



**Sycamore Park District
Regular Board Meeting
Sycamore Park District Maintenance Shop
435 Airport Road
Sycamore, IL 60178
July 28, 2020
6:00 PM**

AGENDA

CALL TO ORDER (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: June 30, 2020 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 31. Superintendent of Finance Monthly Report**
- 35. Budget Report**
- 49. Superintendent of Recreation Monthly Report**
- 61. Superintendent of Golf Operations Monthly Report**
- 64. Superintendent of Parks and Facilities Monthly Report**
- 69. Executive Director Monthly Report**

CORRESPONDENCE-

- 71. Sarah Swienton Email**

PUBLIC INPUT

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

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Sycamore Park District is an equal opportunity provider and employer.

AGENDA**July 28, 2020 6:00 PM****Page 2****APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)****MONTHLY REPORT: Jackie Heinbuecher, Superintendent of Finance and Business Services****OLD BUSINESS:**

- 73. Consideration of Hiring New Executive Director**
- 74. Resolution Recognizing the Retirement of Current Executive Director
Discussion on Public Information Related to Executive Director—Bill
Update Regarding MMNH—Theresa**

NEW BUSINESS:

- 76. Consider Awarding Bid for Installation of Dr. John Ovitz
Park Playground—Terri**
- 77. Consider Awarding Bid for Replacement of Bridge #4—Kirk
Recommendation for Future Study Sessions—Dan**

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.

ADJOURN

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, June 30, 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 6:05 p.m. on Tuesday, June 30, 2020.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are not physically present and will not 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, and Strack – Commissioner Strack arrived at 6:07 pm.**

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

Vice President Schulz read off the Zoom information as listed on the agenda.

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

Guests at the Board meeting via Zoom were:

Motion

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

Roll Call

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

Regular and Consent Agenda Approval –

Motion

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

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday June 30, 2020
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Approval of Minutes –

Motion

Commissioner Graves moved to approve the June 2, 2020 Regular Meeting Minutes.
 Commissioner Doty seconded the Motion.

Voice

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

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$359,114.21.
 Commissioner Graves seconded the Motion.

Roll Call

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

Correspondence – None

Public Input - None

Positive Feedback – None

Monthly Report – Supt. of Parks Jeff Donahoe informed the board the irrigation system project has been wrapped up. They have been using it since we went from flooding to pretty dry until recent rains. The technology is amazing, and it has really helped with staff time. Everything is run on a computer at the old office, but they can access it from the phone or tablet.

Old Business

Executive Director Committee Update – Commissioner Doty noted the committee has looked through all the resumes that were submitted. They have narrowed down to group of 6 to interview. They have interviews 3 of the candidates last night and will talk to the other 3 on Thursday. By the end of this week, they should know who they want to move forward to the finalist round. He and Daryl will call the final candidates they want to set up in person meetings with the board and staff. He noted the evaluation form was revised slightly and now has the same form with the same questions for everyone to use.

Update Regarding the MMNH – Supt. of Recr. Tevsh noted there was no update at this time.

Updated “Loss” Numbers for FY2020 Budget – Supt. of Finance Hienbuecher noted she based this on the information she had through May and was able to pull some June numbers.

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Sycamore Park District
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Update on Golf Operations – Supt. of Golf Operations Kirk Lundbeck noted that from the numbers Jackie had given you can see the golf course is going nuts and it is crazy busy all the time. We will end up with a better month this June than last June when we had two golf outings. It is not stopping. They are doing a lot of sanitizing now that the clubhouse is open. Melissa, her staff and Kirks staff is sanitizing the washrooms, tables, doors, etc. Commissioner Strack noted the whole staff has done an amazing job. He also noted that the 10 minutes between tee times is great. Supt. Lundbeck noted it will stay that way. Commissioner Strack noted that Kirk has to have a reasonable workload and he can tell that Kirk is at the end of the line a few times. He noted that they can't let that happen. Kirk noted that all of his people are back to work except one now, so that helps.

Consider Ovitz Playground Equipment Bid -

Motion

Commissioner Strack moved to approve the recommendation as presented. Commissioner Doty seconded the Motion.

Roll Call

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

Natural Gas Supplier Agreement – Supt. of Finance Hienbuecher noted our current contract comes to an end in August. She is happy with the rates received from IGS Energy again. They dropped from .335 to .284 so we entered with a 36-month contract. This will save about \$1900 annually. She just needs the board to ratify the contract at .284 for a term of 3 years.

Motion

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

Roll Call

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

Tech Options for Board: Discussion – Supt. of Finance Hienbuecher noted she has looked into various options to provide technology to the board. The information is in her staff recommendation. Commissioner Doty noted that the Chromebooks is probably the way to go. He is proposing that we hold off on it for now due to the losses with COVID. This is a good direction to go in the future, he proposed to table it for now. There was consensus to put this off until the 2021 budget.

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Sycamore Park District
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Quarterly Capital Funds Update- Supt. of Finance Hienbuecher noted she has updated where we are with capital budget items and estimated finish dates.

New Business

Annual Review of Board By-Laws – Director Gible noted there are no recommended changes. If the board has any modifications they want to make, it can be discussed at this meeting and bring back to the next meeting for approval. There was a consensus no changes this year.

Plans for Re-Opening Pathway Fitness – Facility Manager Lisa Metcalf noted that Pathway Fitness opens tomorrow but will look a little different. Some of the equipment has been moved from Pathway Fitness into a quadrant of the gym. There will be limits on the number of people in Pathway Fitness, along with the track. There will be 75-minute time slots that people can register for and we already have reservations. Commissioner Strack asked if the 24-hour access was suspended for now. Facility Manager Metcalf noted that we are continuing to do that and putting some trust in our members to follow the procedures and rules. They will still have to sign up for time slots, so we will know who is in the building. She also noted that they will be monitoring this throughout the month.

Director Gible noted there will be a COVID mailer going out the end of the week. Supt. of Recreation Theresa Tevsh noted we can now take more people for upcoming classes. There will be a printed fall brochure coming out. We can also have more people in the dog park. The front desk staff have come back and the part time custodian. They had training with staff on the sanitizing now that must be done. They also went over all the rules that have changed in the building. There are so many restrictions on the gym that they are holding off on gym memberships. We can have pickleball, volleyball, and 1 person for basketball. Families or people in the same household can rent out a quad in the gym but it is not open gym at this time. The splash pad has a target date to open of July 10th and people must sign up for 75-minute slots. There is a capacity of 25 people which is below the IDPH recommendation.

Supt. of Parks Donahoe noted there was an elbow in the control dome that had a crack in it. He has a plumber working on it and is hoping by next Friday it should be open. Parks are open now and he enlisted the help of the Lions, Rotary and Kiwanis to help clean the playgrounds. The Lions will be taking our water tank and pressure washer around to spray off main touch points on the playgrounds. The Rotary will be spraying off the benches at the parks. The Kiwanis will be spraying the picnic tables. He gave each group a list of the parks and if these amenities are there, they will be taking care of them. It is very nice that they are doing this, and it helps all of us.

Supt. Tevsh went over the cleaning process at the splashpad and announcement will be made about social distancing. She then mentioned the partitions for Pathway Fitness possibly. If we get to a point, we need to use the space in the gym, we may need to move the equipment back into Pathway Fitness. We can put more people into Pathway Fitness being 3 feet about if we have partitions in between each piece of equipment. They are \$400 each and she would like to have 10. We can wait on this, but in the Fall, we may need to purchase these. Director Gible noted we are still waiting until August 1st to rent pavilions.

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Recommendation for July and Future Regular Board Meetings – Director Gibble noted unless we go back to Phase 3, we are heading in the right direction and this recommendation will change if that happens. Assuming we stay in Phase 4, he recommends we go back to our regular in person meetings for the July 28th. There will be social distancing measures put in place.

Motion

Commissioner Doty moved to start having the meetings in person. Commissioner Graves seconded the Motion.

Roll Call

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

Public Input – There was no public signed in to Zoom and Director Gibble noted there was no public at the public location at the clubhouse located at 940 E. State Street.

Motion

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

Roll Call Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 07/21/2020
 TIME: 14:21:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/30/2020 TO 07/20/2020

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHK #	CHECK AMT	INVOICE AMT/ ITEM AMT
BANN		BANNER UP SIGNS						
	72406	01 COVID OUTDOOR FACILITY SIGNS	504100076514	06/30/20	07/02/20	62126	259.00	259.00
		02 COVID OUTDOOR FACILITY SIGN	207500076514					125.00
								134.00
							VENDOR TOTAL:	259.00
CITY		CITY OF SYCAMORE						
		LIQUOR LICENSE 2020	303000046210	07/07/20	07/07/20	62130	2,200.00	2,200.00
		01 LIQUOR LIISCENSE 2020						2,200.00
							VENDOR TOTAL:	2,200.00
CITY2		CITY OF SYCAMORE						
	1271000000-0620	01 WATER/SEWER - MAINT	101500096704	06/30/20	07/09/20	62134	424.60	139.08
								139.08
	1271005000-0620	01 WATER/SEWER - CC	207500096704	06/30/20	07/09/20	62134	424.60	285.52
								285.52
							VENDOR TOTAL:	424.60
CMJ		CMJ TECHNOLOGIES, INC.						
	12884	01 CHROMEBOX FOR WEATHER	701000207004	06/29/20	07/01/20	62116	3,023.99	503.99
								503.99
	12892	01 PREPAID LABOR	101000056304	06/26/20	07/01/20	62116	3,023.99	2,520.00
		02 PREPAID LABOR	201000056304					1,260.00
								1,260.00
							VENDOR TOTAL:	3,023.99
COMCA		COMCAST						
	0468768-0720	01 CABLE	303000096705	06/25/20	07/09/20	62135	143.25	143.25
		02 CABLE	504000096705					71.62
								71.63
							VENDOR TOTAL:	143.25
COMMO		COMMONWEALTH EDISON						
	0558722008-720	01 BB CONC	303300096702	07/02/20	07/09/20	62137	5,760.20	4,816.66
		02 POOL	518100096702					66.64
		03 MAINTENANCE	101500096702					116.75
		04 MAINTENANCE	504100096702					22.08
		05 CART BLDG	504000096702					22.08
		06 CLUBHOUSE	303000096702					77.07
								120.74

SYCAMORE PARK DISTRICT
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	0558722008-720			07/02/20	07/09/20	62137	5,760.20	4,816.66
		07 PROSHOP	504000096702					120.74
		08 ADMINISTRATION	101000096702					281.74
		09 ADMINISTRATION	201000096702					281.74
		10 ELECTRONIC SIGN	101000096702					10.96
		11 ELECTRONIC SIGN	201000096702					10.96
		12 COMMUNITY CENTER	207500096702					3,685.16
070220				07/02/20	07/09/20	62137	5,760.20	943.54
		01 BOYNTON PARK	101500096702					16.28
		02 KIWANIS PARK	101500096702					35.80
		03 EMIL CASSIER PARK	101500096702					19.34
		04 SYCAMORE LAKE	101500096702					24.26
		05 GOOD TYMES SHELTER	101500096702					26.85
		06 WETZEL PARK	101500096702					40.87
		07 ENTRY PARK	101500096702					24.80
		08 MAINT BLDG	101500096702					351.55
		09 MAINT BLDG	504100096702					351.55
		10 SPORTS COMPLEX	202100096702					7.01
		11 SOCCER COMPLEX	101500096702					45.23
MMNH-0720				07/02/20	07/09/20	62138	288.71	288.71
		01 MUSEUM	202500076500					288.71
FRONTIER							VENDOR TOTAL:	6,048.91
4818-062220				06/22/20	07/01/20	62117	145.78	145.78
		01 MAINT	101500096700					72.89
		02 MAINT	504100096700					72.89
ILLINI							VENDOR TOTAL:	145.78
		ILLINI SECURITY SYSTEMS, INC.						
34583				06/09/20	07/01/20	62118	498.75	303.75
		01 CH ALARM 7/15/20-10/14/20	101000056300					303.75
34595				06/15/20	07/01/20	62118	498.75	195.00
		01 MNH FIRE 7/20/2010/19/20	202500056300					195.00
KISH							VENDOR TOTAL:	498.75
		KISHWAUKEE SPECIAL RECREATION						
2020-2				06/26/20	07/01/20	62119	30,451.18	30,451.18
		01 2020 CONTRIBUTION	221000116855					30,451.18

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PEPSI	86570706	PEPSI COLA GEN. BOT.							30,451.18
		01 BOTTLED WATER	303000086631	06/29/20	00004600	62120	07/01/20	250.92	250.92
		02 20 OZ BOTTLED POP	303000086631		00004600				172.80
									78.12
									250.92
PRIN		PRINCIPAL LIFE GROUP							
		JULY 2020							
		01 DENTAL INS PREM	101000106801	07/01/20		62121	07/01/20	1,370.70	1,370.70
		02 DENTAL INS PREM	101500106801						234.36
		03 DENTAL INS PREM	504100106801						87.45
		04 DENTAL INS PREM	504000106801						98.53
		05 DENTAL INS PREM	201000106801						106.55
		06 DENTAL INS PREM	202100106801						358.64
		07 DENTAL INS PREM	207500106801						330.69
		08 DENTAL INS PREM	303000106801						133.18
									21.30
									1,370.70
PROVIDEN		PROVIDENT DIRECT							
	21847	01 PARK PASSPORT	101200046214	06/24/20	00004606	62127	07/02/20	159.00	159.00
REIN		REINDERS, INC.							
	1822359-01	01 MOWER TUBE	101500066403	04/08/20		62128	07/02/20	2.81	2.81
									2.81
RINGCEN		RINGCENTRAL INC.							
	CD_000130554	01 PHONE SERVICE	101000096700	06/21/20		62140	07/17/20	889.75	889.75
		02 PHONE SERVICE	201000096700						444.87
									444.88
									889.75
SHAWNS		SHAWN'S							
	155507	01 COOKIES-CANDIDATES MEETINGS	101000046212	07/12/20		62141	07/17/20	59.00	59.00
		02 COOKIES - CANDIDATES MEETINGS	201000046212						29.50
									29.50

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	59.00
SUP	220282	SUPERIOR BEVERAGE							
		01 BUDWEISER	303000086634	06/24/20	00004601	62122	07/01/20	374.90	374.90
		02 BUD LIGHT	303000086634		00004601				31.70
		03 BUSCH LIGHT	303000086634		00004601				158.50
		04 NATURDAYS BEER	303000086634		00004601				58.20
		05 MICHELOB ULTRA	303000086634		00004601				25.00
		06 ARNOLD PALMER	303000086631		00004601				52.50
		07 DELIVERY FEE	303000086634		00004601				44.00
								VENDOR TOTAL:	5.00
T000230		FREEMAN, JEANETTE						VENDOR TOTAL:	374.90
		REIMBURSEMENT 7-17-20							
		01 LYSOL WIPES	201000076510	07/17/20		62142	07/17/20	31.47	31.47
		02 RECORDER - EBAY	101000046200						11.47
		03 RECORDER - EBAY	201000046200						10.00
								VENDOR TOTAL:	10.00
T0001635		HOLLMAN, HEIDI						VENDOR TOTAL:	31.47
		REIMBURSEMENT							
		01 TIMER-CC CLEANING INTERVALS	207500076510	07/16/20		62143	07/17/20	13.80	13.80
								VENDOR TOTAL:	13.80
T0001636		HULSEBERG, LAURA							
		REIMB - ART SUPPLIES							
		01 REIMB - ART SUPPLIES	205011506216	07/17/20		62144	07/17/20	113.50	113.50
								VENDOR TOTAL:	113.50
UNIT2		UNITED STATES POSTAL SERVICE						VENDOR TOTAL:	113.50
		7-2 COVID MAILER							
		01 POSTAGE FOR COVID MAILER	101200046208	07/02/20		62129	07/02/20	1,568.50	1,568.50
								VENDOR TOTAL:	1,568.50
UNUM		UNUM LIFE INSURANCE							
		JUNE 2020							
		01 STD INS PREM	101000106801	07/01/20		62123	07/01/20	323.08	323.08
		02 STD INS PREM	101500106801						45.33
		03 STD INS PREM	504100106801						25.05
		04 STD INS PREM	504000106801						22.20
		05 STD INS PREM	201000106801						14.80
								VENDOR TOTAL:	111.38

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 06/30/2020 TO 07/20/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		JUNE 2020		07/01/20		62123	07/01/20	323.08	323.08
		06 STD INS PREM	202100106801						81.59
		07 STD INS PREM	207500106801						12.62
		08 STD INS PREM	303000106801						10.11

VENDOR TOTAL:

323.08

VISACA VISA CARDMEMBER SERVICE

060820

01	CHEST WADERS	1015000066404	06/08/20	62125	07/01/20	4,344.67	4,344.67
02	GARBAGE CANS	1015000066404					159.98
03	IPASS	101000046211					63.93
04	IPASS	201000046211					20.00
05	FLOOD THANK YOU GIFT CARDS	101000046213					20.00
06	FLOOD THANK YOU GIFT CARDS	201000046213					300.00
07	WIRELESS HEADSET MICROPHONE	205662056216					300.00
08	PROGRAM SUPPLIES	205011106216					91.79
09	ED JOB POSTING	101000046203					191.84
10	ED JOB POSTING	201000046203					382.50
11	SPOTIFY FOR CC	207500076500					382.50
12	RADIATOR	1015000066402					9.99
13	TOOLS	101500076512					534.59
14	POSTAGE	101000046202					77.75
15	FACEBOOK ADS	101200046209					55.55
16	ADOBE	101000046206					25.44
17	CHRONICLE ACCESS	101200046214					15.93
18	SANITZER, STAND	207500076510					10.99
19	SYCAMORE CAMP IN SUPPLIES	205011106216					338.22
20	FROG COSTUME	205011956216					396.07
21	FLAG DAY FILLERS	205011306216					285.58
22	POM POMS	205980566216					82.32
23	SPORT PENANTS	205011956216					22.22
24	TEAM SPIRIT POMS	205011306216					25.95
25	MISC CHARGES	101000076500					20.23
26	MISC CHARGES	201000076500					118.66
27	FACE MASKS, SPRAY BOTTLES	101000076500					146.99
28	FACE MASKS, SPRAY BOTTLES	201000076500					146.99

VENDOR TOTAL:

4,344.67

WILLCHAR WILLIAM CHARLES CONSTRUCTION

4

711000207037

01	SOCCER COMPLEX	04/30/20	62139	07/16/20	87,718.93	87,718.93
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VENDOR TOTAL:

87,718.93

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SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
		WINTERLA WINTERS LANDSCAPE						
	91886	01 TREES - DIFF PARKS	701000207008	05/07/20	07/08/20	62131	8,000.00	8,000.00 8,000.00
	91886-2	01 TREES - DIFF PARKS	701000207008	05/07/20	07/08/20	62132	8,000.00	8,000.00 8,000.00
	91886-3	01 TREES - DIFF PARKS	701000207008	05/07/20	07/08/20	62133	8,000.00	8,000.00 8,000.00
							VENDOR TOTAL:	24,000.00
							TOTAL --- ALL INVOICES:	164,416.49

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DATE: 07/22/20
 TIME: 14:24:01
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
909073314	06/29/20	01	TREND CAP	501000001301	00004389		07/28/20	84.00
		02	LEGACY CAP	501000001301	00004389			210.00
		03	DISCOUNT INV 909073314	501000001301	00004389			-5.88
		04	SHIPPING INV 909073314	501000001301	00004389			11.44
							INVOICE TOTAL:	299.56
							VENDOR TOTAL:	299.56
ADVANCE ADVANCE AUTO PARTS								
2454-425696	06/02/20	01	TRUCK OIL - 2017 FORD	101500076515			07/28/20	82.68
							INVOICE TOTAL:	82.68
2454-427084	06/22/20	01	AIR FILTER	101500076515			07/28/20	8.60
							INVOICE TOTAL:	8.60
2454-427388	06/25/20	01	RADIATOR FLUSH - CREDIT	101500066403			07/28/20	-7.35
							INVOICE TOTAL:	-7.35
							VENDOR TOTAL:	83.93
ADVANCET ADVANCED TURF SOLUTIONS								
S0841387	06/23/20	01	GREENS FERTILIZER	504100076506			07/28/20	451.20
							INVOICE TOTAL:	451.20
							VENDOR TOTAL:	451.20
AFLAC AFLAC								
609786	07/12/20	01	PREM PRE TAX	101000002006			07/28/20	853.05
		02	PREM AFTER TAX	101000002007				55.80
							INVOICE TOTAL:	908.85
							VENDOR TOTAL:	908.85
AIRGAS AIRGAS USA LLC								
9971678154	06/30/20	01	RENTAL WELDING TANKS	101500066401			07/28/20	31.40
							INVOICE TOTAL:	31.40
							VENDOR TOTAL:	31.40

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ANCEL	ANCEL GLINK, P.C.							
77047	07/13/20	01	CORPORATE MATTERS	101000036120			07/28/20	860.00
							INVOICE TOTAL:	860.00
							VENDOR TOTAL:	860.00
ARTHU	ARTHUR CLESEN, INC.							
353452	07/16/20	01	FAIRWAY GUNGICIDE-INSECTICIDE	504100076507			07/28/20	640.00
		02	PARK ROUNDUP	101500076507				82.50
							INVOICE TOTAL:	722.50
353634	07/15/20	01	GOLF STARTER FERT	504100076506			07/28/20	29.00
							INVOICE TOTAL:	29.00
							VENDOR TOTAL:	751.50
BSN	BSN SPORTS							
909258981	06/15/20	01	BASKETBALLNETS-OUTDOOR	202100076500			07/28/20	24.00
							INVOICE TOTAL:	24.00
							VENDOR TOTAL:	24.00
BURRI	BURRIS EQUIPMENT CO.							
SL25193	07/02/20	01	REPL DECK MOTOR PARTS 9016	101500066403			07/28/20	803.30
		02	REPL DECK MOTOR PARTS 9016	202100066402				800.00
							INVOICE TOTAL:	1,603.30
							VENDOR TOTAL:	1,603.30
CINTA	CINTAS CORPORATION #355							
4054946154	07/02/20	01	RAG & RUG SERVICE	201000056301			07/28/20	8.77
							INVOICE TOTAL:	8.77
4054946185	07/02/20	01	RAG & RUG SERVICE	101500056301			07/28/20	10.16
		02	RAG & RUG SERVICE	504100056301				10.15

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CINTA CINTAS CORPORATION #355

4054946185	07/02/20	03	RAG & RUG SERVICE	201000056301			07/28/20	4.25
		04	RAG & RUG SERVICE	101000056301				4.25
			INVOICE TOTAL:					28.81
4055604737	07/10/20	01	RAG & RUG SERVICE	201000056301			07/28/20	8.77
			INVOICE TOTAL:					8.77
4055604754	07/10/20	01	RAG & RUG SERVICE	101500056301			07/28/20	10.16
		02	RAG & RUG SERVICE	504100056301				10.15
		03	RAG & RUG SERVICE	201000056301				4.25
		04	RAG & RUG SERVICE	101000056301				4.25
			INVOICE TOTAL:					28.81
			VENDOR TOTAL:					75.16

CINTA2 CINTAS CORP

5020403340	07/15/20	01	1ST AID - CC STOCK	207500076513			07/28/20	14.18
			INVOICE TOTAL:					14.18

8404689866 06/19/20 01 CH NEW DEFIB-BATTER-PADS-MEDS 101000056300

			INVOICE TOTAL:				07/28/20	580.75
			VENDOR TOTAL:					580.75
			VENDOR TOTAL:					594.93

CINTA3 CINTAS FIRE PROTECTION

OF94047793	06/30/20	01	MUSEUM-FIRE LAKE REPAIR	202500056300			07/28/20	345.00
			INVOICE TOTAL:					345.00
			VENDOR TOTAL:					345.00

CITY CITY OF SYCAMORE

JUNE 2020	07/22/20	01	CITY SALES TAX - CLUBHOUSE	303000116852			07/22/20	135.00
		02	CITY SALES TAX - BEV CART	303100116852				6.00
		03	CITY SALES TAX - CATERING	303500116852				1.00
			INVOICE TOTAL:					142.00
			VENDOR TOTAL:					142.00

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CMJ	CMJ TECHNOLOGIES, INC.							
12967	07/01/20	01	MONTHLY SERVICES	101000056304			07/28/20	432.50
		02	MONTHLY SERVICES	201000056304				432.50
							INVOICE TOTAL:	865.00
							VENDOR TOTAL:	865.00
COMCA	COMCAST							
0468024-0720	07/10/20	01	INTERNET	101000096706			07/28/20	174.18
		02	INTERNET	201000096706				174.18
		03	CABLE	207500096705				316.67
							INVOICE TOTAL:	665.03
							VENDOR TOTAL:	665.03
COMMO	COMMONWEALTH EDISON							
070820	07/08/20	01	FOUNDERS PARK	101500096702			07/28/20	21.59
							INVOICE TOTAL:	21.59
							VENDOR TOTAL:	21.59
CONS	CONSERV FS							
121012852-BALANCE	04/27/20	01	BALANCE OF INVOICE	504100076515			07/28/20	0.01
							INVOICE TOTAL:	0.01
121013258	06/18/20	01	DIESEL - GOLF	504100076515			07/28/20	86.42
		02	DIESEL - PARKS	101500076515				329.62
		03	DIESEL - SC	202100076515				58.80
							INVOICE TOTAL:	474.84
121013259	06/18/20	01	GASOLINE - GOLF	504100076515			07/28/20	10.93
		02	GASOLINE - PARKS	101500076515				595.26
		03	GASOLINE - SC	202100076515				32.76
							INVOICE TOTAL:	638.95
121013303	07/02/20	01	GASOLINE - GOLF	504100076515			07/28/20	113.78

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121013303	07/02/20	02	GASOLINE - PARKS	101500076515			07/28/20	256.59
		03	GASOLINE - SC	202100076515				63.66
						INVOICE TOTAL:		434.03
121013304	07/02/20	01	GASOLINE - GOLF	504100076515			07/28/20	60.08
		02	GASOLINE - PARKS	101500076515				65.47
		03	GASOLINE - SC	202100076515				15.69
		04	GASOLINE - TRUCKS	101500076515				169.11
						INVOICE TOTAL:		310.35
121013305	07/02/20	01	DIESEL - OLD SHOP TANK 3	504100076515			07/28/20	348.82
						INVOICE TOTAL:		348.82
121013306	07/02/20	01	GAS - OLD TANK 4	504100076515			07/28/20	414.42
						INVOICE TOTAL:		414.42
121013367	07/10/20	01	GAS - OLD SHOP TANK 4	504100076515			07/28/20	620.29
						INVOICE TOTAL:		620.29
121013368	07/10/20	01	DIESEL - OLD SHIOP TANK 3	504100076515			07/28/20	322.03
						INVOICE TOTAL:		322.03
121013369	07/10/20	01	DIESEL - GOLF	504100076515			07/28/20	84.74
		02	DIESEL - PARKS	101500076515				191.11
		03	DIESEL - SC	202100076515				47.42
						INVOICE TOTAL:		323.27
121013370	07/10/20	01	GASOLINE - GOLF	504100076515			07/28/20	84.52
		02	GASOLINE - PARKS	101500076515				92.09
		03	GASOLINE - SC	202100076515				22.07
		04	GASOLINE - TRUCKS	101500076515				237.88
						INVOICE TOTAL:		436.56
						VENDOR TOTAL:		4,323.57

DEKAM DEKALB MECHANICAL INC

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DEKAM	DEKALB MECHANICAL INC							
19812	06/25/20	01	NEW AC UNIT-OLD SHOP	701000207004			07/28/20	3,800.00
							INVOICE TOTAL:	3,800.00
77622	06/26/20	01	CH AC OUTDOOR UNIT REPAIR	101000056300			07/28/20	110.00
							INVOICE TOTAL:	110.00
							VENDOR TOTAL:	3,910.00
ECO	ECOWATER SYSTEMS, INC.							
130856-0720	07/11/20	01	SALT	101000056300			07/28/20	15.25
		02	SALT	201000056300				15.25
							INVOICE TOTAL:	30.50
							VENDOR TOTAL:	30.50
ENCAP	ENCAP, INC							
6273	06/30/20	01	DOG PARK	711000207040			07/28/20	950.00
							INVOICE TOTAL:	950.00
6274	06/30/20	01	TALL GRASS PRAIRIE	711000207040			07/28/20	1,500.00
							INVOICE TOTAL:	1,500.00
							VENDOR TOTAL:	2,450.00
ENGIN	ENGINEERING RESOURCE ASSOC							
140313.FD.21	06/22/20	01	SOUTH SPORTS COMPLEX	711000207037			07/28/20	616.24
							INVOICE TOTAL:	616.24
160910.P1.24	06/26/20	01	GREAT WEST TRAIL SEG 1	711000207039			07/28/20	1,092.84
							INVOICE TOTAL:	1,092.84
171021AO.03	06/22/20	01	BRIDGE FINAL DESIGN	701000207003			07/28/20	7,665.00
							INVOICE TOTAL:	7,665.00
							VENDOR TOTAL:	9,374.08

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
FAST	FASTENAL COMPANY							
ILCOR111151	06/26/20	01	CABLE TIES	202100076500	00004612		07/28/20	50.76
							INVOICE TOTAL:	50.76
							VENDOR TOTAL:	50.76
FAULK	FAULKS BROS. CONSTRUCTION							
336852	06/24/20	01	BUNKER SAND - FLOOD	504100076509			07/28/20	1,423.61
							INVOICE TOTAL:	1,423.61
336853	06/24/20	01	VOLLEYBALL SAND PARKS-FLOOD	101500076509			07/28/20	667.59
							INVOICE TOTAL:	667.59
							VENDOR TOTAL:	2,091.20
FINN	FINNEY'S ELECTRIC							
23154	06/25/20	01	POOL CHLORINE RM EXHAUST FAN	518100066410			07/28/20	1,141.67
							INVOICE TOTAL:	1,141.67
23155	07/08/20	01	POOL ELECTRIC UPGRADES	711000207006			07/28/20	16,510.00
							INVOICE TOTAL:	16,510.00
							VENDOR TOTAL:	17,651.67
FRONTIER	FRONTIER							
0670-070720	07/07/20	01	ADMIN	101000096700			07/28/20	296.23
		02	ADMIN	201000096700				296.23
							INVOICE TOTAL:	592.46
							VENDOR TOTAL:	592.46
GRAI	GRAINGER							
9582124989	07/07/20	01	BALLFIELD BULBS	202100076526			07/28/20	971.88
		02	PARK/BALLFIELD BALLASTS	101500066404				842.40
							INVOICE TOTAL:	1,814.28
							VENDOR TOTAL:	1,814.28

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GROUPPL GROUP PLAN SOLUTIONS								
2257	07/10/20	01	FSA ADMIN-MAY/JULY	101000106801			07/28/20	55.00
		02	FSA ADMIN-MAY/JULY	201000106801				55.00
							INVOICE TOTAL:	110.00
							VENDOR TOTAL:	110.00
HARRG HARRIS GOLF CARS SALES & SERVI								
02-260820	06/11/20	01	GOLF CART REPAIRS	504000066409			07/28/20	222.20
							INVOICE TOTAL:	222.20
02-260981	06/12/20	01	GOLF CART REPAIRS	504000066409			07/28/20	607.35
							INVOICE TOTAL:	607.35
02-261174	06/16/20	01	GOLF CART REPAIRS	504000066409			07/28/20	84.15
							INVOICE TOTAL:	84.15
02-261775	06/23/20	01	GOLF CAR REPAIRS	504000066409			07/28/20	231.47
							INVOICE TOTAL:	231.47
02-262019	06/25/20	01	GOLF CART REPAIRS	504000066409			07/28/20	671.58
							INVOICE TOTAL:	671.58
							VENDOR TOTAL:	1,816.75
HAWK HAWKINS INC								
4741045	06/25/20	01	SPLASH PAID CHLORINE	518100076550			07/28/20	90.00
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00
ILLIN ILLINI SECURITY SYSTEMS, INC.								
34734	07/14/20	01	CC ELEVATOR TO 11/18	207500056300			07/28/20	75.00
							INVOICE TOTAL:	75.00
34736	07/14/20	01	CC FIRE TO 11/18	207500056300			07/28/20	195.00
							INVOICE TOTAL:	195.00
							VENDOR TOTAL:	270.00

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INVOICE #	INNOVATIVE WATER CARE, LLC	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
94753533		05/01/20	01	PARK POND TREATMENTS	101500076504			07/28/20	3,318.00
				INVOICE TOTAL:					3,318.00
94753554		05/01/20	01	POND TREATMENTS OLD MILL	101500076504			07/28/20	4,400.00
				INVOICE TOTAL:					4,400.00
94840298		06/02/20	01	POND TREATMENT	101500076504			07/28/20	475.00
				INVOICE TOTAL:					475.00
				VENDOR TOTAL:					8,193.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.								
INV94740		07/07/20	01	COPIER/PRINTER-ADMIN	101000056304			07/28/20	44.95
			02	COPIER/PRINTER-ADMIN	201000056304				44.96
				INVOICE TOTAL:					89.91
INV94741		07/07/20	01	COPIER/PRINTER - CC	101000056304			07/28/20	17.75
			02	COPIER/PRINTER - CC	201000056304				17.74
				INVOICE TOTAL:					35.49
INV94742		07/07/20	01	COPIER/PRINTER - MAINT	101000056304			07/28/20	15.19
			02	COPIER/PRINTER - MAINT	201000056304				15.19
				INVOICE TOTAL:					30.38
				VENDOR TOTAL:					155.78
LE PRINT	LE PRINT EXPRESS								
32260		07/13/20	01	SUMMER	101200046203			07/28/20	68.00
			02	COVID POSTER	101200046203				68.00
				INVOICE TOTAL:					136.00
				VENDOR TOTAL:					136.00
LOWE	LOWE'S								
903664-FDZLEE		06/16/20	01	SPORTS ROAD PATCH	202100066404			07/28/20	54.00
				INVOICE TOTAL:					54.00

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
LOWE	LOWE'S							
903693-FDZLEJ	06/16/20	01	ROAD PATH PARKS-SPORTS	202100066404			07/28/20	36.00
							INVOICE TOTAL:	36.00
							VENDOR TOTAL:	90.00
MEL	MELIN'S LOCK & KEY							
23458	07/16/20	01	COMM CTR KEY COPY	207500066401			07/28/20	7.50
							INVOICE TOTAL:	7.50
							VENDOR TOTAL:	7.50
MENA	MENARDS - SYCAMORE							
29346	06/25/20	01	CC SUPPLIES - CLEANER, TOOLS	207500066401			07/28/20	28.29
							INVOICE TOTAL:	28.29
29416	06/26/20	02	BB EDGING-NAILS FOR BASES	202100076536			07/28/20	120.52
							INVOICE TOTAL:	120.52
29602	06/28/20	01	FACILITY SUPPLIES	207500076500			07/28/20	10.42
							INVOICE TOTAL:	10.42
30180	07/08/20	01	ROAD PATCH	101500066406	00004611		07/28/20	29.97
							INVOICE TOTAL:	29.97
30186	07/08/20	01	ROAD PATCH	101500066406	00004610		07/28/20	69.92
							INVOICE TOTAL:	69.92
30259	07/09/20	01	PARKS WASP SPRAY	101500066404			07/28/20	58.12
							INVOICE TOTAL:	58.12
							VENDOR TOTAL:	317.24
MROUT	MR OUTHOUSE							
2444	07/01/20	01	PORT-O-POTTY-SPORTS	202100056309			07/28/20	1,030.00

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2444	07/01/20	02	PORT-O-POTTY-PARKS	101500056309			07/28/20	1,000.00
							INVOICE TOTAL:	2,030.00
							VENDOR TOTAL:	2,030.00
NICOR			NICOR GAS					
070120	07/01/20	01	MAINT BLDG	101500096703			07/28/20	85.48
		02	MAINT BLDG	504100096703				85.48
		03	POOL	518100096703				128.46
		04	UPSTAIRS OFFICE	101000096703				38.55
		05	ADMIN	101000096703				23.30
		06	ADMIN	201000096703				23.29
		07	PRO SHOP	504000096703				9.98
		08	CLUBHOUSE	303000096703				39.66
		09	PUMP HOUSE	504100096703				444.18
							INVOICE TOTAL:	126.33
MMNH-0620	07/02/20	01	MUSEUM	202500076500			07/28/20	126.33
							INVOICE TOTAL:	570.51
							VENDOR TOTAL:	570.51
PDRMA			PDRMA					
FH20191	06/30/20	01	WORKERS COMP	231000106805			07/28/20	13,360.38
		02	GENL LIABILITY	231000106806				24,865.38
							INVOICE TOTAL:	38,225.76
JUNE 2020	07/22/20	01	HEALTH INS PREM	101000106801			07/28/20	4,536.91
		02	HEALTH INS PREM	101500106801				1,774.33
		03	HEALTH INS PREM	504100106801				2,049.01
		04	HEALTH INS PREM	504000106801				1,793.48
		05	HEALTH INS PREM	201000106801				5,824.34
		06	HEALTH INS PREM	202100106801				6,561.42
		07	HEALTH INS PREM	207500106801				64.09

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PDRMA	PDRMA							
JUNE 2020	07/22/20	08	HEALTH INS PREM	303000106801			07/28/20	539.76
							INVOICE TOTAL:	23,143.34
							VENDOR TOTAL:	61,369.10
PENDL								
11562	07/09/20	01	GOLF-INSECTICIDE, WET AGENT	504100076507			07/28/20	399.20
							INVOICE TOTAL:	399.20
							VENDOR TOTAL:	399.20
PROVIDEN								
PROVIDENT DIRECT								
21879	07/07/20	01	COVID MAILER JULY	101200046203	00004608		07/28/20	1,670.00
							INVOICE TOTAL:	1,670.00
							VENDOR TOTAL:	1,670.00
RAYNOR								
RAYNOR DOOR AUTHORITY								
33431	06/25/20	01	REPAIR CC GARAGE DOOR	207500056300	00004615		07/28/20	348.00
							INVOICE TOTAL:	348.00
							VENDOR TOTAL:	348.00
REACH								
REACH MEDIA NETWORK								
67934	07/07/20	01	PLAYER LICENSE	207500076514	00004617		07/28/20	360.00
							INVOICE TOTAL:	360.00
							VENDOR TOTAL:	360.00
SAF								
SAFETY-KLEEN CORP.								
83539499-2003151764	06/25/20	01	PARTS WASHER SHOP SERVICE	101500056300	00004614		07/28/20	230.95
							INVOICE TOTAL:	230.95
							VENDOR TOTAL:	230.95
SANDWICH SANDWICH PARK DISTRICT								

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SANDWICH SANDWICH PARK DISTRICT								
2020-01	06/23/20	01	MOVIE SCREEN REPAIR PARTS	207500076500			07/28/20	72.25
			INVOICE TOTAL:					72.25
			VENDOR TOTAL:					72.25
SHAW SHAW SUBURBAN MEDIA								
062010027030	06/30/20	01	JUNE ADS	101200046208			07/28/20	1,076.50
			INVOICE TOTAL:					1,076.50
			VENDOR TOTAL:					1,076.50
SITE ONE SITE ONE LANDSCAPE SUPPLY								
101049511-001	06/30/20	01	GOLF FUNGICIDE	504100076507			07/28/20	1,830.26
			INVOICE TOTAL:					1,830.26
			VENDOR TOTAL:					1,830.26
SPECIAL FX								
42719	06/29/20	01	PARK AND REC MONTH TS	101200046214	00004619		07/28/20	355.00
			INVOICE TOTAL:					355.00
			VENDOR TOTAL:					355.00
STAPLES STAPLES BUSINESS ADVANTAGE								
3445747856	04/25/20	01	PENS	101000046200			07/28/20	1.58
			INVOICE TOTAL:					1.58
3445794249	04/28/20	01	TAX CREDIT	101000046200			07/28/20	-6.58
			INVOICE TOTAL:					-6.58
STAPLES STAPLES BUSINESS ADVANTAGE								
3448574854	06/06/20	01	TAPE - BATTERIES	101000046200			07/28/20	33.83
		02	TAPE - BATTERIES	201000046200				33.84
		03	PENS	101000046200				12.27
		04	PENS	201000046200				12.28

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
STAPLES STAPLES BUSINESS ADVANTAGE								
3448574854	06/06/20	05	ENVELOPES	101000046200			07/28/20	7.59
		06	ENVELOPES	201000046200				7.60
		07	COPY PAPER	101000046200				16.99
		08	COPY PAPER	201000046200				17.00
			INVOICE TOTAL:					141.40
3449442929	06/20/20	01	DISENFECTANT SPRAY	207500076510			07/28/20	51.29
			INVOICE TOTAL:					51.29
3449925625	06/27/20	01	AIR FRESH-TOILET PAPER	207500076510			07/28/20	102.70
		02	PAPER TOWELS - CLOTHS	207500076510				84.36
			INVOICE TOTAL:					187.06
3449925626	06/27/20	01	GLOVES	207500076510			07/28/20	30.19
			INVOICE TOTAL:					30.19
3450806978	07/04/20	01	CREDIT - PRICE	207500076510			07/28/20	-20.80
			INVOICE TOTAL:					-20.80
3450806979	07/04/20	01	CLOROX - WIPES	207500076510			07/28/20	5.98
			INVOICE TOTAL:					5.98
3451224314	07/11/20	01	CLOROX WIPES	207500076510			07/28/20	14.97
			INVOICE TOTAL:					14.97
3451224315	07/11/20	01	PAPER	101000046200			07/28/20	38.71
		02	PAPER	201000046200				38.72
		03	BUSINESS CARDS	101000046200				37.56
			INVOICE TOTAL:					114.99
			VENDOR TOTAL:					520.08
FOUR TOUR EDGE GOLF MFG. INC.								
IN-01362688	07/20/20	01	HL 10.5 DRIVER	501000001302	00004626		07/28/20	134.00

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
TOUR	TOUR EDGE GOLF MFG. INC.							
IN-01362688	07/20/20	02	HL4 FAIRWAY	501000001302	00004626		07/28/20	188.00
		03	HL4 HYBRID	501000001302	00004626			162.00
		04	HL4 IRONS	501000001302	00004626			333.00
		05	DISCOUNT INV IN-01362688	501000001302	00004626			-16.34
		06	SHIPPING INV IN-01362688	501000001302	00004626			31.00
						INVOICE TOTAL:		831.66
						VENDOR TOTAL:		831.66
TRUGR	TRUGREEN							
123868774	06/29/20	01	SOCERFIELD-WEED-N-FEED	202100076528			07/28/20	879.16
						INVOICE TOTAL:		879.16
						VENDOR TOTAL:		879.16
VISACA	VISA CARDMEMBER SERVICE							
070920	07/09/20	01	SAFETY EARPLUGS	101500076514			07/28/20	40.75
		02	WRENCH	101500076512				3.55
		03	TEST KIT CHEMICALS	518100076550				16.89
		04	DATA PLAN	303000096700				27.87
		05	CASH DRAWER	504000076500				32.95
		06	BOUNDARY MARKERS	205550266216				63.94
		07	BEACH VOLLEYBALLS	205550266216				225.89
		08	STICKY NOTES	207500046200				30.63
		09	FLOWERS	207500076500				44.98
		10	SPOTIFY FOR CC	207500076500				9.99
		11	BAIT	206095126216				7.97
		12	ART CAMP SUPPLIES	205011506216				212.74
		13	POSTAGE	101000046202				143.75
		14	POSTAGE	201000046202				143.75
		15	FACEBOOK ADS	101200046209				19.02
		16	ADOBE	101000046206				15.93
		17	SANITIZER, PUMP BOTTLES	207500076514				61.82
		18	POM POMS	205980566216				11.95

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VISACA VISA CARDMEMBER SERVICE								
070920	07/09/20	19	SMILE FACE BUTTONS	101200046214			07/28/20	17.99
		20	MISC CHARGES	101000076500				-5.00
		21	MISC CHARGES	201000076500				-5.00
		22	FOOD FOR MEETINGS	101000046212				-8.08
		23	FOOD FOR MEETINGS	201000046212				-8.07
		24	CHRONICLE ACCESS	101200046214				10.99
								INVOICE TOTAL: 1,117.20
								VENDOR TOTAL: 1,117.20
VULC VULCAN MATERIALS CO.								
32330794	06/23/20	01	PATH ROCK-GOLF FLOOD	101500076509			07/28/20	221.12
		02	PATH ROCK-SCREEN-PARKS	504100076509				221.21
								INVOICE TOTAL: 442.33
32330795	06/23/20	01	SPORTS SCREENINGS	202100076509			07/28/20	206.76
								INVOICE TOTAL: 206.76
								VENDOR TOTAL: 649.09
WAGN WAGNER AGGREGATE, INC.								
28070	06/20/20	01	AGLIME - FLOOD	202100076533			07/28/20	202.90
								INVOICE TOTAL: 202.90
28162	07/04/20	01	BALLFIELD AG LIME	202100076533			07/28/20	206.41
								INVOICE TOTAL: 206.41
28199	07/04/20	01	BALLFIELD AGLIME	202100076533			07/28/20	211.09
								INVOICE TOTAL: 211.09
								VENDOR TOTAL: 620.40
WARE WAREHOUSE DIRECT BUSINESS								
4700098-0	06/24/20	01	TRI FOLD TOWELS	207500076510			07/28/20	94.90
								INVOICE TOTAL: 94.90
								VENDOR TOTAL: 94.90

INVOICES DUE ON/BEFORE 07/28/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3620173-2011-4	06/30/20	01	REFUSE - ADM	101000056302			07/28/20	60.53
		02	REFUSE -CH	303000056302				60.54
		03	REFUSE -ADM	101000056302				6.50
		04	REFUSE -OLD SHOP	504100056302				30.54
		05	REFUSE -SC	202100056302				38.35
		06	REFUSE -PARKS	101500056302				38.35
		07	REFUSE -CC	207500056302				160.98
								INVOICE TOTAL: 395.79
								VENDOR TOTAL: 395.79
								TOTAL ALL INVOICES: 136,617.29

Interim \$ 164,416.49
 New \$ 136,617.29

 Total \$ 301,033.78

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: July 28, 2020

Administrative Initiatives (07/1/20 – 07/31/20)

- 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. Performed installment billing for Pathway Fitness memberships and passes, the first since March 15th due to closings for COVID. The July installment was for 234 individuals, a decrease of 11 from March. The monthly installment was \$3,900 (\$311 decrease) processed through credit cards and \$254 (\$59 decrease) through ACH transactions. There were 19 households whose credit cards did not process (\$490) due to declined credit cards. I am still following up on each of these and processing the transactions when possible.
- 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. This has seen somewhat of an increase due to registering for time slots at the Splash Fountain.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. Included reinstallation of pro shop inventory label printer.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Prepared and filed quarterly payroll taxes.

- 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.
- Submitted information for unemployment claim.
- Maintained contact with insurance adjuster on flood claim. Begin submitting invoices and payroll records for reimbursement.
- Transferred cost of goods sold in concessions (catering), recreation, vending and pro shop sales.
- Provided KSRA with property tax installment documentation and process payment.
- Submitted 2019 audit to Speer Financial for annual Electronic Municipal Market Access (EMMA) filing.
- Assisted with pro shop inventory as needed.
- Attended Pumpkin Festival Committee Meeting.
- Reviewed IMRF Disability and Retirement.
- Reviewed sick leave donation policy. Facilitated donation request.
- Participated in MSI – Customer Advisory Board Meeting. I have been asked to serve on this board for the organization that provides our accounting software. They are looking to make some significant modifications and have asked a small group of users to provide input and test prototypes.

- Watched PDRMA Restore Illinois Phase 4 Reopening Webinar: Questions and Answers.
- Viewed Local Coronavirus Urgent Remediation Emergency (or Local CURE) Support Program Webinar.
- Reviewed information and developed guidelines to clearly state actions required if there is an exposure to COVID by an employee.
- Transition Planning Meeting with Executive Director.
- Met with Recreation Staff to discuss options for gym use and how to move forward with open gym passes.
- Updated concession tablet data plan suspensions to reduce expenses.
- Calculated personal vehicle usage taxable amount.

Administrative Initiatives (8/1/20 – 8/31/20)

- Attend scheduled Study Sessions, Superintendent and Board meetings.
- Continue to participate in COVID-19 related webinars when available.
- File monthly unemployment taxes with 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.
- Process monthly EFT for memberships/passes.
- Transfer cost of goods sold in concessions (catering), recreation, vending and pro shop sales.

- Continue to gather flood related costs and submit to PDRMA for reimbursement.
- Prepare technology for incoming Executive Director. Get email account set up, work with CMJ on specific requests.
- Invoice DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Gather necessary documentation to submit COVID related expenses to FEMA for grant.
- Review any financial assistance applications.
- Provide KSRA with property tax installment documentation and process payment.
- Attend pumpkin festival committee meeting.
- Revise timeline for consideration of Golftrac software. Set up demonstration.
- Update credit card terminal information. Perform annual PCI compliance.
- Write up instructions for utilizing the employee portal.

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

Corporate Fund (10)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	413,640.81	743,812.83	1,559,109.00	747,143.53	-0.4% (1)
Marketing	-	262.50	600.00	-	#DIV/0!
Parks	5,019.13	13,599.22	26,091.00	10,414.82	30.6% (2)
Total Revenues	418,659.94	757,674.55	1,585,800.00	757,558.35	0.0%
Expenses					
Administration	29,160.48	478,181.49	1,336,773.00	354,553.21	34.9% (3)
Marketing	1,540.00	28,181.29	43,600.00	21,029.56	34.0% (4)
Parks	16,857.00	120,976.71	304,523.00	128,038.47	-5.5% (5)
Total Expenses	47,557.48	627,339.49	1,684,896.00	503,621.24	24.6%
Total Fund Revenues	418,659.94	757,674.55	1,585,800.00	757,558.35	0.0%
Total Fund Expenses	47,557.48	627,339.49	1,684,896.00	503,621.24	24.6%
Surplus (Deficit)	371,102.46	130,335.06	(99,096.00)	253,937.11	-48.7%

(1) Shelter/Alcohol permit down 97.4% \$5,154

(2) Dog Park Revenue. Dog park was not open until May 2019. Revenue up 22.2% \$721.

(3) 2020 includes \$18,500 in survey expenses. Interest payment for 2019 bond \$102,403.

(4) COVID mailers \$13,167.

(5) Maintenance costs less than 2019 31.9% \$17,931. Primarily Landscape Services, Equipment Maintenance, Supplies.

Recreation Fund (20)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	302,230.87	523,952.71	990,727.00	507,935.27	3.2% (1)
Sports Complex	-	150.00	44,457.00	4,185.00	-96.4% (2)
Sports Complex Maintenance	11,319.17	22,822.76	43,727.00	19,706.79	15.8%
Midwest Museum of Natural Hist	-	-	2,400.00	1,796.84	-100.0%
Programs-Youth	1,096.01	5,568.38	20,393.00	11,349.26	-50.9% (3)
Programs-Teens	-	-	1,635.00	-	#DIV/0! (3)
Programs-Adult	7.17	1,775.93	13,501.00	7,163.05	-75.2% (3)
Programs-Leagues	61.38	206.57	11,905.00	204.12	1.2% (3)
Programs-Youth Athletics	1,908.49	10,133.14	31,171.00	21,250.09	-52.3% (3)
Programs-Fitness	464.25	6,393.13	24,559.00	11,220.74	-43.0% (3)
Programs-Early Childhood	768.00	2,878.00	6,757.00	4,453.00	-35.4% (3)
Programs-Dance	397.01	1,416.75	4,530.00	1,862.76	-23.9% (3)
Programs-Special Events	-	6,429.02	20,671.00	6,527.23	-1.5% (3)
Programs-Community Events	-	2,850.00	12,183.00	5,975.13	-52.3% (3)
Brochure	-	-	7,350.00	3,300.00	-100.0%
Weight Room	(196.43)	42,610.31	179,114.00	110,695.91	-61.5% (4)
Community Center	1,419.72	25,978.05	64,906.00	35,694.65	-27.2% (5)
Total Revenues	319,475.64	653,164.75	1,479,986.00	753,319.84	-13.3%

(1) Real Estate Taxes 2020 is greater by 2.5% \$12,050. Tax levy allocation greater due to higher wages in 2020.

(2) 2020 no field rental revenue.

(3) Revenue from programs decreased 46.2%, \$32,354 compared to 2019 due to COVID closure.

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

Pathway Fitness Membership	22.65% / 34.25%
Pathway Fitness Pass	23.43% / 40.02%
Track Only Pass	34.86% / 63.70%
Pre-pay Card	0% / 0%
Program Fees	19.26% / 33.14%
Daily Admission Fee	22.28% / 25.16%

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

Open Gym Daily	43.26% / 91.99%
Open Gym Membership	36.53% / 79.30%
Rentals	37.00% / 58.85%

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

Expenses

Administration	40,298.43	288,910.22	608,219.00	265,841.47	8.7% (1)
Sports Complex	-	-	-	78.06	-100.0%
Sports Complex Maintenance	32,517.50	206,191.61	441,735.00	208,022.70	-0.9%
Midwest Museum of Natural Hist	328.73	10,195.45	18,750.00	8,755.75	16.4% (2)
Programs-Youth	257.68	2,155.01	12,801.00	2,957.58	-27.1% (3)
Programs-Teens	-	(12.00)	1,116.00	-	#DIV/0! (3)
Programs-Adult	-	2,737.35	10,344.00	5,732.37	-52.2% (3)
Programs-Leagues	-	3,546.57	8,821.00	3,232.12	9.7% (3)
Programs-Youth Athletics	243.00	3,816.09	21,861.00	9,009.53	-57.6% (3)
Programs-Fitness	100.92	4,269.78	13,495.00	5,424.49	-21.3% (3)
Programs-Early Childhood	-	-	4,637.00	1,688.00	-100.0% (3)
Programs-Dance	48.06	294.22	2,024.00	394.00	-25.3% (3)
Programs-Special Events	-	3,426.60	14,422.00	2,965.66	15.5% (3)
Programs-Community Events	-	-	26,829.00	9,063.83	-100.0% (3)
Brochure	-	-	24,575.00	9,466.03	-100.0% (4)
Weight Room	-	11,062.36	43,393.00	11,444.44	-3.3%
Community Center	8,176.12	75,638.47	219,126.00	93,656.98	-19.2% (5)
Total Expenses	81,970.44	612,231.73	1,472,148.00	637,733.01	-4.0%
Total Fund Revenues	319,475.64	653,164.75	1,479,986.00	753,319.84	-13.3%
Total Fund Expenses	81,970.44	612,231.73	1,472,148.00	637,733.01	-4.0%
Surplus (Deficit)	237,505.20	40,933.02	7,838.00	115,586.83	-64.6%

(1) New Recreation Specialist started May 2019. 2020 increases for exempt. FT wages/taxes greater in 2020 approx \$26,124.

(2) Paying electric/gas \$6,982.

(3) Expenses for programs decreased 50%, \$20,234 compared to 2019.

(4) No summer brochure printed/mailed in 2020

(5) Part time customer service temporarily laid off \$13,632.

Donations (21)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	867.00	35,773.36	56,000.00	10,708.06	234.1%
Total Revenues	867.00	35,773.36	56,000.00	10,708.06	234.1%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	867.00	35,773.36	56,000.00	10,708.06	234.1%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	867.00	35,773.36	(44,000.00)	10,708.06	234.1%

Special Recreation (22)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	60,902.35	104,524.25	201,500.00	100,425.96	4.1%
Total Revenues	60,902.35	104,524.25	201,500.00	100,425.96	4.1%
Expenses					
Administration	21,868.34	21,915.10	201,500.00	9,336.01	134.7%
Total Expenses	21,868.34	21,915.10	201,500.00	9,336.01	134.7%
Total Fund Revenues	60,902.35	104,524.25	201,500.00	100,425.96	4.1%
Total Fund Expenses	21,868.34	21,915.10	201,500.00	9,336.01	134.7%
Surplus (Deficit)	39,034.01	82,609.15	-	91,089.95	-9.3%

Insurance (23)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	20,402.31	35,089.03	67,000.00	37,869.48	-7.3%
Total Revenues	20,402.31	35,089.03	67,000.00	37,869.48	-7.3%
Expenses					
Administration	2,392.00	(5,069.50)	81,452.00	-	#DIV/0! (1)
Total Expenses	2,392.00	(5,069.50)	81,452.00	-	#DIV/0!
Total Fund Revenues	20,402.31	35,089.03	67,000.00	37,869.48	-7.3%
Total Fund Expenses	2,392.00	(5,069.50)	81,452.00	-	#DIV/0!
Surplus (Deficit)	18,010.31	40,158.53	(14,452.00)	37,869.48	6.0%

(1) PDRMA return on net position \$7,645.

Audit (24)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	4,369.26	7,521.19	14,000.00	7,915.94	-5.0%
Total Revenues	4,369.26	7,521.19	14,000.00	7,915.94	-5.0%
Expenses					
Administration	2,000.00	14,750.00	13,900.00	15,950.00	-7.5%
Total Expenses	2,000.00	14,750.00	13,900.00	15,950.00	-7.5%
Total Fund Revenues	4,369.26	7,521.19	14,000.00	7,915.94	-5.0%
Total Fund Expenses	2,000.00	14,750.00	13,900.00	15,950.00	-7.5%
Surplus (Deficit)	2,369.26	(7,228.81)	100.00	(8,034.06)	-10.0%

Paving & Lighting (25)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	7,582.53	13,052.03	25,000.00	334.19	3805.6% (1)
Total Revenues	7,582.53	13,052.03	25,000.00	334.19	3805.6%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	7,582.53	13,052.03	25,000.00	334.19	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	7,582.53	13,052.03	(23,471.00)	334.19	

(1) Increased levy to \$25,000

Park Police (26)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	219.12	414.88	637.00	162.71	155.0%
Total Revenues	219.12	414.88	637.00	162.71	155.0%
Expenses					
Administration	161.48	1,348.34	2,153.00	264.82	409.2% (1)
Total Expenses	161.48	1,348.34	2,153.00	264.82	409.2%
Total Fund Revenues	219.12	414.88	637.00	162.71	155.0%
Total Fund Expenses	161.48	1,348.34	2,153.00	264.82	
Surplus (Deficit)	57.64	(933.46)	(1,516.00)	(102.11)	814.2%

(1) Dog park patrol

IMRF (27)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	36,770.30	63,086.88	121,000.00	47,833.35	31.9%
Total Revenues	36,770.30	63,086.88	121,000.00	47,833.35	31.9%
Expenses					
Administration	33,957.62	60,274.20	121,000.00	44,886.28	34.3%
Total Expenses	33,957.62	60,274.20	121,000.00	44,886.28	34.3%
Total Fund Revenues	36,770.30	63,086.88	121,000.00	47,833.35	31.9%
Total Fund Expenses	33,957.62	60,274.20	121,000.00	44,886.28	34.3%
Surplus (Deficit)	2,812.68	2,812.68	-	2,947.07	

Social Security (28)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	30,908.13	53,029.16	100,000.00	53,530.14	-0.9%
Total Revenues	30,908.13	53,029.16	100,000.00	53,530.14	-0.9%
Expenses					
Administration	18,735.05	46,366.19	105,510.00	47,585.11	-2.6%
Total Expenses	18,735.05	46,366.19	105,510.00	47,585.11	-2.6%
Total Fund Revenues	30,908.13	53,029.16	100,000.00	53,530.14	-0.9%
Total Fund Expenses	18,735.05	46,366.19	105,510.00	47,585.11	-2.6%
Surplus (Deficit)	12,173.08	6,662.97	(5,510.00)	5,945.03	

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

Concessions (30)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	8,567.17	10,414.69	75,703.00	20,832.57	-50.0%
Beverage Cart	362.50	362.50	11,306.00	3,050.85	-88.1%
Sports Complex Concessions	-	-	37,863.00	24,979.03	-100.0%
Pool Concessions	-	-	8,673.00	3,198.55	-100.0%
Catering	(33.76)	1,555.51	19,253.00	9,208.17	-83.1%
	<hr/>				
Total Revenues	8,895.91	12,332.70	152,798.00	61,269.17	-79.9% (1)
Expenses					
Clubhouse Concessions	19,770.51	37,169.02	100,074.00	30,119.58	23.4% (2)
Beverage Cart	-	41.92	8,495.00	1,322.26	-96.8%
Sports Complex Concessions	339.26	1,414.36	32,705.00	13,918.59	-89.8%
Pool Concessions	-	-	8,569.00	2,342.37	-100.0%
Catering	34.88	377.06	6,565.00	2,918.43	-87.1%
	<hr/>				
Total Expenses	20,144.65	39,002.36	156,408.00	50,621.23	-23.0%
Total Fund Revenues	8,895.91	12,332.70	152,798.00	61,269.17	-79.9%
Total Fund Expenses	20,144.65	39,002.36	156,408.00	50,621.23	-23.0%
Surplus (Deficit)	(11,248.74)	(26,669.66)	(3,610.00)	10,647.94	-350.5%

(1) Closed due to COVID. Clubhouse began serving limited menu 5/1/20

(2) Flood expenses \$13,778 are currently here. Will be moving to Corporate Fund and submitting for insurance.

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

Developer Contributions (32)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	4,835.00	11,138.11	15,000.00	7,257.68	53.5%
Total Revenues	4,835.00	11,138.11	15,000.00	7,257.68	53.5%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	4,835.00	11,138.11	15,000.00	7,257.68	53.5%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	4,835.00	11,138.11	9,000.00	7,257.68	53.5%

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

Golf Course (50)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	64,714.65	163,075.08	416,557.00	193,862.00	-15.9%
Golf Maintenance	4,868.96	9,357.10	21,964.00	9,023.09	3.7%
	<hr/>				
Total Revenues	69,583.61	172,432.18	438,521.00	202,885.09	-15.0%
Expenses					
Golf Operations	14,580.46	69,020.31	218,420.00	82,737.82	-16.6%
Golf Maintenance	17,193.51	102,953.49	274,997.00	117,879.15	-12.7%
	<hr/>				
Total Expenses	31,773.97	171,973.80	493,417.00	200,616.97	-14.3%
Total Fund Revenues	69,583.61	172,432.18	438,521.00	202,885.09	-15.0%
Total Fund Expenses	31,773.97	171,973.80	493,417.00	200,616.97	-14.3%
Surplus (Deficit)	37,809.64	458.38	(54,896.00)	2,268.12	-79.8%

closed thru April 30th due to COVID

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

Aquatics (51)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Pool	13.28	44.68	69,120.00	43,963.60	-99.9%
Swim Lessons			20,832.00	18,841.24	
Splashpad	-	-	18,034.00	4,995.50	-100.0%
	<hr/>				
Total Revenues	13.28	44.68	107,986.00	67,800.34	-99.9%
Expenses					
Pool	-	1,092.96	59,795.00	15,915.49	-93.1%
Aquatics Maintenance	431.59	6,330.07	34,200.00	16,976.26	-62.7%
Swim Lessons	-		10,750.00	1,292.07	
Splashpad	-	-	838.00	2.00	-100.0%
	<hr/>				
Total Expenses	431.59	7,423.03	105,583.00	34,185.82	-78.3%
Total Fund Revenues	13.28	44.68	107,986.00	67,800.34	-99.9%
Total Fund Expenses	431.59	7,423.03	105,583.00	34,185.82	-78.3%
Surplus (Deficit)	(418.31)	(7,378.35)	2,403.00	33,614.52	-121.9%

Pool closed 2020 due to COVID.

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

Debt Service (60)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	192,071.50	329,682.37	630,000.00	325,789.13	1.2%
Total Revenues	192,071.50	329,682.37	630,000.00	325,789.13	1.2%
Expenses					
Administration	6,015.00	6,015.00	625,786.00	7,140.00	-15.8%
Total Expenses	6,015.00	6,015.00	625,786.00	7,140.00	-15.8%
Total Fund Revenues	192,071.50	329,682.37	630,000.00	325,789.13	1.2%
Total Fund Expenses	6,015.00	6,015.00	625,786.00	7,140.00	-15.8%
Surplus (Deficit)	186,056.50	323,667.37	4,214.00	318,649.13	1.6%

Capital Projects (70)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	751.28	540,000.00	3,072.67	-75.5%
Total Revenues	-	751.28	540,000.00	3,072.67	-75.5%
Expenses					
Administration	5,840.00	178,754.00	597,888.00	293,751.27	-39.1%
Total Expenses	5,840.00	178,754.00	597,888.00	293,751.27	-39.1%
Total Fund Revenues	-	751.28	540,000.00	3,072.67	-75.5%
Total Fund Expenses	5,840.00	178,754.00	597,888.00	293,751.27	-39.1%
Surplus (Deficit)	(5,840.00)	(178,002.72)	(57,888.00)	(290,678.60)	-38.8%

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

Action 2020 (71)

<u>Department</u>	<u>June Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	5,738.47	208,600.00	875.14	555.7%
Total Revenues	-	5,738.47	208,600.00	875.14	555.7%
Expenses					
Administration	261,156.11	577,969.90	1,357,750.00	88,121.99	555.9%
Total Expenses	261,156.11	577,969.90	1,357,750.00	88,121.99	555.9%
Total Fund Revenues	-	5,738.47	208,600.00	875.14	555.7%
Total Fund Expenses	261,156.11	577,969.90	1,357,750.00	88,121.99	555.9%
Surplus (Deficit)	(261,156.11)	(572,231.43)	(1,149,150.00)	(87,246.85)	555.9%
Total Fund Revenues	1,175,555.88	2,255,449.87	5,743,828.00	2,438,607.24	
Total Fund Expenses	534,003.73	2,360,293.64	7,173,862.00	1,933,813.75	
Surplus (Deficit)	641,552.15	(104,843.77)	(1,430,034.00)	504,793.49	

Sycamore Park District
Fund Balances

	Audited 1/1/2020	Revenues	Expenses	6/30/2020	6/30/2020 Cash balance
10 Corporate	854,653.74	757,674.55	627,339.49	984,988.80	985,518.33
20 Recreation	448,367.83	653,164.75	612,231.73	489,300.85	530,067.96
21 Donations	132,672.62	35,773.36	-	168,445.98	168,445.98
22 Special Recreation	18,718.11	104,524.25	21,915.10	101,327.26	101,327.26
23 Insurance	46,724.24	35,089.03	(5,069.50)	86,882.77	86,882.77
24 Audit	13,701.70	7,521.19	14,750.00	6,472.89	6,472.89
25 Paving & Lighting	23,521.99	13,052.03	-	36,574.02	36,574.02
26 Park Police	3,522.01	414.88	1,348.34	2,588.55	2,588.55
27 IMRF	-	63,086.88	60,274.20	2,812.68	2,812.68
28 Social Security	5,510.11	53,029.16	46,366.19	12,173.08	12,173.08
30 Concessions	33,677.90	12,332.70	39,002.36	7,008.24	3,609.23
32 Developer Contributions	178.24	11,138.11	-	11,316.35	11,316.35
60 Debt Service	79,888.43	329,682.37	6,015.00	403,555.80	403,555.80
70 Capital Projects	419,257.15	751.28	178,754.00	241,254.43	241,254.43
71 Action 2020	2,679,876.36	-	261,156.11	2,418,720.25	2,596,774.52
Total governmental fund balance	4,760,270.43	2,077,234.54	1,864,083.02	4,973,421.95	5,189,373.85
50 Golf Course	1,416,988.68	172,432.18	171,973.80	1,417,447.06	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(88,652.62)	(16,600.32)
51 Aquatics	387,553.67	44.68	7,423.03	380,175.32	
	<u>(380,628.50)</u>			<u>(380,628.50)</u>	
	6,925.17			(453.18)	(573.18)
Total proprietary funds	(82,185.83)	172,476.86	179,396.83	(89,105.80)	
	4,678,084.60			4,884,316.15	5,172,200.35

Summary of depository accounts as of **7/23/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	1,490,717.89	0.10	1342.96
Resource Bank	32,862.70	0.12	51.35
IPDLAF	3,448,069.54	0.20	9626.8
DCCF - Action 2020	48,670.38		
Dekalb Co. Community Foundation	<u>17,957.18</u>		
	5,038,277.69		

pTo: Board of Commissioners
From: Theresa Tevsh, Superintendent of Recreation Services
Subject: Monthly Report
Date: July 22, 2020

Administrative Initiatives (7/1/20-7/31/20)

Theresa Tevsh, Superintendent of Recreation Services

- Attended the Park District Board meeting via zoom, Director candidate meetings and meeting with Director to discuss new director candidate transition.
- Summer intern, Haley Egelhof will complete summer internship on July 28. I proofed her updated resume and cover letter and her first job application was sent out on July 19. The field of work has very little openings currently. I contacted NIU internship counselor to make suggestions to improve their program. Her final report is attached.
- Pickleball has been increased from 3 days to 7 days a week as of July 19. The court space will continue to be free the month of July to coincide with NRPA July is Parks and Recreation Month.
- Still waiting on delivery of the Frog Mascot. This will be used for Marketing to introduce future virtual programs and events.
- Facilitated staff meetings to prepare to transition the re-opening of the Community Center. Observed July 1-4 building operations to see staff and patron's compliance with new procedures.
- Two Sport Complex maps have been updated with "spectator zones" to post on website and provide to Sport Affiliate families. This is a guide to inform people of the social distancing for spectators as well as players. The Sport Complex staff will also paint lines for players, coaches, refs only.

- Continue to work with Melissa on purchasing damaged items from flood and getting quotes for repairs to clubhouse.
- KSRA said goodbye to the Recreation Specialist, Allie Basken on July 2nd. They have a job posted for a TR Specialist to take her place.
- Continue to monitor MMNH happenings. To date, their attorney has given guidance on the relationship of the City to the collection.
- Met with Recreation Team in preparing for Fall Brochure. Many modifications to larger special events.
- Pleased with attendance at Splash Pad as participants sign up for 75-minute timeslots. The process is going well.
- Dekalb Families Services- Club 55 is not ready to return to the building for the safety of their participants.
- School District- OSCAR reached out to the Park District to consider offering K-5th grade after school programming. They cannot accommodate 444 participants due to facility cleaning and lack of teachers. We are waiting on more information from the school district on what the school day will look like for 2020-2021.
- Sold 354 Dog Park Passes to date. In Phase 4 we continue to keep the water off at the park.

Lisa Metcalf, Facilities Supervisor

- Re-opened Pathway Fitness and the Track, with an additional section in the gym with registration for 75-minute time slots.
- As of July 21, we have 330 Active Pathway Fitness 24/7 Memberships (15 are on hold), 348 Active Pathway Fitness Passes (13 are on hold), 60 Active

Track 24/7 Memberships, and 215 Active Track Passes. There are 274 Open Gym Passes that are still on hold. So far, in 2020, 44 people have canceled their Pathway Fitness Membership/Pass.

- Managed and attended outdoor fitness classes.
- Opened Splash Fountain July 10 for daily fees only with pre- registration for 75-minute time slots.
- So far, from July 10 – 21, we made \$2,505 in daily fees for Splash Fountain. Last summer 2019, we had a total of \$2, 313 in daily fees for those same dates. The Daily fee increased by \$1 in 2020, so the revenue is slightly lower.
- Planned fall Group Fitness Classes and coded all programs for the fall brochure.
- Entered fall programs into RecTrac for registration.
- Helped with interviews for an additional Service Desk Staff.
- Participated in a Live Healthy DeKalb County board meeting.
- Continued to work in RecTrac to update things as new things get added and changed.

Justin Genz, Recreation Specialist

- Art camp second session started- 10 kids. Due to extra cleaning hours and a limit on our class size, our net was down roughly \$800 from last year's camp numbers. But the camp was very successful in my opinion for the regulations we had.
- New older age 9-11 yr. art camp started- 8 kids. This was new and we did not offer this last summer. This had a great turnout for a new camp especially during these times.

- Cheer/Intro to dance/ Hip/hop jazz programs all begun. The classes went very smooth. 14 total participants between the 3 classes.
- Second session tennis program has begun with a total of 12 participants in all 3 classes.
- Doing extra spot checks on programs.
- Took over management for the High School sand volleyball league, 6 teams total.
- Fall brochure content is wrapping up and is due for print.
- Took part in the director interview process.
- Zoom meeting with Supt of rec, Fac supervisor, and the camp director of the Sycamore school district regarding afterschool programs.
- Entering fall programs into recontrac.
- Assisted with Supervising dog park.
- Showed intern (Haley) how to work scoreboard at cc.
- Meeting with recreation team to discuss adjusted fall programming.

Sarah Rex, Recreation Supervisor

- Promote summer programming.
- Coordinated alternate outdoor live music series, Sunset Serenades Concerts Series. The Summer Concert Series typically has 300-400 attendees each week. It is funded by sponsorships and concessions income. Those sponsorship dollars (Which are understandably down this year) along with the nominal fee of \$5 for residents and \$10 for nonresidents will support the bands' fees. To control group size, a pre-purchased ticket is required, and the concerts will be held behind the **Community Center**. Concertgoers will be asked to spread out at least 6 feet and are required to wear a mask when entering, leaving, and when within 6 feet of others.

- Coordinated public information and promotion of Splash Fountain reopening. This included website, social media, and in the building.
- Worked with Superintendents of Recreation and Parks to develop a plan for an alternate, COVID-friendly Movies in the Park program.
- Will design the fall 2020 brochure. This will be a printed brochure mailed to Sycamore residents.
- Developed saturation mailer to communicate the District's Phase 4 changes and facility openings.
- Along with Recreation Specialist, planning for alternate fall events that meet the guidelines of the State's Restore Illinois Plan.
- Continued to coordinate Homestead Summer Camp. Weekly packets with activities and links to videos sent to participating households.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Kept up to date on all the new Covid 19 updates.
- Ran Caddyshack Grill, very busy. June sales totaled \$7914.50. July Sales through July 16th \$4580.00.
- Coordinated with Kishwaukee Door in getting new garage door on Concessions Garage from the flood damage.
- Continuing to clean and sanitize all tables and chairs in clubhouse.
- Participated in team meetings discussing how to go forward with programming in uncertain times.

Administrative Initiatives (8/1/20-8/30/20)**Theresa Tevsh, Superintendent of Recreation Services**

- Will attend upcoming staff meetings.
- Will review the School District 427 Intergovernmental agreement.
- Will review Dekalb County Family Services MOU.
- Will review the Northwestern Medicine MOU.
- Will assist with Thursday night Sunset Serenades. Hope to see the Commissioners there.
- Will continue to wrap up the Clubhouse basement construction.
- Will give a facility tour to the Pingree Grove Charter School around the Community Center. They are interested in our sport court flooring.
- Will attend IPRA Zoom Skill Development webinar August 12.
- Will assist with the Versiti Blood Drive August 13.
- Welcome new intern, Kelsey Sipp on August 24.
- Welcome back Grad Assistant, Brianna Kramer on August 24.

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 contractors to finish putting downstairs together.
- Ready to do rentals and birthday parties with new rules set in place.

- Planning our movie and concerts with all the new rules.
- Will bring on 2 seasonal staff to assist at sport complex concessions as SYB brings back tournaments and Fall League season.

Justin Genz, Recreation Specialist

- Will wrap up summer programs and evaluate how they went.
- Will wrap up sand volleyball tournament.
- Will prepare for upcoming fall programs.
- **Will coordinate new Middle school afterschool program.**

Sarah Rex, Recreation and Marketing Supervisor

- Will promote fall programming.
- Will assist on site for Sunset Serenades Concert Series and Movies in the Park.
- Will continue monitoring State guidelines and adjusting fall and winter events as needed.

Lisa Metcalf, Facilities Supervisor

- Will take away members/pass holders registering for time slots for Pathway Fitness and Track to help make it more convenient for people to come and go as they please. Numbers have not been high or reaching the max of 10, so we feel this will work. Cleaning/disinfecting will still take place every 2 hours.

- Will help finalize the fall brochure and make sure everything is in RecTrac and ready to go.
 - Will continue to monitor Splash Fountain operations.
-

To: Board of Commissioners

From: Haley Egelhof, NIU Student Intern

Subject: Monthly Report

Date: July 22, 2018

Internship Initiatives (5/1/20 – 7/31/20)

Haley Egelhof, Intern

- Attended Zoom meeting with Recreation staff on April 11th to plan out “pop-Up activities for May and June. I implemented the at home scavenger hunt during quarantine which was a way for families/kids to interact at home while having fun. I created a list of 20 items every common families should have and whoever sent in the list of 10 items with pictures won.
- Attended 4 monthly webinar meetings starting on May 13th with IPRA to discuss recreation ideas, customer service and COVID-19 affects towards Parks & Recreation during quarantine.
- Due to major flooding my first physical shift was May 20th at the Community Center training with Tracy. I learned customer service expectations, front desk operations and watched the PDRMA safety video.

- On May 21st I started training at concessions over at the golf course with Melissa. My duties over at the clubhouse were selling drinks, alcohol, chips, candy, hot dogs, and brats. I would also help the Superintendent of Golf with sanitizing the golf carts.
- May 21st, I worked with the Superintendent of Recreation to discuss the summer brochure and review summer programming.
- Throughout the month of May I worked a lot over at concessions and when I was at the Community Center, I was packing the summer kits for different dates such as the Christmas in July kits, Flag Day kits, Nerf gun kits and Family Fitness Day kits.
- On June 9th I joined a webinar with the Superintendent of Recreation and KSRA to discuss the May monthly reports.
- From June 29th-July 2nd I coached 4 youth basketball camps from ages 5-11 years old held at outdoor courts. Each day I worked on different skills as well as played many games with the younger kids to keep them entertained.
- Supervised the Wednesday night High School sand Volleyball league starting on July 1st at the sport complex. Throughout the month I made sure all teams turned in their waiver, made sure the games started on time, gave instructions before each game, raked the sand when necessary and monitored the courts from 4:45-8pm every Wednesday.
- Every Thursday in July from 10 am-2 pm when I am over at the Community Center, I was at the front desk answering phones, checking in people for their time slots and sanitizing workout machines after the 75-minute time slot was over.
- Attended the Splash Pad discussion with Superintendent of Recreation Facilities Supervisor and Marketing Supervisor to review opening procedures on July 9th. Starting the week of July 20th, I was monitoring the Splash Pad and made sure patrons understood what the guidelines were before they entered the area.

- On July 15th I met with the Superintendent of Park Services to discuss budgets related to athletic fields and grounds and learned about how he supervises the conversion and protection of athletic fields during special events, tournaments.
- Also, on July 15th I learned how to test chlorine with the Facilities Supervisor and learned how to properly sanitize the splashpad.
- On July 29nd I met with KSRA and shadowed their camp Maple Leaf for a few hours then went bowling with the campers and staff.
- On July 23rd the Recreation Specialist showed me how to set up/take down basketball, volleyball, pickleball, and how to use the gym computer scoreboard.
- Gathered Facility Daily Usage data to look at attendance comparisons in July 2018, 2019 and 2020.

COVID 19 Re-Open Phase 4 Daily Attendance

Building Hours After Hours Splashpad Daily fee Splashpad pass Total Users

July 2020

	Building Hours	After Hours	Splashpad Daily fee	Splashpad pass	Total Users
1	38	1	closed	Not in 2020	39
2	39	3	closed	Not in 2020	42
3	37	2	closed	Not in 2020	39
4	2	5	closed	Not in 2020	7
5	4	3	closed	Not in 2020	7
6	48	4	closed	Not in 2020	52
7	44	5	closed	Not in 2020	49
8	43	2	closed	Not in 2020	45
9	51	2	closed	Not in 2020	53
10	52	3	122	Not in 2020	177
11	11	6	65	Not in 2020	82
12	6	4	62	Not in 2020	72
13	48	5	61	Not in 2020	114
14	27	5	61	Not in 2020	93
15	50	4	11	Not in 2020	65
16	43	4	29	Not in 2020	76
17	47	1	115	Not in 2020	163
18	7	3	87	Not in 2020	97
19	10	5	30	Not in 2020	45
20	63	1	89	Not in 2020	153
21	39	6		Not in 2020	45

July Building Hours After Hours Splashpad Daily fee Splashpad pass Total Users
 July 2019

	Building Hours	After Hours	Splashpad Daily fee	Splashpad pass	Total Users
1	147	14	68	20	249
2	103	20	148	20	291
3	118	12	73	18	221
4		36			36
5	93	6	78	7	184
6	40	20	83	0	143
7	32	21	80	8	141
8	132	17	57	23	229
9	125	23	100	19	267
10	109	16	112	45	282
11	97	20	46	9	172
12	97	15	121	7	240
13	39	19	114	5	177
14	45	21	80	4	150
15	129	19	110	10	268
16	96	23	71	7	197
17	123	18	92	29	262
18	114	24	25	7	170
19	96	8	49	4	157
20	68	14	48	4	134
21	44	22	15	0	81
22	121	14	27	2	164
23	117	30	30	7	184
24	102	17	40	13	172
25	90	20	119	4	233
26	97	16	71	7	191
27	36	15	42	5	98
28	26	20	44	1	91
29	121	13	7	6	147
30	104	18	33	8	163
31	109	25	59	13	206

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: July 28, 2020

Administrative Initiatives (7/1/20 – 7/31/20)

- Attended all administrative staff meetings as scheduled.
- Attended ALL-Staff meetings when scheduled.
- Attended Interviews of potential Executive Director candidates.
- Developed July Golf Insight newsletter and updated reader board.
- Began selling half price Season Golf Passes on July 1.
- Continued to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Continued to monitor plans developed by the USGA, CDGA, PGA and Golf Course Superintendents Association on golf course operations due to COVID-19.
- Became the point person for the 15th hole bridge project and attend meetings as scheduled.
- Completed Open Meetings Act training.
- Continued to work with outing planners and alter tournament schedules as dates are changed due to the delayed start of golf season.
- Continued to announce and monitor tee off of golfers with announcements and timed with a timer until COVID-19 guidelines as are altered.
- Continued to work with Harris Golf Cars Service department to repair carts during Bob Svedberg's medical issues.

- Began to work on golf tournament guidelines once Covid-19 guidelines are altered.
- Continued to hold training sessions with staff on sanitation guidelines, cleanliness of all golf public access areas and updated these guidelines as modifications are given from the state.
- Continued to monitor all league play and offered incentives to participants to increase interest.
- Worked with Theresa and Melissa on the offering of food specials for leagues and full tee sheet days to spark more food and beverage sales.
- Monitored pro shop sales and begin to promote slow moving products to reduce pro shop inventory.

Administrative Initiatives (8/1/20 – 8/31/20)

- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Develop August Golf Insight newsletter and updated reader board.
- Begin Outing Season with Sycamore Elks, PJ's Courthouse, Sycamore Club Championship, and 2 others.
- Begin to work on fall part-time staffing schedule.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Continued to work with outing planners and alter tournament schedules as dates are changed due to the delayed start of golf season.
- Continued to work with Harris Golf Cars Service department to repair carts during Bob Svedberg's medical issues.

- Help Theresa and Melissa to complete repairs of the lower level storage area of the clubhouse after the flood damage and help organize these areas to be more efficient and better control of stock.
- Update all tee sheets for the remainder of the season with 10-minute tee time intervals.
- Work with Sycamore High School Golf team on structure of golf matches to follow COVID-19 Golf Guidelines if matches are scheduled.
- Work with Jeff and Steve to develop a temporary tee, depending on work area footprint, and routing of golf traffic once bridge #4 work begins.
- Develop signage and directional tools to route golfers during construction of bridge #4.
- Continue to monitor sanitation and cleaning techniques of staff for customer and staff safety.
- Begin to work with Sarah Rex on fall golf course marketing.
- Attend CDGA World Handicapping Golf Seminar.
- Continue to monitor pro shop sales and begin to promote slow moving products to reduce pro shop inventory.
- Help in the transition of Executive Directors as directed.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: July 28, 2020

Administrative Initiatives (7/1/20-7/31/20)

Golf

- The summer has provided some very hot humid days mixed with some heat breaks and decent rain amounts. The 2” rain received in the middle of the month would typically flood us to some degree, but the dry beginning of July allowed the water to soak in and even allowed carts to be used the next day.
- Several humid days and warm nights have allowed for some turf disease, but we have been spraying the greens, tees, and fairways at regular intervals to keep the diseases at a controllable level.
- The new irrigation system has been a welcome change to managing the dry periods this summer. We have learned to use the computer control system as well as phone apps to run the system at night and during the day for spot watering. The pump station has also performed well. Any issues or questions have been addressed by Toro reps. immediately.
- The recovery from the May flood continues. The seeded areas are coming back slowly as the heat hit soon after seeding stumping the germination. We re-seeded several areas last week taking advantage of the cooler temperature window. Seed will continue to be added as needed. All the bunkers east of the river have had new sand added, and rock cart paths have had a new layer of screenings added.

- At 11 ladies 11, we moved some soil to allow the water to better drain off the cart path as the area was already dead from the flood. We are monitoring with each rain how to better move the soil around. Once complete the area will be seeded and the extra soil removed.
- Staff continues to keep up with the mowing and trimming of the course. Rolling, cup changing, trap raking, new tree watering, seeding of dead areas, flower and landscape care also continue.
- The course is very busy with golfers every day and we work around them as best we can without interfering with their experience. With a smaller staff this summer, we have reduced frequency of some tasks like trap raking or cup changing to allow us to focus on the mowing and turf care.
- I attended several meetings dealing with the new bridge at 15 tee. We will coordinate with the awarded contractor as the work begins next month to determine the best route for golfers to play hole 15 during the fall.

Sports

- Our affiliate travel groups have been using the ball fields in July after phase 4 of the Illinois Covid plan took place. We will have games starting August 1 and 2 with Titans baseball holding a two-day tournament and Syco softball will have a tournament the following weekend. Theresa and I met on zoom with all sport user groups to come up with a plan for offering sports within the State guidelines specific to our fields. For baseball/softball games spectators will not be allowed to sit behind the home plate areas. They will sit down the foul lines and behind the home run fences. The teams will utilize the bleachers to allow the teams to spread out from the dugout benches. Soccer will also stagger fans and teams on the sidelines to keep the distances correct. Fall baseball and softball from the local leagues will start after mid-August.

- We should hear very soon from AYSO on their fall plans as they have more uncertainty with the volume of volunteers and being a national association. The current plan for fall would be to play games during the week instead of Saturdays to keep the number of people at the complex down. I will update when I hear their final plan.
- Staff has continued to mow, trim, add ag lime to infields, work on landscaping, and starting painting foul lines and marking out soccer field lines. We did not hire back the seasonal summer sport worker position this year due to games being cancelled most of the summer.
- I had the ballfield lights worked on as many were out due to bad ballasts, spent bulbs or faded bulbs that were no longer effective. We have an electrical company come in that specializes on sports lighting, has equipment to work on the 80' high poles and can make the ballast and other repairs/bulb changes.
- The new soccer complex continues to mature. Additional seed was added in late spring by the contractor as most areas are still thin, and they are still responsible for maintaining the turf with seed and mowing until 95% of turf areas are filled in to our satisfaction. The hot, dry summer weather has delayed this process, but the ingredients are out there for improvement thru the fall.
- The splash pad was opened a couple weeks ago. We are checking the system and chemical numbers twice daily to be complying for water quality.

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. We will have a movie in the park on August 7th and possibly one in mid-October that would be Halloween themed. Concerts will happen behind the Community Center in August where we will set up the stage. We also met with the Lions Club as they are looking for options for the pumpkin display in case Pumpkinfest is officially cancelled which is looking more likely.
- Attend soccer complex meetings and zoom meetings with rec. staff and sport field user groups for fall season planning.
- Staff continues to mow/trim the parks weekly, keep up with garbage, make playground repairs, trim trees, and trail branches, added sand to volleyball court, spray weeds in landscape and natural areas. The parks have been well used this year as people find safe ways to recreate outside.
- I continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, and any other issues. I had the HVAC serviced this week for the annual check of the roof top units.
- I attended the meeting for the contractor who will install the new playground equipment at Dr. Ovitz Park starting next month. I will work with the awarded contractor once the project begins.
- I am also meeting with Director Gible about the trail projects that are in the works for more familiarity as the Director transition takes place.
- The pool audit will continue next week with the underground pipe testing company doing tests on the water pipe system under the pools. They have requested not filling the pool with water for this test for a more thorough testing process.

Administrative Initiatives (8/1/20-8/31/20)

- 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.
- Work with golf bridge contractor as project begins.
- Work with Ovitz Park playground equipment installer as project begins.
- Work with rec. staff and sport field user groups as they plan fall sports leagues with current State regulations. Leagues will start and I will work with user group leaders on field prep schedules and logistics.
- Attend webinars from PDRMA as provided to keep up with Covid issues and changing regulations.
- Work with the Director on transition planning on projects and other items with new Director. Spend time with new Director showing them all our properties and facilities.

To: Board of Commissioners

From: Daniel Gible, Executive Director

Subject: Monthly Report

Date: July 28, 2020

Administrative Initiatives (7/1/20 – 7/31/20)

- 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.
 - Encouraged Rotary, Kiwanis and Lions to complete their kind donation of services to assist with cleaning/sanitizing of key amenities for the move to Phase 4 and/or 5.
- Continued Supervising three key projects:
 - Soccer Complex
 - OSLAD Ball Diamond Project
 - Community-wide survey
- Began meeting/planning process for Construction of Segment 1—Forest Preserve to Old Mill Park Trail Construction 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).
- Continued land acquisition process for Segment 2—Forest Preserve to Old Mill Park Trail Construction project.
- Reviewed bids for Ovitz Playground Installation and present to Board.
- Put out to bid the Bridge Project at 15th Tee.

- Began transition plan for major projects and tasks, working with the Superintendents to take on leadership roles for the various tasks and projects.
- Continued support role for Board in re-opening the hiring process for the new Executive Director.

Administrative Initiatives (8/1/20 – 8/31/20)

- COVID-19:
 - Update Fall 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.
 - Initiate “pumkin” activities to help fill void of Pumpkin Festival.
- Hold initial meetings with IDOT/Engineers/Contractors for Segment 1 construction of the Forest Preserve to Old Mill trail project.
- Finalize Land Matters related to Segment 2 of the Forest Preserve to Old Mill trail project.
- Continue support role for Board in transitioning to new Executive Director.
- Finalize findings on pipe scoping at Outdoor Pool.
- 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.

Jeanette Freeman

From: Theresa Tevsh
Sent: Tuesday, July 21, 2020 3:10 PM
To: Jeanette Freeman
Subject: FW: Dance details
Attachments: image002.jpg

From: Justin Genz <justing@sycamoreparkdistrict.com>
Sent: Friday, July 10, 2020 9:33 AM
To: Shannon Jackman <shannonrjackman@gmail.com>
Cc: Theresa Tevsh <theresat@sycamoreparkdistrict.com>
Subject: FW: Dance details

Happy parent!
 Great job Shannon.
 Justin

From: Sarah Witmer Swienton <switmer.wisc@gmail.com>
Sent: Thursday, July 9, 2020 9:08 PM
To: Justin Genz <justing@sycamoreparkdistrict.com>
Cc: Shannon Jackman <shannonrjackman@gmail.com>
Subject: Re: Dance details

Hi Justin and Shannon,

I just wanted to write a quick note to say how pleased I was with the Intro to Dance class on Wednesday! I thought Shannon did a really great job keeping class fun while ensuring the kids were safe through being outdoors and distancing. My daughter loved the class and cant wait to go back! Thank you for working so hard to make sure our children have such a wonderful opportunity to safely learn with their peers!!

Sincerely,
 Sarah Swienton

On Wed, Jul 8, 2020, 15:38 Justin Genz <justing@sycamoreparkdistrict.com> wrote:

Hello!

I hope everyone is excited to send their kids off to dance class today.

Dropoff- The dance program will be located at the community center back patio. Our instructor Shannon will be waiting by the splashpad entrance (to the right of our main entrance at community center), once all the participants arrive she

will walk them to the back patio. Shannon will sanitize all the participants hands before class starts. If parents want to stay that is fine, but you must stay at least 32 feet away from the program while its in session.

Pickup- Shannon will walk all the kids to the front by the splashpad where you can pickup curbside.

Kids are not required to wear a mask, our instructor (Shannon) will wear a mask when issuing the hand sanitizer before the start of class. Also if she needs to be close to the kids for any reason she will put on her mask.

NOTE***

If inclement weather occurs, we will move the program indoors to our CC gymnasium. We will require all kids/adults walking through the lobby to wear a mask. Once you are in the gym and distanced 6 feet apart you may remove your mask. You will receive an email or phone call if the program was moved indoors.

If you have any questions feel free to reach out. Please bring a water bottle to class it's a hot one today.

Thanks,

Justin Genz

Recreation Specialist

Office: 815-669-4172

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SYCAMORE PARK DISTRICT
Board of Commissioners

Date of Board Meeting: July 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDERATION OF HIRING NEW EXECUTIVE DIRECTOR: Recommend Hiring

BACKGROUND INFORMATION: The Board has worked resolutely and with great determination to reach this point. Hard work and effort by all the Board was essential to reach this exciting conclusion! Commissioners Ted Strack, Daryl Graves, and Ben Doty have all put in a lot of time and effort and deserve a round of applause.

After much consideration, it is time to authorize in Open Meeting the hiring of Jonelle Bailey as the new Executive Director of the Sycamore Park District. The terms of the agreement with Jonelle Bailey are as follows:

- Starting salary: \$115,000 /year
- Vacation time: 15 days
- Insurance: The district pays 100% of the Executive Director's premium. The Executive Director can add family members / dependents and pay through a payroll deduction.
- Technology: Incoming Executive Director will be provided with a new Surface Pro and will be reimbursed for monthly cell phone expenses.
- Residency: You will be allowed 12 months from your start date to establish residency in the 60178 zip code. The Sycamore Park District will reimburse for moving expenses (up to \$10,000). This is to pay movers, not for other relocations costs such as down-payments on a home, etc.
- Start Date: Monday August 31, 2020

FISCAL IMPACT: This expense is budgeted for in the FY2020 Operating Budget.

RECOMMENDATION: Authorize the hiring of Jonelle Bailey

PREPARED BY: Ben Doty, Commissioner

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION NO. 03-2020

A RESOLUTION AUTHORIZING THE RETIREMENT of Daniel Gibble AS THE EXECUTIVE DIRECTOR OF SYCAMORE PARK DISTRICT

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

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

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

WHEREAS, the Park District desires to formally recognize the conclusion of Daniel Gibble’s service to the Sycamore Community and the Sycamore Park District ; and

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

WHEREAS, approval of the Retirement Resolution will permit Daniel Gibble to begin addressing matters related to his retirement on a timely and reasonable basis.

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

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

SECTION TWO: The retirement agreement, is for Daniel Gibble to work under all current pay, benefit, and personnel policies through November 6, 2020, and the President of the Board of Commissioners of the Sycamore Park District is hereby authorized to execute this Resolution.

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

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

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage, and approval and will become a part of the minutes of this meeting.

SIGNATURE PAGE FOLLOWS ON NEXT PAGE

PAGE 2
Resolution 03-2020

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: William "Bill" Kroeger

ATTEST:

Recording Secretary: Jeanette Freeman

{Seal}

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 28, 2020

STAFF RECOMMENDATION

**AGENDA ITEM: AWARD BID for DR. JOHN OVITZ PARK
PLAYGROUND EQUIPMENT INSTALLATION: Recommend Approval**

BACKGROUND INFORMATION:

An Invitation to Bid was posted and six contractors submitted bids:

<u>Firm Name</u>	<u>Bid Amount</u>
D and J Landscape	\$ 84,253.35
Swedberg & Associates	\$105,000.00
Sjostrom & Sons, Inc.	\$134,000.00
Paul Herrera Construction	\$ 84,500.00
Elliott & Wood, Inc.	\$156,396.50
Green-Up	\$ 58,700.00

The low bidder, Green-Up, provided all the required paperwork in their bid. Staff checked their references—Green-Up received glowing reviews. (This company only focuses on playground installations.) Staff also confirmed that they pay prevailing wage, are using the materials specified, understand the timeline and site restoration requirements.

FISCAL IMPACT: \$58,700.00. The total budget for this Capital Project was \$125,000. Previously, the Board authorized the purchase of the equipment at a cost of \$67,193.74. These two combined equal \$125,893.74

STAFF RECOMMENDATION: Recommend awarding proposal to Green-Up for installation of the playground at Dr. John Ovitz Park in the amount of \$58,700.00. The \$893.74 cost-over-budget should be absorbed by the Capital Budget contingency.

PREPARED BY: Terri Gobble, Park Planner

BOARD ACTION:



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: July 28, 2020

STAFF RECOMMENDATION

AGENDA ITEM: CONSIDER AWARDING BID for REPLACEMENT of BRIDGE #4: Recommend Approval

BACKGROUND INFORMATION:

An Invitation to Bid was posted on our website, advertised, and twenty-two contractors received bid specifications and plans for this project. Seven contractors submitted bids, and the summary of those bids is below:

Firm Name	Base Bid Amount	Alternate Bid Amount	Total of Both
Alliance	\$186,436.50	\$26,847.00	\$213,283.50
Civil Constructors, Inc.	\$275,519.00	\$26,847.00	\$302,366.00
Martin & Co.	\$231,345.00	\$48,120.00	\$279,465.00
Copenhaver	\$211,435.80	\$25,150.00	\$236,585.80
Martam	\$233,318.70	\$58,080.00	\$291,398.70
Sjostrom & Sons	\$196,543.93	\$26,847.00	\$223,390.93
H. Linden & Sons	\$357,740.00	no bid	\$357,740.00

The base bid is to demolish the existing bridge at the 15th Tee, and rebuild it. The district is required by the State of Illinois to have an independent engineer assess the condition of its bridges every two years. We have begun replacing those that are rated “poor”—the lowest rating—first. This is the last of those bridges. It was delayed when the main bridge on the golf course failed, and we had to replace it, first.

The alternate is for restoring and preserving the shoreline between this bridge, when built, and the bridge built last year—roughly 500 linear feet on the “west bank”. As previously reported to the Board, the west bank of the river in this area has lost around 2 feet in the last eight years, and now the 18th Tee is being compromised. Further loss in the bank will now eat into the 18th Tee, itself. It is time to do something. The work will be similar the very successful work that was done several years ago at the 10th Tee—which has now preserved that shoreline very well.

This memo DOES NOT make a specific recommendation, just yet. Between your receipt of the Board Packet and the July 28, 2020 Regular Meeting, our Engineers will be reviewing the low bidders numbers, quantities, and discussing the timeline and process with the low bidders to assure that they are ready for the work and capable of achieving the completion in a timely and accurate fashion within their bid. The Engineers will check references—note: our Engineers have worked with the low bidder on other projects—and will get us a final recommendation by Monday.

On Monday, Kirk and I will review the Engineer's recommendation. THEN, Kirk will finalize a recommendation. He will try to email it to you on Tuesday, in advance of the meeting. I have assigned Kirk the LEAD on this project for the transition to our new Executive Director. He worked with IDOT, Jeff and the City on the Route 64 bridge project, and will do good work on this project during the transition. I will be there to support him.

FISCAL IMPACT: TBA

STAFF RECOMMENDATION: TBA—From Kirk on Monday or Tuesday

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION: