATOR SERVICES	207500056300	04/22/20		61979	05/07/20	35.00	35.00
VISACA	040820	VISA CARDMEMBER SERVICE							35.00
		01 SPORTS COMPLEX CONCESSIONS	701000207010	05/05/20		61948	05/05/20	2,821.67	2,821.67
	040820-2ND ONE	01 BOILET PERMIT RENEWAL	101500066401	04/08/20		61950	05/05/20	8,508.98	8,508.98
		02 DISPENSER BOTTLES	207500046200						102.25
		03 SIGN HOLDERS	207500046200						34.53
		04 NOTE BOOKS	101000046200						34.99
		05 NOTE BOOKS	201000046200						6.50
		06 VACUUM CLEANER BAGS	207500076510						6.49
		07 SPOTIFY FOR CC	207500076500						30.94
		08 ESPN REIMBURSED	101000076500						9.99
		09 MENU MAGNETS	303000076500						4.99
		10 POSTAGE	101000046202						117.00
		11 POSTAGE	201000046202						155.25
		12 FACEBOOK ADS	101200046209						155.25
		13 ADOBE	101000046206						36.08
		14 DATA PLAN	303000096700						15.93
		15 VIDEO SOFTWARE	101200046214						24.45
		16 COVID MAILINGS	101200046203						69.95
		17 SALES TAX RETURN	518000046215						6,483.52
		18 MAPS	101000076500						-8.34
		19 MAPS	201000076500						62.50
		20 POOL DECK CRACK SEALANT	518100066410						62.50
		21 CHRONICLE ACCESS	101200046214						200.35
		22 ATHLETIC BUSINESS SHOW	201000046207						10.99
		23 ALOE, ALCOHOL, MASKS, WIPES	101000076500						299.00
		24 ALOE, ALCOHOL, MASKS, WIPES	201000076500						291.44
		25 PAINT YOUR PET SUPPLIES	205231306216						291.44
	050820	01 ANNUAL DUES	101000046204	05/08/20		62007	05/22/20	8,117.95	8,117.95
		02 BACKPACK SPRAYERS	101500076500						205.00
		03 WHEN TO WORK PROGRAM	511000001102						79.99
		04 ONLINE COOKING CONTEST	205011206216						120.00
		05 DOG TAGS	101500076540						74.54
		06 MARKETING DOWNLOADS	101200046214						54.00
		07 MOWER RELAY PARTS	101500066403						79.00
		08 SPOTIFY FOR CC	207500076500						36.97
		09 DISPOSABLE THERMOMETERS	207500076514						9.99
									49.96

VENDOR TOTAL:

FROM 04/28/2020 TO 05/27/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	050820			05/08/20		62007	05/22/20	8,117.95	8,117.95
		10 POSTAGE	101000046202						13.18
		11 POSTAGE	201000046202						13.17
		12 FACEBOOK ADS	101200046209						139.46
		13 ADOBE	101000046206						15.93
		14 COVID MAILINGS	101200046203						6,683.52
		15 CHRONICLE ACCESS	101200046214						10.99
		16 FACE MASKS, SPRAY BOTTLES	101000076500						266.13
		17 FACE MASKS, SPRAY BOTTLES	201000076500						266.12

VULC VULCAN MATERIALS CO. VENDOR TOTAL: 19,448.60

32241312-BALANCE				03/24/20		62008	05/22/20	205.66	205.66
01 STONE			101500076509						205.66

32266271		01 STONE BALLFIELD OUT SKIRTS	101500076509	04/21/20		61980	05/07/20	241.67	241.67
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32273191		01 ROAD STONE	202100076509	04/28/20		62031	05/27/20	428.05	214.50
									214.50

32278140		01 ROAD STONE	101500076509	04/30/20		62031	05/27/20	428.05	213.55
									213.55

WALM WALMART COMMUNITY/RFCSELLC VENDOR TOTAL: 875.38

041620		01 COFFEE	207500076555	04/16/20		61981	05/07/20	9.84	9.84
		02 LIMES	303000086636						7.92
									1.92

WASTE WASTE MANAGEMENT VENDOR TOTAL: 9.84

3617287-2011-7		01 REFUSE - ADMIN	101000056302	04/30/20		62001	05/21/20	412.59	412.59
		02 REFUSE - CH	303000056302						62.12
		03 REFUSE - ADMIN	101000056302						62.13
		04 REFUSE - OLD SHOP	504100056302						6.50
		05 REFUSE - SC	202100056302						37.80
		06 REFUSE - PARKS	101500056302						38.35
		07 REFUSE - CC	207500056302						167.34

TOTAL --- ALL INVOICES: 378,423.51

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: June 2, 2020

Administrative Initiatives (05/1/20 – 05/31/20)

- Attended scheduled Board and 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 May 15th installment was not processed. June 15th will not be processed either. July pending Pathway Fitness opening.
- 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.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with the state.
- Submitted payroll direct deposit files 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 and to cover disbursements.
- Continued calculation of potential preliminary financial impact of COVID-19 closings. Prepare for presentation to Board.
- Submitted trail billings to IDOT for reimbursement. Worked with ERA to correct billing. Updated files to verify status of grant.
- Responded to unemployment claims. Notified fraudulent claim.
- Updated IMRF Accelerated Payment based upon Executive Director revised retirement date.
- Finalized audit and scheduled to present to Board.
- Participated in IMRF rate webinar.
- Reviewed computer options for Board. Contacted City and other Districts to see what they do. City has chromebooks available for meetings.
- Participated in PDRMA webinar COVID-19 Legal Update.
- Participated in IPRA COVID-19 Community Talk.
- Participated in IAPD's COVID-19 Personnel Issues Within Your Agency.
- Participated in IPRA A&F Roundtable: Decision Making in Phase 3 – Recovery.
- Submitted claim to PDRMA for flooding. Coordinated visit from adjuster. Collected pictures and submitted to adjuster.
- Attended pumpkin festival committee zoom meeting.
- Reviewed information in the Restore Illinois tool kit as it relates to activities in the district.

- Finalized workers comp audit with PDRMA.
- Assisted employee with submitting omitted hours to IMRF.
- Worked with Sarah on application to DeKalb County Community Foundation for grant to support our COVID-19 Financial Assistance Program.
- Had discussions with attorney regarding volunteering and impact on unemployment.
- Worked with Harris to update MSI accounting software for new reporting requirements to State of IL payroll taxes.

Administrative Initiatives (6/1/20 – 6/30/20)

- 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.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Update EFTs as needed. No processing in June. Move June 15th EFT to end of membership.
- Complete PDRMA Operating Expenditure Request.
- Transfer cost of goods sold in concessions (catering), recreation, vending and pro shop sales.

- Continue to gather flood related costs and submit to PDRMA.
- Invoice DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Participate in PDRMA PATH Essentials webinar.
- Research submitting COVID related expenses to FEMA and IEMA for reimbursement. Watch recording of Lautherbach & Amen webinar FEMA COVID-19 and the Application Process.
- Submit 2019 audit to Standard & Poors.
- Review any financial assistance applications.
- Provide KSRA with property tax installment documentation and process payment.
- Attend pumpkin festival committee meeting.
- Complete PDRMA Annual Salary audit for the purpose of updating life insurance.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Corporate Fund (10)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	10,732.53	21,455.23	1,559,109.00	25,101.34	-14.5% (1)
Marketing	175.00	175.00	600.00		
Parks	575.00	3,064.00	26,091.00	920.00	233.0% (2)
	<hr/>				
Total Revenues	11,482.53	24,694.23	1,585,800.00	26,021.34	-5.1%
Expenses					
Administration	30,327.40	157,226.28	1,336,773.00	136,663.93	15.0% (3)
Marketing	2,607.00	12,350.78	43,600.00	13,575.95	-9.0%
Parks	18,104.70	78,511.08	304,523.00	61,898.64	26.8% (4)
	<hr/>				
Total Expenses	51,039.10	248,088.14	1,684,896.00	212,138.52	16.9%
Total Fund Revenues	11,482.53	24,694.23	1,585,800.00	26,021.34	-5.1%
Total Fund Expenses	51,039.10	248,088.14	1,684,896.00	212,138.52	16.9%
Surplus (Deficit)	(39,556.57)	(223,393.91)	(99,096.00)	(186,117.18)	20.0%

(1) Shelter/Alcohol permit down 76% \$1,779.

(2) Dog Park Revenue. Dog park was not open until May 2019. Revenue up 233% \$2,144.

(3) 2020 includes \$18,500 in survey expenses

(4) Naturalist position did not start until 4/8/19. FT wages/taxes greater in 2020 approx \$14,500.

Recreation Fund (20)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	463.85	990,727.00	3,093.19	-85.0%
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	(906.00)	2,596.00	20,393.00	6,101.00	-57.4% (1)
Programs-Teens	-	-	1,635.00	-	#DIV/0! (1)
Programs-Adult	(378.20)	1,751.80	13,501.00	4,164.00	-57.9% (1)
Programs-Leagues	-	-	11,905.00	10.00	-100.0% (1)
Programs-Youth Athletics	(2,435.50)	5,462.10	31,171.00	12,351.96	-55.8% (1)
Programs-Fitness	(2,455.60)	5,395.17	24,559.00	8,104.13	-33.4% (1)
Programs-Early Childhood	395.00	2,110.00	6,757.00	3,542.00	-40.4% (1)
Programs-Dance	(222.50)	607.50	4,530.00	1,175.76	-48.3% (1)
Programs-Special Events	290.00	6,429.02	20,671.00	6,473.50	-0.7% (1)
Programs-Community Events	-	2,850.00	12,183.00	3,260.00	-12.6% (1)
Brochure	-	-	7,350.00	3,300.00	-100.0% (2)
Weight Room	(225.00)	42,804.28	179,114.00	84,977.28	-49.6% (3)
Community Center	(500.41)	22,721.88	64,906.00	20,156.24	12.7% (4)
Total Revenues	(6,438.21)	93,341.60	1,479,986.00	158,316.77	-41.0%

(1) Revenue from programs decreased 39.8%, \$17,981 compared to 2019 due to COVID closure.

(2) timing

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

Pathway Fitness Membership	22.85% / 44.97%
Pathway Fitness Pass	23.61% / 52.80%
Track Only Pass	34.86% / 77.12%
Pre-pay Card	0% / 0%
Program Fees	19.26% / 54.84%
Daily Admission Fee	21.72% / 40.00%

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

Open Gym Daily	43.26% / 116.04%
Open Gym Membership	36.53% / 114.56%
Rentals	42.58% / 103.18%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Expenses

Administration	40,792.99	206,022.50	608,219.00	185,207.03	11.2% (1)
Sports Complex	-	-	-	-	#DIV/0!
Sports Complex Maintenance	30,661.28	141,942.33	441,735.00	138,060.50	2.8% (2)
Midwest Museum of Natural Hist	1,855.94	8,343.09	18,750.00	5,600.02	49.0%
Programs-Youth	16.13	1,706.52	12,801.00	1,067.46	59.9% (3)
Programs-Teens	-	(12.00)	1,116.00	-	#DIV/0! (3)
Programs-Adult	-	2,726.36	10,344.00	3,200.76	-14.8% (3)
Programs-Leagues	-	3,546.57	8,821.00	3,232.12	9.7% (3)
Programs-Youth Athletics	1,388.92	2,423.09	21,861.00	2,912.86	-16.8% (3)
Programs-Fitness	53.82	4,168.86	13,495.00	3,256.56	28.0% (3)
Programs-Early Childhood	-	-	4,637.00	-	#DIV/0! (3)
Programs-Dance	12.91	246.16	2,024.00	274.52	-10.3% (3)
Programs-Special Events	-	3,299.76	14,422.00	2,614.96	26.2% (3)
Programs-Community Events	-	-	26,829.00	827.91	-100.0% (3)
Brochure	-	-	24,575.00	3,478.03	-100.0%
Weight Room	8,352.00	11,060.36	43,393.00	10,445.02	5.9%
Community Center	5,513.73	52,742.77	219,126.00	61,841.80	-14.7%
Total Expenses	88,647.72	438,216.37	1,472,148.00	422,019.55	3.8%
Total Fund Revenues	(6,438.21)	93,341.60	1,479,986.00	158,316.77	-41.0%
Total Fund Expenses	88,647.72	438,216.37	1,472,148.00	422,019.55	3.8%
Surplus (Deficit)	(95,085.93)	(344,874.77)	7,838.00	(263,702.78)	30.8%

(1) New Recreation Specialist started May 2019.

(2) primarily timing of expenses different than 2019

(3) Expenses for programs increased 4.1%, \$718 compared to 2019.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Donations (21)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	25,250.00	34,291.58	56,000.00	9,832.99	248.7%
Total Revenues	25,250.00	34,291.58	56,000.00	9,832.99	248.7%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	25,250.00	34,291.58	56,000.00	9,832.99	248.7%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	25,250.00	34,291.58	(44,000.00)	9,832.99	248.7%

Special Recreation (22)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	21.71	201,500.00	292.54	-92.6%
Total Revenues	-	21.71	201,500.00	292.54	-92.6%
Expenses					
Administration	-	46.76	201,500.00	-	#DIV/0!
Total Expenses	-	46.76	201,500.00	-	#DIV/0!
Total Fund Revenues	-	21.71	201,500.00	292.54	-92.6%
Total Fund Expenses	-	46.76	201,500.00	-	#DIV/0!
Surplus (Deficit)	-	(25.05)	-	292.54	-108.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Insurance (23)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	54.20	67,000.00	270.98	-80.0%
Total Revenues	-	54.20	67,000.00	270.98	-80.0%
Expenses					
Administration	(7,645.00)	(7,645.00)	81,452.00	-	#DIV/0!
Total Expenses	(7,645.00)	(7,645.00)	81,452.00	-	#DIV/0!
Total Fund Revenues	-	54.20	67,000.00	270.98	-80.0%
Total Fund Expenses	(7,645.00)	(7,645.00)	81,452.00	-	#DIV/0!
Surplus (Deficit)	7,645.00	7,699.20	(14,452.00)	270.98	2741.2%

Audit (24)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	15.89	14,000.00	83.09	-80.9%
Total Revenues	-	15.89	14,000.00	83.09	-80.9%
Expenses					
Administration	11,900.00	12,750.00	13,900.00	11,500.00	10.9%
Total Expenses	11,900.00	12,750.00	13,900.00	11,500.00	10.9%
Total Fund Revenues	-	15.89	14,000.00	83.09	-80.9%
Total Fund Expenses	11,900.00	12,750.00	13,900.00	11,500.00	10.9%
Surplus (Deficit)	(11,900.00)	(12,734.11)	100.00	(11,416.91)	11.5%

Paving & Lighting (25)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	27.29	25,000.00	167.53	-83.7%
Total Revenues	-	27.29	25,000.00	167.53	-83.7%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	-	27.29	25,000.00	167.53	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	-	27.29	(23,471.00)	167.53	

Park Police (26)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	3.78	637.00	32.01	-88.2%
Total Revenues	-	3.78	637.00	32.01	-88.2%
Expenses					
Administration	226.07	831.61	2,153.00	-	#DIV/0! (1)
Total Expenses	226.07	831.61	2,153.00	-	#DIV/0!
Total Fund Revenues	-	3.78	637.00	32.01	-88.2%
Total Fund Expenses	226.07	831.61	2,153.00	-	
Surplus (Deficit)	(226.07)	(827.83)	(1,516.00)	32.01	-2686.2%

(1) Dog park patrol

IMRF (27)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	121,000.00	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	121,000.00	-	#DIV/0!
Expenses					
Administration	-	-	121,000.00	-	#DIV/0!
	<hr/>				
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>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	-	100,000.00	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	100,000.00	-	#DIV/0!
Expenses					
Administration	-	-	105,510.00	-	#DIV/0!
	<hr/>				
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 April 30, 2020

Concessions (30)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	-	-	75,703.00	3,167.55	-100.0%
Beverage Cart	-	-	11,306.00	164.00	-100.0%
Sports Complex Concessions	-	-	37,863.00	36.50	-100.0%
Pool Concessions	-	-	8,673.00	-	#DIV/0!
Catering	(29.00)	1,377.00	19,253.00	6,065.50	-77.3%
	<hr/>				
Total Revenues	(29.00)	1,377.00	152,798.00	9,433.55	-85.4% (1)
Expenses					
Clubhouse Concessions	2,744.08	14,328.56	100,074.00	16,712.83	-14.3%
Beverage Cart	23.38	41.92	8,495.00	104.12	-59.7%
Sports Complex Concessions	38.45	610.78	32,705.00	1,208.38	-49.5%
Pool Concessions	-	-	8,569.00	-	#DIV/0!
Catering	-	278.18	6,565.00	1,885.14	-85.2%
	<hr/>				
Total Expenses	2,805.91	15,259.44	156,408.00	19,910.47	-23.4%
Total Fund Revenues	(29.00)	1,377.00	152,798.00	9,433.55	-85.4%
Total Fund Expenses	2,805.91	15,259.44	156,408.00	19,910.47	-23.4%
Surplus (Deficit)	(2,834.91)	(13,882.44)	(3,610.00)	(10,476.92)	32.5%

(1) Closed due to COVID.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2020

Developer Contributions (32)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	6,298.88	15,000.00	5,666.01	11.2%
	<hr/>				
Total Revenues	-	6,298.88	15,000.00	5,666.01	11.2%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	-	6,298.88	15,000.00	5,666.01	11.2%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	-	6,298.88	9,000.00	5,666.01	11.2%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Golf Course (50)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	829.07	76,310.62	416,557.00	106,306.79	-28.2%
Golf Maintenance	-	-	21,964.00	-	#DIV/0!
Total Revenues	829.07	76,310.62	438,521.00	106,306.79	-28.2%
Expenses					
Golf Operations	9,829.83	40,571.12	218,420.00	48,783.07	-16.8%
Golf Maintenance	22,630.48	67,067.26	274,997.00	68,461.60	-2.0%
Total Expenses	32,460.31	107,638.38	493,417.00	117,244.67	-8.2%
Total Fund Revenues	829.07	76,310.62	438,521.00	106,306.79	-28.2%
Total Fund Expenses	32,460.31	107,638.38	493,417.00	117,244.67	-8.2%
Surplus (Deficit)	(31,631.24)	(31,327.76)	(54,896.00)	(10,937.88)	186.4%

closed thru April 30th due to COVID

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Aquatics (51)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Pool	-	1,900.00	69,120.00	15,205.00	-87.5%
Swim Lessons			20,832.00	9,584.00	
Splashpad	-	-	18,034.00	150.00	-100.0%
	<hr/>				
Total Revenues	-	1,900.00	107,986.00	24,939.00	-92.4%
Expenses					
Pool	632.27	954.90	59,795.00	1,409.20	-32.2%
Aquatics Maintenance	1,139.77	2,369.58	34,200.00	8,246.09	-71.3%
Swim Lessons	-	(500.00)	10,750.00	-	
Splashpad	-	-	838.00	-	#DIV/0!
	<hr/>				
Total Expenses	1,772.04	2,824.48	105,583.00	9,655.29	-70.7%
Total Fund Revenues	-	1,900.00	107,986.00	24,939.00	-92.4%
Total Fund Expenses	1,772.04	2,824.48	105,583.00	9,655.29	-70.7%
Surplus (Deficit)	(1,772.04)	(924.48)	2,403.00	15,283.71	-106.0%

Pool closed 2020 due to COVID.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Debt Service (60)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	92.67	630,000.00	527.23	-82.4%
Total Revenues	-	92.67	630,000.00	527.23	-82.4%
Expenses					
Administration	-	-	625,786.00	-	#DIV/0!
Total Expenses	-	-	625,786.00	-	#DIV/0!
Total Fund Revenues	-	92.67	630,000.00	527.23	-82.4%
Total Fund Expenses	-	-	625,786.00	-	#DIV/0!
Surplus (Deficit)	-	92.67	4,214.00	527.23	-82.4%

Capital Projects (70)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	481.70	540,000.00	2,457.83	-80.4%
Total Revenues	-	481.70	540,000.00	2,457.83	-80.4%
Expenses					
Administration	140,269.51	151,768.44	597,888.00	81,895.66	85.3%
Total Expenses	140,269.51	151,768.44	597,888.00	81,895.66	85.3%
Total Fund Revenues	-	481.70	540,000.00	2,457.83	-80.4%
Total Fund Expenses	140,269.51	151,768.44	597,888.00	81,895.66	85.3%
Surplus (Deficit)	(140,269.51)	(151,286.74)	(57,888.00)	(79,437.83)	90.4%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2020

Action 2020 (71)

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	3,671.36	208,600.00	644.88	469.3%
Total Revenues	-	3,671.36	208,600.00	644.88	469.3%
Expenses					
Administration	-	309,938.04	1,357,750.00	40,432.89	666.5%
Total Expenses	-	309,938.04	1,357,750.00	40,432.89	666.5%
Total Fund Revenues	-	3,671.36	208,600.00	644.88	469.3%
Total Fund Expenses	-	309,938.04	1,357,750.00	40,432.89	666.5%
Surplus (Deficit)	-	(306,266.68)	(1,149,150.00)	(39,788.01)	669.7%
Total Fund Revenues	31,094.39	242,582.51	5,743,828.00	344,992.54	
Total Fund Expenses	321,475.66	1,279,716.66	7,173,862.00	914,797.05	
Surplus (Deficit)	(290,381.27)	(1,037,134.15)	(1,430,034.00)	(569,804.51)	

Sycamore Park District
Fund Balances

	Unaudited 1/1/2020	Revenues	Expenses	4/30/2020	4/30/2020 Cash balance
10 Corporate	854,653.74	24,694.23	248,088.14	631,259.83	630,596.42
20 Recreation	448,367.83	93,341.60	438,216.37	103,493.06	144,099.60
21 Donations	133,272.62	34,291.58	-	167,564.20	166,964.20
22 Special Recreation	18,718.11	21.71	46.76	18,693.06	18,693.06
23 Insurance	46,724.24	54.20	(7,645.00)	54,423.44	54,423.44
24 Audit	13,701.70	15.89	12,750.00	967.59	967.59
25 Paving & Lighting	23,521.99	27.29	-	23,549.28	23,549.28
26 Park Police	3,522.01	3.78	831.61	2,694.18	2,694.18
27 IMRF	-	-	-	-	-
28 Social Security	5,510.11	-	-	5,510.11	5,510.11
30 Concessions	33,677.90	1,377.00	15,259.44	19,795.46	16,198.45
32 Developer Contributions	178.24	6,298.88	-	6,477.12	6,477.12
60 Debt Service	79,888.43	92.67	-	79,981.10	79,981.10
70 Capital Projects	419,257.15	481.70	151,768.44	267,970.41	267,970.41
71 Action 2020	2,679,876.36	-	-	2,679,876.36	2,856,971.02
Total governmental fund balance	4,760,870.43	160,700.53	859,315.76	4,062,255.20	4,275,095.98
50 Golf Course	1,416,988.68	76,310.62	107,638.38	1,385,660.92	
	(1,506,099.68)			(1,506,099.68)	
	<u>(89,111.00)</u>			<u>(120,438.76)</u>	(54,629.34)
51 Aquatics	387,553.67	1,900.00	2,824.48	386,629.19	
	(378,982.98)			(378,982.98)	
	<u>8,570.69</u>			<u>7,646.21</u>	6,000.69
Total proprietary funds	(80,540.31)	78,210.62	110,462.86	(112,792.55)	
	4,680,330.12			3,949,462.65	4,226,467.33

Summary of depository accounts as of **5/28/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	311,552.47	0.11	1198.7
Resource Bank	32,860.54	0.24	44.19
IPDLAF	4,018,239.16	0.35	8829.67
DCCF - Action 2020	48,816.29		
Dekalb Co. Community Foundation	<u>16,901.39</u>		
	4,428,369.85		

To: Board of Commissioners
From: Theresa Tevsh, Superintendent of Recreation Services
Subject: Monthly Report
Date: May 27, 2020

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

Theresa Tevsh, Superintendent of Recreation Services

- Attend via zoom the MMNH Board meeting on May 22. The MMNH Board has secured an Attorney to assist with dissolution of the Museum. The Burpee Museum has the appropriate permits and is interested in acquiring the large African collection. Utility bills are being paid by the Park District at this time.
- Prepared May 1 Eblast to Dog Park members. To date we have 232 Residents members and 76 non-resident members. Many positive comments from members. The Dog Park was closed twice in May to plant trees and to fence off a wet spot in the park. Posted updated signage at Dog Park. PT staff Bruce, FT Jerry and Director Dan cover shifts to monitor the park.
- The modified, electronic flip book, Summer Brochure completed by Rec staff and open for registration on May 26th. Programs are available virtually as well as the small groups outdoor activities as approved by Phase 3 guidelines. Classes begin as early as June 6th. Staff have done an outstanding job to be creative and take into account the over 500 responses from program participants and what they are asking for in their modified summer programming.

- Attended the KSRA board meeting via zoom on May 12. They have plans to proceed with their Summer Camp Maple Leaf along with modifications per IDPH guidelines.
- Worked Caddy Shack grill on May 5,6, 12.
- Assisted with Clubhouse flood clean up on May 22, 26. Worked with ServiceMaster for quote for clean-up. Took inventory of destroyed items in clubhouse, concessions garage and golf cart barn. Turned in photos and item descriptions to Jackie for Insurance reporting.
- Webinars and Zoom meetings:
 - IAPD Webinar April 30
 - IPRA Townhall zoom meeting May 5
 - KSRA Board Meeting May 12
 - IPRA Skill Development Webinar May 13
 - Club Industry- Cleaning Fitness Facilities May 13
 - Disinfect and Protect Webinar May 13
 - COVID 19 and Aquatics- DeRosa Aquatics webinar May 15
 - IPRA Fitness Section zoom May 26
 - IPRA A & F Section zoom May 27
 - Storm Days meeting May 29
- Staff Zoom meetings:
 - Rec team program brainstorming May 8
 - Graduation Toast to Graduate Student via zoom May 8
 - Rec Team zoom May 11
 - Rec Ream meeting May 22
 - Rec Team meeting for board reports May 26

- Worked with Family Services of Dekalb to negotiate a fee for them to pay for Club 55 Track only memberships in exchange for an additional day in the building. They will go to three days a week- M,W,F from 9-2pm. They do not have a date yet as to when club 55 will return to the building, when it is safe for seniors.
- Worked with Lisa to prepare a modified plan to open the building for Phase 4. (see report)

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.
- Helped out at Caddy Shack Grill.
- Worked on a revised summer brochure for fitness programs to be held outdoors.
- Entered all new summer programs into RecTrac for people to start registering.
- Continued to work in RecTrac to update things as new things get added and changed.

Justin Genz, Recreation Specialist

- Reached out to instructors to relay new information regarding the upcoming summer schedule.

- Been communicating with the Music Together instructor to see how the current virtual program is running.
- Worked at Golf course 10+ hours raking sand traps.
- Worked at Golf course 10+ hours trimming all trees with trim mower.
- Worked at Golf course 3+ hours doing bank mowing around the greens.
- Worked at Golf course 3+ hours mowing the greens.
- Worked at Golf course 4+ hours raking up debris from Flood.
- Helped clean out the flooded basement of Clubhouse with Supt of rec and Rec specialist.
- Attended a free online IPRA Teen committee webinar on Zoom.
- Attended multiple virtual rec staff meetings on Zoom.
- Continued working with Instructors to create new summer dates for classes that were supposed to start in May but will now have a start date in June/July.
- Worked with fun time play group instructor and ASI to revamp in person programs into virtual for the month of June. This is due to these specific programs not able to meet social distance guidelines in phase three.
- Had to revamp all summer programs. Will be offering two virtual programs along with six in person programs, two sport camps, and a summer art camp.
- Worked with Supt of Rec in adding a new revised outdoor summer cheer program.
- During office hours I have been answering phone calls from the public regarding any questions they might have.
- Added all new revised brochure content to draft and sent to marketing supervisor.

- Received what I believe is now the final paperwork from the school district to become a volunteer. Will schedule a fingerprint appointment in Dekalb to hopefully finish the process in becoming a volunteer for the Sycamore School District.
- Held a virtual interview for the tennis instructor position and ended up filling the position for the new summer program dates.

Sarah Rex, Recreation Supervisor

- Compiled submission for the Park Naming Contest with 45 total submissions.
- Coordinated the Park District's Spring Photo Contest! Voting took place on Facebook and the winner with 225 votes received a flower arrangement from Kar-fre Flowers. There were 16 entries and the event reached over 5,000 people on Facebook (230 on Instagram) through promotion and voting.
- Helped Executive Director produce the third mailer regarding COVID-19 updates related to the District. These were sent to all Sycamore residents.
- Distributed the Park District's Summer Plan as it relates to COVID-19 to the media, district households, and through social media.
- Submitted a grant request to the DeKalb County Community Foundation's DeKalb County COVID-19 Response Grant program. If awarded, funds will be used to support the Park District new COVID-19 Financial Assistant Scholarship program.
- Coordinated the Park District's summer brochure. It will be posted on the District's website and shared electronically.
- Helped the Superintendent of Golf Services develop signs for reopening the golf course.
- Developed voting survey for the residents of Sycamore Creek can vote for the new playground at Dr. John Ovtiz Park.

- Met with Ron Vine over the phone to review the draft report of the 2020 survey results.
- Coordinated development of a “Homestead Summer Camp” where parents can receive a weekly choice board with activities to engage their kids that require little or no supplies. The content was developed by the would-be Pool Manager who is finishing her degree in early childhood education.
- Developed an online recreation survey for all Sycamore Park District households to learn about what types of programming they are looking for. 542 people responded and the results guided the Recreation Department’s summer programming.
- Posted the Executive Director position on the District’s website to collect submissions and promoted it through the Chronicle and the online job boards of Midwest recreation agencies (IL, IA, MO, IN, MI, WI).
- As people depend on social media as their way to connect with others and their community during this time, we have seen an increase in those who follow the Sycamore Park District

	1-Jan	1-Feb	1-Mar	1-Apr	1-May
		+39	+29	+35	+89
Total Page Followers	4028	4067	4096	4131	4220

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Completed vending reports for March with total of \$47.75 in sales
- Kept up to date on all the new Covid 19 updates.
- Cancelled all concerts, hopefully only postponing until August or September.

- Created limited menu for Caddyshack Grill to be open.
- Created rules list for serving the public from the patio.
- Created sanitize protocol for kitchen.
- Completed installation of new hand wash sink in Caddyshack kitchen.
- Finished getting equipment into Sports Complex.
- Opened Caddyshack for limited business.
- Completed Food and Beverage Training Manual for all areas.
- Participated in Rec team staff meetings via the internet.
- Participated in team meetings discussing how to go forward with programming in uncertain times.
- Participated in team meetings discussing how to make cleaning changes when we do reopen.
- Working on purchasing supplies for limited contact activities.
- Planning Flag Day celebration.
- Cleaned up from flood damage.
- Met with Skip from ServiceMaster to discuss restoration.

Administrative Initiatives (6/1/20-6/30/20)

Theresa Tevsh, Superintendent of Recreation Services

- Will continue to work with the Intern, Haley Egelhof, to schedule her with recreation experiences during these odd times. She is assisting with Concessions and is learning the customer service desk at this time. She has a

few summer camps and summer program responsibilities coming up in June & July.

- Will lead the Sycamore Camp-In program virtually with the Storyteller on June 6.
- Will lead the Free Fishing day on June 20th at Sycamore Rotary Lake.
- Will coordinate the outdoor pickleball space June 2-July 16.
- Will coordinate the Summer Recreation Kits along with intern.
- Will assist with the Teen Volleyball league on Wednesday night. This is a new program we are trying to get started for the summer.
- Will continue to work with Lisa as we transition back into the Community Center for Phase 4.
- Custodian Jerry Dobson continues to assist in parks after his regular duties.
- Recreation Specialist Justin Jenz will not have as many hours in June to work Golf Course as he transitions back to recreation programming.
- Will begin planning for the Fall Brochure and working with our partners.
- Will work with Sycamore Library to plan a “story” trail for the summer.
- Will continue to monitor and report on the MMNH happenings.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Will continue to follow new Covid 19 guidelines as they come out.
- Will stay on top of keeping clubhouse sanitized.
- Will help with cleanup and reorganization from flood.
- Will continue to be ready to start when we get the go ahead.

- Will finish putting Sports Complex together.

Justin Genz, Recreation Specialist

- Will prepare for the adjusted upcoming summer programs.
- Will order supplies for new upcoming summer programs/camps.
- Will update instructors on class registration.
- Will attend the Chamber Leadership Academy.
- Will attend recreation meetings.
- Will begin fall programing process.

Sarah Rex, Recreation and Marketing Supervisor

- Will help develop public information component of the District's plan so we are ready to go once facilities can reopen.
- Will promote summer programming.
- Will develop and design a Sycamore Park District trails and natural areas pamphlet which includes maps.
- Will begin putting together the fall brochure.
- Will develop a mailer to businesses that includes: Corporate Card information, use/rental of the Community Center, Golf Outing information, and sponsorship opportunities.
- 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.

Lisa Metcalf, Facilities Supervisor

- Will continue to monitor what summer will look like and plan accordingly.
- Will work on a modified plan and procedure in order to re-open Pathway Fitness safely.
- Will start looking to plan fall programs.
- Will assist with Golf and Concessions if needed.
- Will have a Service Desk Staff Meeting to go over programs, plans and procedures once they are all back to working again.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: June 2, 2020

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

- Attended all administrative staff meetings as scheduled.
- Developed May Golf Insight newsletter.
- Opened golf course Friday, May 1st.
 1. Averaging 96 players a day when open for play. Maximum in twosomes is 122.
 2. Average dollar per round is \$13.44.
 3. Sold 25 Season Passes, since May 1st, 3 Non-Resident
 4. Refunded 3 Season Passes, 2 due to injuries, 1 due to not able to take a cart.
 5. Sold over \$78,000.00 in Season Passes since March 6th. Total of 226
 6. 90% of all days to date the tee sheet has been completely full from 6:30am to 7:00pm.
 7. Players have followed the rules are being patient to wait for the announcement allowing them to tee off.
 8. 13 riding cart usage forms on file.
 9. Men's Leagues will begin the week of June 1 in foursomes.
 - 10.No pro shop sales but have done some club repair.
 - 11.Looking into creating an online pro shop of current merchandise in stock. 3 free months with Shopify for example. No shipping of products, just carry out or pick up only.
 12. Ladies nine hole league will resume play on Wednesday, June 3rd in foursomes.
- Updated signage and handouts with the new golf guidelines effective Friday, May 29th.
- Golf course flooded Friday, May 15th.

1. Contacted tee times and third-party marketing agents of closure.
 2. Sent eblast out to all our current golfer database explaining the closure.
 3. Contacted Sarah to post closure on Facebook and websites.
 4. Contacted all current leagues playing or anticipating playing the week of May 18th explaining the closure and the postponement of leagues.
 5. Work with grounds crew for clean-up and reopening.
 6. Front nine reopened for walking play on Saturday, May 23rd.
- Continued to monitor COVID-19 State and Federal compliance plans.
 - Continued to monitor plans developed by the USGA, CDGA, PGA and Golf Course Superintendents Association on golf course operations due to COVID-19.
 - Finalized signage and modified procedures as lockdown conditions are change and modified.
 - Continued to work with outing planners and alter tournament schedules as dates are changed due to the delayed start of golf season.
 - Initiated cleaning and sanitizing procedures for pro shop, clubhouse, golf carts and part-time staff as well as monitor and adjusted those procedures as needed or required.
 - Worked with Irrigation installation team to keep golfers informed of hole closures and installation status for completion.
 - Contacted Players Golf Cars for rental fleets for tentative golf outings.
 - Developed pro shop/clubhouse signage for call in procedures for tee time booking and phone call credit card payments.
 - Sent eblasts to Season Pass Holders and daily fee players on golf course status and explain procedures for tee time booking and payments.
 - Finalized all league rosters and schedules and begin all league play.

- Attended Titleist Online University training on new line of Scotty Cameron Putters and Vokey Wedge club fitting.
- Updated tee sheet templates to accommodate new COVID-19 Phase 3 Golf Guidelines.
- Contacted leagues with new schedules based on COVID-19 Phase 3 Guidelines.
- Developed and continue to monitor social distancing plan for even spacing of golfers while on the golf course.
- Worked with Kiwanis representatives on bag rack donation dedication and placement of memorial signage.
- Attended CDGA webinar on the new World Handicapping System and past the exam.

Administrative Initiatives (6/1/20 – 6/30/20)

- Attended all administrative staff meetings as scheduled.
- Developed June Golf Insight newsletter.
- Develop modified rate structure and refund policy if necessary due to flood conditions.
- 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 work with outing planners and alter tournament schedules as dates are changed due to the delayed start of golf season and now with the flood issues.
- Communicate with grounds crew on opening plan as holes dry and play on the front nine can return to the normal hole configuration.

- Continue to develop and modify signage for golf communication with a modified nine-hole configuration.
- Begin league play under the modified nine-hole configuration developing a new handicapping of holes to create a accurate handicapping of holes playable.
- Send weekly updates of golf course conditions to our third-party agencies and our current Season Pass Holder list and current daily play databases.
- Develop better communication with Theresa and Melissa to inform golfers on the purchase of carry-out food items with the Caddyshack Grill.
- Continue to announce and monitor tee off of golfers with announcements and timed with a timer until COVID-19 guidelines are altered.
- Create a new marketing plan with Sarah on the promotion of we are open and how we were able to open after such a devastating flood event.
- Continue to attend CDGA, PGA and IPRA Webinars on COVID-19 strategies.
- Make a proactive plan for changes in the COVID-19 guidelines as guidelines are modified or lifted. For example, the allowance of foursome play, clubhouse access, single cart usage and medical authorization lifted, etc.
- Prepare for the use of additional labor for extended daylight hours and as COVID-19 guidelines are changed or modified but continue to work with a limited staff as possible.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: May 26, 2020

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

Golf

- We opened the course May 1 with the restrictions and the players were doing a good job following the rules. We were keeping up with the spring mowing and course care with the reduced staff without seasonal help and with help from Jerry and Justin from the Community Center.
- Then the flood. We have received 6" of rain in a couple days here and areas just south of us received 7+" and the river flows this direction. This is the worst flood since 2007, and at equal levels to the 2007 flood. The 1.75" Sunday after the Saturday crest made the river rise again. There is a tremendous amount of corn stalk debris being left behind and mud from the freshly turned farm fields. We will have a loss of some turf from the mud and longevity of submersed turf. We currently think our low areas of 18,11,12,13 will need seed in the rough and fairways. The greens were hand shoveled off as mud ½" thick was on many of the six greens east of the river.
- Now that the river is down, the low areas are still very saturated and cannot be walked in yet. Daily, we see what becomes solid, try to remove debris and mow once wheels can access the turf. We will also be keeping up with mowing the west side of the course as we were able to open the front 9 just four days after river crest as nine fairway came thru although it was under water for five days. Cleaning of the debris will be as able starting with green, fairways, tees, then rough. Seeding of dead areas will then take place once firm enough and suitable for seeding machines. We will open the back

with several restricted areas once the turf areas are solid enough and clean enough for play, we have to remember most of the east side of the river was under water for at least seven days and many areas longer. The removal of all the corn debris off the rough will take some time.

- Midwest Irrigation continues to work and only has half of hole 11 to complete the install. Then testing, bugs to work out, removal of old heads and clocks, final set up on the computer will take place. They are back this week as the water level drops, and they can drive on the course again. CMJ will also be adding internet to the old shop to help run the new software system.
- I met with an adjuster sent out by PDRMA. They looked at our issues and let us know what will be covered. Basically, greens, tees, traps, washed out paths are covered for seed, sand, rock, and labor time to fix along with playground mulch or sand under equipment. They do not cover rough or fairway seeding or debris cleaning. They will cover cleaning and carpet removal in the old clubhouse Board room and office/hallway area as well as cleaning of the floor of the garage and cart barn which were flooded. We are taking pictures and sending them in as new issues are revealed.

Sports

- With no sports happening the flooding is not affecting game schedules. Water has reached most the fields and a lot of corn debris with it. We will be cleaning this off the turf and infields as able and making repairs to the infield mix once dry enough. Mowing will take place again once accessible to the mowers. Staff will also be helping with the park and golf debris cleanup.
- The adult, youth, softball, baseball, and soccer leagues will also be on hold until we receive further information from the Governor and at least until August.

- The work continues at the new soccer complex. 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 has taken place. The weather has delayed any over seeding and finish seeding this spring. What is out there is growing but is still thin and would not support soccer traffic next year at this point.
- The pool will not open this season. The electrical safety upgrades are almost complete and will continue after flood waters vacate the parking lot. The hot tub section that was cut to test the wall was repaired and a crack in the wall replaced as part of that repair.

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.
- I continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, any other issues.
- Winter's Landscape of Sycamore has planted 54 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. They have 8 left to plant at the golf course for a total of 62 for the Park District once the turf can handle traffic again.

- Staff completed seeding thin areas on the sled hill and at the dog park. They are keeping up with basic mowing/trimming and cleaning of debris from the flood as able.
- 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.
- Once we have restrictions lifted, Director Gible 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.
- Thanks to the City of Sycamore for sending their street sweeper to go over the roads around the course and behind the pool.

Administrative Initiatives (6/1/20-6/30/20)

- Attend all staff, Board, and planning meetings as we adjust to new Coronavirus regulations and late summer/fall recreation options.
- Attend future trails planning meetings with City staff and engineers.
- Attend soccer complex addition construction meetings.
- The next month plus will be taking care of what we have as far as mowing, trimming, weed/disease spraying and recovering from flood damage. This

will include debris and mud removal, seeding, and repairs of washed out paths, landscape beds, and sports fields.

- Work with golf irrigation installation company as system becomes active and be involved with startup and learning operation of system with other staff.
- Complete tree planting project when weather allows working with contractor.

To: Board of Commissioners

From: Daniel Gibble, Executive Director

Subject: Monthly Report

Date: June 2, 2020

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

- 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.
 - 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

- Completed documentation, contracts, and bid processes for Segment 1—Forest Preserve to Old Mill Park Trail Construction project.

- Finalized plans for a June 5 to 15 voting period on the Dr. John Ovitz Playground project.

- Reston Ponds and North Grove Crossing Park matters.

- Finalized documentation and Grant Agreement with IDNR for the OSLAD Project: Ball Diamonds at Sports Complex (north).

- Began land acquisition process for Segment 2—Forest Preserve to Old Mill Park Trail Construction project.

- Requested additional funds from IDOT/ITEP/FHWA for construction of Segment 1 of the Forest Preserve to Old Mill Park Trail project.
- Received notice of approval of our request for additional funds for the construction of Segment 1—Forest Preserve to Old Mill Park Trail Construction project. Over \$211,000 in additional funds were approved.
- Accepted bid for ITEP Construction: Forest Preserve to Old Mill Park—Segment 1.
- Finalized Archeological/Cultural study for IDNR and the OSLAD Grant.
- Completed information for, and provided it to the Board regarding cost cutting measures as a result of the COVID-19 pandemic.
- Began support role for Board in re-opening the hiring process for the new Executive Director.

Administrative Initiatives (6/1/20 – 6/30/20)

- COVID-19:
 - Update Summer Plans.
 - 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.
 - Work with Youth Sports Organizations to prepare for Fall 2020 re-introduction to sports.
 - Formulate plans for future extensions of the lockdown, or orders from governing organizations.
 - Coordinate re-introduction of recreation programming for the Fall of 2020.
- Hold initial meetings with IDOT/Engineers/Contractors for Segment 1 construction of the Forest Preserve to Old Mill trail project.
- Continue support role for Board in re-opening the hiring process for the new Executive Director.
- Finish out contract work on South Complex construction.

- Continue land acquisition process for Segment 2—Forest Preserve to Old Mill Park Trail Construction project.
- Re-Start master filing project for assisting in transition to new Executive Director.
- Finalize report to Board on Survey Findings, and present at Study Session.



Illinois Department of Transportation

Office of Planning & Programming / Bureau of Programming
2300 South Dirksen Parkway / Springfield, Illinois 62764

May 13, 2020

Mr. Daniel Gible
Sycamore Park District
940 East State Street
Sycamore, Illinois 60178

Dear Mr. Gible:

Thank you for your letter to Mr. Masood Ahmed, P.E., Illinois Department of Transportation's (IDOT's) Region Two Engineer, regarding the Sycamore Park District – Great Western Trail Extension Project (ITEP #342015). IDOT provided \$1,698,980 toward this project from the Illinois Transportation Enhancement Program (ITEP) in 2018.

In your letter you requested additional federal funds due to the bids received on the April 24, 2020 letting being greater than current approved funds. After consideration and a review of the availability of funds within the ITEP, IDOT approves an increase of federal ITEP funds in the amount of \$211,867. The total federal funds available for this project will be \$1,910,847. Please continue to move forward to project completion.

If you have any questions or need additional information, please contact District Three Local Roads staff, located at 700 East Norris Drive, Ottawa, Illinois 61350-1628, or by telephone at (815) 434-8426. Questions regarding the ITEP may be directed to Ms. Missy Doedtman in the Bureau of Programming by telephone at (217) 785-2790.

Sincerely,

A handwritten signature in cursive script that reads "Tracinda L. Sisk / jd".

Tracinda L. Sisk
Bureau Chief
Bureau of Programming

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

MONTHLY REPORT

AGENDA ITEM: PROGRAM PLANNING for FALL 2020:
Information Only—No Action

BACKGROUND INFORMATION:

The Recreation staff are following the Restore Illinois Public Health Approach to operating safe programs and facilities. For our Summer 2020, we are following the Phase Three Recovery Plan. This plan allows outside groups of 10 participants and 1 instructor for fitness, day camp, and youth sport practices all with social distancing. Indoors Fitness Centers can have 1 on 1 Fitness services. Tennis and Pickleball can resume operations.

For Fall 2020, staff will program for Phase Four, which is group sizes under 50. We do not have any class activities or programs that are that large so we would operate normal capacities but may have to continue with the additional cleaning standards set by IDPH and social distancing. Phase Four hopefully will happen yet this summer, which will open our track, gym, and Pathway Fitness (See Lisa Metcalf's Report).

Park Districts are saying that virtual programming will be the norm and should be included from now on. We will continue offering some youth and adults online classes. We are experimenting with that now in our Summer line-up. Our recent Survey Monkey to program participants had 541 returned surveys. The survey indicated 249 would participate in online or virtual programming if it were free or had a minimal fee.

The only things I see effected for Fall, to meet Phase Four guidelines will be our Volleyball League, Open Gym Basketball and Special Events: Concerts, Fireworks, Ghost Stories in the Park, Touch A Truck, Cookies with Santa, Pets with Santa, Gym Jams.

We are planning modifications like “ticketed events only for max of 50” and no spectators for Volleyball Leagues.

I have included a chart showing the Fall classes from 2019 with the number of participants that registered. These classes will be offered again in 2020, and you can see which classes will be offered the same, modified, canceled, or have a virtual class added- based on those class participant sizes. Popular classes will have additional times added so that we do not go over a max of 10 participants.

Most special events are free events. If we do not host them, we do not lose any money. Or we host them as “ticketed events” and charge a minimal fee. Eliminating spectators for Volleyball leagues is no budgetary loss. Limiting our gym capacity may see a loss in gym memberships.

On a positive note, we are on our way to offer a new afterschool program with the Sycamore school district middle school. The school district has agreed to transport middle school participants to our facility after school on Mondays at 3:45. The Park district will provide homework help, simple cooking/snacks, and open gym time until 6pm. We are still working out the details and fees. This program will depend on the School’s plan to return student in the Fall.

FISCAL IMPACT: We will see an increase in part-time custodial assistance to meet the requirement for sanitizing, if approved. We may see a decrease in Gym memberships due to restricted participants in the gym.

STAFF RECOMMENDATION: No action. This is provided for informational purposes to the Board and your input is welcome.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

FALL PROGRAM NUMBERS

Same:	No Change. Class size small
Modify:	Requires additional spacing, sessions, time slots to space people
Cancel:	Too large to modify at this time
Virtual:	Class can be offered in person and at home options
*All classes will follow guidelines from IDPH for proper cleaning and staff safety	

SPECIAL EVENTS	2019	2020	New
Pet Visits with Santa	23	modify by shifts	
Cookies With Santa	384	modify by shifts	
Fireworks & Fun	3000	canceled	
Touch-A-Truck	100	modify	
Ghost Stories in the Park	160	Ticket only	
Hoop Shoot Free Throw Contest	18	same	
Reptile Ecology	18	modify	
Cubs vs. Brewers	15	canceled	
The Superhero Challenge	82	modify by shifts	
Full Moon Hike	47	modify	
Coyote Crawl 5K	54	canceled	
Movie in the Park-Drive In			x

YOUTH & TEEN ACTIVITIES

Gym Jams	40	modify	
Horseback Riding Lessons: Youth	3	same	
Cheer Tots	4	same	
Little Tumblers	25	modify	
Music Together	10	same/virtual	
Teen Volleyball League			x
Art Club	17	modify	
Middle School Art Club	0	modify	
Ballet/Tap	20	same	
Hip Hop/Jazz	12	same	
Intro to Dance	9	same	
Bracelet making	3	same	
Free Volleyball clinic	13	same	
Rock Climbing Trip	6	same	
Environmental Club	0	same	
Teen Weight Room Basics	0	same	
Speed & Agility	1	cancel	
Soccer Skills School	25	modify	
STEM	0	same/virtual	
Mommy & Me Painting	3	same	
Middle School Mondays			x

ALL STAR SPORTS

Jr. Soccer		15	modify/virtual	
Soccer Skills		5	modify/virtual	
Jr. Golf		6	same	
Jr. Basketball		23	modify/virtual	
Jr. T-Ball		0	same/virtual	
Jr. Parent Tot Sports		7	modify/virtual	
Skills Basketball		13	modify/virtual	
T-Ball League		14	modify	
Jr Super Sports		19	modify/virtual	

GROUP FITNESS CLASSES

Pilates/Core		18	same	
Zumba		0	same	
Zumba Gold		10	same	
Kettlebell Strength Training		0	same	
Indoor Cycling		6	same	
Small group training				X
Muscles in Motion		7	same	
WOW		0	same	
Bootcamp		0	modify	
TRX		17	same	
Circuit (HIIT)		0	same	
Intro to Yoga		11	same	
Vinyasa Flow Yoga		22	same	
Relax and Restore Plus Size Yoga		11	same	
Restorative Yoga		14	same	
Senior Gentle Yoga		16	same	
Massage				x
Personal Training			same	
<u>MARTIAL ARTS</u>				
Kajukenbo Karate		10	modify	
Family Tae kwon do		12	modify	

ADULTS

Dog Obedience		0	same	
Pet CPR				x
Paint Your Pet			Virtual?	x
Fall Volleyball - Wed.		10	no spectators	
Fall Volleyball - Thurs.		20	no spectators	
Pickleball Clinic				x
Pickleball Social		24	modify	
Nordic Pole Walking		3	same	
Wood Carving Club		5	same	
Woodburning class				x
Lit and Fit		28	same	
Make a wreath Trip to Joliet		10	modify	
Make a Terrariums				x
Nature Talks Lecture Series			virtual?	x

BIRTHDAY PARTIES			Modify	Bday Delivery
ROOM RENTALS			Modify	
PICNIC RENTALS			Modify	

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Study Session: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: A RESOLUTION APPROVING JOINT AGREEMENT NO. C-93-021-19 For Funds to Pay for Segment 1: GW Trail from Old Mill Park to Sycamore Forest Preserve: RECOMMEND APPROVAL

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 (see attached) was \$2,107,561.47.

As reported at the last Regular Meeting, the bids came in high, and we discussed three options. One of those was requesting more dollars from IDOT/ITEP/FHWA. That request was approved! The letter stating as much is in this Board Packet in the “Correspondence” section.

Below is a chart that summarizes all costs, based upon what we now know. It reflects SPD’s “Local Funding Amount”—what we will have spent when all is done, and there are no further issues—along with the funds coming from Grant Sources—the “FHWA Funding Amount”. The far right column now shows the updated costs for the Segment 1 project.

Work Element	Local Funding Amount	FHWA Funding Amount	Total Project Amount
Phase I Engineering	\$150,925	\$0	\$150,925
Phase II Engineering	\$27,700	\$110,800	\$138,500
ROW Acquisition	\$111,500	\$0	\$111,500
Plat of Survey Preparation	\$27,316	\$0	\$27,316
Construction (Low Bid)	\$421,512	\$1,686,049	\$2,107,561
Construction Engineering	\$28,500	\$113,998	\$142,498
Total Project Costs	\$767,453	\$1,910,847	\$2,678,300
Original Funding Allocation	\$716,348	\$1,698,980	\$2,415,328
Total Shortfall	\$51,105	\$211,867	\$262,972

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 construction 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.

Thus SPD’s TOTAL COST = \$ 767,453 (includes professional fees, land acquisition and related costs).

Those costs already paid by SPD are:

Phase I Engineering	\$150,925
Phase II Engineering	\$27,700
ROW Acquisition	\$111,500
Plat of Survey Preparation	\$27,316

Thus GRANT DOLLARS = \$1,910,847.

The DeKalb County Forest Preserve District, in our IGA (attached), agreed to pay 30% of the LOCAL PORTION (20%) that must be paid by the park district in the ITEP Award. The total cost of construction, as listed in the chart on the prior page is now estimated at \$2,678,300.00. AND, 20% of that will be \$535,600. THEREFORE, with no further cost increases the current estimate of payment made to SPD by DCFPD is = \$160,698

It should be noted, at the time of finalizing the Board Packet, there was confusion inside IDOT as to the correct numbers to include in the Resolution. THEREFORE, those numbers were left blank in the copy provided to the Board, and will be given during the Regular Board meeting on June 2, 2020 before adoption of the Resolution.

STAFF RECOMMENDATION: I recommend Board Approve Resolution 02-2020, along with authorizing the Executive Director to approve funds and documents required for this project.

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SUPPLEMENTAL ATTACHMENT
~
INTERGOVERNMENTAL AGREEMENT
BETWEEN
SYCAMORE PARK DISTRICT
AND
DEKALB COUNTY FOREST PRESERVE
DISTRICT
~
ITEP#342015

**AN INTERGOVERNMENTAL AGREEMENT PROVIDING FOR THE ENGINEERING
and CONSTRUCTION of the GREAT WESTERN TRAIL EXTENSION from the EAST END
OF SYCAMORE FOREST PRESERVE to OLD MILL PARK**

This Intergovernmental Agreement is between the Forest Preserve District of DeKalb County, Illinois (the "Forest Preserve") and the Sycamore Park District, DeKalb County, Illinois, a municipal corporation, (the "Park District") (collectively "Agencies") for the shared costs and services associated with the construction and engineering of the Great Western Trail Extension Project which includes/extends from the East End of Sycamore Forest Preserve to Old Mill Park (the "Project")

WITNESSETH

WHEREAS, the Illinois Constitution and Statutes authorizes and encourages intergovernmental cooperation between units of local government; and

WHEREAS, the continued development and extension of the Great Western Trail was discussed and committed to by the Agencies; and

WHEREAS, the Forest Preserve and the Park District recognize the value of DeKalb County's Greenways and Trails Plan as a long-range planning tool which encourages the Great Western Trail's continued extension; and

WHEREAS, multiple organizations in the Sycamore area, including the Park District, Forest Preserve, and the City of Sycamore, have found in several community wide surveys that extension and connection of trails is a number one priority; and

WHEREAS, there is increased public awareness of the importance of trails and providing recreational trail opportunities for individuals throughout Sycamore and DeKalb County; and

WHEREAS, the Agencies have participated in cooperative efforts on other projects; and

WHEREAS, cooperative efforts by units of local government reduce costs, improve management and maintenance, and create efficiencies that might otherwise not exist; and

WHEREAS, the Project will provide numerous public benefits, including (a) directly serving the transportation and recreational needs of the region's residents; (b) linking those individuals to hundreds of acres of public open space, existing trail systems, parks, safe routes to school, and to retail/commercial/government facilities; and (c) providing an alternative means of transportation for individuals commuting to work, shopping, recreation and other destinations; and

WHEREAS, the Forest Preserve and the Park District desire to share the costs and services of the Project which includes Engineering and Construction associated with the Great Western Trail Extension from the East End of Sycamore Forest Preserve to Old Mill Park;

NOW, THEREFORE, in consideration of the mutual promises, terms and conditions set forth herein, and in the spirit of intergovernmental cooperation, the parties agree as follows:

1. **Incorporation of preambles.** The preambles set forth above are incorporated herein and made a part hereof as representing the intent of the Agencies and as substantive terms and conditions. To the extent they may be interpreted as inconsistent with the main body of this agreement the main body shall control.

2. Lead Agency. The Forest Preserve hereby recognizes the Park District as the lead agency for the Project. In its capacity as the lead agency, the Park District shall be responsible for coordinating all aspects of the Project with the Consultant identified in paragraph 4, IDOT and the other Agencies, and for monitoring the Project

3. Maintenance of Premises. In perpetuity, the Forest Preserve agrees to maintain the portion of the trail on its land—including the bridge that begins on its property—following the completion of the Project. The Park District agrees to maintain the portion of the trail on its land—including the second bridge that crosses over to Old Mill Park—following the completion of the Project.

4. Consulting Agreement. In connection with its role as the lead agency, the Park District will contract with Engineering Resources Associates, Inc. (hereinafter "Consultant"), to perform the Phase I engineering work for the Project.

The Agencies agree to provide Consultant with such access to its property as may be necessary to perform the engineering work and to furnish Consultant with such documents, reports, data, studies or other information within the Agencies' possession as may be relevant to the Project.

The Park District shall require Consultant, as part of the Consulting Agreement, to purchase and maintain, at Consultant's cost, the insurance coverages specified by the Park District Risk Management Association (PDRMA).

In addition, the Park District shall require Consultant to defend, hold harmless and indemnify both Agencies, their elected officials, officers, employees and agents, from and against any and all claims, liabilities, causes of action, losses, judgments, settlements, damages and expenses (including, but not limited to, reasonable expert witness and attorney fees) that may at any time arise or be claimed by any person or entity, including any employees, agents and subcontractors of Consultant, as a result of bodily injury, sickness, death or property damage, or as a result of any other claim or suit of any nature whatsoever, allegedly arising out of or in any manner connected with, directly with this project, OR indirectly, the negligent or intentional acts or omissions on the part of Consultant or its contractors, subcontractors, employees or agents in performing the engineering services provided for in the Consulting Agreement.

5. Project Payments.

5.1 The Agencies agree to share the costs of this project as follows:

1. The Forest Preserve will contribute \$43,955.68 to the Phase I Engineering for the Project which will not be paid for from the grant application.

The Park District will contribute \$102563.24 to the Phase I Engineering for the Project which will not be paid for from the grant application.

The total estimated cost for this work is \$146,518.92. Should it grow beyond that, the Agencies shall share the additional cost with 70% paid by the Park District and 30% paid by the Forest Preserve. This shall not exceed a GROSS of \$25,000, combined, without an amended Intergovernmental Agreement.

2. Upon award of the ITEP Grant for Construction, and only at that time, the Agencies would be responsible for the construction costs, as follows:
 - a. The Grant pays 80% of the costs for construction.
 - b. Of the remaining 20% that must be paid by the Agencies:
 - i. The Forest Preserve will pay 30%; and

ii. The Park District will pay 70%

At the current time, the estimated total construction costs are: \$2,894,547.70

Twenty percent of that amount is: \$578,909.54

Of that, the Forest Preserve would pay 30%, or: \$173,672.86

AND, the Park District would pay \$70%, or: \$405,236.67

Should the total construction cost grow more than \$250,000 beyond the current estimate, the Agencies shall amend the amounts in #2, immediately above. Otherwise, the additional amount will be shared with 70% paid by the Park District and 30% paid by the Forest Preserve.

5.2 Phase I Engineering costs will be paid initially by the Park District subject to reimbursement by the Forest Preserve for the Forest Preserve's share. The Forest Preserve shall reimburse its portion in the following manner:

- 50% by January 31, 2018
- Remaining amount by January 31, 2019

5.3 The Park District will make payments to IDOT for the Construction Costs tied to the Grant when requested by IDOT. The Park District will then bill the Forest Preserve for their portion—outlined later in this agreement—at which time the Forest Preserve will make payment to the Park District within 30 days of the Invoice Date from the Park District.

6. Interest Payments. Any interest accrued or assessed for this project will be shared by the Park District and the Forest Preserve in 70% and 30%, respectively.

7. Cooperation. If either of the Agencies has reason to believe that a violation of this Agreement has occurred or is occurring, written notice thereof specifying in detail the violation and the facts supporting the claim shall be served upon the Agency that allegedly committed or is permitting such violation to occur. The Agencies agree to act in good faith and to cooperate with each other to resolve any disputes which may arise in the performance of this Agreement.

In the event either the Park District or the Forest Preserve is required to institute any legal action or proceeding, whether at law or in equity, to enforce any provision of this Intergovernmental Agreement, the prevailing party in such action or proceeding shall be entitled to recover all of its costs and expenses, including, but not limited to, reasonable expert witness and attorney fees.

8. Indemnification. Each of the Agencies shall defend, hold harmless and indemnify the other Agency, its elected officials, officers, employees and agents from and against all claims, liabilities, causes of action, losses, judgments, settlements, damages and expenses (including, but not limited to, reasonable expert witness and attorney fees) that may at any time arise or be claimed by any person or entity as a result of bodily injury, sickness, death or property damage, or as a result of any other claim or suit of any nature whatsoever, allegedly arising out of or in any manner connected with, directly or indirectly, the negligent or intentional acts or omissions of the indemnifying Agency's performance of its obligations under this Agreement. This provision is not intended to waive any statutory or common law privileges or immunities as they relate to other persons or entities. There are no third-party beneficiaries of this Agreement.

9. Insurance.

(a) In the event that either party purchases insurance from an insurance company, each party shall keep in force at all times during the term of this agreement Commercial General Liability Insurance including fire legal liability, bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the other party to this agreement, its public officials, employees, volunteers and agents as additional insured.

(b) In the event that either party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, that party shall keep in force at all times during the term of this agreement, General Liability coverage including fire legal liability specifically including bodily injury, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to the other party to this agreement, its public officials, employees, volunteers, and agents as additional insured.

(c) Prior to the commencement of the term hereof, each party shall furnish the other party with a certificate of insurance showing the required coverage to be in effect and naming the other party, its board members, officers, agents, successors, and assigns as additional insureds. The policies or duly executed certificates for the same shall reflect the insurers' right of subrogation. Said policies of insurance shall provide for at least sixty (60) days written notice to each party of termination and/or cancellation of the policy naming it as an additional insured.

10. Transfers. No Agency shall sell, assign or otherwise transfer its interest under this Agreement without the written approval of the other Agency. The provisions set forth in this Agreement shall be binding upon and inure to the benefit of the approved successors and assigns of the parties.

11. Notices. All notices given under this Agreement shall be in writing and shall be either (a) served personally, during regular business hours; (b) served by facsimile transmission during regular business hours; or (c) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid and deposited in the United States mail. Notices served personally or by facsimile transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service.

Notices shall be served at the following addresses:

Forest Preserve District of DeKalb County
Attn: Superintendent
200 N Main Street
Sycamore, IL 60178

Sycamore Park District
Attn: Executive Director
940 East State Street
Sycamore, IL 60178

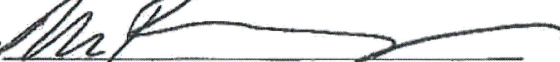
12.. Execution. Each Agency shall approve this Agreement pursuant to a duly passed ordinance or resolution and shall execute a separate original signature page and send the original page to the Sycamore Park District. After all the original signature pages have been received, the DeKalb Forest Preserve shall provide each Agency with a fully executed copy of this Agreement.

13. Incorporation. The provisions set forth herein represent the entire agreement between the parties and supersede any previous oral or written agreements, as it is the intent of the parties to provide for integration within the terms of this Agreement. No provision may be modified in any respect unless such modification is in writing and signed by each Agency.

14. Segmenting the Project. The Agencies recognize the advantages of working on this jointly, and that while the Grant may have to be submitted in two parts over two to three years, this Intergovernmental Agreement will remain in force.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the 15th day of November, 2017.

For FOREST PRESERVE DISTRICT
OF DEKALB COUNTY


By: 
Mark Pietrowski Jr., President

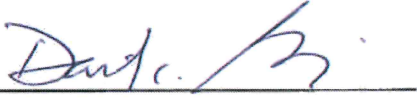
Attest: 
Douglas J. Johnson, Secretary

{seal}

APPROVAL AUTHORIZED BY:
Resolution No: FP-R2017-09

For SYCAMORE PARK DISTRICT

By: 
President

Attest: 
Secretary

{seal}

APPROVAL AUTHORIZED BY:

Resolution No. 06-2017

RESOLUTION NO. 02-2020

**A RESOLUTION APPROVING JOINT AGREEMENT NO. C-93-021-19
WHERE THE TOTAL PROJECT COST IS \$ _____
AND CONFIRMING APPROPRIATION OF SUFFICIENT FUNDS
TO COVER THE LOCAL MATCH SET FORTH IN THE AGREEMENT
IN THE AMOUNT OF \$ _____ PLUS ANY OTHER AMOUNTS
NEEDED IN ADDITION TO THE ITEP FUNDS TO COMPLETE THE PROJECT**

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 Sycamore Park District has applied for an ITEP Grant; and

WHEREAS, the Park District desires to approve the joint grant agreement, No. C-93-049-18 (the “Agreement”), with a total project cost of \$ _____; and

WHEREAS, the Park District desires to publicly confirm that it has appropriated sufficient funds to cover the local match set forth in the Agreement in the amount of \$ _____, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement.

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

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

SECTION TWO: The Sycamore Park District formally approves the joint grant agreement, No. C-93-021-19 (the “Agreement”), with a total project cost of \$ _____; and formally confirms that the Sycamore Park District has appropriated sufficient funds to cover the local match set forth in the Agreement in the amount of \$ _____, plus any other amounts in excess of those provided by the ITEP grant necessary to complete the project and work set forth in the Agreement.

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

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

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

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

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

President

ATTEST:

Secretary

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: UPDATED “LOSS” NUMBERS FOR FY2020- Information only

BACKGROUND INFORMATION:

Included is a spreadsheet that I have put together in an attempt to determine the financial impact that COVID closures is having on the park district. It primarily looks at our activity primarily through July. For aquatics, I included the lost revenue and reduced expenses at the pool through August.

So much of this is a guess. It was based upon our 2019 financial activity. The spreadsheet is broken down by fund. To summarize:

- Corporate
 - Lost revenue in shelter rentals and alcohol permits.
 - Postponed expenses due to changed retirement date.
 - Reduce Education & Training.
 - Hiring freeze PT Maint through 7/31. IMRF position postpone until 2021.
- Recreation
 - Reduce Education & Training.
 - Lost revenue from Spring & Summer sports programs cancelled. Hiring freeze PT Maint.
 - Various programs cancelled. Lost revenue, reduced expenses.
 - Special events impacted: Park Pride Day, Concerts, Movies in the park.
 - Pathway Fitness/Gym/Track closed 3/17 until ?
 - Reduced expense by having only one graduate asst. for fall.
 - Community Center closed 3/17 until ?. Lost rental income.
 - Reduced expenses due to PT Customer Service Staff not working.

- Concessions
 - Clubhouse closed. Revenue reduced even with golf course opening due to restrictions. Reduced expenses: labor and cost of goods sold.
 - Beverage Cart: lost revenue and reduced expenses
 - Sports Complex: lost revenue and reduced expenses for Spring & Summer sports
 - Pool: lost revenue and reduced expenses for complete closure
 - Catering: lost revenue (rental/catering) and reduced expense
- Golf Course
 - Estimates based on the following:
 - March and April 100% lost revenue.
 - May lost revenue primarily due to flood.
 - June
 - No outing; -33% of 2019 green fees and cart rentals
 - -75% pro shop sales and cost of goods sold expense
 - Reduced pt labor by 75%
 - July
 - -30% 2019 green fees and cart rentals.
 - -50% pro shop sales and cost of goods sold expense
 - Reduced pt labor by 50%
 - No weekly league revenue.
 - No additional Season Pass sales.
 - No seasonal PT golf maint.
- Aquatics
 - Pool closed for 2020
 - Lost revenue
 - Reduced expenses

I also want to point out 3 sources of unexpected revenue.

- \$25,000 unrestricted donation received from an anonymous donor
- \$7,645 from PDRMA as a return of net position equal to 10% of our 2020 premium. (prompted by COVID pandemic)
- \$761 reduction in premium by our dental carrier (prompted by COVID pandemic and reduced claims)

While this is a rough estimate of a net loss of \$66,000, there may be other factors that come up as we continue throughout the year.

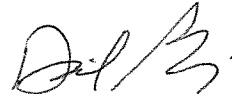
- Reduction in utility costs due to no/low occupancy in facilities.
- Possible resurgence of COVID later in the year.
- Staff is continuing to look for opportunities to reduce costs.
- Opportunity for reimbursement for COVID-19 mitigation expenses from FEMA and/or IEMA.
- Possible reimbursement for a portion of the District's unemployment cost related to closings due to COVID.

FISCAL IMPACT: Based upon the spreadsheet, the District is looking at an **approximate loss of \$100,000 excluding the unexpected revenue outlined above.** The unexpected revenue reduces that loss to approximately \$66,000. Not knowing what the future may hold, staff will need to continually review all expenditures to determine their necessity and find ways to reduce expenses. Also, I will be looking for opportunities to get reimbursed for costs where possible.

STAFF RECOMMENDATION: For review and comment.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Estimated financial impact due to COVID-19 closures

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Beyond (Primarily July, added August for aquatics)</u>	
Corporate					
Shelter/Alcohol Permit Revenue	(1,230)	(1,600)	(1,350)	(1,870)	
Current ED works until 12/31 and 12 week overlap				7,779	
Accelerated IMRF payment (postpone until 2021)				25,000	
*If current ED works until 2/12/21 this will go down to approx \$7500					
Education & training (national 3000 vermont 2500)				5,500	
PT Employee Appreciation				750	
Part-time parks maintenance staff	688	2,314	2,552	4,400	
*assuming hiring freeze until 7/31/20					
Part-time IMRF staff - one position not started	1,004	1,477	1,409	11,674	
*don't hire IMRF for 2020					
Education/cell phone 1 IMRF				595	
		462	2,191	2,611	53,828
Recreation					
Administration					
Education (National 3000 vermont 2500)				5,500	
PT Employee Appreciation				750	
					6,250
Sports Complex					
Syc/Dek Soccer			(3,000)		
SYB				(5,300)	
SGS				(3,000)	
TITANS				(1,000)	
Mens 16"				(864)	
church				(2,025)	
ayso				(4,500)	
field rental				(4,000)	
storm				(6,800)	
PT Maint			1,153	6,300	
(maintenance costs for all areas est. by Jeff see below)					
				(1,847)	(21,189)
Programs - youth - revenue	(3,397)	(3,701)	(1,647)	(970)	
Programs - youth - expenses	606	548	1,325	2,463	
		(2,791)	(3,153)	(322)	1,493
Programs - adult - revenue	(2,544)	(2,502)	(443)	(85)	
Programs - adult - expenses	126	2,390	126	915	
		(2,418)	(112)	(317)	830
Programs - youth athletic - revenue	(4,749)	(5,484)	(3,376)		
Programs - youth athletic - expenses	3,500	4,113	6,048		

Estimated financial impact due to COVID-19 closures

	April	May	June	Beyond (Primarily july, added august for aquatics)	
		(1,249)	(1,371)	2,672	
Programs - fitness - revenue	(2,621)	(1,663)	(829)	(1,200)	
Programs - fitness - expenses	975	775	1,340	681	
		(1,646)	(888)	511	(519)
Programs - early childhood - revenue	(276)	(512)	(399)		
Programs - early childhood - expenses	200	400	1,688		
		(76)	(112)	1,289	
Programs - dance - revenue	(232)	(427)	(232)		
Programs - dance - expenses	45	100	96		
		(187)	(327)	(136)	
Programs - breakfast with bunny - revenue	(902)				
Programs - breakfast with bunny - expenses	310		270		
		(592)		270	
park pride day expenses		445	445		
concert			(1,158)	(2,000)	
			7,816	873	
movies			(40)	(60)	
			14	45	
				6,632	(1,142)
Pathway Fitness - Revenue					
April EFT	(4,361)				
Memberships/passes (May/June includes EFT)	(20,000)	(12,000)	(10,200)	(8,000)	
track only	(1,357)	(700)	(907)	(1,096)	
program fees	(350)	(350)	(800)	(350)	
daily admission	(294)	(196)	(254)	(237)	
Graduate asst (only 1 fall semester)				5,000	
Instructors	365	423	386	492	
		(25,997)	(12,823)	(11,775)	(4,191)
Community Center					
concessions (Basketball tournament)		(2,000)			
open gym daily	(792)	(1,057)	(699)	(543)	
open gym membership	(1,048)	(968)	(788)	(540)	
rentals	(3,255)	(3,255)	(2,148)	(1,105)	
vending	(946)	(347)	(372)	(550)	
PT customer service staff	4,200	4,300	4,300	4,000	

Estimated financial impact due to COVID-19 closures

	April			May			June			Beyond (Primarily july, added august for aquatics)	
credit card service charges	300			700			625			543	
vending supplies	627			230			134			115	
				(914)			(2,397)			1,052	
										1,920	
Brochure expenses ?	1,654			1,654			5,988			5,988	
Concessions (June 75% reduction, July 50%)											
Clubhouse Revenue	(3,168)			(7,100)			(9,000)			(6,750)	
pt staff	1,123			1,082			1,500			1,000	
clubhouse expenses	1,200			3,500			500			5,750	
				(845)			(2,518)			(7,000)	
										-	
Beverage Cart Revenue	(164)			(150)			(2,850)			(1,600)	
pt staff	50			50			220			410	
expenses	50			50			900			740	
				(64)			(50)			(1,730)	
										(450)	
Sports complex revenue	(37)			(7,100)			(19,500)			(1,300)	
pt staff	237			1,900			2,300			2,600	
expenses	305			2,985			5,700			3,453	
				505			(2,215)			(11,500)	
										4,753	
Pool revenue							(3,150)			(5,050)	
pt staff							588			1,990	
expenses							1,640			2,449	
										(922)	
										(611)	
Catering/clubhouse rentals	(1,464)			(1,600)			(1,500)			(830)	
pt staff	85			180						50	
expenses	320			360			450			1,000	
				(1,059)			(1,060)			(1,050)	
										220	
Golf Course (June) ((beyond))											
weekly green fees (no outing, -addl 33%) ((-30%))	(7,832)			(13,473)			(14,720)			(9,800)	
weekly league rate	(572)			(2,000)			(2,483)			(3,400)	
cart rentals (no outing, -addl 33%) ((-30%))	(5,920)			(9,850)			(9,425)			(8,100)	
season pass sales	(11,079)			(4,759)						4,000	
pro shop sales (-75%)((-50%))	(5,212)			(5,147)			(6,150)			(3,750)	
labor (-75%)((-50%))	1,605			2,547			3,200			4,000	
cart rental exp										4,000	
handicap srvcies				1,380							
COGS (75%)((50%))	3,962			3,651			4,531			2,980	
pt golf maint	991			2,150			3,900			5,000	

Estimated financial impact due to COVID-19 closures

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Beyond (Primarily july, added august for aquatics)</u>	
	(24,057)		(25,501)	(21,147)	(9,070)
Aquatics					
season pass sales	(11,109)	(4,347)	(12,735)	(826)	
pool daily			(9,300)	(15,614)	
pool rental			(780)		
misc rev				(1,450)	
swim lessons	(9,084)	(5,724)	(3,453)	(1,550)	
splash pad daily (july -50%)	(500)	(500)	(4,345)	(2,600)	
wages			11,850	39,497	
other expenses			2,800	4,796	
	(20,193)		(10,571)	(15,963)	22,253
Maintenance cost savings per Jeff					38,600
Unrestricted donation received from anonymous donor					25,000
PDRMA refund of premium due to COVID					7,645
Dental insurance premium reduction due to COVID					761
 Total	 (79,467)		 (54,474)	 (58,672)	 126,381
					-66231.33

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: PUBLIC PARK NAMING CAMPAIGN

BACKGROUND INFORMATION: This spring Sycamore residents submitted nominations to name the new park complex on Airport Road. With the theme, *Who puts the MORE in Sycamore?* individuals shared a wide range of creative and meaningful entries explaining why the park should be named in honor of a particular individual or group.

In all there were 45 nominations submitted, 31 of which met the contest guidelines for submission. Staff have narrowed it down to these finalists for the Board's selection:

Ron Johnson Park (15 nominations)
 First Responder Park (2 nominations)
 Ken Mundy Park (2 nominations)

The prize for the winner is a \$50 Park District gift card and he/she will be recognized at the facility's dedication which is tentatively slated for fall 2021.

FISCAL IMPACT: The winner receives a \$50 Park District gift card. Cost to fabricate and install a park entrance sign is roughly \$1,700.

STAFF RECOMMENDATION: Discussion and selection of a name for the new complex on Airport Road. The Board approves all naming.

PREPARED BY: Sarah Rex

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

BACKGROUND INFORMATION: I will be providing the Board with hard copies of the following documents:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2019.

A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

FISCAL IMPACT: Not applicable.

STAFF RECOMMENDATION: Acceptance of the Annual Audit as presented.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: INFORMATION ON LARGE EVENTS

BACKGROUND INFORMATION: Park District facilities are host several large events throughout the year which require assistance from full time staff at the Community Center and Legacy Campus. COVID-19 has and will continue to have a great impact on events and without knowing when large gatherings can resume, this report provides the latest information about what has been planned, postponed, and cancelled.

Typically, holding large events is valuable to the District, not only for the revenue generated through facility usage fees or food and beverage sales, but also for the large number of new users they bring to the District.

Please see attached for the 2020 list of large events and their current status.

FISCAL IMPACT: Varies. See attached

STAFF RECOMMENDATION: No action. This is a management matter and is provided for informational purposes to the Board with the hope that they will be able to explain this to community members should they ask about it.

PREPARED BY: Superintendents and Sarah Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

Large Events Report

Sports Complex	Group	Date	Group Size	Fee	Fiscal Impact	
Baseball Opening Day	Sycamore Youth Baseball	Cancelled	500+	Regular field usage fees for games played that day.		Possible fall season
Storm Dayz Tournament	Kishwaukee Valley Storm	Cancelled	1,000+	Roughly \$6,800	Setup and Cleanup before, during and after tournament, sets up parking, no shelter rentals taken for 3 days.	
Northwestern Medicine Picnic	Northwestern Medicine	Postponed for now. No date set.	500+	\$1,000	Use of golf carts, Staff ropes off grass parking, extra dumpster & toilet rental fees is part of their fee. No shelter rentals for 3 days for drop off/pick up of carnival rides	
Fireworks and Fun	Sycamore Park District	Cancelled	1,000+	NA	Roughly \$12,000 + staff time to rope off grass parking, work event, and clean up	
Superhero Challenge	Sycamore Park District & Moose(L)Up Gym	Sep 13*	200+	NA	Partnership event where costs are shared and supplemented by Sponsorships and program fees.	
Sycamore Pumpkin Run	Chamber of Commerce	Oct 25*	1,800+		Airport Road is closed until roughly 1 hour after the Community Center opens	
Cross Country Conference Meet	Kishwaukee College	Oct 31*	250	\$150 rental fee	Concessions sales	
Legacy Campus	Group	Date	Group Size	Fee	Fiscal Impact	
Summer Reading Extravaganza (CC, SF, & Grounds)	Sycamore Library	Cancelled	500+	Free to use space. Fee for use of building after hours.	Splash Fountain free during the event 6-8pm.	

*Tentative Date: Decision has not been made regarding COVID-19 restrictions

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: June 2, 2020

STAFF RECOMMENDATION

AGENDA ITEM: RE-OPENING PATHWAY FITNESS: For Discussion Only

BACKGROUND INFORMATION: Before Illinois moves into Phase 4 of the Governor's Plan, we plan on sending out a short survey to all members to learn if/when they are ready to return. If this leads to opening Pathway Fitness, we will create "tickets" or "activity sections" in RecTrac that are 60-minute time slots that people can sign up for. We will limit this to 10 people per time slot.

We are considering the hours open to be: M-F 4am-11pm, Sa 6am-6pm, and Su 9am-5pm. These times are based on facility visits data from RecTrac. We took the data from 2019 June and 2020 January to see "peak" usage vs "summer" usage.

PLAN A: Open the building with adjusted hours and allow for anyone to register for a timeslot to use the building for one hour at a time.

Since we would not be opening fully during this Phase 4 and members would not have access to all the amenities they paid for, we will go fee based, \$4R/\$6NR per hour time slot. We will allow anyone to register. Members passes will still be on hold and not be charged until Phase 5, when we can open fully. Again, the early June survey to members will be beneficial to see if they are "ok" with this plan.

PLAN B: Open to Members only, but with Limited Hours. Memberships will be taken off hold and paid fully.

PLAN C: Open to members only, regular hours, with a staff person present 24/hours. Memberships will be taken off hold and paid fully.

Based on CDC guidelines:

We will ask everyone to wear a mask when entering/leaving the building and walking around. When working out, they can remove their mask. The building monitor will make sure this is being followed and no one enters without scanning in. We will remove one bench, all fans, all mats, and medicine balls in the

stretching area. Members can bring their own mat if needed. Lockers and showers will be blocked off. Five pieces of cardio equipment will be moved to MPR B and remaining machines will be spread out to help keep distance between each of them. Foot pedals will be added to bathroom doors and Pathway Fitness doors for “touch free” access.

Staff will be trained on how to properly clean during the 15 minutes between time slots.

Signs will be posted reminding members to make sure to wipe down their machine/equipment before and after usage. The cardio machines and tv screens will display CDC guidelines for best practices.

What will the facility look like?

As Phase 4 will allow for restricted capacities, all spaces in the facility will be monitored through RecTrac registration. Track, Pathway, Gym, and Classrooms will be used, but with limited capacity and cleaning in-between use.

FISCAL IMPACT: We will need to hire back Service Desk Staff to monitor the building. Two staff on at all times. 115 Hours each week at \$10.25 per hour. We will have a weekly expense of \$2,357.50. We would also need to have them come in for about an hour for additional training on new procedures. Once we get into Phase 5, then staffing will go back to normal building hours.

An additional REACH software unit will be added to one tv in Pathway Fitness for \$654. We will most likely see an increase in the janitorial supplies based on the hourly cleaning of the building until Phase 5.

STAFF RECOMMENDATION: For Discussion Only. Staff recommend PLAN A.

PREPARED BY: Lisa Metcalf, Facilities Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: