



Sycamore Park District
Special Board Meeting
November 24, 2020
6:00 P.M.

Sycamore Golf Club, a facility of the Sycamore Park District
940 E State St, Sycamore, IL 60178
AGENDA

The Sycamore Park District will be using Zoom to allow for remote electronic attendance to conduct this Park Board meeting remotely per Executive Order 2020-07 in response to COVID-19. Commissioners, staff and the public are encouraged to participate remotely via web conferencing at:

<https://us04web.zoom.us/j/71642068911?pwd=YWJLeGZ6aWF3aHJab3lWdk8vSXBidz09>

Meeting ID: 716 4206 8911 Password: F7KqHH

Please note that depending on your device, you may be directed to install the Zoom app to join the meeting.

Public comment will be accepted under "Public Input." Please state your name, address, and limit your comments to three (3) minutes. If you desire to offer public comment during this portion of the meeting, please contact Jackie Hienbuecher at jackieh@sycamoreparkdistrict.com before 5:00 p.m. on November 24, 2020 so the board can be prepared to recognize you at the proper time. For ease, comments may also be emailed to jackieh@sycamoreparkdistrict.com by 5:00 p.m. the day of the meeting to be read aloud on your behalf.

This meeting is being recorded through ZOOM.

CALL TO ORDER (Roll Call Vote)

Motion to permit any Commissioners to participate remotely. (Roll Call Vote)

Approval of Consent and Regular Agenda (Voice Vote)

Approval of Minutes: (Voice Vote)

- 4. Regular Minutes: October 27, 2020 (Voice Vote)

Approval of Monthly Claims:

- 9. Claims Paid Since Board Meeting (Roll Call Vote)
- 22. Claims Presented (Roll Call Vote)

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

AGENDA**November 24, 2020 6:00 PM****Page 2**

Consent Agenda:

- 24. Superintendent of Finance Monthly Report
- 27. Budget Report
- 42. Superintendent of Recreation Monthly Report
- 46. Superintendent of Golf Operations Monthly Report
- 49. Superintendent of Parks and Facilities Monthly Report
- 52. Executive Director Monthly Report

Correspondence:

- 54. Hartmann Family Thank You
- 55. Swedberg Family Thank You
- 56. Sycamore Lions Club Thank You
- 57. PDRMA Wellness Grant

Public Input

Old Business:

- MMNH Update – Theresa
- Construction Updates – Jeff
- Park Naming Update – Sarah/Jonelle
- 59. Staff Recommendation: Trails – City Property Transfer update – Jonelle

New Business:

- 67. Staff Recommendation: Determine the amount of money estimated to be raised by taxation for the year **2020** Tax Levy—Jackie (Roll Call)
- 70. Resolution **#05-2020** A resolution determining the amounts of money exclusive of the election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District – Jackie (Roll Call)
- 72. Award Bid for **2020B** – General Obligation Bond – Jackie (Roll Call)
- 73. Ordinance **07-2020** AN ORDINANCE providing for the issue of approximately **\$543,730.00** General Obligation Limited Tax Park Bonds, **Series 2020**, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof – Jackie (Roll Call)
- 95. Staff Recommendation: KSRA Agreement – Jonelle – (Roll Call)
- 103. Staff Recommendation: Sexual Harassment Training – Theresa
- 113. Staff Recommendation: Golf POS system – Kirk/Jonelle (Roll Call)
- 115. Staff Recommendation: Approval of Auditor – Jackie (Roll Call)
- 121. Staff Recommendation: Appointment of Jonelle Bailey as Secretary – Nettie (Roll Call)
- 122. Staff Recommendation: Capital Funding Plan 2021-2025 – First Draft - Jackie
- Update – COVID-19 Planning

Public Input

Executive Session (Roll Call Vote):

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

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

Adjourn

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, October 27, 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 6:07 p.m. on Tuesday, October 27, 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: **Commissioner Doty.**

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

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

Guests:

David and Betty Polak

Motion

Commissioner Schulz made a motion to permit Commissioner Doty to participate remotely. Commissioner Graves seconded the Motion.

Roll Call

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

Regular and Consent Agenda Approval –

Motion

Commissioner Schulz moved to amend the agenda to move Agenda Item #65 to the top and then approve the Regular Agenda and the Consent Agenda as amended. Commissioner Graves seconded the Motion.

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Strack moved to approve the September 22, 2020 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday October 27, 2020
P 2

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$254,236.02.
 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.

Correspondence – None

Public Input –

Recognition of Instructors for 20 years of Service: Dave and Betty Polak – Supt. of Recreation Tevsh noted she would like to recognize two of our instructors from the Recreation side. They have been with us for 20 years doing the martial arts. They have stuck with us through all the different community centers we have been in. Even through COVID they still have 2 classes going. Over the years, they have touched the lives of several youth. We want to present them with a plaque for their service. Dave Polak noted they have had fun and they get a lot of satisfaction doing the classes. Betty Polak noted they have been doing this for 30 years.

Positive Feedback – None

Monthly Report – Supt. of Parks Donahoe gave an update on the following:

- **Playground at Ovitz Park** - He noted most of the equipment is in, but they need to do the sidewalk, and finish grading/mulch.
- **New Trail** – Trees have been cleared down the trail, they have put in the pilings for the bridge. They are trying to get the mail bridge in. Next spring, they should start on the trail part on both sides.
- **Golf Course Bridge 15 Tee** – The bridge is in place as of today. The logistics is amazing and impressive how they got in the tight area. The concrete is coming tomorrow for them to finish the approach areas.

At this time, Commissioner Graves noted there have been a lot of positive comments from the community on the trails and they are excited about it.

Old Business

Park Naming – President Kroeger noted there are a few different items here.

Soccer complex – Originally this was going to be Ron Johnson Soccer complex. Director Bailey noted that at one of the previous meetings it was suggested to go with Ron Johnson Memorial Sports Complex for the sports complex and we were keeping the soccer complex as the Riverside Soccer Complex. She noted there was no name chosen for the Entry Park. It was noted from the previous meeting that the maintenance department calls it the Entry Park. President Kroeger suggested checking with the family to approve moving the Ron Johnson name to the sports complex. Director Bailey suggested making a plaque with the names of people that have put a lot of time into sports to honor them.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday October 27, 2020
P 3

Update Regarding the MMNH – Supt. of Recr. Tevsh noted the Museum had a zoom board meeting this past Friday, but she wasn't able to attend. She noted the Museum is still working with the movers and getting the certificate of insurance. Supt. of Parks Donahoe noted that Weaver Construction was able to open up the back of the building to allow for the removal larger animals to get out.

GW Trail Segment 1 Construction Update – Supt. of Parks Donahoe covered this in his monthly report.

Bridge #4 Construction Update – Supt. of Parks Donahoe covered this in his monthly report.

New Business

Health Insurance Recommendation– Supt. of Finance Hienbuecher noted the information is in her staff recommendation.

Motion

Commissioner Strack moved to approve the Health Insurance as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Golf Fees – 2021 – Supt. of Golf Ops Lundbeck noted he gave an updated comparison through today to the board. He is recommending going back to what was originally scheduled for this year before COVID.

Motion

Commissioner Strack moved to approve the Golf rates as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

Facilities Fees – 2021 – Supt. of Recreation Tevsh noted they are proposing a 10% increase on memberships and passes to cover the minimum wage increase for recreation staff of \$18,000. They will still have to find creative ways to cut back to meet budget. President Kroeger voiced his concern bumping up 10% and that we might lose people. Supt. of Recreation Tevsh noted she also has the option of 5%, we are still on the lower side compared to neighbors. Supt. Lundbeck noted that the value is being increased also. Supt. Tevsh noted the 24/7 memberships will have 50% off fitness programs and get a monthly class free. The passholders will get 20% off their fitness programs. Supt. Lundbeck suggested increasing the 10%, but if you buy in the first month you get a 5% discount. Supt Tevsh noted they have been doing a 20% discount in October if paid in full. Director Bailey noted that with the 20% discount now, it could be challenging to redo the discount. There was more discussion on this, and it was decided to leave the 20% discount in place for now.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday October 27, 2020
P 4

Facilities Fees – 2021- cont'd -

Motion

Commissioner Schulz moved to increase the Pathway Fitness Memberships, all pass types, and aquatic passes by 10% in 2021 as presented. Commissioner Strack seconded the Motion.

Roll Call Vote

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

Resolution 04-2020 – IDOT Trail Grant – Director Bailey noted at the September meeting the Resolution 04-2020 was approved. Since then they have received an updated cost estimate which reflects an additional \$25,230 for required wetlands mitigation. We need the updated resolution approved and signed for the submission of the grant application.

Motion

Commissioner Schulz moved to re approve Resolution 04-2020. Commissioner Graves seconded the Motion.

Roll Call Vote

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

Ordinance 06-2020 – Surplus Property – Supt. of Parks Donahoe wants the ability to sell the old irrigation heads and other things listed in his staff recommendation. This allows us to do a legal public sale.

Motion

Commissioner Strack moved to approve Ordinance 06-2020. Commissioner Graves seconded the Motion.

Roll Call Vote

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

Public Input – President Kroeger asked Supt. Lundbeck what we have lost in not having outings. Supt. of Golf Ops noted very little because he was able to fill with tee times. Commissioner Graves then thanked everyone for their hard work and efforts during this time and it seems like the transition is going smoothly.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday October 27, 2020
P 5

Motion

The Board adjourned the Regular Session at 7:15 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner 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
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AIRGAS	9974623768	01 WELDING TANK RENTAL	101500066401	10/31/20		62568	11/11/20	32.30	32.30
ALL	206007	ALL STAR SPORTS INSTRUCTION		10/05/20		62529	10/27/20	3,872.00	3,872.00
		01 All Star Sports- Skills	205550076128		00004727				440.00
		02 All Star Sport- Jr.	205550026128		00004727				3,432.00
BATTERIE	P32541714	01 C BATTERIES - COMM CTR	207500046200	10/23/20		62530	10/27/20	13.20	13.20
BLACKTIE	NOV 10, 2020	BLACK TIE JAZZ TRIO		10/27/20		62531	10/27/20	200.00	200.00
BOW/MAN	883	BOWMAN/MANESS TREE SERVICE		10/30/20		62562	11/10/20	4,000.00	4,000.00
		01 PARK TREE REMOVALPRUNING	101500056308						2,000.00
		02 PARK TREE REMOVALPRUNING	101500066407						1,000.00
		03 PARK TREE REMOVALPRUNING	101500066404						1,000.00
BSN	910421007	01 BASKETBALL VESTS	205550276216	10/22/20		62569	11/11/20	194.00	194.00
CINTA2	503.8782586	01 1ST AID STOCK - CC	207500076513	10/30/20		62570	11/11/20	26.21	10.03
	8404863194	01 1ST AID STOCK - MAINT	101500076513	10/30/20		62570	11/11/20	26.21	10.03
									16.18
									16.18

FROM 10/22/2020 TO 11/17/2020

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

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
INTA3	CINTAS FIRE PROTECTION							VENDOR TOTAL:	26.21
	OF94050879	01 MMNH FIR ALARM CALL-ANALYSIS	202500056300	10/13/20		62571	11/11/20	399.00	399.00
								VENDOR TOTAL:	399.00
ITY2	CITY OF SYCAMORE								
	1271000000-1020	01 WATER/SEWER - MAINT	101500096704	10/30/20		62552	11/06/20	1,098.88	139.08
									139.08
	127100500-1020	01 WATAER/SEWER - CC	207500096704	10/30/20		62552	11/06/20	1,098.88	959.80
									959.80
	14205600/5650-0920	01 WATER/SEWER - POOL	518100096704	09/30/20		62572	11/11/20	250.31	250.31
									250.31
								VENDOR TOTAL:	1,349.19
OMCA	COMCAST								
	0468768-1120	01 CABLE	303000096705	10/25/20		62553	11/06/20	137.30	137.30
		02 CABLE	504000096705						68.65
									68.65
								VENDOR TOTAL:	137.30
OMMO	COMMONWEALTH EDISON								
	0558722008-1020	01 BASEBALL CONC	303300096702	10/02/20		62573	11/11/20	4,757.31	4,757.31
		02 POOL	518100096702						101.74
		03 MAINT	101500096702						142.71
		04 MAINT	504100096702						9.99
		05 CART BLDG	504000096702						9.99
		06 CLUBHOUSE	303000096702						63.07
		07 PROSHOP	504000096702						111.27
		08 ADMIN	101000096702						111.27
		09 ADMIN	201000096702						259.64
		10 ELECTRONIC SIGN	101000096702						259.65
		11 ELECTRONIC SIGN	201000096702						11.15
		12 ELECTRONIC SIGN	207500096702						11.15
									3,665.68
								VENDOR TOTAL:	4,494.51
	0558722008-1120	01 BB CONC	303300096702	11/02/20		62575	11/11/20	6,709.70	4,494.51
		02 POOL	518100096702						126.60
		03 MAINT	101500096702						151.82
		04 MAINT	504100096702						9.15
									9.15

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0558722008-1120			11/02/20		62575	11/11/20	6,709.70	4,494.51
		05 PUMP HOUSE	504100096702						2.90
		06 CART BLDG	504000096702						329.08
		07 CLUBHOUSE	303000096702						68.13
		08 PROSHOP	504000096702						68.13
		09 ADMIN	101000096702						158.96
		10 ADMIN	201000096702						158.96
		11 ELECTRNIC SIGN	101000096702						10.10
		12 ELECTRNIC SIGN	201000096702						10.10
		13 ELECTRNIC SIGN	207500096702						3,391.43
110420				11/04/20		62575	11/11/20	6,709.70	2,215.19
		01 FOUNDERS PARK	101500096702						22.85
		02 BOYNTON PARK	101500096702						16.34
		03 KIWANIS PARK	101500096702						28.42
		04 EMIL CASSIER PARK	101500096702						19.65
		05 SYCAMORE LAKE	101500096702						26.60
		06 GOOD TYMES SHELTER	101500096702						23.68
		07 WETZEL PARK	101500096702						40.87
		08 ENTRY PARK	101500096702						24.82
		09 MAINT BLDG	101500096702						562.26
		10 MAINT BLDG	504100096702						562.26
		11 SPORTS COMPLEX	202100096702						851.39
		12 SOCCER COMPLEX	101500096702						36.05
MMNH - 1020				11/02/20		62576	11/11/20	312.41	312.41
		01 MUSEUM	202500076500						312.41
CONSERV FS								VENDOR TOTAL:	11,779.42
121014188				10/23/20		62563	11/10/20	667.95	223.08
		01 DIESEL - GOLF	504100076515						23.22
		02 DIESEL - PARKS	101500076515						173.53
		03 DIESEL - SC	202100076515						26.33
121014189				10/23/20		62563	11/10/20	667.95	444.87
		01 GASOLINE - GOLF	504100076515						54.64
		02 GASOLINE - PARKS	101500076515						58.01
		03 GASOLINE - SC	202100076515						33.73
		04 GASOLINE - TRUCKS	101500076515						298.49
DEKA								VENDOR TOTAL:	667.95
74864				10/13/20		62577	11/11/20	54.44	54.44
		01 REPAIR BACK PACK BLOWER	101500056307						54.44

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	02-272049	01 GOLF CART REPAIRS	504000066409	11/06/20		62579	11/11/20	915.23	553.59 553.59
INNOVA		INNOVATIVE WATER CARE, LLC	101500076504	09/22/20		62555	11/06/20	475.00	475.00 475.00
	94993355	01 POND TREATMENT							
JP		J.P. COOKE COMPANY							1,927.06
	644639	01 NOTARY STAMPS INSERTS	101000046204	10/20/20		62532	10/27/20	60.10	60.10
		02 NOTARY STAMPS INSERTS	201000046204						30.05 30.05
LOWE		LOWE'S							60.10
	903205-FVEZIX	01 POOL DRAIN COVER FASTENERS	518100066410	10/20/20		62581	11/11/20	430.45	8.67 8.67
	903221-FUFRAS	01 MEASURING WHEEL	101500066404	10/13/20	00004724	62581	11/11/20	430.45	56.99 56.99
	903355-FUKMKY	01 FASTENERS, WIRE BRUSH SPORTS	202100066404	10/14/20	00004720	62581	11/11/20	430.45	35.50 35.50
	903356-FUKMKZ	01 QUICKRETE CONCRETE	101500066404	10/14/20		62581	11/11/20	430.45	5.21 5.21
	903392-FSQARM	01 TAP MEASURE, CLEANER SHOP	101500076500	10/01/20	00004723	62581	11/11/20	430.45	11.72 11.72
	903406-FTQFJS	01 TOOLS SHOP	101500076512	10/08/20	00004722	62581	11/11/20	430.45	17.98 17.98
	903441-FYONVV	01 MEASURING WHEEL	101500076500	10/22/20		62581	11/11/20	430.45	103.55 103.55
	903488-FSVHCW	01 EYE BOLTS - PARKS	101500066407	10/02/20		62581	11/11/20	430.45	8.54 8.54
	903532-FUPGEI	01 REACHER PICK UP TOOLS	202100076500	10/15/20	00004719	62581	11/11/20	430.45	56.94 56.94

FROM 10/22/2020 TO 11/17/2020

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARK	903576-FVICLL	01 FENCE REPAIR WOOD	101500066404	10/23/20		62581	11/11/20	430.45	77.89 77.89
	903896-FSBYTI	01 GARBAGE CANS FOR PARKS	101500066404	09/28/20	00004706	62581	11/11/20	430.45	47.46 47.46
							VENDOR TOTAL:		430.45
	32325	01 REPAIR - MOWER DECK	101500066403	08/25/20		62565	11/10/20	525.00	525.00 525.00
							VENDOR TOTAL:		525.00
EL	101920-1	01 LIONS BLDG REPL LOCK-HANDLE	202100066401	10/19/20		62582	11/11/20	158.00	158.00 158.00
ENA		MENARDS - SYCAMORE					VENDOR TOTAL:		158.00
	36266	01 PAINT - PUMPKIN GRID	206194036216	10/15/20		62536	10/27/20	37.92	37.92 37.92
	36540	01 SHELF UNIT	201000076500	10/20/20		62533	10/27/20	268.35	198.74 79.99 59.94 36.08 22.73
		02 300 DISPOSABLE FACE MASKS	201000076513		00004729				
		03 FLOOR CLEANER, WALL HOOKS	207000076510		00004729				
		04 STEM KIDS PROGRAM SUPPLIES	205011006216		00004729				
	36744	01 JANITORIAL	303000076510	10/23/20		62533	10/27/20	268.35	69.61 6.92 62.69
		02 PUMPKINSCRAMBLE PRIZES	303000076500		00004728				
	36870	01 GOLF 1ST TEE-GRATE COVERS	504100076500	10/26/20		62583	11/11/20	333.01	7.20 7.20
	37125	01 CONC TOILETS ANTIFREEZE	303300066401	10/30/20		62583	11/11/20	333.01	14.94 14.94
	37290	01 CLEANERS	207500076510	11/02/20	00004740	62583	11/11/20	333.01	23.35 23.35
	37373	01 16 SETS OF LIGHTS	206095016216	11/03/20	00004741	62583	11/11/20	333.01	287.52 287.52

DATE: 11/17/2020
 TIME: 10:12:03
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MID-WEST	MID-WEST FAMILY BROADCASTING							VENDOR TOTAL:	639.28
	1913-00104-6-0000								
	01 OCTOBER RADIO ADS		101200046209	10/31/20	00004739	62556	11/06/20	300.00	300.00
								VENDOR TOTAL:	300.00
NICOR	NICOR GAS								
	102920								
	01 MAINT BLDG		101500096703	10/29/20		62557	11/06/20	737.99	737.99
	02 MAINT BLDG		504100096703						163.61
	03 POOL		518100096703						163.62
	04 UPSTAIRS OFFICE		101000096703						156.89
	05 ADMIN		101000096703						44.56
	06 ADMIN		201000096703						55.87
	07 PRO SHOP		504000096703						55.87
	08 CLUBHOUSE		303000096703						23.95
	09 PUMP HOUSE		504100096703						23.95
									49.67
MMNH-1020	MUSEUM		202500076500	10/29/20		62558	11/06/20	208.49	208.49
NORTHILL	NORTHERN ILLINOIS UNIVERSITY							VENDOR TOTAL:	946.48
	10-27-20								
	01 NIU OA 2020 PROGRAMS		205121604100	10/27/20	00004738	62551	10/30/20	138.00	138.00
								VENDOR TOTAL:	138.00
PDRMA	PDRMA								
	SEPT 2020								
	01 HEALTH INS PREM		101000106801	10/27/20		62537	10/27/20	23,155.10	23,155.10
	02 HEALTH INS PREM		101500106801						6,222.35
	03 HEALTH INS PREM		504100106801						1,326.60
	04 HEALTH INS PREM		504000106801						1,601.20
	05 HEALTH INS PREM		201000106801						1,793.70
	06 HEALTH INS PREM		202100106801						6,388.03
	07 HEALTH INS PREM		207500106801						5,218.75
	08 HEALTH INS PREM		303000106801						64.37
								VENDOR TOTAL:	540.10
PENDL	PENDELTON TURF SUPPLY								
	12198								
	01 SNOW MOLD FUNGICIDE		504100076507	11/03/20		62584	11/11/20	512.00	512.00
								VENDOR TOTAL:	512.00

FROM 10/22/2020 TO 11/17/2020

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

PERFOR		PERFORMANCE FOOD GROUP						VENDOR TOTAL:	512.00
	6493496	01 JALEPENOS	303300086629	10/06/20	00004730	62540	10/28/20	690.41	690.41
		02 JALEPENOS	303000086629		00004730				10.73
		03 POPCORN	303300086621		00004730				10.73
		04 NACHO CHEESE	303300086620		00004730				23.78
		05 SOFT PRETZELS	303300086619		00004730				59.39
		06 HOT DOGS 6/1	303000086615		00004730				57.16
		07 TIN FOIL	303300076550		00004730				300.84
		08 PAPER TOWELS	303000076551		00004730				82.41
		09 HAMBURGERS	303000086613		00004730				75.33
		10 DELIVERY	303000076500		00004730				64.54
									5.50
								VENDOR TOTAL:	690.41

LAY		PLAYERS GOLF CARS							
	21691	01 10-31 CART RENTAL	504000036126	11/02/20		62585	11/11/20	900.00	900.00
								VENDOR TOTAL:	900.00

PRIN		PRINCIPAL LIFE GROUP							
	NOV 2020	01 DENTAL INS PREM	101000106801	11/11/20		62586	11/11/20	1,523.00	1,523.00
		02 DENTAL INS PREM	101500106801						371.39
		03 DENTAL INS PREM	504100106801						67.57
		04 DENTAL INS PREM	504000106801						79.88
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						435.49
		07 DENTAL INS PREM	207500106801						278.64
		08 DENTAL INS PREM	303000106801						147.98
									23.67
								VENDOR TOTAL:	1,523.00

REIN		REINDERS, INC.							
	1855096-00	01 THROTTLE CABLE-MOWER	504100066403	10/15/20		62587	11/11/20	260.70	94.90
									94.90
	1855499-00	01 MOWER LEVER DAMPER	504100066403	10/19/20		62534	10/27/20	106.11	106.11
									106.11
	1856015-00	01 OIL CAP 9016 MOWER	504100066403	10/26/20		62587	11/11/20	260.70	64.86
									64.86
								VENDOR TOTAL:	1,523.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT	
1856831-00	01	TORO IDLER PULLEY MOWER	504100066403	10/30/20		62587	11/11/20	260.70	39.44 39.44	
4062557-00	01	TORO SIDEWINDER REPAIRS	504100066403	10/23/20		62587	11/11/20	260.70	61.50 61.50	
		VENDOR TOTAL:							366.81	
RINGCEN		RINGCENTRAL INC.								
CD_000176717	01	PHONE SERVICE	101000096700	10/21/20		62588	11/11/20	908.94	908.94 454.47 454.47	
	02	PHONE SERVICE	201000096700							
		VENDOR TOTAL:							908.94	
SHAW		SHAW SUBURBAN MEDIA								
102010027030	01	DIGITAL DISPLAY	101200046208	10/31/20		62566	11/10/20	326.00	326.00 326.00	
		VENDOR TOTAL:							326.00	
STAPLES		STAPLES BUSINESS ADVANTAGE								
3460811334	01	PRICE ADJ CREDIT - MARKERS	207500046200	10/31/20		62589	11/11/20	106.89	-4.98 -4.98	
3460811335	01	PAPER, ENVELOPES	101000046200	10/31/20		62589	11/11/20	106.89	37.85 18.92 18.93	
	02	PAPER, ENVELOPES	201000046200							
	03	MARKERS - CC	207500046200							
	04	AIR FRESHNER-CLOTHS	207500076510							
3461534762	01	PAPER	101000046200	11/07/20		62589	11/11/20	106.89	74.02 16.99 17.00 5.20 34.83	
	02	PAPER	201000046200							
		VENDOR TOTAL:							106.89	
SUP		SUPERIOR BEVERAGE								
221377	01	BUDWEISER	303000086634	10/14/20		62541	10/28/20	195.70	195.70 36.50 30.00 38.20 35.20 50.80 5.00	
	02	BUSCH LIGHT	303000086634							
	03	MICHELOB ULTRA	303000086634							
	04	SHOCK TOP	303000086634							
	05	GOOSE 312	303000086634							
	06	DELIVERY CHARGE	303000086634							

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		UPERIOR SUPERIOR INDUSTRIAL SUPPLY							195.70
	157096	01 ELECTROSTATIC SPRAYER	207500076514	10/28/20	00004742	62590	11/11/20	720.00	720.00
		02 FREIGHT	207500076514		00004742				639.00
									21.00
		VENDOR TOTAL:							720.00
	0001170	METCALF, LISA							720.00
		MILEAGE 11-6-20		11/06/20		62559	11/06/20	90.39	90.39
		01 MILEAGE	201000046211						90.39
		VENDOR TOTAL:							90.39
	0001311	REX, SARAH							90.39
		REIMBURSEMENT 11-6-20		11/06/20		62560	11/06/20	12.98	12.98
		01 REIMB - DAN RETIREMENT	101000046213						12.98
		VENDOR TOTAL:							12.98
	0001643	FAIVRE, FLORENCE							12.98
		REIMB		10/28/20		62542	10/28/20	40.00	40.00
		01 WALMART REIMBURSEMENT	303300086632						40.00
		VENDOR TOTAL:							40.00
	0001644	LAKE-ROGMAN, JENNI							40.00
		REIMBURSEMENT		11/06/20		62561	11/06/20	9.69	9.69
		01 REIMBURSEMENT ART CLASS SUPPL	205011306216						9.69
		VENDOR TOTAL:							9.69
	0001645	DOBSON, JERRY							9.69
		REIMBURSEMENT		11/10/20		62567	11/10/20	142.48	142.48
		01 REIMB-VACUUM MENARDS	303000076510						65.27
		02 REIMB-VACUUM MENARDS	504000076500						65.27
		03 REIMB-FLAGS-MENARDS	206194036216						11.94
		VENDOR TOTAL:							142.48
	0001646	VISA CARDMEMBER SERVICE							142.48
	100920	01 TRACTOR TIRE	101500066402	10/09/20		62545	10/29/20	5,319.25	5,319.25
		02 DOG PARK FENCE LOCK PARTS	101500076540						-62.55
		03 WASP SPRAY - BATTERIES	101500066404						250.00
		04 GAS GRILL VALVE - KNOB	3033000056307						28.95
		VENDOR TOTAL:							52.72

DATE: 11/17/2020
 TIME: 10:12:03
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	100920			10/09/20		62545	10/29/20	5,319.25	5,319.25
		05 RANGER CART CHOKE CABLE	504000066409						27.99
		06 TIRES 2005 TRUCK	101500066402						497.00
		07 LICENSING FOR CONCERTS	206194016210						375.10
		08 IPRA DUES	101000046204						244.00
		09 IPRA DUES	201000046204						244.00
		10 LEGAL SYMPOSIUM	101000046207						410.00
		11 WIRELESS KEYBOARD- MOUSE	101000046200						17.88
		12 WIRELESS KEYBOARD- MOUSE	201000046200						17.88
		13 JOB AD MECHANIC	101000046203						100.00
		14 JOB AD MECHANIC	201000046203						100.00
		15 BANDANAS	101200046215						398.96
		16 UNIFORMS	101200046215						180.80
		17 SPOTIFY FOR CC	207500076500						9.99
		18 POPCORN OIL	303300086621						27.90
		19 CHEESE CUBES	303500086640						13.66
		20 TOMATO JUICE	303000086636						5.12
		21 BUSINESS CARDS	101000046204						146.69
		22 BUSINESS CARDS	201000046204						146.70
		23 FACEBOOK ADS	101200046209						81.81
		24 ADOBE	101000046206						15.93
		25 KICKBALLS	205550266216						56.12
		26 COVID ELECTRIC WHISTLE	205490016216						53.98
		27 MARIJUANA LEGALIZATION WEBINAR	201000046207						6.00
		28 COVID SPRAY BOTTLES-ALCOHOL	207500076514						51.97
		29 COVID DISINFECTANT SPRAYER	207500076514						1,495.00
		30 FOOD FOR MEETINGS	101000046212						117.59
		31 FOOD FOR MEETINGS	201000046212						117.59
		32 KSRA MEETING-TOUR	201000046212						79.49
		33 CHRONICLE ACCESS	101200046214						10.98
WAGN		WAGNER AGGREGATE, INC.					VENDOR TOTAL:	5,319.25	
29588	01	BALLFIELD AG LIME	202100076533	10/31/20		62591	11/11/20	207.09	207.09
WALM		WALMART COMMUNITY/RFCSELLC					VENDOR TOTAL:	207.09	
101620	01	ICE CREAM/CHOCOLATE	303000086636	10/16/20		62549	10/29/20	720.65	720.65
	02	CREAM	303000086632						7.75
	03	EGGS	303000086610						7.76
	04	HOT DOG BUNS	303000086615						0.48
	05	BREAD	303000086612						17.60
	06	LETTUCE/TOMATO/ONIONS	303000086629						3.96
	07	BRD/STRSCE/BRSGR/CHRCL/LFLUID	303500086640						6.41
									38.96

FROM 10/22/2020 TO 11/17/2020

ENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
101620				10/16/20		62549	10/29/20	720.65	720.65
		08 WORCHESHIRE/CHERRIES	303000086636		00004717				4.98
		09 SOUR CREAM/LETTUCE	303000086629		00004717				3.74
		10 HAMBURGER BUNS	303000086613		00004717				3.96
		11 BREAD	303000086612		00004717				3.96
		12 EGGS	303000086610		00004717				0.96
		13 COFFEE	303000086632		00004717				15.84
		14 HOT DOG BUNS	303000086615		00004717				21.12
		15 BELVITTA	303000086618		00004715				10.98
		16 FAMOUS AMOS	303000086618		00004715				12.58
		18 PIRATE BOOTY	303000086618		00004715				9.52
		19 TAKIS	303000086618		00004715				19.96
		20 CHEEZIT	303000086618		00004715				12.18
		21 TRAIL MIX	303000086618		00004715				11.98
		22 CANDY	303000086624		00004715				12.98
		23 SOAR SNACKS	205011016216		00004715				250.28
		24 BREAD/BUTTER	303500086640		00004714				36.80
		25 HOT CHOCOLATE	303300086632		00004714				5.84
		26 HOT DOG BUNS	303000086615		00004714				20.00
		27 COFFEE	303300086632		00004714				7.92
		28 OIL	303300086621		00004714				4.44
		29 CH SRP/ICECRM/HALF/HALF	303000086636		00004714				12.27
		30 BREAD	303000086612		00004714				1.88
		31 CHARCOAL	303500086640		00004714				17.97
		32 HAMBURGER BUNS	303000086613		00004734				5.94
		33 HAMBURGER BUNS	303000086613		00004734				4.40
		34 HOT DOG BUNS	303000086615		00004735				28.16
		35 TOMATO JUICE	303000086636		00004735				9.12
		36 HOT CHOCOLATE	303300086632		00004735				46.94
		37 BREAD	303000086612		00004735				1.88
		38 LIME JUICE	303000086636		00004735				6.48
		39 ONIONS/TOMATO/LETTUCE	303000086629		00004736				4.99
		40 HOT DOG BUNS	303000086615		00004737				10.56
		41 LETTUCE	303000086629		00004737				1.56
		42 HAMBURGER BUNS	303000086613		00004737				7.60
		43 CORRECT AMOUNT	303000086636		00004737				0.04

VENDOR TOTAL: 720.65

WASTE MANAGEMENT

WASTE	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3628773-2011-3			10/30/20		62592	11/11/20	399.60	399.60
		01 REFUSE - ADM	101000056302						61.17
		02 REFUSE - CH	303000056302						61.17
		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

DATE: 11/17/2020
TIME: 10:12:03
ID: AP450000.WOW

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

PAGE: 13

FROM 10/22/2020 TO 11/17/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3628773	2011-3	07 REFUSE -CC	2075000056302	10/30/20		62592	11/11/20	399.60	399.60
									163.52

VENDOR TOTAL: 399.60
TOTAL --- ALL INVOICES: 70,974.64

NEW

FROM 11/19/2020 TO 11/19/2020

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

MRROUT MR OUTHOUSE
 2899 01 PORT-O-POTS - GOLF 504100056309 10/31/20 62603 11/19/20 1,915.00 1,915.00
 02 PORT-O-POTS - PARKS 101500056309 330.00
 03 PORT-O-POTS -SPORTS 202100056309 700.00
 885.00

PLAYPO PLAYPOWER LT FARMINGTON INC
 1400246638 01 PARTS-PLYGRD-OLD MILL PARK 101500066407 11/10/20 62604 11/19/20 86.63 86.63
 VENDOR TOTAL: 1,915.00

STAPLES STAPLES BUSINESS ADVANTAGE
 3462024695 01 CHAIR 101000046200 11/14/20 62605 11/19/20 244.03 195.89
 02 CHAIR 201000046200 97.94
 97.95

3462024696 01 LETTER PADS 101000046200 11/14/20 62605 11/19/20 244.03 8.19
 02 LETTER PADS 201000046200 4.09
 4.10

3462024697 01 GLOVES 207500076510 11/14/20 62605 11/19/20 244.03 39.95
 39.95
 VENDOR TOTAL: 244.03

STRANS STRANS GARDEN CENTER
 10-20-20 01 COMM CTR MULCH 207500066401 10/10/20 62606 11/19/20 240.00 240.00
 240.00

TOTAL --- ALL INVOICES: 240.00
 4,418.84

DATE: 11/19/2020
 TIME: 11:48:20
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/19/2020 TO 11/19/2020

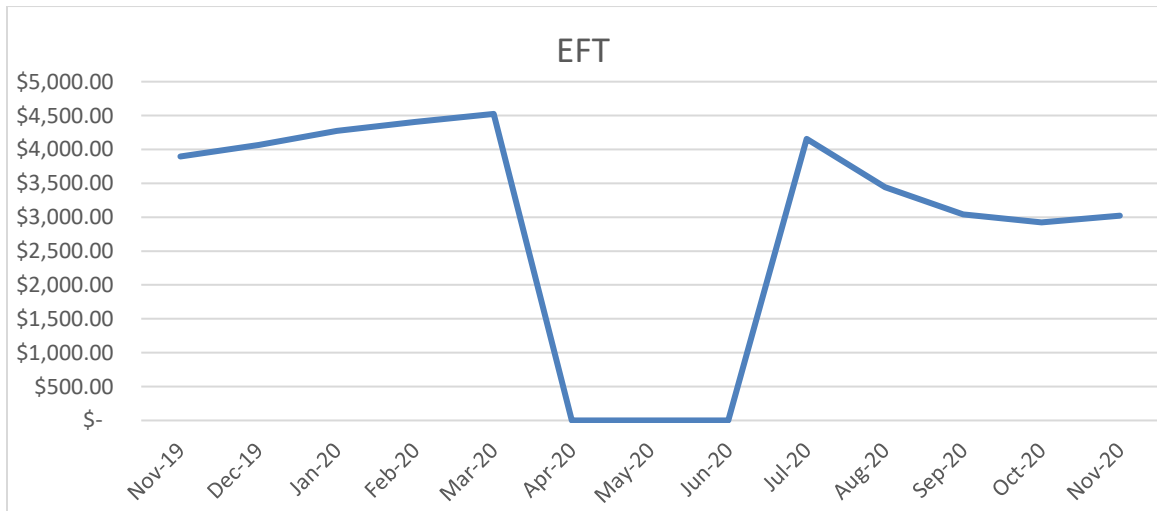
VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	277120	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	101000002006 101000002007	11/12/20		62597	11/19/20	605.90	605.90 568.70 37.20
BANN		BANNER UP SIGNS					VENDOR TOTAL:		605.90
	73383	01 LOGO MAGNETS VEHICLES	101500066403	11/12/20		62598	11/19/20	50.00	50.00
CONS		CONSERV FS					VENDOR TOTAL:		50.00
	121014345	01 DIESEL - GOLF 02 DIESEL - PARKS 03 DIESEL - SC	504100076515 101500076515 202100076515	11/06/20		62599	11/19/20	931.94	347.43 16.04 280.26 51.13
DEKA		01 GASOLINE - OLD TANK	504100076515	11/10/20		62599	11/19/20	931.94	584.51 584.51
	75409	01 GEARHEAD WEED EATER	101500066402	11/12/20	00004744	62600	11/19/20	195.44	195.44
GRAI		01 SHOP LIGHTS	101500066401	11/19/20		62601	11/19/20	52.20	52.20
4ENA		01 WHEELS, FASTERENRS SPORTS	202100076500	11/12/20	00004746	62602	11/19/20	97.70	45.05 45.05
	4269	01 FENCE REPAIR PIECES PARKS	101500066404	11/04/20		62602	11/19/20	97.70	52.65 52.65
							VENDOR TOTAL:		97.70

Interim \$ 70,974.64
 New \$ 4,418.84
 Total \$ 75,393.48

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: November 24, 2020

Administrative Initiatives (11/1/20 – 11/30/20)

- Attended scheduled Board and Superintendent/staff meetings.
- Attended Study Session.
- 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 November installment was for 162 individuals, an increase of 1 from October. The monthly installment was \$2,814 (\$137 increase) processed through credit cards and \$209 (\$39 decrease) through ACH transactions. There were 6 households whose credit cards did not process (\$155) due to declined credit cards. I am still following up on each of these and processing the transactions when possible. (See chart below that shows monthly EFT revenue over the last year.)



- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary.
- Performed criminal background checks on new hires and volunteers.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment taxes.

- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Continued to review cash flow and transferred funds as needed in order to increase investment income and to cover disbursements.
- Submit final billing for restoration of the lower level of the clubhouse to PDRMA for reimbursement.
- Transferred cost of goods sold in concessions (catering), recreation, vending and pro shop sales.
- Attended Pumpkin Festival Committee Meetings.
- Allocated IMRF and SS tax levies to appropriate funds to cover related expenses.
- Participated in Legal Symposium (virtual).
- Filed COVID expenses to CURE program for reimbursement.
- Obtained estimate EAV from the county. Prepared resolution and staff recommendation for the 2020 tax levy.
- Reviewed and updated Capital Funding Plan 2021-2025. Prepared first draft for presentation to Board.
- Continued to work on 2021 FY Operating Budget.
- Due to COVID mitigations, unable to hold open enrollment meeting for all staff on employee benefits. Met with each individually to explain this year's open enrollment process. Finalize and submit to PDRMA.
- Continued communication with Speer Financial and Chapman & Cutler on annual rollover bond. Complete documentation on awarding bid.
- Followed up on Golf/Concessions POS systems. Asked additional questions to help make selection.
- Met with Jonelle to discuss various transitional items.
- Worked with BCG Learning to finalize agreement to provide mandatory Sexual Harassment Training for employees.
- Discussed with auditors and Jonelle extending contract for one year.
- Set up zoom meetings. Recorded where necessary.
- Worked with staff on COVID related absences. Provided correspondence to assist staff in knowing "what to do."
- Updated PDRMA workers compensation payroll audit used to determine member contribution for 2021.
- Reviewed and responded to third quarter unemployment claims.
- Calculated final vehicle personal mileage expense.
- Worked with attorney on tax exempt property documentation.

Administrative Initiatives (12/1/20 – 12/31/20)

- Attend scheduled Superintendent and Board meetings.
- Have meeting to discuss future staffing plans.
- Meet with staff on maintaining Certificate of Insurance records for the District.

- Attend PATH Essentials Webinar.
- Staff evaluations.
- Assist with onboarding of new full-time employee.
- File monthly unemployment with state.
- File monthly Sales Tax Return.
- Review deposits, if any, 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, as needed, in concessions (catering), recreation, vending and pro shop sales.
- Allocate IMRF and SS tax levies to appropriate funds to cover related expenses.
- Invoice DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Work with CMJ on technology as needed. Schedule server replacement for after first of year.
- Provide KSRA with final property tax installment documentation and process payment.
- Update credit card terminal information. Perform annual PCI compliance.
- Write up instructions for utilizing the employee portal.
- Update estimated EAV from county. Prepare 2020 tax levy for board approval.
- Finalize 2021 Capital Budget for Board approval.
- Continue to consolidate 2021 Operating Budget numbers. Review and comment. Prepare first draft for board review.
- Finalize paperwork for annual GO Bond.

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

Corporate Fund (10)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	34,362.56	1,402,654.50	1,559,109.00	1,367,285.96	2.6% (1)
Marketing	-	272.50	600.00	-	#DIV/0!
Parks	1,453.20	21,449.22	26,091.00	18,246.99	17.5% (2)
Total Revenues	35,815.76	1,424,376.22	1,585,800.00	1,385,532.95	2.8%
Expenses					
Administration	42,905.47	643,081.57	1,336,773.00	507,958.50	26.6% (3)
Marketing	3,206.97	39,580.04	43,600.00	32,746.06	20.9% (4)
Parks	16,555.94	215,926.78	304,523.00	244,324.65	-11.6% (5)
Total Expenses	62,668.38	898,588.39	1,684,896.00	785,029.21	14.5%
Total Fund Revenues	35,815.76	1,424,376.22	1,585,800.00	1,385,532.95	2.8%
Total Fund Expenses	62,668.38	898,588.39	1,684,896.00	785,029.21	14.5%
Surplus (Deficit)	(26,852.62)	525,787.83	(99,096.00)	600,503.74	-12.4%

- (1) Shelter/Alcohol permit down 75.8% \$5,617. Property tax revenue 2020 higher by 1.9% \$24,092. 2020 insurance proceeds from flood \$23,577 (will transfer some to golf and recreation to cover appropriate costs)
- (2) Dog Park Revenue. Dog park was not open until May 2019. Revenue up 12.0% \$564. Tax Levy allocation higher in 2020 primarily due to naturalist position hired in Spring 2019.
- (3) 2020 includes \$18,500 in survey expenses. Interest payment for 2019 bond \$102,403. \$14,000 flood costs to be reimbursed. Payroll and related taxes higher by 9.3% \$20,018 primarily due to Director overlap.
- (4) COVID mailers \$13,167.
- (5) Landscape services is reduced in 2020 by \$19,037 due to hiring of naturalist. Gas & Oil down in 2020 by 39.8% \$7,922.

Recreation Fund (20)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	6,936.88	974,045.17	990,727.00	933,795.72	4.3% (1)
Sports Complex	-	868.50	44,457.00	11,236.00	-92.3% (2)
Sports Complex Maintenance	2,904.45	37,347.29	43,727.00	33,660.59	11.0%
Midwest Museum of Natural Hist	580.96	1,742.88	2,400.00	2,395.97	-27.3%
Programs-Youth	773.66	12,083.91	20,393.00	15,720.74	-23.1% (3)
Programs-Teens	(103.00)	157.00	1,635.00	252.00	-37.7% (3)
Programs-Adult	810.94	4,254.86	13,501.00	9,345.82	-54.5% (3)
Programs-Leagues	3,527.51	9,734.08	11,905.00	8,273.86	17.6% (3)
Programs-Youth Athletics	2,777.09	20,640.68	31,171.00	29,108.42	-29.1% (3)
Programs-Fitness	1,335.99	10,553.30	24,559.00	19,262.04	-45.2% (3)
Programs-Early Childhood	-	2,878.00	6,757.00	5,938.00	-51.5% (3)
Programs-Dance	101.88	2,082.28	4,530.00	3,393.83	-38.6% (3)
Programs-Special Events	50.00	6,609.02	20,671.00	9,176.23	-28.0% (3)
Programs-Community Events	335.00	4,935.00	12,183.00	10,242.67	-51.8% (3)
Brochure	4,050.00	4,050.00	7,350.00	7,350.00	-44.9%
Weight Room	17,652.65	79,563.19	179,114.00	150,710.93	-47.2% (4)
Community Center	3,838.83	38,104.03	64,906.00	48,208.47	-21.0% (5)
Total Revenues	45,572.84	1,209,649.19	1,479,986.00	1,298,071.29	-6.8%

(1) Real Estate Taxes YTD 2020 is greater by 3.8% \$33,583. Tax levy allocation greater 26.5% \$11,383 due to higher wages in 2020.

(2) No Spring Field Rentals - COVID

(3) Revenue from programs decreased 33.2%, \$36,785 compared to 2019 due to COVID closure and long term impact.

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

Pathway Fitness Membership	46.40% / 53.23%
Pathway Fitness Pass	43.63% / 53.05%
Track Only Pass	46.70% / 58.79%
Pre-pay Card	44.67% / 75.28%
Program Fees	35.52% / 39.12%
Daily Admission Fee	27.95% / 34.56%

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

Open Gym Daily	52.51% / 84.06%
Open Gym Membership	52.99% / 83.07%
Rentals	62.83% / 79.52%

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

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

Expenses

Administration	45,619.35	481,252.25	608,219.00	441,980.05	8.9%	(1)
Sports Complex	-	-	-	78.06	-100.0%	
Sports Complex Maintenance	29,198.24	347,632.32	441,735.00	352,899.20	-1.5%	
Midwest Museum of Natural Hist	1,420.87	17,307.63	18,750.00	15,288.89	13.2%	(2)
Programs-Youth	2,127.92	7,722.70	12,801.00	8,957.41	-13.8%	(3)
Programs-Teens	-	(12.00)	1,116.00	50.00	-124.0%	(3)
Programs-Adult	139.94	3,012.28	10,344.00	7,479.61	-59.7%	(3)
Programs-Leagues	299.99	3,846.56	8,821.00	3,644.20	5.6%	(3)
Programs-Youth Athletics	4,393.71	9,445.58	21,861.00	17,531.61	-46.1%	(3)
Programs-Fitness	944.70	6,225.41	13,495.00	9,964.95	-37.5%	(3)
Programs-Early Childhood	-	1,900.00	4,637.00	1,688.00	12.6%	(3)
Programs-Dance	167.88	835.39	2,024.00	788.32	6.0%	(3)
Programs-Special Events	73.22	3,607.79	14,422.00	4,685.16	-23.0%	(3)
Programs-Community Events	1,458.11	5,858.11	26,829.00	25,874.84	-77.4%	(3)
Brochure	-	6,185.86	24,575.00	16,639.11	-62.8%	(4)
Weight Room	186.25	11,477.55	43,393.00	14,508.91	-20.9%	
Community Center	16,881.90	134,492.02	219,126.00	153,076.73	-12.1%	(5)
Total Expenses	102,912.08	1,040,789.45	1,472,148.00	1,075,135.05	-3.2%	
Total Fund Revenues	45,572.84	1,209,649.19	1,479,986.00	1,298,071.29	-6.8%	
Total Fund Expenses	102,912.08	1,040,789.45	1,472,148.00	1,075,135.05	-3.2%	
Surplus (Deficit)	(57,339.24)	168,859.74	7,838.00	222,936.24	-24.3%	

- (1) Payroll and related taxes are greater in 2020 by 13.5% \$43,332. New Recreation Specialist started May 2019. 2020 increases for exempt.
- (2) Paying electric/gas \$8,703.
- (3) Expenses for programs decreased 47.4%, \$38,222 compared to 2019.
- (4) No summer brochure printed/mailed in 2020
- (5) Part time customer service temporarily laid off/reduced hours and related taxes 21.0 \$13,381. Utilities lower in 2020 26.7% \$14,651.

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

Donations (21)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	3,200.00	44,251.41	56,000.00	68,515.01	-35.4%
Total Revenues	3,200.00	44,251.41	56,000.00	68,515.01	-35.4%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	3,200.00	44,251.41	56,000.00	68,515.01	-35.4%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	3,200.00	44,251.41	(44,000.00)	68,515.01	-35.4%

Special Recreation (22)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	194,998.77	201,500.00	185,217.08	5.3%
Total Revenues	-	194,998.77	201,500.00	185,217.08	5.3%
Expenses					
Administration	-	97,588.77	201,500.00	92,165.85	5.9%
Total Expenses	-	97,588.77	201,500.00	92,165.85	5.9%
Total Fund Revenues	-	194,998.77	201,500.00	185,217.08	5.3%
Total Fund Expenses	-	97,588.77	201,500.00	92,165.85	5.9%
Surplus (Deficit)	-	97,410.00	-	93,051.23	4.7%

Insurance (23)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	65,441.69	67,000.00	69,788.69	-6.2%
Total Revenues	-	65,441.69	67,000.00	69,788.69	-6.2%
Expenses					
Administration	-	33,156.26	81,452.00	31,276.32	6.0% (1)
Total Expenses	-	33,156.26	81,452.00	31,276.32	6.0%
Total Fund Revenues	-	65,441.69	67,000.00	69,788.69	-6.2%
Total Fund Expenses	-	33,156.26	81,452.00	31,276.32	6.0%
Surplus (Deficit)	-	32,285.43	(14,452.00)	38,512.37	-16.2%

(1) PDRMA return on net position \$7,645. Unemployment expense in 2020 pre-COVID.

Audit (24)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	14,017.40	14,000.00	14,568.26	-3.8%
Total Revenues	-	14,017.40	14,000.00	14,568.26	-3.8%
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	-	14,017.40	14,000.00	14,568.26	-3.8%
Total Fund Expenses	-	14,750.00	13,900.00	15,950.00	-7.5%
Surplus (Deficit)	-	(732.60)	100.00	(1,381.74)	-47.0%

Paving & Lighting (25)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	24,344.31	25,000.00	569.28	4176.3% (1)
Total Revenues	-	24,344.31	25,000.00	569.28	4176.3%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	-	24,344.31	25,000.00	569.28	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	-	24,344.31	(23,471.00)	569.28	

(1) Increased levy to \$25,000

Park Police (26)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	22.10	803.01	637.00	309.11	159.8%
Total Revenues	22.10	803.01	637.00	309.11	159.8%
Expenses					
Administration	310.85	2,951.05	2,153.00	785.56	275.7% (1)
Total Expenses	310.85	2,951.05	2,153.00	785.56	275.7%
Total Fund Revenues	22.10	803.01	637.00	309.11	159.8%
Total Fund Expenses	310.85	2,951.05	2,153.00	785.56	
Surplus (Deficit)	(288.75)	(2,148.04)	(1,516.00)	(476.45)	350.8%

(1) Dog park patrol

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

IMRF (27)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	117,693.79	121,000.00	88,129.61	33.5%
Total Revenues	-	117,693.79	121,000.00	88,129.61	33.5%
Expenses					
Administration	9,605.76	102,833.59	121,000.00	77,553.66	32.6%
Total Expenses	9,605.76	102,833.59	121,000.00	77,553.66	32.6%
Total Fund Revenues	-	117,693.79	121,000.00	88,129.61	33.5%
Total Fund Expenses	9,605.76	102,833.59	121,000.00	77,553.66	32.6%
Surplus (Deficit)	(9,605.76)	14,860.20	-	10,575.95	

Social Security (28)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	98,930.30	100,000.00	98,625.58	0.3%
Total Revenues	-	98,930.30	100,000.00	98,625.58	0.3%
Expenses					
Administration	8,408.29	82,968.61	105,510.00	88,469.35	-6.2%
Total Expenses	8,408.29	82,968.61	105,510.00	88,469.35	-6.2%
Total Fund Revenues	-	98,930.30	100,000.00	98,625.58	0.3%
Total Fund Expenses	8,408.29	82,968.61	105,510.00	88,469.35	-6.2%
Surplus (Deficit)	(8,408.29)	15,961.69	(5,510.00)	10,156.23	

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

Concessions (30)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	8,907.74	54,861.50	75,703.00	61,598.74	-10.9%
Beverage Cart	788.09	2,293.36	11,306.00	7,009.39	-67.3%
Sports Complex Concessions	4,766.23	12,996.16	37,863.00	31,829.63	-59.2%
Pool Concessions	-	-	8,673.00	8,332.11	-100.0%
Catering	(162.34)	3,154.22	19,253.00	15,842.94	-80.1%
Total Revenues	14,299.72	73,305.24	152,798.00	124,612.81	-41.2% (1)
Expenses					
Clubhouse Concessions	7,447.03	63,085.43	100,074.00	74,527.69	-15.4% (2)
Beverage Cart	308.67	533.59	8,495.00	4,615.26	-88.4%
Sports Complex Concessions	3,802.10	7,969.64	32,705.00	27,291.74	-70.8%
Pool Concessions	-	-	8,569.00	7,016.92	-100.0%
Catering	244.09	1,483.11	6,565.00	5,395.53	-72.5%
Total Expenses	11,801.89	73,071.77	156,408.00	118,847.14	-38.5%
Total Fund Revenues	14,299.72	73,305.24	152,798.00	124,612.81	-41.2%
Total Fund Expenses	11,801.89	73,071.77	156,408.00	118,847.14	-38.5%
Surplus (Deficit)	2,497.83	233.47	(3,610.00)	5,765.67	-96.0%

(1) Closed due to COVID. Clubhouse began serving limited menu 5/1/20. Limited Beverage Cart. Sports Complex minimal activity starting in August. Pool Closed. Minimal rentals for catering.

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

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

Developer Contributions (32)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	13,883.76	15,000.00	11,864.90	17.0%
	<hr/>				
Total Revenues	-	13,883.76	15,000.00	11,864.90	17.0%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	-	13,883.76	15,000.00	11,864.90	17.0%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	-	13,883.76	9,000.00	11,864.90	17.0%

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

Golf Course (50)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	42,821.48	426,878.78	416,557.00	378,353.83	12.8% (1)
Golf Maintenance	1,599.17	17,163.59	21,964.00	16,862.31	1.8%
Total Revenues	44,420.65	444,042.37	438,521.00	395,216.14	12.4%
				(4,614.43)	
Expenses					
Golf Operations	19,443.02	172,863.38	218,420.00	177,079.17	-2.4% (2)
Golf Maintenance	20,454.20	197,450.82	274,997.00	231,719.53	-14.8% (3)
Total Expenses	39,897.22	370,314.20	493,417.00	408,798.70	-9.4%
Total Fund Revenues	44,420.65	444,042.37	438,521.00	395,216.14	12.4%
Total Fund Expenses	39,897.22	370,314.20	493,417.00	408,798.70	-9.4%
Surplus (Deficit)	4,523.43	73,728.17	(54,896.00)	(13,582.56)	-642.8%

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

Daily Greens Fees	104.44% / 120.75%
Golf Events & Misc	83.00% / 83.70%
Carts	116.08% / 120.86%
Season passes	95.44% / 100.93%
Pro shop sales	84.70% / 102.21%

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

(2) 2020 Payroll and related taxes down 4.7% \$4,880

(3) 2020 Payroll and related taxes down 14.0% \$19,150; Utilities 43.9% \$5,852; Materials & Supplies 10.4% \$4,614

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

Aquatics (51)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Pool	-	44.68	69,120.00	68,448.48	-99.9%
Swim Lessons			20,832.00	20,929.39	
Splashpad	-	8,123.00	18,034.00	13,211.45	-38.5%
	<hr/>				
Total Revenues	-	8,167.68	107,986.00	102,589.32	-92.0% (1)
Expenses					
Pool	-	1,159.34	59,795.00	52,422.42	-97.8%
Aquatics Maintenance	258.01	9,459.73	34,200.00	31,940.58	-70.4%
Swim Lessons	-		10,750.00	9,083.98	
Splashpad	-	-	838.00	50.45	-100.0%
	<hr/>				
Total Expenses	258.01	10,619.07	105,583.00	93,497.43	-88.6%
Total Fund Revenues	-	8,167.68	107,986.00	102,589.32	-92.0%
Total Fund Expenses	258.01	10,619.07	105,583.00	93,497.43	-88.6%
Surplus (Deficit)	(258.01)	(2,451.39)	2,403.00	9,091.89	-127.0%

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

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

Debt Service (60)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	615,042.15	630,000.00	601,812.62	2.2%
Total Revenues	-	615,042.15	630,000.00	601,812.62	2.2%
Expenses					
Administration	-	6,015.00	625,786.00	531,975.84	-98.9%
Total Expenses	-	6,015.00	625,786.00	531,975.84	-98.9%
Total Fund Revenues	-	615,042.15	630,000.00	601,812.62	2.2%
Total Fund Expenses	-	6,015.00	625,786.00	531,975.84	-98.9%
Surplus (Deficit)	-	609,027.15	4,214.00	69,836.78	772.1%

Capital Projects (70)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	1,077.61	540,000.00	13,309.35	-91.9%
Total Revenues	-	1,077.61	540,000.00	13,309.35	-91.9%
Expenses					
Administration	-	222,336.27	597,888.00	325,498.99	-31.7%
Total Expenses	-	222,336.27	597,888.00	325,498.99	-31.7%
Total Fund Revenues	-	1,077.61	540,000.00	13,309.35	-91.9%
Total Fund Expenses	-	222,336.27	597,888.00	325,498.99	-31.7%
Surplus (Deficit)	-	(221,258.66)	(57,888.00)	(312,189.64)	-29.1%

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

Action 2020 (71)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	15,618.85	208,600.00	5,323,022.83	-99.7%
Total Revenues	-	15,618.85	208,600.00	5,323,022.83	-99.7%
Expenses					
Administration	1,897.34	1,112,142.76	1,357,750.00	1,555,064.82	-28.5%
Total Expenses	1,897.34	1,112,142.76	1,357,750.00	1,555,064.82	-28.5%
Total Fund Revenues	-	15,618.85	208,600.00	5,323,022.83	-99.7%
Total Fund Expenses	1,897.34	1,112,142.76	1,357,750.00	1,555,064.82	-28.5%
Surplus (Deficit)	(1,897.34)	(1,096,523.91)	(1,149,150.00)	3,767,958.01	-129.1%
Total Fund Revenues	143,331.07	4,365,643.75	5,743,828.00	9,781,754.83	
Total Fund Expenses	237,759.82	4,068,125.19	7,173,862.00	5,200,047.92	
Surplus (Deficit)	(94,428.75)	297,518.56	(1,430,034.00)	4,581,706.91	

Sycamore Park District
Fund Balances

	Audited 1/1/2020	Revenues	Expenses	10/31/2020	10/31/2020 Cash balance
10 Corporate	854,653.74	1,424,376.22	898,588.39	1,380,441.57	1,396,128.21
20 Recreation	448,367.83	1,209,649.19	1,040,789.45	617,227.57	662,846.28
21 Donations	132,672.62	44,251.41	-	176,924.03	176,924.03
22 Special Recreation	18,718.11	194,998.77	97,588.77	116,128.11	116,128.11
23 Insurance	46,724.24	65,441.69	33,156.26	79,009.67	79,009.67
24 Audit	13,701.70	14,017.40	14,750.00	12,969.10	12,969.10
25 Paving & Lighting	23,521.99	24,344.31	-	47,866.30	47,866.30
26 Park Police	3,522.01	803.01	2,951.05	1,373.97	1,373.97
27 IMRF	-	117,693.79	102,833.59	14,860.20	14,860.20
28 Social Security	5,510.11	98,930.30	82,968.61	21,471.80	21,471.80
30 Concessions	33,677.90	73,305.24	73,071.77	33,911.37	16,734.27
32 Developer Contributions	178.24	13,883.76	-	14,062.00	14,062.00
60 Debt Service	79,888.43	615,042.15	6,015.00	688,915.58	688,915.58
70 Capital Projects	419,257.15	1,077.61	222,336.27	197,998.49	197,998.49
71 Action 2020	2,679,876.36	-	1,897.34	2,677,979.02	2,122,783.82
Total governmental fund balance	4,760,270.43	3,897,814.85	2,576,946.50	6,081,138.78	5,570,071.83
50 Golf Course	1,416,988.68	444,042.37	370,314.20	1,490,716.85	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(15,382.83)	74,465.17
51 Aquatics	387,553.67	8,167.68	10,619.07	385,102.28	
	<u>(380,628.50)</u>			<u>(380,628.50)</u>	
	6,925.17			4,473.78	4,353.78
Total proprietary funds	(82,185.83)	452,210.05	380,933.27	(10,909.05)	
	4,678,084.60			6,070,229.73	5,648,890.78

Summary of depository accounts as of 11/19/2020

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	2,512,330.79	0.08	1948.62
Resource Bank	32,855.88	0.12	64.53
IPDLAF	3,020,628.24	varies	14589.96
DCCF - Action 2020	52,645.95		
Dekalb Co. Community Foundation	<u>19,378.37</u>		
	5,637,839.23		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: November 18, 2020

Administrative Initiatives (11/1/20-11/30/20)

Theresa Tevsh, Superintendent of Recreation Services

- Attended the Park District Board meeting and all staff management meetings.
- Continue to monitor MMNH happenings and communicate with the MMNH Board. They plan on turning over keys and the remaining contents of the building to the Park District before thanksgiving. All taxidermy has been moved out minus 2 full size bears which will be picked up by an auctioneer, proceeds going to Burpee Museum. There is a bird and a book collection that must go to a 501c3, and MMNH Board member asks that if remain safe for another week so that she can get them to a new home. There is a multitude of office furniture that they will leave behind. Staff have been working on options for removal of the items, charity donation pick-up or dumpsters.
- Recreation Team prepared for Winter/Spring 2021 Brochure. It will go out to homes the first week of December.
- Dekalb Families Services- Club 55 will coordinate free senior fitness programs within the community center starting in November. They will have Chair yoga and video fitness plus Monday & Friday 1-hour walking.
- Graduate Student Brianna Kramer applied for the PDRMA Healthy Employee Grant and we were awarded \$1000. The employee wellness program will launch in December (with modification due to COVID).
- Sold 432 Dog Park Passes to date. The 2021 tags are in and will work with the city to continue the "one stop shop" for both city tag and dog park membership sales starting December 1st.
- Continue to monitor/deal with employees who are sick or exposed to COVID. So far, we have been able to manage the amount of staff on quarantine and have been able to continue with classes and building operations. Employees have been responsive to picking up extra shifts.
- The SOAR afterschool session concluded. Parents were very appreciative of the program. We will continue to work with the school if there is a need for afterschool care.

- Second session Fall classes began. All Star Sports Instruction (48 participants/6 classes) Karate (20participants/ 2 classes) Intro to dance (5) Little Tumblers (12participants/ 2 classes) Youth Art (10).
- All Recreation staff worked on 2021 budget projections for the Superintendent of Finance.
- Volleyball league is running smooth & all teams are following the new league adjustments.
- Recreation staff met to revamp the Hoop Shoot event due to COVID-19 restrictions. Raising Canes is sponsoring the event with prizes and food coupons.
- Intern Kelsey Sipp has organized a new youth basketball league with 48 participants and volunteer coaches. They will practice skills and scrimmage on Mondays and Saturdays.
- Our current NIU intern Kelsey Sipp has been accepted into the Master's Program at NIU and we will welcome her as our new NIU Graduate student, starting in January 2021. This is a 2-year commitment with the Park District.
- Recreation Supervisor Sarah Rex submitted an Illinois Transpiration Enhancement Program Grant to IDOT for the Great Western Trail Extension: Sycamore Forest Preserve to Old Mill Park – Segment 2.
- Recreation Supervisor Rex met with Executive Director and Ron Vine about succession planning and strategic planning.
- Recreation team working with the Library to develop a story trail. The Park District will write and submit a DeKalb County Community Foundation Grant to fund this.
- Recreation Supervisor Rex helped with communications and signs to instruct golfers and voters of the new COVID-19-related procedures at the Clubhouse on election day,
- Recreation Supervisor Rex worked with the district's Natural Areas Specialist to develop a program to sell photo prints taken by to raise money for natural area development and education.
- Superintendent of Recreation Tevsh and Recreation Supervisor Rex worked with Upstaging to light Community Center, Splashpad and back patio for the holidays. Also obtained quotes for tree lighting the campus for next year.
- Recreation Supervisor Rex coordinated annual Thanksgiving Thank You cards sent out by the district to organizations, businesses, and individuals who have supported the district over the past year.
- Recreation Specialist Dobberstein continued to operate Caddyshack Grill, following COVID restrictions. The unusually nice weather kept sales going!
- Caddy shack grill was open during the Pumpkin Scramble and sold Melissa's famous chili. \$1300 in sales.
- October vending sales \$169.00 in product.
- Sports Complex Concessions closed for the season.
- Superintendent o Recreation and Recreation Specialist coordinated and conducted the first, Veteran's Day pinning event. There were 18 guests in attendance. Heartland Hospice provided certificate and pin to all veterans in attendance. Mayor Lang, Executive Director Baily and Chaplain Mennen spoke to the group. Live music provided by the black-tie trio.

- Caddy Shack grill open for Frozen Fingers golf event. Had 30 golfers, \$200 in sales.
- Recreation Specialist Dobberstein met with AARP tax reps to coordinate a free space for them to conduct taxes for seniors February-April 2021.
- As of November 17, we have 254 Active Pathway Fitness 24/7 Memberships, 272 Active Pathway Fitness Passes, 51 Active Track 24/7 Memberships, 201 Active Track Passes and 192 Active Open Gym Passes.
- Facility Supervisor Metcalf attended a training from Vermont Systems on a new version of WebTrac. We will switch over around May of 2021.
- Scheduled Life Fitness to come in and do their second Preventative Maintenance on all Pathway Fitness machines for the year.
- Facility Supervisor Metcalf attended an Aquatics Webinar to learn from pools that were open on how they managed through COVID restrictions.
- Facility Supervisor Metcalf set up a First Aid / CPR / AED Training for any Full-Time or Part-Time Staff who need it.
- Pathway Fitness Membership Sales November 1 – 19, 2020 = 33 total memberships/passes were sold/renewed.

Pathway Fitness 24/7 Memberships = 4

24/7 3 Month Memberships = 3

Pathway Fitness Pass = 8

Track Only 24/7 Membership = 2

Track Only Pass = 7

Open Gym Pass = 8

Open Gym 5-Visit Punch Card = 1

Administrative Initiatives (12/1/20-12/31/20)

Theresa Tevsh, Superintendent of Recreation Services

- Will attend upcoming staff meetings, study session and Board meeting.
- Will continue to wrap up the clubhouse basement construction.
- Will conduct the full-time staff annual performance evaluations.
- Will continue to work with Mitigation modifications to offer safe facility and programming.
- Recreation staff will coordinate holiday displays inside the community center week of November 30th.
- Will coordinate the Tree Decorating contest along with intern Sipp at the Legacy campus. Service groups and non-profits have been contacted to decorate a tree that will be on display through the holidays.

- Recreation staff will help make modifications and run Cookies with Santa event on December 11, 12 along with the Sycamore Lions club.
- Recreation Supervisor along with intern Sipp will create promotional materials and map for Holiday House Decorating Contest tour.
- Recreation Supervisor Rex will begin a transition plan to change the golf course name from Sycamore Park District Golf Club to Sycamore Golf Club.
- Recreation Supervisor Rex will research ways for the golf course's new POS system to display a tournament schedule on a screen in the clubhouse.
- Recreation Supervisor Rex will develop a natural areas volunteer packet and handbook with assistance from Natural Areas Specialist.
- Recreation Specialist Dobberstein will organize and put away inventory when basement storeroom is finished at the clubhouse. The old-admin office will be cleaned and prepped for future rental use.
- Pathway Fitness will have a Holiday Special for 20% off all annual Pathway Fitness Memberships and Passes, paid in full. This will run from November 23 – December 31, 2020.
- Will conduct a Service Desk Staff training meeting with all staff to go over what do expect for the Winter/Spring season.

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: November 24, 2020

Administrative Initiatives (11/1/20 – 11/30/20)

- Attended all administrative team meetings as scheduled.
- Attended ALL-Staff meetings when scheduled.
- Continued to help in the transition of Executive Director as directed.
- Updated reader board for November.
- Continued to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Continued to send eblasts and distribute flyers for the Frozen Fingers Open.
The tournament was a success. 16 teams registered and 14 played. Everyone enjoyed the format and wish to take part in this event in the future. The tournament brought in almost \$1,400.00 in revenue to add to the November.
- Continued to meet with golf manufacturing representatives and order spring 2021 merchandise.
- Continued to finalize preparation of golf carts and cart barn for winter storage.
- Continued to develop winter golf marketing plan with Sarah Rex.
- Continued to monitor pro shop sales and promoted slow moving products to reduce pro shop inventory.
- Continued to meet with outing planners for the 2021 golf season.
- Reduced part-time staffing to a pro shop cashier, player assistants when needed due to play volume and cart attendants on weekends only.
- Began the planning of pro shop winter remodeling.
- Began preparation of golf course closure and post pro shop hours for holiday sales.
- Published approved golf rates on the websites and will begin promotion of those rates through eblasts.
- Began preliminary plans for the Swing into Spring Sale scheduled for early March of 2021.
- Opened the 15th bridge on November 3, less than a month from the initial construction work. Met with Jeff, Jonelle and Rudy Hisel, from Alliance Construction, to finalize last stages of completion. All schedule to be completed before Thanksgiving.

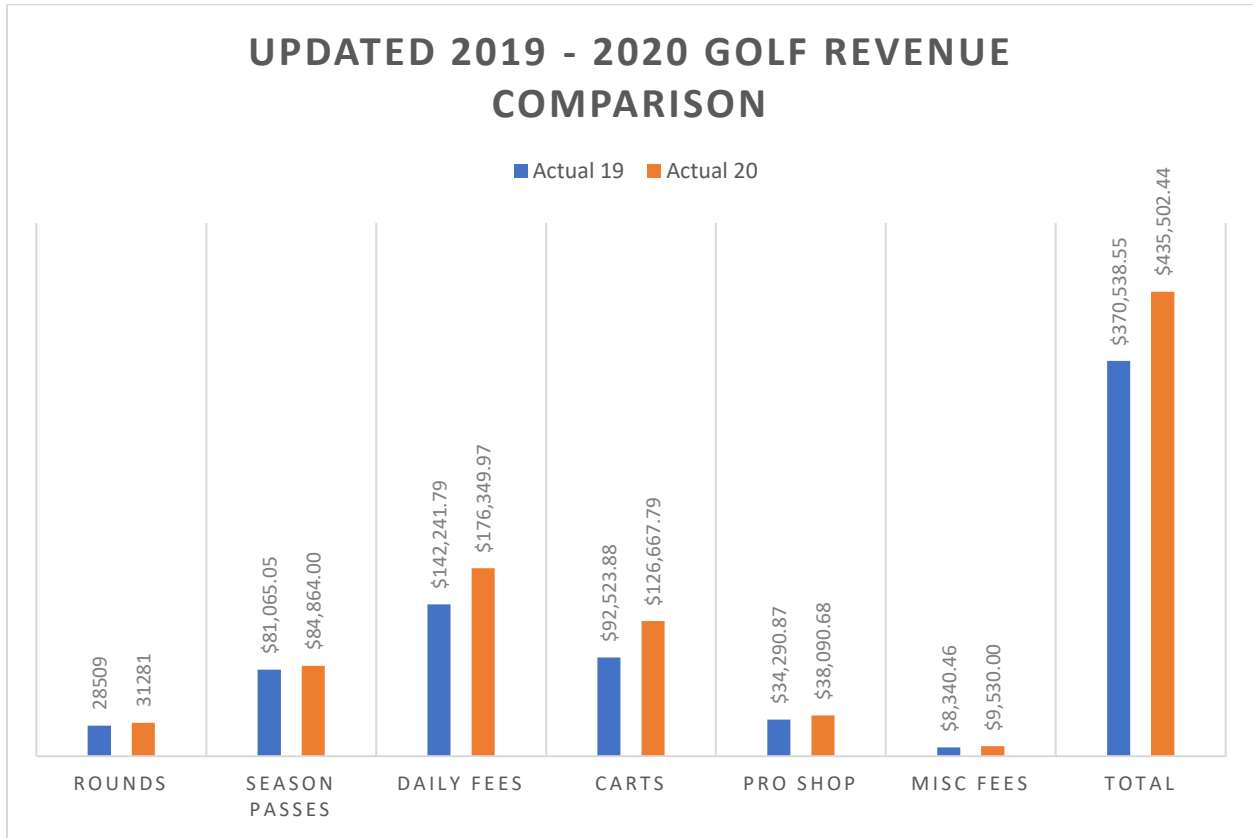
Administrative Initiatives (12/1/20 – 12/31/20)

- Attend all administrative team meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Update reader board for December.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Finalize preparation of the cart barn and move all staged carts for winter storage.
- Close golf course for the 2020 golf season and post signs, place on social media and websites a listing of pro shop hours through Christmas Eve.
- Contact companies, such as Swing'em Again Golf, to liquidate old pro shop merchandise.
- Continue to meet with golf manufacturing representatives and order spring 2021 merchandise.
- Continue to develop winter golf marketing plan with Sarah Rex.
- Continue to monitor pro shop sales and promoted slow moving products to reduce pro shop inventory.
- Continue to meet with outing planners for the 2021 golf season.
- Finalize lower level storage area and move merchandise to shelving organized for ease of inventory and reordering.
- Begin preparation for the changing of the point of sale system. Go through the EZLinks system and remove incomplete member data to ease the transition.

Updated revenue numbers through Sunday, November 15th. This has been the best November for revenues during my tenure. Though the non-stop play has slowed considerably many golfers continue to use our facility. Also, when tournaments are scheduled the registration for the event players information is requested and added to our database. I have also added a tournament player folder in my outlook so in the future players who have taken part in our events will be sent an eblast about upcoming future events including tournaments, pro shop and grill specials as well as other park district events that may interest them.

As the 2020 season ends, I wish to thank all the people who have made this season an unbelievable one. Jeff Donahoe, Steve Tritt and the golf maintenance crew who continued to keep the golf course in incredible shape in spite of being short staffed. Melissa Dobberstein and her staff for working through the adverse conditions and situation to serve our clientele with food and beverage with a smile. The golf operations staff, also working with less bodies and fewer resources, stepping up

and following the COVID-19 Golf Guidelines completely making golfers feel welcome, safe and at home at our facility. Finally, Jonelle and the board for their support and dedication to our park district and the employees. This has been the most demanding and difficult season I have ever been through but because of all those named above it was bearable. It is an honor to work with all these great people and be a part of this great organization.



To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: November 24, 2020

Administrative Initiatives (11/1/20-11/30/20)

Golf

- The colder temperatures have slowed down the turf growth. We have received some rain, so the soil has good moisture levels now.
- The irrigation system lines were blown out on Nov. 12th. Midwest Irrigation helped with this as part of the new installation contract. They will also help charge up the system in the spring.
- Leaf blowing and mulching is the main task being performed constantly on the course. Lots of windy days are removing the leaves quickly. The course is now pretty clean, but some leaves are still falling.
- The new bridge installation at 15 tee is complete and the bridge was opened the first week of November. The steps up to the tee from the path on the east side were rebuilt after the initial installation was not safe for our customers. The fencing on the east side and some on the west side will be replaced before winter. Some of the fence in front of the ladies' tee area will not be replaced as it does not serve a purpose and saves some money. The landscaping will not be completed for the seed areas and riverbank until spring when the seed and plugs have a better chance of establishment.
- At the moment, we do not have a closing date set for the golf course. Decent temperatures and no snow fall are predicted thru the end of the month.

Sports

- All groups are finished using the sports complex. I have completed billing of each group for field prep charges and light use. Baseball and softball are already asking for dates in 2021 for tournaments.
- Staff has continued to mow, mulch leaves, add ag lime to fields, fix netting, remove batting cage nets, work on landscaping, bring in tables and cans.

- The new soccer complex turf continues to mature. The contractor has added seed and has recently tried watering with water trucks, but the gaps in precipitation this year have provided tough conditions for growing grass. The contractor is responsible for getting the grass to 95% coverage and it is not there yet. We met with ERA and the contractor and all agree spring additions of seed and fert will help the improving turf stand get to full coverage.
- The pool will be filled at the end of the month to keep the pipes underground from freezing and to keep weight so no winter heaving will occur. Two sump pumps will also run at the surface to keep the top from freezing completely to allow for expansion of the ice without pushing on the pool sides.

Parks

- I attended staff and Board meetings.
- Met with Director Bailey on several issues, planning, and tours of all park owned properties.
- Attended meetings with Rec. staff for event planning.
- Attended staff budget planning meetings.
- Submitted operating and capital budget planning info for 2021.
- Staff continues to mow as needed and mulch leaves often. Repairs of fences, drain pipe ends, working with rec staff on light installation, tree trimming, removing spent flowers and perennials, moving shelves from the museum to the clubhouse, and blowing out water lines for the dog park, and sports concession building have taken place.
- I continue to inspect the Midwest Museum twice a week for HVAC function, sprinkler/water pipe leaks, and any other issues and have repairs made as needed. Annual inspections are being planned for the fire and sprinkler systems. The elevator inspection has taken place. The removal of animals and other items continues.
- The playground installation at Dr. Ovitz Park is almost complete. The manufacturer of the system had a few missing parts that the install company is waiting for in order to finish and open the playground.
- The new trail project segment 1 construction is going well. Tree removal and grubbing is completed, the pilings and concrete supports are in on both sides of the river. Utilities are currently being worked on for the west side. The bridge will then go in yet this fall if weather allows.

- The mechanic position has been filled. Conner Leach has accepted the job and is planning on starting December 7th after giving his current employer a couple of weeks before leaving. Conner has background and in diesel engines, small engines and mowers, welding, reel grinding, and auto/trailer repair. Nine-year round maintenance and custodial staff were involved in the interview process and all agreed on the choice based on knowledge and personality.
- The Lions pumpkin display went well out here at the park as did the pumpkin roll at the sled hill.

Administrative Initiatives (12/1/20-12/31/20)

- Attend all staff, Board, and planning meetings.
- Attend trail construction meetings and site visits with engineers, and contractors.
- Work with contractors and engineers as the soccer complex grow-in continues.
- Work with Ovitz Park playground equipment installer as project continues and is completed. Perform final inspection on equipment when completed.
- Work with the Director on future projects and budget planning.
- Staff will be working on final leave mulching, bringing in tables and cans, taking down batting cage nets, performing last mowings, prepping snow plows, pruning trees, cleaning clubhouse beds and natural areas, spraying golf turf for snow mold disease, starting to repair all picnic tables.
- Finalize pricing for 2021 Capital budget purchases and projects and finalize operation budgets for all areas.
- Schedule compliance inspection requirements for all buildings for fire and sprinkler systems, shop CO2 system checks, elevator and plumbing backflow inspections, and exhaust hood concession service and inspection.

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: November 24, 2020

Administrative Initiatives (11/1/20 – 11/30/20)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA and IAPD meetings as needed
- Continue get to know community members and local businesses.
- Work with Ovitz Park Playground equipment installer. There has been a further delay as a few key pieces are missing. These have been ordered and we are awaiting a new timeframe for the completion of the installation.
- Finalize with outgoing Director on transition planning for programs, projects, and planning.
- Decide upon a Golf POS system that will be the most effective for the District
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Sycamore Golf: Refresh of Clubhouse:
 - Monitor rehab of lower levels and decide upon redesign for the Admin office and the Grill.
 - Work with Staff help organize these areas to be more efficient and better control of stock.
 - Pro Shop layout and air handler installation
- Review Marketing needs and timelines with Sarah Rex.
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps
- Review all construction projects and next steps
- Work with Staff to confirm dates to repair 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.
- Prepare reports from RecTrac for board meeting and analyze KPI's
- Confirm that the MMNH will be vacating the building Nov. 2020
 - Work with staff for clean up
 - Coordinate appraisal of the building
 - Confirm steps to either sell the building or tear it down
- Budget finalizations on:
 - Capital budget items
 - Pool
 - Sports fields
 - Trails
 - Neighborhood Parks
 - Equipment Replacements
 - Operational items

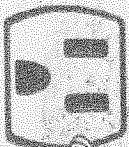
Administrative Initiatives (12/1/20 – 12/31/20)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
Attend IPRA and IAPD meetings as needed
- Continue get to know community members and local businesses.
- Waiting on completion of installation at Ovitz Park
- Work with recreation staff to determine usage of park district facilities by the School District and work on new agreements.
- Finalize with outgoing Director on transition planning for programs, projects, and planning.
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Sycamore Golf: Refresh of Clubhouse:
 - Monitor rehab of lower levels and decide upon redesign for the Admin office and the Grill.
 - Work with Staff to help organize these areas to be more efficient and better control of stock.
 - Pro Shop layout and air handler installation
- Review Marketing needs and timelines with Sarah Rex.
 - Clings and marketing pieces for Golf Course
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps
- Review all construction projects and next steps
- Prepare reports from RecTrac for board meeting and analyze KPI's
- Work with staff to prepare the year end Executive Summary
- MMNH building
 - Work with staff for clean up
 - Coordinate appraisal of the building
 - Confirm steps to either sell the building or tear it down
- Budget finalizations on:
 - Capital budget items
 - Pool
 - Sports fields
 - Trails
 - Neighborhood Parks
 - Equipment Replacements
 - Operational items

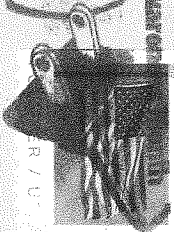
SARI HARMANN STREAM #1601

15650 Hinckley Road
Maple Park, IL 60151

OCT 2020 PM 1 L



Energy Award



R / O

Sycamore Park District
1/2 Fed Street

480 S. Airport Rd

SYCAMORE IL 60178

Sycamore Park District Staff and Board,
 It was such a pleasant surprise
 to learn a tree will be planted in Jeff's
 honor! Farming has always been his
 first love, and to have a tree placed
 on the land he used to tend is very
 thoughtful. We love that it's planted not only
 beautifully but also for those who enjoy
 the park. Thank you for your consideration!

- Sari and the entire Harmann family

Park district staff and
Board of Commissioners,

55

Thank you for all of your help
and understanding over the last
5 years as Bob fought Pancreatic
Cancer.

Thank you for all the flowers,
cards, meals, help with insurance,
and TMRP, extra sick days, and
genuine support.

Bob planned to come back to work
right up to the end.



Perhaps you sent a lovely card
or sat quietly in a chair.

Perhaps you sent a special gift;
if so we saw it there.

Perhaps you spoke the kindest words,
as any friend could say.

Perhaps you were not here at all,
just thought of us that day.

Whatever you did to console our hearts,

We thank you so much whatever your part.

The Family of
Bob Swedberg

Thank you,

Wendy Kohl-Swedberg



Sycamore Lions Club
P.O. Box 151
Sycamore, IL 60178

Dear Sycamore Park District:

On behalf of the Sycamore Lions Club, we would like to express our sincere thanks to you for allowing us to use the park to display our Decorate Pumpkin Contest.

We had 337 entries, so 337 individuals, mainly children, were still able to do something during this pandemic. Furthermore, there was a steady line of cars on Friday – Sunday viewing the display. Thus, the display was enjoyed by many more than just the 337 entries.

Thanks again for helping us make this event a success.

Sincerely,

Lions Brian Bickner and Ed Kuhn

Co-chairman 2020 Decorated Pumpkin Display

Sycamore Lions Club
P.O. Box 151
Sycamore, IL 60178

Hello Theresa,

The Wellness Committee met today and voted on the Employee Wellness Grant applications. Congratulations! Your grant application is a 2020 winner!

The committee liked that the program included group fitness classes and covered the cost of an instructor to help build routines of physical activity within employees.

Please remember the Summary Report of your program, along with survey feedback, will be due back to me one month after the program concludes – so June 2022. I will be sending a reminder once we get closer to the end of the program, but I've attached the document for your reference. Feel free to send in any pictures, too! 😊

Your grant money will be in the mail within the next couple of days.

Again, congratulations and please let me know if you have any questions!

Thank you,
Lauren



Lauren Blackburn, CHES
Wellness Consultant

O: 630-769-0332 | D: 630-435-8941 | F: 630-435-8999

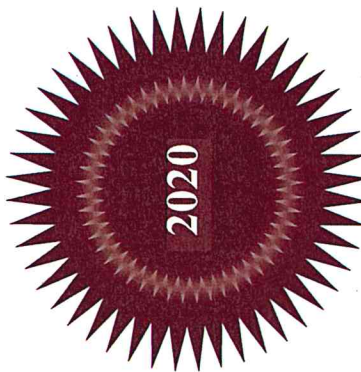
Like us on  | lblackburn@pdrma.org | www.pdrma.org

2020 Employee Wellness Grant

Presented to

Sycamore Park District

In recognition of the commitment to a workplace that supports and encourages employees to make positive improvements in health and wellness



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM:

Informational - Great Western Trail property transfer update.

BACKGROUND INFORMATION:

In our process to expand the Great Western Trail (GWT) through the city of Sycamore, IL we have come to an agreement to swap property between the City of Sycamore and the Sycamore Park District. Exhibits 1A & 1B show the plat subdivision of the property in question. We are currently in the process of getting paperwork drawn up. Attached you will find a short-term lease agreement with the City of Sycamore to install a path through the Exhibit 1A. This was created to be able to complete the installation of the GWT bridge that will connect the trail from the east trail on the Dekalb Forest Preserve property to the west side section on the Sycamore Park District property.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Informational

PREPARED BY: Jonelle Bailey, Executive Director

JEB (gjb)

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

LICENSE AGREEMENT

THIS AGREEMENT is made and entered into this 3 day of November, 2020 ("Effective Date"), between the **City of Sycamore, an Illinois Municipal Corporation** (hereinafter referred to as "Licensor"), and **Sycamore Park District** (hereinafter referred to as "Licensee"),

WITNESSETH:

WHEREAS, the Licensor is the owner of certain real estate in the City of Sycamore, Illinois, the legal description of which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, the Licensee wishes to establish, install, and maintain a bicycle pathway for the use and benefit of the general public, as depicted on the attached Exhibit "B"; and

WHEREAS, the path would be open to pedestrians and bicycles, and would include appropriate signage regarding the hours the path will be open and access for emergency and police personnel; and

WHEREAS, the Licensor is willing to grant a license to Licensee to allow Licensee to construct and maintain a bicycle path for the purposes and manner identified above, subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth and other good and valuable consideration, the parties hereto do hereby freely and voluntarily agree as follows:

1. **Incorporation of Recitals.** The recitals above are hereby incorporated into and made a part of this Agreement.
2. **License Area.** Licensor hereby grants to Licensee a revocable license (hereinafter referred to as "License") for the benefit of the Licensee in the manner specified herein. The use of said License Area by Licensee shall be without cost but subject to the terms and conditions of this Agreement. The Licensee agrees to cause said pathway to be constructed in accordance with specifications in the approved contract documents and to cause said work to be done in an efficient and workmanlike manner, causing as little disruption to City of Sycamore property as reasonably possible.
3. **Use.** The License herein granted shall be for the use of the License Area for the purposes of the construction of a bicycle path as depicted on the attached Exhibit "B."
4. **Term.** The term of this Agreement shall be from the Effective Date hereof and will continue thereafter until either party gives Notice of Termination as hereinafter provided.

5. **Permits.** Licensee shall acquire all necessary permits required by rules or ordinances of the City of Sycamore.
6. **As-Is, Where-Is.** Licensee will improve the License Area in its present condition and understands that the property is As-Is, Where-Is, with no warranties of any type, sort, or nature whatsoever.
7. **Liability.** Licensee assumes all liability and shall indemnify, defend, and hold harmless the Licensor, its officers and employees, for any injury or damage to persons or property, including the Licensor's property, officers or employees, occasioned by or arising in connection with the Licensee's actions or negligence related to the above-described License Area. The Licensee further agrees to indemnify, defend, and hold harmless the Licensor and its officers and employees against: (i) any actions which may be brought against the Licensor, its officers, or employees arising out of this License, or any negligent act or omission of the Licensee, its agents or assigns, or any independent contractor on the Licensee's behalf, and (ii) any claim or expenses incurred by the Licensor, its officers or employees, in enforcing the terms and provisions of this License against the Licensee.
8. **Insurance.** Licensee shall provide a proof of coverage certificate to the Licensor annually to show that the Licensee is properly insured throughout the term of this Agreement. Insurance limits shall not be less than \$500,000.00/person and \$500,000.00/occurrence. The Licensor, its officers, and employees shall be named as an additional insured on any such policy related to the License Area. Licensee shall not modify or cancel the insurance coverage without providing the Licensor with thirty (30) days' written notice of the cancellation or modification.
9. **Maintenance of License Area.** Licensee shall maintain License Area at Licensee's expense.
10. **Termination and Notice.** This Agreement may be terminated by either party upon thirty (30) days written notice prior to the closing of the path. Written notice should be sent to:

If to the City:
 Brian Gregory
 City of Sycamore
 308 W. State Street
 Sycamore, IL 60178
 bgregory@cityofsycamore.com

With a Copy to:
 Keith L. Foster
 Foster, Buick, Conklin & Lundgren, LLC
 2040 Aberdeen Court
 Sycamore, IL 60178
 kfoster@fosterbuick.com

If to the Park District:
 Jonelle Bailey
 Sycamore Park District
 480 Airport Road
 Sycamore, IL 60178
 jonelleb@sycamoreparkdistrict.com

With a copy to:
 Derke Price
 Ancel, Glink, Diamond & Bush
 140 South Dearborn Street, Ste. 600
 Chicago, IL 60603
 dprice@ancelglink.com

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year first above written.

LICENSOR:

City of Sycamore, an Illinois Municipal Corporation

By: 
Brian Gregory, City Manager

LICENSEE:

Sycamore Park District


By:  11-3-2020
Jonelle Bailey, Executive Director

EXHIBIT "A"
Legal Description

PROPOSED PARCEL A:

ALL OF THE NORTHERLY 388 FEET OF OUTLOTS 1, 2 AND 3 IN BOYNTON'S ADDITION TO SYCAMORE, WHICH LIES EASTERLY OF THE EASTERLY RIGHT-OF-WAY LINE OF PLEASANT STREET EXTENDED NORTHERLY, WITH BEARINGS AND GRID DISTANCES REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE NAD 83 (2011 ADJUSTMENT), DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF OUTLOT 4 OF BOYNTON'S ADDITION TO SYCAMORE; THENCE NORTH 80 DEGREES 14 MINUTES 38 SECONDS EAST ALONG THE SOUTH LINE OF SAID BOYNTON'S ADDITION TO SYCAMORE, A DISTANCE OF 421.88 FEET TO THE INTERSECTION OF SAID SOUTH LINE WITH THE EAST LINE OF PLEASANT STREET; THENCE NORTH 00 DEGREES 14 MINUTES 45 SECONDS EAST ALONG SAID EAST LINE OF PLEASANT STREET, A DISTANCE OF 88.52 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00 DEGREES 14 MINUTES 45 SECONDS EAST, A DISTANCE OF 38.05 FEET TO A POINT ON THE SOUTH LINE OF THE CHICAGO GREAT WESTERN RAILROAD ALSO BEING THE NORTHERLY LINE OF SAID OUTLOTS 1, 2 AND 3; THENCE SOUTH 80 DEGREES 04 MINUTES 38 SECONDS EAST, ALONG SAID SOUTH LINE OF THE CHICAGO GREAT WESTERN RAILROAD, A DISTANCE OF 554.38 FEET TO THE NORTHEAST CORNER OF SAID OUTLOT 1; THENCE SOUTH 00 DEGREES 13 MINUTES 48 SECONDS WEST ALONG THE EAST LINE OF SAID OUTLOT 1, A DISTANCE OF 25.82 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 1; THENCE SOUTH 86 DEGREES 14 MINUTES 38 SECONDS WEST ALONG THE SOUTH LINE OF SAID OUTLOT 1, A DISTANCE OF 70.38 FEET; THENCE NORTH 80 DEGREES 04 MINUTES 38 SECONDS WEST PARALLEL WITH SAID SOUTH LINE OF THE CHICAGO GREAT WESTERN RAILROAD, A DISTANCE OF 482.88 FEET TO THE POINT OF BEGINNING, SITUATED IN SECTION 33, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DEKALB COUNTY, ILLINOIS.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 05-2020 REGARDING ESTIMATE OF LEVY: Recommend approval

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. The District is currently able to levy and collect taxes for the following funds:

- Corporate
- Recreation
- Playground/Recreation
- Audit
- Special Recreation
- IMRF
- Social Security
- Tort and Workers Compensation
- Paving & Lighting
- Police
- Debt Service (Not included in the calculation for Truth-in-taxation.)

In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the end of the year. The Truth-in-taxation Act requires park districts to determine the estimated amount to be levied not less than 20 days prior to the adoption of such ordinance. A resolution is done to formally document the estimated increase. If this increase is greater than 5% over the previous year's extension, the District would be required to have a public hearing on the issue prior to passing the Tax Levy Ordinance. The amounts included in this resolution are based upon calculations using the estimated EAV figures provided to us by the county. The total increase for the purpose of this resolution is just under the 5%.

Regarding the breakdown by fund, the amounts for the Special Funds are fairly easy to estimate as they are for very specific costs. Any "excess" funds are put into the Corporate and/or Recreation Funds.

At this meeting the board is required to pass a resolution estimating an increase in the levy. The board can discuss further what option they would like to take in determining the final tax levy ordinance which will need to be adopted at December's meeting. The estimate in this Resolution is non-binding.

Based upon comments I have heard from some board members in previous years, I would like to take this opportunity to share two options for consideration. Assumptions used on both options (based on the most recent numbers provided by the county):

- EAV on existing property has increased from \$501,035,664 to \$515,396,895 (2.87%)
- New Construction is \$4,619,535
- Holds the Special Recreation Levy at .04
- Includes increasing the debt service rate by the CPI of 2.3%.
- 2019 Total Extension (excluding debt service) was \$2,801,089.98
- 2019 Total Extension (including debt service) was \$3,433,146.47

Option 1: Increase Levy Using CPI of 2.3% and Capture New Growth

Estimated Impact:

- Decrease the overall tax rate from .68521 to .68024.
- Increase the total levy \$104,197 (3.04%) of which \$12,944 is attributed to debt service
- A \$200,000 home (in 2019) would have a tax increase of \$9.70 for the year.

Option 2: Maintain Levy for Existing Property and Apply Rate to New Construction

Estimated Impact:

- Decrease the overall tax rate from .68521 to .66863.
- Increase the total levy \$43,846 (1.28%) of which \$12,944 is attributed to debt service
- A \$200,000 home (in 2019) would have a tax increase of \$1.74 for the year.

FISCAL IMPACT: There is no direct impact of the resolution itself. However, the fiscal impact will depend on the option the board chooses for the Tax Levy Ordinance to be passed in December

STAFF RECOMMENDATION: Recommend approval of Resolution 05-2020 as it is required not less than 20 days prior to adopting the final Tax Levy Ordinance. Further discussion by the board will determine the final Tax Levy.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION 05-2020

SYCAMORE PARK DISTRICT

A RESOLUTION DETERMINING THE AMOUNTS OF MONEY EXCLUSIVE OF ELECTION COSTS ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY OF THE SYCAMORE PARK DISTRICT

WHEREAS, the Truth in Taxation Act requires that not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amounts of money, exclusive of levies for election costs, estimated to be necessary to be raised by taxation for that year upon taxable property in its district.

NOW, THEREFORE, BE IT AND THE SAME IS HEREBY RESOLVED by the Sycamore Park District and the Board of Park Commissioners thereof as follows:

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2020 are as follows:

General Corporate Fund	\$1,414,500
Recreation Fund	\$505,000
Playground/Recreation Fund	\$475,000
Police Fund	\$ 4,000
Audit Fund	\$ 14,500
Liability Insurance Fund	\$ 75,000
Paving and Lighting Fund	\$ 25,000
Social Security Fund	\$103,000
Special Recreation Fund	\$210,000
Illinois Municipal Retirement Fund	<u>\$115,000</u>
	\$2,941,000

The total property taxes extended or abated on the aggregate levy for 2019 were \$2,801,089.98. The estimated total property taxes to be levied for 2020 are \$2,941,000.00. This represents a 4.995% increase over the previous year.

Adopted by roll call vote this 24th day of November, 2020.

Ayes:

Nays:

President
Board of Park Commissioners
Sycamore Park District

Secretary
Board of Park Commissioners
Sycamore Park District

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: ACCEPT BID FOR ANNUAL GENERAL OBLIGATION BOND: Recommend Approval

BACKGROUND INFORMATION: Each year the District issues General Obligation Bonds for the purpose of funding capital expenses related to the upkeep of the District's parks and to support its 5 year capital plan. Additionally, proceeds are used for the installment payment for the 2015 Alternate Revenue Bonds.

The sale will be Monday, November 23rd. Speer Financial is scheduled to attend our Tuesday board meeting, via Zoom, to present the bids and will recommend awarding to the low bidder.

FISCAL IMPACT: The District will receive approximately \$543,730 for the purposes previously stated.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF ORDINANCE 07-2020 FOR ANNUAL G.O. BONDS: Recommend Approval

BACKGROUND INFORMATION: The ordinance is the legal document that the District must pass to authorize any issuance of bonds or notes. The board must have its secretary properly certify and file a copy of the ordinance with the county clerk. This then allows the District to levy under the Bond Fund and collect the taxes for repayment of the bond.

Attached is a DRAFT of the ordinance. The details will be completed/updated after the sale, November 23, and a final ordinance will be provided for signatures.

FISCAL IMPACT: Allows the District to levy taxes in the bond fund for repayment in 2021.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

ORDINANCE NO. 07-2020

AN ORDINANCE providing for the issue of \$_____ General Obligation Limited Tax Park Bonds, Series 2020, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

WHEREAS the Sycamore Park District, DeKalb County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Park Code*"); and

WHEREAS the needs of the District require the expenditure of not less than the sum of \$_____ for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board (the "*Secretary*"); and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$_____, and that it is necessary and for the best interests of the District that it borrow the sum of \$_____ and issue bonds of the District to evidence the borrowing; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the "*Prior Bonds*"); and

WHEREAS the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 15, 2020; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial, and other expenses, will not be less than \$161,087.50 and that it is necessary and for the best interests of the District that it borrow the sum of \$161,087.50 and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board (the "*President*"), on the 4th day of October, 2018, executed an Order calling a public hearing (the "*Hearing*") for the 30th day of October, 2018, concerning the intent of the Board to sell bonds in the amount of not to exceed \$1,500,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 30th day of October, 2018, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 30th day of October, 2018; and

WHEREAS, the District has previously issued bonds on December 11, 2018, in the amount of \$357,322.50 and on December 10, 2019, in the amount of \$368,412.50 for the Project pursuant to the Hearing and the District does hereby find and determine that it is authorized at this time to issue additional bonds in the amount of \$774,265 for the Project and paying the expenses incident thereto; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$_____ for the Project and bonds in the amount of \$161,087.50 for the purpose of providing for the payment of the Prior Bonds, together as one issue of bonds in the aggregate amount of \$_____; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$_____ General Obligation Limited Tax Park Bonds, Series 2020, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$ _____ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project and for the purpose of providing for the payment of the Prior Bonds, and expenses incidental thereto, and it is necessary and for the best interests of the District that there be issued at this time \$ _____ of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$ _____ for the purposes aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2020.” The Bonds shall be dated December 8, 2020, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and integral multiples of \$5 in excess thereof, shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on November 1, 2021, and bear interest at the rate of ____% per annum.

The Bonds shall bear interest from their date, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2021. Interest on each Bond shall be paid by check or draft of the _____, _____, Illinois (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on October 15, 2021. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the President and Secretary, and shall be countersigned by the Treasurer of the Board (the “*Treasurer*”), and the seal of the District shall be affixed thereto

or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and

deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2021, and ending at the opening of business on November 1, 2021.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however*, that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend “See Reverse Side for Additional Provisions,” shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

(Form of Bond - Front Side)

REGISTERED
NO. 1REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2020

See Reverse Side for
Additional ProvisionsInterest
Rate: ____%Maturity
Date: November 1, 2021Dated
Date: December 8, 2020

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 1, 2021. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of _____, _____, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2021, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America,

mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). Payments on the Bonds from the Base will be made on a parity with payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, the Sycamore Park District, DeKalb County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the President and Secretary of said Board of Park Commissioners, and to be countersigned by the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

[SEAL]

SPECIMEN
President, Board of Park Commissioners

Countersigned:

SPECIMEN
Secretary, Board of Park Commissioners

SPECIMEN
Treasurer, Board of Park Commissioners

Date of Authentication: December 8, 2020

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:
_____,
_____, Illinois

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2020, of the Sycamore Park District, DeKalb County, Illinois.

_____,
as Bond Registrar

By _____
Authorized Official

(Form of Bond - Reverse Side)

SYCAMORE PARK DISTRICT

DEKALB COUNTY, ILLINOIS

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2020

[6] This Bond is issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto, and (ii) to provide the revenue source for the payment of certain principal and interest to become due on the presently outstanding and unpaid General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the District. This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in _____, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$100,000 each and integral multiples of \$5 in excess thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond

Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2021, and ending at the opening of business on November 1, 2021.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes; and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

as attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer, and be by the Treasurer delivered to _____, _____, Illinois, the purchaser thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being _____; the contract for the sale of the Bonds heretofore entered into (the "Purchase

Contract”) is in all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the District the Term Sheet related to the Bonds, in substantially the form now before the Board (the “*Term Sheet*”), is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the Term Sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

2020

A TAX TO PRODUCE THE SUM OF:

\$ for interest and principal up to and including November 1, 2021

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy; and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended, and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of DeKalb, Illinois (the "*County Clerk*"), and it shall be the duty of the County Clerk in and for the year 2020, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Park Bond and

Interest Fund of 2020” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds from the Base will be made on a parity with the payments on the District’s outstanding General Obligation Limited Tax Park Bonds, Series 2017B. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

Section 10. Use of Bond Proceeds. Accrued interest (if any) received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds in the amount of \$ _____ are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). Principal proceeds of the Bonds in the amount of \$161,087.50 are hereby appropriated for the purpose of paying the principal and interest due on the Prior Bonds on

December 15, 2020. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

Section 11. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make

such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 12. Reimbursement. With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

Section 13. Designation of Issue. The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 14. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

Section 16. Record-Keeping Policy and Post-Issuance Compliance Matters. On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the *Policy*.

Section 17. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 18. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: November 24, 2020.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

CERTIFICATION OF MINUTES AND ORDINANCE

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

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 24th day of November, 2020, insofar as the same relates to the adoption of an ordinance entitled:

AN ORDINANCE providing for the issue of \$ _____ General Obligation Limited Tax Park Bonds, Series 2020, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

a true, correct, and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

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

Secretary, Board of Park Commissioners

(SEAL)

[Attach Exhibit A]

STATE OF ILLINOIS)
) SS
COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the _____ day of December, 2020, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE providing for the issue of \$_____ General Obligation Limited Tax Park Bonds, Series 2020, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 24th day of November, 2020, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County, this _____ day of December, 2020.

County Clerk of The County of DeKalb, Illinois

(SEAL)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020STAFF RECOMMENDATIONAGENDA ITEM:

Kishwaukee Special Recreation Association Articles of Agreement

BACKGROUND INFORMATION:

Our current agreement with the Kishwaukee Special Recreation Association (KSRA) has expired and needed to be updated. The purpose of the KSRA is to provide comprehensive recreation programs for persons with disabilities in need of special programs as determined by the KSRA board. This need can be temporary or more permanent in nature. Other services can include accessibility requirements necessary for compliance with the Americans with Disabilities Act. At the last KSRA board meeting all the current members reviewed the document and provided the document to their various legal counsel for review. The main change of this document is the change from a five (5) year agreement to a three (3) year agreement.

FISCAL IMPACT:STAFF RECOMMENDATION: Approval of the agreementAPREPARED BY: Jonelle Bailey, Executive DirectorEXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



**Articles of Agreement
Kishwaukee Special Recreation Association
(KSRA)**

This agreement is entered into by and among the following park districts and units of local government hereinafter referred to as "Member Districts", duly and properly organized and operating pursuant to the provisions of the Park District Code and Illinois Municipal Code for the purposes, uses and services stated below:

Dekalb Park District
Flagg-Rochelle Park District
Genoa Township Park District
Sandwich Park District
Sycamore Park District

WHEREAS, Member Districts are authorized to enter into this agreement by Section 5-8 and 8-10b and 70 ILCS 1205/5-8 of the Park District Code and all the laws amendatory thereof and supplementary thereto and by Section 11-95-2 and 11-95-3 and 11-95-14 of the Illinois Municipal Code and all laws amendatory thereof and supplementary thereto and by Article VII, Section 10 of the 1970 Constitution of the State of Illinois.

I. NAME

This organization is a noncorporate public entity existing solely by the Agreement and shall be known as the KISHWAUKEE SPECIAL RECREATION ASSOCIATION, hereinafter referred to as "KSRA".

II. Membership

Other qualified organizations may be admitted upon application to the Board of Directors and the consent of each Member District's governing board as evidence by transmittal to the Executive Director of KSRA of a certified copy of minutes of the meeting of each Member Districts' governing Board relative to such approving action. An approval by 2/3 vote of the Board of Directors is required. New admittees must approve and comply with this Agreement and the rules and regulations of the KSRA in effect at that time.

II. PURPOSE

The purpose of the KSRA shall be to provide comprehensive recreation programs for persons with disabilities in need of special programs as determined by the KSRA board. This need can be temporary or more permanent in nature. The KSRA shall have the authority to employ staff persons and to enter into contracts necessary or desirable to achieve these purposes. Other services can include accessibility requirements necessary for compliance with the Americans with Disabilities Act. The Board of Directors of KSRA has the authority to establish policy concerning the use and expenditures relative to these accessibility requirements.

III. TERM OF AGREEMENT

The term of this Agreement shall commence on January 1, 2021 and shall terminate on December 31, 2023 unless sooner terminated or amended by all parties hereto.

IV. ORGANIZATION AND FUNCTION

A. Board of Directors

1. The KSRA will be governed by a Board of Directors ("Board") which shall consist of two Members from the DeKalb Park District and one Member each from Flagg-Rochelle Park District, Genoa Township Park District, Sandwich Park District, and Sycamore Park District. Each participating District shall designate in writing to the KSRA Executive Director the names of the individuals who shall serve as its Members of the Board of Directors ("Designated Members") and may in the same manner designate other individuals to serve as alternative Members with voting power on its behalf when one or more of its regular Members is unable to attend a KSRA meeting. Designated Members should be a full-time staff Member at the District in an executive level position.
 - a. Officers
 1. At a meeting at the start of the year, the Board shall elect from its Membership a President, Vice President and Treasurer, each to serve for a term of one year and until their successor is chosen and qualified. The Board shall also appoint a Secretary who does not have to be a Member of the Board. These officers shall have the powers and duties herein described and such other duties as the Board may from time to time impose on them. A Board Member shall not hold more than one office at a time.
 - A. President
 1. The President shall be Executive Officer of the Board. It shall be the President's duty to be present at all meetings, to sign all contracts and other papers authorized by the Board, to see that all decisions of the Board are enforced and that all orders of the Board are faithfully executed.
 - B. Vice President
 1. The Vice President shall serve as an alternate for the President in situations where the President cannot be present for whatever reason. The Vice President shall assume any and all duties as necessary until the President is able to return.
 - C. Secretary
 1. The Secretary shall keep all books and records pertaining to the Board and its official actions and decisions. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of the Board proceedings, including all decisions made.
 - D. Treasurer
 1. The Treasurer shall oversee the financial health and wellbeing of the KSRA. The Treasurer will perform tasks as part of the policies directly related to banking. The Treasurer will be a support for the KSRA Executive Director by means of completing tasks to ensure all financial systems are handled correctly and ethically.
2. The Board shall establish policies to govern the operation of the KSRA, and shall approve all budgets, expenditures, overall programming, and master plans of the KSRA.
3. The Board shall approve by two-thirds vote expenditures which cost in excess of \$5,000.
4. Regular meetings of the Board shall be held at a minimum of once per quarter in accordance with a written schedule of which public notice is given pursuant to the *Open Meetings Act*, 5ILCS 120/1, et seq (the "Act"). Special meetings of the Board may be held upon request of the President or any two Members, upon written notice to the Designated Members delivered, not less than three days prior to such special meeting, or sent by U.S. Mail and/or e-mail media not less than five days prior to such special meeting. All meetings of the Board shall be called and conducted in accordance with the additional requirements of the Act, including its requirements that public notice of any special, non-

emergency meeting be given pursuant to the Act at least 48 hours before such meeting, and that such notice shall include the agenda for the special meeting.

5. A quorum for all meetings shall consist of 75% of the Designated Members. Each Designated Member appointed from a District shall have one vote.
6. An affirmative vote of a majority of the Designated Members present at a duly called meeting at which a quorum is present shall be required for Board actions, unless otherwise specified.
7. The Board shall approve all contracts, including leases that are entered into by the KSRA which involve expenditures exceeding \$5,000.00 and which have a term of more than one year. Approval of all contracts shall be in accordance with State statutes applicable to the Member Districts which are parties to this Agreement. No contracts may exceed three years, except upon vote of the Board with 2/3 approval; in no case may a contract exceed the term of this Agreement.
8. Member Districts upon request of the Executive Director of KSRA shall make available to KSRA its recreation areas and equipment on a cooperative basis but subject to the needs and demands of the Member Districts.
9. The Board of Directors of KSRA may obtain funds from other organizations in accordance with Section 8-1(9) of the "*Park District Code*" as amended, to assist in the best possible service to persons with disabilities within KSRA area at the lowest possible cost to the participants.

B. Administrative Functions

1. The Board of Directors may, at its discretion, designate a Member District, which consents such designation, to act as administrative agency for KSRA, or may enter into written agreements with one or more Member Districts as necessary or useful to carry out administrative functions of the KSRA

The KSRA, through its Executive Director, employed by and reporting to the Board, shall be responsible to carry out administrative functions of the KSRA, except insofar as the Board contracts with a Member District or Districts to perform such functions. The Member Districts shall assist the KSRA in all matters as needed and mutually agreeable.

C. The Executive Director

1. The Executive Director ("Director") shall be selected by the Board and shall be directly responsible to the Board.
2. The scope and limits of the Director's duties, responsibilities, and authority with respect to the Member Districts, shall be defined by the Board.

V. BUDGET AND ASSESSMENTS

A. Budget

1. The Fiscal Year of the KSRA shall begin on January 1, and shall end on December 31, of each year of the Agreement.
2. The Board shall be responsible for establishing, by a majority vote of the Members at a regularly scheduled meeting, a budget for the KSRA which sets out total anticipated expenditures for KSRA programs and operations in each year during the term of this Agreement ("Budgeted Expenditures").

3. The Board will establish a line item within the budget for Inclusion Services for each KSRA Member District. It will be the responsibility of the Member Districts to reimburse KSRA for the cost of inclusion services monthly.
4. KSRA shall provide an annual audit consistent with acceptable accounting practices and the laws of the State of Illinois. The audit shall be presented to the Board at scheduled meeting at which time it will be distributed to each voting Member.

B. Assessment

1. Each Member District shall contribute to KSRA annually a tax, designated as the Handicapped Fund or other similarly titled fund, in the amount of no less than \$0.02 of the equalized assessed value of all taxable property in the Member District. Park Districts may levy and collect a tax up to \$0.04 pursuant to Section 5 – 8 of the Park District Code.
 - a. Payment of the Assessments should be made 10 days following the receipt of the tax collection disbursements from the County Treasurer.
2. Each Member District can utilize the remaining amount of the tax levy, as reflected in their A.D.A. budgetary line item in the following ways:
 - a. The cost as invoiced for providing Inclusion services.
 - b. The cost of Member District facility rentals for KSRA programs.
 - c. The cost of Capital Improvements strictly related to the accessibility of Member Districts facilities or sites.
 - d. The cost that make Member District programs, facilities, or sites accessible to and usable by people with disabilities.

VI. INSURANCE AND INDEMNIFICATION

The KSRA shall be authorized to indemnify, procure insurance and protect its Members and KSRA employees, volunteers, and Board of Directors against any damage claims and suits arising from acts alleged to have been committed within the scope of their employment with or duties to KSRA, to the fullest extent permitted by law.

The KSRA Board shall procure and maintain for the duration of this Agreement, insurance or self-insurance through participation in an intergovernmental risk management pool, against claims for injuries to persons or damages to property which may arise from or in connection with KSRA's operations.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** CGL on an "occurrence" basis, including employment practices liability, auto liability, property damage and personal & advertising injury with limits no less than \$1,000,000 per occurrence.
2. **Workers' Compensation** insurance as required by the State of Illinois, with Statutory Limits, and Employer's Liability insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
3. **Property Insurance** against all risks of loss, at full replacement cost.

Notwithstanding the foregoing, the parties hereto acknowledge that KSRA, as of the date of this Agreement, has obtained (1) Liability, (2) Property (3) Workers' Compensation; (4) Employment Practices; (5) Unemployment Compensation and (6) Pollution Liability through the Park District Risk Management Agency ("PDRMA"). The parties hereto agree that PDRMA's coverages are acceptable for purposes of this Agreement.

VII. PARTICIPATION IN ILLINOIS MUNICIPAL RETIREMENT FUND

In order to afford retirement pensions and related benefits to eligible employees of the KSRA, the KSRA shall participate in the Illinois Municipal Retirement Fund (IMRF).

VIII. EXTENSION OF AGREEMENT

On or before August 1st of the final year of the Joint Agreement, the Board shall review the accomplishments of the KSRA, and the desirability of the Member Districts to amend this Agreement, or enter into a new Agreement, so as to provide for an extended five (3) year term. The parties agree that the terms and conditions of any extended or new agreement must be approved by the Member Districts by no later than December 1st of the final year of the Joint Agreement.

IX. VOLUNTARY OR INVOLUNTARY WITHDRAWAL OF MEMBERS

A. Voluntary Withdrawal

Any Member District may withdraw from KSRA by notifying the Board in writing on or before the first day of October, which is fifteen (15) months prior to the effective withdrawal date. The effective withdrawal date shall be the final day (December 31) of the following Fiscal Year. Notice of withdrawal received subsequent to the first day of October shall not be deemed effective December 31 of the following year, but rather will be deemed effective December 31 of the second succeeding year after notice is given and the withdrawing Member District shall be responsible for paying its assessment for the entire Interim period. The withdrawing Member District shall remain responsible to pay an annual share of subsequent Budget Expenditures for repayment or satisfaction of long-term obligations or liabilities incurred by or on behalf of KSRA prior to the effective date of withdrawal. A Member District which voluntarily withdraws from the Membership shall have no claim against, right or interest in any capital improvements, real property, or other assets of KSRA.

B. Involuntary Withdrawal

Should any Member District fail to make payments or shall be in default of any other provisions of this agreement, any such Member may be involuntarily declared to have withdrawn from Membership in KSRA as follows:

1. Upon approval of a majority of the Board, a written notice shall be sent to the individual Member District in question, specifying in detail the terms which the Board of Directors deems sufficient cause to justify removal of such Member District from the KSRA. The notification shall specify the period of time in which such items are to be corrected or appropriate corrective steps are to be taken.
2. Should the District fail to take steps to the satisfaction of the Board of Director within the specified time, a special meeting of the Board of Directors will be called at which time the matter shall be brought before the Board of Directors for hearing and actions. At least 10 days advanced written notices of the time and place of such hearing shall be given to the Member District alleged to be in violation of this Agreement by Certified Mail addressed to the Member District Board of Directors and the President of the said Member District. The Member District in question shall be permitted to appear and to submit reasons why it should not be removed from Membership.
3. After notice and hearing, the Board of Directors may terminate a Member District's further participation in KSRA by a $\frac{2}{3}$ vote of the voting Membership, excluding the district being discussed, of the Board of Directors. The Member Districts' whose non-conforming activities are being reviewed shall not be allowed to vote on the question. Removal from Membership shall not relieve the withdrawing District of liabilities or obligations incurred during participation and shall become effective as provided in the resolution terminating Membership. A District which is removed from Membership shall have no claim against, right to interest of any capital improvements, real property, or other assets of KSRA.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: SEXUAL HARRASSEMENT TRAINING: For Information Only

BACKGROUND INFORMATION:

Every employer with employees working in the state of Illinois is required to provide all employees with annual sexual harassment prevention training that complies with Section 2-109 of the Illinois Human Rights Act (“IHRA”). This must be completed by December 31st, 2020 and annually thereafter.

The Management team reviewed three possible companies to conduct the training for the Park District staff. We also needed to find a company that could provide virtual and/or online training.

1. PDRMA

PDRMA currently offers the training to its members at no additional cost. The training is offered online. In addition, there are 47 topics offered online that employees can access. PDRMA’s product did not have a tracking mechanism and would require additional staff time to set up each employee’s account. Staff also felt from experience in viewing their videos, that the content may be the same, redundant, or lacks the ability to keep staff attention to topic.

2. Sexualharrasmenttraining.com

This is an all online training platform at a cost of \$22.99 per employee (58 x \$22.99 = \$1333.42). This platform included 7 additional training topics for employees to access.

3. BCG Learning Solutions

BCG offers in person as well as online training. Their service includes 72 online and in person courses for employees to access. The fee is \$1000 annually for 54-74 employees or \$800 for a two-hour in person training that

can be divided into 2 sessions (this will not be possible at this time due to COVID). BCG can set up the individual employee accounts.

FISCAL IMPACT: Up to \$1000 for 2020.

STAFF RECOMMENDATION: For Information Only.

Staff recommend using BCG Services due to the variety of additional courses that employees can take and for the ease of the process to register our employees. The fee of \$1000 is doable this budget year.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation Services, Jackie Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None



GENERAL SERVICE MASTER AGREEMENT

THIS GENERAL SERVICE MASTER AGREEMENT (the "Agreement") is dated this _____ day of _____.

CLIENT

Sycamore Park District
480 Airport Rd, Sycamore, IL
60178 (the "Client")

CONTRACTOR

BCG-North America Corporation dba
BCG Learning Solutions
211 S. Clark Street, A3086, Chicago, IL 60604
(the "Contractor")

BACKGROUND

- A. The Client acknowledges that the Contractor has the necessary qualifications, experience, and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Master Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
 - Provide access to self-paced Sexual Harassment compliance training program that satisfies State of IL mandatory compliance;



- Provide digital badge and certificate of completion to all Sycamore Park District staff upon successful completion;
- Provide administrative reporting to Human Resources contact for all staff that successfully complete compliance training; and
- Provide access to over 1000 hours of professional development courses on an annual subscription program.

NOTE: All access to self-paced compliance training and professional development courses for Sycamore Park District staff will run continuously, without interruption, through the annual subscription end date of December 1, 2021.

2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The Term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until **December 1, 2021**, subject to earlier termination as provided in this Agreement. The Term may be extended for an additional one-year term with the written consent of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to December 1, 2021, that Party will be required to provide **30 days'** written notice to the other Party.

PERFORMANCE

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

7. The Contractor will charge the Client for the Services at the rate of **\$1,000.00 per annual subscription year** (the "Compensation").
8. The Client will be invoiced when the Services begin.



9. Invoices submitted by the Contractor to the Client are due upon receipt.
10. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

CONFIDENTIALITY

11. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
12. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
13. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

OWNERSHIP OF INTELLECTUAL PROPERTY

14. All intellectual property and related material (the "Intellectual Property") that is developed or produced under this Agreement, will be the property of the Contractor. The Client is granted a non-exclusive limited-use license of this Intellectual Property.
15. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with the Contractor.

RETURN OF PROPERTY

16. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR



17. In the Services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

RIGHT OF SUBSTITUTION

18. Except as otherwise provided in this Agreement, the Contractor may, at the Contractor's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.

AUTONOMY

19. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to the provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

20. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and any other items or parts necessary to deliver the Services in accordance with the Agreement.



NO EXCLUSIVITY

- 21.** The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

- 22.** All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a.** Sycamore Park District
480 Airport Rd, Sycamore, IL 60178
Attn: Jackie Hienbuecher
jackieh@sycamoreparkdistrict.com

- b.** BCG-North America Corporation dba BCG
Learning Solutions 211 S. Clark Street,
A3086, Chicago, IL 60604
bcgmain@bcg-northamerica.com

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

- 23.** Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

ADDITIONAL CLAUSES



- 24. Contractor will not charge any additional fee within the 50 to 74 employee threshold.
- 25. Any employees added over the 50 to 74 threshold will be charged \$18 per additional user.
- 26. If the additional staff are classified as "seasonal", the charge will drop to \$9 per user over the 74 user threshold.
- 27. The Client will supply the Contractor with the names and email addresses of all staff to be provided access to the services outlined in the Agreement (due within **five** business days of the signed Agreement).
- 28. The Contractor will set up initial access credentials for all Sycamore Park District staff and provide Client with an updated master list confirming access credentials.
- 29. Client staff confidentiality is of the utmost importance. No Sycamore Park District staff will receive any unwarranted communication outside of the learning platform used to access compliance training and professional development courses.

MODIFICATION OF AGREEMENT

- 30. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

- 31. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

- 32. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

- 33. It is agreed that there is no representation, warranty, collateral agreement, or condition affecting this Agreement except as expressly provided in this



Agreement.

ENUREMENT

34. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

35. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

36. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

37. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois.

SEVERABILITY

38. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

39. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.



IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of____,_____.

Sycamore Park District

Per: _

(Seal) Officer's Name: _

BCG-North America Corporation dba

BCG Learning Solutions

Per: _

(Seal) Officer's Name: _

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: Recommendation for New Pro Shop and Food/Beverage Point of Sale System.

BACKGROUND INFORMATION: For the past several years the pro shop and food and beverage operations have been using an EZlinks point of sale system. This system has been more than adequate for our operations and it was a barter program. In trade for the hardware, software, customer support and website operations they received up to four of our tee times to sell each day of the week themselves. These tee times were sold at a reduced price, did not always give us the best type of clientele and were augmented by additional “Hot Deals” from Golfnow once EZlinks were purchased by NBC Universal which owns Golfnow. This system has more than paid for itself many times over by our bartered tee times and Golfnow keeps adding additional “deals” which we do not receive the benefit for monetarily. It has been determined that our operation has the ability and marketing to sell those times ourselves and make that revenue rather than sharing it with a third-party marketing agent.

Jonelle, Melissa Jackie and I attended three demos of different golf point of sale systems. GolfTrac, an off shoot of RecTrac by Vermont systems, Lightspeed by Chronogolf and Teesnap. After these three demos GolfTrac was taken off the table. It did not meet our needs. Both the Lightspeed and Teesnap systems offered a quality product, and both met or exceeded our needs giving us room for future growth. After consideration of both the team has determined to go with Tee Snap as our point of sale system moving forward.

Tee Snap offers the following:

- an easy to use all-in-one system

- cloud-based
- LTE and Wi-Fi capability – always-on connection (from anywhere)
- Account management team dedicated to success
- Huge uptick in golfer database from which to market to
- low and flat rate on all credit cards, no additional fees – 3.00%
- frequent player algorithm for very fast checkout
- average club on Teesnap Software as a Service in 2019 saw an increase of 9% (YOY)
- hardware included – no long-term contract
- live vs. static website – Google keyword enable for more page views & SSL Certificate for secure online payment
- no more IT or customer service headaches
- automated marketing – birthdays, zip, we miss you – all designed for more repeat play
- complete mobility and opportunity for use with pool concessions, baseball concession, special events and beverage cart sales with credit card
- LTE (1 Gig) is approximately \$10 per month per iPad and can be purchased by your cell phone provider – all iPads come LTE ready – it simply needs the sim card

STAFF RECOMMENDATION: That the Board approve the recommendation to purchase the Teesnap Golf Point of Sale System for both the Golf Operation and Food and Beverage Operations for our facilities.

FISCAL IMPACT: \$10,200 total (can be monthly or annually – includes 4 iPads) – any additional iPad is \$750 annually. This cost will be shared between the Golf Operation and Food and Beverage operating budgets.

PREPARED BY: Kirk Lundbeck, Superintendent of Golf Operations.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JEB

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: AGREEMENT FOR AUDIT SERVICES: Recommend Approval

BACKGROUND INFORMATION: Our agreement for audit services ended with fiscal year 2019. For the last seven years Lauterbach & Amen have provided our audit services. Prior to that was Sikich. I had planned to send out a two year RFP however, after discussing further with Executive Director Jonelle Bailey, it was decided to ask Lauterbach what they would charge to audit 2020. The engagement letter is attached. They would charge us the same fee as 2019, \$13,900.

The basis for this decision is simply due to Jonelle being new. We felt would be beneficial to her to be able to interact with auditors that have a current working knowledge of our District. Lauterbach & Amen has been working with us as we have progressed with the Action 2020 projects. They are familiar with where we are in the grant process for the trails. Then I could submit an RFP for Audit Services for fiscal years 2021 and 2022.

FISCAL IMPACT: For fiscal year 2020, fee not to exceed \$13,900. These funds will be budgeted in the FY2021 Audit Fund.

STAFF RECOMMENDATION: Approval for the retention of professional services of Lauterbach & Amen for the purpose of auditing our financial records for year ending December 31, 2020, fees not to exceed \$13,900.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

November 18, 2020

Members of the Board of Commissioners
Sycamore Park District
Sycamore, Illinois

We are pleased to confirm our understanding of the services we are to provide the Sycamore Park District, Illinois for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Park District as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Park District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Park District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and schedule of changes in employer's total OPEB liability.

We have also been engaged to report on supplementary information other than RSI that accompanies the Park District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory information.

Sycamore Park District, Illinois
November 18, 2020
Page 2

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Park District's financial statements. Our report will be addressed to the Board of Commissioners of the Park District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Sycamore Park District, Illinois
November 18, 2020
Page 3

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Park District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Park District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Sycamore Park District, Illinois
November 18, 2020
Page 4

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Sycamore Park District, Illinois
November 18, 2020
Page 5

Engagement Administration, Fees, and Other

Our fees for the December 31, 2020 audit will be \$13,900.

The Park District agrees that during the term of this agreement and for a period of twelve months thereafter, the Park District shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Park District to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

We appreciate the opportunity to be of service to the Sycamore Park District, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Sycamore Park District, Illinois.

By: _____

Title: _____

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

AGENDA ITEM: Appoint Director Jonelle Bailey as Secretary

BACKGROUND INFORMATION: In May of 2020, the Board held the Annual Meeting and appointed Director Daniel Gibble as the Secretary. The Annual Meeting and appointments are mandated by Park District Code for the oversight and management of the park district. With Daniel Gibble's retirement, at this meeting the Board should appoint Director Jonelle Bailey as Secretary of the Sycamore Park District to replace Daniel Gibble.

FISCAL IMPACT: No cost.

STAFF RECOMMENDATION: Carry out the appointment as recommended.

PREPARED BY: Jeanette Freeman, Recording Secretary

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 24, 2020

STAFF RECOMMENDATION

**AGENDA ITEM: FIRST REVIEW OF 5 YEAR CAPITAL BUDGET
PLAN: Discussion and comment only**

BACKGROUND INFORMATION: Attached you will find a draft of the 2021-2025 Capital Funding Plan. The Capital Asset List and the Equipment Replacement Schedule are both being used as a guide for this budget. All items on these reports that were scheduled to be replaced during the stated timeframe were included in the first draft and highlighted in yellow.

Staff was asked to review and update information based upon current needs and financial data. The draft presented takes that information into account. The first column shows everything that was initially scheduled or moved to 2021. Then you can use the key to help you understand what, if anything, was done with each item. It is desirable to have a year-end balance of approximately \$400,000 for cash flow purposes. I'm comfortable at \$377,000 but we will take a final review before bringing it to the board for approval at December's board meeting.

While the primary focus is 2021, it is the desire of the District to continually maintain a five-year capital plan in order to assist in planning for future projects. Years 2022 and forward will continue to evolve based upon needs, priorities and financial data.

FISCAL IMPACT: Total 2021 Budgeted Capital Revenue = \$549,137, Total 2021 Budgeted Capital Expenditures = \$578,893.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. Adjustments, if needed, will be made and then be brought back to the Board for review and approval at December's meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
Funding	Balance forward (approximate)	406,919	406,919	377,164	(303,839)	(484,924)	(635,582)
	Development Fund						
	General Obligation Bond	549,137	549,137	554,628	560,175	565,776	571,434
	Funding available	956,056	956,056	931,792	256,336	80,852	(64,147)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	11,500	12,000	12,000
	alternate bond payment	158,913	158,913	166,375	168,663	170,863	172,975
	PC Replacement/upgrades	7,200	8,600	7,600	12,000	12,900	7,200
	copier (admin, Maint)	6,100	5,500	6,100			
	server	24,000	15,000				15,000
	lateral files (2)			2,700			
	Total Administration	237,713	229,513	224,275	222,163	225,763	237,175
Concessions	Beverage cart (med cart, small cart)	10,500		10,500	9,500		
	ice machine (clubhouse)	3,000		3,000			
	freezer (recently rebuilt)	4,500		4,500			
	keg cooler	3,000		3,000			
	remodel kitchen cabinets		5,000				
	SC Conc - fixtures (2019 update storage/sink/flooring)					27,950	
	SC Conc - doors orig 2019					2,300	
	SC Conc - bathroom fixtures orig 2019				28,750		
	SC Conc - gutters/downspouts orig 2019					2,070	
SC Conc - roof orig 2019					7,245		
	Total Concessions	21,000	5,000	21,000	38,250	39,565	-
Maintenance	workhorse			18,000			
	large mower - Jacobsen 9016	74,500	82,000				
	workman utility cart	18,100	20,000				
	pickup			35,000	37,000		
	brush mower attachment			8,500			
	sprayer on workman	24,500		24,500			
	tractor			43,000	46,500		
	maintenance shop painting orig 2019			21,280			
	skidsteer (bobcat 250)			29,500			
	large dump truck	43,000		43,000			
	bandsaw			4,000			
	table saw			3,500			
	generator	2,400		2,500			
field rake	16,000		16,000				
branch chipper	28,900		28,900				

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
	bobcat sweeper/debris brush			5,200			
	small equipment trailer			4,200			
	air compressor			3,900			
	maintenance shop power gate enclosed trailer			13,310			
	Core Harvester				9,500		
	Turfco Walk Edger					12,000	
	parts washer					1,000	
	Smithco Paint Liner					6,500	
	Foley Reel Grinder						13,200
							28,250
	Total Maintenance	207,400	102,000	304,290	93,000	19,500	41,450
Clubhouse	painting	6,616					
	hvac orig 2017	28,196		28,196			
	staining 2019 siding/trim 2020 or later orig 2018	83,734		83,734			
	assessment		15,000				
	flooring (need to reduce by main 8800 and kitchen	45,060	20,000				
	lighting	8,992		8,992			
	Total Clubhouse	172,598	35,000	120,922	-	-	-
Golf Course	golf carts (2021 replace burned cart only)	30,000	6,000	30,000	30,000		
	ranger cart	6,750	6,750	7,000	7,250	7,500	
	fairway aerifier John Deere Bridge on 10			190,000			18,000
	cart barn - HVAC orig 2018			4,480			
	cart barn - gutters/downspouts orig 2018			2,240			
	cart barn - planters orig 2018			2,912			
	workhorse	8,500	9,000				
	Toro trap rake (orig 2019)			13,000			
	rough mower jacobsen 9016	78,000		80,000			
	shelter 1: 8th tee - structure	9,440			9,440		
	shelter 2: 4th tee - structure	1,180			1,180		
	minor bridge: 17th tee	5,900			5,900		
	minor bridge: 6th ladies tee	3,540			3,540		
	trim mower John Deere 1435		18,000				22,000
	greensmower 3250 greens shuttle cart			32,000			
	minor bridge #16/#17 fairway			12,000			
	cart paths - aggregate			3,630			
	ryan aerifier			6,050			
	green/tee top dresser				16,000		
	golf lift for shop				17,900		
						17,500	
	Total Golf Course	143,310	39,750	383,312	91,210	47,000	18,000

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
Aquatics							
	Total Pool		-	-	-	-	-
Community Center							
	Total Community Center		-	-	-	-	-
Parks & grounds	Tennis Court (community park) resurfacing 2020 delayed		16,500				
	Paving behind pool		7,500				
	Parkside Preserve - paving		11,000				
	Larson Path		20,000				
	Old Mill take out playground tiles/replacing with mulch		6,000				
	founders park - playground - equipment (15)	100,000	100,000				
	founders park - playground - benches/amenities	3,000		3,000			
	H.S. Field Dug out - Benches/Shelving orig 2018			2,725			
	fields 1-4 irrigation orig 2018				4,480		
	Brothers Park - benches/amenities orig 2019			4,025			
	Old Shop-painting orig 2019					896	
	Old Shop-lighting orig 2019					2,800	
	Old Shop-electrical orig 2019					12,320	
	Old Shop-gutters/downspouts orig 2019					2,800	
	Old Shop-doors orig 2019					7,840	
	SC - N. Water Fountain - roof orig 2019	1,725		1,725			
	Olsen Shelter - roof orig 2019	4,600		4,600			
	kessler shelter - roof orig 2019	4,830		4,830			
	Larson Park - Steczo Area - Prairie Restoration	9,680					
	kiwanis east - playground - surfacing					11,500	
	comm park - old fountain - roof				824		
	comm park - old fountain - posts/structure				4,600		
	comm park - old fountain - concrete base				1,150		
	sports complex - s. water fountain - roof			1,725			
	old mill - playground - benches/amenities				7,670		
	larson park - overlook - benches/ammenities	1,815		1,815			
	larson park - brickville entrancee -fencing	275		275			
	stezco area - interpretive signs	3,000	3,000				
	lake sycamore - trails - signage	2,360			2,360		
	lake sycamore - trails - raised beds	1,180			1,180		
	lake sycamore - playgrounds - surfacing	17,700					
	lake sycamore - fishing pier - anchors	8,850					
	kiwanis west - trails - signage	1,210	1,210				
	boyton park - trails - signage	2,420	2,420				
	emil cassier - pond 2 - shoreline	5,900					

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
	larson park - playground - surfacing			22,320			
	larson park - playground - equipment			93,000			
	larson park - playground - stonework			6,200			
	larson park - playground - benches/ammenities			2,480			
	wetzel park - shelter - picnic tables			2,541			
	brothers park - trails - raised beds			744			
	kiwanis east - shelter - picnic tables			5,082			
	kiwanis east - playground - benches/amenities			9,075			
	charley laing park - playground - surfacing			14,520			
	charley laing park - trails - signage			1,150			
	larson park - trails - signage				2,480		
	brothers park - playground - surfacing				22,320		
	brothers park - basketball court- surfacing				2,480		
	brothers park - basketball court- painting				620		
	PAVING WEST ENTRANCE				130,000		
	Main South Shelter - Roof ? Already done?				9,300		
	Main South Shelter - Benches/Amenities				1,240		
	Main South Shelter - Electrical				620		
	community park - playground - equipment ?				9,920		
	Lions Shelter - Approach Path				9,100		
	HS Field Dug Out - Aglime Approach				508		
	soccer storage - doors				3,175		
	soccer storage - fixtures - shelves				1,270		
	bb fields 1-4 scoreboards				32,500		
	bb fields 1-4 bases and mounds				7,800		
	Old Mill Park - Playground - Surfacing				34,055		
	Old Mill Park - Playground - Solar Lights				5,080		
	Old Mill Park - Trails - Signage				1,905		
	Wetzel Park - Tennis Court - Surfacing					6500	
	Wetzel Park - Tennis Court - Painting					650	
	Wetzel Park - Tennis Court - Posts					650	
	Wetzel Park - Basketball Court - Fencing - Wood					390	
	Wetzel Park - Basketball Court - Surfacing					6500	
	Wetzel Park - Basketball Court - Painting					650	
	Wetzel Park - Basketball Court - Well and Electric					13000	
	Kiwanis Park West - Basketball Court - Fencing					23400	
	Kiwanis Park West - Basketball Court - Surfacing					97500	
	Kiwanis Park West - Basketball Court - Posts/Backboards					13000	
	Concession Garage - Electrical					2600	
	Basketball Court (by main south) - Posts/Backboards					15600	
	Lions Building - Electrical Panels					9100	
	HS Field Dug Out - Roof					2990	
	SC - N. Water Fountain - Posts/Structure					9100	
	SC - N. Water Fountain - Plumbing					650	
	SC - N. Water Fountain - Fixtures					650	
	Olsen Shelter - Posts/Structures					19500	

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
	Baseball Storage - Rolling Doors					15600	
	kessler shelter - Posts/Structure					19500	
	Lou's Lake - Dredging					13000	
	Lou's Lake - Shoreline					7800	
	BB Fields 9-12 Surfacing					26000	
	Boyton Park - Playground - Surfacing					15600	
	chief black partridge - Benches					1170	
	Emil Cassier - Frantum - Electrical					1950	
	Residence - Siding/Trim					13000	
	Residence - Garage Door/Electric					3900	
	Residence - Brick/Tuckpointing					3250	
	Residence - Fencing					3250	
	Larson Park - Stezco Area - Playground Structure						20,020
	Elmer & Stanley Larson Park - Signage						1,540
	Wetzel Park - Playground Surfacing						65,000
	Wetzel Park - Playground Equipment						78,000
	Wetzel Park - Playground - Sand Lot Area						390
	Wetzel Park - Playground - Benches/Amenities						2,600
	Wetzel Park - Trails - Signage						1,250
	Wetzel Park - Trails - Raised Beds						1,300
	Founders Park - Playground - Surfacing						6,500
	Founders Park - Trails - signage						1,200
	Kiwanis Park West - Shelter - Roof						9,750
	Kiwanis Park West - Shelter - Concrete Base						19,500
	Community Park - WPA Shelter - Roof						16,900
	Community Park - Baseball Fields - Portable Benches						2,600
	Community Park - Old Shop - Bathroom Fixtures						1,300
	Community Park - Old Shop - Plumbing						2,600
	Community Park - Old Shop - Siding/Trim						24,700
	Community Park - Old Shop - Fencing/Gates						22,100
	Community Park - Vehicle Bridge - Approaches						11,700
	Sports Complex - HS Field - Sound/Speaker/Posts						3,810
	Sports Complex - S Water Fountain - Posts/Structure						9,100
	Sports Complex - S Water Fountain - Plumbing						650
	Sports Complex - S Water Fountain - Fixtures						650
	Sports Complex - BB Fields 1-4 Flagpole/Lights						3,250
	Sports Complex - BB Fields 5-8 Surfacing						26,000
	Residence = Roof						18,620
	Total Parks & Grounds	168,545	167,630	181,832	296,637	384,606	351,030
	Total Capital Expenses	950,566	578,893	1,235,631	741,260	716,434	647,655
	Ending balance	5,491	377,164	(303,839)	(484,924)	(635,582)	(711,802)

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2021	2021	2022	2023	2024	2025
------------	------	------------------------	------	------	------	------	------

- On Capital Asset or Equipment Lifecycle Schedule
- Postponed replacement
- Moved to Operating Budget
- Updated amounts based upon quotes received
- Additions
- Removed completely