



Sycamore Park District
 Regular Board Meeting
 December 22, 2020
 6:00 PM

Sycamore Golf Club, A Facility of the Sycamore Park District
 940 E. State Street, Sycamore, IL
 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/76466618296?pwd=MG1XMXFScFpLS203MFphOG9MaE9VQQT09>

Meeting ID: 764 6661 8296 Password: YQk5WB

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 December 22, 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)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: November 24, 2020 (Voice Vote)
- 9. Study Session Minutes: November 10, 2020 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

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

Page 2

CONSENT AGENDA:

27. Superintendent of Finance Monthly Report
30. Budget Report
45. Superintendent of Recreation Monthly Report
58. Superintendent of Golf Operations Monthly Report
62. Superintendent of Parks and Facilities Monthly Report
65. Executive Director Monthly Report

CORRESPONDENCE:

67. PDRMA Wellness Grant
68. Erin Duffy Thank You
69. Melissa West Thank You-Holiday House Decorating
70. Matt Schroeder Thank You

PUBLIC INPUT

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT – Ted

OLD BUSINESS:

71. MMNH: Theresa/Jonelle
 - Update on condition of building
 - Potential sale of building

Ordinance information only from Ancel Glink
75. Capital Funding Plan 2021-2025 – Final: Jackie (ROLL CALL)
82. City Property Transfer – Ord #08-2020: Jonelle

NEW BUSINESS

Staff Monthly Report update - Jonelle

89. Ordinance #09-2020 AN ORDINANCE, Levying and Assessing Taxes for the SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, for the Year 2020 – Jackie (Roll Call)
97. First Review of Annual Operating Budget—Jackie
99. Consider Next Year’s Meeting Dates—Jeanette (Voice Vote)
101. Consider Next Year’s Holidays – Jeanette (Voice Vote)
103. Approval of Sexual Harassment Policy update – Jackie/Jonelle
Introduction of new staff: Jeff
January Study Session Will Be on the 12th at 6:00 PM—940 E. State St.

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.
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, November 24, 2020**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:02 p.m. on Tuesday, November 24, 2020.

Vice President Schulz read off the Zoom information from the agenda.

Will the recording secretary please call the roll.

Motion

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

Roll Call

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

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

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, Kroeger, and Strack.**

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

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

Guests: None

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Strack moved to approve the October 27, 2020 Regular Meeting Minutes. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday November 24, 2020
P 2

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$75,393.48.
 Commissioner Doty seconded the Motion.

Roll Call

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

Correspondence –

- Hartmann Family Thank You
- Swedberg Family Thank You
- Sycamore Lions Club Thank You
- PDRMA Wellness Grant

Public Input –

Positive Feedback – None

Monthly Report – None

Old Business

MMNH Update: Supt. Tevsh noted she has the Notice to Vacate effective 11-19-20. The Museum is out and the contents now belong to the Park District. It is a mess in there. Two charities have come through to pick up some of the contents and we have copies of their 501C3. We will try this for another week or two and then look into disposing of the rest. She will have an update at the December meeting.

At this time there was motion to move the General Obligation Bonds to this point in the agenda.

Motion

Commissioner Strack made a motion to move the General Obligation Bond to this point in the agenda. Commissioner Kroeger seconded the Motion.

Voice Vote

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

Award Bid for 2020B – Supt. Hienbuecher noted that Aaron with Speer Financial is here to give us the information on the bid award. Aaron noted this was a very competitive sale with 5 bids. The winning bid was 0.764% from the Park Ridge Community Bank. It was very tight bidding and good competition yesterday. He anticipates closing on December 8th and it is a one-year issue with the final maturity on November 1 of 2021. With the rate being so low it allowed for an additional \$6000 to be added. He is recommending awarding to Park Ridge Community Bank at the revised amount of \$549,720.00 at the 0.764%.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday November 24, 2020
 P 3

Award Bid for 2020B – cont'd:

Motion

Commissioner Strack moved to approve awarding the bid to Park Ridge Community Bank at the rate of 0.764% for the amount of \$549,720.00. Commissioner Kroeger seconded the Motion.

Roll Call

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

Ordinance 07-2020 An Ordinance providing for the issue of approximately \$549,720.00 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 -

Motion

Commissioner Strack moved to approve Ordinance 07-2020. Commissioner Kroeger seconded the Motion.

Roll Call

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

Construction Update:

- Supt. Donahoe noted that 15 Bridge is open now and they worked on the fence replacement today. It has gone really well, and the landscaping will be completed in the spring.
- Supt. Donahoe noted the Ovitz Park is open with a rope around it with signs. The rope is to keep people from running through the landscape blanket on the seed. There have already been kids out there.
- Supt. Donahoe noted that on the trail they have driven in the metal pilings for the concrete abutments. They are now bringing in the timbers needed and pouring the concrete approaches.

Park Naming: Director Bailey noted that Sarah did reach out to Mrs. Johnson about switching from the soccer complex to the sports complex. She was ecstatic and said it makes her very happy and she is 100% for it. Director Bailey and Sarah are looking into a type of memorial foundation to help honor the other people involved and will update in December.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday November 24, 2020
P 4

Trails – City Property Transfer update: Director Bailey noted for Segment 1, we put into place a resolution to be signed in December that will be submitted to the City once the board approves. Then the City will start the transfer paperwork for the deed so we can have access for the trail. This would be the end component for Segment 1, and we are currently in appraisal format for the other parcels for Segment 2.

New Business

Determine the amount of money estimated to be raised by taxation for the year 2020 Tax Levy: Supt. Hienbuecher noted she has the information on the calculation, and she included two different options. She needs the option the board wants to go with. There was a consensus on the board to go with Option 1.

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.

Motion

Commissioner Strack moved to approve Resolution 05-2020. Commissioner Doty seconded the Motion.

Roll Call

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

KSRA Agreement: Director Bailey noted the current agreement between all the members of KSRA will be expiring and this is to renew the agreement. It has already been reviewed by our counsel Ancel Glink. They are changing the length of term from seven years to three years.

Motion

Commissioner Strack moved to approve the KSRA agreement as presented.
 Commissioner Kroeger seconded the Motion.

Roll Call

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

Sexual Harassment Training: Supt. Tevsh noted this training is mandatory in the State of Illinois. The management team looked at three organizations and they felt the BCG Learning Solutions has more then the other two organizations. Supt. Hienbuecher noted there is no action needed on this. There are education dollars budgeted for not spent yet that can be used on this.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday November 24, 2020
P 5

Golf POS System: Supt. Lundbeck noted his staff recommendation has all the information on this.

Motion

Commissioner Kroeger moved to approve the new Golf POS system. Commissioner Strack seconded the Motion.

Roll Call

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

Approval of Auditor: Supt. Hienbuecher noted she had nothing to add to her staff recommendation.

Motion

Commissioner Strack moved to approve retaining Lauterbach & Amen. Commissioner Doty seconded the Motion.

Roll Call

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

Appointment of Director Jonelle Bailey as Secretary:

Motion

Commissioner Strack moved to appoint Director Jonelle Bailey as Secretary of the Park District. Commissioner Doty seconded the Motion.

Roll Call

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

Capital Funding Plan 2021-2025 – First Draft: Supt. Hienbuecher noted this is the first draft with the intent to present the final at the December board meeting. There was some discussion on this.

Update – COVID-19 Planning: Supt. Tevsh noted that as of Friday we went into Tier 3 of the mitigation. We have put out an update on the website and Facebook. We are following very closely the guidelines from IDPH. The building is open to members, but no walk ins. All of our recreation classes have been paused or cancelled. The outside events are still a go and staff are trying to come up with new outdoor options. Commissioner Schulz noted she is amazed how staff is able to reinvent and pivot as we go through this. Supt. Tevsh noted we will be having a staff reduction at the service desk and go back to one staff at the desk at all times until further notice.

Commissioner Kroeger noted we lost one of our part time golf staff Ron Razniewski. He was just a great person and liked by everyone.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday November 24, 2020

P 6

Director Bailey noted that she would like to officially announce that if we meet in person for the December meeting it will be at the Clubhouse at 940 E. State Street. Since officially announcing the location, we will not have to have special meeting. Otherwise, they will be Zoom depending on COVID mitigations.

Public Input –

Motion

The Board adjourned the Regular Session at 6:50 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Kroeger.

Roll Call Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

**Minutes of the Special Study Session Meeting
Of the Board of Commissioners
Sycamore Park District
Tuesday, November 10, 2020**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse, 940 E. State St. in Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, November 10, 2020.

President Kroeger read off the Zoom information from the agenda.

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 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 Strack.**

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

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

Motion

Commissioner Schulz made a motion to permit Commissioner Strack 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 4-0. Commissioner Doty was absent.

Regular Study Session Agenda Approval –

Motion

Commissioner Schulz moved to approve the Regular Study Session Agenda. Commissioner Graves seconded the Motion.

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Schulz moved to approve the October 13, 2020, 2020 Study Session Special 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 4-0. Commissioner Doty absent.

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday November 10, 2020
P 2

IAPD Appointment of Delegates and Alternates: Director Bailey noted that we need people to attend the board meeting during the conference which will be on January 30, 2021. It was decided that Director Bailey and Commissioner Doty be the delegates.

Sustaining the Legacy: Director Bailey noted she has highlighted the areas that we currently are focusing on based on the Community Survey. She would like to make sure what the Board is wanting to focus on now for Sustaining Legacy 2025. There was some discussion on if we can open the pool in 2021 due to COVID and if it can be ready. Supt. Donahoe noted we can open as is and get it going with just minor things that would need to be done. Supt. Tevsh noted that there are modifications that would need to be put in place with staffing to open with the restrictions as they are now in Phase 4. She noted we can do it but would not be bringing in any money. Supt. Donahoe noted that we can wait until February to decide and Director Bailey agreed that February would be the drop-dead date to decide if opening in 2021. Supt. Tevsh noted she would need to know by the January board meeting to get the information in the mailer. Director Bailey noted that other pools opened and did ok with extra steps to clean. We could put steps in place and use a fogger to clean. We probably wouldn't make any money, but we can still offer to the public. At this point, there was a consensus on the board to open for 2021 as long as not putting more than \$50,000 into the pool providing the government does not shut everyone down.

Trails – There was some discussion on the status of the land needed and grants. Director Bailey will be setting up a meeting in the next few weeks to move forward on this.

Soccer Fields – Per Supt. Donahoe noted possibly the fields would be ready in 2022. We had bad weather which affected the seeding and growing.

Director Bailey asked the board to take some time to review dates and the components to get to 2025 and get to her. Commissioner Schulz noted that we should look at rewriting our vision and mission statements as suggested previously by Commissioner Doty. Also, we need to keep the service clubs aware of what the Sycamore Park is doing and look at the fundraising through the Foundation again. Commissioner Strack suggested working with local attorneys to let their clients know about leaving a legacy and doing that through us. Director Bailey suggested starting the work on the vision/mission and the other things at a January study session. This would give time to get the feedback from staff as we go into this process.

Midwest Museum of Natural History: Supt. Tevsh noted that this week Burpee is moving out the rest of their items and then next week Central Illinois college will be moving things out. There will still be a lot of stuff left. The Museum has asked what condition they need to leave the building and would like something from the Sycamore Park in writing. They have no money left for a dumpster or anything. The board agreed to provide a dumpster and figure out later who we can get to help clean out the building. Director Bailey then asked the Board what they want to do with the building. We do not have to offer back to the City even though we did earlier, but they are not interested in it now. Since the animals are no longer in the building they can't use it as a visitor center. Supt. Hienbuecher noted we just need to do a disposal ordinance to be able to sell the building. Director Bailey noted the City knows we may be selling the building and she will follow up with Derke to see if he had touched base with the City lawyer. President Kroeger noted we should dispose of all in the building and they get it appraised to get ready to put on the market. Director Bailey noted she will work on the appraiser and come back with the numbers in December or January.

Minutes of the Special Study Session Meeting of the Board of Commissioners
Sycamore Park District
Tuesday November 10, 2020
P 3

Next Study Session: This will be determined at a later date.

Motion

The Board adjourned the Regular Session of the Special Study Session Meeting at 7:30 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

President Kroegeer called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Doty was absent.

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 1

121212

12

Faterim

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	909829951	01 SHIPPING INV 909829951	501000001302	11/30/20	00004649	62625	11/30/20	781.88	13.56 13.56
ACUSHNET	909881092	01 T300 SPECIAL ORDER IRONS 02 DISCOUNT INV 909829951	501000001302 501000001302	11/20/20	00004649 00004649	62625	11/30/20	781.88	768.32 784.00 -15.68
ALL		ALL STAR SPORTS INSTRUCTION						VENDOR TOTAL:	781.88
AMERLEAK	207010	01 ASI SKILLS FALL 2 02 ASI JR FALL 2	205550076128 205550026128	11/19/20	00004752 00004752	62631	12/08/20	1,020.00	1,020.00 418.00 602.00
AMERLEAK		AMERICAN LEAK DETECTION						VENDOR TOTAL:	1,020.00
ANCEL	9932	01 POOL EVALUATION	101000036125	10/29/20		62632	12/08/20	2,500.00	2,500.00 2,500.00
ANCEL		ANCEL GLINK, P.C.						VENDOR TOTAL:	2,500.00
BANN	78926	01 CORPORATE MATTERS 02 TAX EXEMPTIONS	101000036120 101000036120	11/10/20		62633	12/08/20	1,552.20	1,552.20 648.45 903.75
BANN		BANNER UP SIGNS						VENDOR TOTAL:	1,552.20
CENTURY	73459	01 CC AND CH COVID BOARDS	101200046214	11/24/20	00004753	62626	11/30/20	100.00	100.00 100.00
CENTURY		CENTURY PRINT & GRAPHICS						VENDOR TOTAL:	100.00
CINTA2	381200IN	01 ENVELOPES - LOGO 02 ENVELOPES - LOGO	101000046200 201000046200	11/25/20		62634	12/08/20	423.15	423.15 211.57 211.58
CINTA2		CINTAS CORP						VENDOR TOTAL:	423.15
CINTA2	5043752974	01 1ST AID STOCK - MAINT	101500076513	11/30/20		62635	12/08/20	33.80	33.80 33.80

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP45000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CITY2	CITY OF SYCAMORE						VENDOR TOTAL:	33.80
	14205600/5650-1120	01 WATER/SEWER - POOL	518100096704	11/25/20	12/08/20	62636	220.53	220.53
							VENDOR TOTAL:	220.53
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	220.53
	13256	01 FIREWALL SUPPORT	101000056304	10/19/20	12/08/20	62637	1,943.00	1,200.00
		02 FIREWALL SUPPORT	201000056304					600.00
								600.00
	14134	01 MONTHLY SERVICE	101000056304	12/01/20	12/08/20	62637	1,943.00	743.00
								743.00
COMCA	COMCAST						VENDOR TOTAL:	1,943.00
	0468768-1220	01 CABLE	303000096705	11/25/20	12/08/20	62638	146.80	146.80
		02 CABLE	504000096705					73.40
								73.40
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:	146.80
	0558722008-1220	01 BASEBALL CONCESSIONS	303300096702	12/03/20	12/08/20	62639	4,981.97	4,981.97
		02 POOL	518100096702					44.07
		03 MAINTENANCE	101500096702					169.38
		04 MAINTENANCE	504100096702					10.63
		05 PUMP HOUSE	504100096702					10.63
		06 CART BLDG	504000096702					6.12
		07 CLUBHOUSE	303000096702					722.46
		08 PROSHOP	504000096702					60.44
		09 ADMIN	101000096702					60.44
		10 ADMIN	201000096702					141.03
		11 ELECTRONIC SIGN	101000096702					141.03
		12 ELECTRONIC SIGN	201000096702					7.80
		13 COMMUNITY CENTER	207500096702					7.80
								3,600.14
	12/3/20			12/03/20	12/08/20	62640	1,050.51	1,050.51
		01 BOYNTON PARK	101500096702					16.34
		02 KIWANIS PARK	101500096702					28.72
		03 EMIL CASSIER PARK	101500096702					19.34
		04 SYCAMORE LAKE	101500096702					27.84
		05 GOOD TYMES SHELTER	101500096702					23.68

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

141414

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	12/3/20			12/03/20		62640	12/08/20	1,050.51	1,050.51
		06 WETZEL PARK	101500096702						40.87
		07 ENTRY PARK	101500096702						24.82
		08 MAINT BLDG	101500096702						416.11
		09 MAINT BLDG	504100096702						416.11
		10 SPORTS COMPLEX	202100096702						7.94
		11 SOCCER COMPLEX	101500096702						28.74
								VENDOR TOTAL:	6,032.48
DEKCTYON	DEKALB COUNTY ONLINE								
	1015	01 2021 ADVERTISING	101200046209	11/28/20	00004756	62641	12/08/20	850.00	850.00
ECO	ECOWATER SYSTEMS, INC.								
	130856-1120								
		01 SALT- 2 MOS	101000056300	11/28/20		62642	12/08/20	41.50	41.50
		02 SALT- 2 MOS	201000056300						20.75
								VENDOR TOTAL:	850.00
ENGIN	ENGINEERING RESOURCE ASSOC								
	14042100.12								
		01 ITEP GRANT ASST	711000207039	11/17/20		62643	12/08/20	6,436.57	405.00
	150711FD.02								405.00
		01 MEMORIAL PARK	101000036125	11/17/20		62643	12/08/20	6,436.57	1,802.34
	171021A0.08								1,802.34
		01 BRIDGE 4 FIANL DESIGN	701000207003	11/17/20		62643	12/08/20	6,436.57	4,229.23
									4,229.23
								VENDOR TOTAL:	6,436.57
FINN	FINNEY'S ELECTRIC								
	23466								
		01 SIGN REPAIR	101500056300	11/30/20		62627	11/30/20	156.46	156.46
FRONTIER	FRONTIER								
	4618-112220								
		01 MAINT	101500096700	11/22/20		62644	12/08/20	150.65	150.65
		02 MAINT	504100096700						75.33
									75.32
								VENDOR TOTAL:	156.46

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/25/2020 TO 12/11/2020

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

GROUPPL GROUP PLAN SOLUTIONS
 2394 01 FSA - NOV 101000106801 11/05/20 62645 12/08/20 55.00 55.00
 02 FSA - NOV 201000106801 27.50
 27.50
 VENDOR TOTAL: 150.65

HORN HORNUNG'S PRO GOLF SALES INC.
 493676 01 WINN EXCEL OVERSIZE GRIP 501000001303 12/01/20 62646 12/08/20 313.28 313.28
 02 GOLF PRIDE TOUR WRAP 2G 501000001303 79.80
 03 WINN OVERSIZE PUTTER GRIP 501000001303 114.96
 04 WINN MIDSIZE PUTTER GRIP 501000001303 33.60
 05 WINN MEDALIST PUTTER GRIP 501000001303 23.85
 06 GOLF PRIDE PRO ONLY PUTTER GRI 501000001303 21.30
 07 DISC INV 493676 501000001303 31.68
 08 SHIPPING INV 473676 501000001303 -6.10
 14.19
 VENDOR TOTAL: 55.00

ILLINI ILLINI SECURITY SYSTEMS, INC.
 35316 01 INTRUSION 12/29-3/28 207500056300 11/12/20 62647 12/08/20 195.00 195.00
 195.00
 VENDOR TOTAL: 313.28

INNOVA INNOVATIVE WATER CARE, LLC
 95009740 01 GOLF FOUNTAIN SERVICE 504100076500 10/13/20 62648 12/08/20 125.00 125.00
 125.00
 VENDOR TOTAL: 195.00

INTEG INTEGRA BUSINESS SYSTEMS, INC.
 INV96235 01 COPIER/PRINTER-ADMIN 101000056304 11/05/20 62650 12/08/20 424.71 100.89
 02 COPIER/PRINTER-ADMIN 201000056304 50.45
 50.44
 VENDOR TOTAL: 424.71

INV96236 01 COPIER/PRINTER- CC 101000056304 11/05/20 62650 12/08/20 424.71 73.66
 02 COPIER/PRINTER- CC 201000056304 36.83
 36.83
 VENDOR TOTAL: 424.71

INV96237 01 COPIER/PRINTER - MAINT 101000056304 11/05/20 62650 12/08/20 424.71 68.39
 02 COPIER/PRINTER - MAINT 201000056304 34.19
 34.20
 VENDOR TOTAL: 424.71

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	INV96578	01 COPIER/PRINTER - ADMIN	101000056304	12/03/20		62650	12/08/20	424.71	98.94
		02 COPIER/PRINTER - ADMIN	201000056304						49.47
	INV96579	01 COPIER/PRINTER-CC	101000056304	12/03/20		62650	12/08/20	424.71	47.58
		02 COPIER/PRINTER-CC	201000056304						23.79
	INV96580	01 COPIER/PRINTER -MAINT	101000056304	12/03/20		62650	12/08/20	424.71	35.25
		02 COPIER/PRINTER -MAINT	201000056304						17.62
									17.63
KAR		KAR-FRE FLOWERS						VENDOR TOTAL:	424.71
	311402/1	01 FLOWERS - ROGERS	101000046213	03/11/20		62652	12/08/20	379.45	71.50
		02 FLOWERS - ROGERS	201000046213						35.75
	324287/1	01 FLOWERS - HIENBUECHER	101000046213	08/24/20		62652	12/08/20	379.45	35.75
		02 FLOWERS - HIENBUECHER	201000046213						60.00
	324292/1	01 FLOWERS - SWEDBERG	101000046213	08/24/20		62652	12/08/20	379.45	30.00
		02 FLOWERS - SWEDBERG	201000046213						30.00
	324296/1	01 FLOWERS - SWEDBERG	101000046213	09/18/20		62652	12/08/20	379.45	75.00
		02 FLOWERS - SWEDBERG	201000046213						37.50
	325548/1	01 FINANCE CHARGE	101000046213	08/31/20		62652	12/08/20	379.45	37.50
	327134/1	01 COMM CTR - PLANTERS	207500076500	10/15/20		62652	12/08/20	379.45	5.00
	327670/1	01 FINANCE CHARGE	101000046213	10/31/20		62652	12/08/20	379.45	5.00
	329645/1	01 FLOWERS - RAZNIEWSKI	101000046213	11/24/20		62652	12/08/20	379.45	52.95
		02 FLOWERS - RAZNIEWSKI	201000046213						26.47
								VENDOR TOTAL:	379.45

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
MENA		MENARDS - SYCAMORE						
	37380	01 FENCE REPAIR PIECES-PARKS	101500066404	11/04/20	11/30/20	62628	97.70	52.65 52.65
	37835	01 WHEELS, FASTENERS - SPORTS	202100076500	11/12/20	11/30/20	62628	97.70	45.05 45.05
	38039	01 DISHWAND - CH	303000076551	11/15/20	12/08/20	62653	52.11	2.97 2.97
	38950	01 TOW BALL&DRILL BIT - SHOP	101500066402	11/30/20	12/08/20	62653	52.11	24.47 24.47
	38968	01 MOLE/GOPHER BAIT PELLETS-CC	207500066401	11/30/20	12/08/20	62653	52.11	6.79 6.79
	38990	01 DOG PARK TOYS FOR DEC RAFFLE	206095246216	11/30/20	12/08/20	62653	52.11	17.88 17.88
NICOR		NICOR GAS						
	113030	01 MAINT BLDG	101500096703	11/30/20	12/08/20	62654	1,164.70	1,164.70
		02 MAINT BLDG	504100096703					323.15
		03 POOL	518100096703					323.15
		04 UPSTAIRS OFFICE	101000096703					206.75
		05 ADMIN	101000096703					47.11
		06 ADMIN	201000096703					71.85
		07 PRO SHOP	504000096703					71.85
		08 CLUBHOUSE	303000096703					30.79
		09 PUMP HOUSE	504100096703					30.79
								59.26
								VENDOR TOTAL: 149.81
PHYSIC		PHYSICIANS IMMEDIATE CARE						
	4182780	01 PRE EMPLOYMENT PHYSICAL	101000056311	11/17/20	12/08/20	62655	93.00	93.00
		02 PRE EMPLOYMENT PHYSICAL	201000056311					46.50 46.50
								VENDOR TOTAL: 93.00
PRIN		PRINCIPAL LIFE GROUP						
	DEC2020	01 DENTAL INSURANCE	101000106801	12/08/20	12/08/20	62656	1,443.12	1,443.12
		02 DENTAL INSURANCE	101500106801					311.48
		03 DENTAL INSURANCE	504100106801					67.57 79.88

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
STAPLES		STAPLES BUSINESS ADVANTAGE					VENDOR TOTAL:	78.50
	3462579087	01 GLOVES - CC	207500076510	11/21/20	12/08/20	62660	123.51	33.54
								33.54
	3463181861	01 BINDERS	101000046200	11/28/20	12/08/20	62660	123.51	89.97
		02 BINDERS	201000046200					23.68
		03 COPY PAPER	101000046200					23.69
		04 COPY PAPER	201000046200					16.99
		05 HANGING FOLDERS	101000046200					17.00
		06 HANGING FOLDERS	201000046200					4.30
								4.31
SYCROT		SYCAMORE ROTARY CLUB					VENDOR TOTAL:	123.51
	216	01 DUES	101000046204	11/13/20	12/08/20	62661	190.00	190.00
		02 DUES	201000046204					95.00
T0000566	HUBER, TIM						VENDOR TOTAL:	190.00
	SANTA 2020	01 SANTA PAYMENT	206095016128	12/08/20	12/08/20	62662	200.00	200.00
T0001563	TEVSH, THERESA						VENDOR TOTAL:	200.00
	REIMB - 12-1-20	01 REIMB-ROPING CC PLANTERS	207500076500	12/01/20	12/08/20	62663	24.70	24.70
THEW-T		THE W-T GROUP, LLC					VENDOR TOTAL:	24.70
	1912695A-03	01 POOL EVALUATION	101000002101	11/07/19	12/08/20	62664	5,660.00	1,400.00
								1,400.00
	1912695A-04	01 POOL EVALUATION	101000036125	09/07/20	12/08/20	62664	5,660.00	4,260.00
								4,260.00
UNUM		UNUM LIFE INSURANCE					VENDOR TOTAL:	5,660.00
	NOV 2020	01 STD INS PREM	101000106801	12/04/20	12/08/20	62665	341.58	341.58
								59.20

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

202020

FROM 11/25/2020 TO 12/11/2020

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	NOV 2020			12/04/20		62665	12/08/20	341.58	341.58
		02 STD INS PREM	101500106801						25.05
		03 STD INS PREM	504100106801						22.20
		04 STD INS PREM	504000106801						14.80
		05 STD INS PREM	201000106801						116.01
		06 STD INS PREM	202100106801						81.59
		07 STD INS PREM	207500106801						12.62
		08 STD INS PREM	303000106801						10.11
									341.58
VISACA		VISA CARDMEMBER SERVICE						VENDOR TOTAL:	341.58
	111020			11/10/20		62668	12/08/20	1,953.05	1,953.05
		01 BACKPACK BLOWER STRAP	101500066402						20.05
		02 ADJUSTING ROD ASSY	504000066409						26.60
		03 WATER HEATER PARTS	303300066401						55.00
		04 RETIREMENT GIFT	101000046213						661.90
		05 BOSS'S DAY	101000046213						34.00
		06 BOSS'S DAY	201000046213						34.00
		07 REWARD CREDIT	101000046213						-200.00
		08 REWARD CREDIT	201000046213						-200.00
		09 POSTAGE	101000046202						117.08
		10 POSTAGE	201000046202						117.07
		11 SURVEY MONKEY	101200046214						384.00
		12 IPRA DUES	101000046204						244.00
		13 IPRA DUES	201000046204						976.00
		14 VINYL LINERS	207500076500						76.00
		15 PROGRAM SUPPLIES	206194036216						7.18
		16 CABLES FOR SIG PAD	201000046200						17.97
		17 DATA PLAN - 2 MOS	504100096700						72.02
		18 DATA PLAN - 2 MOS	303000096700						144.04
		19 DOG PARK TAGS	101500076540						87.00
		20 DOG TRICK OR TREAT	206095246216						48.90
		21 NOTEBOOKS	101000046200						7.49
		22 NOTEBOOKS	201000046200						7.50
		23 DRY ERASE MARKERS	207500046200						4.92
		24 SPOTIFY FOR CC	207500076500						9.99
		25 WRISTBANDS	205490056216						13.99
		26 CREAMER	303000086632		00004731				2.39
		27 TORTILLA CHIPS	303300086620		00004731				20.51
		28 HAND SANITIZER/DISPENSERS	207000076510		00004731				289.28
		29 SANITIZING WIPES	207000076510		00004731				214.44
		30 FACEBOOK ADS	101200046209		00004731				57.00
		31 ADOBE	101000046206		00004731				15.93
		32 ART SUPPLIES	205011306216		00004731				70.81
		33 RETURN-COVID DISINFECT SPRAYER	207500076514		00004731				-1,495.00
		34 CHRONICLE ACCESS	101200046214		00004731				10.99

DATE: 12/11/2020
 TIME: 13:17:38
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

PAGE: 10

212121

FROM 11/25/2020 TO 12/11/2020

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

WALM		WALMART COMMUNITY/RFCSLLC		VENDOR TOTAL:				
111620				11/16/20	62669	12/08/20	63.84	1,953.05
01	BUNS	303000086615					63.84	
02	BUNS	303000086613					3.52	
03	ONIONS	303000086629					1.76	
04	COFFEE	303000086632					1.33	
05	TAPE	303000076500					7.92	
06	CREAMER	303000086632					3.88	
07	TOMATOES	303000086629					6.26	
08	CHILI INGREDIENTS/OYSTER CRKRS	303000086613					0.49	
09	HOT DOG BUNS	303000086615					30.96	
10	ONIONS	303000086629					5.28	
							2.44	

WASTE		WASTE MANAGEMENT		VENDOR TOTAL:				
3630368-2011-8				11/30/20	62670	12/08/20	399.06	
01	REFUSE - ADM	101000056302					399.06	
02	REFUSE - CH	303000056302					61.08	
03	REFUSE - ADM	101000056302					61.08	
04	REFUSE - OLD SHOP	504100056302					6.50	
05	REFUSE - SC	202100056302					30.54	
06	REFUSE - PARKS	101500056302					38.35	
07	REFUSE CC	207500056302					38.35	
							163.16	

WINTERLA		WINTERS LANDSCAPE		VENDOR TOTAL:				
94296				11/24/20	62630	11/30/20	390.00	
01	SOD - SC/PARKS	101500076502					390.00	

TOTAL --- ALL INVOICES: 574,233.65

21

DATE: 12/16/20
 TIME: 14:11:04
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

222222

New

INVOICES DUE ON/BEFORE 12/16/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
AFLAC		AFLAC						
690186	12/12/20	01	AFLAC - PRE TAX	101000002006			12/16/20	568.70
		02	AFLAC - AFTER	101000002007				37.20
								605.90
								605.90
AIRGAS		AIRGAS USA LLC						
9975517752	11/30/20	01	WELDING TANK RENTAL	101500066401			12/16/20	31.40
								31.40
								31.40
ARCO		ARCO MECHANICAL EQUIP SALES						
18836	12/08/20	01	SHIOP INSP-SENSOR REL	101500056300			12/16/20	1,540.00
								1,540.00
								1,540.00
CINTAS		CINTAS FIRE PROTECTION						
OF94051941	11/20/20	01	MUSEUM-FIRE ALARM SENSOR REPL	202500056300			12/16/20	612.28
								612.28
OF94609531	12/07/20	01	MUSEUM FIRE ALARM INSPECTION	202500056300			12/16/20	891.90
								891.90
OF94611817	12/07/20	01	MUSEUM-FIRE SPRINK SYS INSP	202500056300			12/16/20	274.90
								274.90
								1,779.08
CONS		CONSERV FS						
40010650	11/24/20	01	SALT FOR CC LOTS	207500066401			12/16/20	783.75
								783.75
								783.75

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/16/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
FINN	FINNEY'S ELECTRIC							
23495	12/10/20	01	DIGITAL SIGN OUTLET REPAIR	1015000056300			12/16/20	137.45
							INVOICE TOTAL:	137.45
							VENDOR TOTAL:	137.45
FOX1	FOX VALLEY FIRE & SAFETY							
IN00398340	11/26/20	01	CH CONC HOOD SYSTEM INSPEC	3030000056300			12/16/20	98.50
							INVOICE TOTAL:	98.50
INB00400824	12/07/20	01	SHOP-FIRE ALARM MONITORING	1015000066401			12/16/20	165.00
							INVOICE TOTAL:	165.00
							VENDOR TOTAL:	263.50
FUNEXP	FUN EXPRESS							
706655731-01	11/27/20	01	COOKIES W SANTA CRAFTS	206095016216	00004762		12/16/20	147.49
							INVOICE TOTAL:	147.49
							VENDOR TOTAL:	147.49
GENOA	GENOA AREA CHAMBER OF COMMERCE							
2620	12/14/20	01	2021 MEMBER DUES	101000046204			12/16/20	62.50
		02	2021 MEMBER DUES	201000046204				62.50
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	125.00
GRAI	GRAINGER							
97356711687	12/03/20	01	SHOP AIR FILTERS - FURNACE	1015000066401			12/16/20	52.32
							INVOICE TOTAL:	52.32
9739185818	12/07/20	01	BLADE SHARPEN MACH SWITCH	1015000076500			12/16/20	14.90
							INVOICE TOTAL:	14.90
							VENDOR TOTAL:	67.22

INVOICES DUE ON/BEFORE 12/16/2020

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HAGG	HAGG	PRESS						
112342	12/02/20	01	WINTER SPRING 2021 BROCHURE	206500046203	00004761		12/16/20	4,416.00
							INVOICE TOTAL:	4,416.00
							VENDOR TOTAL:	4,416.00
LIFEFIT	LIFE	FITNESS						
12-2020/12-2021	PM	01	PM CONTRACT	207000056307	00004759		12/16/20	2,156.25
		02	CONTRACT #k23927205-2	** COMMENT **	00004759			
							INVOICE TOTAL:	2,156.25
							VENDOR TOTAL:	2,156.25
LOWE	LOWE'S							
9030998-GABJPB	11/24/20	01	SHOP-METAL SHELVING FOR EQUIP	101500076500			12/16/20	137.04
							INVOICE TOTAL:	137.04
9031115-FYCMEU	11/10/20	01	MEASURING WHEEL	101500066404			12/16/20	36.77
							INVOICE TOTAL:	36.77
903136-FWECOK	10/27/20	01	SHIOP STORAGE RACK-TOOLS	101500066401			12/16/20	78.80
							INVOICE TOTAL:	78.80
903177-FZGHUP	11/18/20	01	HAMMERS&CASTOR WHEELS-SHOP	101500076512			12/16/20	56.88
							INVOICE TOTAL:	56.88
903306-FZLCQP	11/19/20	01	TIMER-CC LIGHTS	207500066401			12/16/20	12.34
							INVOICE TOTAL:	12.34
903378-FYLPNS	11/12/20	01	SHOP-STORAGE CONTAINER-PARTS	101500076500			12/16/20	5.69
							INVOICE TOTAL:	5.69
903497-FXRCYD	11/06/20	01	WRENCH	101500076512	00004743		12/16/20	8.06
							INVOICE TOTAL:	8.06
903513-FYPZVA	11/13/20	01	SHEATHING FOR SHOP	101500066401	00004745		12/16/20	28.96
							INVOICE TOTAL:	28.96

DATE: 12/16/20
 TIME: 14:11:04
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/16/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
LOWE	LOWE'S							
903549-FYPZVF	11/13/20	01	PEGBOARD SHOP	101500066401	00004747		12/16/20	40.79
							INVOICE TOTAL:	40.79
							VENDOR TOTAL:	405.33
MENA	MENARDS - SYCAMORE							
38261	11/19/20	01	ROPE FOR PLAYGROUND	101500066407			12/16/20	24.99
							INVOICE TOTAL:	24.99
39472	12/09/20	01	SHOP-SHOVELS	101500076512			12/16/20	47.77
							INVOICE TOTAL:	47.77
							VENDOR TOTAL:	72.76
MIDWSTIR	MIDWEST IRRIGATION LLC							
31007	11/27/20	01	AIR COMP RENTAL-IRR SYSTEM	504100076505			12/16/20	327.00
							INVOICE TOTAL:	327.00
							VENDOR TOTAL:	327.00
MRROUT	MR OUTHOUSE							
2998	11/30/20	01	PORT-O-POTS- GOLF	504100056309			12/16/20	330.00
		02	PORT-O-POTS- PARKS	101500056309				450.00
		03	PORT-O-POTS- SPORTS	202100056309				165.00
							INVOICE TOTAL:	945.00
							VENDOR TOTAL:	945.00
STAPLES	STAPLES BUSINESS ADVANTAGE							
3459988013	10/24/20	01	TOILET PAPER - CC ONLY	207500076510			12/16/20	33.36
		02	COPY PAPER - BD CLEANER	201000046200				23.60
		03	COPY PAPER - BD CLEANER	101000046200				23.59
							INVOICE TOTAL:	80.55
3464424719	12/12/20	01	RETURN-BINDERS	101000046200			12/16/20	-15.79

DATE: 12/16/20
 TIME: 14:11:04
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/16/2020

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3464424719	12/12/20	02	RETURN-BINDERS	201000046200			12/16/20	-15.79
								-31.58
								48.97
								INVOICE TOTAL:
								VENDOR TOTAL:
								230.00
								230.00
								230.00
9820	11/24/20	01	FIBER WIRE LOC-BRIDGE PROJ #15	701000207005			12/16/20	50.00
								50.00
								50.00
								INVOICE TOTAL:
								VENDOR TOTAL:
								54.00
								54.00
								54.00
								INVOICE TOTAL:
								VENDOR TOTAL:
								432.26
								432.26
								432.26
								INVOICE TOTAL:
								VENDOR TOTAL:
								56.94
								56.94
								56.94
								INVOICE TOTAL:
								VENDOR TOTAL:
								14,675.30

Interim \$ 574,233.65
 New \$ 14,675.30
 Total \$ 588,908.95

To: Board of Commissioners

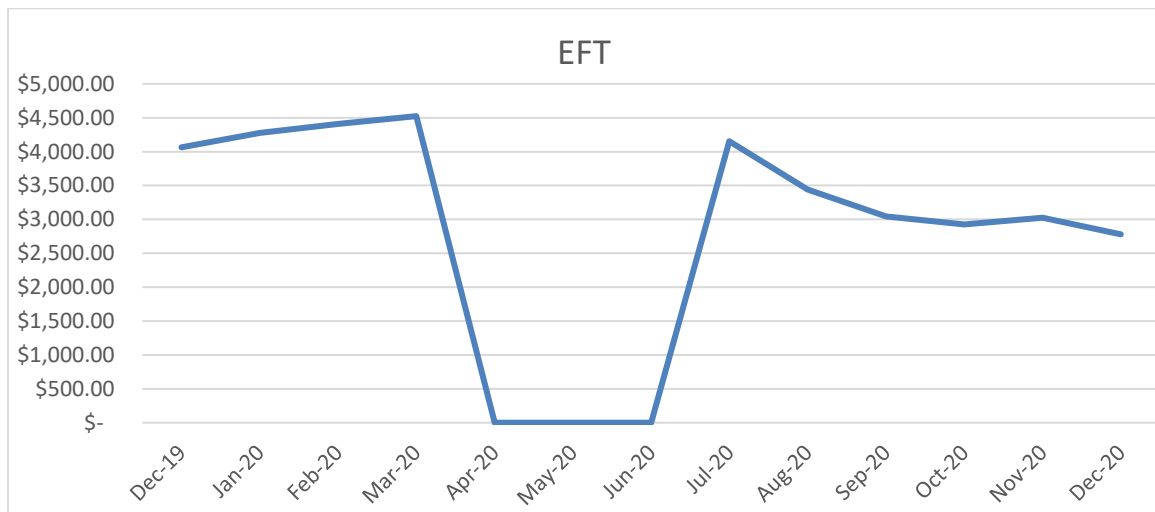
From: Jackie Hienbuecher

Subject: Monthly Report

Date: December 22, 2020

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

- Attended scheduled Board and Superintendent/staff meetings.
- Reviewed deposits for Community Center and Golf, prepared general ledger journal entries to be posted.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The December installment was for 150 individuals, a decrease of 12 from November. The monthly installment was \$2,629 (\$185 increase) processed through credit cards and \$150 (\$59 decrease) through ACH transactions. There were 4 households whose credit cards did not process (\$104) 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.
- 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.
- Transferred cost of goods sold in concessions (catering), recreation, vending and pro shop sales.
- Allocated IMRF and SS tax levies to appropriate funds to cover related expenses.
- Revised CURE program submission. \$25,000 reimbursement for COVID expenses approved.
- Obtained updated estimate EAV from the county. Revised estimated levy, prepared 2020 Tax Levy and staff recommendation. Will file with county once passed by the board.
- Finalized Capital Funding Plan 2021-2025 for presentation to Board for approval.
- Finished consolidation of 2021 FY Operating Budget.
- Completed documentation on 2020 General Obligation Bond. Confirmed receipt.
- Reviewed contract for new Golf POS. Discussed billing options.
- Worked with BCG Learning to provide mandatory Sexual Harassment Training for employees. Provided email addresses for existing employees. Monitoring progress and completion.
- Schedule 2020 audit with Lauterbach & Amen.
- Set up zoom meetings. Recorded where necessary.
- Worked with staff on COVID related absences. Provided correspondence to assist staff in knowing “what to do.”
- Continued to work with attorney on tax exempt property documentation.
- Met with staff to discuss future staffing plans.
- Met with staff on maintaining Certificate of Insurance records for the District.
- Attended PDRMA PATH Essentials Webinar.
- Attended PDRMA PATH 2021 Webinar.
- Performed staff evaluation.
- Assisted with onboarding of new full-time employee.
- Provided KSRA with final property tax installment documentation and process payment.
- Sent out reminders of Leaf a Legacy pledges due.
- Attended all staff wellness meeting.
- Looked at options for employee credit cards.
- Reviewed 2020 Flexible Spending Accounts. Notified staff if they need to spend down.

Administrative Initiatives (01/01/21 – 01/31/21)

- Attend scheduled Superintendent and Board meetings.
- Attend study session.
- File quarterly payroll taxes.
- 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.
- Complete year-end reporting: w-2s, 1099s and ACA.
- Complete employee valuation statements for 2021.
- Facilitate PATH Incentive Payment to eligible employees.
- Monthly bank reconciliation.
- Attend IAPD/IPRA Conference virtually.
- Assist with year end pro shop inventory.
- Begin process of golf/concessions POS transition.
- Begin preparing for FY 2020 Audit.
- 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 for year end.
- Invoice DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Work with CMJ on technology as needed. Installation of new service
- Update credit card terminal information. Perform annual PCI compliance.
- Write up instructions for utilizing the employee portal.
- Continue to review 2021 Operating Budget numbers. Prepare final for board review.
- Prepare Tax Abatement Ordinances.

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

Corporate Fund (10)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	42,680.91	1,445,335.41	1,559,109.00	1,413,649.85	2.2% (1)
Marketing	-	272.50	600.00	-	#DIV/0!
Parks	1,405.98	22,855.20	26,091.00	19,706.49	16.0% (2)
Total Revenues	44,086.89	1,468,463.11	1,585,800.00	1,433,356.34	2.4%
Expenses					
Administration	598,027.78	1,241,109.35	1,336,773.00	678,354.29	83.0% (3)
Marketing	726.00	40,306.04	43,600.00	34,200.96	17.9% (4)
Parks	19,984.83	235,911.61	304,523.00	264,890.39	-10.9% (5)
Total Expenses	618,738.61	1,517,327.00	1,684,896.00	977,445.64	55.2%
Total Fund Revenues	44,086.89	1,468,463.11	1,585,800.00	1,433,356.34	2.4%
Total Fund Expenses	618,738.61	1,517,327.00	1,684,896.00	977,445.64	55.2%
Surplus (Deficit)	(574,651.72)	(48,863.89)	(99,096.00)	455,910.70	-110.7%

(1) Shelter/Alcohol permit down 71.4% \$5,292. Property tax revenue 2020 higher by 1.3% \$16,786. 2020 insurance proceeds from flood \$23,577.

(2) Dog Park Revenue. Dog park was not open until May 2019. Revenue up 12.3% \$599. Tax Levy allocation higher in 2020 primarily due to naturalist position hired in Spring 2019.

(3) 2020 includes \$18,500 in survey expenses. Interest/principal payments for 2019 bond made for first time in 2020 \$518,853. \$14,000 flood costs reimbursed. Payroll and related taxes higher by 11.1% \$25,959 primarily due to Director overlap.

(4) COVID mailers \$12,964

(5) Landscape services is reduced in 2020 by \$18,037 due to hiring of naturalist. Gas & Oil down in 2020 by 34.7% \$7,347.

Recreation Fund (20)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	30,014.49	1,004,059.66	990,727.00	968,322.59	3.7% (1)
Sports Complex	2,125.00	2,993.50	44,457.00	24,521.00	-87.8% (2)
Sports Complex Maintenance	2,904.53	40,251.82	43,727.00	36,698.89	9.7%
Midwest Museum of Natural Hist	-	1,742.88	2,400.00	2,395.97	-27.3%
Programs-Youth	(387.42)	11,696.49	20,393.00	16,508.39	-29.1% (3)
Programs-Teens	-	157.00	1,635.00	252.00	-37.7% (3)
Programs-Adult	(370.54)	3,884.32	13,501.00	9,483.06	-59.0% (3)
Programs-Leagues	(427.41)	9,306.67	11,905.00	8,332.15	11.7% (3)
Programs-Youth Athletics	(2,148.55)	18,492.13	31,171.00	29,072.88	-36.4% (3)
Programs-Fitness	(821.58)	9,731.72	24,559.00	20,015.95	-51.4% (3)
Programs-Early Childhood	-	2,878.00	6,757.00	5,938.00	-51.5% (3)
Programs-Dance	(136.08)	1,946.20	4,530.00	3,408.82	-42.9% (3)
Programs-Special Events	(60.00)	6,549.02	20,671.00	11,487.73	-43.0% (3)
Programs-Community Events	-	4,935.00	12,183.00	10,442.67	-52.7% (3)
Brochure	-	4,050.00	7,350.00	7,350.00	-44.9%
Weight Room	5,417.21	84,980.40	179,114.00	165,398.63	-48.6% (4)
Community Center	1,807.78	39,911.81	64,906.00	54,626.28	-26.9% (5)
Total Revenues	37,917.43	1,247,566.62	1,479,986.00	1,374,255.01	-9.2%

(1) Real Estate Taxes YTD 2020 is greater by 3.2% \$28,946. Tax levy allocation greater 26.3% \$12,408 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	49.13% / 52.09%
Pathway Fitness Pass	46.77% / 51.42%
Track Only Pass	51.84% / 56.61%
Pre-pay Card	74.33% / 83.52%
Program Fees	35.52% / 36.32%
Daily Admission Fee	29.18% / 32.17%

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

Open Gym Daily	56.49% / 77.23%
Open Gym Membership	57.25% / 69.49%
Rentals	61.76% / 72.24%

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

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

Expenses

Administration	44,513.23	525,765.48	608,219.00	481,536.51	9.2% (1)
Sports Complex	-	-	-	78.06	-100.0%
Sports Complex Maintenance	27,214.06	374,846.38	441,735.00	384,768.29	-2.6%
Midwest Museum of Natural Hist	919.90	18,227.53	18,750.00	15,947.14	14.3% (2)
Programs-Youth	904.27	8,626.97	12,801.00	9,366.81	-7.9% (3)
Programs-Teens	-	(12.00)	1,116.00	50.00	-124.0% (3)
Programs-Adult	104.96	3,117.24	10,344.00	7,581.47	-58.9% (3)
Programs-Leagues	880.09	4,726.65	8,821.00	4,497.27	5.1% (3)
Programs-Youth Athletics	853.95	10,299.53	21,861.00	17,594.57	-41.5% (3)
Programs-Fitness	773.78	6,999.19	13,495.00	11,075.11	-36.8% (3)
Programs-Early Childhood	-	1,900.00	4,637.00	1,688.00	12.6% (3)
Programs-Dance	69.92	905.31	2,024.00	858.31	5.5% (3)
Programs-Special Events	287.52	3,895.31	14,422.00	7,052.22	-44.8% (3)
Programs-Community Events	11.94	5,870.05	26,829.00	25,889.15	-77.3% (3)
Brochure	1,539.80	7,725.66	24,575.00	18,266.17	-57.7% (4)
Weight Room	368.16	11,845.71	43,393.00	23,252.41	-49.1% (5)
Community Center	16,503.70	150,995.72	219,126.00	167,862.33	-10.0% (6)
Total Expenses	94,945.28	1,135,734.73	1,472,148.00	1,177,363.82	-3.5%
Total Fund Revenues	37,917.43	1,247,566.62	1,479,986.00	1,374,255.01	-9.2%
Total Fund Expenses	94,945.28	1,135,734.73	1,472,148.00	1,177,363.82	-3.5%
Surplus (Deficit)	(57,027.85)	111,831.89	7,838.00	196,891.19	-43.2%

- (1) Payroll and related taxes are greater in 2020 by 13.4% \$47,350. New Recreation Specialist started May 2019. 2020 increases for exempt.
- (2) Paying electric/gas \$9,224.
- (3) Expenses for programs decreased 45.9%, \$39,325 compared to 2019.
- (4) No summer brochure printed/mailed in 2020
- (5) Only one graduate assistant in 2020. Personal training labor lower in 2020 due to COVID.
- (6) Part time customer service temporarily laid off/reduced hours and related taxes 14.9 \$11,188. Utilities lower in 2020 19.2% \$11,546.

Donations (21)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	8,140.00	52,391.41	56,000.00	71,200.25	-26.4%
Total Revenues	8,140.00	52,391.41	56,000.00	71,200.25	-26.4%
Expenses					
Administration	-	-	100,000.00	-	#DIV/0!
Total Expenses	-	-	100,000.00	-	#DIV/0!
Total Fund Revenues	8,140.00	52,391.41	56,000.00	71,200.25	-26.4%
Total Fund Expenses	-	-	100,000.00	-	#DIV/0!
Surplus (Deficit)	8,140.00	52,391.41	(44,000.00)	71,200.25	-26.4%

Special Recreation (22)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	5,283.04	200,281.81	201,500.00	191,544.70	4.6%
Total Revenues	5,283.04	200,281.81	201,500.00	191,544.70	4.6%
Expenses					
Administration	-	97,588.77	201,500.00	92,168.85	5.9%
Total Expenses	-	97,588.77	201,500.00	92,168.85	5.9%
Total Fund Revenues	5,283.04	200,281.81	201,500.00	191,544.70	4.6%
Total Fund Expenses	-	97,588.77	201,500.00	92,168.85	5.9%
Surplus (Deficit)	5,283.04	102,693.04	-	99,375.85	3.3%

Insurance (23)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	1,769.86	67,211.55	67,000.00	72,210.00	-6.9%
Total Revenues	1,769.86	67,211.55	67,000.00	72,210.00	-6.9%
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	1,769.86	67,211.55	67,000.00	72,210.00	-6.9%
Total Fund Expenses	-	33,156.26	81,452.00	31,276.32	6.0%
Surplus (Deficit)	1,769.86	34,055.29	(14,452.00)	40,933.68	-16.8%

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

Audit (24)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	379.01	14,396.41	14,000.00	15,070.20	-4.5%
Total Revenues	379.01	14,396.41	14,000.00	15,070.20	-4.5%
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	379.01	14,396.41	14,000.00	15,070.20	-4.5%
Total Fund Expenses	-	14,750.00	13,900.00	15,950.00	-7.5%
Surplus (Deficit)	379.01	(353.59)	100.00	(879.80)	-59.8%

Paving & Lighting (25)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	657.78	25,002.09	25,000.00	611.25	3990.3% (1)
Total Revenues	657.78	25,002.09	25,000.00	611.25	3990.3%
Expenses					
Administration	-	-	48,471.00	-	#DIV/0!
Total Expenses	-	-	48,471.00	-	#DIV/0!
Total Fund Revenues	657.78	25,002.09	25,000.00	611.25	
Total Fund Expenses	-	-	48,471.00	-	
Surplus (Deficit)	657.78	25,002.09	(23,471.00)	611.25	

(1) Increased levy to \$25,000

Park Police (26)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	30.57	833.58	637.00	338.06	146.6%
Total Revenues	30.57	833.58	637.00	338.06	146.6%
Expenses					
Administration	207.25	3,158.30	2,153.00	1,027.78	207.3% (1)
Total Expenses	207.25	3,158.30	2,153.00	1,027.78	207.3%
Total Fund Revenues	30.57	833.58	637.00	338.06	146.6%
Total Fund Expenses	207.25	3,158.30	2,153.00	1,027.78	
Surplus (Deficit)	(176.68)	(2,324.72)	(1,516.00)	(689.72)	237.1%

(1) Dog park patrol

IMRF (27)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	3,189.67	120,883.46	121,000.00	91,071.44	32.7%
Total Revenues	3,189.67	120,883.46	121,000.00	91,071.44	32.7%
Expenses					
Administration	9,297.91	112,131.50	121,000.00	84,716.55	32.4%
Total Expenses	9,297.91	112,131.50	121,000.00	84,716.55	32.4%
Total Fund Revenues	3,189.67	120,883.46	121,000.00	91,071.44	32.7%
Total Fund Expenses	9,297.91	112,131.50	121,000.00	84,716.55	32.4%
Surplus (Deficit)	(6,108.24)	8,751.96	-	6,354.89	

Social Security (28)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	2,681.13	101,611.43	100,000.00	101,917.75	-0.3%
Total Revenues	2,681.13	101,611.43	100,000.00	101,917.75	-0.3%
Expenses					
Administration	7,778.77	90,747.38	105,510.00	95,879.78	-5.4%
Total Expenses	7,778.77	90,747.38	105,510.00	95,879.78	-5.4%
Total Fund Revenues	2,681.13	101,611.43	100,000.00	101,917.75	-0.3%
Total Fund Expenses	7,778.77	90,747.38	105,510.00	95,879.78	-5.4%
Surplus (Deficit)	(5,097.64)	10,864.05	(5,510.00)	6,037.97	

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

Concessions (30)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Clubhouse Concessions	2,576.97	57,438.47	75,703.00	61,956.08	-7.3%
Beverage Cart	-	2,293.36	11,306.00	7,009.39	-67.3%
Sports Complex Concessions	15.97	13,012.13	37,863.00	31,829.63	-59.1%
Pool Concessions	-	-	8,673.00	8,332.11	-100.0%
Catering	200.00	3,354.22	19,253.00	16,761.60	-80.0%
Total Revenues	2,792.94	76,098.18	152,798.00	125,888.81	-39.6% (1)
Expenses					
Clubhouse Concessions	4,380.75	63,966.18	100,074.00	77,966.91	-18.0% (2)
Beverage Cart	55.33	1,588.92	8,495.00	4,615.26	-65.6%
Sports Complex Concessions	795.90	11,265.54	32,705.00	27,640.71	-59.2%
Pool Concessions	-	-	8,569.00	7,016.92	-100.0%
Catering	-	1,483.11	6,565.00	5,754.43	-74.2%
Total Expenses	5,231.98	78,303.75	156,408.00	122,994.23	-36.3%
Total Fund Revenues	2,792.94	76,098.18	152,798.00	125,888.81	-39.6%
Total Fund Expenses	5,231.98	78,303.75	156,408.00	122,994.23	-36.3%
Surplus (Deficit)	(2,439.04)	(2,205.57)	(3,610.00)	2,894.58	-176.2%

(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 November 30, 2020

Developer Contributions (32)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	13,883.76	15,000.00	14,686.04	-5.5%
	<hr/>				
Total Revenues	-	13,883.76	15,000.00	14,686.04	-5.5%
Expenses					
Administration	-	-	6,000.00	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	6,000.00	-	#DIV/0!
Total Fund Revenues	-	13,883.76	15,000.00	14,686.04	-5.5%
Total Fund Expenses	-	-	6,000.00	-	#DIV/0!
Surplus (Deficit)	-	13,883.76	9,000.00	14,686.04	-5.5%

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

Golf Course (50)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Golf Operations	24,256.19	451,134.97	416,557.00	381,520.02	18.2% (1)
Golf Maintenance	1,499.05	18,662.64	21,964.00	18,367.57	1.6%
Total Revenues	25,755.24	469,797.61	438,521.00	399,887.59	17.5%
Expenses					
Golf Operations	16,894.40	185,257.78	218,420.00	189,911.38	-2.5% (2)
Golf Maintenance	15,381.93	212,832.75	274,997.00	254,355.95	-16.3% (3)
Total Expenses	32,276.33	398,090.53	493,417.00	444,267.33	-10.4%
Total Fund Revenues	25,755.24	469,797.61	438,521.00	399,887.59	17.5%
Total Fund Expenses	32,276.33	398,090.53	493,417.00	444,267.33	-10.4%
Surplus (Deficit)	(6,521.09)	71,707.08	(54,896.00)	(44,379.74)	-261.6%

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

- Daily Greens Fees 111.44% / 128.06%
- Golf Events & Misc 83.00% / 83.70%
- Carts 125.46% / 130.37%
- Season passes 95.44% / 100.93%
- Pro shop sales 91.41% / 106.64%

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 13.8% \$20,512; Utilities 41.6% \$6,008; Materials & Supplies 14.6% \$7,160

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

Aquatics (51)

<u>Department</u>	<u>November 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%
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	710.40	10,170.13	34,200.00	32,380.79	-68.6%
Swim Lessons	-		10,750.00	9,083.98	
Splashpad	-	-	838.00	50.45	-100.0%
Total Expenses	710.40	11,329.47	105,583.00	93,937.64	-87.9%
Total Fund Revenues	-	8,167.68	107,986.00	102,589.32	-92.0%
Total Fund Expenses	710.40	11,329.47	105,583.00	93,937.64	-87.9%
Surplus (Deficit)	(710.40)	(3,161.79)	2,403.00	8,651.68	-136.5%

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

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

Debt Service (60)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	16,661.55	631,703.70	630,000.00	621,898.26	1.6%
Total Revenues	16,661.55	631,703.70	630,000.00	621,898.26	1.6%
Expenses					
Administration	619,771.26	625,786.26	625,786.00	614,115.84	1.9%
Total Expenses	619,771.26	625,786.26	625,786.00	614,115.84	1.9%
Total Fund Revenues	16,661.55	631,703.70	630,000.00	621,898.26	1.6%
Total Fund Expenses	619,771.26	625,786.26	625,786.00	614,115.84	1.9%
Surplus (Deficit)	(603,109.71)	5,917.44	4,214.00	7,782.42	-24.0%

Capital Projects (70)

<u>Department</u>	<u>November 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	161,496.25	383,832.52	597,888.00	500,695.19	-23.3%
Total Expenses	161,496.25	383,832.52	597,888.00	500,695.19	-23.3%
Total Fund Revenues	-	1,077.61	540,000.00	13,309.35	-91.9%
Total Fund Expenses	161,496.25	383,832.52	597,888.00	500,695.19	-23.3%
Surplus (Deficit)	(161,496.25)	(382,754.91)	(57,888.00)	(487,385.84)	-21.5%

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

Action 2020 (71)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2019 YTD Actual</u>	
Revenues					
Administration	-	15,618.85	208,600.00	5,324,748.89	-99.7%
Total Revenues	-	15,618.85	208,600.00	5,324,748.89	-99.7%
Expenses					
Administration	3,319.53	1,115,462.29	1,357,750.00	1,647,031.76	-32.3%
Total Expenses	3,319.53	1,115,462.29	1,357,750.00	1,647,031.76	-32.3%
Total Fund Revenues	-	15,618.85	208,600.00	5,324,748.89	-99.7%
Total Fund Expenses	3,319.53	1,115,462.29	1,357,750.00	1,647,031.76	-32.3%
Surplus (Deficit)	(3,319.53)	(1,099,843.44)	(1,149,150.00)	3,677,717.13	-129.9%
Total Fund Revenues	149,345.11	4,514,988.86	5,743,828.00	9,954,583.26	
Total Fund Expenses	1,553,773.57	5,617,398.76	7,173,862.00	5,898,870.73	
Surplus (Deficit)	(1,404,428.46)	(1,102,409.90)	(1,430,034.00)	4,055,712.53	

Sycamore Park District
Fund Balances

	Audited 1/1/2020	Revenues	Expenses	11/30/2020	11/30/2020 Cash balance
10 Corporate	854,653.74	1,468,463.11	1,517,327.00	805,789.85	808,814.60
20 Recreation	448,367.83	1,247,566.62	1,135,734.73	560,199.72	609,161.03
21 Donations	132,672.62	52,391.41	-	185,064.03	185,064.03
22 Special Recreation	18,718.11	200,281.81	97,588.77	121,411.15	121,411.15
23 Insurance	46,724.24	67,211.55	33,156.26	80,779.53	80,779.53
24 Audit	13,701.70	14,396.41	14,750.00	13,348.11	13,348.11
25 Paving & Lighting	23,521.99	25,002.09	-	48,524.08	48,524.08
26 Park Police	3,522.01	833.58	3,158.30	1,197.29	1,197.29
27 IMRF	-	120,883.46	112,131.50	8,751.96	8,751.96
28 Social Security	5,510.11	101,611.43	90,747.38	16,374.16	16,374.16
30 Concessions	33,677.90	76,098.18	78,303.75	31,472.33	28,073.32
32 Developer Contributions	178.24	13,883.76	-	14,062.00	14,062.00
60 Debt Service	79,888.43	631,703.70	625,786.26	85,805.87	85,805.87
70 Capital Projects	419,257.15	1,077.61	383,832.52	36,502.24	36,502.24
71 Action 2020	2,679,876.36	-	573,025.99	2,106,850.37	2,119,464.29
Total governmental fund balance	4,760,270.43	4,021,404.72	4,665,542.46	4,116,132.69	4,177,333.66
50 Golf Course	1,416,988.68	469,797.61	398,090.53	1,488,695.76	
	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(89,111.00)			(17,403.92)	69,787.45
51 Aquatics	387,553.67	8,167.68	11,329.47	384,391.88	
	<u>(380,628.50)</u>			<u>(380,628.50)</u>	
	6,925.17			3,763.38	3,643.38
Total proprietary funds	(82,185.83)	477,965.29	409,420.00	(13,640.54)	
	4,678,084.60			4,102,492.15	4,250,764.49

Summary of depository accounts as of 12/18/2020

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	1,671,978.53	0.06	2120.73
Resource Bank	32,859.23	0.12	67.88
IPDLAF	3,031,178.30	varies	
DCCF - Action 2020	52,624.34		
Dekalb Co. Community Foundation	<u>18,751.00</u>		
	4,807,391.40		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: December 17, 2020

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

Theresa Tevsh, Superintendent of Recreation Services

- Attended the Park District Board meeting and all staff management meetings.
- Attended the Sycamore Rotary meeting on December 16 via zoom.
- Attended the KSRA Board meeting on December 8. Happy to report that KSRA, for a second year, will end their year with a positive balance of \$121,000. On December 10th, it was announced from the Dekalb Park District that executive Director resigned her position with the Park District. This then moves me from Vice President to President position with The KSRA Board of Directors.
- Continue to monitor Midwest Museum of Natural History. The MMNH Board turned over remaining contents inside building to the Park District and vacated as of November 20th. Recreation Specialist Melissa Dobberstein has been able to relocate furniture items to charity groups. She conducted a sale over two weekends and to date has brought in \$1184 in sales and has cleared out the contents of the building. We have secured bids to have a company come in to remove the remaining debris, which is a result of the taxidermy mounts that were constructed to be “permanent”. This process will take 2-4 days. The goal is to be cleaned out and ready for an appraisal by January 1, 2021.
- The Winter/Spring 2021 Brochure was delivered to have the first week of December. People are registering for Winter programs without hesitation and are aware that the Park District will make modifications if needed. The recreation team is prepared to: modify, go virtual, or reschedule classes based on the level of mitigation at the time of classes.
- Conducted the full-time and part-time staff annual staff performance evaluations.
- The Community Tree Decorating contest was a success in its first year, led by intern Kelsey Sipp. The 11 trees behind the community center were decorated and the community had the opportunity to vote for their favorite tree. We had 770 votes that

were cast either online through survey monkey or a paper vote. The Sycamore Rotary won with 339 votes. This event helped the Rotary as well, to raise \$2000 and provide 57 winter coats for the needy.

- Cookies with Santa event was held on December 11, 12 along with the Sycamore Lions club. Due to restricts, our numbers were cut in half to 400 people over 2 days. Due to the rain, we had to move Santa indoors to the corridor of the Community Center, which still worked out great. At the same time we collected Toys for Tots and canned goods for the food pantry.
- The Holiday House Decorating Contest and tour is underway. We have 27 house entries, Resource Bank and Legacy Campus included in the tour.
- Sold 447 Dog Park Passes to date. We continue to work with the city to offer the “one stop shop” for both city tag and dog park membership sales starting December 1st. We are offering a raffle prize to dog owners that register both their city tag and dog park membership at the city office location.
- As of December 14, we have 160 Active Pathway Fitness 24/7 Memberships, 182 Active Pathway Fitness Passes, 47 Active Track 24/7 Memberships, 200 Active Track Passes and 258 Active Open Gym Passes.
- Life Fitness came in and completed their second Preventative Maintenance on all fitness machines for the year.
- Staff completed the Workplace Harassment Training.
- Continue to offer til end of year a Holiday Special for 20% off all annual Pathway Fitness Memberships and Passes, paid in full. As of December 14, we have sold/renewed 24 Memberships and/or Passes in December.
- Continue to monitor/deal with employees who are sick or exposed to COVID. So far, we have been able to manage the number of staff on quarantine and have been able to continue with classes and building operations. Employees have been responsive to picking up extra shifts. December has been all healthy employees to date.
- Recreation team is working with the Sycamore Library to develop a storybook trail and apply for a grant to fund the materials needed. The Park District will write and submit a DeKalb County Community Foundation Grant to fund this.
- Superintendent of Recreation Tevsh and Recreation Supervisor Rex worked with Upstaging to light up Community Center, Splashpad and back patio for the holidays. Also obtained quotes for tree lighting the campus for next year from Wally’s Professionals. The lighting has made a huge impact on the campus and we receive positive feedback.

Upstaging has already committed to giving us a bigger light display next year. Recreation Supervisor Rex will lead a team to discuss an outdoor light show in the park for 2021.

- Adult Volleyball League and Youth Basketball League on halt until COVID mitigation changes.
- Recreation Supervisor Sarah Rex helped Golf Pro and Teesnap to develop a marketing campaign to stay connected to all the new golfers the district saw over the past summer.
- Recreation Supervisor Sarah Rex coordinated new staff apparel options better suited to the duties they perform and adding variety.
- See attached the reports from the outgoing Fall intern, Kelsey Sipp, and current Graduate student, Brianna Kramer. Both will return to the park district after their winter breaks.
- See attached daily usage report of Track, Gym, and Pathway fitness members compiled by graduate student Brianna Kramer. This is a 2019, 2020 comparison. Note- March, April May, June of 2020 closed due to COVID. July-December capacities in Pathway and track limited to 10/hour. July-October capacities in the gym limited to 50% capacity, then November to present limited to 20% capacity. The park district decided to take on restricted measures and did not allow more than 6 per quadrant July-October, and 3 per quadrant November to present.

Administrative Initiatives (1/1/21-1/31/21)

Theresa Tevsh, Superintendent of Recreation Services

- Will attend upcoming staff meetings, study session and Board meeting.
- Staff will attend the IPRA/IAPD Conference virtually.
- Will continue to wrap up the clubhouse remodel capital project along with Recreation Specialist, Melissa Dobberstein.

- Recreation Supervisor Sarah Rex will develop a natural areas volunteer packet and handbook with assistance from Natural Areas Specialist.
- Staff will conduct annual Winter Family Play Day on January 24. We moved the date later this year hoping for snow on the ground.
- Will work with ABA teams Midwest Falcons to allow practices based on professional sport COVID guidelines. They will have a Medical assistant on staff to conduct onsite testing.
- Staff will start gathering information for the Executive Summary
- Will work on refining the fee structures for different groups when renting facilities to include: For-Profit, Non-profit, out of district service group, local community service group, affiliate groups, partners.
- Will work with KSRA to apply for a Sensory Room Grant.

To: Board of Commissioners

From: Kelsey Sipp

Date: December 8, 2020

Administrative Initiatives (Aug 24th – December 13th)

Kelsey Sipp, Internship

- Attended Management Team Meetings
- Assisted with Summer Concert
- Assisted with Splash Pad Check-In Time Slots
- Attended SOAR meetings
- Assisted with SOAR Physical Education Lesson Plans
- Assisted with preparation of 'Junk In the Trunk' Event
- Attended 'Junk In the Trunk' Event
- Created CREW Lesson Plans – Unfortunately did not run
- Helped running Pumpkin Scramble event
 - Collected Donations from Local Organizations in the Area
 - Categorized each Donation into Six different Donations
 - Assisted with preparing the Golf Carts for event
 - Assisted Café day of event
- Helped running Pumpkin Rol'Down Event
 - Maintained Social Distance during event
 - Assisted with Preparation of event
- Initiated First Youth Boys Basketball League
 - Communicated with Eight Coaches
 - Provided Eight Coaches with important information and updates to keep everyone in the loop
 - Created Coach and Parents November/December Schedule

- Created Coaches Contact list
- Created Reservations within RecTrac for League
- Created spreadsheet containing each coach team members name, parents name, phone numbers and emails
- Created spreadsheet to collect Team member T-Shirt Sizes
- Modified Rules and Regulations for League
- Ordered T-Shirts for the League and distributed it to each member
- Monitored all Saturday Skill Days
- Set up Saturday Skill Days
- Initiated First Community Service Club/Non-Profit Holiday Tree Decorating Contest Event
 - Assisted with communication to all eleven participants
 - Created a Holiday Tree Organization Display Sign
 - Created Judging Template – ‘People’s Choice Award’
 - Created ‘People’s Choice Award’ Sign
 - Displayed Judging Entries at Front Desk and outside with a SR Code
 - Created Entry Form Format
 - Structured Timeline of Event
 - Communicated with all Organization that participated in event
 - Created Spreadsheet for an organized structure of all applicants
 - Calculated all Entries for ‘People’s Choice Award’
 - Created a Prize for Award
- Initiated First Holiday House Decorating Contest Event
 - Assisted with Entry Form Flyer Creation
 - Created Judging Criteria
 - Communicated with all four Judges of timeline and structure
 - Communicated with Chelsea McGhee for Prizes of Top Winner in Each Category
 - Created Spreadsheet for an organized structure of all applicants
 - Ordered Participant Signs

- Displayed Participant Signs at each resident's house
 - Calculated all Judging Entries for Top Winner in each category
- Created Window Display for Fall 2020
- Created Window Display for Winter 2020
- Learned Concession
 - Selling Food & Drinks
 - Preparing Food & Drinks
 - Cash Register
- Learned Operations of Facility
 - Gym Controls
 - Curtains
 - Basketball Baskets
 - Score Board
 - Setting up Volleyball Nets
 - Taking down Volleyball Nets
 - Setting up Pickle Ball Nets
 - Taking Down Pickle Ball Nets
- Learned Splash Pad Chemical Guidelines
- Learned Dog Patrol Rules and Regulations
 - Patrolled Dog Park
- Learned proper Equipment Cleaning due to IDPH Rules
- Completed BASSETT Certification
- Scheduled with Parks Maintenance – Unable to meet due to busy schedule of Maintenance , hope to shadow during Graduate Assistant

To Assist the Sycamore Park District (Aug 24th – December 13th)**Kelsey Sipp, Internship**

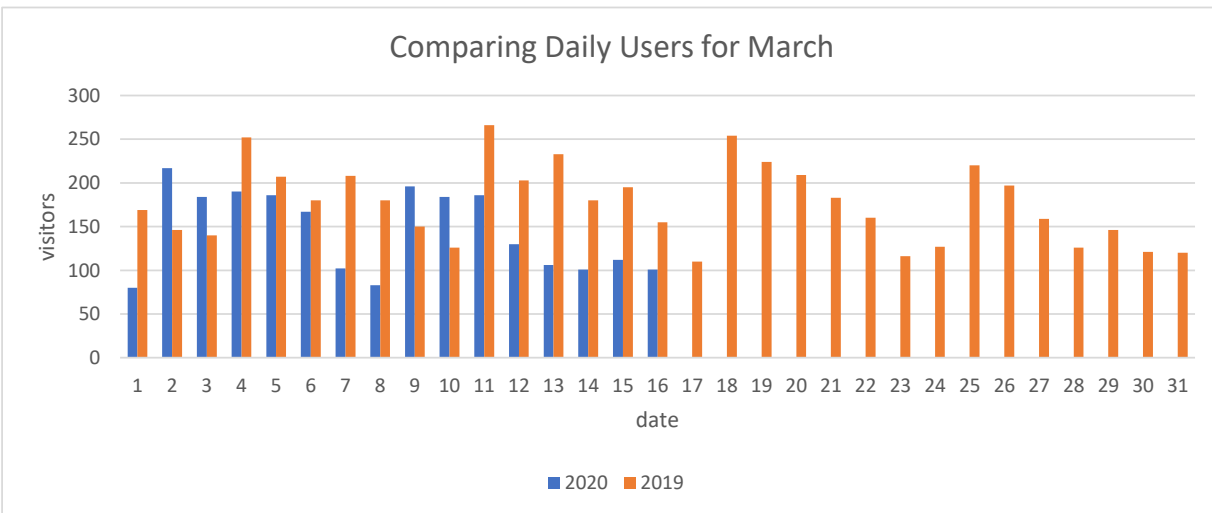
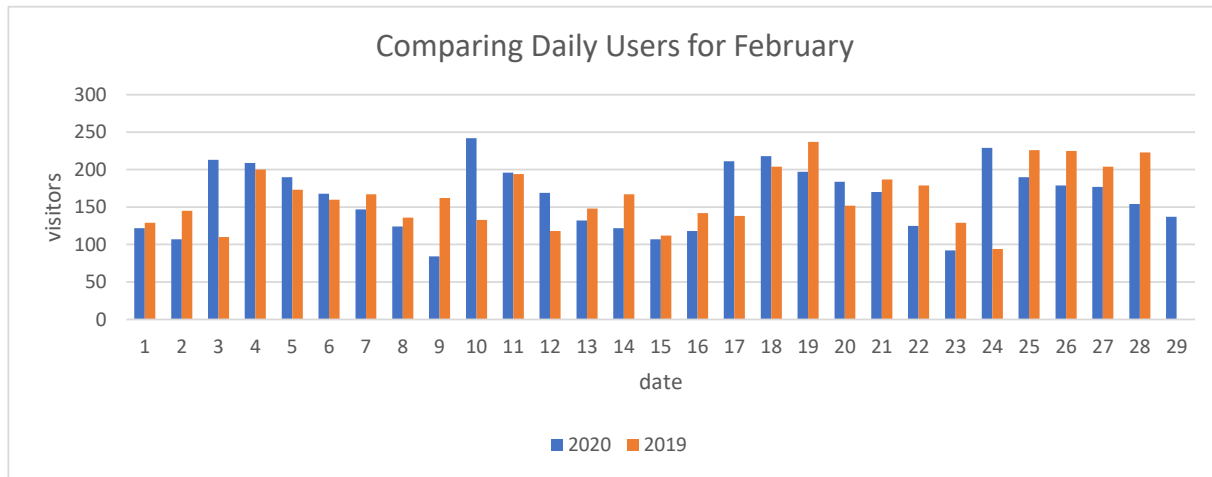
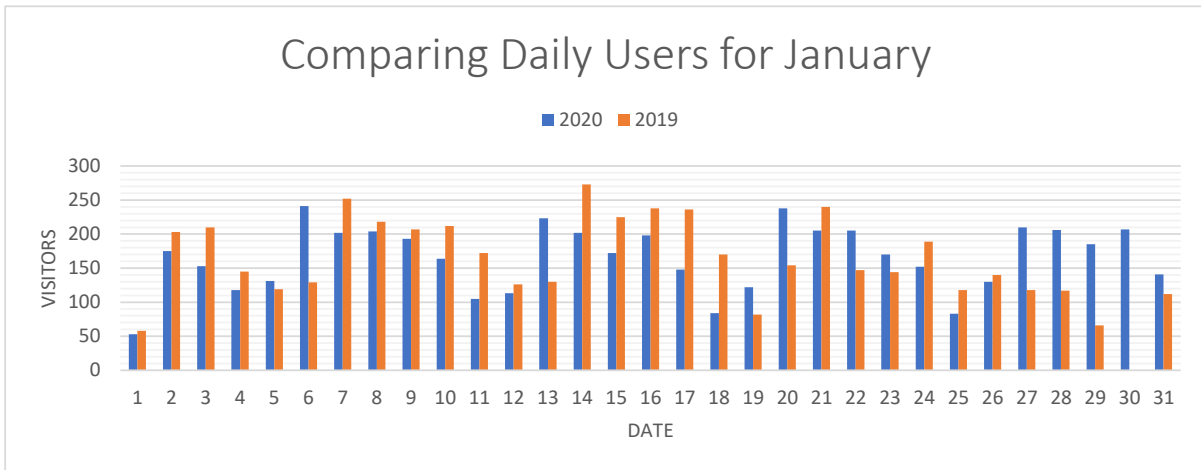
- Lead Instructor for Intro to Dance Classes at Sycamore Park District
- Lead Instructor for two Tumbling Classes at Sycamore Park District
- Lead Instructor for Cheer Tots Classes at Sycamore Park District
- Lead Instructor for Ballet/Tap Classes at Sycamore Park District
- Referee for Volleyball
- Assisted with SOAR Program – After School Program

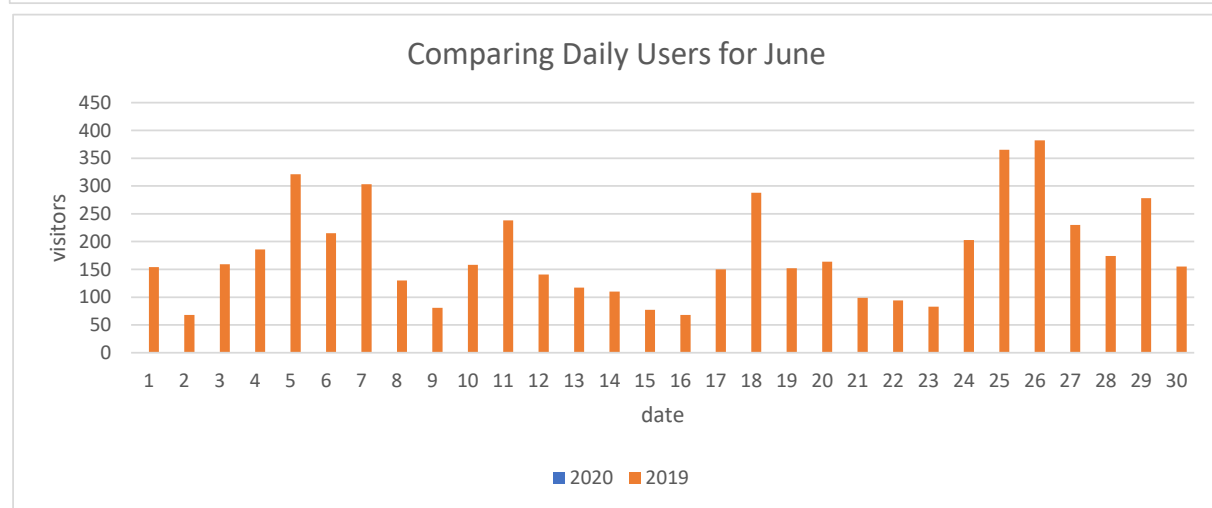
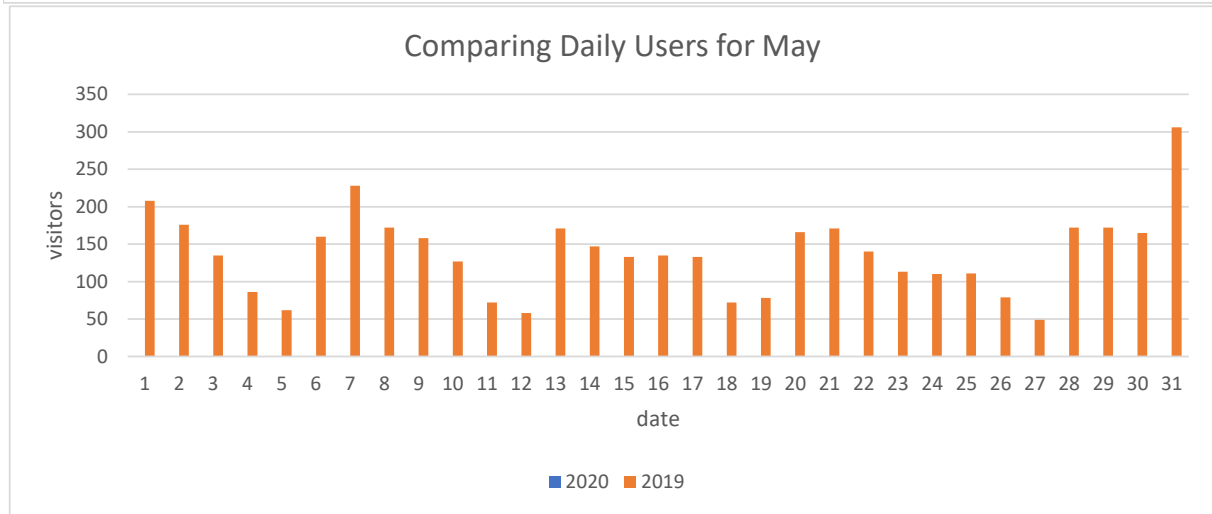
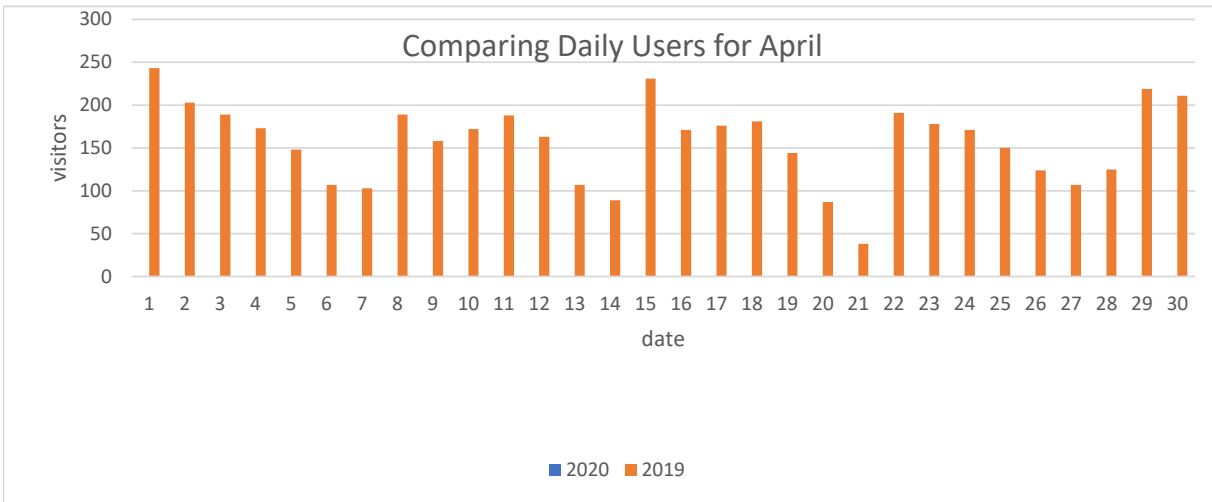
To: Board of Commissioners
From: Brianna Kramer, NIU GA
Subject: Monthly Report
Date: October 1-December 8, 2020

Administrative Initiatives

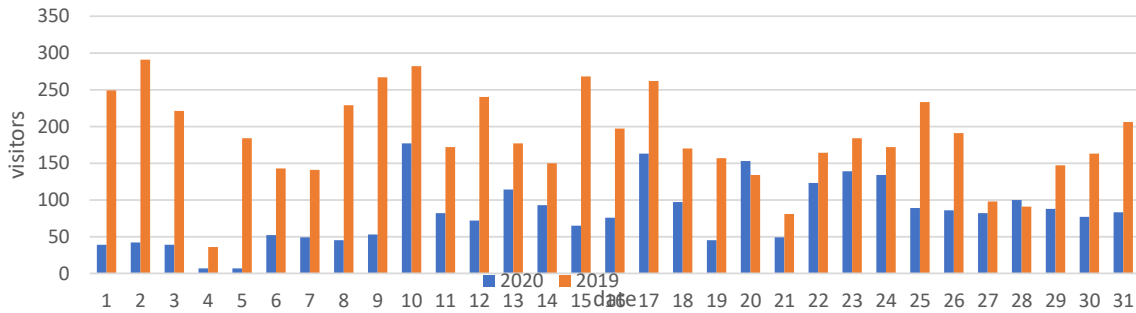
Brianna Kramer, Graduate Assistant

- Created monthly Eblasts for Members
- Tracked daily attendance records for Community Center
- Updated content on bulletin boards and cardio machines
- Ended the 1,000 Mile Challenge 2.0
- Created and ran a Walking Marathon Challenge for the month of October
- Attended staff meetings
- Worked at the Service Desk on a weekly basis
 - Provided customer service to members
 - Sold and renewed memberships
- Created short holiday themed workouts for members to complete
- Attended IPRA workshop/webinars
- Worked the Pumpkin Rol' Down
- Worked Dog Park patrol
- Worked S.O.A.R. program once a week
- Created the first ever Employee Wellness Program- "Discover Your Wellness"- lesson plans, hire speaker, hire instructors.
- Applied for and received grant money to help run "Discover Your Wellness" Program
- Applied for a 2020 Community Change walking grant
- Created excel charts to show daily usage comparisons of Community Center from 2019-2020.(see attached)

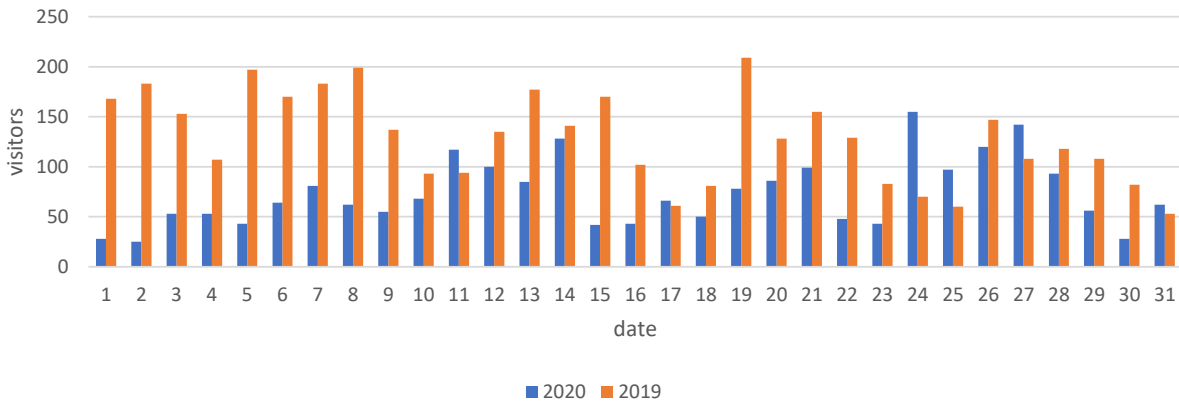




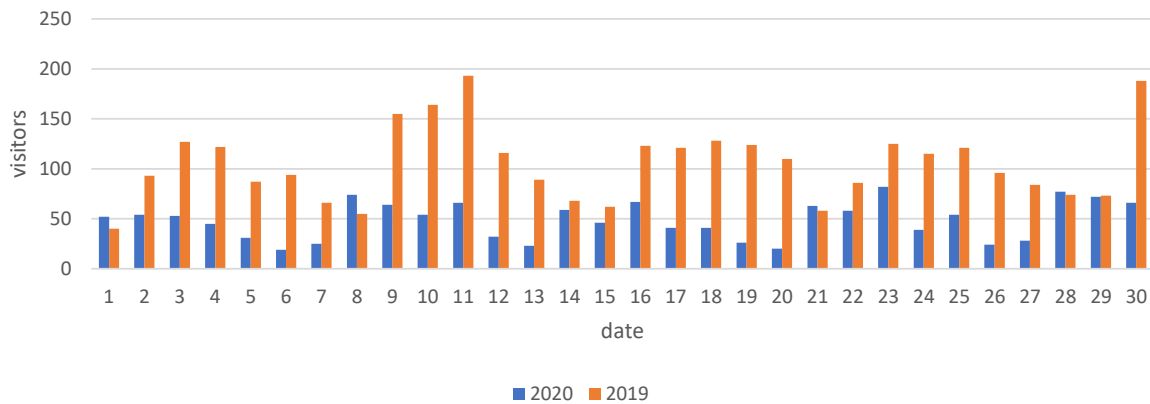
Comparing Daily Users for July

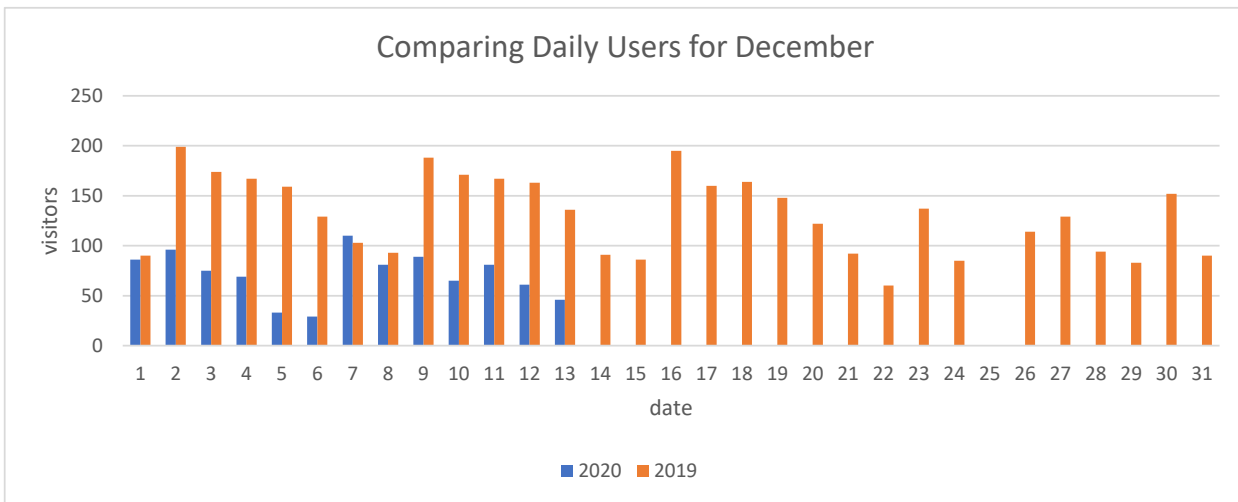
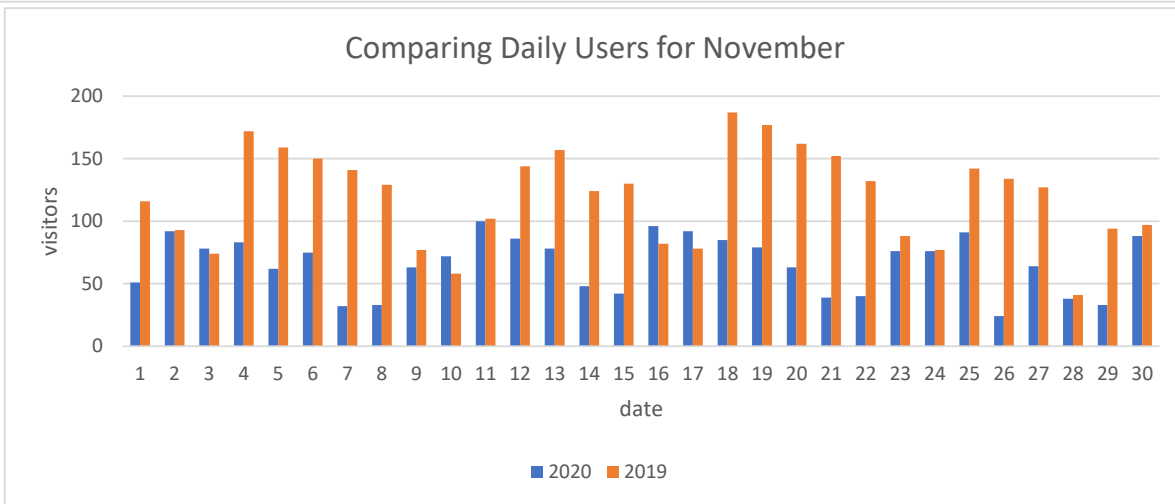
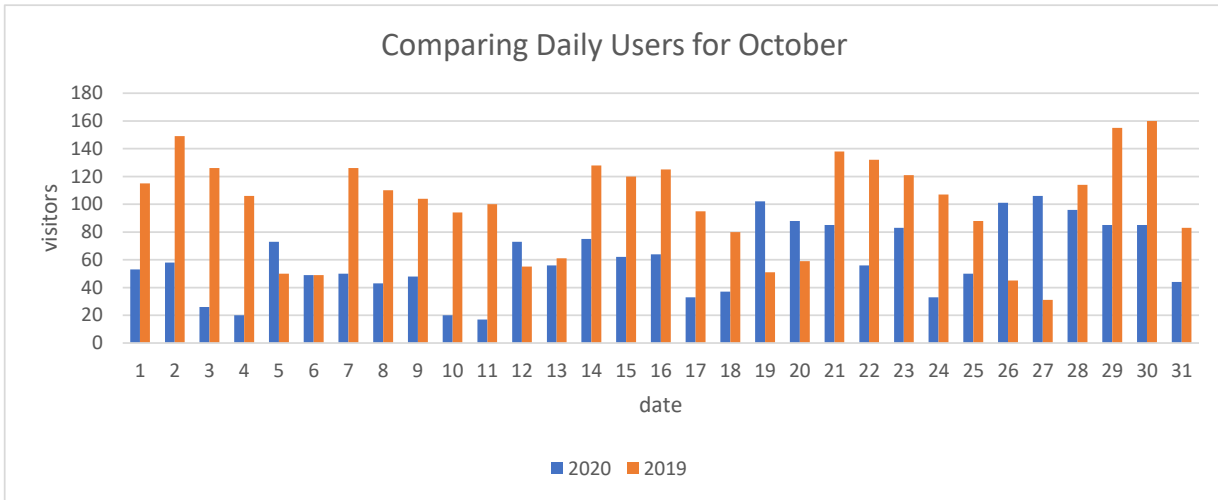


Comparing Daily Users for August



Comparing Daily Users for September





From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 22, 2020

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

- Attended all administrative team meetings as scheduled.
- Updated reader board for December.
- Continued to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Finalized preparation of the cart barn and move all staged carts for winter storage.
- Closed golf course for the 2020 golf season on December 14th. Posted signs, placed on social media and websites a listing of pro shop hours through Christmas Eve.
- Contacted companies, such as Swing'em Again Golf, to liquidate old pro shop merchandise.
- Continued to meet with golf manufacturing representatives and order spring 2021 merchandise.
- 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.
- Finalized lower-level storage area and beginning to prepare to move excess merchandise to shelving organized for ease of inventory and reordering.

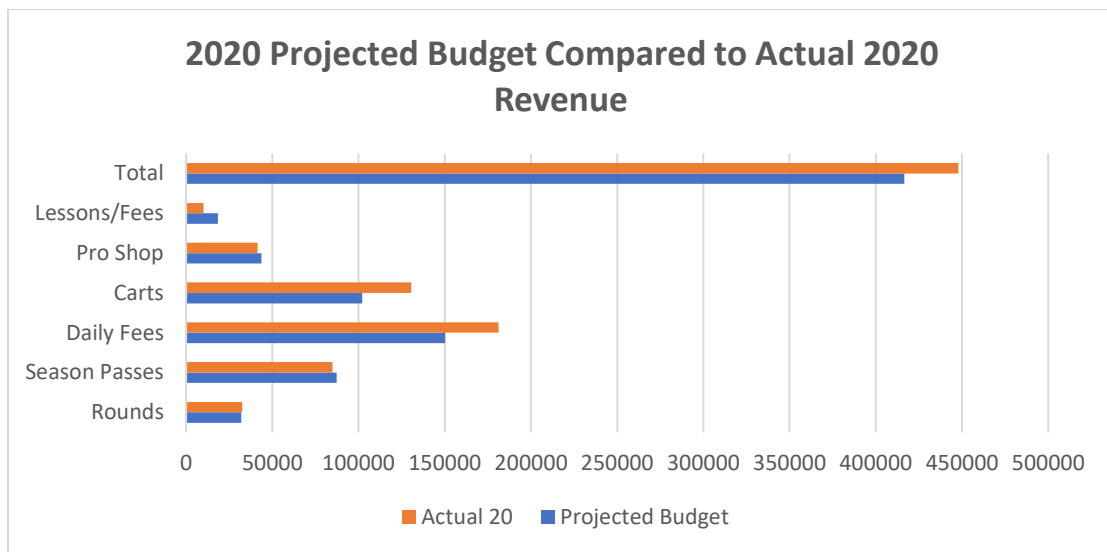
- Began preparation for the changing of the point-of-sale system. Go through the EZLinks system and remove incomplete member data to ease the transition.
- Met with the Tee Snap Team to begin the process of preparation of the new POS system.
- Completed Managing Workplace Harassment training.
- Completed staff evaluations of remaining part-time staff.

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

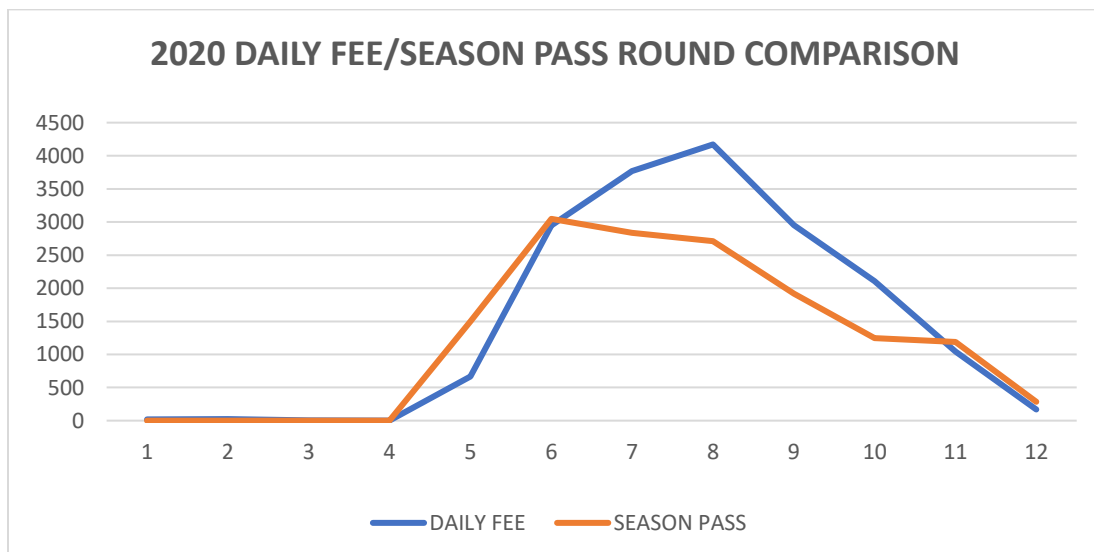
- Attend all administrative team meetings as scheduled.
- Inventory left over apparel for the purpose of selling to a liquidation firm.
- Continue preparation of EZLinks Point of Sale System data transfer by the end of January to prepare for Tee Snap installation February 9, 2021.
- Finalize pro shop inventory movement to storage for ease in year-end inventory.
- Remove the reader/information board outside of the pro shop and prepare wall for new TV Monitor information center.
- Remove old pro shop fixtures, repair, and paint walls in preparation of new display concepts and move all remaining fixtures stored in the upper floor of the clubhouse to new lower-level storage area.
- Move all remaining fixtures stored in the upper floor of the clubhouse to new lower-level storage area.
- Continue to meet with golf manufacturing representatives and order spring 2021 merchandise. Meet with several apparel representatives to come up with the best fit for our facility.

- Send winter eblasts containing information concerning other park district events, as well as begin promotion of the Swing into Spring Sale.
- Finalize purchase of new ranger cart and replacement golf cart with Harris Golf Cars.

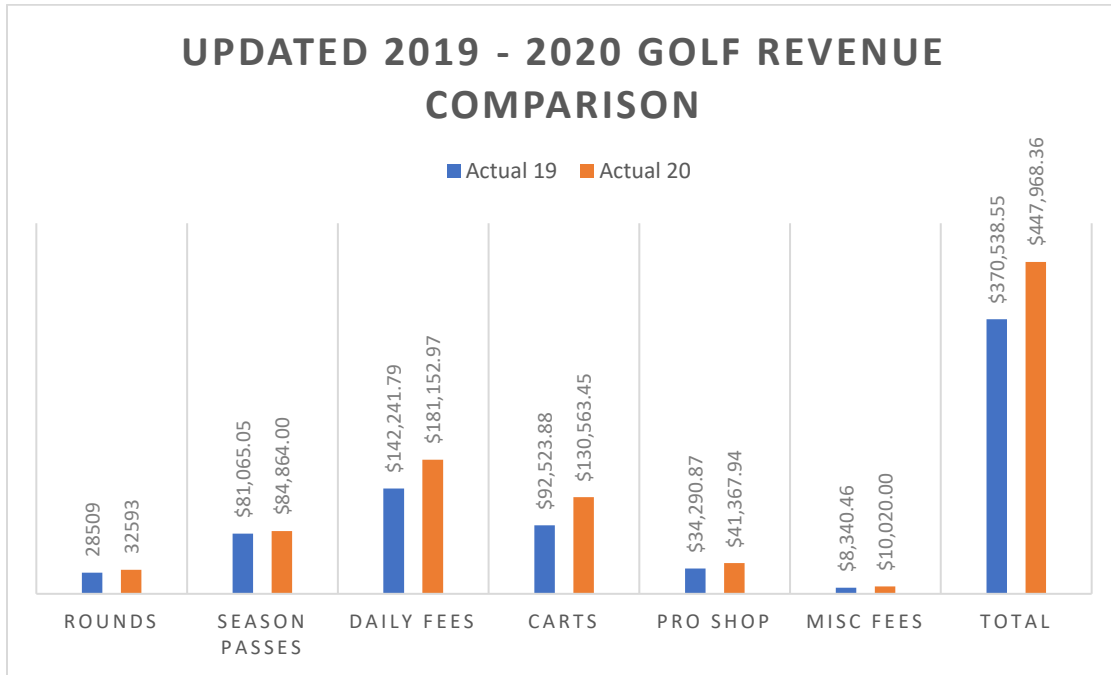
2020 Golf Season in a Graphic Perspective



	Rounds	Season Passes	Daily Fees	Carts	Pro Shop	Lessons/Fees	Total
Projected Budget	32000	\$87,235.01	\$150,244.00	\$102,049.99	\$43,740.00	\$18,374.99	\$416,556.99
Actual 20	32593	\$84,864.00	\$181,152.97	\$130,563.45	\$41,367.94	\$10,020.00	\$447,968.36
%to Budget	101.85%	97.28%	120.57%	127.94%	94.58%	54.53%	107.54%



MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
DAILY FEE	20	22	4	1	667	2949	3769	4171	2954	2108	1044	169	17878
SEASON PASS	0	0	0	0	1500	3047	2836	2710	1916	1248	1187	285	14729



YEAR	Rounds	Season Passes	Daily Fees	Carts	Pro Shop	Misc Fees	Total
Actual 19	28509	\$81,065.05	\$142,241.79	\$92,523.88	\$34,290.87	\$8,340.46	\$370,538.55
Actual 20	32593	\$84,864.00	\$181,152.97	\$130,563.45	\$41,367.94	\$10,020.00	\$447,968.36

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: December 22, 2020
Administrative Initiatives (12/1/20-12/31/20)

Golf

- The only snow we received was on Nov. 24th. We had a good dose of rain on Dec. 11th and 12th.
- The last day for play was December 13th. The course needs a break as this is the second latest (2001) the course has been open. Divots, ball marks, cart and foot traffic usually grow out and recover during the growing season, but with the turf not growing for a month now, this recovery cannot happen.
- Staff will be bringing in the course equipment and roping off the greens to keep snowmobile traffic off the greens. We will also set up a snowmobile trail with signs to direct them along the road into the park.
- Staff will also continue tree pruning and start to work inside on equipment maintenance. Plowing and salting will take place as needed. Snow mold preventive fungicide was applied to all greens, tees, and fairways last week.
- After a non-April start, a limited opening in May, and an awful flood mid-May, we are happy to see how well the course did for the year and how popular our course was during this unique season. Thanks to Kirk and his staff, Steve Tritt, Aric Coleman, Jeremy Snow, and our seasonal staff for all the work that went into making the course a success in 2020.

Sports

- We continue to stay in touch with our user groups as plans for a typical spring season begin.
- Staff has continued to make repairs to fields, tree trimming, equipment, and started working inside on equipment.
- Director Bailey and I met with ERA engineers along with Upland Design on the next phase for our sports complex, the addition of the ballfields where the current soccer fields are located. We discussed the issue of the new soccer fields needing another season to fully mature due to poor weather conditions this past year for proper turf growth. The plan now is to have both the spring and fall soccer seasons in 2021 on the current fields with spring AYSO 2022 at the new complex. The work on the new ball

fields will be able to start in 2021 though on areas not being used for soccer games. More details on this will be settled in the next month or two.

- The pool has been filled 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, and planning.
- Attended meetings with Rec. staff for event planning.
- Attended staff budget planning meetings.
- Submitted operating and capital budget planning info for 2021.
- Attended site meetings with ERA engineers on 15 tee bridge, trail construction project, sports field construction planning.
- Performed annual written and in-person reviews for all maintenance full-time and IMRF staff. Attended my own review with Director Bailey.
- Opened the new Dr. Ovitz park playground. Performed final inspection, roped off the seed blanket area and installed signs to direct users to the correct entrance.
- Staff worked on landscaping, tree pruning, walk edging, installed snow fence on sled hill for aiding access, installed lights on trees behind Community Center, maintained natural areas, moved, and installed storage shelves from Museum to Clubhouse, finished mowing and mulching, brought in picnic tables and some garbage cans for refurbishing.
- I continue to inspect the Midwest Museum twice a week for HVAC function, pipe leaks. The annual fire alarm system and fire sprinkler inspections have been completed. The elevator operation permit was also renewed.
- 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 along with the small bridges over the creeks. Bridge install should happen at the end of January.

- Working with Conner Leach, our new mechanic, on learning our system, parts ordering for winter work, organizing parts room and material ordering.
- Completed required harassment training on-line and helping other staff do so as well.

Administrative Initiatives (1/1/21-1/31/21)

- Attend all staff, Board, and planning meetings.
- Attend trail construction meetings and site visits with engineers, and contractors.
- Work with engineers on planning of new ball field construction.
- Work with the Director on future projects and budget planning.
- Staff will be working on picnic table, can refurbishing, all equipment prevent maintenance, mower reel sharpening and repair, plowing.
- Finalize pricing for 2021 Capital budget purchases and projects and finalize operation budgets for all areas.
- Continue compliance inspection requirements for all buildings for fire and sprinkler systems, shop CO2 system, elevators.
- Spring planning for golf pesticide apps and product pricing/ordering, sports product pricing, park project pricing, sport team scheduling of tournaments, testing for pesticide spray license study and on-line test taking.

To: Board of Commissioners
From: Jonelle Bailey
Subject: Monthly Report
Date: December 22, 2020

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.
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- Sexual Harassment Training completion for all staff
- 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
- Work with Staff on Reservation Policy revision
- Work with Board/Staff on Mission & Vision updates
- MMNH building
 - Work with staff for clean up
- Budget finalizations on:
 - Capital budget items
 - Pool
 - Sports fields
 - Trails
 - Neighborhood Parks
 - Equipment Replacements
 - Operational items

Administrative Initiatives (1/1/21 – 1/31/21)

- 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: Attend Virtual Conference
- Continue get to know community members and local businesses.
- Work with recreation staff to determine usage of park district facilities by the School District and work on new agreements.
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- TeeSnap: of what is needed. Training will be 2/9/21
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Sycamore Golf: Refresh of Clubhouse:
 - Monitor rehab 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
 - Annual Marketing & Special Event Plan creation for 2021
- Review all construction projects and next steps
 - GWT parcel purchase overview for Phase/Segment 2 of the trail
- Prepare reports from RecTrac for board meeting and analyze KPI's
- Work with staff to finalize the year end Executive Summary
- MMNH building
 - Coordinate appraisal of the building
 - Confirm steps to either sell the building or tear it down
- Start Planning for 100-year Anniversary
- Work with Shodeen and the Reston Ponds neighborhood regarding park development
- Work with Staff on Reservation Policy revision
- Work with Board/Staff on Mission & Vision updates
- Start to update the Employee Manual with Staff
- Budget finalizations on:
 - Operational budget items
 - Pool
 - Sports fields
 - Equipment Replacements
 - Golf/Pro Shop/Grill
 - Assess staffing needs



Leading the Way to Risk
Management Solutions

Nov. 16, 2020

Theresa Tevsh
Sycamore Park District
940 E. State Street
Sycamore, IL 60178

Re: Employee Wellness Grant

Dear Theresa:

Congratulations! Your proposal for Sycamore Park District's *Discover Your Wellness* won a 2020 PDRMA Health Employee Wellness Grant Award. Enclosed is an award check in the amount of \$1,000.

On behalf of the entire PDRMA membership, thank you for your commitment to further your agency's wellness program. We will follow up with you in 2021 regarding the Summary Report due Nov. 2021, which was emailed to you on Nov. 12, 2020. This report will be shared with the Wellness Committee.

Sincerely,

The PDRMA Health Program Team

From: Erin Duffy <erin.george91@gmail.com>
Sent: Monday, December 7, 2020 9:36 AM
To: Theresa Tevsh <theresat@sycamoreparkdistrict.com>
Subject: Re: Gym Rental 12/5/20 Inquiry

Hi Theresa!

I just wanted to thank you for everything you did to help coordinate and re-coordinate our plan for 12/5. We had so much fun playing!! The young man working could not have been nicer and checked in regularly. My son had an absolute blast and hardly stopped running the full 2 hours! We sincerely appreciate all of your hard work and help to make Saturday so special. We will be back for more birthday parties in the future!!

Thanks again,

Erin

Theresa Tevsh

From: Melissa West <melissa.west2@outlook.com>
Sent: Wednesday, December 9, 2020 3:25 PM
To: Theresa Tevsh
Subject: Holiday House Decorating Contest Form
Attachments: HHDC-Form-2020-FILLABLE- West.pdf

Hi there!

I know I waited to the last minute but attached you will find our registration form for the Holiday House Decorating Contest. As new home owners (and of one of the town's historical homes) in Sycamore we are super excited for this and wanted to say thank you for putting this together! This year has been tough and it is the little things like this that truly put a smile on my face.

Thank you!
Melissa West
423 S. California St.
Sycamore, IL 60178

Jeanette Freeman

From: Jeanette Freeman
Sent: Friday, December 11, 2020 10:22 AM
To: Jeanette Freeman
Subject: FW: Thank you

From: Lindsay Schroeder <mattylin2@gmail.com>
Sent: Thursday, December 10, 2020 6:39:35 PM
To: Kirk Lundbeck <kirkl@sycamoreparkdistrict.com>
Subject: Thank you

Hi Kirk

This is Matt Schroeder. I didn't really get a chance to say it today. Thank you for another good year of golf. I appreciate all you do for us out there. Between the league and just our normal rounds I know it's a lot of work. I also think your staff members did a really good job this year. They were always really nice and helpful. What a nice bunch of young kids. I hope you have a good holiday season and I will see you next spring.

Thanks again
Matt

Sent from my iPhone

SYCAMORE PARK DISTRICT**RESOLUTION NO. 2020- _____****A RESOLUTION MAKING CERTAIN FINDINGS OF FACT AND AUTHORIZING THE SALE OF CERTAIN PROPERTY COMMONLY KNOWN AS 425 W. STATE STREET, SYCAMORE, DEKALB COUNTY, ILLINOIS UNDER THE PARK COMMISSIONERS LAND SALE ACT, 70 ILCS 1235/1 *et. seq.***

WHEREAS, the Board of Park Commissioners of the Sycamore Park District (“District”) is authorized under the Park Commissioners Land Sale Act, 70 ILCS 1235/1, (“Act”) to sell certain parcels of land not exceeding three (3) acres in area that are no longer needed for park purposes; and,

WHEREAS, the Act requires that the District obtain the approval of the Circuit Court of the county in which the land is situated for leave to sell such parcel and that the Court may direct that the property be sold and conveyed upon such terms and conditions that the Court may judge appropriate; and

WHEREAS, the District is the owner of a certain parcel of property (hereinafter referred to as the “subject property” or “Property”) commonly known as 425 W. State Street, Sycamore, DeKalb County, Illinois, more or less, and legally described in **Exhibit A** attached to and incorporated by reference as though fully set forth herein; and

WHEREAS, the Board of Park Commissioners, in accordance with Section 1 of the Park Commissioners Land Sale Act, 70 ILCS 1235/1, make the following findings of fact in support of its legislative determination to sell the Property:

- a. The Property is approximately _____ square feet or ____ acres in area, sufficiently below the maximum allowable size of three acres to sell property pursuant to this Act.
- b. The Property is vacant and is not used for park and recreation purposes.
- c. The Park District has no current or future plans to develop the Property for park or recreation purposes.
- d. The Park District has no need to use the Property for administrative or other uses of the Park District.
- d. The Property is no longer needed, necessary, or useful for park purposes.

WHEREAS, the Board of Park Commissioners desires to sell the Property by a sealed bid auction; and

WHEREAS, the Board of Park Commissioners has determined that the sale will be in the public interest,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1. The preambles to this Resolution are incorporated in this Section as if fully set forth herein as the legislative findings of the Board of Park Commissioners.

SECTION 2. The Board of Park Commissioners hereby approves the sale of the subject property by sealed bid auction, subject to the approval of the Circuit Court of DeKalb County.

SECTION 3. The subject property, being comprised of less than three (3) acres, shall be sold upon such terms and conditions as the Circuit Court of DeKalb County may think proper and in the best interests of the Park District.

SECTION 4. The President, Secretary, and Attorney are hereby authorized and directed to file a Declaratory Judgment Action with the Circuit Court of DeKalb County seeking permission to sell the Property by sealed bid auction, and to execute all necessary documents and take any other actions required for the conveyance of the subject property.

SECTION 5. With approval of the Circuit Court, and with the intent to obtain fair value for the sale of the Property, or a part thereof to be determined by the Park District Board of Commissioners, the President and Secretary are authorized to sell the Property by sealed bid auction following approval of the application by the Circuit Court of DeKalb County.

SECTION 6. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

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

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: December 22, 2020****STAFF RECOMMENDATION****AGENDA ITEM: REVIEW AND APPROVE 5 YEAR CAPITAL BUDGET PLAN: Recommend Approval**

BACKGROUND INFORMATION: Attached you will find the final draft of the 2021-2025 Capital Funding Plan. Again, the newer format shows the board where we started and the decisions that had to be made in order for the Capital Budget to be fiscally manageable.

Compared to the first draft presented at November's meeting there have been three minor changes. The cost of the workman utility cart increased as the initial quote was based on demo model. That is no longer available at this time, however, staff will be notified if one does become available after the first of the year. The cost of the golf cart and ranger cart decreased after quote was obtained.

FISCAL IMPACT: Total 2021 Budgeted Capital Revenue = \$549,137, Total 2021 Budgeted Capital Expenditures = \$578,783.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. If there are no objections, recommend approval.

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	377,274	(303,729)	(484,814)	(635,472)
	Development Fund						
	General Obligation Bond	549,137	549,137	554,628	560,175	565,776	571,434
	Funding available	956,056	956,056	931,902	256,446	80,962	(64,037)
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 - Clubhouse		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	23,500				
	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	105,500	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/remodeling of old admin area	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	4,570	30,000	30,000		
	ranger cart	6,750	4,570	7,000	7,250	7,500	
	fairway aerifier John Deere						18,000
	Bridge on 10			190,000			
	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			32,000			
	shuttle cart			12,000			
	minor bridge #16/#17 fairway			3,630			
	cart paths - aggregate			6,050			
	ryan aerifier				16,000		
	green/tee top dresser				17,900		
	golf lift for shop					17,500	
	Total Golf Course	143,310	36,140	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 entrance -fencing	275		275			
	steczco 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
	l Larson park - playground - surfacing			22,320			
	l Larson park - playground - equipment			93,000			
	l Larson park - playground - stonework			6,200			
	l 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			
	l 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	578,783	1,235,631	741,260	716,434	647,655
	Ending balance	5,491	377,274	(303,729)	(484,814)	(635,472)	(711,692)

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

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 22, 2020

STAFF RECOMMENDATION

AGENDA ITEM:

Great Western Trail property transfer

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 transfer 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 asking the board to pass a resolution to support the transfer of this property from the City to the District.

FISCAL IMPACT: None

STAFF RECOMMENDATION: I recommend that the resolution authorizing conveyance be passed to initiate the city preparing the deed to convey the property to the Sycamore Park District for segment 1 of the Great Western Trail.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JEB

BOARD ACTION:

ORDINANCE NO. 08-2020**AN ORDINANCE REQUESTING THE TRANSFER OF PROPERTY
FROM THE CITY OF SYCAMORE PURSUANT TO THE
LOCAL GOVERNMENT PROPERTY TRANSFER ACT**

WHEREAS, the City of Sycamore is a home rule unit of local government; and

WHEREAS, the Sycamore Park District (“Park District”) is duly organized and existing under the laws of the State of Illinois including an act entitled “The Park District Code”, 70 ILCS 1205/Art. 1 *et. seq.*, and

WHEREAS, the City owns a parcel of real property that is known as the Great Western Trail (“Trail Property”), which is depicted and legally described on Exhibit A, that the Park District has determined is necessary to the Park District for Park District purposes; and

WHEREAS, the Park District and the City are municipalities as defined in Section 1(c) of the Local Government Property Transfer Act (“Act”) (50 ILCS 605/0.01 *et seq*), an act in relation to the transfer of interests in real estate by units of local government and school districts; and

WHEREAS, section 2 of the Act (50 ILCS 605/2) authorizes a municipality (“transferor municipality”) to convey or lease real property to another municipality (“transferee municipality”) for any public purpose upon two-thirds (2/3) vote of the corporate authorities of the transferee municipality declaring that it is necessary or convenient for the transferee municipality to use, occupy or improve said property for any public purposes; and

WHEREAS, the Park District desires the corporate authorities of the City to convey the Trail Property to the Park District, pursuant to the authority conferred by the Act; and

WHEREAS, the Board of Park Commissioners of the Sycamore Park District (the “Board”) hereby declares that it is necessary or convenient for the Park District to use, occupy or improve the Trail Property held by the City of Sycamore for Park District purposes; and

WHEREAS, the Board desires that the City transfer its rights and interest in the Trail Property to the Park District by the authority conferred by the Act and upon such terms as may be agreed upon between the Park District and the City.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

SECTION 1: All of the foregoing recitals are hereby incorporated herein as findings of the Board of Commissioners of the Sycamore Park District.

SECTION 2: The Park District hereby declares the necessity and convenience for it to use, occupy, and improve the Trail Property.

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

PASSED this _____ Day of _____, 2020.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

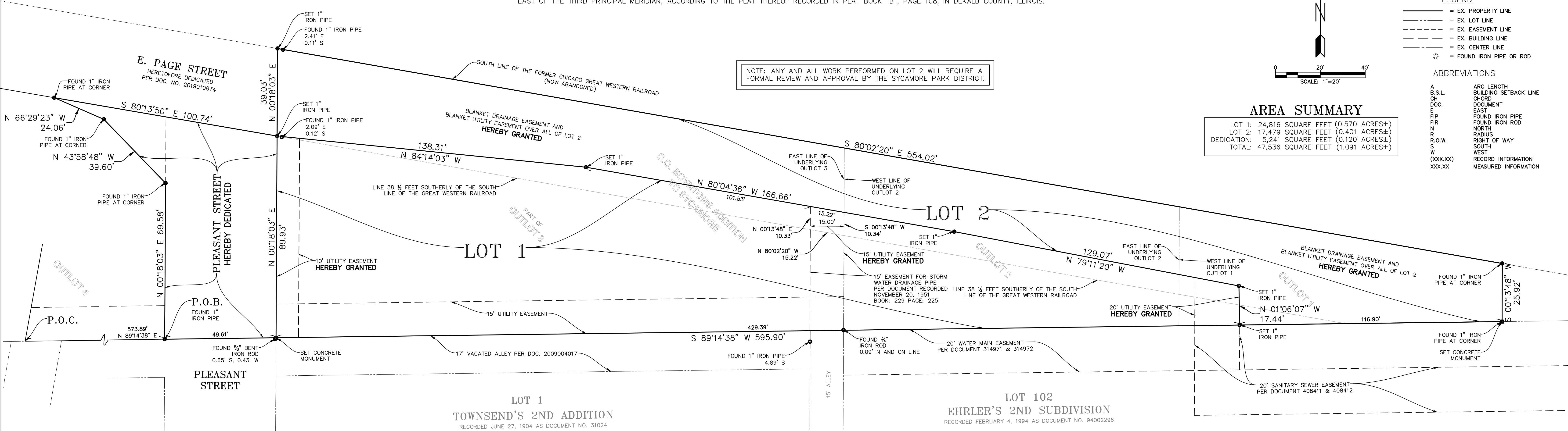
Exhibit "A"
Legal Description

THAT PART OF OUTLOTS 1, 2 AND 3 IN BOYNTON'S ADDITION TO SYCAMORE, 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 89 DEGREES 14 MINUTES 38 SECONDS EAST ALONG THE SOUTH LINE OF SAID BOYNTON'S ADDITION TO SYCAMORE, A DISTANCE OF 573.89 FEET TO THE POINT OF BEGINNING AND THE INTERSECTION OF SAID SOUTH LINE WITH THE WEST LINE OF PLEASANT STREET EXTENDED NORTHERLY; THENCE NORTH 00 DEGREES 18 MINUTES 03 SECONDS EAST ALONG SAID NORTHERLY EXTENSION OF THE WEST LINE OF PLEASANT STREET, A DISTANCE OF 69.58 FEET ; THENCE NORTH 43 DEGREES 58 MINUTES 48 SECONDS WEST, A DISTANCE OF 39.60 FEET; THENCE NORTH 66 DEGREES 29 MINUTES 23 SECONDS WEST, A DISTANCE OF 24.06 FEET TO A POINT ON A LINE 38 ½ FEET SOUTHERLY OF, AS MEASURED PERPENDICULAR TO AND PARALLEL WITH THE SOUTH LINE OF THE GREAT WESTERN RAILROAD; THENCE SOUTH 80 DEGREES 13 MINUTES 50 SECONDS EAST PARALLEL WITH SAID SOUTH LINE OF THE GREAT WESTERN RAILROAD, A DISTANCE OF 100.74 TO THE INTERSECTION OF SAID PARALLEL LINE WITH THE EASTERLY RIGHT-OF-WAY LINE OF PLEASANT STREET EXTENDED NORTHERLY; THENCE NORTH 00 DEGREES 18 MINUTES 03 SECONDS EAST ALONG THE NORTHERLY EXTENSION OF SAID EASTERLY RIGHT-OF-WAY LINE OF PLEASANT STREET, A DISTANCE OF 39.03 FEET TO 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 02 MINUTES 20 SECONDS EAST, ALONG SAID NORTHERLY LINE, A DISTANCE OF 554.02 FEET TO THE EAST LINE OF OUTLOT 1; THENCE SOUTH 00 DEGREES 13 MINUTES 48 SECONDS WEST ALONG THE EAST LINE OF SAID OUTLOT 1, A DISTANCE OF 25.92 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 1; THENCE SOUTH 89 DEGREES 14 MINUTES 38 SECONDS WEST ALONG THE SOUTH LINE OF SAID OUTLOT 1 THROUGH OUTLOT 3 INCLUSIVE, A DISTANCE OF 595.90 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.

GREAT WESTERN TRAIL SUBDIVISION

PART OF OUTLOTS 1, 2 AND 3 IN BOYNTON'S ADDITION TO SYCAMORE, BEING A SUBDIVISION OF PART OF SECTION 33, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK "B", PAGE 108, IN DEKALB COUNTY, ILLINOIS.



NOTE: ANY AND ALL WORK PERFORMED ON LOT 2 WILL REQUIRE A FORMAL REVIEW AND APPROVAL BY THE SYCAMORE PARK DISTRICT.

AREA SUMMARY

LOT 1:	24,816 SQUARE FEET (0.570 ACRES±)
LOT 2:	17,479 SQUARE FEET (0.401 ACRES±)
DEDICATION:	5,241 SQUARE FEET (0.120 ACRES±)
TOTAL:	47,536 SQUARE FEET (1.091 ACRES±)

LEGEND

- EX. PROPERTY LINE
- - - EX. LOT LINE
- - - EX. EASEMENT LINE
- - - EX. BUILDING LINE
- - - EX. CENTER LINE
- FOUND IRON PIPE OR ROD

ABBREVIATIONS

A	ARC LENGTH
B.S.L.	BUILDING SETBACK LINE
CH	CHORD
DOC.	DOCUMENT
E	EAST
FIP	FOUND IRON PIPE
FIR	FOUND IRON ROD
N	NORTH
R	RADIUS
R.O.W.	RIGHT OF WAY
S	SOUTH
W	WEST
(XXX.XX)	RECORD INFORMATION
XXX.XX	MEASURED INFORMATION

OWNER'S CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS IS TO CERTIFY THAT THE CITY OF SYCAMORE, AN ILLINOIS MUNICIPAL CORPORATION, IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ATTACHED SURVEYOR'S CERTIFICATE AND HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS INDICATED ON THE ATTACHED PLAT FOR THE USES AND PURPOSES SET FORTH AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE OF "GREAT WESTERN TRAIL SUBDIVISION", IN THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS AND FURTHER CERTIFIES THAT TO THE BEST OF OUR KNOWLEDGE AND BELIEF, ALL LOTS SHOWN HEREON ARE WITHIN SYCAMORE COMMUNITY SCHOOL DISTRICT NO. 427.

DATED THIS ____ DAY OF _____ A.D. 20 ____

BY: _____
 CURT LANG, MAYOR

ATTEST: _____
 MARY KALK, CITY CLERK

THE CITY OF SYCAMORE, AN ILLINOIS MUNICIPAL CORPORATION
 308 WEST STATE STREET
 SYCAMORE, ILLINOIS 60178

NOTARY CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS IS TO CERTIFY THAT CURT LANG, MAYOR AND MARY KALK, CITY CLERK, FOR THE CITY OF SYCAMORE, PERSONALLY KNOWN TO ME, TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, APPEARED BEFORE ME THIS DAY, IN PERSON, AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE ANNEXED PLAT AS THEIR OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF SAID CITY OF SYCAMORE, FOR THE USES AND PURPOSES THEREIN SET FORTH.

DATED THIS ____ DAY OF _____ A.D. 20 ____

NOTARY PUBLIC

COUNTY CLERK'S CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS PLAT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DEKALB COUNTY, AFORESAID, ON THIS ____ DAY OF _____ A.D., 20 ____ AT ____ O'CLOCK ____ M. AND RECORDED IN PLAT CABINET ____ AT SLIDE ____ AS DOCUMENT NO. ____

DEKALB COUNTY RECORDER

PLANNING AND ZONING COMMISSION CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS IS TO CERTIFY THAT THE ATTACHED PLAT WAS APPROVED BY THE PLANNING COMMISSION OF THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS ON THIS ____ DAY OF _____ A.D., 20 ____

BY: _____
 WILLIAM DAVEY
 CHAIRMAN

ATTEST: _____
 MARY KALK
 CITY CLERK

CITY COUNCIL CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS IS TO CERTIFY THAT THE ATTACHED PLAT WAS APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SYCAMORE, DEKALB COUNTY, ILLINOIS, ON THIS ____ DAY OF _____ A.D., 20 ____

BY: _____
 CURT LANG
 MAYOR

ATTEST: _____
 MARY KALK
 CITY CLERK

DEKALB COUNTY RECORDER'S CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DEKALB }

THIS PLAT WAS FILED FOR RECORD IN THE RECORDER'S OFFICE OF DEKALB COUNTY, AFORESAID, ON THIS ____ DAY OF _____ A.D., 20 ____ AT ____ O'CLOCK ____ M. AND RECORDED IN PLAT CABINET ____ AT SLIDE ____ AS DOCUMENT NO. ____

DEKALB COUNTY RECORDER

GENERAL EASEMENT PROVISIONS

EASEMENTS ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF SYCAMORE, ILLINOIS, COM ED, NICOR, COMCAST, VERIZON AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS WITHIN THE AREAS SHOWN BY DASHED LINES ON THE PLAT AND MARKED "UTILITY EASEMENT" OR "U.E.", TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE, MAINTAIN, REPAIR, REPLACE, UPGRADE, IMPROVE, MAINTAIN, REMOVE, AND MAINTAIN WITHIN SAID EASEMENT AREAS SAID CONDUITS, CABLES, WIRES, SEWERS, DRAINAGE AND OTHER EQUIPMENT, AND FINALLY THE RIGHT IS HEREBY GRANTED TO CUT DOWN AND REMOVE OR TRIM AND KEEP TRIMMED ANY TREE, SHRUB, OR SAPLING THAT INTERFERE OR THREATEN TO INTERFERE WITH ANY PUBLIC UTILITY EQUIPMENT. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENT, BUT THE SAME MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES OR RIGHTS HERIN GRANTED. RELOCATION OF FACILITIES WILL BE DONE BY GRANTEE AT THE COST OF GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.

ELECTRIC AND COMMUNICATION SERVICES EASEMENT PROVISIONS

AN EASEMENT FOR SERVING THE SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC AND COMMUNICATION SERVICE IS HEREBY RESERVED FOR AND GRANTED TO COM ED AND VERIZON, GRANTEEES, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, TO INSTALL, OPERATE, MAINTAIN, AND REMOVE, FROM TIME TO TIME, FACILITIES USED IN CONNECTION WITH OVERHEAD AND UNDERGROUND TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND SIGNALS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN WITHIN THE DOTTED LINES ON THE PLAT AND MARKED "EASEMENT", THE PROPERTY DESIGNATED IN THE DECLARATION OF CONDOMINIUM AND/OR ON THIS PLAT AS "COMMON ELEMENTS", AND THE PROPERTY DESIGNATED ON THE PLAT AS "COMMON AREA OR AREAS", AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS AND ALLEYS, WHETHER PUBLIC OR PRIVATE, TOGETHER WITH THE RIGHTS TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE OF EACH LOT AND COMMON AREA OR AREAS, TO SERVE IMPROVEMENTS THEREON, OR ON ADJACENT LOTS, AND COMMON AREA OR AREAS, THE RIGHT TO CUT, TRIM OR REMOVE TREES, BUSHES AND ROOTS, THAT MAY BE REASONABLY REQUIRED INCIDENT TO THE RIGHTS HEREIN GIVEN, AND THE RIGHT TO ENTER UPON THE SUBDIVIDED PROPERTY FOR ALL SUCH PURPOSES. OBSTRUCTIONS SHALL NOT BE PLACED OVER GRANTEEES' FACILITIES OR IN, UPON, OR OVER THE PROPERTY WITHIN THE DOTTED LINES MARKED "EASEMENT" WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. THE TERM "COMMON ELEMENTS" SHALL HAVE THE MEANING SET FORTH FOR SUCH TERM IN THE "CONDOMINIUM PROPERTY ACT", CHAPTER 765 ILCS 605/2, AS AMENDED FROM TIME TO TIME. THE TERM "COMMON AREA OR AREAS" IS DEFINED AS A LOT, PARCEL, OR AREA OF REAL PROPERTY, THE BENEFICIAL USE AND ENJOYMENT OF WHICH IS RESERVED IN WHOLE AS APPURTENANT TO SEPARATELY OWNED LOTS, PARCELS OR AREAS WITHIN THE PLANNED DEVELOPMENT, EVEN THOUGH SUCH BE OTHERWISE DESIGNATED ON THE PLAT BY TERMS SUCH AS "OUTLETS", "COMMON ELEMENTS", "OPEN SPACE", "OPEN AREA", "COMMON GROUND", "PARKING", AND "COMMON AREA". THE TERMS "COMMON AREA OR AREAS" AND "COMMON ELEMENTS" INCLUDE REAL PROPERTY SURFACED WITH INTERIOR DRIVEWAYS AND WALKWAYS, BUT EXCLUDES REAL PROPERTY PHYSICALLY OCCUPIED BY A BUILDING, SERVICE BUSINESS DISTRICT, OR STRUCTURES SUCH AS A POOL, RETENTION POND OR MECHANICAL EQUIPMENT. RELOCATION OF FACILITIES WILL BE DONE BY GRANTEEES AT THE COST OF THE GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.

DRAINAGE EASEMENT PROVISIONS

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF SYCAMORE (HEREINAFTER "THE GRANTEE"), AND TO ITS SUCCESSORS AND ASSIGNS IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "DRAINAGE EASEMENT" ON THIS PLAT OF SUBDIVISION, OR WHERE OTHERWISE NOTED IN THE ABOVE LEGEND FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGE FACILITIES, STORM WATER DETENTION AND RETENTION FACILITIES, SUBSURFACE DRAINAGE SYSTEMS AND APPURTENANCES, AND ANY AND ALL MANHOLES, PIPES, CONNECTIONS, CATCH BASINS, AND WITHOUT LIMITATIONS, SUCH OTHER INSTALLATIONS AS THE GRANTEE MAY DEEM NECESSARY, TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREON FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO DO ANY OR ALL OF THE ABOVE WORK. IN FURTHERANCE OF THE FOREGOING AFFIRMATIVE RIGHTS, THE FOLLOWING COVENANTS SHALL RUN WITH SAID LAND IN PERPETUITY:

- NO PERMANENT BUILDINGS SHALL BE PLACED ON SAID DRAINAGE EASEMENTS;
- NO TREES OR SHRUBS SHALL BE PLACED ON SAID DRAINAGE EASEMENT, BUT THE PREMISES MAY BE USED FOR LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS;
- THERE SHALL BE NO DREDGED OR FILL MATERIAL PLACED UPON SAID DRAINAGE EASEMENT; AND,
- FENCES SHALL NOT BE ERRECTED UPON SAID DRAINAGE EASEMENTS IN ANY WAY WHICH WILL RESTRICT THE USES HERIN GRANTED.

THE RIGHT IS ALSO HEREBY GRANTED TO THE GRANTEE TO REMOVE ANY BUILDINGS OR STRUCTURES, TO CUT DOWN, TRIM OR REMOVE ANY TREES, FENCES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SUCH DRAINAGE FACILITIES IN, ON, UPON, ACROSS, UNDER OR THROUGH SAID DRAINAGE EASEMENTS. THE GRANTEE SHALL NOT BE RESPONSIBLE FOR REPLACEMENT OF ANY SUCH BUILDINGS, STRUCTURES, IMPROVEMENTS, FENCES, GARDENS, SHRUBS OR LANDSCAPING REMOVED DURING EXERCISE OF THE HEREIN GIVEN RIGHTS. REPLACEMENT OF ITEMS SO REMOVED SHALL BE THE RESPONSIBILITY OF THE THEN LOT OWNER. WHERE DRAINAGE EASEMENTS ARE ALSO USED FOR ELECTRIC, TELEPHONE, CABLE TELEVISION, OR NATURAL GAS DISTRIBUTION SYSTEMS OR COMPONENTS, SUCH OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF THE CITY OF SYCAMORE SO AS NOT TO INTERFERE WITH THE MAINTENANCE OF GRAVITY FLOW AND STABILIZATION OF VEGETATION GROUND COVER ON THE ABOVEMENTIONED DRAINAGE FACILITIES. PLACED OVER GRANTEEES' FACILITIES OR IN, UPON, OR OVER THE PROPERTY WITHIN THE DOTTED LINES MARKED "EASEMENT" WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEEES. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF THE SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. THE TERM "COMMON ELEMENTS" SHALL HAVE THE MEANING SET FORTH FOR SUCH TERM IN THE "CONDOMINIUM PROPERTY ACT", CHAPTER 765 ILCS 605/2, AS AMENDED FROM TIME TO TIME. THE TERM "COMMON AREA OR AREAS" IS DEFINED AS A LOT, PARCEL, OR AREA OF REAL PROPERTY, THE BENEFICIAL USE AND ENJOYMENT OF WHICH IS RESERVED IN WHOLE AS APPURTENANT TO SEPARATELY OWNED LOTS, PARCELS OR AREAS WITHIN THE PLANNED DEVELOPMENT, EVEN THOUGH SUCH BE OTHERWISE DESIGNATED ON THE PLAT BY TERMS SUCH AS "OUTLETS", "COMMON ELEMENTS", "OPEN SPACE", "OPEN AREA", "COMMON GROUND", "PARKING" AND "COMMON AREA". THE TERMS "COMMON AREA OR AREAS" AND "COMMON ELEMENTS" INCLUDE REAL PROPERTY SURFACED WITH INTERIOR DRIVEWAYS AND WALKWAYS, BUT EXCLUDES REAL PROPERTY PHYSICALLY OCCUPIED BY A BUILDING, SERVICE BUSINESS DISTRICT, OR STRUCTURES SUCH AS A POOL, RETENTION POND OR MECHANICAL EQUIPMENT. RELOCATION OF FACILITIES WILL BE DONE BY GRANTEEES AT THE COST OF THE GRANTOR/LOT OWNER, UPON WRITTEN REQUEST.

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS } SS
 COUNTY OF DUPAGE }

THIS IS TO CERTIFY THAT I, TIMOTHY B. MARTINEK, AN ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003782, HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED PROPERTY:

THAT PART OF OUTLOTS 1, 2 AND 3 IN BOYNTON'S ADDITION TO SYCAMORE, 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 89 DEGREES 14 MINUTES 38 SECONDS EAST ALONG THE SOUTH LINE OF SAID BOYNTON'S ADDITION TO SYCAMORE, A DISTANCE OF 573.89 FEET TO THE POINT OF BEGINNING AND THE INTERSECTION OF SAID SOUTH LINE WITH THE WEST LINE OF PLEASANT STREET EXTENDED NORTHERLY; THENCE NORTH 00 DEGREES 18 MINUTES 03 SECONDS EAST ALONG SAID NORTHERLY EXTENSION OF THE WEST LINE OF PLEASANT STREET, A DISTANCE OF 69.58 FEET; THENCE NORTH 43 DEGREES 58 MINUTES 48 SECONDS WEST, A DISTANCE OF 39.60 FEET; THENCE NORTH 66 DEGREES 29 MINUTES 23 SECONDS WEST, A DISTANCE OF 24.06 FEET TO A POINT ON A LINE 38 1/2 FEET SOUTHERLY OF, AS MEASURED PERPENDICULAR TO AND PARALLEL WITH THE SOUTH LINE OF THE GREAT WESTERN RAILROAD; THENCE SOUTH 80 DEGREES 13 MINUTES 50 SECONDS EAST PARALLEL WITH SAID SOUTH LINE OF THE GREAT WESTERN RAILROAD, A DISTANCE OF 100.74 TO THE INTERSECTION OF SAID PARALLEL LINE WITH THE EASTERLY RIGHT-OF-WAY LINE OF PLEASANT STREET EXTENDED NORTHERLY; THENCE NORTH 00 DEGREES 18 MINUTES 03 SECONDS EAST ALONG THE NORTHERLY EXTENSION OF SAID EASTERLY RIGHT-OF-WAY LINE OF PLEASANT STREET, A DISTANCE OF 38.03 FEET TO 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 02 MINUTES 20 SECONDS EAST, ALONG SAID NORTHERLY LINE, A DISTANCE OF 554.02 FEET TO THE EAST LINE OF SAID OUTLOT 1; THENCE SOUTH 00 DEGREES 13 MINUTES 48 SECONDS WEST ALONG THE EAST LINE OF SAID OUTLOT 1, A DISTANCE OF 25.92 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT 1; THENCE SOUTH 89 DEGREES 14 MINUTES 38 SECONDS WEST ALONG THE SOUTH LINE OF SAID OUTLOT 1 THROUGH OUTLOT 3 INCLUSIVE, A DISTANCE OF 595.90 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.

AS SHOWN BY THE ANNEXED PLAT WHICH IS A CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION. ALL DISTANCES ARE SHOWN IN FEET AND DECIMALS THEREOF.

I DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED HEREON FALLS IN ZONE X AND ZONE AE, ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NUMBER 170370256C WITH AN EFFECTIVE DATE OF JANUARY 2, 2009.

GIVEN UNDER MY HAND AND SEAL THIS ____ DAY OF _____ 20 ____

FOR REVIEW ONLY

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 035-003782
 LICENSE EXPIRES NOVEMBER 30, 2022

DESIGN FIRM PROFESSIONAL LICENSE NO. 184.00186
 LICENSE EXPIRES APRIL 30, 2021

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.



REVISIONS:		DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

ENGINEERING RESOURCE ASSOCIATES

35701 WEST AVENUE, SUITE 150
 WARRENVILLE, ILLINOIS 60555
 PHONE (630) 393-3060
 FAX (630) 393-2152

10 S. RIVERSIDE PLAZA, SUITE 875
 CHICAGO, ILLINOIS 60606
 PHONE (312) 474-7841
 FAX (312) 474-6099

2416 GALEN DRIVE
 CHAMPAIGN, ILLINOIS 61821
 PHONE (217) 351-6268
 FAX (217) 355-1902

PREPARED FOR: **CITY OF SYCAMORE AND SYCAMORE PARK DISTRICT**

TITLE: **FINAL PLAT OF GREAT WESTERN TRAIL SUBDIVISION SYCAMORE, ILLINOIS**

SCALE: 1"=20'
 DATE: 12-17-20
 JOB NO: 160910.SB
 SHEET 1 OF 1

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 22, 2020

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 09-2020:
Recommend approval

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 05-2020 that indicated the estimated amount to be collected in 2021 for the tax year 2020. After further work on the 2021 budget I have made some minor adjustments to the final levy although in total the amounts have not changed. You can see these changes on the attached spreadsheet.

The spreadsheet shows the following:

- 2019 Extended Levy
- Figures used for 05-2020 Resolution
- Figures for the 2020 Tax Levy Ordinance
- Estimated actual levy based upon using the estimated EAV provided by the County
- Figures being used for the 2021 budget

Also included is a copy of the ordinance, as well as the additional required documentation: Certification of Minutes and Certificate of Compliance with the Illinois Truth in Taxation Law.

FISCAL IMPACT: The amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$2,941,000 for 2020. My estimate of what the District will actually receive if there is no change in the EAV, is approximately \$2,896,062 which is an increase of approximately \$95,000 over what was collected in the current fiscal year—or approximately a 3.39% increase. Approximately \$48,000 of this is due to the new growth.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

Handwritten initials in black ink, appearing to be 'JEB', written in a cursive style.

BOARD ACTION:

Ordinance No. 09-2020
2020 TAX LEVY ORDINANCE
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the
SYCAMORE PARK DISTRICT, DEKALB COUNTY,
ILLINOIS, for the Year 2020.

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the regular meeting on November 24, 2020; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 4.995% increase over the 2019 extension of the corporate or special purpose taxes that were levied or abated.

BE IT ORDAINED by the Board of Commissioners of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois, that:

Section 1. Pursuant to the authority vested in this Board of Commissioners by Article 5 of the Park District Code, and all laws supplemental thereto, the Commissioners of the Sycamore Park District, in meeting duly assembled, do hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the 2020 tax levy, upon all taxable property subject to taxation within the Sycamore Park District, at its full fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, the following amounts for the particular objects and purposes herein below specified.

Section 2. For all general corporate purposes, as provided in Section 5-1 of the Park District Code (70ILCS 1205/5-1), and pursuant to the authority granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows and for the following uses and purposes:

General Corporate Fund	\$1,414,000.00
------------------------	----------------

and said amounts are hereby levied.

Section 3. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided

in Section 5-2 of the Park District Code, (70 ILCS 1205/5-2), and pursuant to the authority granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

Recreation	\$505,000.00
------------	--------------

and such amount is hereby levied.

Section 4. In addition to the aforementioned taxes and for the purpose of paying the contribution of the Sycamore Park District to the Kishwaukee Special Recreation Association, a joint recreational program for the handicapped, as provided in Section 5-8 of the Park District Code (70 ILCS 1205/5-8), the amount necessary to be raised by taxation is as follows:

Joint Recreation Programs for Handicapped	\$210,000.00
---	--------------

and such amount is hereby levied.

Section 5. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District to the Illinois Municipal Retirement Fund, as provided in Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171), the amount estimated to be necessary for such purpose to be raised by taxation is as follows:

Illinois Municipal Retirement Fund	\$115,000.00
------------------------------------	--------------

and such amount is hereby levied.

Section 6. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District's portion of the tax under the Social Security Insurance Program, as provided in Section 21-110 of the Illinois Pension Code (40 ILCS 5/21-110), the amount estimated to be necessary for such purpose to be raised by taxation is as follows:

Federal Social Security Insurance Program	\$103,000.00
---	--------------

and such amount is hereby levied.

Section 7. In addition to the aforementioned taxes and for the purpose of paying the cost of auditing expense as provided in section 9 of "An Act in relation to audits of the accounts of certain governmental units and to repeal an Act therein named," approved May 10, 1967, as amended (50 ILCS 310-709), the amount necessary to be raised by taxation is as follows:

Audit Expenses	\$15,000.00
----------------	-------------

and such amount is hereby levied.

Section 8. In addition to the aforementioned taxes and for the purpose of paying the cost of insurance, administrative expenses, claims services and risk management directly attributable to loss prevention and loss reduction, all to protect the District and its employees from liability under the Local Governmental and Governmental Tort Immunity Act, and to protect the District under the Workers' Compensation Act and the Occupational Diseases Act, all as provided in Section 9-107 of the Local Governmental and Governmental Employee Tort Immunity Act (745 ILCS 10/9-107), the amount necessary to be raised by taxation is as follows:

Tort, Workers' Compensation and Occupational Diseases Ins.	\$75,000.00
--	-------------

and such amount is hereby levied.

Section 9. In addition to the aforementioned taxes and for the purpose of establishing a paving and lighting fund to construct, maintain and light streets and roadways within the parks and playgrounds maintained by the District, as provided in Section 5-6 of The Park District Code (70 ILCS 1205/5-6), the amount necessary to be raised by taxation is as follows:

Paving and Lighting Fund	\$25,000.00
--------------------------	-------------

and such amount is hereby levied.

Section 10. In addition to the aforementioned taxes and for the purpose of organizing and maintaining a police system within the parks and playgrounds maintained by the District as provided in Section 5-9 of The Park District Code (70 ILCS 105/5-6), the amount necessary to be raised by taxation is as follows:

Park Police System	\$5,000.00
--------------------	------------

and such amount is hereby levied.

Section 11. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2b of the Park District Code, (70 ILCS 1205/5-2b), the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

Recreation Program Fund	\$474,000.00
-------------------------	--------------

and such amount is hereby levied.

Section 12. The Secretary of the Sycamore Park District shall file with the County Clerk of the County of Dekalb, State of Illinois, a certified copy of this Ordinance and the County Clerk shall ascertain the rate per centum, which, upon the total value of all property subject to taxation within the District, at its full, fair cash values as the same is

assessed and equalized by the Department of Revenue of the State of Illinois for the calendar year beginning January 1, 2021, will produce the net amounts hereby levied and ordered certified, and she shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

Section 13. This Ordinance shall be in full force and effect from and after its passage.

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2021, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

PASSED by the Board of Commissioners of the Sycamore Park District this 22nd day of December, A.D., 2020.

William Kroeger
President

(Park Seal)

Attest:

Jonelle Bailey
Secretary

**IN THE OFFICE OF THE COUNTY CLERK
DEKALB COUNTY, ILLINOIS**

**CERTIFICATE OF COMPLIANCE
WITH THE ILLINOIS TRUTH IN TAXATION LAW
35 ILCS 200/18-55 THROUGH 200/18-100**

SYCAMORE PARK DISTRICT

I, William Kroeger, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the Sycamore Park District for the year 2020.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law. The notice and hearing requirements of Sections 18-60 through 18-85 of the Truth-in-Taxation Law are inapplicable.

WITNESS my signature this 22nd day of December, 2020.

President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME
this ____ day of _____, 20__.

Notary Public

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF 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 copy of Ordinance No. 09-2020 entitled "An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2020" enacted by the Board at its December 22, 2020, regular 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 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 that the Board has complied with all of the provisions of said Act and said Code with all of the procedural rules of the board in enacting this ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 22nd day of December, 2020.

Secretary, Board of Park Commissioners
Jonelle Bailey

(SEAL)

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 22, 2020

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF OPERATING BUDGET FOR F.Y. 2021: Discussion and Comment Only

BACKGROUND INFORMATION: Staff has spent the last couple of months working on 2020 year-end projections and 2021 budget requests. I think we all found this process a bit more challenging this year after our experience with COVID. Golf had an exceptional year and while we hope that some of that continues into 2021 we budgeted conservatively. Recreation struggled, however we budgeted based upon a “normal” year with a dash of conservatism.

There are a few items to keep in mind as you review:

- I have not recorded all projections or proposed 2020 budget figures for Capital Fund and Action 2020. I want to take some additional time to review this fund along with the various cash flow projections that have been produced.
- No full-time salary increases are in your draft.
- Not all transfers have been recorded in this draft.

The next step will be spending time evaluating the numbers turned in by staff as we review them on a consolidated basis.

FISCAL IMPACT: Evaluating the total impact of the 2021 proposed budget is a bit difficult with some of the data not included. It is easier to review fund by fund at this time.

STAFF RECOMMENDATION: Staff recommends opening the floor for comment and questions, after which staff will take any and all comments and integrate them into the final version. The Operating Budget will then be brought back to the Board for final approval in January.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: JEB (JEB)

BOARD ACTION:

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 22, 2020

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES AND TIMES FOR 2021: Recommend Adoption

BACKGROUND INFORMATION: Each year the Open Meetings Act calls for adoption and promotion of the Regular Meeting Dates and Times of the Sycamore Park District Board of Commissioners.

Attached you will find the recommended dates and times. Upon approval, the Recording Secretary will make these available to the local media and they will be posted on our website.

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Board of Commissioners
Meeting Schedule for 2021

Tuesday, January 26, 2021	6:00 p.m.
Tuesday, February 23, 2021	6:00 p.m.
Tuesday, March 23, 2020	6:00 p.m.
Tuesday, April 27, 2021	6:00 p.m.
Tuesday, May 25, 2021	6:00 p.m.
Tuesday, June 22, 2021	6:00 p.m.
Tuesday, July 27, 2021	6:00 p.m.
Tuesday, August 24, 2021	6:00 p.m.
Tuesday, September 28, 2021	6:00 p.m.
Tuesday, October 26, 2021	6:00 p.m.
Tuesday, November 23, 2021	6:00 p.m.
Tuesday, December 28, 2021	6:00 p.m.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 22, 2020

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF STAFF HOLIDAYS FOR 2021:
Recommend Adoption

BACKGROUND INFORMATION:

Attached you will find the recommended Holidays as they are stated in our Personnel Manual.

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JEF

BOARD ACTION:

HOLIDAYS – 2021

Friday, January 1 – New Year’s Day

Monday, January 18 – Martin Luther King Day

Monday, February 15 – President’s Day

Monday, May 31 – Memorial Day

Monday, July 5 – Independence Day Observed

Monday, September 6 – Labor Day

Monday, October 11 – Columbus Day OR

**Thursday, November 11 – Veterans Day
(floating)**

Thursday, November 25 – Thanksgiving Day

Friday, November 26 – Day after Thanksgiving

Friday, December 24 – Christmas Eve

Monday, December 27 – Christmas Day Observed

Friday, December 31 – New Years Eve

2022 HOLIDAY

Monday, January 3 – New Year’s Day Observed

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 22, 2020STAFF RECOMMENDATIONAGENDA ITEM:

Sexual Harassment Policy update

BACKGROUND INFORMATION:

The Public Act 101-0221 (Workplace transparency Act) was signed into law August 2019. Under this Act, Illinois employers are required to train employees on sexual harassment prevention by December 31, 2020, and on an annual basis thereafter. This requirement applies to all employers with employees working in this State. Employers must either develop their own sexual harassment prevention training program that equals or exceeds the minimum standards for sexual harassment prevention training outlined in Section 2-109(B) of the Illinois Human Rights Act (IHRA), or they may use the model training provided by the IDHR.

There are new focuses listed in the minimum standards for sexual harassment prevention that we did not previously have listed in our policy. The updated policy provides more detail and guidance for staff behavior and allowances.

FISCAL IMPACT:

STAFF RECOMMENDATION: My recommendation is to approve this more detailed policy as preferred way to protect the district interests.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

3 – 24 Policy on NON-DISCRIMINATION AND ANTI HARASSMENT

The company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

Each employee of this company must refrain from sexual harassment in the workplace. No employee - male or female - should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated promptly and effectively.

All employees of this company, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual favors, or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws

when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every manager, supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while the use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company policy or any applicable collective bargaining agreement, as appropriate.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may

discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales, representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Also, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Advise managers, supervisors, and employees not to "friend" each other on social networks and to limit their electronic messages to relevant business matters. Investigate complaints on a case-by-case basis and remind employees of the company's code of conduct and ethics rules if applicable.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and company contact:

Sexual harassment doesn't need to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct, which is believed to be sexual harassment may include the following:

Electronic/Direct Communication. Suppose there is sexual harassing behavior in the workplace. In that case, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time, direct communication is undertaken, or in the event, the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or

If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or

Jackie Hienbuecher, CPRP
Sycamore Park District
Superintendent of Finance
Direct Line: 815-314-0975
jackieh@sycamoreparkdistrict.com

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to

Jonelle Bailey
Executive Director
815-895-3365 ext. 229
jonelleb@sycamoreparkdistrict.com

These individuals will counsel the reporting employee and be available to assist with filing a formal complaint. The company will thoroughly investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Company. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR

complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place, and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

ADMINISTRATIVE CONTACTS

- Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953
- Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500
- United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

Adopted on:

Revised on: