



Sycamore

PARK DISTRICT

Established 1923

Sycamore Park District
Regular Board Meeting
Sycamore Park District Maintenance Shop
435 Airport Road
Sycamore, IL 60178
August 25, 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: July 28, 2020 (Voice Vote)**
- 7. **Regular Minutes – Search Committee Meetings**
 Sept. 30, Oct. 21, 2019
 Jan. 13, Jan. 22, Jan. 29, June 29, July 2, 2020
- 20. **Regular Minutes – Special Meetings**
 March 3, March 11, July 13, July 14, July 16, 2020
 Exec. Session Minutes – Regular meetings
 March 31, June 2, 2020
 Exec. Session Minutes – Special Meetings
 March 3, March 11, July 13, July 14, July 16, 2020
 Exec. Session – Search Committee Meetings
 June 19, June 29, July 2, 2020

APPROVAL OF MONTHLY CLAIMS:

- 30. **Claims Paid Since Board Meeting (Roll Call Vote)**
- 38. **Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

- 42. **Superintendent of Finance Monthly Report**
- 46. **Budget Report**
- 60. **Superintendent of Recreation Monthly Report**
- 68. **Superintendent of Golf Operations Monthly Report**
- 71. **Superintendent of Parks and Facilities Monthly Report**
- 76. **Executive Director Monthly Report**

Sycamore Park District – we put the “MORE” in Sycamore.

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AGENDA**August 25, 2020 6:00 PM****Page 2****CORRESPONDENCE- None****PUBLIC INPUT****APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)****MONTHLY REPORT: Kirk Lundbeck, Superintendent of Golf Services****OLD BUSINESS:****Introduction of New Executive Director****Update Regarding MMNH—Theresa****Update on Transition Planning—Bill****NEW BUSINESS:****79. First Draft of Survey Findings Summary Report—Sarah****112. Semi annual review of Executive Session Minutes - Dan
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, July 28, 2020**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Maintenance Building, located at 435 Airport Road, Sycamore, Illinois is called to order at 6:02 p.m. on Tuesday, July 28, 2020.

Will the recording secretary please call the roll.

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

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

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

Guests: None

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the June 30, 2020 Regular Meeting Minutes.
Commissioner Strack seconded the Motion.

Voice Vote

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

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$301,033.78.
Commissioner Graves seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
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Correspondence –

- Sarah Swinton Email

Public Input –

- Commissioner Strack asked when First Midwest Bank dropped our interest rate. Supt. of Finance Hienbuecher noted it has gradually lowered.
- Commissioner Schulz noted School Board is meeting tonight. One of the things they are struggling with is there are parents that need to send their kids back to school because their jobs are on the line. She has told people that Sycamore comes together as a community and she has heard nothing but rave reviews about the Sycamore Park District and how we are stepping up again and again to make this work. She noted that staff rocks.
- President Kroeger noted that he is hearing from the golf league great comments.

Positive Feedback – None

Monthly Report – Supt. of Finance Hienbuecher noted the Board had passed the Sick Leave Donation Policy back in 2015. This is our first time utilizing it and she went over the details of it. We had employees donate 248 hours of sick time.

Old Business

Consideration of Hiring New Executive Director – Director Gibble noted the Board has the recommendation and we now have in her personnel file all the documents Jonelle needed to sign.

Motion

Commissioner Strack moved to approve the terms and conditions of Jonelle Baileys employment. Commissioner Schulz seconded the Motion.

Roll Call

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

President Kroeger noted that he, Dan and Jonelle will be getting together to go over a transition details plan. He also thanked Commissioners Doty, Graves and Strack for all their work on this process. Director Gibble official last day will be November 6th.

Director Gibble noted that Sarah will be handling the thank you's to the citizen community members that served on the committee.

Resolution Recognizing the Retirement of Current Executive Director –

Motion

Commissioner Strack moved to approve the Retirement Resolution 03-2020.
 Commissioner Schulz seconded the Motion.

Roll Call

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

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Discussion on Public Information Related to Executive Director – President Kroeger noted that as a board they need to figure out what and how this needs to get out to the public. Commissioner Strack suggested asking Jonelle what she would like shared. Sarah noted she will start the process and touch base with Jonelle and get to Bill and Dan to approve. There was more discussion on how to meet or introduce her to the community leaders.

Update Regarding the MMNH – Supt. of Recr. Tevsh noted she has had email correspondence from Josephine and that she Josephine shared with her the email from their attorney. The City is possibly making claims on the assets of the Museum and Josephine shared with Theresa what the attorney said on this matter.

Director Gible noted the Field Museum took back their collection. Burpee has previously indicated they want the rest of the collection but needs to commit to it in writing. Commissioner Strack asked what the City is wanting. Supt. Tevsh noted that the City is still claiming that the collection belongs to the City. Director Gible noted that for years, the City Manager has told him they want nothing to do with the collection.

New Business

Consider Award Bid for Installation of Dr. John Ovitz Park Playground- Director Gible noted that Terri is very confident in the low bidder as detailed in the staff recommendation. The equipment shipment was to be 8/14 and has now moved to 8/21 due to COVID cases in the plant. He noted it should be installed in the fall.

Motion

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

Roll Call

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

Consider Awarding Bid for Replacement of Bridge #4 -

Motion

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

Roll Call

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

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Sycamore Park District
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Recommendation for Future Study Sessions – Director Gibble felt this would be better addressed once he and Bill meet with Jonelle.

Public Input –

Commissioner Strack noted he would like to discuss is the trail connection from through Leon Larson to Sycamore Lake getting that trail connection up to Freed Rd. Director Gibble suggested this should be part of a study session.

Motion

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

Roll Call Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

Sycamore Park District

Executive Director Search Committee

Agenda: September 30, 2019

Location: Sycamore Community Center Room C

Meeting Time: 6:00pm

1. Call to Order – *The meeting was called to order at 6:02 pm by Ted Strack. Those in attendance – Committee members Ted Strack, Ben Doty, AJ Hofer, Ryan Janisch, and Denise Ackman.*
2. Goal of committee – *The overall goal of the committee is to filter through all applicants for the job of Executive Director and recommend two to three candidates for the park district board of commissioners to consider for this position. The committee members asked what on a big picture basis the board was looking for from the new Executive Director. Ted Strack shared that the board is not looking for an Executive Director to take on another large capital project and/or referendum request. The board's focus was to find someone that can maintain and enhance what the park district already has in place. Ben Doty concurred with this overall comment.*
3. Organizational structure of committee – *Discussion was had regarding the overall structure of the committee. It was agreed that we needed to all work in a very collaborative fashion. That everyone needs to be open and honest in our discussions without concern of any criticism or pushback. Ted Strack offered to take an overall leadership role for the group. AJ Hofer offered to be the*

clearing house for all applicants for the Executive Director position (logging and distributing resumes and cover letters of applicants too committee members). The group was in agreement regarding the basic roles outlined above.

4. Basic time line for committee activities – *A basic time line for committee activities was handed out for committee member’s review and comment (see attached). Ted Strack shared that he thought we would meet about once a month until we got to the interview portion of this process. We would likely have two rounds of phone interviews (one when we had narrowed the candidates down to the top ten to twelve people and a second round to narrow the top candidates down to two or three finalists). When we get to the interview portion of the process we will likely have several lengthy meetings within three to four week time frame.*

5. Executive Director job description – *The job description for the Executive Director was shared with the committee. The committee asked how this was developed and if this was something we needed to look at revising in any way. Ted Strack indicated that Dan Gible originally put this together for the board. Michelle Schulz and Bill Kroeger subsequently reviewed and revised it based on input from the board and staff related directly to this job search process. The search committee’s job is not to revise the job description, but the board would certainly welcome any input we may have regarding other possible modifications to the job description.*
 - a. Must haves
 - i. _____ *Friendly and approachable*

- ii. _____ *Process driven*
- iii. _____ *Ten years of related experience*
- iv. _____ *Bachelor's degree with a focus in Parks & Rec of Public Administration*
- v. _____ *Strong financial skills*
- vi. _____ *Strong strategic planning skills*
- vii. _____ *Strong human resources skills*
- viii. _____ *Ability to effectively delegate*
- ix. _____ *Be a visionary for the park district*
- x. _____ *Strong communication skills*
- xi. _____ *Have the courage to object when appropriate*
- xii. _____ *Willingness to be direct and straight forward*

b. Nice to have

- i. _____ *Master's degree*
- ii. _____ *Live within Sycamore*
- iii. _____ *Actively engage with the community (outreach to key community members)*
- iv. _____ *Actively utilize park district programs and facilities*
- v. _____ *Be visible within the community*

c. Deal breakers

- i. _____ *Not an effective collaborator*
- ii. _____ *Overly confident in themselves*
- iii. _____ *Looking to use position as a stepping stone to another opportunity*
- iv. _____ *Frequently changes jobs*

d. Most important skills/traits

- i. *Included in items above*

6. Next step

- a. *Invite Dan Gible to our next meeting so that he can share his insights into the position as the current Executive Director*
 - b. *Speak with Sarah Rex/Dan Gible about job posting process. Who drafts the actual job posting, where is it posted, and when will it be posted*
 - c. *Start pulling together possible interview questions for phone interviews*
7. *Next committee meeting date – 10/21/19 address items outlined in point 6 above*
 8. *Any other items – During the face to face interview process consider sharing the park district's detailed assets listing with estimated maintenance time frames and costs to gauge their reaction. Is it something they are impressed with, think is important, seem ambivalent,*
 9. *Adjournment – AJ Hofer made a motion to adjourn the meeting at 7:04pm, seconded by Ben Doty, motion passed.*

Sycamore Park District

Executive Director Search Committee

Agenda: October 21, 2019

Location: Sycamore Community Center Room C

Meeting Time: 6:00pm

1. Call to Order – *Meeting was called to order by Ted Strack at 6:00pm. Those in attendance – Committee members Ted Strack, Ben Doty, AJ Hofer, Ryan Janisch, and Denise Ackman. Others Dan Gibble and Sarah Rex-Elm.*

2. Review rankings of Must haves, Nice to haves, and Deal breakers items – *Committee members provided or will provide the ranking of these items from most important to least important. Ted Strack will summarize these items and provide the final rankings to the committee members. Subsequently, Ted Strack tabulated the rankings. Below are the final weighted results of this effort (1 being most important, with progressively higher numbers being less important).*
 - a. Must haves
 - i. 2 *Friendly and approachable*
 - ii. 5 *Process driven*
 - iii. 11 *Ten years of related experience*
 - iv. 12 *Bachelor's degree with a focus in Parks & Rec of Public Administration*
 - v. 1 *Strong financial skills*
 - vi. 2 *Strong strategic planning skills*
 - vii. 9 *Strong human resources skills*

- viii. 7 *Ability to effectively delegate*
- ix. 4 *Be a visionary for the park district*
- x. 5 *Strong communication skills*
- xi. 8 *Have the courage to object when appropriate*
- xii. 10 *Willingness to be direct and straight forward*

b. Nice to have

- i. 5 *Master's degree*
- ii. 2 *Live within Sycamore*
- iii. 1 *Actively engage with the community (outreach to key community members)*
- iv. 4 *Actively utilize park district programs and facilities*
- v. 3 *Be visible within the community*

c. Deal breakers

- i. 1 *Not an effective collaborator*
- ii. 2 *Overly confident in themselves*
- iii. 3 *Looking to use position as a stepping stone to another opportunity*
- iv. 4 *Frequently changes jobs*

3. Questions for Dan Gibble regarding Executive Director position – *Dan Gibble made some brief comments regarding his role as Executive Director of the park district and what he believes the next Executive Director should focus on. In his opinion the next Executive Director should have a focus on programming and maintaining the assets already owned by the park district. He does not think the next Executive Director will be called upon to do a significant capital project any time soon. AJ Hofer had a number of questions for Dan regarding _____*

4. Discussion of job posting process with Dan Gible and Sarah Rex-Elm – *The committee wanted to understand how the job posting process would work and who was responsible for creating the job posting. Ted Strack asked Sarah if creating the job posting was something that she could handle on behalf of the committee. She said that she would be happy to do this. She asked for some guidance on some of the more important qualifications that we would be looking for. Ted Strack said that he would share the prioritized list of the “Must Haves” and “Nice to Haves” for the next Executive Director once he finished compiling the data. Sarah indicated that she would forward a draft of the job posting out to the committee members. Regarding where the committee might post the job listing, Sarah provided a list of 12 possible places where the job listing could be posted along with the cost of doing the postings. After some discussion the committee reach consensus that the job should be posted on 9 of these places. The nine places are as follows National Recreation and Park Association, Illinois Association of Parks and Recreation, the Daily Chronicle, within existing park district facilities, Wisconsin Parks and Recreation Association, Iowa Parks and Recreation Association, Missouri Parks and Recreation Association, Indiana Parks and Recreation Association, and Michigan Parks and Recreation Association.*
5. Discussion of possible interview questions – *Committee members provided or will provide suggested interview questions. Ted Strack will combine the suggested questions into a single list for everyone’s review and consideration at a later point in time.*

6. Next committee meeting date – *The group agreed to meet again on Monday 11/4/19 at 6:00pm in room C of the community center.*
7. Any other items
8. Adjournment – *Ben Doty made a motion to adjourn the meeting at 7:09pm, seconded by AJ Hofer, motion passed.*

**Minutes of the Executive Director Search Committee
Of the Board of Commissioners
Sycamore Park District
Monday, January 13, 2020**

Call Meeting to Order

The special meeting of the Sycamore Park District Executive Director Search Committee, DeKalb County, Illinois, being held at the Community Center in Sycamore, Illinois is called to order at 5:30 pm on Monday, January 13, 2020.

Present are AJ Hofer, Ben Doty, Ryan Janisch, Denise Ackman, and Ted Strack.

Discuss applicants and resumes

Each committee member shared his/her rankings of applicants. We worked together to compile our rankings to identify a consensus top 10.

Ted agreed to call each of our top 10 candidates and schedule times for phone interviews.

Adjournment

We will adjourn our Executive Director Search Committee Meeting at 6:30 pm.

**Minutes of the Executive Director Search Committee
Of the Board of Commissioners
Sycamore Park District
Wednesday, January 22, 2020**

Call Meeting to Order

The special meeting of the Sycamore Park District Executive Director Search Committee, DeKalb County, Illinois, being held at the Resource Bank HearthStone Center at 625 Bethany Rd. in DeKalb, IL is called to order at 5:30 pm on Wednesday, January 22, 2020.

Present are AJ Hofer, Ben Doty, Ryan Janisch, Denise Ackman, and Ted Strack.

Phone interviews with candidates for the Executive Director position

We spoke with five individuals throughout the course of the evening in five separate 30 minute phone calls. The interviews included questions from each of the committee members as well as follow-up questions and question from the candidates themselves.

Committee members discussed the merits of each candidate.

Adjournment

We will adjourn our Executive Director Search Committee Meeting at 9:15 pm.

**Minutes of the Executive Director Search Committee
Of the Board of Commissioners
Sycamore Park District
Wednesday, January 29, 2020**

Call Meeting to Order

The special meeting of the Sycamore Park District Executive Director Search Committee, DeKalb County, Illinois, being held at the Resource Bank HearthStone Center at 625 Bethany Rd. in DeKalb, IL is called to order at 5:30 pm on Wednesday, January 29, 2020.

Present are AJ Hofer, Ben Doty, Ryan Janisch, Denise Ackman, and Ted Strack.

Phone interviews with candidates for the Executive Director position

We spoke with five individuals throughout the course of the evening in five separate 30 minute phone calls. The interviews included questions from each of the committee members as well as follow-up questions and question from the candidates themselves.

Committee members discussed the merits of each candidate.

After we have brought our interviews to a close, the committee agreed upon two finalists. Ted agrees to call the candidates to inform them.

Adjournment

We will adjourn our Executive Director Search Committee Meeting at 9:30 pm.

Minutes of the Executive Director Search Committee
Of the Board of Commissioners
Sycamore Park District
Monday, June 29, 2020

Motion

Committee Member Hofer made a motion to permit Committee Members Doty, Graves, Hofer, Ackman and Janisch to participate remotely. CM Ackman seconded the Motion.

Roll Call

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

The special meeting of the Sycamore Park District Executive Director Search Committee, DeKalb County, Illinois, being held remotely via Zoom in Sycamore, Illinois is called to order at 5:53pm on Monday, June 29, 2020.

Committee Members present were: Ben Doty, Daryl Graves, AJ Hofer, Denise Ackman and Ryan Janisch.

Motion

The Committee adjourned the Regular Session to go into Executive Session at 5:53 pm on a motion made by Commissioner Doty for the reasons listed below. The motion was seconded by CM Hofer.

Roll Call

Commissioner Doty called for a roll call vote to approve the motion. All committee members present voted Aye. Motion carried 5-0.

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

The Committee convened to Executive Session at 5:54 pm. The roll was called with Committee Members Doty, Graves, Hofer, Ackman, and Janisch present.

Motion

The Committee adjourned the Executive Session at 8:18 p.m. on a motion made by CM Hofer. The motion was seconded by CM Graves.

Voice Vote

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

The Committee reconvened to Regular Session at 8:19 pm. The roll was called with Committee Members Doty, Graves, Hofer, Ackman and Janisch present.

Motion

The Committee adjourned the Regular Session at 8:19 p.m. on a motion made by CM Janisch. The motion was seconded by CM Hofer.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman, Recording Secretary

Minutes of the Executive Director Search Committee
Of the Board of Commissioners
Sycamore Park District
Thursday, July 2, 2020

Motion

Committee Member Graves made a motion to permit Committee Members Doty, Graves, Hofer, Ackman and Janisch to participate remotely. CM Janisch seconded the Motion.

Roll Call

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

The special meeting of the Sycamore Park District Executive Director Search Committee, DeKalb County, Illinois, being held remotely via Zoom in Sycamore, Illinois is called to order at 5:57pm on Thursday, July 2, 2020.

Committee Members present were: Ben Doty, Daryl Graves, Denise Ackman and Ryan Janisch.

Motion

The Committee adjourned the Regular Session to go into Executive Session at 5:57 pm on a motion made by Commissioner Doty for the reasons listed below. The motion was seconded by CM Graves. CM Hofer was absent at this time.

Roll Call

Commissioner Doty called for a roll call vote to approve the motion. All committee members present voted Aye. Motion carried 4-0.

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

The Committee convened to Executive Session at 6:01 pm. The roll was called with Committee Members Doty, Graves, Ackman, and Janisch present. CM Hofer arrived at 6:02 pm.

Motion

The Committee adjourned the Executive Session at 8:18 p.m. on a motion made by CM Graves. The motion was seconded by CM Hofer.

Voice Vote

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

The Committee reconvened to Regular Session at 8:18 pm. The roll was called with Committee Members Doty, Graves, Hofer, Ackman and Janisch present.

Motion

The Committee adjourned the Regular Session at 8:19 p.m. on a motion made by CM Graves. The motion was seconded by CM Hofer.

Voice Vote

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

Respectfully Submitted, Jeanette Freeman, Recording Secretary

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Tuesday, March 3, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at Nats on Maple, located at 112 S. Maple Street in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, March 3, 2020.

Will the recording secretary please call the roll.

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

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

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

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 6:05 pm on a motion made by Commissioner Strack for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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

The Board convened to Executive Session at 6:06 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Executive Session at 7:27p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday March 3, 2020
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The Board reconvened to Regular Session at 7:28 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 7:28p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Wednesday, March 11, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at Sycamore Park District Maintenance Building located at 435 Airport Rd. in Sycamore, Illinois is called to order at 6:00 p.m. on Wednesday, March 11, 2020.

Will the recording secretary please call the roll.

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

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

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

Motion

The Board adjourned the Regular Session of the Special Study Session to go into Executive Session at 6:01 pm on a motion made by Commissioner Schulz for the reasons listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

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

The Board convened to Executive Session at 6:02 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Executive Session at 6:30p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday March 11, 2020
P 2

The Board reconvened to Regular Session at 6:38 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack, and Kroeger present.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 6:38 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Monday, July 13, 2020**

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Community Center Building, located at 480 S. Airport Rd., Sycamore, Illinois is called to order at 6:14 p.m. on Monday, July 13, 2020.

The roll was called at this point.

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

The following Sycamore Park District Commissioners are not physically present but will be participating in the meeting via video and/or audio conferencing: **Commissioner Kroeger**

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

Motion

The Board adjourned the Regular Session of the special meeting to go into Executive Session at 6:14 pm on a motion made by Commissioner Doty for the reasons listed below. The motion was seconded by Commissioner Strack.

Roll Call

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

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

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

Motion

The Board adjourned the Executive Session at 7:24 p.m. on a motion made by Commissioner Doty. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Monday, July 13, 2020
P 2

The Board reconvened to Regular Session at 7:23 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present

Motion

The Board adjourned the Regular Session at 7:24 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, July 14, 2020**

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Community Center Building, located at 480 S. Airport Rd., Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, July 14, 2020.

The roll was called at this point.

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

The following Sycamore Park District Commissioners are not physically present but will be participating in the meeting via video and/or audio conferencing: **Commissioner Kroeger**

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

Motion

The Board adjourned the Regular Session of the special meeting to go into Executive Session at 6:23 pm on a motion made by Commissioner Doty for the reasons listed below. The motion was seconded by Commissioner Strack.

Roll Call

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

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

The Board convened to Executive Session at 6:23 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present.

Motion

The Board adjourned the Executive Session at 7:34 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, July 14, 2020
P 2

The Board reconvened to Regular Session at 7:34 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present

Motion

The Board adjourned the Regular Session at 7:34 p.m. on a motion made by Commissioner Doty. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Thursday, July 16, 2020**

The Special meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Maintenance Building, located at 435 Airport Rd., Sycamore, Illinois is called to order at 6:00 p.m. on Thursday, July 16, 2020.

The roll was called at this point.

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

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

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

Motion

The Board adjourned the Regular Session of the special meeting to go into Executive Session at 6:05 pm on a motion made by Commissioner Strack for the reasons listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

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

The Board convened to Executive Session at 6:05 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present.

Motion

The Board adjourned the Executive Session at 7:19 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Minutes of the Special Meeting of the Board of Commissioners
Sycamore Park District
Thursday, July 16, 2020
P 2

The Board reconvened to Regular Session at 7:19 p.m. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present

Motion

The Board adjourned the Regular Session at 7:20 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 08/17/2020
 TIME: 10:51:08
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

Interim

FROM 07/24/2020 TO 08/16/2020

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

ACUSHNET ACUSHNET COMPANY

908800501	01	TITLEIST DEMO DRIVER	5010000001302	03/11/20	00004647	62264	08/14/20	1,947.60	1,947.60
	02	TITLEST DEMO FAIRWAY	5010000001302		00004647				427.20
	03	TITLEIST DEMO HYBRID	5010000001302		00004647				255.60
	04	TITLEIST T200 IRONS	5010000001302		00004647				237.60
	05	TITLEIST T300	5010000001302		00004647				600.00
									427.20
909269869	01	TS2 10.5 DRIVER	5010000001302	07/24/20	00004627	62241	08/04/20	297.22	297.22
	02	SHIPPING INV 909269869	5010000001302		00004627				290.00
	03	DISCOUNT INV 909269869	5010000001302		00004627				13.02
									-5.80
909292721	01	TS1 DRIVER 11.5	5010000001302	07/28/20	00004627	62248	08/06/20	1,102.43	1,102.43
	02	TS2 FAIRWAY	5010000001302		00004627				290.00
	03	TS2 HYBRID	5010000001302		00004627				426.00
	04	SHIPPING INV 909292721	5010000001302		00004627				396.00
	05	DISCOUNT INV 909292721	5010000001302		00004627				12.67
									-22.24

ADVANCE ADVANCE AUTO PARTS

VENDOR TOTAL:

3,347.25

2454-428497	01	OIL FILTER	101500066402	07/10/20		62249	08/06/20	152.62	3.14
									3.14
2454-429051	01	EQUIPMENT COOLANT	202100066402	07/20/20		62249	08/06/20	152.62	85.44
									85.44
2454-429272	01	TORO 5900 OIL FILTER	101500066403	07/22/20		62249	08/06/20	152.62	3.14
									3.14
2454-429279	01	HYDRAULIC HOSE FOR 5900 MOWER	101500066403	07/22/20		62249	08/06/20	152.62	60.90
									60.90

AIRGAS USA LLC

VENDOR TOTAL:

152.62

9972419678	01	WELDING RENTAL TANK	101500066401	07/31/20		62265	08/14/20	208.44	32.30
									32.30
9973015406	01	LEASE RENEW-WELD SUPPLIES	101500066401	08/01/20		62265	08/14/20	208.44	176.14
									176.14

VENDOR TOTAL:

208.44

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2020 TO 08/16/2020

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
RTHU		ARTHUR CLESEN, INC.							
	353754	01 ALGAE CONTROL	504100076507	07/20/20		62216	07/29/20	487.92	207.92
		02 POND DYE & SPRAY DYE	101500076504						83.00
									124.92
	353755	01 GREENS FUNGICIDE	504100076507	07/20/20		62216	07/29/20	487.92	280.00
									280.00
RTS		BARBARA WEIGAND DBA						VENDOR TOTAL:	487.92
	08-20-20	CONCERT		07/29/20		62242	08/04/20	1,100.00	1,100.00
		01 CONCERT SERIES BAND	206194006128						1,100.00
EACH		BEACH BUM BAND INC						VENDOR TOTAL:	1,100.00
URRI		BURRIS EQUIPMENT CO.							
	082720	CONCERT		07/30/20		62237	07/30/20	1,100.00	1,100.00
		01 CONCERT SERIES BAND	206194006128						1,100.00
	PS30376	01 9016 DECK SPINDLE REPL	101500066403	07/21/20		62217	07/29/20	902.01	902.01
		02 9016 DECK SPINDLE REPL	202100066403						451.00
									451.01
CP		CCP INDUSTRIES INC.						VENDOR TOTAL:	902.01
	IN02572839	01 SHOP RAGS	101500076500	07/18/20		62266	08/14/20	175.77	175.77
INTA		CINTAS CORPORATION #355						VENDOR TOTAL:	175.77
	4056175071	01 RAG & RUG SERVICE	201000056301	07/17/20		62219	07/29/20	112.22	8.77
									8.77
	4056175183	01 RAG & RUG SERVICE	101500056301	07/17/20		62219	07/29/20	112.22	28.81
		02 RAG & RUG SERVICE	504100056301						10.16
		03 RAG & RUG SERVICE	201000056301						10.15
		04 RAG & RUG SERVICE	101000056301						4.25
									4.25

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2020 TO 08/16/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ICOR									
		MELIN'S LOCK & KEY						VENDOR TOTAL:	387.50
	72420-5	01 REPAIR 3 DOOR LOCKS IN GYM	207500056307	07/24/20	00004632	622229	07/29/20	75.00	75.00
								VENDOR TOTAL:	75.00
		MENARDS - SYCAMORE							
	31218	01 REPTILE TRAP BAIT	101500066404	07/24/20		622273	08/14/20	162.84	12.50
	31694	01 DOG PARK BOWLS	101500076540	08/01/20	00004643	62256	08/06/20	77.17	13.98
		02 MOP, BUCKET, FLOOR CLEANER	207500076510		00004643				63.19
	31948	01 CORDLESS VACUUM	207500076500	08/05/20	00004646	62273	08/14/20	162.84	150.34
		02 FLOOR CLEANER, SPRAY BOTTLES	207500076510		00004646				119.99
								VENDOR TOTAL:	240.01
		NICOR GAS							
	MMNH-0720	01 MUSEUM	202500076500	07/31/20		62274	08/14/20	125.85	125.85
								VENDOR TOTAL:	125.85
		PENDELTON TURF SUPPLY							
	11724	01 GOLF FUNGICIDE	504100076507	07/28/20		62257	08/06/20	575.00	575.00
								VENDOR TOTAL:	575.00
		PEPSI COLA GEN. BOT.							
	818579852	01 BOTTLE WATER	303000086631	07/24/20	00004642	62244	08/04/20	680.88	680.88
		02 20 OZ BOTTLE POP	303000086631		00004642				144.00
		03 5GAL BIB	303000086630		00004642				182.28
		04 3GAL BIB	303000086630		00004642				250.20
								VENDOR TOTAL:	104.40
		PERFORMANCE FOOD GROUP							
	6423561	01 GATORADE	303000086631	07/15/20	00004625	62230	07/29/20	520.79	520.79
		02 CHIPS	303000086622		00004625				483.37
								VENDOR TOTAL:	123.92

FROM 07/24/2020 TO 08/16/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
6423561	03	COUPON	303000086631	07/15/20	00004625	62230	07/29/20	520.79	520.79
	04	DELIVERY CHARGE	303000076500		00004625				-92.00
6435912	01	KETCHUP/MUSTARD PACKETS	303300086629	07/30/20	00004640	62245	08/04/20	1,163.23	1,163.23
	02	GATORADE	303000086631		00004640				36.39
	03	HOT DOGS	303000086615		00004640				67.96
	04	BRATS	303000086615		00004640				521.40
	05	HAMBURGERS	303000086613		00004640				402.90
	06	DELIVERY	303000076500		00004640				129.08
									5.50
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	1,684.02
AUGUST 2020	01	DENTAL INS PREM	101000106801	08/14/20		62275	08/14/20	1,370.69	1,370.69
	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						106.54
	06	DENTAL INS PREM	202100106801						358.64
	07	DENTAL INS PREM	207500106801						330.69
	08	DENTAL INS PREM	303000106801						133.18
									21.30
REIN		REINDERS, INC.						VENDOR TOTAL:	1,370.69
1840720-00	01	TORO MOWER ARM ASSEMBLY	101500066402	07/20/20		62276	08/14/20	363.32	363.32
RINGEN		RINGCENTRAL INC.						VENDOR TOTAL:	363.32
CD_000148620	01	PHONE SERVICE	101000096700	07/23/20		62258	08/06/20	907.40	907.40
	02	PHONE SERVICE	201000096700						453.70
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	907.40
072010027030	01	SHAW MEDIA JULY 2020	101200046208	07/31/20	00004644	62277	08/14/20	877.88	877.88
									877.88
								VENDOR TOTAL:	877.88

DATE: 08/17/2020
 TIME: 10:51:08
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 07/24/2020 TO 08/16/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SIGMAN	SIGMAN, MIKE								
8-1320	CONCERT	01 CONCERT SERIES BAND	206194006128	07/30/20		62239	07/30/20	1,100.00	1,100.00
SOFT	SOFT WATER CITY							VENDOR TOTAL:	1,100.00
2652-06/2020		01 WATER	101500076500	06/30/20		62259	08/06/20	228.63	123.13
		02 SALT	207500076500						86.97
									36.16
2652-07/2020		01 RENT-WATER	101500076500	07/31/20		62259	08/06/20	228.63	105.50
		02 RENT	504000076500						83.50
									22.00
SPEC	SPECIAL FX							VENDOR TOTAL:	228.63
42734		01 HOMESTEAD CAMP TEES	205011106216	07/15/20		62278	08/14/20	46.00	46.00
		02 PERSONAL TRAINING SHIRTS	207000046215						35.00
									11.00
STAPLES	STAPLES BUSINESS ADVANTAGE							VENDOR TOTAL:	46.00
3453143470		01 DIVIDERS, PAPER CLIPS	101000046200	08/01/20		62260	08/06/20	56.51	56.51
		02 DIVIDERS, PAPER CLIPS	201000046200						9.80
		03 WHITE OUT , BATTERIES	101000046200						9.81
		04 WHITE OUT , BATTERIES	201000046200						18.45
									18.45
SUP	SUPERIOR BEVERAGE							VENDOR TOTAL:	56.51
220417		01 BUDWEISER	303000086634	07/08/20		62231	07/29/20	245.20	245.20
		02 BUD LIGHT	303000086634						31.70
		03 NATURDAYS	303000086634						158.50
		04 DELIVERY	303000086634						50.00
									5.00
220542		01 BUSCH LIGHT	303000086634	07/22/20		62246	08/04/20	207.55	207.55
		02 NATURDAYS	303000086634						72.75
		03 MICHELOB ULTRA	303000086634						37.50
		04 312 BEER	303000086634						70.00
		05 DELIVERY CHARGE	303000086634						22.30
									5.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 07/24/2020 TO 08/16/2020

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

SYC SYCAMORE CHAMBER OF COMMERCE 101200046214 07/30/20 62279 08/14/20 175.00 175.00 452.75

28306 01 THANK YOU GIFTS 101500076540 07/29/20 62232 07/29/20 50.00 50.00 175.00

F0001563 TEVSH, THERESA 201000106801 07/29/20 62233 07/29/20 323.08 323.08 175.00

REIMB DOG PARK 01 DOG PARK SUPPLIES 101500076540 07/29/20 62232 07/29/20 50.00 50.00 50.00

JNUM UNUM LIFE INSURANCE 202100106801 07/29/20 62233 07/29/20 50.00 50.00 50.00

JULY 2020 101000106801 07/29/20 62233 07/29/20 323.08 323.08 323.08

01 STD INS PREM 101500106801 45.33 45.33

02 STD INS PREM 50400106801 25.05 25.05

03 STD INS PREM 50400106801 22.20 22.20

04 STD INS PREM 201000106801 14.80 14.80

05 STD INS PREM 202100106801 111.38 111.38

06 STD INS PREM 207500106801 81.59 81.59

07 STD INS PREM 303000106801 12.62 12.62

08 STD INS PREM 303000106801 10.11 10.11

JFOODS US FOODS INC 303300086626 07/17/20 62247 08/04/20 335.19 335.19 335.19

2631874 01 ICE CREAM 30300086631 105.36 105.36

02 GATORADE 30300086616 121.26 121.26

03 CHICKEN BREAST 303300076550 38.37 38.37

04 cup lids 303000076550 23.40 23.40

05 cup lids 303000076550 46.80 46.80

WAGN WAGNER AGGREGATE, INC. 202100076533 07/25/20 62280 08/14/20 219.67 219.67 335.19

28406 01 AG LIME BALLFIELDS 202100076533 07/25/20 62280 08/14/20 219.67 219.67 219.67

WALM WALMART COMMUNITY/RFCSLIC 101000046212 07/16/20 62235 07/29/20 363.49 363.49 219.67

071620 01 FOOD FOR MEETINGS 201000046212 33.06 33.06

02 FOOD FOR MEETINGS 201000046212 33.06 33.06

FROM 07/24/2020 TO 08/16/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	071620			07/16/20		62235	07/29/20	363.49	363.49
		03 COOKIES	303000086618		00004603				12.58
		04 DANISH	303000086611		00004603				18.86
		05 CANDY	303000086624		00004603				96.94
		06 MEMBERSHIP	303000076500		00004603				45.00
		07 CASH REWARDS	303000086624		00004603				-59.50
		08 REWARDS	303000086618		00004603				-59.50
		09 HAMBURGER BUNS	303000086613		00004602				0.88
		10 HORSERADISH	303000086636		00004602				1.96
		11 RED BULL	303000086631		00004602				14.76
		12 HOT DOG BUNS	303000086615		00004602				10.56
		13 BUNS/BRNMIX/CHIPS/CHRCL/LITFLU	303500086640		00004602				39.29
		14 HOT DOG BUNS	303000086615		00004621				17.60
		15 CHIPS	303000086622		00004631				40.14
		16 CANDY	303000086624		00004631				81.82
		17 PEANUTS	303000086618		00004631				7.28
		18 CRACKERS	303000086618		00004631				13.96
		19 HOT DOG BUNS	303000086615		00004622				8.80
		20 COFFEE	303000086632		00004622				5.94
								VENDOR TOTAL:	363.49

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3622244-2011-1			07/31/20		62261	08/06/20	396.88	396.88
		01 REFUSE - ADM	101000056302						60.71
		02 REFUSE - CH	303000056302						60.72
		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						161.71
								VENDOR TOTAL:	396.88

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	8-6-20	CONCERT		07/30/20		62240	07/30/20	1,100.00	1,100.00
		01 CONCERT SERIES BAND	206194006128						1,100.00
								VENDOR TOTAL:	1,100.00

TOTAL --- ALL INVOICES: 38,364.31

DATE: 08/20/20
 TIME: 15:35:10
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/20/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCET ADVANCED TURF SOLUTIONS								
S0855334	08/07/20	01	GOLF FUNGICIDE	5041000076507			08/20/20	2,693.46
							INVOICE TOTAL:	2,693.46
							VENDOR TOTAL:	2,693.46
AFLAC								
025740	08/12/20	01	AFLAC - PRETAX	101000002006			08/20/20	568.70
		02	AFLAC - AFTER TAX	101000002007				37.20
							INVOICE TOTAL:	605.90
							VENDOR TOTAL:	605.90
ALLST			ALL STAR PRO GOLF					
INV19015	08/05/20	01	IMPRINTED PENCILS	504000076500			08/20/20	24.03
							INVOICE TOTAL:	24.03
INV19141	08/12/20	01	IMPRINTED PENCILS	504000076500			08/20/20	354.37
							INVOICE TOTAL:	354.37
							VENDOR TOTAL:	378.40
BATTERIE			BATTERIES PLUS BULBS					
P30124942	08/19/20	01	RECYCLE 36 BB FIELD LIGHTS	202100076526			08/20/20	54.72
							INVOICE TOTAL:	54.72
							VENDOR TOTAL:	54.72
CINTA2			CINTAS CORP					
5024509681	07/10/20	01	1ST AID STOCK	207500076513			08/20/20	8.60
							INVOICE TOTAL:	8.60
							VENDOR TOTAL:	8.60
CONS			CONSERV FS					
121012852-BAL	04/27/20	01	BALANCE	504100076515			08/20/20	0.01
							INVOICE TOTAL:	0.01

INVOICES DUE ON/BEFORE 08/20/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
121013522	08/10/20	01	GASOLINE - GOLF	504100076515			08/20/20	316.67
		02	GASOLINE - PARKS	101500076515				80.64
		03	GASOLINE - SC	202100076515				84.84
		04	GASOLINE - TRUCKS	101500076515				280.56
			INVOICE TOTAL:					762.71
121013523 & 12101357	08/14/20	01	DIESEL - GOLF	504100076515			08/20/20	222.45
		02	DIESEL - PARKS	101500076515				616.25
		03	DIESEL - SC	202100076515				156.82
			INVOICE TOTAL:					995.52
			VENDOR TOTAL:					1,758.24
DEKA			DEKALB LAWN & EQUIPMENT CO.					
73189	07/17/20	01	BACKPACK BLOWER REPAIR- PARTS	101500066402			08/20/20	145.79
			INVOICE TOTAL:					145.79
			VENDOR TOTAL:					145.79
FP			FP MAILING SOLUTIONS					
R1104566879	08/03/20	01	ANNUAL POSTAGE METER	101000046204			08/20/20	191.70
		02	ANNUAL POSTAGE METER	201000046204				191.70
			INVOICE TOTAL:					383.40
			VENDOR TOTAL:					383.40
GRAI			GRAINGER					
9620292954	08/13/20	01	CC AIR FILTERS	207500066401			08/20/20	265.68
			INVOICE TOTAL:					265.68
			VENDOR TOTAL:					265.68
HARRG			HARRIS GOLF CARS SALES & SERVI					
02-265605	08/06/20	01	GOLF CART REPAIRS	504000066409			08/20/20	148.83
			INVOICE TOTAL:					148.83

DATE: 08/20/20
 TIME: 15:35:10
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 08/20/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HARRG	HARRIS GOLF CARS SALES & SERVI							
02-265801	08/11/20	01	GOLF CART REPAIRS	504000066409			08/20/20	1,010.30
							INVOICE TOTAL:	1,010.30
02-266074	08/13/20	01	GOLF CART REPAIRS	504000066409			08/20/20	230.27
							INVOICE TOTAL:	230.27
02-266346	08/18/20	01	GOLF CART REPAIRS	504000066409			08/20/20	373.86
							INVOICE TOTAL:	373.86
520942	08/20/20	01	SERVICE CHARGE	504000066409			08/20/20	27.25
							INVOICE TOTAL:	27.25
							VENDOR TOTAL:	1,790.51
HAWK	HAWKINS INC							
4760712	07/24/20	01	SPLASH PAD CHLORINE	518100076550			08/20/20	90.00
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00
MENA	MENARDS - SYCAMORE							
31927	08/05/20	01	TURTLE BAIT - PONDS STUDY	101500076500			08/20/20	12.50
							INVOICE TOTAL:	12.50
32507	08/14/20	01	FENCE REPAIR BOARDS - NEAR POO	101500066404			08/20/20	36.76
							INVOICE TOTAL:	36.76
							VENDOR TOTAL:	49.26
MIGHTYAC	MIGHTY ACORN MUSIC MAKERS							
10	07/30/20	01	Music Together	205771406128	00004648		08/20/20	1,900.00
							INVOICE TOTAL:	1,900.00
							VENDOR TOTAL:	1,900.00
MROUT	MR OUTHOUSE							

INVOICES DUE ON/BEFORE 08/20/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MR OUTHOUSE								
2459	08/01/20	01	PORT-O-POTS - PARKS	101500056309			08/20/20	590.00
		02	PORT-O-POTS - GOLF	504100056309				330.00
		03	PORT-O-POTS - SPORTS	202100056309				995.00
			INVOICE TOTAL:					1,915.00
			VENDOR TOTAL:					1,915.00
NEWV NEW VALUES MAGAZINE								
4564	08/17/20	01	AUG 1/4 PAGE AD	101200046208			08/20/20	250.00
			INVOICE TOTAL:					250.00
			VENDOR TOTAL:					250.00
RONDO RONDO ENTERPRISES, INC.								
138537	08/19/20	01	TRAILER LIGHT COVER	101500066402			08/20/20	1.49
			INVOICE TOTAL:					1.49
			VENDOR TOTAL:					1.49
VULC VULCAN MATERIALS CO.								
32364480	07/28/20	01	BALL FIELDS SCREENINGS-ROCK	202100076509			08/20/20	212.42
			INVOICE TOTAL:					212.42
32396997	08/18/20	01	STONE	202100076509			08/20/20	242.82
			INVOICE TOTAL:					242.82
			VENDOR TOTAL:					455.24
WARE WAREHOUSE DIRECT BUSINESS								
4736280-0	08/07/20	01	TRI FOLD TOWELS - CC	201000076510			08/20/20	37.96
		02	TRI FOLD TOWELS - CH	303000076510				56.94
			INVOICE TOTAL:					94.90
			VENDOR TOTAL:					94.90
			TOTAL ALL INVOICES:					12,840.59

Interim #3836431
New #12840.59

total #57,204.90

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: August 25, 2020

Administrative Initiatives (08/1/20 – 08/31/20)

- 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 August installment was for 184 individuals, a decrease of 50 from July. The monthly installment was \$3,214 (\$686 decrease) processed through credit cards and \$228 (\$26 decrease) through ACH transactions. There were 5 households whose credit cards did not process (\$130) 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. Includes moving of computers, ordering new equipment for the new Executive Director, setting up new and cancelling old emails.
- Contacted Ringcentral regarding pro shop phone issue. Work to resolve.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.

- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment statement.
- Reviewed quarterly unemployment claims. Filed necessary paperwork in response.
- 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 claims.
- Submitted invoices and payroll records for reimbursement for flood damage.
- Transferred cost of goods sold in concessions (catering), recreation, vending and pro shop sales.
- Provided KSRA with property tax installment documentation and process payment.
- Assisted with pro shop inventory as needed.
- Attended Pumpkin Festival Committee Meetings.
- Filed IMRF Disability and Retirement documents.
- Continued to develop guidelines to clearly state actions required if there is an exposure to COVID by an employee.
- Submitted audit information on Illinois Grant Portal.

- Opened application under Local CURE for reimbursement of COVID related expenses.
- Renewed System for Award Management (SAM) registration. This is necessary for receiving federal awards/grants.
- Participated in PATH 2020 Update webinar.
- Watched IDES Fraud presentation.
- Participated in Vermont Systems webinar on Installment Billing Update.
- Learned how to remove embedded credit card information from an account in RecTrac.
- Assisted in preparing packet of information for onboarding of new Executive Director.

Administrative Initiatives (9/1/20 – 9/30/20)

- Attend scheduled 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.

- Finalize flood related costs and submit to PDRMA for final reimbursement.
- Invoice DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Work with CMJ on technology needs.
- Continue to 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.
- Meet with Paylocity. Sales pitch.
- Participate in transition meeting with ERA and staff.
- Develop exit interview questionnaire.

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

Corporate Fund (10)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	21,626.02	765,526.95	1,559,109.00	772,245.34	-0.9% (1)
Marketing	10.00	272.50	600.00	-	#DIV/0!
Parks	1,882.71	15,481.93	26,091.00	12,167.44	27.2% (2)
	<hr/>				
Total Revenues	23,518.73	781,281.38	1,585,800.00	784,412.78	-0.4%
Expenses					
Administration	42,339.89	534,533.44	1,336,773.00	384,949.98	38.9% (3)
Marketing	5,049.43	33,230.72	43,600.00	23,419.05	41.9% (4)
Parks	36,955.30	157,932.01	304,523.00	159,479.08	-1.0%
	<hr/>				
Total Expenses	84,344.62	725,696.17	1,684,896.00	567,848.11	27.8%
Total Fund Revenues	23,518.73	781,281.38	1,585,800.00	784,412.78	-0.4%
Total Fund Expenses	84,344.62	725,696.17	1,684,896.00	567,848.11	27.8%
Surplus (Deficit)	(60,825.89)	55,585.21	(99,096.00)	216,564.67	-74.3%

(1) Shelter/Alcohol permit down 92.4% \$6,360

(2) Dog Park Revenue. Dog park was not open until May 2019. Revenue up 20.1% \$729.

(3) 2020 includes \$18,500 in survey expenses. Interest payment for 2019 bond \$102,403. 2020 PR YTD has one more pay period than 2019. \$14,000 flood costs to be reimbursed.

(4) COVID mailers \$13,167.

Recreation Fund (20)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	12,472.08	536,661.84	990,727.00	521,051.30	3.0% (1)
Sports Complex	-	150.00	44,457.00	6,210.00	-97.6% (2)
Sports Complex Maintenance	3,047.31	25,870.07	43,727.00	22,061.33	17.3%
Midwest Museum of Natural Hist	580.96	1,161.92	2,400.00	1,796.84	-35.3%
Programs-Youth	427.24	5,995.62	20,393.00	12,236.92	-51.0% (3)
Programs-Teens	-	-	1,635.00	-	#DIV/0! (3)
Programs-Adult	-	1,775.93	13,501.00	7,251.68	-75.5% (3)
Programs-Leagues	-	206.57	11,905.00	204.12	1.2% (3)
Programs-Youth Athletics	352.34	10,485.48	31,171.00	21,344.63	-50.9% (3)
Programs-Fitness	253.51	6,646.64	24,559.00	12,443.08	-46.6% (3)
Programs-Early Childhood	-	2,878.00	6,757.00	4,453.00	-35.4% (3)
Programs-Dance	50.90	1,467.65	4,530.00	1,902.96	-22.9% (3)
Programs-Special Events	-	6,429.02	20,671.00	7,297.23	-11.9% (3)
Programs-Community Events	385.00	3,235.00	12,183.00	8,062.31	-59.9% (3)
Brochure	-	-	7,350.00	3,300.00	-100.0%
Weight Room	4,563.00	47,173.31	179,114.00	120,417.55	-60.8% (4)
Community Center	1,618.43	27,596.48	64,906.00	39,028.08	-29.3% (5)
Total Revenues	23,750.77	677,733.53	1,479,986.00	789,061.03	-14.1%

(1) Real Estate Taxes 2020 is greater by 2.3% \$11,136. Tax levy allocation greater 30% \$8,286 due to higher wages in 2020.

(2) 2020 no field rental revenue.

(3) Revenue from programs decreased 48.0%, \$36,076 compared to 2019 due to COVID closure.

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

Pathway Fitness Membership	25.49% / 35.75%
Pathway Fitness Pass	26.12% / 40.80%
Track Only Pass	36.79% / 60.13%
Pre-pay Card	0% / 0%
Program Fees	19.26% / 29.58%
Daily Admission Fee	23.04% / 32.66%

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

Open Gym Daily	43.39% / 86.71%
Open Gym Membership	36.53% / 72.44%
Rentals	42.06% / 61.49%

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

Expenses

Administration	60,577.66	349,490.38	608,219.00	304,709.03	14.7%	(1)
Sports Complex	-	-	-	78.06	-100.0%	
Sports Complex Maintenance	51,848.46	258,040.07	441,735.00	242,684.45	6.3%	(6)
Midwest Museum of Natural Hist	955.04	11,150.49	18,750.00	9,721.90	14.7%	(2)
Programs-Youth	2,778.97	4,933.98	12,801.00	5,959.89	-17.2%	(3)
Programs-Teens	-	(12.00)	1,116.00	-	#DIV/0!	(3)
Programs-Adult	-	2,737.35	10,344.00	6,651.28	-58.8%	(3)
Programs-Leagues	-	3,546.57	8,821.00	3,362.12	5.5%	(3)
Programs-Youth Athletics	884.67	4,700.76	21,861.00	15,013.82	-68.7%	(3)
Programs-Fitness	394.55	4,664.33	13,495.00	6,157.88	-24.3%	(3)
Programs-Early Childhood	-	-	4,637.00	1,688.00	-100.0%	(3)
Programs-Dance	193.29	487.51	2,024.00	439.20	11.0%	(3)
Programs-Special Events	7.97	3,434.57	14,422.00	2,965.66	15.8%	(3)
Programs-Community Events	4,400.00	4,400.00	26,829.00	9,995.75	-56.0%	(3)
Brochure	-	-	24,575.00	11,089.11	-100.0%	(4)
Weight Room	-	11,062.36	43,393.00	11,974.08	-7.6%	
Community Center	14,274.38	91,474.91	219,126.00	108,837.33	-16.0%	(5)
Total Expenses	136,314.99	750,111.28	1,472,148.00	741,327.56	1.2%	
Total Fund Revenues	23,750.77	677,733.53	1,479,986.00	789,061.03	-14.1%	
Total Fund Expenses	136,314.99	750,111.28	1,472,148.00	741,327.56	1.2%	
Surplus (Deficit)	(112,564.22)	(72,377.75)	7,838.00	47,733.47	-251.6%	

(1) Payroll and related taxes are greater in 2020 by 21.7% \$46,563. New Recreation Specialist started May 2019. 2020 increases for exempt. 2020 ytd has one extra pay period.

(2) Paying electric/gas \$7,397.

(3) Expenses for programs decreased 44.7%, \$23,341 compared to 2019.

(4) No summer brochure printed/mailed in 2020

(5) Part time customer service temporarily laid off/reduced hours and related taxes 25.75 \$12,531.

(6) 2020 payroll and related taxes greater 10.6% \$17,792. Pay increases, higher IMRF rate, extra pay period.

Donations (21)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,000.00	37,046.41	56,000.00	63,577.11	-41.7%
Total Revenues	1,000.00	37,046.41	56,000.00	63,577.11	-41.7%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	1,000.00	37,046.41	56,000.00	63,577.11	-41.7%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	1,000.00	37,046.41	(44,000.00)	63,577.11	-41.7%

Special Recreation (22)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,748.77	106,302.55	201,500.00	102,464.01	3.7%
Total Revenues	1,748.77	106,302.55	201,500.00	102,464.01	3.7%
Expenses					
Administration	31,325.56	53,240.66	201,500.00	50,934.63	4.5%
Total Expenses	31,325.56	53,240.66	201,500.00	50,934.63	4.5%
Total Fund Revenues	1,748.77	106,302.55	201,500.00	102,464.01	3.7%
Total Fund Expenses	31,325.56	53,240.66	201,500.00	50,934.63	4.5%
Surplus (Deficit)	(29,576.79)	53,061.89	-	51,529.38	3.0%

Insurance (23)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	585.84	35,728.40	67,000.00	38,667.22	-7.6%
Total Revenues	585.84	35,728.40	67,000.00	38,667.22	-7.6%
Expenses					
Administration	38,225.76	33,156.26	81,452.00	31,276.32	6.0% (1)
Total Expenses	38,225.76	33,156.26	81,452.00	31,276.32	6.0%
Total Fund Revenues	585.84	35,728.40	67,000.00	38,667.22	-7.6%
Total Fund Expenses	38,225.76	33,156.26	81,452.00	31,276.32	6.0%
Surplus (Deficit)	(37,639.92)	2,572.14	(14,452.00)	7,390.90	-65.2%

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

Audit (24)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	125.45	7,654.17	14,000.00	8,077.73	-5.2%
Total Revenues	125.45	7,654.17	14,000.00	8,077.73	-5.2%
Expenses					
Administration	-	14,750.00	13,900.00	15,950.00	-7.5%
Total Expenses	-	14,750.00	13,900.00	15,950.00	-7.5%
Total Fund Revenues	125.45	7,654.17	14,000.00	8,077.73	-5.2%
Total Fund Expenses	-	14,750.00	13,900.00	15,950.00	-7.5%
Surplus (Deficit)	125.45	(7,095.83)	100.00	(7,872.27)	-9.9%

Paving & Lighting (25)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	217.73	13,301.35	25,000.00	380.14	3399.1% (1)
Total Revenues	217.73	13,301.35	25,000.00	380.14	3399.1%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	217.73	13,301.35	25,000.00	380.14	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	217.73	13,301.35	(23,471.00)	380.14	

(1) Increased levy to \$25,000

Park Police (26)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	48.89	466.78	637.00	181.65	157.0%
Total Revenues	48.89	466.78	637.00	181.65	157.0%
Expenses					
Administration	613.64	1,961.98	2,153.00	393.99	398.0% (1)
Total Expenses	613.64	1,961.98	2,153.00	393.99	398.0%
Total Fund Revenues	48.89	466.78	637.00	181.65	157.0%
Total Fund Expenses	613.64	1,961.98	2,153.00	393.99	
Surplus (Deficit)	(564.75)	(1,495.20)	(1,516.00)	(212.34)	604.2%

(1) Dog park patrol

IMRF (27)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,055.83	64,142.71	121,000.00	48,745.20	31.6%
Total Revenues	1,055.83	64,142.71	121,000.00	48,745.20	31.6%
Expenses					
Administration	3,868.51	64,142.71	121,000.00	48,745.20	31.6%
Total Expenses	3,868.51	64,142.71	121,000.00	48,745.20	31.6%
Total Fund Revenues	1,055.83	64,142.71	121,000.00	48,745.20	31.6%
Total Fund Expenses	3,868.51	64,142.71	121,000.00	48,745.20	31.6%
Surplus (Deficit)	(2,812.68)	-	-	-	

Social Security (28)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	887.52	53,916.68	100,000.00	54,550.59	-1.2%
Total Revenues	887.52	53,916.68	100,000.00	54,550.59	-1.2%
Expenses					
Administration	12,257.80	58,623.99	105,510.00	58,212.60	0.7%
Total Expenses	12,257.80	58,623.99	105,510.00	58,212.60	0.7%
Total Fund Revenues	887.52	53,916.68	100,000.00	54,550.59	-1.2%
Total Fund Expenses	12,257.80	58,623.99	105,510.00	58,212.60	0.7%
Surplus (Deficit)	(11,370.28)	(4,707.31)	(5,510.00)	(3,662.01)	

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

Concessions (30)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	11,416.39	21,831.08	75,703.00	34,654.99	-37.0% (3)
Beverage Cart	-	362.50	11,306.00	4,674.90	-92.2%
Sports Complex Concessions	-	-	37,863.00	26,477.24	-100.0%
Pool Concessions	-	-	8,673.00	7,101.03	-100.0%
Catering	47.00	1,602.51	19,253.00	10,047.06	-84.0%
	<hr/>				
Total Revenues	11,463.39	23,796.09	152,798.00	82,955.22	-71.3% (1)
Expenses					
Clubhouse Concessions	10,020.25	33,414.65	100,074.00	46,578.88	-28.3% (2)
Beverage Cart	6.00	47.92	8,495.00	2,508.14	-98.1%
Sports Complex Concessions	66.64	1,481.00	32,705.00	20,435.40	-92.8%
Pool Concessions	-	-	8,569.00	4,874.98	-100.0%
Catering	61.89	438.95	6,565.00	3,958.35	-88.9%
	<hr/>				
Total Expenses	10,154.78	35,382.52	156,408.00	78,355.75	-54.8%
Total Fund Revenues	11,463.39	23,796.09	152,798.00	82,955.22	-71.3%
Total Fund Expenses	10,154.78	35,382.52	156,408.00	78,355.75	-54.8%
Surplus (Deficit)	1,308.61	(11,586.43)	(3,610.00)	4,599.47	-351.9%

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

(2) 60% of Fulltime employee wages, related taxes and insurance expensed here regardless of operations.

(3) July 2020 revenue is only 17.4% \$2,406 less than July 2019.

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

Developer Contributions (32)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,399.00	12,543.76	15,000.00	7,272.36	72.5%
Total Revenues	1,399.00	12,543.76	15,000.00	7,272.36	72.5%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	1,399.00	12,543.76	15,000.00	7,272.36	72.5%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	1,399.00	12,543.76	9,000.00	7,272.36	72.5%

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

Golf Course (50)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	83,909.60	246,984.68	416,557.00	260,147.68	-5.1% (1)
Golf Maintenance	1,921.40	11,278.50	21,964.00	10,508.10	7.3%
Total Revenues	85,831.00	258,263.18	438,521.00	270,655.78	-4.6%
Expenses					
Golf Operations	29,233.94	99,770.09	218,420.00	112,557.17	-11.4%
Golf Maintenance	34,205.77	137,159.26	274,997.00	149,904.01	-8.5%
Total Expenses	63,439.71	236,929.35	493,417.00	262,461.18	-9.7%
Total Fund Revenues	85,831.00	258,263.18	438,521.00	270,655.78	-4.6%
Total Fund Expenses	63,439.71	236,929.35	493,417.00	262,461.18	-9.7%
Surplus (Deficit)	22,391.29	21,333.83	(54,896.00)	8,194.60	160.3%

(1) July YTD 2020 Actual: compared to Annual Budget/compared to July YTD 2019 Actual

Daily Greens Fees	48.66% / 97.47%
Golf Events & Misc	60.08% / 82.96%
Carts	54.68% / 99.25%
Season passes	93.64% / 99.35%
Pro shop sales	39.72% / 66.67%

Closed until May 1, 2020 due to COVID. Then flooding in May 2020

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

Aquatics (51)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Pool	-	44.68	69,120.00	59,353.60	-99.9%
Swim Lessons			20,832.00	20,600.36	
Splashpad	4,465.00	4,465.00	18,034.00	10,490.50	-57.4%
	<hr/>				
Total Revenues	4,465.00	4,509.68	107,986.00	90,444.46	-95.0% (1)
Expenses					
Pool	-	1,159.34	59,795.00	33,612.09	-96.6%
Aquatics Maintenance	1,969.37	8,299.44	34,200.00	19,778.81	-58.0%
Swim Lessons	-		10,750.00	5,846.79	
Splashpad	-	-	838.00	2.00	-100.0%
	<hr/>				
Total Expenses	1,969.37	9,458.78	105,583.00	59,239.69	-84.0%
Total Fund Revenues	4,465.00	4,509.68	107,986.00	90,444.46	-95.0%
Total Fund Expenses	1,969.37	9,458.78	105,583.00	59,239.69	-84.0%
Surplus (Deficit)	2,495.63	(4,949.10)	2,403.00	31,204.77	-115.9%

(1) Pool closed 2020 due to COVID. Splashpad opened July 10th with restrictions.

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

Debt Service (60)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	5,515.19	335,315.43	630,000.00	332,729.96	0.8%
Total Revenues	5,515.19	335,315.43	630,000.00	332,729.96	0.8%
Expenses					
Administration	-	6,015.00	625,786.00	7,140.00	-15.8%
Total Expenses	-	6,015.00	625,786.00	7,140.00	-15.8%
Total Fund Revenues	5,515.19	335,315.43	630,000.00	332,729.96	0.8%
Total Fund Expenses	-	6,015.00	625,786.00	7,140.00	-15.8%
Surplus (Deficit)	5,515.19	329,300.43	4,214.00	325,589.96	1.1%

Capital Projects (70)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	1,077.61	540,000.00	12,769.48	-91.6%
Total Revenues	-	1,077.61	540,000.00	12,769.48	-91.6%
Expenses					
Administration	31,028.99	209,782.99	597,888.00	294,927.07	-28.9%
Total Expenses	31,028.99	209,782.99	597,888.00	294,927.07	-28.9%
Total Fund Revenues	-	1,077.61	540,000.00	12,769.48	-91.6%
Total Fund Expenses	31,028.99	209,782.99	597,888.00	294,927.07	-28.9%
Surplus (Deficit)	(31,028.99)	(208,705.38)	(57,888.00)	(282,157.59)	-26.0%

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

Action 2020 (71)

<u>Department</u>	<u>July Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	8,520.30	208,600.00	941.22	805.2%
Total Revenues	-	8,520.30	208,600.00	941.22	805.2%
Expenses					
Administration	108,138.01	686,107.91	1,357,750.00	117,466.02	484.1%
Total Expenses	108,138.01	686,107.91	1,357,750.00	117,466.02	484.1%
Total Fund Revenues	-	8,520.30	208,600.00	941.22	805.2%
Total Fund Expenses	108,138.01	686,107.91	1,357,750.00	117,466.02	484.1%
Surplus (Deficit)	(108,138.01)	(677,587.61)	(1,149,150.00)	(116,524.80)	481.5%
Total Fund Revenues	161,613.11	2,421,600.01	5,743,828.00	2,687,885.94	
Total Fund Expenses	521,681.74	2,885,359.60	7,173,862.00	2,334,278.12	
Surplus (Deficit)	(360,068.63)	(463,759.59)	(1,430,034.00)	353,607.82	

Sycamore Park District
Fund Balances

	Audited 1/1/2020	Revenues	Expenses	7/31/2020	7/31/2020 Cash balance
10 Corporate	854,653.74	781,281.38	725,696.17	910,238.95	908,942.37
20 Recreation	448,367.83	677,733.53	750,111.28	375,990.08	416,345.39
21 Donations	132,672.62	37,046.41	-	169,719.03	169,719.03
22 Special Recreation	18,718.11	106,302.55	53,240.66	71,780.00	71,780.00
23 Insurance	46,724.24	35,728.40	33,156.26	49,296.38	49,296.38
24 Audit	13,701.70	7,654.17	14,750.00	6,605.87	6,605.87
25 Paving & Lighting	23,521.99	13,301.35	-	36,823.34	36,823.34
26 Park Police	3,522.01	466.78	1,961.98	2,026.81	2,026.81
27 IMRF	-	64,142.71	64,142.71	-	-
28 Social Security	5,510.11	53,916.68	58,623.99	802.80	802.80
30 Concessions	33,677.90	23,796.09	35,382.52	22,091.47	18,692.46
32 Developer Contributions	178.24	12,543.76	-	12,722.00	12,722.00
60 Debt Service	79,888.43	335,315.43	6,015.00	409,188.86	409,188.86
70 Capital Projects	419,257.15	1,077.61	209,782.99	210,551.77	210,551.77
71 Action 2020	2,679,876.36	-	108,138.01	2,571,738.35	2,491,418.34
Total governmental fund balance	4,760,270.43	2,150,306.85	2,061,001.57	4,849,575.71	4,804,915.42
50 Golf Course	1,416,988.68	258,263.18	236,929.35	1,438,322.51	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(67,777.17)	8,604.61
51 Aquatics	387,553.67	4,509.68	9,458.78	382,604.57	
	<u>(380,628.50)</u>			<u>(380,628.50)</u>	
	6,925.17			1,976.07	1,856.07
Total proprietary funds	(82,185.83)	262,772.86	246,388.13	(65,801.10)	
	4,678,084.60			4,783,774.61	4,815,376.10

Summary of depository accounts as of **8/20/2020**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	1,314,378.25	0.10	1499.75
Resource Bank	32,861.05	0.12	54.7
IPDLAF	3,448,166.80	0.20	9724.06
DCCF - Action 2020	48,670.38		
Dekalb Co. Community Foundation	<u>18,634.61</u>		
	4,862,711.09		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: August 20, 2020

Administrative Initiatives (8/1/20-8/30/20)

Theresa Tevsh, Superintendent of Recreation Services

- Attended KSRA Board meeting on August 11 via zoom. They completed Camp Maple Leaf extended week at the Sycamore Park District with 11 campers. This number was up from 2019 when they had 6 campers. KSRA will plan a new, school day program at the Sycamore park district for Fall.
- Assisted with the first, Thursday night Sunset Serenades on August 6th and attended the Movie in the Park on August 7th. Staff did a great job coordinating capacities to stay within the Phase 4 guidelines.
- Assisted with the Versiti Blood Drive August 13th. We had 14 pre-registered guests, but only 6 successful donations. This amount of blood saves 18 lives.
- Met with Kiwanis Club representatives and Recreation Supervisor Sarah Rex, to discuss a joint fall program at the Sled Hill.
- Hired new building attendant for “non-building hour” rentals. Welcome Wil Oczkowski.
- Met weekly with School Dist. 427 staff via zoom to get updates on the coordination of an Afterschool program, with bussing, at the park district – community center. The park district is adjusting its program as the school district makes changes.
- Welcome new intern, Kelsey Sipp on August 25th.
- Welcome back Grad Assistant, Brianna Kramer on August 24.

- Attended the Midwest Museum of Natural History Board meeting on August 5th . They are at a halt in transition of African Animal collection to Burpee Museum due to Illinois Museums closed due to COVID and the purchaser does not want to pay for African Animal permit at this time. NIU showed an interest in MMNH bug collection but did not have proper permits to acquire the collection.
- 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.
- Sold 387 Dog Park Passes to date. In Phase 4, we can now have up to 50 people in the park at a time and the drinking fountain is turned at the dog level to fill water bowls.
- Worked with the Recreation Team to finalize the Fall Brochure line-up of programs and special events. Many modifications to larger special events.
- Will Attend the Park District Board meeting on August 25.

Lisa Metcalf, Facilities Supervisor

- Took 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. So far it is working out very well.
- As of August 18, we have 268 Active Pathway Fitness 24/7 Memberships, 303 Active Pathway Fitness Passes, 54 Active Track 24/7 Memberships, 209 Active Track Passes and 273 Active Open Gym Passes.
- Ordered partitions to go in-between fitness equipment in Pathway Fitness. All equipment will be moved back into Pathway Fitness with some going up on the track. This will provide an extra barrier when people are working out and can't keep 6' of distance between them and the next person. It also opened an additional quadrant in the gym for programming.

- Managed and attended outdoor fitness classes.
- Splash Fountain still has registration for 75-minute time slots. This is working out well.
- So far, from July 10 – August 17, we made \$5,977 in daily fees for Splash Fountain. Last summer, July 10 – August 17, 2019, we had a total of \$5,267 in daily fees.
- Helped finalize the fall brochure and entered programs into RecTrac.
- Hired a new fitness instructor.
- Helped with interviews for an additional Service Desk Staff.
- Participated in zoom sessions with Courtney, from the School District, to help see what we can offer the students this fall while they are not in school.
- Helped with the Sunset Serenades concerts behind the Community Center.
- Continued to work in RecTrac to update things as new things get added and changed.

Justin Genz, Recreation Specialist

- Assisted with Movies in the Park event on Aug 7. The movie was Grease and had a solid turnout around 70+ participants vs last year's movie fantastic beasts with 30 participants.
- High school summer sand volleyball concluded. We had a total of 6 teams and the winner of both league and tournament play was team "Donahoe" going undefeated in a close game three with sibling rivalry "Donahoe 2" and receiving pizza gift card for a prize. Net for the program ended up at \$130.
- New program Paint & Pour ran with 3 participants and had a net total of \$50.

- Finished up final drafts of the fall brochure.

- Second session tennis program concluded, and numbers were good with a total of 13 participants between the 3 classes that ran. We will run this program again in the fall.

- Second summer session dance/cheer classes have concluded. These went well with a total of 12 participants between the 3 classes. Our great instructor Shannon Jackman will no longer be with us as she is going off to college this fall. Welcome our new fall dance instructor and intern Kelsey Sipp.

- Finished final edits in RecTrac for fall brochure. Any needed switched dates and or times were changed.

- Created a rough draft handbook for potential afterschool program to be held at the park district.

- Set up adult leagues in RecTrac adding dates and locations along with the procedures to register a team.

- Met with recreation team to discuss final fall program details and edits.

- Met with Supt of rec, fac supervisor, and the program coordinator of Sycamore school district to discuss more details on potential SOAR afterschool program.

- Taught summer intern Haley how to setup and use the scoreboard and volleyball nets in our facility.

- Spent time researching new ways to keep programs safe while keeping kids engaged in youth programs. My instructors have been doing a great job with all the adjustments needing to be made.

- Conducted dog park patrol, found a few hazards in dog park including a broken fence and tree that had fallen.
- Fall registration is delayed till Sep 4th. But we did start taking registration for afterschool care. We are waiting to get word from the school district on final plans for bussing and if they will go full remote or not.
- Met with Supt of Rec and Marketing Sup to discuss Fall ghost stories event in Oct.

Sarah Rex, Recreation Supervisor

- Coordinated alternate outdoor live music series, Sunset Serenades Concerts Series. These have gotten great feedback from those who attend and a lot of positive responses on social media. 8/6 – 43 tickets sold, 8/13 – sold out
- Along with Recreation Specialist, planning for alternate fall events that meet the guidelines of the State’s Restore Illinois Plan.
- Coordinated and attended Movie in the Park – 86 people claimed free tickets. Moviegoers were split into two groups to maintain State regulation for 30 feet between groups of 50.
- Met with Kiwanis Club representatives to discuss a joint fall program at the Sled Hill.
- The fall 2020 brochure went to the printer and will be in mailboxes the last week in August. Program registration will begin directly following the mailing.
- Coordinated announcement of Executive Director retirement and onboarding of new Executive Director.
- Promote summer programming.

Melissa J Dobberstein, Food and Beverage Manager, Recreation Specialist

- Kept up to date on all the new Covid 19 updates.
- Ran Caddyshack Grill month of July with only 1 other part-time staff, very busy.
- Coordinated with the Genoa Chamber to help with running golf outing. Sold over \$800 in concessions.
- Continuing to clean and sanitize all tables and chairs in clubhouse.
- Had two-day tournament at sports complex selling over \$1600 in Food and Beverage.
- Had one-day tournament at sports complex selling \$650 in Food and Beverage.
- Did vending sales for July selling \$49.75 in product.
- Turned on deep fryer in Caddyshack Grill and selling a little more food.
- Had first rental in Clubhouse. Did not go well. Too hard with the social distancing and trying to monitor everyone.
- Worked with The Dirty Bird Food Truck for our first movie of the year, had very nice turnout.
- Set Junk in the Trunk in motion to do on September 19th, changed location due to social distancing, to the small T-ball fields behind the pool. Have 11 people ready to sell and more coming in.

Administrative Initiatives (9/1/20-9/30/20)**Theresa Tevsh, Superintendent of Recreation Services**

- Will be a guest speaker for the NIU KIN 300 class on September 9th. Will use this opportunity to recruit student volunteers for upcoming SPD programs, as well as share my career in Parks and Recreation.
- Will continue to work with Superintendent of Parks to coordinate the safety of the Sport Complex as Fall Baseball and softball start their seasons.
- Will prepare goals with the intern and grad assistant to give them career learning opportunities as well as tasks to assist the park district.
- Will meet with incoming Director to assist where needed.
- Will review the School District 427 Intergovernmental agreement.
- Will review Dekalb County Family Services MOU.
- Will review the Northwestern Medicine MOU.
- Will continue to monitor MMNH happenings.
- Will work on Dekalb Community foundation Grant for sensory room equipment.
- Will continue to coordinate facility rentals in the Community Center during Phase 4 COVID limited capacity rules.

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 Clubhouse downstairs together.
- Ready to do rentals and birthday parties with new rules set in place.
- Planning for Fall ball Concessions to start.

Justin Genz, Recreation Specialist

- Will finished hiring new referees for the upcoming volleyball season.
- Will attend IPRA teen committee meeting.
- Will prepare for upcoming fall programs.
- Will meet with Rec team to discuss any new logistics during these times.

Sarah Rex, Recreation and Marketing Supervisor

- Will promote fall programming.
- Will work with Ron Vine and Associates to coordinate a virtual presentation of the second community-wide survey findings at the September Board meeting.
- Will assist Recreation Specialist with Junk in Your Trunk Sale September 19.
- Will submit the District's grant application for a Northwestern Medicine Community Grant.

Lisa Metcalf, Facilities Supervisor

- Splash Fountain times will change to match fall hours. Time slots will continue to be used.
- Will continue to manage and attend fitness classes outside of our business hours.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: August 25, 2020

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

- Attended all administrative staff meetings as scheduled.
- Attended ALL-Staff meetings when scheduled.
- Attended Bridge #4 preconstruction meeting as scheduled.
- Developed August Golf Insight newsletter and updated reader board.
- Began Outing Season with Sycamore Elks, Genoa Area Chamber of Commerce, Sycamore Club Championship, and 2 others.
- Began to work on fall part-time staffing schedule.
- Met with Sycamore High School Athletic Director and Golf Coach developing guidelines for golf team tryouts, practices and meets following State of Illinois and IHSA Guidelines.
- Continued 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.
- Updated all tee sheets for the remainder of the season with 10-minute tee time intervals.
- Began development of signage and directional tools to route golfers during construction of bridge #4.

- Continued to monitor sanitation and cleaning techniques of staff for customer and staff safety.
- Began to work with Sarah Rex on fall golf course marketing.
- Attended CDGA World Handicapping Golf Seminar.
- Continued to monitor pro shop sales and begin to promote slow moving products to reduce pro shop inventory.
- Help in the transition of Executive Director as directed.

Administrative Initiatives (9/1/20 – 9/30/20)

- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Help in the transition of Executive Director as directed.
- Develop September Golf Insight Eblast and updated reader board.
- Continue outing season with Sycamore Chamber, Safe Passage, 6x6x6 Tournament, DeKalb Elks and 2 others.
- Complete in-house league season for Ladies Niners, Monday Match Play and Wednesday Fairway Club leagues.
- Finalize fall work schedule for fall part-time staffing.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- 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.
- Continue to work with Sycamore High School Golf team to follow COVID-19 Golf Guidelines for practices and matches 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.
- Meet with Rudy Hisel of Alliance Contractors about bridge #4 east side access, construction footprint and regular communication schedule.
- Finalize directional signage and tools to route golfers during construction of Bridge #4.
- Continue to monitor sanitation and cleaning techniques of staff for customer and staff safety.
- Continue to monitor pro shop sales and begin to promote slow moving products to reduce pro shop inventory.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: August 25, 2020

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

Golf

- The summer dry weather continues. Since the 2” pour down in mid-July, we have only had 1.4” in the past five weeks and very little predicted next week.
- The severe Derecho storm on the 10th provided .5” of that rain. The high winds blew down many limbs, sticks, and leaf debris on the golf course, parks, and trails. We did not lose any complete trees and feel very lucky compared to many areas around us that the damage was not more severe.
- 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 performed well with the dry weather. The river level continues to lower but so far is still providing enough water into the wet well to run our normal nighttime cycles without modifying due to water restrictions.
- Seeded areas east of the river from the flood damage continue to fill in. New seed has been added several times as warm, dry, mid-summer conditions are not conducive to growing bent grass.
- Staff continues to work around the very heavy daily play on the golf course to complete needed tasks each day. Steve and I are in touch with Kirk often

to find out what nine leagues are going off on or high school practice schedules.

- 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 as time allows.
- I attended several meetings dealing with the new bridge at 15 tee. We will coordinate with the awarded contractor as the work begins to determine the best route for golfers to play hole 15 during the fall. The contractor plans to begin at the beginning of October with the removal of the old bridge and building of the new support structure. The bridge itself will be ready at the end of October to be placed.

Sports

- We once again have baseball and softball at the sports complex. The Titans travel baseball held a tournament on five fields the weekend of the 1st, and Syco softball also held a tournament on five fields on the 8th. Both went well and safety measured worked by having fans sit behind the home run fences and down the baselines instead of behind home plate areas.
- Unfortunately, AYSO soccer had to cancel their entire fall season as soccer is not deemed a sport that can be correctly social distanced.
- In-house Sycamore Youth Baseball and Sycamore Girls Softball have begun their fall seasons with practices this week. Both leagues have had an uptick in registration numbers due to soccer being cancelled but still smaller than typical spring/summer league sizes. We are working daily with league leaders to coordinate field use and logistics for practices and games along with safety and spectator spacing requirements.

- Staff has continued to mow, trim, add ag lime to infields, work on landscaping, and starting painting foul lines. We did not hire back the seasonal summer sport worker position this year due to games being cancelled most of the summer. Once games start in a couple weeks, staff will be prepping fields as scheduled.
- 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 through the fall so hopeful the fall will provide better turf growing weather.
- The splash pad continues to function well. We are cleaning/checking the filters and the overall mechanical system daily. The water pH and chlorine numbers are checked twice per day and recorded.
- We had a delay in the pool underground pipe system inspection. The company owner who performs the service had a medical setback and I am awaiting the date he is cleared to work again. The check will be performed without water in the pool per the technician's request.

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. Worked with staff on set up of the movie in the park on August 7th. The stage was set up behind the community center for the concerts through August. Working with the Lions Club for a possible option for having the Pumpkin Fest pumpkin decorating set up near the Good Times shelter in

October. The Junk in the Trunk sale will take place in mid-September around the ballfields behind the pool for spacing.

- We have started allowing shelter rentals with limited numbers and have turned on the drinking fountain at the dog park just for the dogs to get water. All other outdoor bathrooms and fountains will remain closed.
- 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, spray weeds in landscape and natural areas. The parks have been well used this year as people find safe ways to recreate outside. Playgrounds are also checked regularly as their use is now allowed by the State.
- I continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, and any other issues.
- 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. We expect delivery of the equipment for the install contractor at the shop in the next week or two.
- I am also meeting with Director Gibble about the trail projects that are in the works for more familiarity as the Director transition takes place. We are meeting with the engineers early next month to get updates on all projects once the new Director starts.
- I have started the process of filling the full-time mechanic position. We look to have it filled by the end of October.

- Staff will be moving out furniture from Dan's office next week to allow painting, carpet cleaning, and general cleaning to take place before the new Director moves in on the 31st.

Administrative Initiatives (9/1/20-9/30/20)

- Attend all staff, Board, and planning meetings.
- 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 installation begins.
- Work with rec. staff and sport field user groups as they continue fall sports leagues with current State regulations.
- Work with the Director on transition planning on projects and other items with new Director. Spend time with new Director showing her all our properties and facilities.
- Staff will continue with standard maintenance and work on some fall recovery of turf areas from summer stress which can include seeding, aerating, fertilizing.

To: Board of Commissioners

From: Daniel Gible, Executive Director

Subject: Monthly Report

Date: August 25, 2020

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

- COVID-19:
 - Updated Fall Plans.
 - 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.
 - Initiated “pumpkin” activities to help fill void of Pumpkin Festival.
- Held initial meetings with IDOT/Engineers/Contractors for Segment 1 construction of the Forest Preserve to Old Mill trail project.
- Continued to Finalize Land Matters related to Segment 2 of the Forest Preserve to Old Mill trail project.
- Continued support role for Board in transitioning to new Executive Director.
- Finalized findings on pipe scoping at Outdoor Pool.
- Completed master filing project for assisting in transition to new Executive Director.
- Moved out of my office.
- Began Flat File Organization.
- Kept communication open with Jonelle Bailey.
- Kept Board President apprised of key matters.
- Dr. John Ovitz Park work:
 - Ordered Equipment
 - Executed Contract with Installer
 - Submitted and Received City of Sycamore Construction Permit

- Bridge #4 at Golf Course:
 - Kept in contact with IDNR and Army Corps regarding processing our application for Permits.
 - Kept John Sauter and Mark Bushnell at City of Sycamore apprised of IDNR and Army Corps status as they needed those permits to complete the City's review and permit approval.
 - Arranged for a partial permit, in the interim, for work on land related to Bridge project to proceed: Mobilization, demolition, tree removal, etc.
 - Coached Superintendent of Golf Services on the Supervision of the Bridge project, then had him call and conduct the Pre-Construction Meeting.
 - Executed the Contract with Alliance Contractors after review by our legal counsel.

- South Sports Complex Project:
 - Updated budget projections for the project.
 - Created Punch List for Project: Main hold out, now, is meeting the 95% coverage requirement for field grass that is in the specification. Have extended final completion date to early November to allow for Fall growth season and hope it meets the specification.
 - Addressed poor water pressure at fountain/hydrant closest to Building. Area needed tearing up for replacement, and re-seeding was completed.

- Began working with ERA on the bid specification and budget estimate process for the Bridge#1 –at the 10th tee/18green—so that it could be budgeted for in 2021 Capital Budget.

- Met with Jonelle Bailer and Bill Kroeger to create a transition timeline. I will miss the September Regular Board Meeting, and Jonelle will work with Superintendents to prepare for and run that meeting.

- Met with Superintendents to coordinate their assistance in the Transition. Scheduled meetings with Jonelle and Superintendents the first week of September to review these overlapping, shared, support structures and the associated files, documents, drawings and commitments of the park district.

- Sports Complex (North) Ball Diamond Project:
 - Executed Final Contract with IDNR for OSLAD Funds.
 - Received Fully Executed Contract with IDNR for OSLAD Funds.

Administrative Initiatives (9/1/20 – 9/30/20)

- COVID-19:
 - Continued 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.
 - Bring Jonelle up to speed on our COVID Planning and Action History so she can begin to coordinate this.
- Continue Supervising three key projects:
 - Soccer Complex
 - OSLAD Ball Diamond Project
 - Community-wide survey
- Hold an Extensive Team Meeting with Superintendents, ERA and Jonelle Bailey to review status and future roles for all major projects at SPD as part of the transition process.
- Work directly with Jonelle Bailey on the Transition Timeline Created with she and President Kroeger.
- Hold Pre-Construction Meeting for Segment 1 Construction of the GW Trail Extension.
- Reston Ponds and North Grove Crossing Park matters.
- Finalize documentation and Grant Agreement with IDNR for the OSLAD Project: Ball Diamonds at Sports Complex (north).
- Continue land acquisition process for Segment 2—Forest Preserve to Old Mill Park Trail Construction project.
- Finish Flat File re-organization.
- Start Playground Construction.
- Start Segment 1 – GW Trail Extension Construction.
- Start Bridge #4 Construction.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: August 25, 2020

STAFF RECOMMENDATION

AGENDA ITEM: SECOND COMMUNITY SURVEY FINDINGS:
Information

BACKGROUND INFORMATION: Attached you will find a draft of the *Sycamore Park District 2nd Resident Survey Report* from the spring 2020 survey. This was a follow-up to the survey conducted last fall. Ron of Ron Vine and Associates will join the Board's September meeting virtually to present findings, interpret the data, and field questions before finalizing his report.

The questions were developed with input from the Board, staff, and Ron, following his presentation of the first survey's findings in January 2020. With the need for valuable, applicable data that will help guide the development of *Sustaining the Legacy: 2025*, this second survey focused on the following outcomes:

1. To gain an understanding of how community members would prioritize projects at existing park district facilities/amenities, over the next five year.
2. To learn if residents' programming needs are being met and to what extent.
3. To gage Community Pool usage and a threshold of support for how much of the District's maintenance budget should be allocated to large repairs at the aging facility.

The survey was mailed to a sampling of 4,000 households (1,000 of which also received the first survey). The goal of a 10% return rate was exceeded with 594 of those households, nearly 15%, returning their survey. While the surveys were returned by early-March, data analysis was underway just as the COVID-19 pandemic hit the U.S. This led to a delay in processing the data, generating the report, and working it back into the district's postponed long-range planning timeline.

These findings and Ron's valuable insight and interpretation of data will be a great asset to the Board and the District's leadership team as they develop specific goals and objectives for *Sustaining the Legacy: 2025*. In relation to programming and existing facilities, these survey results provide a snapshot of what is most important to residents, where they see a need in our community, and what we are already on the right track with!

NOTE: If you would like a printed copy of any of this report, please email Sarah at sarahr@sycamoreparkdistrict.com.

STAFF RECOMMENDATION: This draft report is being provided now for informational purposes only and in preparation for Ron Vine and Associate's presentation at the September Board meeting.

FISCAL IMPACT: No additional impact at this time.

PREPARED BY: Sarah Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to be 'D. H.', written over the 'EXECUTIVE DIRECTOR REVIEW/APPROVAL:' text.

BOARD ACTION:

“Sycamore Park District 2nd Resident Survey Report”

Prepared for the Sycamore Park District



PARK BOARD

Mr. Bill Kroeger, President
Ms. Michelle Schulz, Vice-President
Mr. Ben Doty, Commissioner
Mr. Daryl Graves, Commissioner
Mr. Ted Strack, Commissioner

EXECUTIVE DIRECTOR

Mr. Dan Gibble



Ron Vine and Associates
Making Citizen Opinions Matter

Prepared By

Ron Vine and Associates

Ron Vine, President

May, 2020

Summary of Methodology for Sycamore Park District 2nd Resident Survey

The “2020 Sycamore Park District Resident Survey” was conducted to drill down on key input from citizens in the 2019 survey. Questions on the survey were initially developed based on a study session with the Sycamore Park District Board on January 21 and feedback with Park District staff and a focus group with Executive Directors of Community Providers held on January 22nd. Following the on-site meetings, refinement of the survey continued, led by the Park District Board, Dan Gible, Executive Director, Sarah Rex, Recreation and Marketing Supervisor and Ron Vine, President of Ron Vine and Associates.

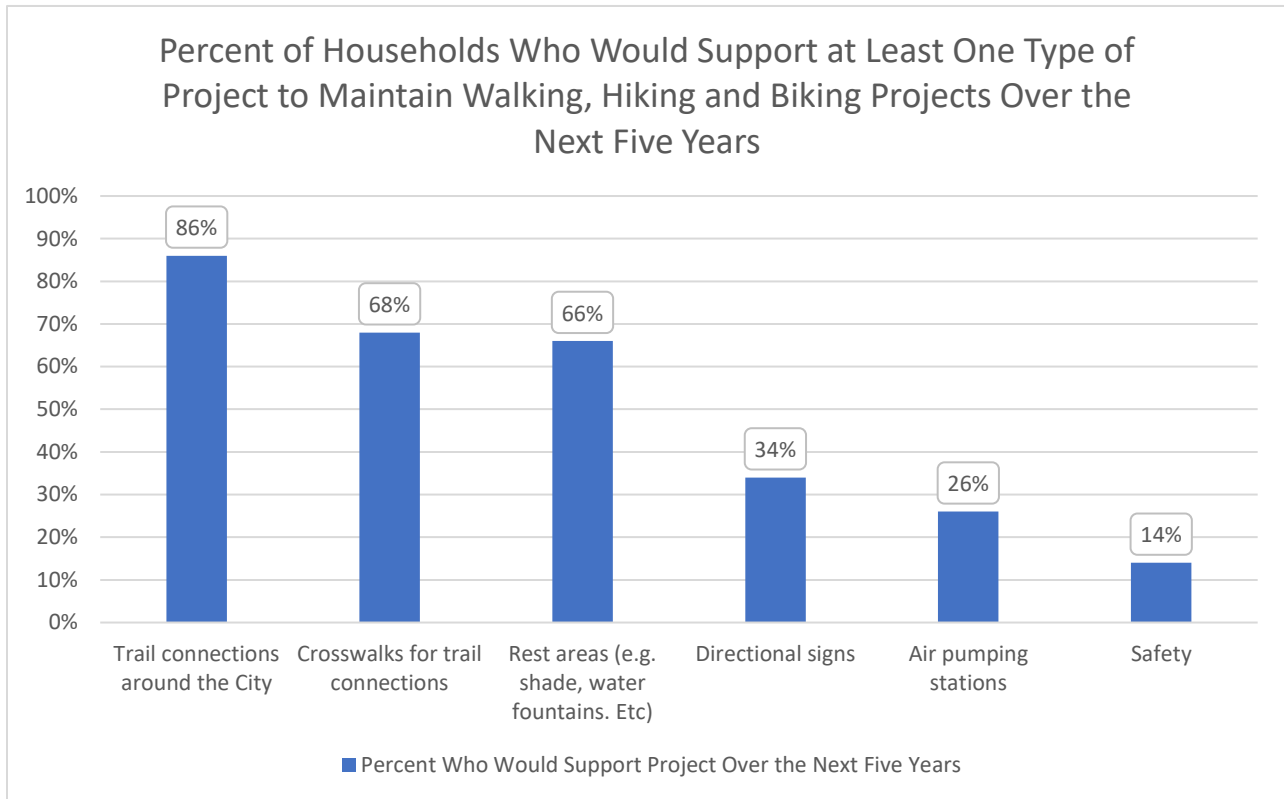
The list of household addresses for the survey was obtained from Melissa Data. Melissa Data is a nationwide company that specializes in mailing lists. They are one of the largest providers of mailing lists in the United States and continually update their database through multiple sources.

Surveys were mailed to a random sampling of 4,000 residents. 3,000 of the surveys were sent to resident households who had not received the 2019 mailed survey and 1,000 to households who had received a copy of the 2019 survey. Mailed surveys included a postage paid envelop to return the surveys. Those receiving a mailed survey were also given an opportunity to complete the survey on-line with a unique password for each recipient. Only households who received a mailed survey could, as an option, complete the survey on-line. This methodology ensured that only one (1) survey could be completed by any household.

The guaranteed number of completing surveys was 400 surveys. This guarantee was far exceeded with 594 surveys being completed. Of the 598 surveys that were completed, 482 surveys were completed by mail and 112 over the web. The 594 completed surveys provided a 95% level of confidence and a margin of error of +/-3.95%.

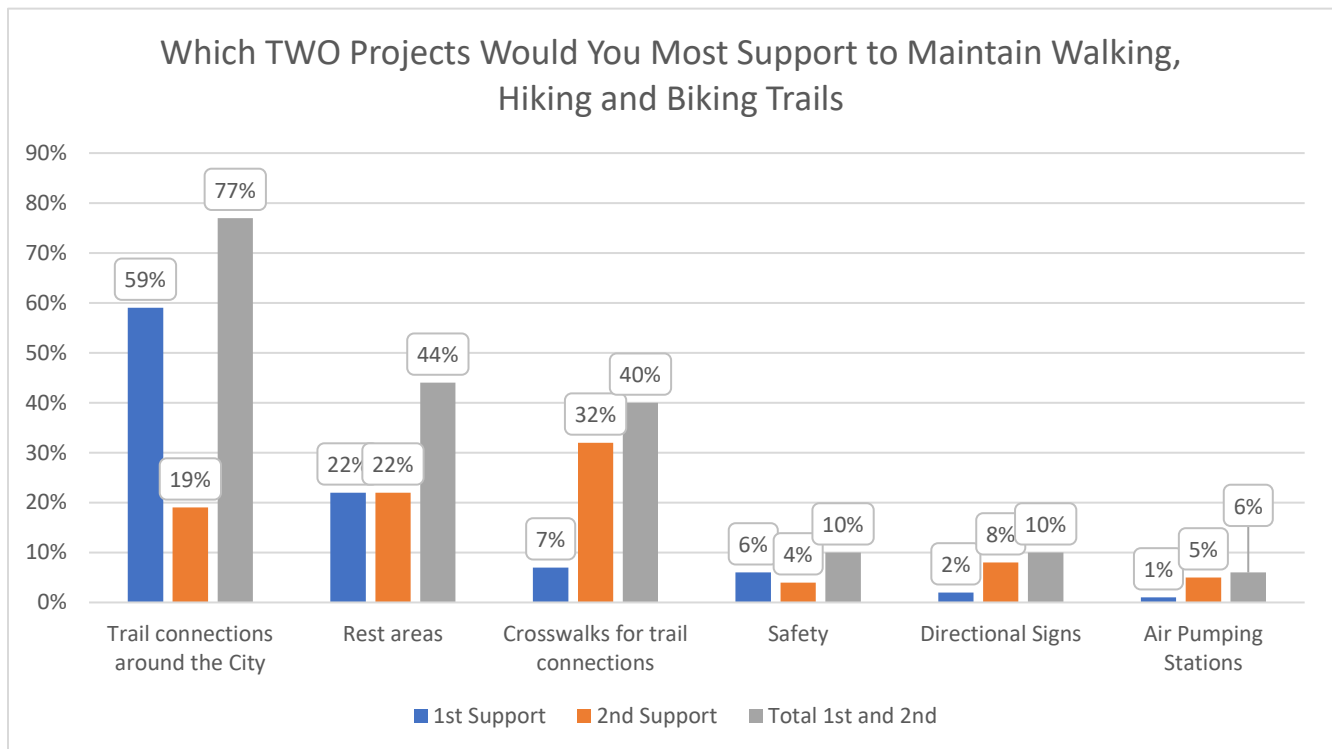
Question #2: From the following list, please check ALL the walking, hiking and biking projects you would support the Sycamore Park District doing over the next five years to maintain walking, hiking and biking trails.

Key Findings: Trail connections around the City (86%) was the project that the highest percent of households would support, followed by crosswalks for trails (68%, and rest areas for shade, water fountains, etc.)



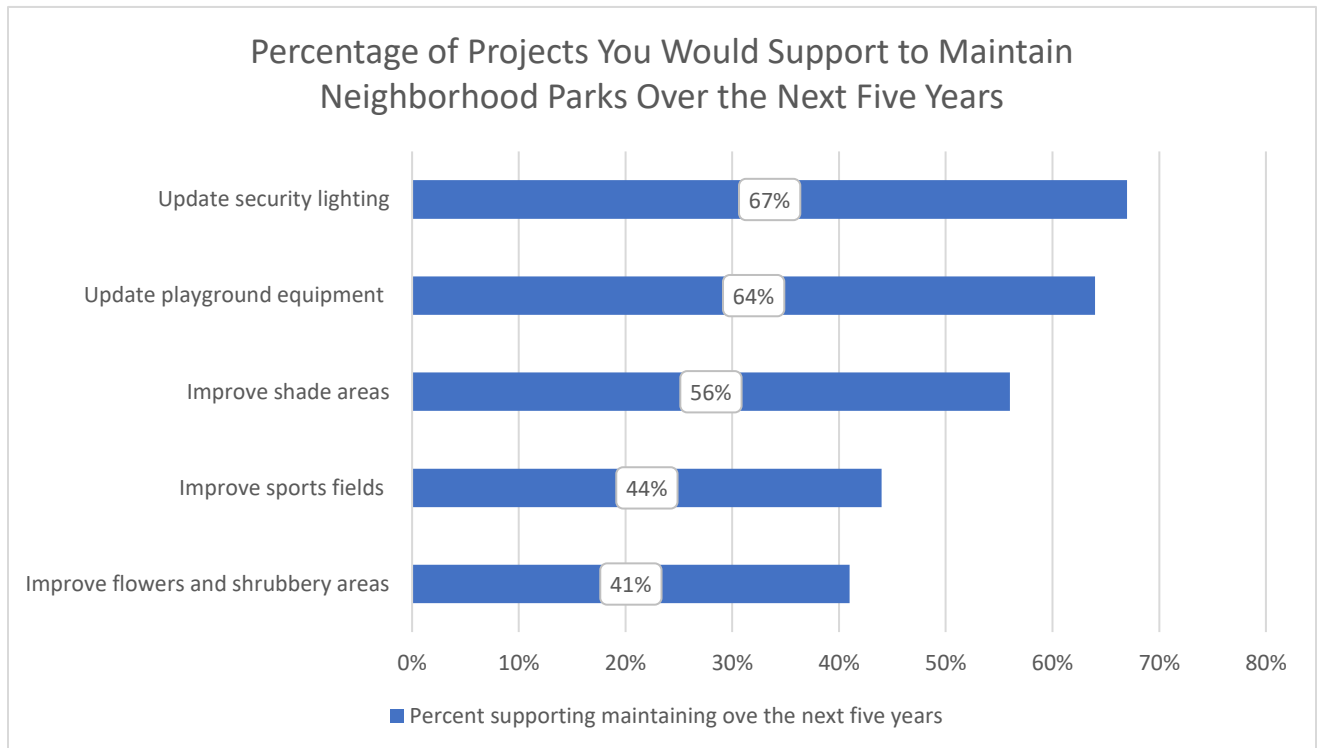
Question #3: Which TWO projects from Question #2 to maintain walking, hiking and biking trails would you most support?

Key Findings: By a wide margin, trail connections around the City was the Project Respondents would 1st most support and most support by a combination of 1st and 2nd choices. Rest areas was the second type of project respondents would 1st most support and most support by a combination of 1st and 2nd choices



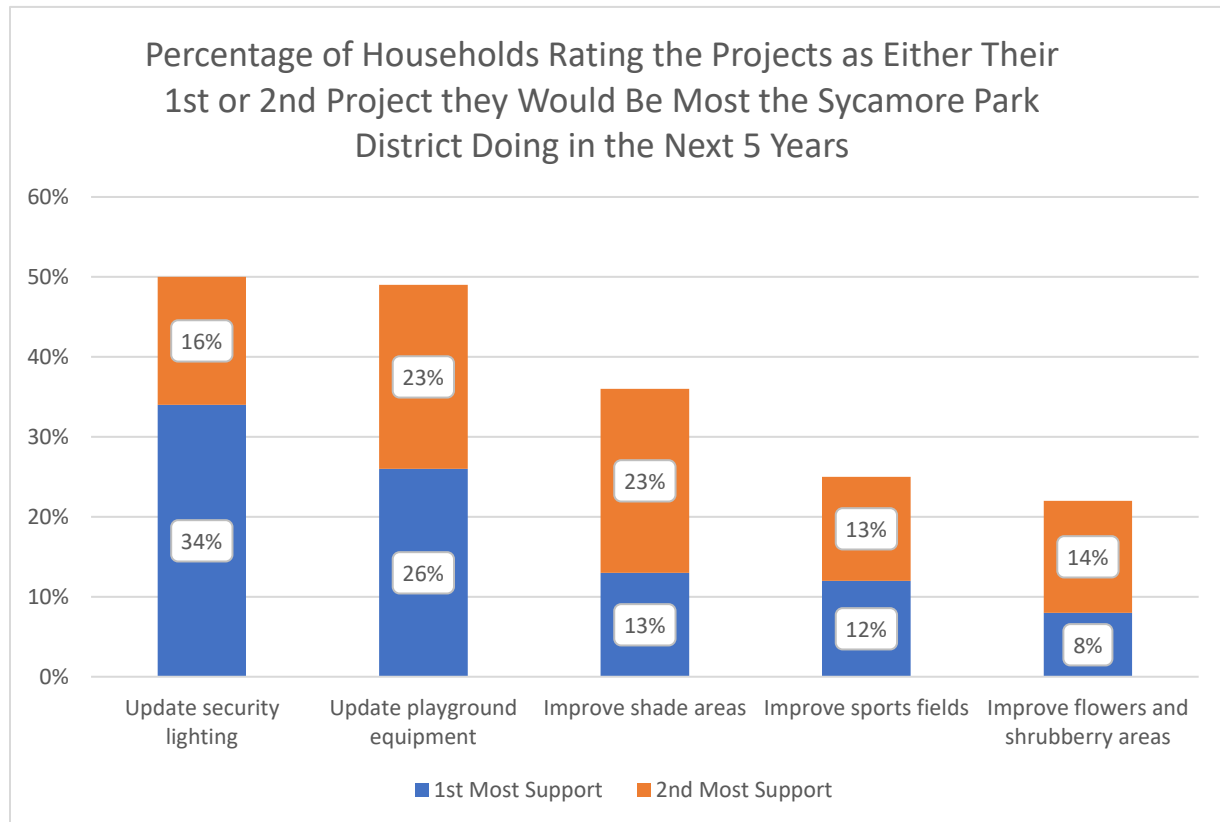
Question #4: From the following list, please check ALL the neighborhood parks projects you would support the Sycamore Park District doing over the next five years.

Key Findings: Over 50% of households support upgrade security lighting (67%), update playground equipment (64%), and improve shade areas (56%).



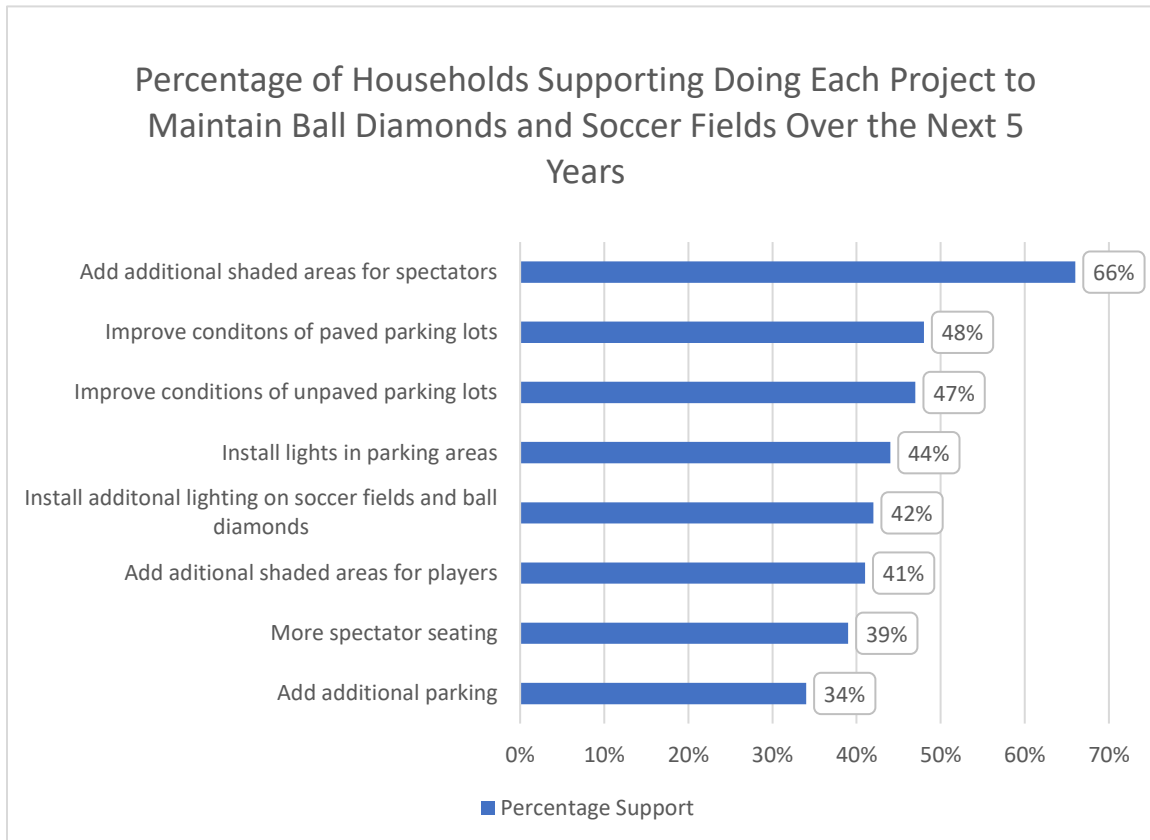
Questions #5: Which TWO projects from the list on Question #4 do you feel are most important for you and members of your household

Key Findings: Update security lighting (50%) and update playground equipment (49%) were by a wide margin the two projects that received the most support as the two most important neighborhood parks projects, based upon respondents top 2 choices.



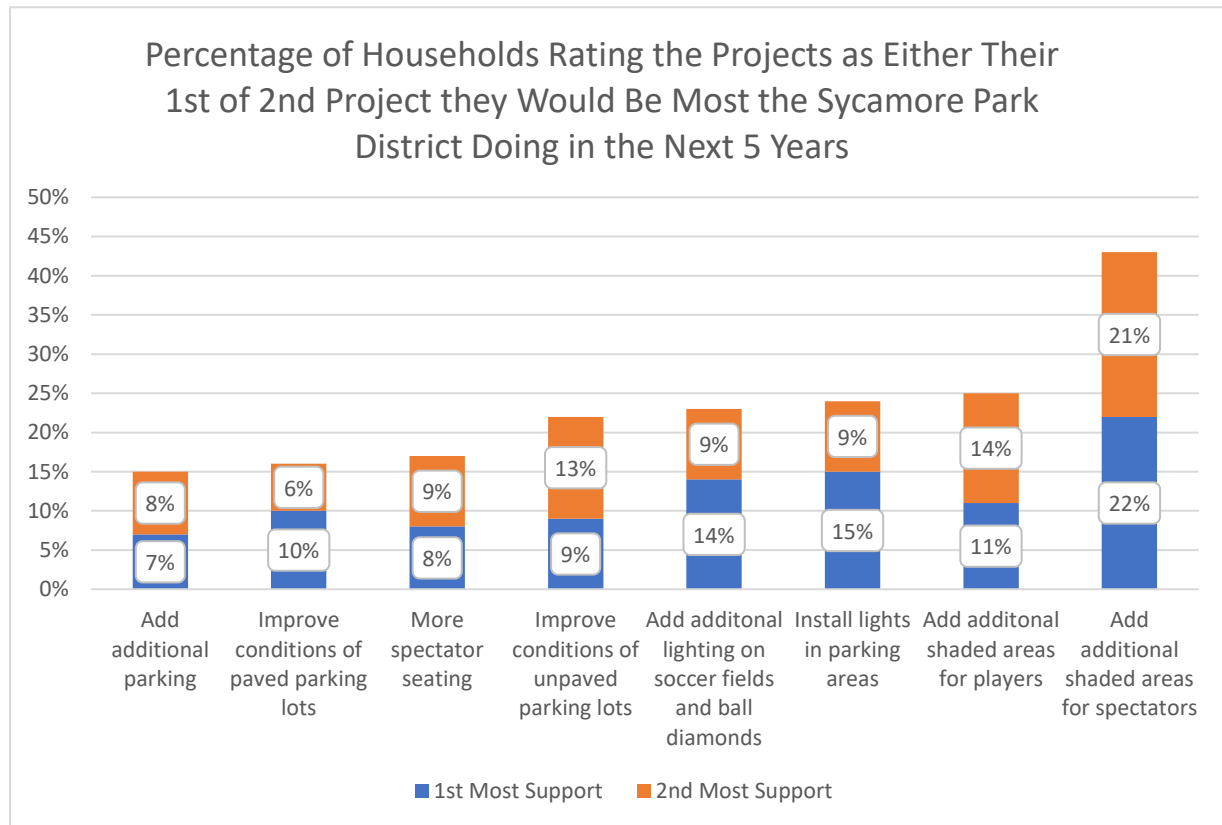
Questions #6: From the following list, please check ALL the projects you would support the Sycamore Park District doing over the next five years to maintain ball diamonds and soccer fields.

Key Finding: Add additional shaded areas for spectators (66%) was project the highest percent of respondents would support to maintain baseball diamonds and soccer fields over the 5 years



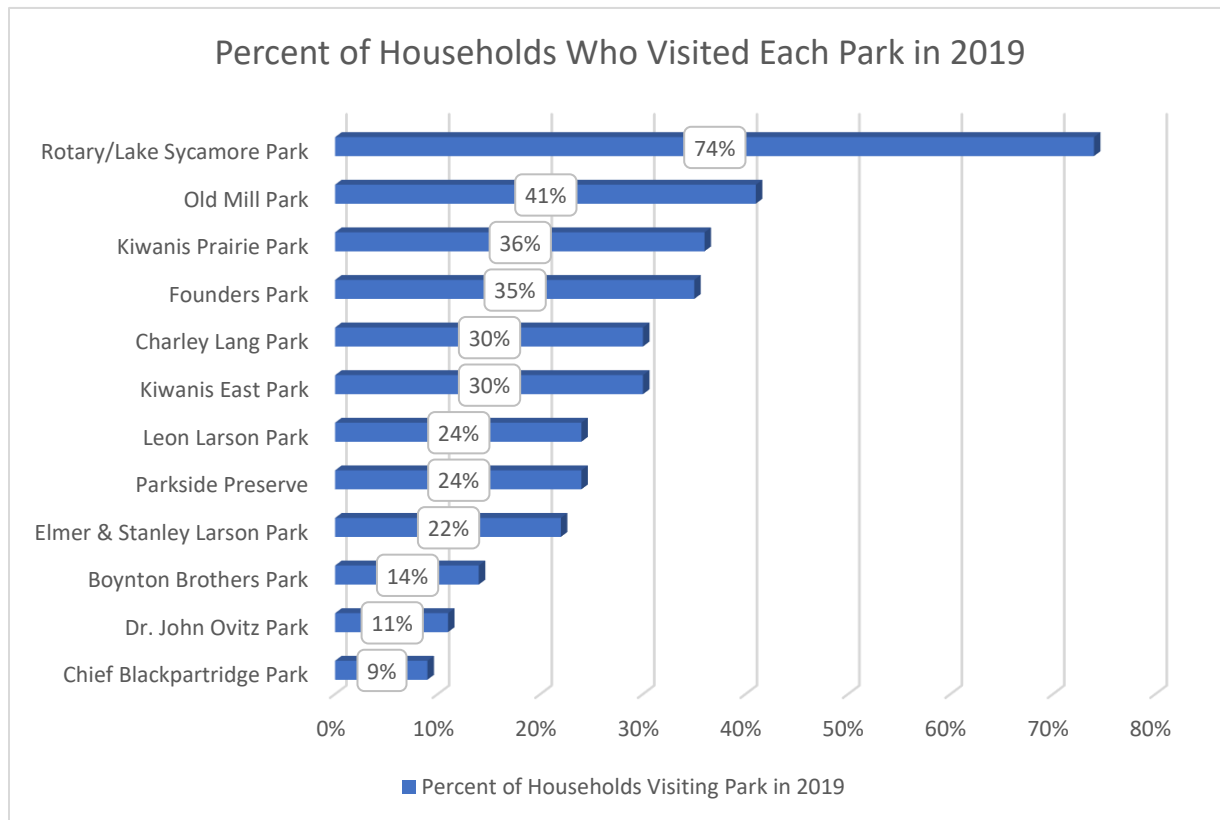
Questions #7: Which TWO projects from the list on Question #6 do you feel are most important for you and members of your household to maintain baseball diamonds and soccer fields?

Key Findings: Add additional shaded areas for spectator seating (43%) and add additional shaded areas for players (25%) were the projects that received the most support based upon respondents top 2 choices.



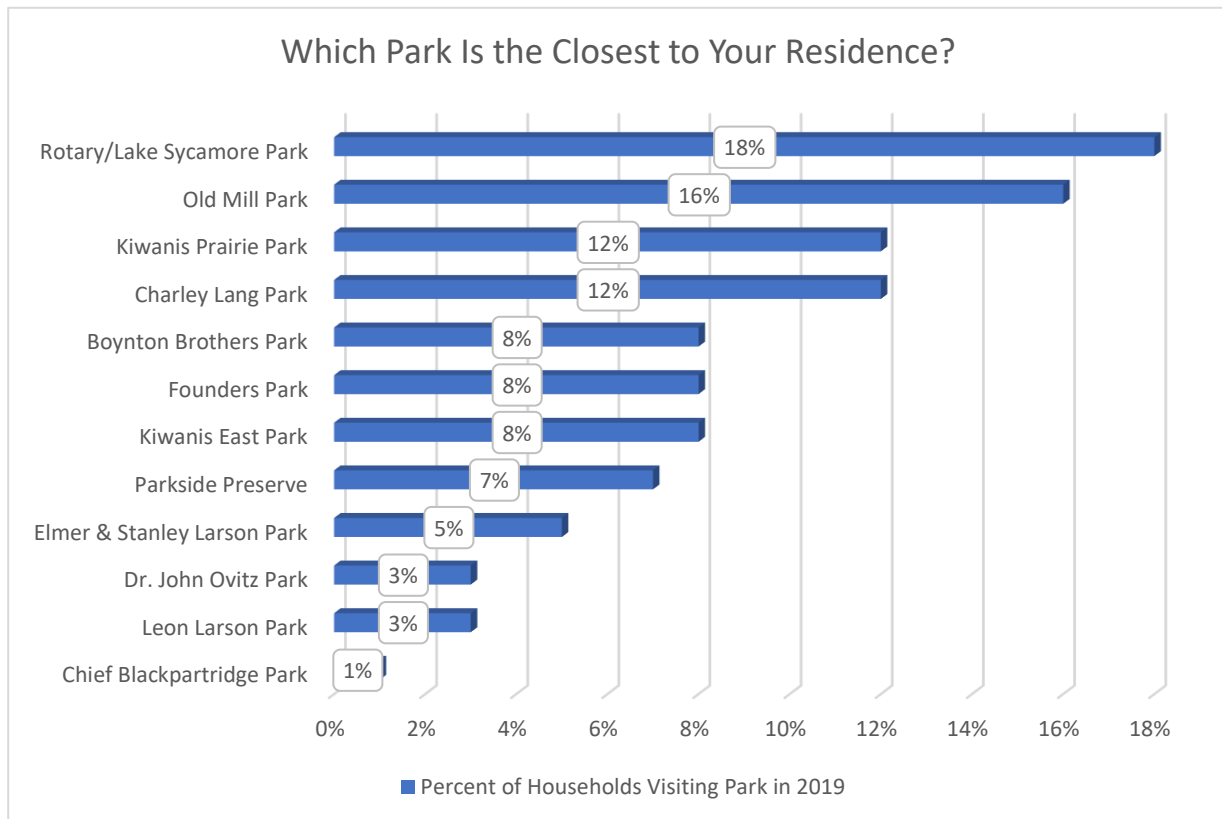
Questions #8: From the following list, please check ALL the parks members of your household visited in 2019.

Key Finding: By a wide margin Rotary/Lake Sycamore Park was the park that was visited by the highest percentage of households in 2019.



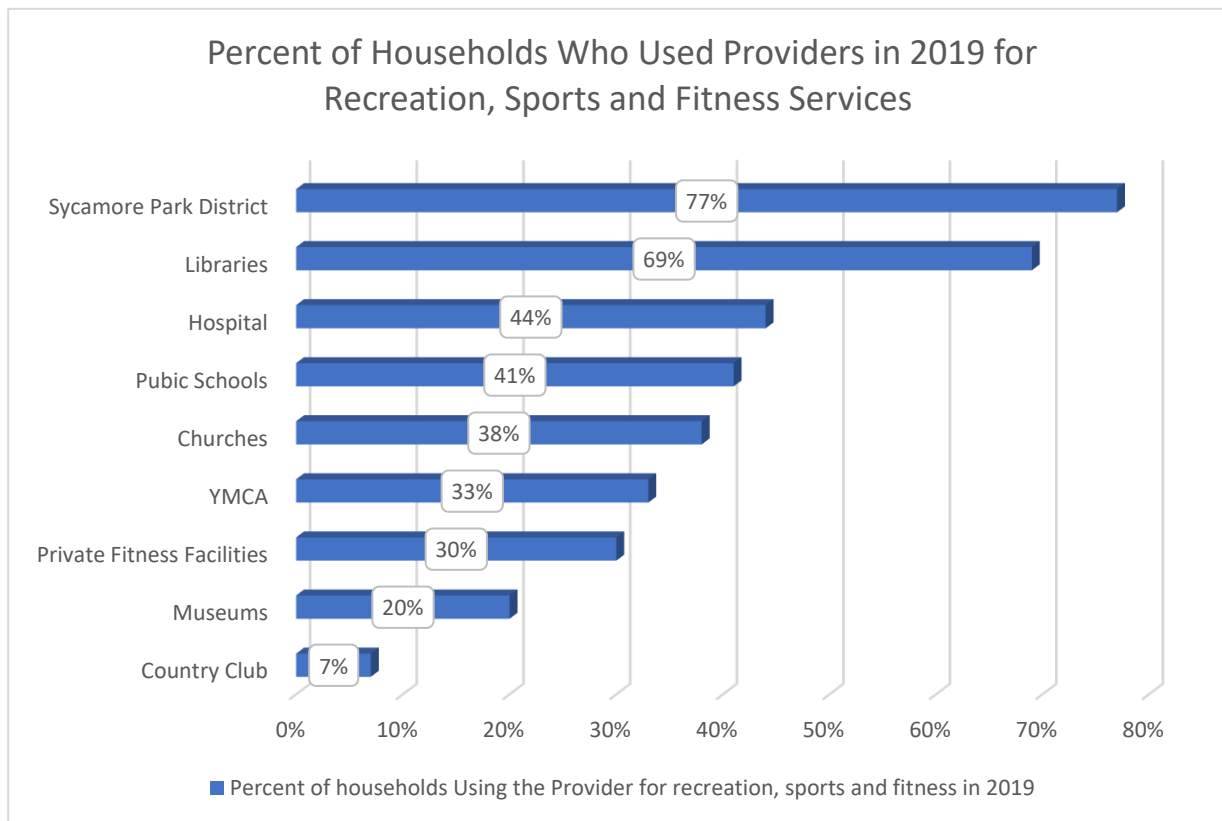
Questions #9: Which park from the list in Question #8 is closest to your residence?

Key Findings: Rotary/Lake Sycamore Park had the highest percent of respondents (18%) indicate it was closest to their residents. 16% of respondents indicated Old Mill Park.



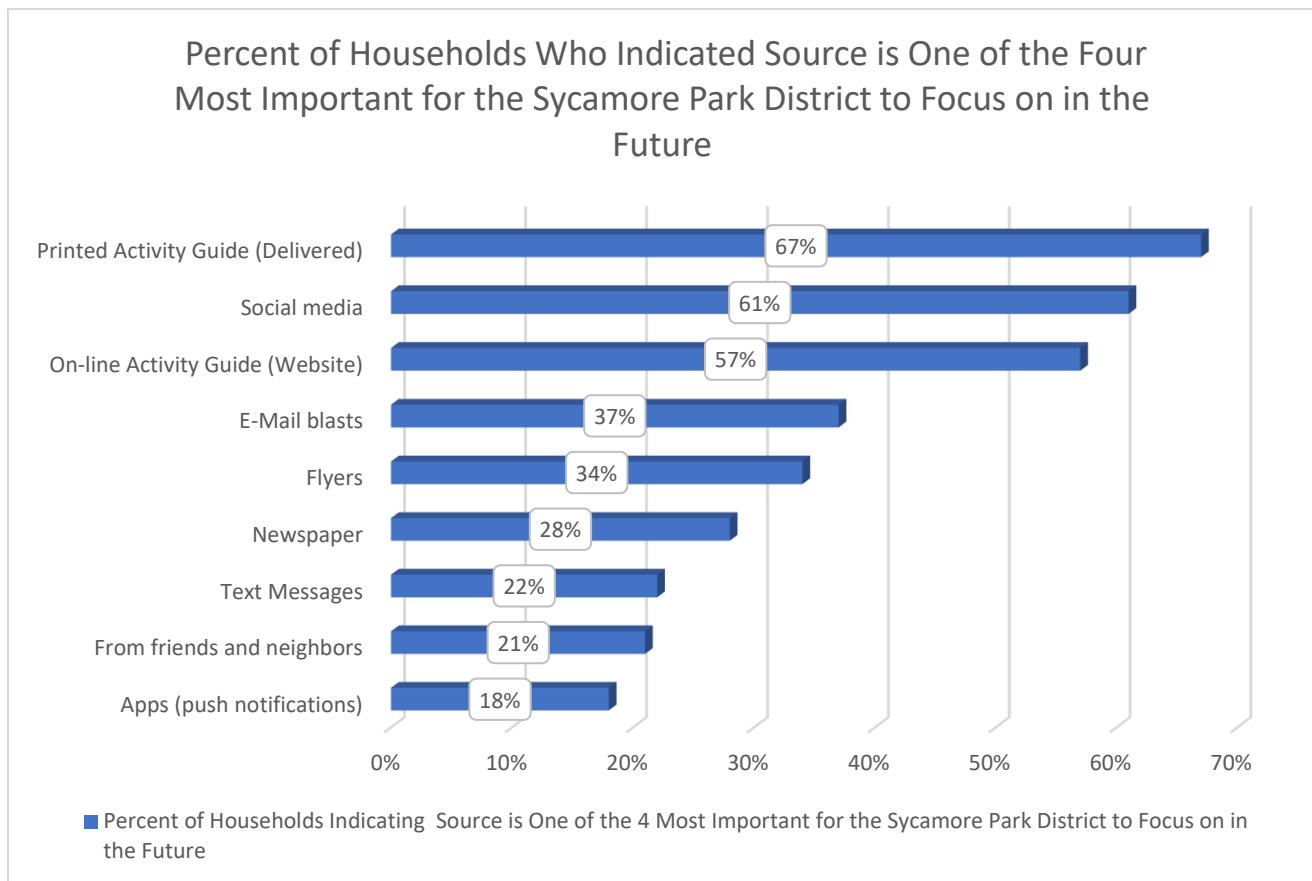
Questions #10: Please check ALL the providers of recreation, sports and fitness services in the Sycamore community you and members of your household used in 2019.

Key Findings: The Sycamore Park District (77%) and Libraries (69%) were the most used providers. These were also the only two providers that over 50% of respondents used.



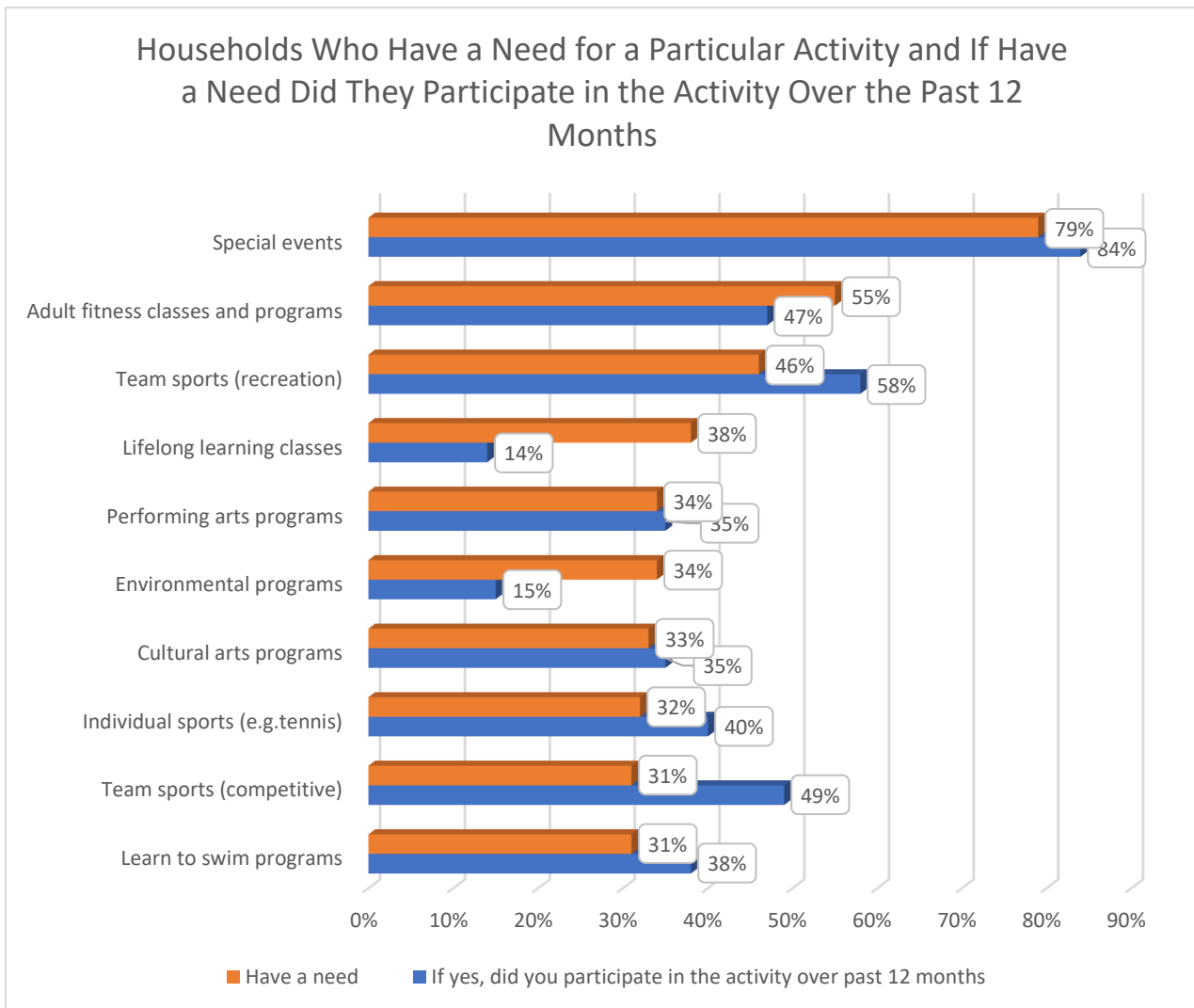
Question #11: Looking to the future, please check the FOUR ways you feel will be most important for the Sycamore Park District to focus on to keep your household informed about parks, trails, facilities and programs.

Key Findings: 67% of household indicated that a Printed Activity Guide (Delivered) was one of the FOUR ways you feel will be most important to the Sycamore Park District to keep your household informed about parks, trails, facilities and programs, with 61% indicating social media, and 57% indicating On-line Activity Guide (Website).

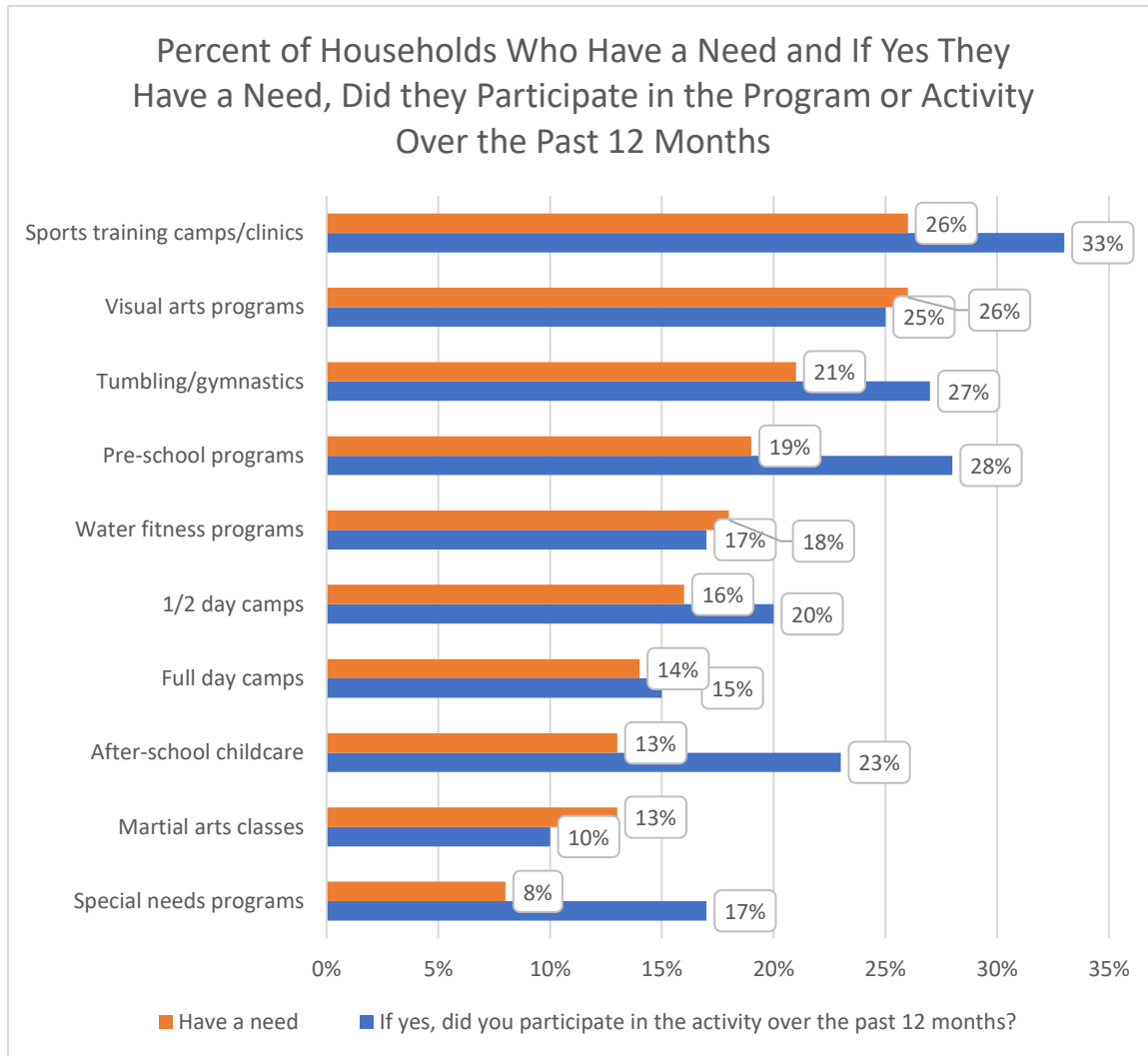


Questions #12: From the following list, please circle Yes for the activities and programs your household has a need for. Of those activities or programs indicated as YES, please check YES if you or a member of your household participated in the activity or program during the past 12 months.

Key Findings: Out of 20 programs and activities listed, 79% indicated their household had a need for special events. Of those 79% who had a need, 84% said their household had participated in a special event over the past 12 months. 55% of households indicated their household had a need for adult fitness classes and programs, with 47% of those households indicating they had participated in adult fitness classes and programs over the past 12 months.

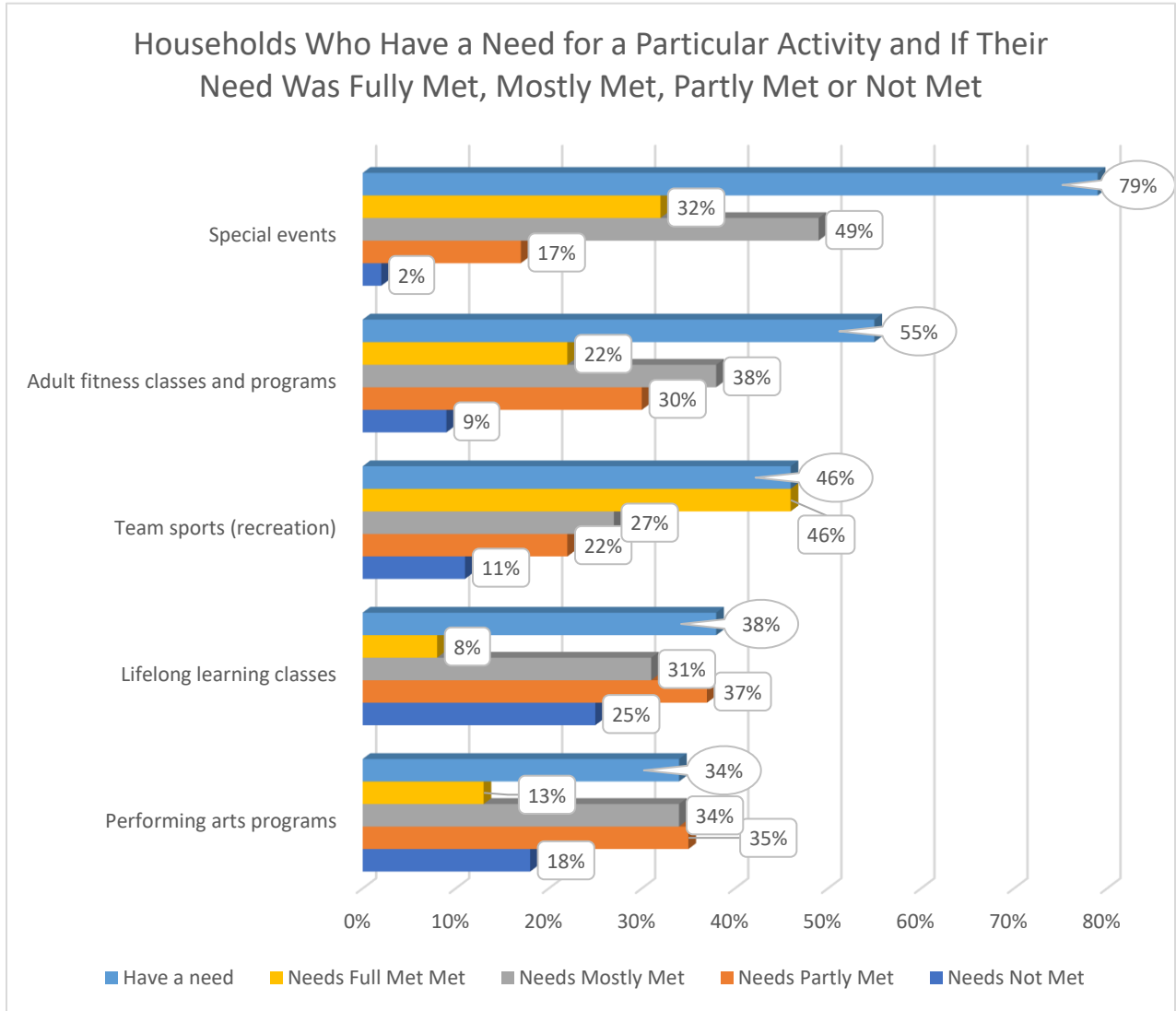


Question #12 continued

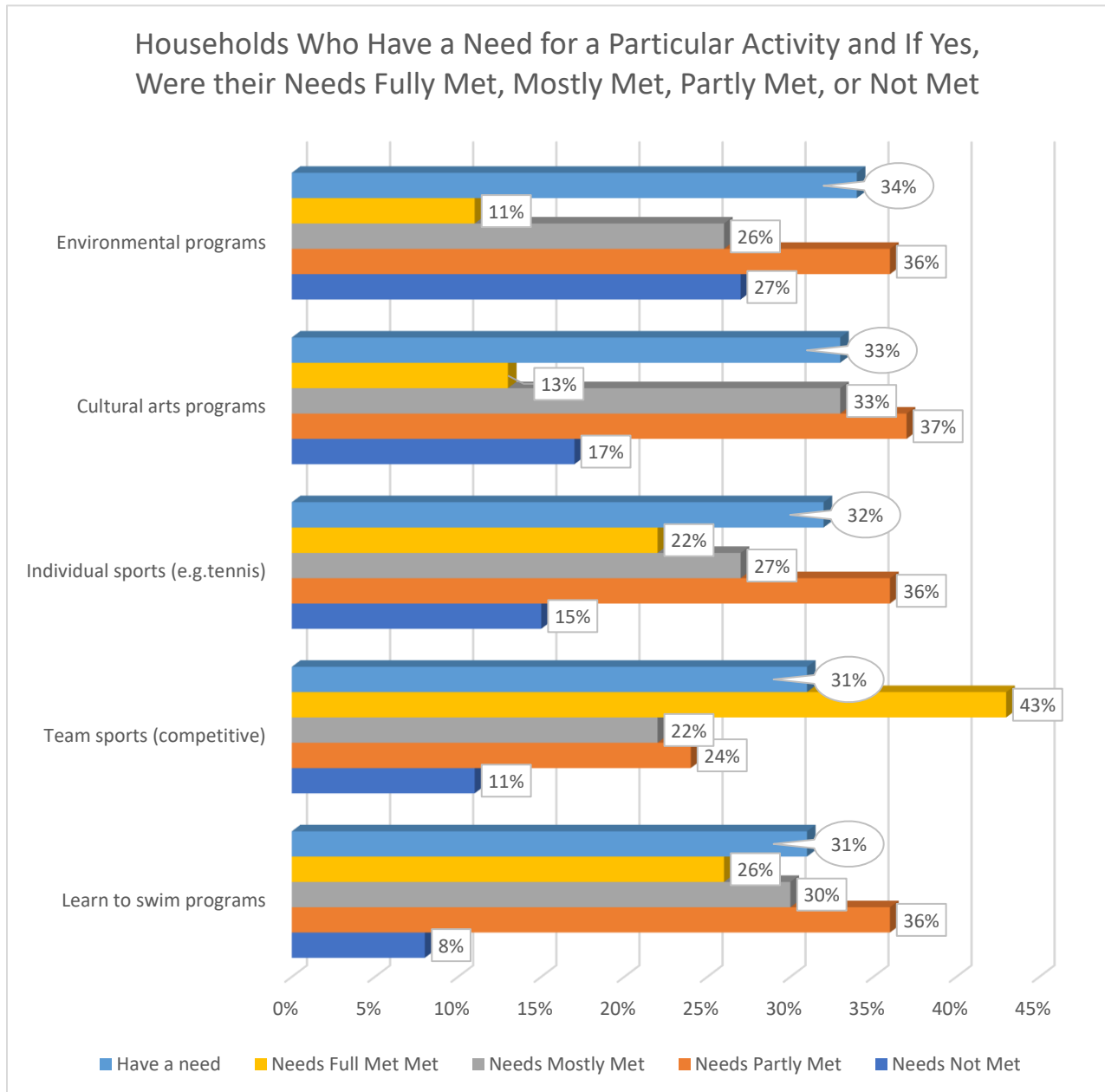


Questions #12: Please indicate if you or members of your household has a need for each type of Program or Activity and if Yes, were your needs Fully Met, Mostly Met, Partly Met, or Not Met?

Key Findings: Team sports was the only program or activity where at least 40% of households who had a need for the program or activity indicated their needs were fully met. For example, 78% of households indicated a need for special events, but only 32% of those households indicated their needs were fully met. 55% of households indicated having a need for adult fitness classes and programs, but only 22% of those households indicated their needs were fully met.

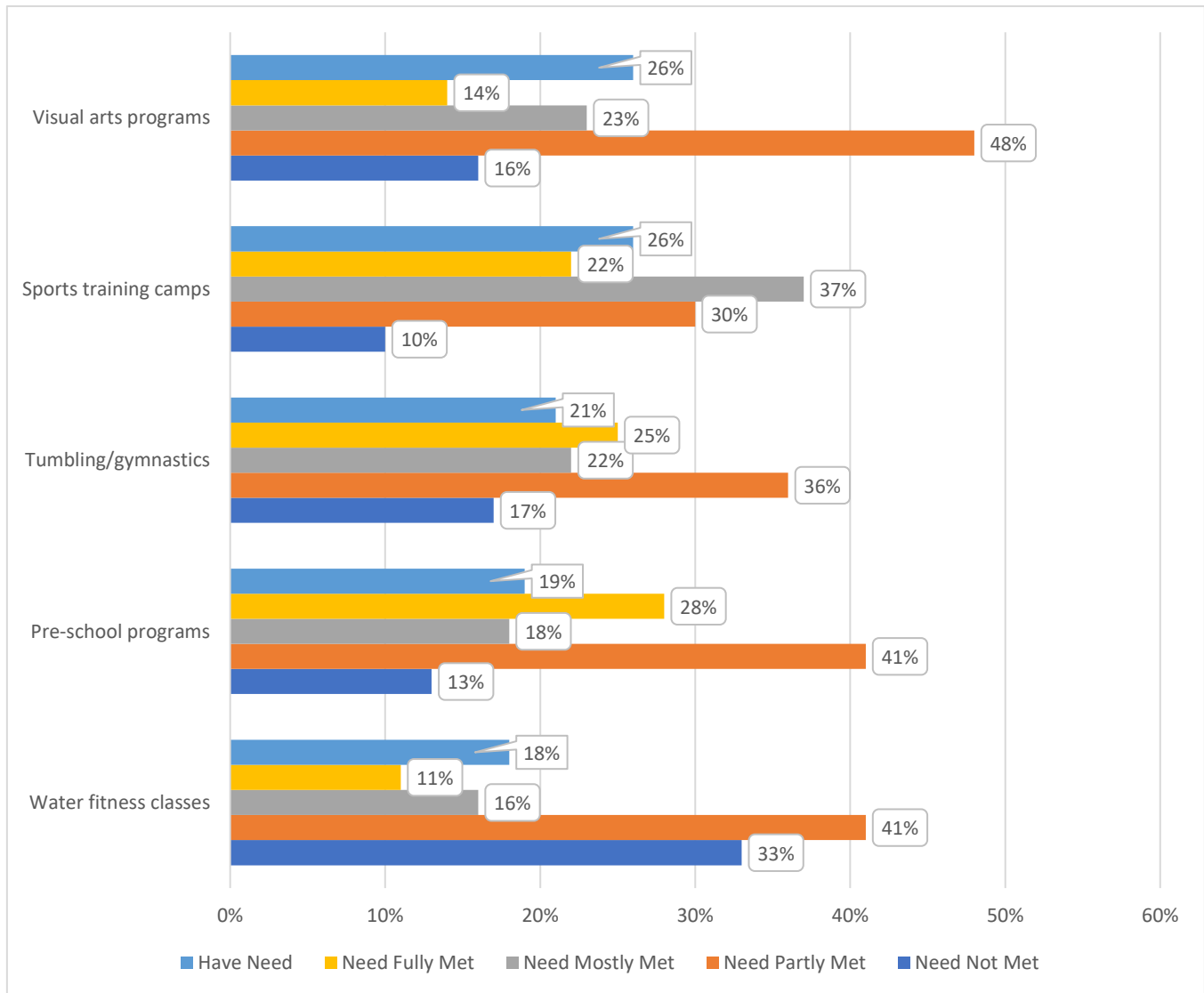


Questions #12: Please indicate if you or members of your household has a need for each type of Program or Activity and if Yes, were your needs Fully Met, Mostly Met, Partly Met, or Not Met? (continued)

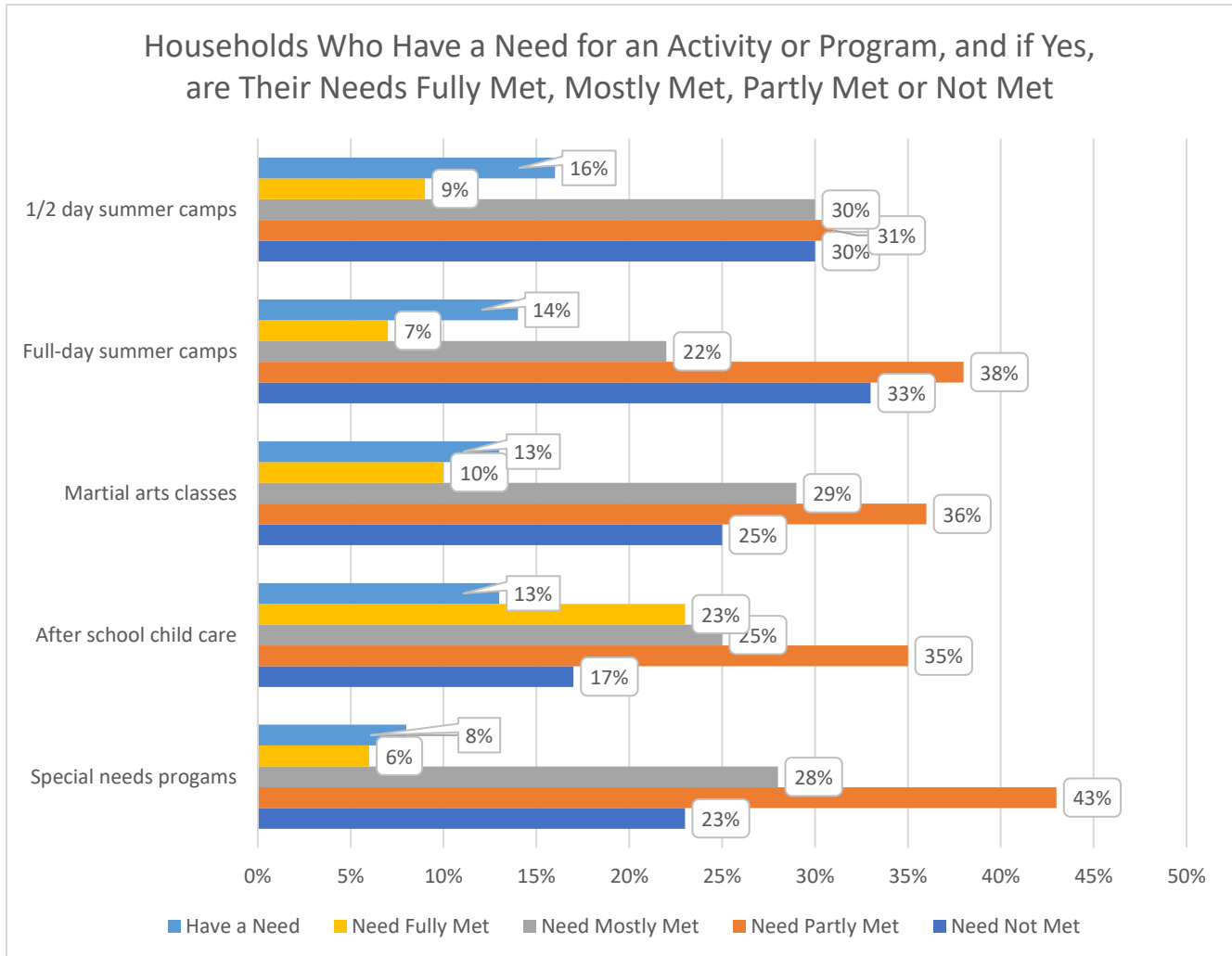


Questions #12: Please indicate if you or members of your household has a need for each type of Program or Activity and if Yes, were your needs Fully Met, Mostly Met, Partly Met, or Not Met? (continued)

Households Who Have a Need for a Program/Activity and if Yes, are Their Needs Fully Met, Mostly Met Not Sure, or Not Met

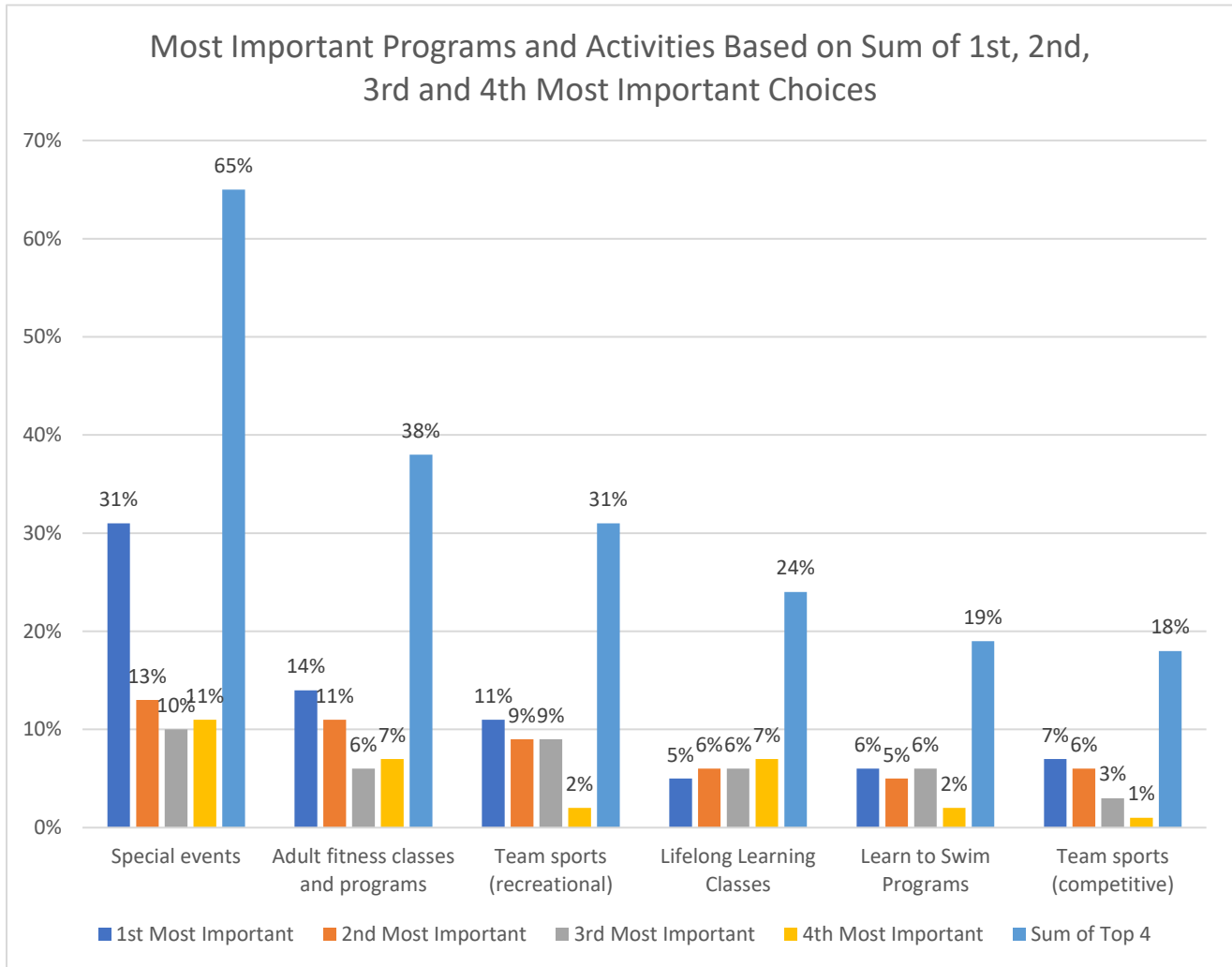


Questions #12: Please indicate if you or members of your household has a need for each type of Program or Activity and if Yes, were your needs Fully Met, Mostly Met, Partly Met, or Not Met? (continued)

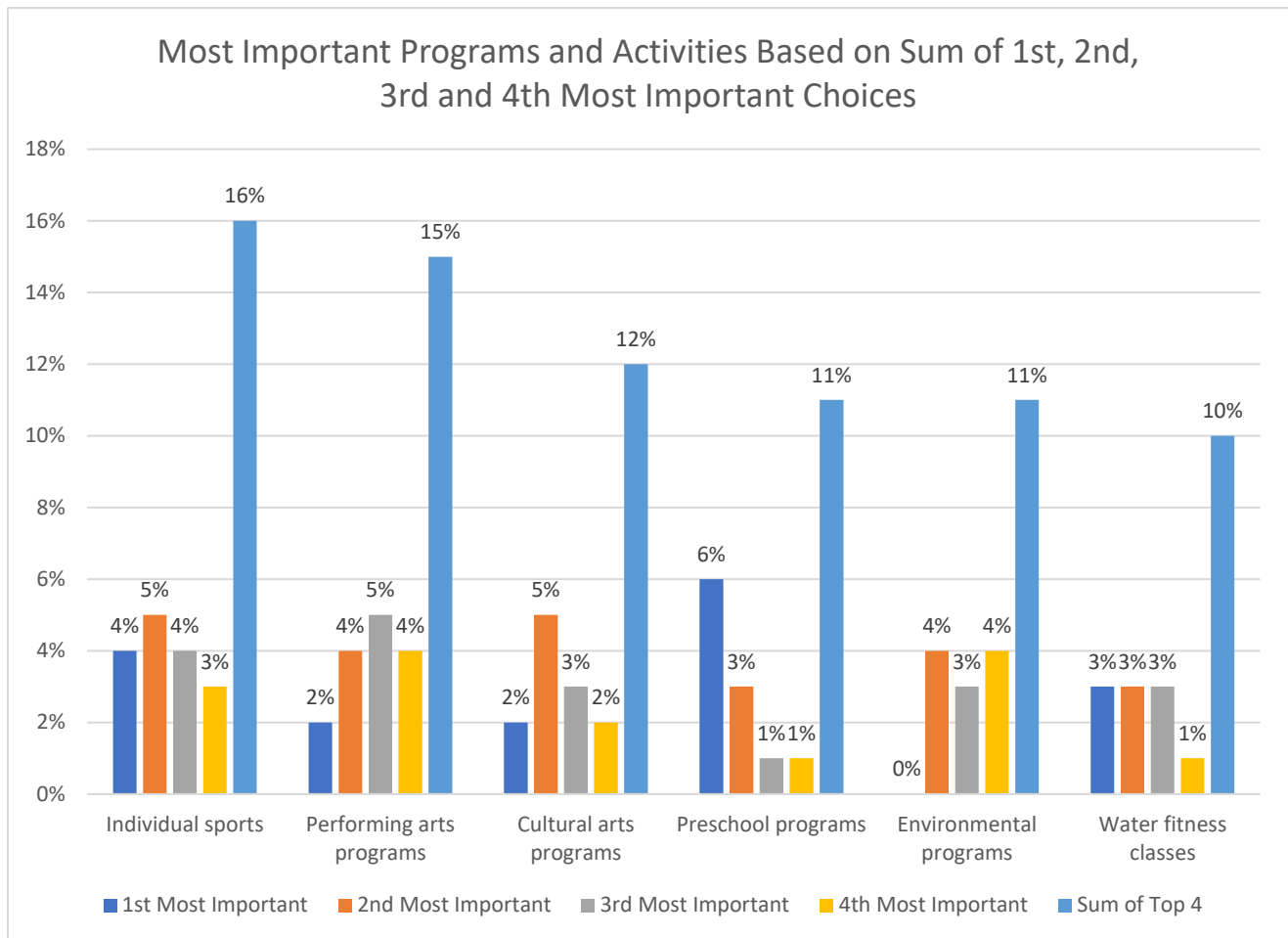


Questions #13: From the following list please indicate the Programs and Activities that Are Most Important to Your Household (Based on 1st Most Important, 2nd Most Important, 3rd Most Important, 4th Most Important)

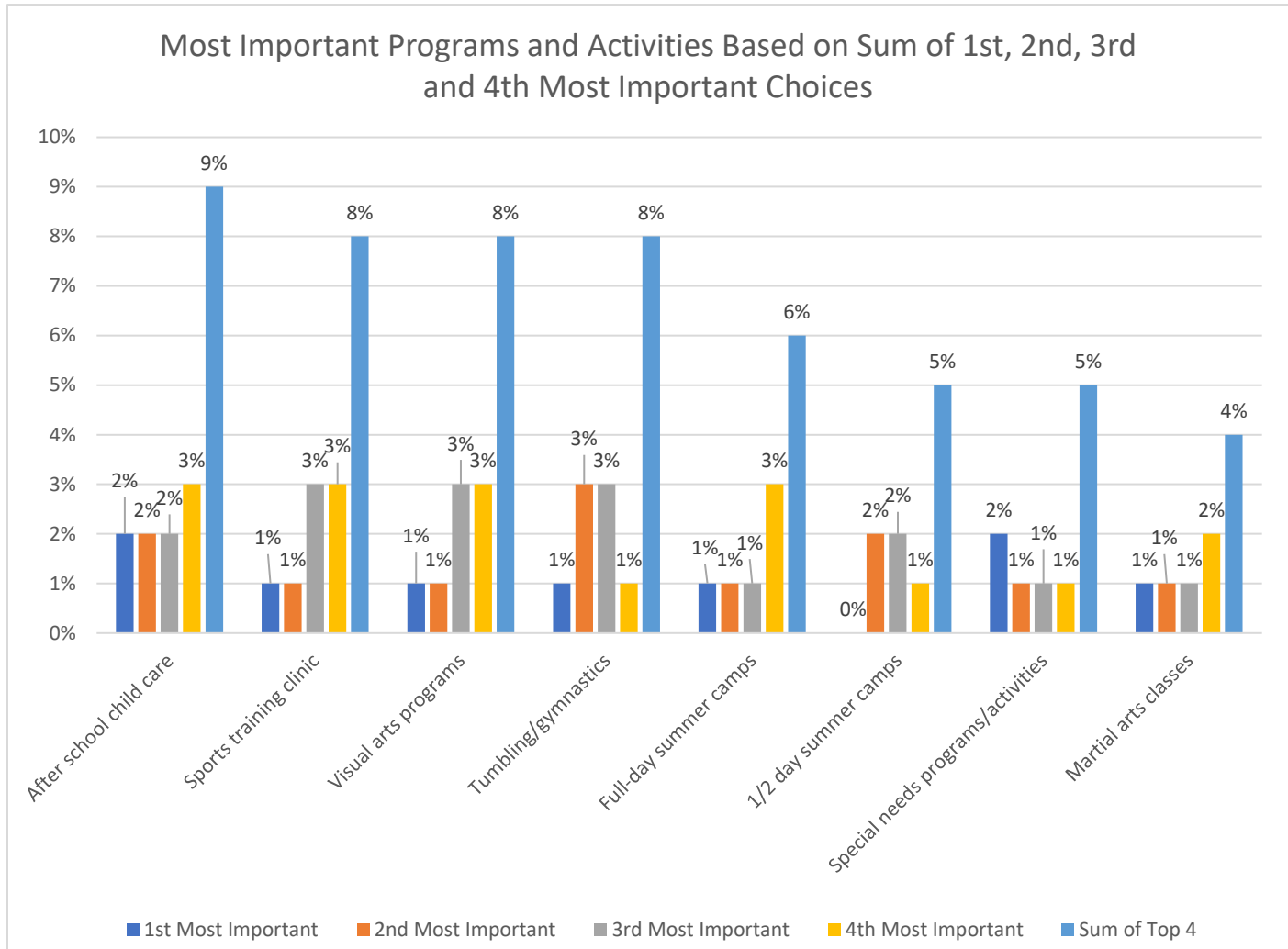
Key Findings: By a wide margin, special events were the 1st Most Important program or activity (31%) and the most important, based on the sum of the top 4 choices (65%). The next most important program or activity is adult fitness and wellness classes and programs, with 14% indicating these programs as the 1st most important choice, and 38% indicating them as one of their top 4 choices.



Continued

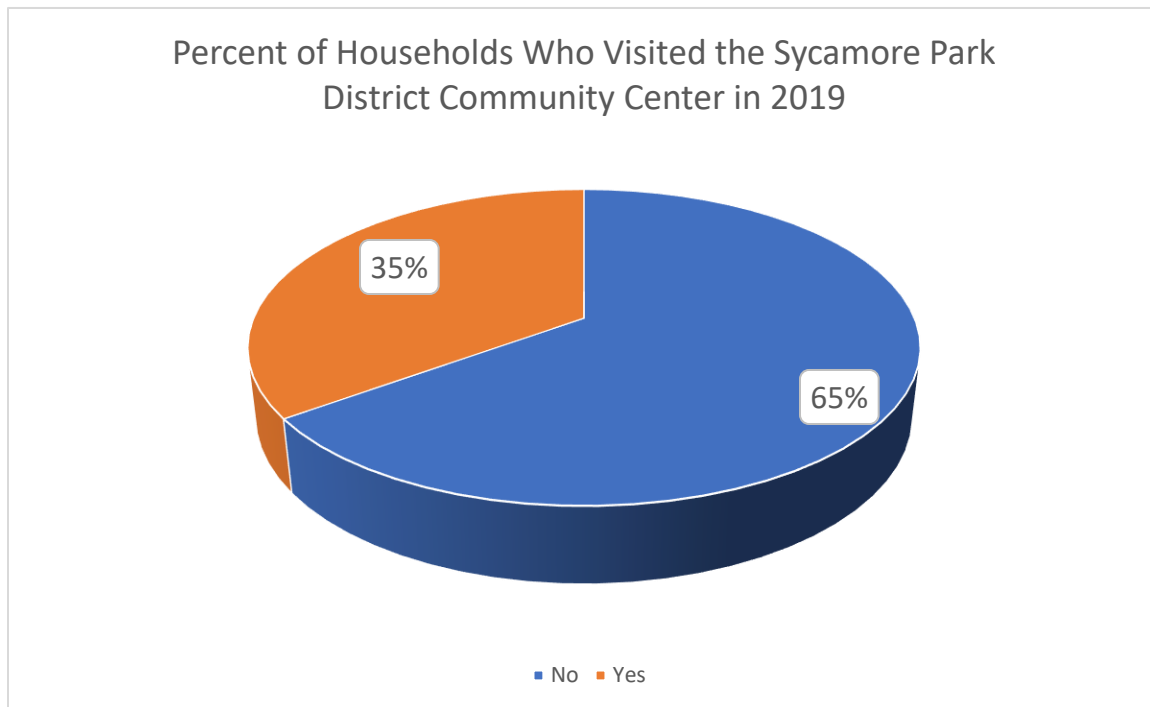


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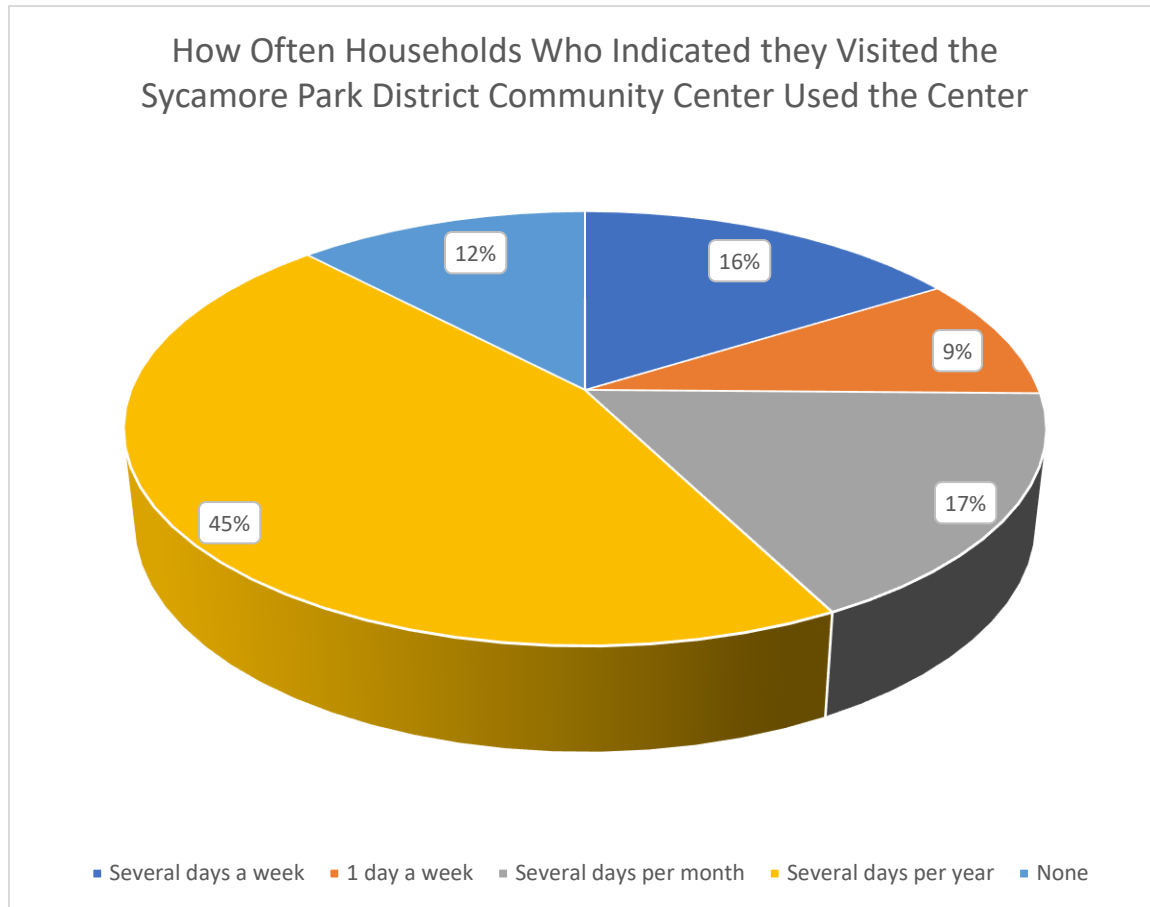
Question #17: Did you or any member of your household visit the Sycamore Park District Community Center in 2019 (Check ONE)

Key Finding: 65% of households indicated Yes and 35% indicated No.



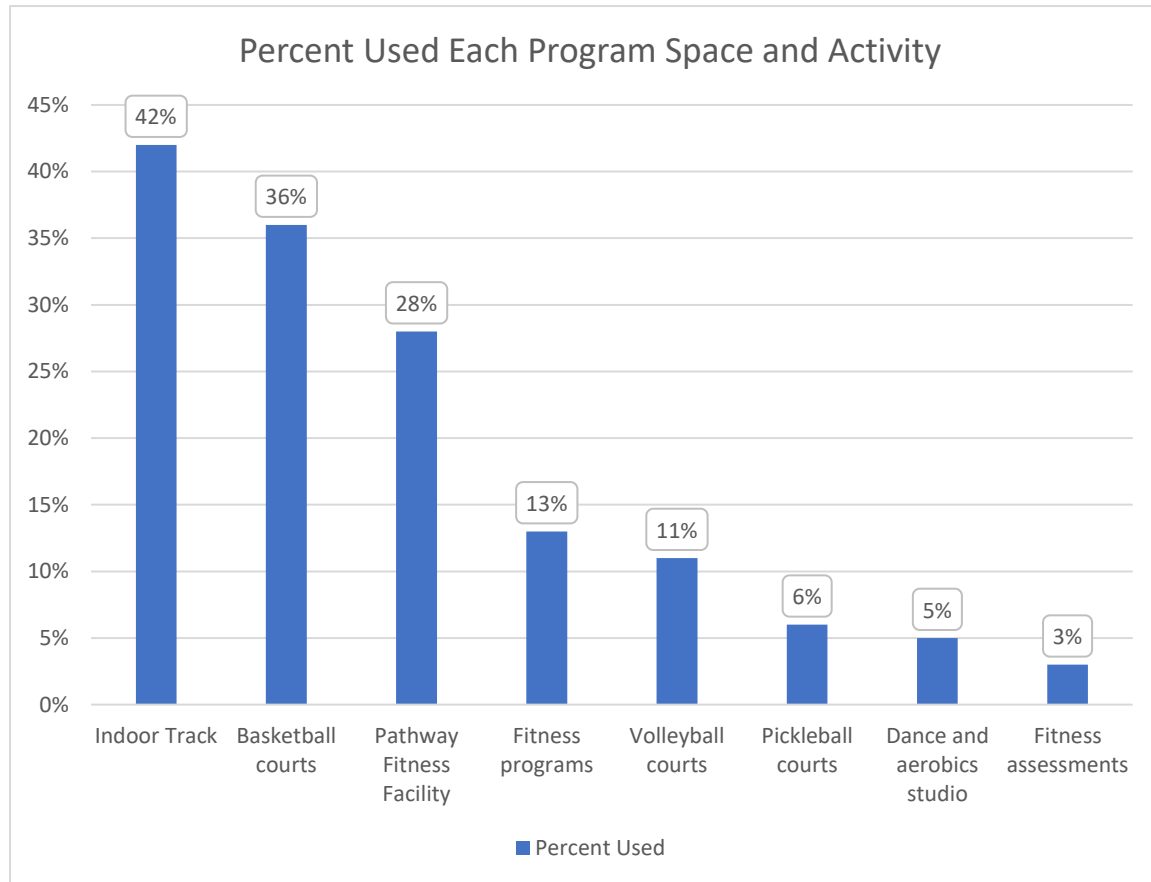
Question #18: Approximately how often did at least one member of your household use the Sycamore Park District Community Center in 2019? (Check ONE) Note: Only households who had at least member who visited the Sycamore Park District (Question #17) answered this question

Key Findings: 26% of household users visited the Sycamore Park District Community Center at least one time per week. 45% only visited the Community Center several times per year.



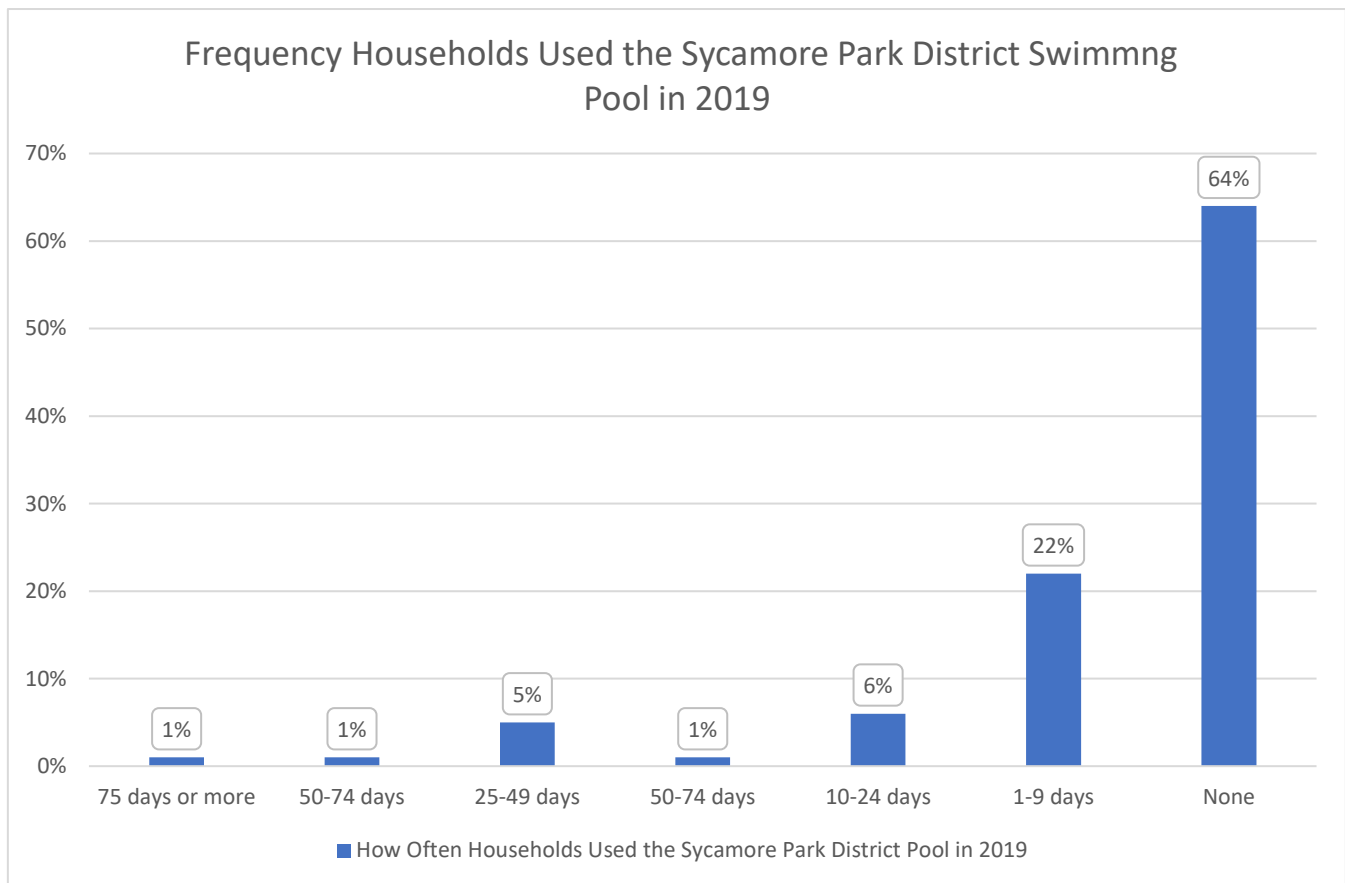
Question #19: From the following list, please check ALL the program spaces and activities you have used at the Sycamore Park District Community Center.

Key Findings: The indoor track (42%) basketball courts (36%) and the Pathway Fitness Facility (28%) were the most used program spaces and activities. The average user, used nearly 2 program spaces and activities.



Question #20: Approximately how many days did at least one member of your household use the Sycamore Park District Community Pool in 2019.

Key Findings: 22% of households visited the Community Pool 1-9 days. 6% of households used the Sycamore Park District Pool 10-24 days and 7% used the Community Pool 25 days or more. 64% of households indicated they did not use the Sycamore Park District Pool at all.



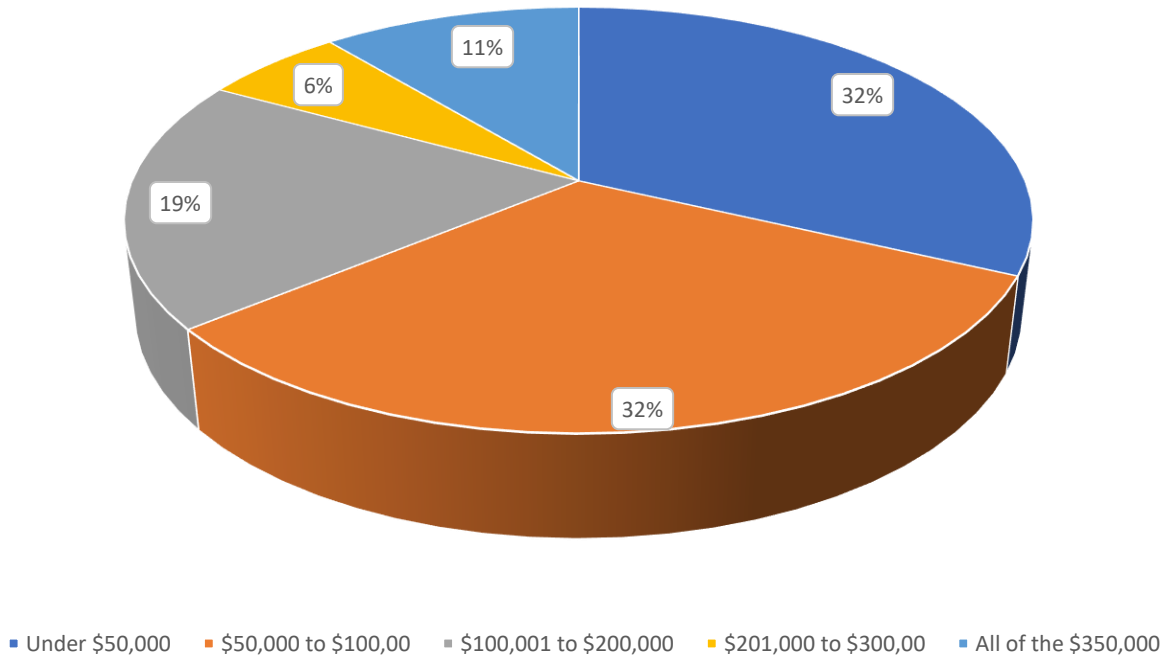
Question #23: The Sycamore Park District Pool was built in 1983 and your response to this question will help the Board of Park Commissioners to be proactive in the management and planning for this aging facility. Over the past 10 years, the park district has spent approximately \$500,000 for repairs/replacements at the Swimming Pool.

On an annual basis the park district has about \$350,000 available for maintenance and upkeep of 16 parks, the golf course, clubhouse, all its pavilions, shelters, ball diamonds, sports fields and the repair/upkeep of park district equipment, roads and HVAC.

If the Board is faced with additional large repair bills at the pool, how much of this \$350,000 would you want the park district to spend to keep the pool open (Check ONE)

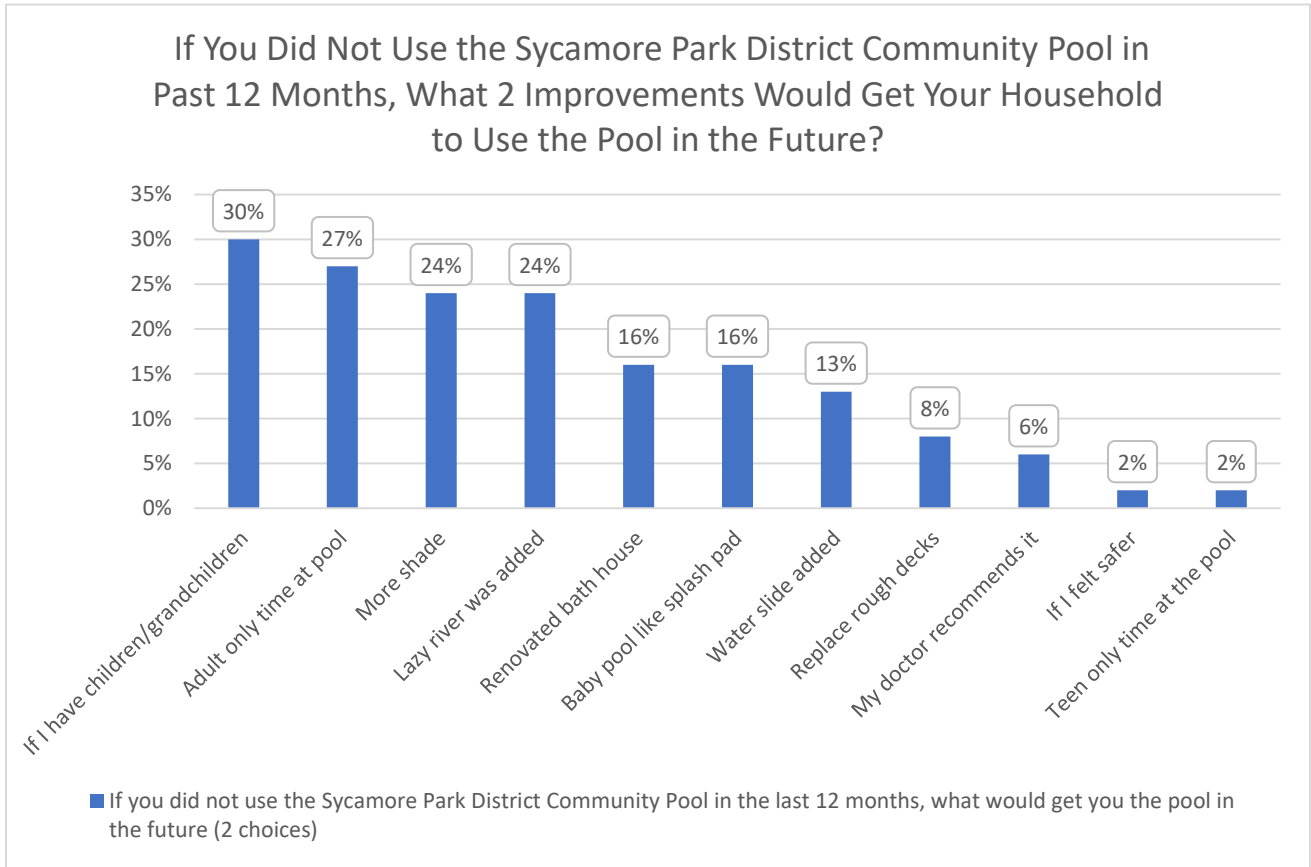
Key Findings: 32% of households indicated under \$50,000 per year and an additional 32% indicated \$50,000 to \$100,000. 19% of households indicated \$100,001 to \$200,000 and 6% of households indicated \$201,000 or more. 11% of households indicated all of the \$350,000.

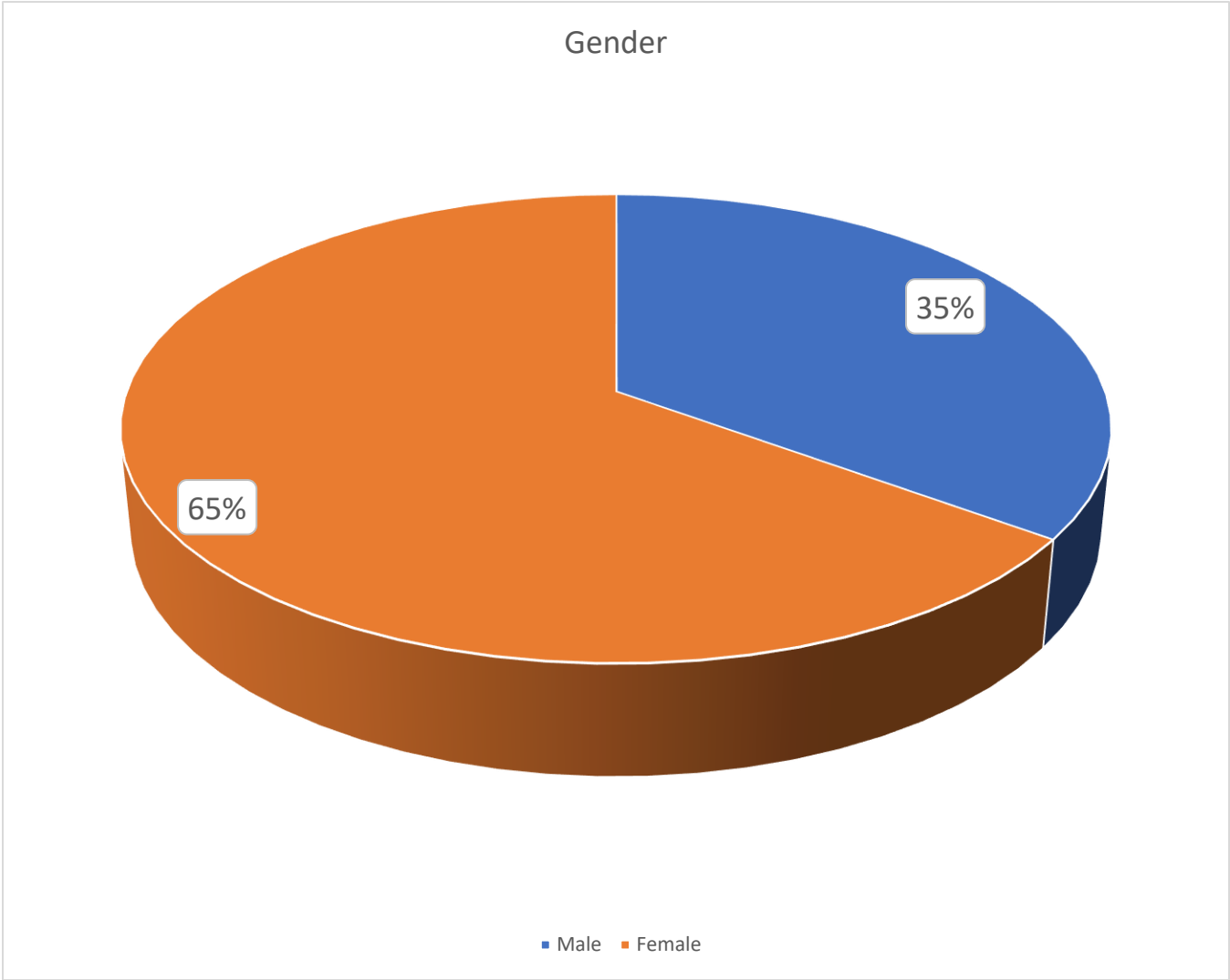
Percentage of Households Who Would Be Willing to Pay Various Amounts (Out of a total of \$350,000 per Year) to Fund Large Repair Bills at the Sycamore Park District Community Pool

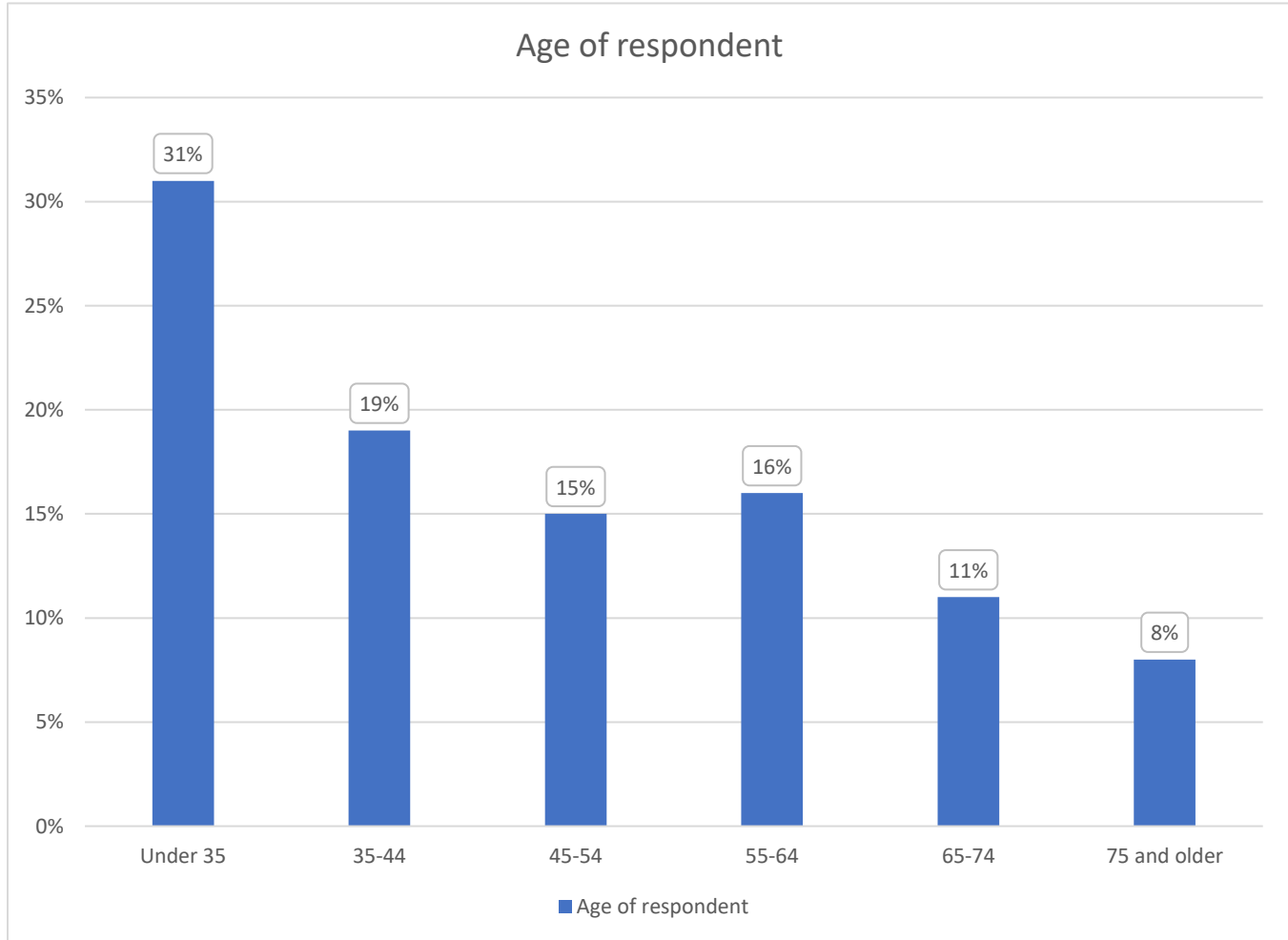


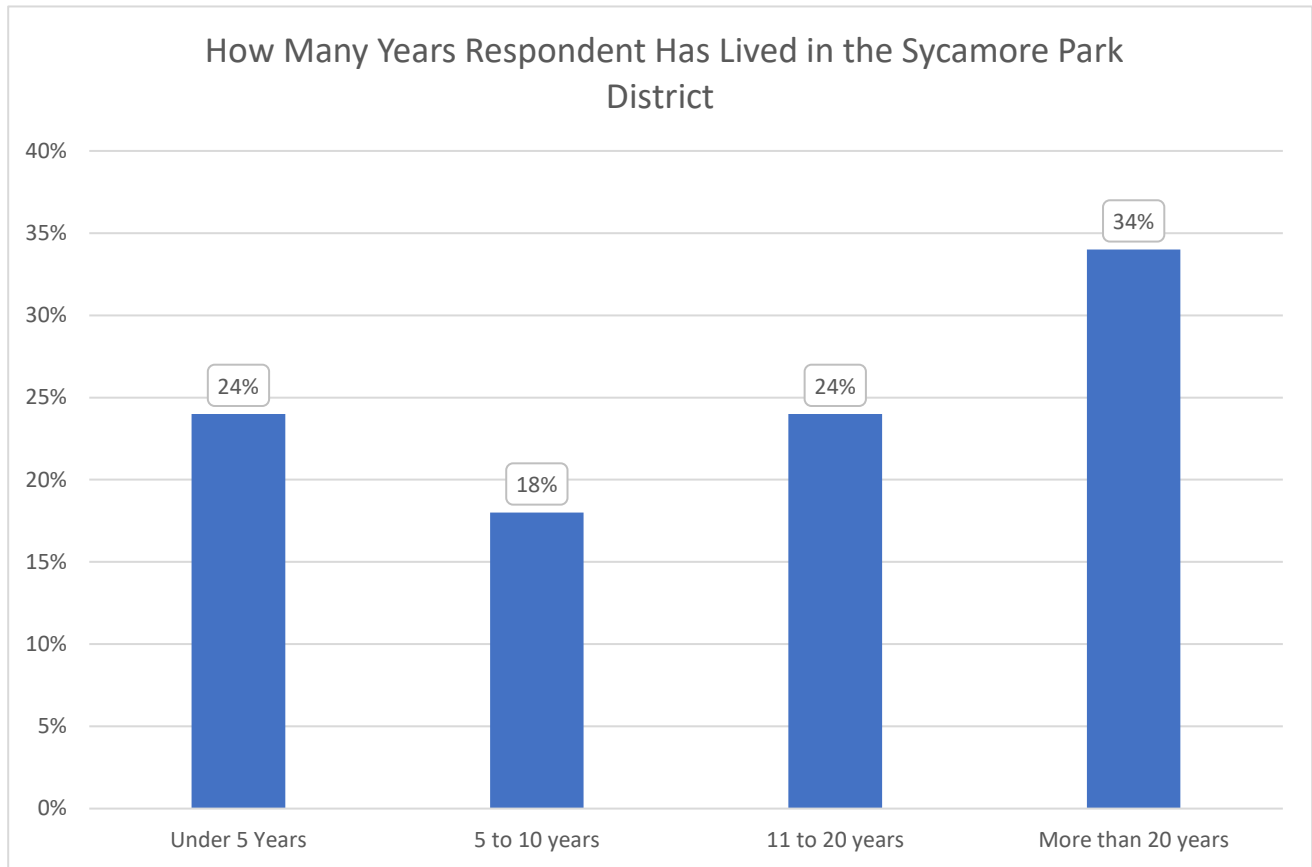
Question #24: If you did not use the Sycamore Park District Community Pool in the past 12 months, what would get you to use the pool in the future? (Check top TWO) that would get you to use the pool in the future.

Key Findings: 30% of households indicated they would use the pool in the future if they have children/grandchildren. 27% indicated if there was an adult only time to use the pool, 24% if there was more shade, and 24% if a lazy river was added.









SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: August 25, 2020

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT BOARD OF COMMISSIONERS EXECUTIVE SESSION MINUTES BI-ANNUAL REVIEW

BACKGROUND INFORMATION: The Board is required to review Executive Session Meeting Minutes at least twice each year. The purpose of the review is to determine if a need for confidentiality continues to exist with respect to all or part of the meeting minutes. Minutes of “Closed Meetings” should only be released to the public after the Board has determined with certainty, that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, and should only be released by the Secretary—not a Board member.

It would be best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. I would add that there is also a need to protect the district in matters of on-going concern related to anyone, or multiple reasons permitted by the law to hold executive sessions in the first place. Should minutes refer to matters that may still require confidentiality to protect the district or the individual on these legally allowed purposes for holding executive sessions, then those minutes should remain confidential.

The board receives a binder prior to each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on that binder, and it has been provided to each Commissioner for review and consideration this month. The Executive Director would normally make recommendations as to which dates’ Executive Session Minutes should be released, and the Board may suggest additional items for the Board’s consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT AVAILABLE TO THE PUBLIC IN ANY WAY.**

Should discussion be needed about the Minutes, then the Board should convene an Executive Session to discuss those matters. Otherwise, the Board may take the action based upon the Recommendation of the Executive Director to release those minutes that the Executive Director indicates in the Recommendation. **All this information is strictly confidential information, and the Board has a fiduciary duty to treat the material that way.** Specific discussion of material contained in Executive Session Minutes should

only take place in Executive Session. Board action to release closed session minutes must be in open session.

The Board should consistently return the complete binder to the Secretary with no changes/removals/marks/copies at the first Regular Meeting immediately after the Board member receives the binder.

With all these matters for your consideration, the Executive Director began, several years ago, to “phase” the release of Executive Session Minutes, by year, since this had not been previously done. As of 2019 we had completed a thorough review of all Executive Session minutes through July 2019. For this review I have looked at those from the beginning of our records, until the end of July 2020, and at this time I recommend keeping all of those items confidential.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: I have reviewed the Executive Session minutes found in the district’s records. At this time, I recommend **there be no Executive Session Minutes released, but that the Board authorize staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session Minutes were approved more than 18 months ago.**

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION: