



Sycamore Park District
Regular Board Meeting
February 23, 2021
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:

Join Zoom Meeting

<https://us04web.zoom.us/j/74598668480?pwd=WnpDeGZtRm80dm8xK1p6WFpmVW5wdz09>

Meeting ID: 745 9866 8480

Passcode: xLh9rA

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 February 23, 2021 so the board can be prepared to recognize you at the proper time. For ease, comments may also be emailed to jackieh@sycamoreparkdistrict.com by 5:00 p.m. the day of the meeting to be read aloud on your behalf.

This meeting is being recorded through ZOOM.

CALL TO ORDER (Roll Call Vote)

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

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: January 26, 2021 (Voice Vote)
- Executive Session Minutes: January 26, 2021 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

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

AGENDA

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CONSENT AGENDA:

- 28. Superintendent of Finance Monthly Report
- 30. Budget Report
- 44. Superintendent of Recreation Monthly Report
- 48. Superintendent of Golf Operations Monthly Report
- 50. Superintendent of Parks and Facilities Monthly Report
- 52. Executive Director Monthly Report

CORRESPONDENCE:

- 54. IPRA Photo Contest – Conference – Nicholas McCarney

PUBLIC INPUT**POSITIVE FEEDBACK/REPORTS:****PLANNING COMMISSION REPORT – Ted****OLD BUSINESS**

- Legacy 2025 update/status - Jonelle
- MMNH: Jonelle
- 56. Sexual Harassment Policy Resolution 02-2021: Jonelle – ROLL CALL
- 65. Memorial Park IDNR Playground Review – Jonelle
- 69. Ken Nelson Proposal – Jonelle – ROLL CALL

NEW BUSINESS:

- 73. Review of Executive Summary – First Draft
- 75. 100th Anniversary Discussion and planning: Jonelle/Sarah
 - a. List of potential activities
- Mission/Vision redefined: Jonelle/Sarah/Ben
 - a. Current Status & timeline
- 78. Rental policy changes: Theresa – ROLL CALL
- 80. North Grove Master Plan – Jonelle – ROLL CALL
- 85. Reston Ponds Master Plan – Jonelle – ROLL CALL
- 90. Heeter Lease – Jonelle – ROLL CALL

Potential Study Session March 9 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:

- 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.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, January 26, 2021**

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 6:07 p.m. on Tuesday, January 26, 2021.

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 5-0.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Graves and 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: **None**

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 Graves seconded the Motion.

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Kroeger moved to approve the December 22, 2020 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

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

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 Sycamore Park District
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Motion

Commissioner Graves moved to approve the December 22, 2020 Executive Session Meeting Minutes. Commissioner Strack seconded the Motion.

Roll Call

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

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$307,478.38. 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 5-0.

Correspondence –

- Kate Romano/Brianna Kramer Thank You
- Erin Rooney Thank You
- Kate Romano Thank You
- Toys for Tots

Public Input –

Positive Feedback –

- Commissioner Graves noted the old administration office and the Pro Shop look great.

Planning Commission Report – Commissioner Strack noted they discussed allowing Spider Tattoo to relocate downtown and a Church into the Old State Street Motors building

Old Business

MMNH Update: Director Bailey noted we are still waiting for the appraisal to be done. There is a resolution in the packet stating what we must do to sell the building. Before that we need to get a survey and get the title. When we get the title, we can then do the survey. The resolution can then be signed to put the building up for sale. She noted that there are a few people interested in the building, but she has not heard anyone being upset it is no longer a museum.

Pool Update: This will be discussed in executive session.

Operational Funding Plan 2021- Final:

Motion

Commissioner Strack moved to approve the Operational Budget for 2021 as presented. Commissioner Graves seconded the Motion.

Roll Call

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

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Park Naming Discussion: This will be discussed in executive session.

New Business

Bi-Annual Review of Executive Session Minutes: Director Bailey recommended there be no Executive Session minutes released but authorizes staff to dispose of all closed session audio tapes more than 18 months old for those meetings that Executive Session minutes were approved more than 18 months ago.

Motion

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

Roll Call

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

100th Anniversary Discussion and Planning: Director Bailey noted that we have a tentative agenda of what we would like to do for the 100th Anniversary. We would like to do a combination of what we did for the 75th and the 90th. She listed off a few of the things and noted that Sarah has a list also of what we would like to do. She noted there will be a more detailed list at next months meeting.

Mission/Vision redefined: Director Bailey noted that Sarah sent out a survey to staff. Supt. Tevsh, Commissioner Doty, Sarah Rex and herself talked about what should be on the survey. After this survey comes back, it will then be sent to front line staff. This will help to define our mission. Commissioner Doty noted that everything is on the right track. Our staff are doing a good job and their making decisions somehow. So even without a real mission statement, there is something staff have in mind that defines the mission of what they do in their particular area. Director Bailey went over the timeline of the surveys and noted we should have the results by the February meeting.

Ordinance 01-2021 – Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois:

Motion

Commissioner Strack moved to approve Ordinance 01-2021 as presented. Commissioner Doty seconded the Motion.

Roll Call

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

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Ordinance 02-2021 – Ordinance abating the tax hereto levied for the year 2020 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois:

Motion

Commissioner Strack moved to approve Ordinance 02-2021 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 5-0.

Ordinance 03-2021 – Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois:

Motion

Commissioner Strack moved to approve Ordinance 03-2021 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 5-0.

Study Session for February: The study session will be on February 9th at 6:00 pm at 940 E. State St.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:33 pm on a motion made by Commissioner Doty for the reason listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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.

The Board convened to Executive Session at 6:35 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present along with Recording Secretary Jeanette Freeman, Director Bailey, Supt. Hienbuecher, Supt. Lundbeck, Supt. Donahoe and Supt. Tevsh.

Motion

The Board adjourned the Executive Session at 7:30 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Doty.

Voice Vote

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

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The Board reconvened to Regular Session at 7:35 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present along with Recording Secretary Jeanette Freeman, Director Bailey, and Supt. Hienbuecher, Supt. Lundbeck, Supt. Donahoe, and Supt. Tevsh

Motion

The Board adjourned the Regular Session at 7:40 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Kroeger.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 02/18/2021
 TIME: 10:41:50
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC							
	096222	01 AFLAC - PRE TAX	101000002006	01/12/21	01/26/21	62814	855.39	855.39
		02 AFLAC - AFTER TAX	101000002007					812.19
								43.20
BANN		BANNER UP SIGNS						855.39
	73822	01 SLED HILL RULES SIGN	101500066405	01/29/21	02/01/21	62836	64.00	64.00
BJS		BJ'S DECORATING						64.00
	139607	01 FLOORING CLUBHOUSE FINAL	701000207003	01/22/21	01/25/21	62803	3,016.50	3,016.50
BMI								3,016.50
	39042800	01 LICENSE - MUSIC	206194006210	01/02/21	01/26/21	62815	246.04	246.04
CINTA		CINTAS CORPORATION #355						246.04
	4071195970	01 RAG & RUG SERVICE	201000056301	12/24/20	01/26/21	62818	412.10	13.19
	4071196078	01 RAG & RUG SERVICE	207500056301	12/24/20	01/26/21	62818	412.10	13.19
	4071196126	01 RAG & RUG SERVICE	101500056301	12/24/20	01/26/21	62818	412.10	48.82
		02 RAG & RUG SERVICE	504100056301					48.82
		03 RAG & RUG SERVICE	201000056301					28.81
		04 RAG & RUG SERVICE	101000056301					10.16
	4071815905	01 RAG & RUG SERVICE	207500056301	12/31/20	01/26/21	62818	412.10	10.15
								4.25
	4072490439	01 RAG & RUG SERVICE	207500056301	01/08/21	01/26/21	62818	412.10	4.25
	4072490468	01 RAG & RUG SERVICE	201000056301	01/08/21	01/26/21	62818	412.10	48.82
								48.82
								13.19
								13.19

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4072490483		01 RAG & RUG SERVICE	101500056301	01/08/21		62818	01/26/21	412.10	28.81
		02 RAG & RUG SERVICE	504100056301						10.16
		03 RAG & RUG SERVICE	201000056301						10.15
		04 RAG & RUG SERVICE	101000056301						4.25
4073135080		01 RAG & RUG SERVICE	207500056301	01/15/21		62818	01/26/21	412.10	48.82
4073135102		01 RAG & RUG SERVICE	201000056301	01/15/21		62818	01/26/21	412.10	13.19
4073850274		01 RAG & RUG SERVICE	207500056301	01/22/21		62818	01/26/21	412.10	13.19
4073850283		01 RAG & RUG SERVICE	201000056301	01/22/21		62818	01/26/21	412.10	48.82
4073850333		01 RAG & RUG SERVICE	101500056301	01/22/21		62818	01/26/21	412.10	48.82
		02 RAG & RUG SERVICE	504100056301						13.19
		03 RAG & RUG SERVICE	201000056301						13.19
		04 RAG & RUG SERVICE	101000056301						28.81
40743135123		01 RAG & RUG SERVICE	101500056301	01/15/21		62818	01/26/21	412.10	10.16
		02 RAG & RUG SERVICE	504100056301						10.15
		03 RAG & RUG SERVICE	201000056301						4.25
		04 RAG & RUG SERVICE	101000056301						4.25
CITY2	CITY OF SYCAMORE							VENDOR TOTAL:	412.10
1271000000-1220		01 WATER/SEWER - MAINT	101500096704	12/31/20		62819	01/26/21	845.09	229.63
1271005000-1220		01 WATER/SEWER - CC	207500096704	12/31/20		62819	01/26/21	845.09	229.63
CMJ	CMJ TECHNOLOGIES, INC.							VENDOR TOTAL:	845.09
14304		01 OFFICE 365	101000046206	01/15/21		62820	01/26/21	1,124.50	1,124.50
		02 OFFICE 365	201000046206						168.75
		03 MONTHLY MAINT	101000056304						168.75
		04 MONTHLY MAINT	201000056304						393.50

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMCA	COMCAST							VENDOR TOTAL:	1,124.50
	0468024--0121			01/10/21		62821	01/26/21	853.67	
	01	INTERNET	101000096706						695.92
	02	INTERNET	201000096706						174.18
	03	CABLE	207500096705						347.56
	0468768-0121			12/25/20		62821	01/26/21	853.67	
	01	CABLE	303000096705						157.75
	02	CABLE	504000096705						78.87
									78.88
COMMO	COMMONWEALTH EDISON							VENDOR TOTAL:	853.67
	010521			01/05/21		62822	01/26/21	58.15	
	01	KIWANIS PARK	101500096702						58.15
	02	SOCCER COMPLEX	101500096702						30.20
	010821			01/08/21		62837	02/01/21	24.57	
	01	FOUNDERS PARK	101500096702						24.57
CONS	CONSERV FS							VENDOR TOTAL:	82.72
	40011018			01/21/21		62804	01/25/21	725.45	
	01	ENGINE OIL DRUMS	101500076515						725.45
DEKA2	DEKALB IMPLEMENT CO.,							VENDOR TOTAL:	725.45
	173135			01/27/21	00004825	62838	02/01/21	265.73	
	01	DEERE MOWER SPINDLES	202100066403						265.73
ECO	ECOWATER SYSTEMS, INC.							VENDOR TOTAL:	265.73
	130856-01/23/21			01/23/21		62839	02/01/21	176.50	
	01	SALT-HYDROGEN PER (20)	101000056300						176.50
	02	SALT-HYDROGEN PER (20)	201000056300						77.88
	03	SALT - (2021)	101000056300						77.87
	04	SALT (2021)	201000056300						10.37
									10.38
								VENDOR TOTAL:	176.50

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
ENGIN		ENGINEERING RESOURCE ASSOC						
	150711FD.04	01 MEMORIAL PARK	711000207035	01/18/21	01/26/21	62823	24,611.80	24,611.80
	C-93-021-19-01	01 CONST ENGIN - GWT SEG 1	711000207039	01/29/21	02/09/21	62852	50,140.85	50,140.85
	D-93-003-19-12	01 GWT SEGMENT 1	711000207039	10/07/20	01/26/21	62824	2,172.91	2,172.91
							VENDOR TOTAL:	76,925.56
FEECEOIL		FEECE OIL COMPANY						
	1939683	01 ENGIN-HYDRAULIC OIL DRUMS	202100076515	01/04/21	01/25/21	62805	976.80	976.80
							VENDOR TOTAL:	976.80
FOX1		FOX VALLEY FIRE & SAFETY						
	IN00408443	01 MAINT-ANNUAL FIRE SPRINK INSP	101500056300	01/12/21	01/25/21	62806	277.00	277.00
							VENDOR TOTAL:	277.00
FRONTIER		FRONTIER						
	0670-010721	01 ADMIN	101000096700	01/07/21	01/26/21	62825	598.15	598.15
		02 ADMIN	201000096700				299.08	299.08
							VENDOR TOTAL:	598.15
GROUPPL		GROUP PLAN SOLUTIONS						
	2437	01 FSA - DEC	101000106801	12/10/20	02/01/21	62840	49.50	49.50
		02 FSA - DEC	201000106801				24.75	24.75
							VENDOR TOTAL:	49.50
	2463	01 FSA ADMIN JAN	101000106801	01/15/21	01/26/21	62826	49.50	49.50
		02 FSA ADMIN JAN	201000106801				24.75	24.75
							VENDOR TOTAL:	99.00
HARR		HARRIS COMPUTER SYSTEMS						
	MSIXT000008	01 W2S, 1099S	101000046200	01/07/21	02/01/21	62841	265.45	265.45
		02 W2S, 1099S	201000046200				132.73	132.73
							VENDOR TOTAL:	132.72

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HOWARD		HOWARD LEE & SONS INC							
	67168	01 SHOP FUEL SYS COMP-REPAIR	202100066401	01/15/21		62807	01/25/21	274.50	274.50
								VENDOR TOTAL:	274.50
IL		IL ASSOC. OF PARK DISTRICTS							
	DUES2021	01 2021 DUES	101000046204	12/15/20		62827	01/26/21	3,931.97	3,931.97
		02 2021 DUES	201000046204						1,965.98
									1,965.99
								VENDOR TOTAL:	3,931.97
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							
	INV96777	01 COPIER/PRINTER - ADMIN	101000056304	01/04/21		62828	01/26/21	167.62	69.24
		02 COPIER/PRINTER - ADMIN	201000056304						34.62
									34.62
	INV96778	01 COPIER/PRINTER - CC	101000056304	01/04/21		62828	01/26/21	167.62	66.56
		02 COPIER/PRINTER - CC	201000056304						33.28
									33.28
	INV96779	01 COPIER/PRINTER - MAINT	101000056304	01/04/21		62828	01/26/21	167.62	31.82
		02 COPIER/PRINTER - MAINT	201000056304						15.91
									15.91
								VENDOR TOTAL:	167.62
JOEBERO		JOE BERO PLUMBING INC							
	15401	01 BACKFLOW INSPECTION	101500056300	01/27/21		62842	02/01/21	1,284.00	1,284.00
		02 CC WATER HEATER CLEANING	207500056300						210.00
		03 MNH VALVE REPAIRS	202500056300						750.00
									324.00
								VENDOR TOTAL:	1,284.00
KAR		KAR-FRE FLOWERS							
	331857/1	01 FLOWERS - VISITATION	101000046213	01/13/21		62808	01/25/21	61.50	61.50
		02 FLOWERS - VISITATION	201000046213						30.75
									30.75
								VENDOR TOTAL:	61.50

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
KATOM								
	311988	01 DISHWASHER - CONCESSIONS	701000207010	01/21/21	01/29/21	62835	2,632.78	2,632.78
								2,632.78
								2,632.78
LIFEFIT								
	6620951	01 HARDWARE - FITNESS EQUIPMENT	207000076500	12/07/20	01/25/21	62809	172.86	172.86
								172.86
MENA								
	41384	01 FILTER FOR VACUUM	207500076500	01/19/21	01/25/21	62810	9.88	9.88
								9.88
NICOR								
	123020	01 MAINT BLDG	101500096703	12/30/20	01/26/21	62829	1,592.25	1,592.25
		02 MAINT BLDG	504100096703					483.84
		03 POOL	518100096703					248.55
		04 UPSTAIRS OFFICE	101000096703					53.56
		05 ADMIN	101000096703					92.68
		06 ADMIN	201000096703					92.69
		07 PRO SHOP	504000096703					39.72
		08 CLUBHOUSE	303000096703					39.72
		09 PUMP HOUSE	504100096703					57.65
								1,592.25
PIO								
	INV775418	PIONEER MFG/PIONEER ATHLETICS		01/11/21	01/25/21	62811	2,548.00	1,498.00
		01 SC FIELD PAINT MIX SYST MOTOR	202100066401					500.00
		02 SC FIELD PAINT MIX SYST MOTOR	101500066400					332.66
		03 SC FIELD PAINT MIX SYST MOTOR	202100066400					332.66
		04 SC FIELD PAINT MIX SYST MOTOR	101500066400					332.68
	INV77539	01 SC PAINT MIXER PUMP SYSTEM	202100066400	01/13/21	01/25/21	62811	2,548.00	1,050.00
		02 SC PAINT MIXER PUMP SYSTEM	101500066400					550.00
								500.00
								2,548.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PRIN		PRINCIPAL LIFE GROUP							
	FEB 2021	01 DENTAL INS PREM	101000106801	02/01/21		62843	02/01/21	1,482.57	1,482.57
		02 DENTAL INS PREM	101500106801						311.48
		03 DENTAL INS PREM	504100106801						75.46
		04 DENTAL INS PREM	504000106801						87.77
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						415.52
		07 DENTAL INS PREM	207500106801						302.31
		08 DENTAL INS PREM	303000106801						147.98
									23.67
	JAN 2021	01 DENTAL INS PREM	101000106801	01/26/21		62830	01/26/21	1,443.12	1,443.12
		02 DENTAL INS PREM	101500106801						311.48
		03 DENTAL INS PREM	504100106801						67.57
		04 DENTAL INS PREM	504000106801						79.88
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						415.52
		07 DENTAL INS PREM	207500106801						278.64
		08 DENTAL INS PREM	303000106801						147.98
									23.67
									VENDOR TOTAL: 2,925.69
REACH		REACH MEDIA NETWORK							
	71207	01 PLAYER LICENSE RENEWAL	207500076514	02/02/21	00004834	62853	02/09/21	360.00	360.00
									VENDOR TOTAL: 360.00
REIN		REINDERS, INC.							
	1864382-00	01 FAIRWAY BED KNIVES	504100066403	01/25/21		62844	02/01/21	127.64	127.64
									VENDOR TOTAL: 127.64
SCHINDLE		SCHINDLER ELEVATOR CORP							
	8105534048	01 ANNUAL PREV. MAINT CONTRACT	207500056300	02/01/21	00004823	62845	02/01/21	1,479.71	1,479.71
									VENDOR TOTAL: 1,479.71
SOFT		SOFT WATER CITY							
	2652-0121	01 WATER/RENT	101500076500	02/01/21		62846	02/01/21	43.00	43.00
									VENDOR TOTAL: 43.00

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2652-1220	01	WATER	101500076500	12/31/20		62831	01/26/21	301.35	63.75
	02	SALT	207500076500						54.00
									9.75
3129-2021	01	HOUSE WATER SOFTENER	101000056300	12/31/20		62831	01/26/21	301.35	237.60
									237.60
								VENDOR TOTAL:	344.35
SYCAMORE CHAMBER OF COMMERCE									
28752	01	CHAMBER DUES	101000046204	11/11/20		62832	01/26/21	265.00	135.00
	02	CHAMBER DUES	201000046204						67.50
									67.50
28828	01	AMBASSADOR DUES	101000046204	12/03/20		62832	01/26/21	265.00	130.00
	02	AMBASSADOR DUES	201000046204						65.00
									65.00
								VENDOR TOTAL:	265.00
T0001565		PHONPARSIT, BOUNPHONE							
	REIMB 2-9-21			02/09/21		62854	02/09/21	150.00	150.00
	01	REIMB -- APPAREL	101200046215						150.00
								VENDOR TOTAL:	150.00
T0001658		COLEMAN, ARIC							
	REIMBURSEMENT			01/26/21		62833	01/26/21	50.00	50.00
	01	REIMB BOOTS	101500046215						50.00
								VENDOR TOTAL:	50.00
T0001659		KRAMER, BRIANNA							
	REIMBURSEMENT			02/03/21		62850	02/03/21	4.10	4.10
	01	REIMB - WELLNESS PROG	101000046213						2.05
	02	REIMB - WELLNESS PROG	201000046213						2.05
								VENDOR TOTAL:	4.10
T0001660		OCZKOWSKI, TRACY							
	REIMBURSEMENT			02/03/21		62851	02/03/21	15.11	15.11
	01	REIMB - OFFICE SUPPLIES	207500046200						15.11
								VENDOR TOTAL:	15.11

FROM 01/25/2021 TO 02/18/2021

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

T0001662 MILLER, LISA
 REFUND 01 REFUND 2010000002150 02/09/21 62855 02/09/21 5.00 5.00
 VENDOR TOTAL: 5.00

TEE JAY TEE JAY SERVICE COMPANY

175998 01 CC EXT DOOR-FIX ADA 207500066401 01/18/21 62812 01/25/21 280.00 280.00
 VENDOR TOTAL: 280.00

UNUM UNUM LIFE INSURANCE

JAN 2021
 01 STD INS PREM 101000106801 01/26/21 62834 01/26/21 323.08 323.08
 02 STD INS PREM 101500106801 45.33
 03 STD INS PREM 504100106801 25.05
 04 STD INS PREM 504000106801 22.20
 05 STD INS PREM 201000106801 14.80
 06 STD INS PREM 202100106801 111.38
 07 STD INS PREM 207500106801 81.59
 08 STD INS PREM 303000106801 12.62
 VENDOR TOTAL: 280.00

VISACA VISA CARDMEMBER SERVICE

011121
 01 ADOBE CC DEC 101500046206 01/11/21 62848 02/01/21 2,888.01 2,888.01
 02 ADOBE CC JAN 101500046206 56.30
 03 PICTURES 101500086670 79.89
 04 ANNUAL ELEVATOR CERT 207500066401 76.69
 05 NO FISHING SIGNS 101500066405 84.79
 06 IPRA DUES 101500046204 49.21
 07 IPRA DUES 202100046204 209.79
 08 SPRAY LICENSE STUDY 101500046207 83.00
 09 AMERICAN FLAG 207500066401 94.99
 10 BATTERY FILLER 101500066402 11.54
 11 WASHER TANK FILTER 101500066402 11.07
 12 POSTAGE 101000046202 155.25
 13 POSTAGE 201000046202 450.00
 14 IAPD/IPRA CONFERENCE 101000046207 79.92
 15 ERROR-REIMBURSED 101000076500 977.69
 16 PRO SHOIP FIXTURES 504000076500 24.94
 17 MISC CHARGES 101000076500 24.93
 18 MISC CHARGES 201000076500 8.48
 19 MEETING REFRESHMENTS 101000046213 8.49
 20 MEETING REFRESHMENTS 201000046213

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 01/25/2021 TO 02/18/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
011121		21 BUSINESS CARDS	101200046203	01/11/21		62848	02/01/21	2,888.01	2,888.01
		22 STAFF MEETING	201000046212						35.99
		23 SPOTIFY FOR CC	207500076500						75.74
		24 FACEBOOK ADS	101200046209						9.99
		25 ADOBE	101000046206						40.85
		26 CHRONICLE ACCESS	101200046214						15.93
									10.99
									VENDOR TOTAL: 2,888.01
WALM		WALMART COMMUNITY/RFCSELLC							
011621		01 COFFEE	207500076555	01/16/21		62849	02/01/21	40.66	40.66
		02 CANDLES	206194036216						7.92
		03 HOT CHOCOLATE	303000086632						15.78
		04 CANDY CANES	206095016216						7.96
									9.00
									VENDOR TOTAL: 40.66
WEAV		WEAVER CONSTRUCTION							
21-9209		01 ADMIN DRYWALL REPAIR	701000207003	01/19/21		62813	01/25/21	930.00	930.00
									930.00
									VENDOR TOTAL: 930.00
									TOTAL --- ALL INVOICES: 110,673.36

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 02/19/2021

INVOICE # INVOICE DATE ITEM # DESCRIPTION ACCOUNT # P.O. # PROJECT DUE DATE ITEM AMT

ACUSHNET ACUSHNET COMPANY

910271955	02/07/21	01	TITLEIST PRO-V1 PINK	501000001300	00004848		02/19/21	228.00
		02	SHIPPING INV 910271955	501000001300	00004848			8.89
		03	DISCOUNT INV 910271955	501000001300	00004848			-4.56
						INVOICE TOTAL:		232.33

910272753	02/08/21	01	TITLEIST PRO-V FAM DISPLAY	501000001300	00004848		02/19/21	222.00
		02	PRO-V1	501000001300	00004848			666.00
		03	PRO-V1 HIGH #'S	501000001300	00004848			222.00
		04	SHIPPING INV 910272753	501000001300	00004848			30.93
		05	DISCOUNT INV 910272753	501000001300	00004848			-22.20
						INVOICE TOTAL:		1,118.73

910306246	02/16/21	01	TITLEIST TOUR SPEED	501000001300	00004848		02/19/21	348.00
		02	TITLEIST VELOCITY	501000001300	00004848			246.00
		03	TITLEIST TRUFEEL	501000001300	00004848			102.00
		04	PRO-V1X	501000001300	00004848			666.00
		05	PRO-V1X HIGH #S	501000001300	00004848			222.00
		06	PRO -V1 YELLOW	501000001300	00004848			111.00
		07	SHIPPING INV 910306246	501000001300	00004848			59.54
		08	DISCOUNT INV 910306246	501000001300	00004848			-33.90
						INVOICE TOTAL:		1,720.64
						VENDOR TOTAL:		3,071.70

ADVANCE ADVANCE AUTO PARTS

0454-439626	01/05/21	01	MOWERS FILTERS, CLEANER, FLUID	202100066403	00004786		02/19/21	446.00
		02	MOWER FILTERS,CLEANER, FLUID	101500066403	00004786			446.05
						INVOICE TOTAL:		892.05

2454-440055	01/12/21	01	AIR FILTER, LUBE	101500066403	00004798		02/19/21	15.28
						INVOICE TOTAL:		15.28

2454-440056	01/12/21	01	AIR FILTER MOWER	101500066403	00004797		02/19/21	8.54
						INVOICE TOTAL:		8.54

SYCAMORE PARK DISTRICT
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2454-440059	01/12/21	01	AIR FILTERS	101500066403	00004802		02/19/21	143.25
						INVOICE TOTAL:		143.25
2454-440060	01/12/21	01	SPARK PLUGS	101500066403	00004811		02/19/21	27.02
						INVOICE TOTAL:		27.02
2454-440100	01/12/21	01	MOWER PARTS WINTER WORK	202100066403	00004803		02/19/21	476.51
						INVOICE TOTAL:		476.51
2454-440176	01/14/21	01	AIR FILTERS - LUBE	101500066403			02/19/21	18.55
						INVOICE TOTAL:		18.55
2454-440197	01/14/21	01	TIRE SEALANT - SHOP	101500066402			02/19/21	11.56
						INVOICE TOTAL:		11.56
2454-440269	01/15/21	01	CREDIT FILETERS, CLAMPS	101500066403	00004805		02/19/21	-125.97
						INVOICE TOTAL:		-125.97
2454-440452	01/18/21	01	CREDIT HYDRAULIC FILTERS	504100066403	00004806		02/19/21	-310.24
						INVOICE TOTAL:		-310.24
2454-440464	01/19/21	01	ENGINE OIL MOWERS	101500076515	00004812		02/19/21	66.12
						INVOICE TOTAL:		66.12
2454-440482	01/19/21	01	SPARK PLUGS	101500066403	00004807		02/19/21	53.80
						INVOICE TOTAL:		53.80
2454-440509	01/19/21	01	HYDRAULIC FILTER	101500066403	00004808		02/19/21	4.41
						INVOICE TOTAL:		4.41
2454-440545	01/20/21	01	GREASE - MOWERS	101500076515	00004809		02/19/21	35.85
						INVOICE TOTAL:		35.85
2454-440729	01/22/21	01	TRACTOR ROTOR AND PARTS	101500066402	00004820		02/19/21	68.13
						INVOICE TOTAL:		68.13

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SYCAMORE PARK DISTRICT
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCE ADVANCE AUTO PARTS								
2454-440734	01/22/21	01	TRACTOR POINTS	101500066403	00004819		02/19/21	11.47
						INVOICE TOTAL:		11.47
2454-440746	01/22/21	01	CREDIT IGNITION PTS	101500066403	00004817		02/19/21	-22.13
						INVOICE TOTAL:		-22.13
2454-440773	01/22/21	01	TRACTOR FILTER	101500066402	00004818		02/19/21	9.80
						INVOICE TOTAL:		9.80
2454-440855	01/25/21	01	OIL ABSORB	101500066401	00004827		02/19/21	10.55
						INVOICE TOTAL:		10.55
2454-440922	01/26/21	01	TORO 5900 FLOOD LIGHT	101500066403	00004828		02/19/21	54.58
						INVOICE TOTAL:		54.58
2454-440959	01/27/21	01	CREDIT SEALED LIGHTS	101500066403	00004846		02/19/21	-27.29
						INVOICE TOTAL:		-27.29
2454-441243	02/01/21	01	OIL FILTER MOWER	101500066403	00004832		02/19/21	3.14
						INVOICE TOTAL:		3.14
2454-441244	02/01/21	01	MOWER OIL FILTER	101500066403	00004833		02/19/21	6.28
						INVOICE TOTAL:		6.28
2454-441363	02/03/21	01	VALVE STEMS TIRES	202100066403	00004845		02/19/21	25.84
						INVOICE TOTAL:		25.84
2454-441415	02/04/21	01	SPARK PLUGS SHOP	101500066403	00004839		02/19/21	26.45
						INVOICE TOTAL:		26.45
2454-441418	02/04/21	01	CREDIT SPARK PLUGS	101500066403	00004840		02/19/21	-24.21
						INVOICE TOTAL:		-24.21
2454-441419	02/04/21	01	SPARK PLUGS MOWERS	101500066403	00004838		02/19/21	22.40
						INVOICE TOTAL:		22.40

SYCAMORE PARK DISTRICT
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INVOICES DUE ON/BEFORE 02/19/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCE	ADVANCE AUTO PARTS							
2454-441420	02/04/21	01	CREDIT SPARK PLUGS	1015000066403	00004841		02/19/21	-2.24
							INVOICE TOTAL:	-2.24
							VENDOR TOTAL:	1,479.50
AIRGAS	AIRGAS USA LLC							
9976888686	01/31/21	01	WELDING TANK FILLS	1015000066401			02/19/21	32.30
							INVOICE TOTAL:	32.30
							VENDOR TOTAL:	32.30
BOCKMAN	BOCKMAN'S TRUCK & FLEET							
40334	01/12/21	01	INSPECTION FOR TRUCK	504100066402			02/19/21	40.00
							INVOICE TOTAL:	40.00
40335	01/12/21	01	TRUCK INSPECTION	101500066402			02/19/21	40.00
							INVOICE TOTAL:	40.00
40336	01/12/21	01	TRUCK INSPECTION	101500066402			02/19/21	40.00
							INVOICE TOTAL:	40.00
40337	01/12/21	01	TRAILER INSPECTION	101500066402			02/19/21	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	160.00
BURRI	BURRI EQUIPMENT CO.							
PS3001521-1	02/03/21	01	ROUGH MOWER/SPRAYER PARTS	101500066403	00004842		02/19/21	370.59
							INVOICE TOTAL:	370.59
							VENDOR TOTAL:	370.59
CARR	CARROT-TOP INDUSTRIES							
48614800	01/25/21	01	CC - NEW FLAG	207500066401			02/19/21	103.13
							INVOICE TOTAL:	103.13
							VENDOR TOTAL:	103.13

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CEDAR			CEDAR RAPIDS TIRE					
828398	01/29/21	01	DEERE TRIM TIRES	202100066403	00004844		02/19/21	134.98
							INVOICE TOTAL:	134.98
							VENDOR TOTAL:	134.98
CINTA2			CINTAS CORP					
5049922906	01/26/21	01	1ST AID STOCK - CC	207500076513			02/19/21	10.63
							INVOICE TOTAL:	10.63
8404986157	01/29/21	01	1ST AID STOCK - MAINT	101500076513			02/19/21	11.73
							INVOICE TOTAL:	11.73
							VENDOR TOTAL:	22.36
CONS			CONSERV FS					
40011043	01/25/21	01	ROAD SALT	207500066401			02/19/21	315.64
							INVOICE TOTAL:	315.64
40011189	02/12/21	01	ROAD SALT	207500066401			02/19/21	315.64
							INVOICE TOTAL:	315.64
							VENDOR TOTAL:	631.28
CSR			CSR BOBCAT EQUIPMENT CO.					
01-1650	02/02/21	01	BACKHOE FILTERS	202100066403	00004843		02/19/21	27.30
							INVOICE TOTAL:	27.30
							VENDOR TOTAL:	27.30
DEKA2			DEKALB IMPLEMENT CO.,					
173480	02/03/21	01	MOWER RIM AND TIRE	202100066403	00004837		02/19/21	118.59
							INVOICE TOTAL:	118.59
							VENDOR TOTAL:	118.59
DTN, LLC			DTN, LLC DTN, LLC					

SYCAMORE PARK DISTRICT
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INVOICES DUE ON/BEFORE 02/19/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DTN, LLC DTN, LLC								
5899077	02/12/21	01	WEATHER SYSTEM	1015000056307			02/19/21	1,470.00
		02	WEATHER SYSTEM	504000066401				1,470.00
							INVOICE TOTAL:	2,940.00
							VENDOR TOTAL:	2,940.00
EPOCH EPOCH EYEWEAR								
INV-00519	02/09/21	01	SUNGLASSES	501000001306	00004854		02/19/21	288.00
		02	SHIPPING INV INV-00519	501000001306	00004854			10.47
							INVOICE TOTAL:	298.47
							VENDOR TOTAL:	298.47
GRAI GRAINGER								
979360727	02/02/21	01	CH FURNACE FILTERS	101000066401			02/19/21	117.48
							INVOICE TOTAL:	117.48
							VENDOR TOTAL:	117.48
HOWARD HOWARD LEE & SONS INC								
67335	02/11/21	01	SHOIP FUEL SYSTEM REPAIR	101500056300			02/19/21	219.50
							INVOICE TOTAL:	219.50
							VENDOR TOTAL:	219.50
ILLAG ILLINOIS DEPT OF AGRICULTURE								
APPL LISC JD 2021-20	02/18/21	01	APPL LISC - JD - 2021-2023	101500046210			02/19/21	60.00
							INVOICE TOTAL:	60.00
APPL LISC-NM 2021-20 02/18/21 01 APPL LISC - NM 2021-2023								
							02/19/21	60.00
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	120.00

KELLEYW KELLY WILLIAMSON COMPANY

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/19/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KELLEYW KELLY WILLIAMSON COMPANY								
IN-255654	02/03/21	01	NEW PARK-SC GARBAGE CANS	101500066404			02/19/21	226.00
		02	NEW PARK-SC GARBAGE CANS	101500066407				226.00
		03	NEW PARK-SC GARBAGE CANS	101500066406				226.00
		04	NEW PARK-SC GARBAGE CANS	202100066404				226.50
							INVOICE TOTAL:	904.50
							VENDOR TOTAL:	904.50
MARK MARK'S MACHINE SHOP INC.								
39525	02/04/21	01	FLOW PIN KIT	101500066402			02/19/21	15.46
							INVOICE TOTAL:	15.46
							VENDOR TOTAL:	15.46
MENA MENARDS - SYCAMORE								
41539	01/22/21	01	HOT CHOCOLATE-WINTER EVENT	206095176216	00004822		02/19/21	7.36
		02	PAINT SUPPLIES	701000207004	00004822			9.67
							INVOICE TOTAL:	17.03
41628	01/23/21	01	CLEANOUT COVER	701000207004	00004821		02/19/21	4.38
							INVOICE TOTAL:	4.38
41675	01/25/21	01	CLUB TOILET WAX RING	101000066401	00004816		02/19/21	4.62
							INVOICE TOTAL:	4.62
41813	01/27/21	01	CURTAINS, RODS CLUBHOUSE	701000207003	00004858		02/19/21	38.94
							INVOICE TOTAL:	38.94
41969	01/30/21	01	RETURN CURTAIN	701000207003	00004860		02/19/21	-3.99
							INVOICE TOTAL:	-3.99
42104	02/02/21	01	TOOLS, PAINT SHOP	101500076500	00004847		02/19/21	47.68
							INVOICE TOTAL:	47.68
42161	02/03/21	01	CONCESSION STORAGE BASKETS	303000076500	00004855		02/19/21	69.94

SYCAMORE PARK DISTRICT
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INVOICES DUE ON/BEFORE 02/19/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA MENARDS - SYCAMORE								
42161	02/03/21	02	WALL PLATES FOR OUTLETS	1010000076500	00004855		02/19/21	5.86
		03	WALL PLATES FOR OUTLETS	2010000076500	00004855			5.86
						INVOICE TOTAL:		81.66
42162	02/03/21	01	FLOOR CLEANER, HOOKS CC	2075000076510	00004857		02/19/21	20.83
						INVOICE TOTAL:		20.83
42257	02/05/21	01	DOOR STOP CLUBHOUSE	7010000207003	00004856		02/19/21	5.99
						INVOICE TOTAL:		5.99
						VENDOR TOTAL:		217.14
MOBILE MOBILE PRO SHOP								
108435	02/10/21	01	PITCH FIX HYBRID REPAIR TOOL	5010000001306	00004852		02/19/21	252.00
		02	PITCHFIX HAT CLIP	5010000001306	00004852			86.25
		03	PITCHFIX BALL MARKER	5010000001306	00004852			37.50
		04	SHIPPING INV 108435	5010000001306	00004852			11.71
						INVOICE TOTAL:		387.46
						VENDOR TOTAL:		387.46
MRROUT MR OUTHOUSE								
3152	01/31/21	01	PORT-O--POTS- SC	2021000056309			02/19/21	252.50
		02	PORT-O--POTS- PARKS	1015000056309				252.50
						INVOICE TOTAL:		505.00
						VENDOR TOTAL:		505.00
REIN REINDERS, INC.								
1863893-01	01/21/21	01	TORO MOWER REEL SPACERS	5041000066403			02/19/21	91.08
						INVOICE TOTAL:		91.08
1865390-00	02/04/21	01	TORO FUEL FILTER	1015000066403			02/19/21	22.38
						INVOICE TOTAL:		22.38

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

DATE: 02/18/21
TIME: 15:26:04
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/19/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REIN REINDERS, INC.								
1865390-01	02/08/21	01	TORO SHIELD KNOBS	101500066403			02/19/21	52.20
							INVOICE TOTAL:	52.20
1865413-00	02/08/21	01	ENGIN OIL GUAGE-ROUGH	504100066403			02/19/21	35.38
							INVOICE TOTAL:	35.38
1865975-00	02/10/21	01	TORO SHIM-DECK PARTS	504100066403			02/19/21	182.11
							INVOICE TOTAL:	182.11
							VENDOR TOTAL:	383.15
RINGCEN RINGCENTRAL INC.								
CD_000207384	01/21/21	01	PHONE SERVICE	101000096700			02/19/21	456.47
		02	PHONE SERVICE	201000096700				456.47
							INVOICE TOTAL:	912.94
							VENDOR TOTAL:	912.94
RONDO RONDO ENTERPRISES, INC.								
145135	02/02/21	01	HOOD CATCH	202100066403			02/19/21	6.95
							INVOICE TOTAL:	6.95
145596	02/12/21	01	TRUCK TOW HOOKS, CLEVIS	101500066402	00004868		02/19/21	69.77
							INVOICE TOTAL:	69.77
							VENDOR TOTAL:	76.72
SAF SAFETY-KLEEN CORP.								
85191776	02/08/21	01	USED OIL REMOVAL	101500076515	00004836		02/19/21	200.00
							INVOICE TOTAL:	200.00
							VENDOR TOTAL:	200.00
STAPLES STAPLES BUSINESS ADVANTAGE								
3469244236	02/06/21	01	ICE PACKS - CC	207500076513			02/19/21	35.99
							INVOICE TOTAL:	35.99
							VENDOR TOTAL:	35.99

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

DATE: 02/18/21
TIME: 15:26:04
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/19/2021

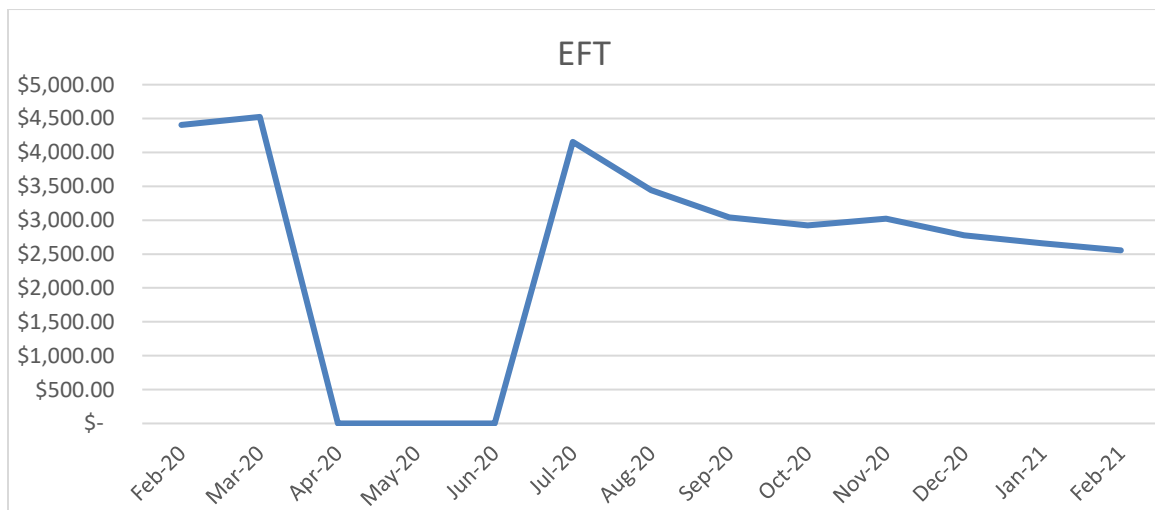
INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SWEDELEC SWEDBERG ELECTRIC INC.								
10011	01/29/21	01	SLED HILL LIGHT REPAIRS	207500056300			02/19/21	220.00
							INVOICE TOTAL:	220.00
							VENDOR TOTAL:	220.00
T0001659 KRAMER, BRIANNA								
REIMB -MEIJER	02/18/21	01	REIMB	101000046213			02/18/21	2.01
		02	REIMB	201000046213				2.02
							INVOICE TOTAL:	4.03
							VENDOR TOTAL:	4.03
T0001663 LEROHL, MELISSA								
FAMILY DANCE PARTY	02/18/21	01	FAMILY DANCE PARTY EVENT	206095036128			02/18/21	25.00
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
WARE WAREHOUSE DIRECT BUSINESS								
4875673-0	01/28/21	01	PAPER TOWELS - CC	207500076510			02/19/21	94.90
							INVOICE TOTAL:	94.90
							VENDOR TOTAL:	94.90
WASTE WASTE MANAGEMENT								
3635017-2011-6	01/29/21	01	REFUSE - ADM	101000056302			02/19/21	63.45
		02	REFUSE - CH	303000056302				63.46
		03	REFUSE - ADM	101000056302				6.50
		04	REFUSE - OLD SHOP - PRORATE	504100056302				-30.54
		05	REFUSE - SC	202100056302				40.26
		06	REFUSE - PARKS	101500056302				40.27
		07	REFUSE -CC	207500056302				168.57
							INVOICE TOTAL:	351.97
							VENDOR TOTAL:	351.97
							TOTAL ALL INVOICES:	14,181.44

*Interim \$110,673.36
New \$14,181.44*

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: February 23, 2021

Administrative Initiatives (2/1/21 – 2/28/21)

- 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 February installment was for 137 individuals, a decrease of 4 from January. The monthly installment was \$2,439 (\$52 decrease) processed through credit cards and \$117 (\$50 decrease) through ACH transactions. There were 6 households whose credit cards did not process (\$170) 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. Working to update server and wifi.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly state unemployment information.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Transferred cost of goods sold in vending and pro shop sales.
- Provided information needed for new POS system. Participated in training.

- Continued to work on year end closing in preparation for audit fieldwork. Auditors on site for final fieldwork.
- Set up zoom meetings. Recorded where necessary.
- Completed employee valuation statements for 2021.
- Assisted staff with PATH participation.
- Attended Pumpkin Festival committee.
- Processed pro shop inventory/special orders.
- Participated in PDRMA Focus Group: Health & Wellness.
- Submitted information to actuary for OPEB Valuation.
- Invoiced DeKalb County Forest Preserve for their portion of trail expense per agreement.
- Prepared documentation for Executive Summary.
- Prepared draft Budget & Appropriation Ordinance.
- Participated in zoom meeting with ERA and State regarding OSLAD cash management.
- Performed criminal background checks on new hires and volunteers.
- Looked into HR Source membership.

Administrative Initiatives (03/01/21 – 03/31/21)

- Attend scheduled Superintendent and Board meetings.
- Attend study session.
- File monthly unemployment with state.
- Prepare and file monthly Sales Tax Return.
- Review deposits, if any, for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Continue process of golf/concessions POS transition including training staff on inventory.
- Finish work 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.
- Continue to invoice DeKalb County Forest Preserve for their portion of trail expense per agreement as needed.
- Work with CMJ on technology as needed.
- Write up instructions for utilizing the employee portal.
- Complete workers comp audit.
- Input 2021 budget into MSI.
- Finalize Budget & Appropriation Ordinance. Submit legal notice to newspaper for public hearing. File with County.
- Attend Pumpkin Festival Committee meeting.
- Attend HR virtual conference.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Corporate Fund (10)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	<u>Variance</u>
Revenues				
Administration	8,152.97	1,583,814.00	8,723.41	-6.5%
Marketing		-		
Parks	<u>1,310.00</u>	<u>23,732.00</u>	<u>924.00</u>	-100.0%
Total Revenues	9,462.97	1,607,546.00	9,647.41	-15.5%
Expenses				
Administration	25,760.63	1,269,693.00	42,580.96	-39.5%
Marketing	895.00	44,939.00	2,545.00	-64.8%
Parks	<u>13,373.55</u>	<u>297,933.00</u>	<u>19,617.58</u>	-31.8%
Total Expenses	40,029.18	1,612,565.00	64,743.54	-38.2% (1)
Total Fund Revenues	9,462.97	1,607,546.00	9,647.41	-15.5%
Total Fund Expenses	40,029.18	1,612,565.00	64,743.54	-38.2%
Surplus (Deficit)	(30,566.21)	(5,019.00)	(55,096.13)	-42.1%

(1) Three pay dates in 2020, two in 2021.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Recreation Fund (20)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	1,027,728.00	463.85	-100.0%
Sports Complex	-	44,457.00	150.00	-100.0%
Sports Complex Maintenance	-	42,339.00	-	#DIV/0!
Midwest Museum of Natural Hist	580.96	2,400.00	-	#DIV/0!
Programs-Youth	1,632.00	21,711.00	2,136.00	-23.6% (1)
Programs-Tweens	-	1,696.00	-	#DIV/0! (1)
Programs-Adult	1,668.25	4,806.00	1,408.00	18.5% (1)
Programs-Leagues	-	9,798.00	-	#DIV/0! (1)
Programs-Youth Athletics	4,262.00	24,382.00	5,571.00	-23.5% (1)
Programs-Fitness	1,871.60	12,629.00	5,470.77	-65.8% (1)
Programs-Early Childhood	-	6,569.00	1,135.00	-100.0% (1)
Programs-Dance	384.00	3,085.00	744.00	-48.4% (1)
Programs-Special Events	30.00	9,244.00	3,859.00	-99.2% (1)
Programs-Community Events	-	6,500.00	650.00	-100.0%
Brochure	-	7,350.00	-	#DIV/0!
Weight Room	9,358.69	149,397.00	18,863.96	-50.4% (2)
Community Center	3,652.91	50,849.00	11,330.84	-67.8% (2)
	<u>23,440.41</u>	<u>1,424,940.00</u>	<u>51,782.42</u>	<u>-54.7%</u>
Total Revenues	23,440.41	1,424,940.00	51,782.42	-54.7%

(1) Revenue from programs decreased 51.5%, \$10,476 compared to 2020.

(2) Still feeling impacts of COVID

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2021

Expenses				
Administration	34,521.59	598,550.00	72,683.80	-52.5% (1)
Sports Complex	-	-	-	#DIV/0!
Sports Complex Maintenance	25,469.03	434,361.00	39,341.85	-35.3% (1)
Midwest Museum of Natural Hist	153.83	18,500.00	195.00	-21.1%
Programs-Youth	21.54	10,760.00	141.81	-84.8% (2)
Programs-Tweens	-	1,049.00	-	#DIV/0! (2)
Programs-Adult	46.30	2,765.00	268.84	-82.8% (2)
Programs-Leagues	245.98	6,405.00	1,075.46	-77.1% (2)
Programs-Youth Athletics	99.61	14,610.00	155.25	-35.8% (2)
Programs-Fitness	232.82	9,527.00	1,659.28	-86.0% (2)
Programs-Early Childhood	-	4,635.00	-	#DIV/0! (2)
Programs-Dance	13.98	1,487.00	83.95	-83.3% (2)
Programs-Special Events	202.64	6,054.00	1,200.00	-83.1% (2)
Programs-Community Events	-	5,350.00	-	#DIV/0!
Brochure	-	24,575.00	-	#DIV/0!
Weight Room	201.07	32,156.00	555.25	-63.8%
Community Center	8,809.69	218,217.00	11,193.48	-21.3% (1)
	<u>8,809.69</u>	<u>218,217.00</u>	<u>11,193.48</u>	
Total Expenses	70,018.08	1,389,001.00	128,553.97	-45.5%
Total Fund Revenues	23,440.41	1,424,940.00	51,782.42	-54.7%
Total Fund Expenses	70,018.08	1,389,001.00	128,553.97	-45.5%
Surplus (Deficit)	(46,577.67)	35,939.00	(76,771.55)	-39.3%

(1) Three pay dates in 2020, two in 2021.

(2) Expenses for programs decreased 81.2%, \$3,722 compared to 2020.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2021

Donations (21)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	<u>75.00</u>	<u>25,500.00</u>	<u>8,761.58</u>	-99.1%
Total Revenues	75.00	25,500.00	8,761.58	-99.1%
Expenses				
Administration	<u>-</u>	<u>50,000.00</u>	<u>-</u>	#DIV/0!
Total Expenses	-	50,000.00	-	#DIV/0!
Total Fund Revenues	75.00	25,500.00	8,761.58	-99.1%
Total Fund Expenses	-	50,000.00	-	#DIV/0!
Surplus (Deficit)	75.00	(24,500.00)	8,761.58	-99.1%

Special Recreation (22)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	<u>-</u>	<u>208,000.00</u>	<u>21.71</u>	-100.0%
Total Revenues	-	208,000.00	21.71	-100.0%
Expenses				
Administration	<u>-</u>	<u>204,500.00</u>	<u>-</u>	#DIV/0!
Total Expenses	-	204,500.00	-	#DIV/0!
Total Fund Revenues	-	208,000.00	21.71	-100.0%
Total Fund Expenses	-	204,500.00	-	#DIV/0!
Surplus (Deficit)	-	3,500.00	21.71	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Insurance (23)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	71,000.00	54.20	-100.0%
Total Revenues	-	71,000.00	54.20	-100.0%
Expenses				
Administration	-	71,000.00	-	#DIV/0!
Total Expenses	-	71,000.00	-	#DIV/0!
Total Fund Revenues	-	71,000.00	54.20	-100.0%
Total Fund Expenses	-	71,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	54.20	-100.0%

Audit (24)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	15,000.00	15.89	-100.0%
Total Revenues	-	15,000.00	15.89	-100.0%
Expenses				
Administration	-	16,500.00	-	#DIV/0!
Total Expenses	-	16,500.00	-	#DIV/0!
Total Fund Revenues	-	15,000.00	15.89	-100.0%
Total Fund Expenses	-	16,500.00	-	#DIV/0!
Surplus (Deficit)	-	(1,500.00)	15.89	-100.0%

Paving & Lighting (25)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	25,000.00	27.29	-100.0%
Total Revenues	-	25,000.00	27.29	-100.0%
Expenses				
Administration	-	73,522.00	-	#DIV/0!
Total Expenses	-	73,522.00	-	#DIV/0!
Total Fund Revenues	-	25,000.00	27.29	
Total Fund Expenses	-	73,522.00	-	
Surplus (Deficit)	-	(48,522.00)	27.29	

Park Police (26)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	5,319.00	3.78	-100.0%
Total Revenues	-	5,319.00	3.78	-100.0%
Expenses				
Administration	554.66	4,844.00	266.44	-100.0%
Total Expenses	554.66	4,844.00	266.44	-100.0%
Total Fund Revenues	-	5,319.00	3.78	-100.0%
Total Fund Expenses	554.66	4,844.00	266.44	
Surplus (Deficit)	(554.66)	475.00	(262.66)	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

IMRF (27)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	111,000.00	-	#DIV/0!
Total Revenues	-	111,000.00	-	#DIV/0!
Expenses				
Administration	-	111,000.00	-	#DIV/0!
Total Expenses	-	111,000.00	-	#DIV/0!
Total Fund Revenues	-	111,000.00	-	#DIV/0!
Total Fund Expenses	-	111,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	-	

Social Security (28)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	100,000.00	-	#DIV/0!
Total Revenues	-	100,000.00	-	#DIV/0!
Expenses				
Administration	-	105,224.00	-	#DIV/0!
Total Expenses	-	105,224.00	-	#DIV/0!
Total Fund Revenues	-	100,000.00	-	#DIV/0!
Total Fund Expenses	-	105,224.00	-	#DIV/0!
Surplus (Deficit)	-	(5,224.00)	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended January 31, 2021

Concessions (30)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u> <u>Actual</u>	
Revenues				
Clubhouse Concessions	-	68,256.00	-	#DIV/0!
Beverage Cart	-	6,352.00	-	#DIV/0!
Sports Complex Concessions	-	32,667.00	-	#DIV/0!
Pool Concessions	-	10,549.00	-	#DIV/0!
Catering	162.00	18,007.00	931.00	-82.6%
	<u>162.00</u>	<u>135,831.00</u>	<u>931.00</u>	
Total Revenues	162.00	135,831.00	931.00	-80.6%
Expenses				
Clubhouse Concessions	1,990.55	88,703.00	2,944.42	-32.4% (1)
Beverage Cart	-	5,381.00	-	#DIV/0!
Sports Complex Concessions	(2.00)	31,665.00	-	#DIV/0!
Pool Concessions	-	10,046.00	-	#DIV/0!
Catering	-	6,690.00	129.18	-100.0%
	<u>1,988.55</u>	<u>142,485.00</u>	<u>3,073.60</u>	
Total Expenses	1,988.55	142,485.00	3,073.60	-35.2%
Total Fund Revenues	162.00	135,831.00	931.00	-80.6%
Total Fund Expenses	1,988.55	142,485.00	3,073.60	-35.2%
Surplus (Deficit)	(1,826.55)	(6,654.00)	(2,142.60)	-15.5%

(1) Three pay dates in 2020, two in 2021.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Developer Contributions (32)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	15,000.00	4,899.88	-100.0%
Total Revenues	-	15,000.00	4,899.88	-100.0%
Expenses				
Administration	-	15,000.00	-	#DIV/0!
Total Expenses	-	15,000.00	-	#DIV/0!
Total Fund Revenues	-	15,000.00	4,899.88	-100.0%
Total Fund Expenses	-	15,000.00	-	#DIV/0!
Surplus (Deficit)	-	-	4,899.88	-100.0%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Golf Course (50)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Golf Operations	707.40	425,553.00	872.47	-18.9%
Golf Maintenance	-	22,039.00	-	#DIV/0!
Total Revenues	707.40	447,592.00	872.47	-18.9%
Expenses				
Golf Operations	6,839.90	233,920.00	10,052.20	-32.0%
Golf Maintenance	12,321.93	265,811.00	16,961.60	-27.4%
Total Expenses	19,161.83	499,731.00	27,013.80	-29.1% (1)
Total Fund Revenues	707.40	447,592.00	872.47	-18.9%
Total Fund Expenses	19,161.83	499,731.00	27,013.80	-29.1%
Surplus (Deficit)	(18,454.43)	(52,139.00)	(26,141.33)	-29.4%

(1) Three pay dates in 2020, two in 2021.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Aquatics (51)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u> <u>Actual</u>	
Revenues				
Pool	-	71,654.00	-	#DIV/0!
Swim Lessons		22,811.00		
Splashpad	-	22,804.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	-	117,269.00	-	#DIV/0!
Expenses				
Pool	-	67,929.00	-	#DIV/0!
Aquatics Maintenance	-	33,200.00	-	#DIV/0!
Swim Lessons		11,734.00		
Splashpad	-	349.00	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	-	113,212.00	-	#DIV/0!
Total Fund Revenues	-	117,269.00	-	#DIV/0!
Total Fund Expenses	-	113,212.00	-	#DIV/0!
Surplus (Deficit)	-	4,057.00	-	#DIV/0!

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Debt Service (60)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	645,000.00	92.67	-100.0%
Total Revenues	-	645,000.00	92.67	-100.0%
Expenses				
Administration	-	640,178.00	-	#DIV/0!
Total Expenses	-	640,178.00	-	#DIV/0!
Total Fund Revenues	-	645,000.00	92.67	-100.0%
Total Fund Expenses	-	640,178.00	-	#DIV/0!
Surplus (Deficit)	-	4,822.00	92.67	-100.0%

Capital Projects (70)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	549,000.00	481.70	-100.0%
Total Revenues	-	549,000.00	481.70	-100.0%
Expenses				
Administration	8,779.28	614,838.00	-	#DIV/0!
Total Expenses	8,779.28	614,838.00	-	#DIV/0!
Total Fund Revenues	-	549,000.00	481.70	-100.0%
Total Fund Expenses	8,779.28	614,838.00	-	#DIV/0!
Surplus (Deficit)	(8,779.28)	(65,838.00)	481.70	-1922.6%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended January 31, 2021

Action 2020 (71)

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues				
Administration	-	249,002.00	3,671.36	-100.0%
Total Revenues	-	249,002.00	3,671.36	-100.0%
Expenses				
Administration	-	1,620,350.00	-	#DIV/0!
Total Expenses	-	1,620,350.00	-	#DIV/0!
Total Fund Revenues	-	249,002.00	3,671.36	-100.0%
Total Fund Expenses	-	1,620,350.00	-	#DIV/0!
Surplus (Deficit)	-	(1,371,348.00)	3,671.36	-100.0%
Total Fund Revenues	33,847.78	5,751,999.00	81,263.36	
Total Fund Expenses	140,531.58	7,283,950.00	223,651.35	
Surplus (Deficit)	(106,683.80)	(1,531,951.00)	(142,387.99)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2021	Revenues	Expenses	Unaudited 1/31/2021	1/31/2021 Cash balance
10 Corporate	784,162.97	8,152.97	40,029.18	752,286.76	752,646.62
20 Recreation	436,970.98	23,440.41	70,018.08	390,393.31	413,500.12
21 Donations	192,861.73	75.00	-	192,936.73	192,936.73
22 Special Recreation	19,460.95	-	-	19,460.95	119,460.95
23 Insurance	43,018.31	-	-	43,018.31	43,018.31
24 Audit	13,423.50	-	-	13,423.50	13,423.50
25 Paving & Lighting	48,804.64	-	-	48,804.64	48,804.64
26 Park Police	770.76	-	-	770.76	216.10
27 IMRF	-	-	-	-	-
28 Social Security	5,224.09	-	-	5,224.09	5,224.09
30 Concessions	26,251.36	180.40	1,990.55	24,441.21	21,021.80
32 Developer Contributions	15,492.35	-	-	15,492.35	15,492.35
60 Debt Service	88,244.06	-	-	88,244.06	56,597.05
70 Capital Projects	440,419.82	-	8,779.28	431,640.54	468,370.21
71 Action 2020	1,563,805.37	-	-	1,563,805.37	1,032,471.73
Total governmental fund balance	3,678,910.89	31,848.78	120,817.09	3,589,942.58	3,183,184.20
50 Golf Course	1,455,274.05	707.40	19,161.83	1,436,819.62	
Net Assets	<u>(1,506,099.68)</u>			<u>(1,506,099.68)</u>	
	(50,825.63)			(69,280.06)	17,071.15
51 Swimming Pool	382,927.16	-	-	382,927.16	
Net Assets	<u>(380,628.50)</u>			<u>(380,628.50)</u>	
	2,298.66			2,298.66	2,178.66
Total proprietary funds	1,838,201.21	707.40	19,161.83	1,819,746.78	
Net assets	<u>(1,886,728.18)</u>			<u>(1,886,728.18)</u>	
Proprietary funds minus net assets	(48,526.97)			(66,981.40)	
	3,630,383.92			3,522,961.18	3,202,434.01

Summary of depository accounts as of **2/17/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	1,195,387.75	0.03	84.81
Resource Bank	32,864.99	0.10	2.61
IPDLAF	3,031,294.66	varies	
DCCF - Action 2020	64,327.07		
Dekalb Co. Community Foundation	<u>21,395.26</u>		
	4,345,269.73		

To: Board of Commissioners
 From: Theresa Tevsh, Superintendent of Recreation Services
 Subject: Monthly Report
 Date: February 17, 2021

Administrative Initiatives (2/1/21-2/28/21)

Theresa Tevsh, Superintendent of Recreation Services

- Attended the Park District Board meeting, Study session and staff management meetings.
- Met with the Sycamore Library and Sycamore staff to review the DeKalb County Foundation Grant to install a story walk trail at the Great Western Trail. It was decided to wait for the trail to be completed in late summer, then apply for the next rotation of the Foundation Grant.
- Graduate Assistant Kramer attended PDRMA's, "Is your Employee Wellness Program Legal", to gain insight for the SPD employee program currently in progress.
- Met with Executive Director Bailey to review the intergovernmental agreement for school District 427.
- The Graduate Assistants wrapped up the final days of the Youth basketball program on February 14th. They will send out a survey to the participants and coaches for a review of the new league that was initiated in October 2020.
- Recreation staff will conduct the modified Family Dance night on February 20th. This event will take the place of the January Mother/son date night and the Daddy/Daughter Dance.
- The Spring Mailer will be developed by staff and sent to printer February 26, to reach homes the first week of March.
- Marketing Supervisor Sarah Rex attended training for Golf Course's new point of sale, web, and communications system, Tee Snap. This will be their main contact for marketing the golf course. Recreation Specialist Melissa Dobberstein also completed training for Point of Sale.
- Presented to NIU KNSE 300 class on February 10th. Topic discussion included trends and career path in Parks and Recreation.
- Community Center Memberships totals: As of February 16, 2021, we have 254 Active Pathway Fitness 24/7 Memberships, 274 Active Pathway Fitness Passes, 59 Active Track 24/7 Memberships, 207 Active Track Passes and 276 Active Open Gym Passes.
- Recreation Specialist Melissa Dobberstein along with Recreation Supervisor Rex and Executive Director Bailey, worked new branding for the Caddyshack grill.
- Recreation Specialist, Melissa Dobberstein continues to oversee the Clubhouse renovations. The "River View" room was rented out for the first time on February 13th, along with the on-going use of the AARP tax services. Her focus is now on the plumbing, flooring, and walls in the kitchen area.
- KSRA completed the grant application to YEP for Sensory Room equipment to be used at the Community Center.
- A new Referee was hired for our Volleyball league.
- The part-time custodian and summer internship has been posted on the website and IPRA Job Board.
- Family Dog training class ran with 4 pups.
- Speed & Agility class ran with 5 participants.

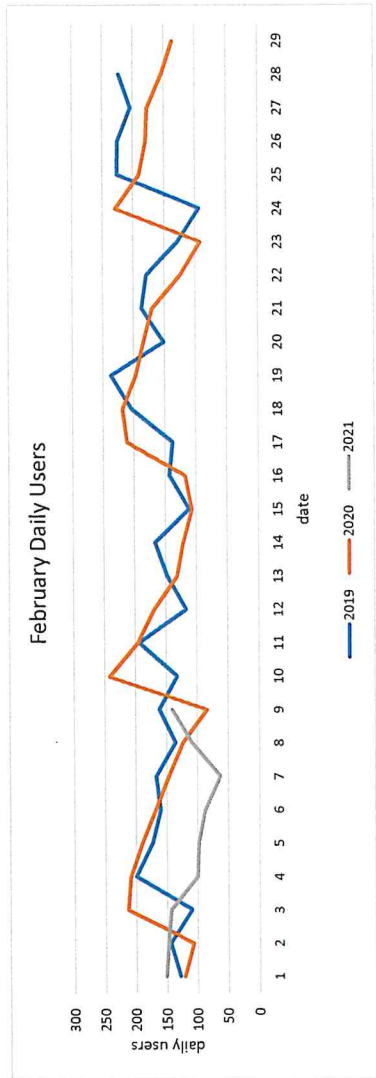
- Recreation and Marketing Supervisor Sarah Rex compiled and submitted to the printer the district's Spring Mailer.
- Recreation Supervisor Sarah Rex coordinated 2021 SPD logo apparel order with new items and expanded options.
- Recreation Supervisor Sarah Rex, along with Executive Director and Superintendent of Recreation facilitated employee surveys that will guide the development of a new mission statement.
- Recreation Supervisor Sarah Rex coordinated tinted film and vinyl logos on the doors at the Clubhouse.
- *See attached daily usage report of Track, Gym, and Pathway fitness members compiled by graduate student Brianna Kramer.*

Administrative Initiatives (3/1/21-3/30/21)

Theresa Tevsh, Superintendent of Recreation Services

- Will continue to review MOU's for 2021.
- Facility Supervisor Metcalf is looking to hire a new Personal Fitness trainer.
- Recreation staff will prepare for the Adult Volleyball end of season tournament.
- Recreation staff will prepare for teen gym jam scheduled for March 13th, following COVID guidelines.
- Recreation Supervisor Sarah Rex will secure Summer Concert Series sponsors.
- Recreation Supervisor Sarah Rex will develop a plan and publication outlining overall sponsorship and other corporate opportunities with the District.
- Recreation Supervisor Sarah Rex will serve on new 100th Anniversary Committee and begin developing a timeline and cost estimates for projects and events.
- Recreation Supervisor Sarah Rex will develop a "transition" look for park entrance signs that are needed before a new district brand is developed for the 100th anniversary.
- Facility Supervisor Metcalf will hire a new Personal Trainer and Fitness Instructor.
- Recreation team will coordinate a new special event on March 26th, the Cross-Park Challenge. This event filled up within the first few weeks of January and hope to add more spots for the wait list.
- Facility Manager Metcalf will hire and train all incoming Aquatics staff and develop new policies and procedures to manage the pool during COVID 19.
- Recreation staff will continue to prepare for Summer 2021 program and upcoming brochure.

	2018	2019	2020	2021
February		129	122	152
1		145	107	148
2		110	213	144
3		200	209	100
4		173	190	98
5		160	168	88
6		167	147	63
7		136	124	109
8		162	84	141
9		133	242	
10		194	196	
11		118	169	
12		148	132	
13		167	122	
14	BUILDING	112	107	
15	NOT	143	118	
16	OPEN	138	211	
17		204	218	
18		237	197	
19		152	184	
20		187	170	
21		179	125	
22		129	92	
23		94	229	
24		226	190	
25		225	179	
26		204	177	
27		223	154	
28				
29				
TOTALS		4,595	4,713	1,043



January	Building Hours		After Hours	Splashpad Daily Fee	Splashpad Pass	Total Users	Other Comments	Open Gym
	1	Closed						
	1	Closed	21			21		Closed
	2	48	17			65		5
	3	15	23			38		0
	4	109	14			123		15
	5	121	10			131		34
	6	101	10			111		25
	7	99	8			107		20
	8	105	10			115		26
	9	63	18			81		19
	10	34	30			64		4
	11	126	16			142		26
	12	117	11			128		43
	13	117	14			131		25
	14	101	12			113		26
	15	90	10			100		21
	16	46	17			63		13
	17	34	36			70		12
	18	110	13			123		34
	19	137	10			147		32
	20	132	15			147		15
	21	122	7			129		18
	22	122	15			137		34
	23	57	28			85		17
	24	37	44			81		13
	25	140	12			152		18
	26	77	0			77		33
	27	115	1			116		26
	28	117	10			127		51
	29	63	26			89		32
	30	75	27			102		24
	31	24	15			39		11

Closed

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 23, 2021

Administrative Initiatives (2/1/21 – 2/28/21)

- Attended all administrative team meetings as scheduled.
- Received and displayed final pro shop displays from Dann Dee Display and Displays2Go and added new special-order station for Footjoy shoes.
- Finalized pro shop under counter display adding new shelving and LED lighting.
- Finalized apparel order for shipment prior to the Swing into Spring Sale.
- Attended Teesnap training, develop inventory controls and build tee sheets for 2021 golf season.
- Finalized 2021 Tournament Schedule, Private Lesson, Say-Golf Junior program, Permanent Tee Time Program and League information.
- Finalized preparation of Swing into Spring sale, develop flyers, and send out mailing and emails.
- Monitored and updated Covid Golf Guidelines for 2021 golf season.
- Worked with Sarah Rex and Teesnap marketing team to develop a consistent flow of information through social media and websites. The new website is live. Please check out www.playgolfsycamore.com.
- Prepared for Informational monitor outside the pro shop and to learn Reach software program to update the monitor regularly with golf course information as well as cross-marketing with other park district programs.
- Finalized placement of new scorecard boxes on the 2nd and 10th tees donated in memory of Marvin Howe.
- Began to interview prospective part-time staff members for the 2021 golf season.
- Prepared cart barn for golf carts after the carts have completed their winter maintenance.

Administrative Initiatives (3/1/21 – 3/31/21)

- Attend all administrative team meetings as scheduled.
- Finalize and hold Swing into Spring sale March 5 – 7.
- Have informational TV monitor installed outside pro shop doors and begin to learn Reach software program to show calendar of events and promotion of tournaments and other park district programs.
- Cut ties final with EZLINKS and begin solely using Teesnap.
- Continue to receive 2021 pro shop merchandise and coordinate pricing with Jackie, Nettie and Tracy.

- Receive new scorecards and yardage books showing three sets of tees. White, Gold and Red.
- Receive one cart and new ranger cart from Harris Golf Cars.
- Begin accepting league registrations and finalize corporate and service organization league schedules.
- Continue accepting applications to fill part-time positions and hold interviews of prospective employees and develop early season part-time staffing schedule.
- Continue to distribute and collect outing contracts.
- Begin final preparations for opening the golf course for the 2021 season.
- Begin weekly eblasts and marketing with Teesnap marketing.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: February 23, 2021

Administrative Initiatives (2/1/21-2/28/21)

Golf

- Lots of snow events and severe cold during the past month. We currently have 12"-16" of snow and ice covering the turf with even higher drifts in several areas. The forecast shows above freezing temps starting soon and into March. Our concern now is how all this melts and flooding. Let us hope for a gentle melt with no rainfall this spring...
- Staff is currently working on all mowers, carts, and mower reel equipment with winter service. Golf cart service should start later this week or next. Plowing, shoveling, and salting is completed frequently lately with staff sharing on the times after hours when the Community Center needs plowing during evenings and on weekends.
- Our new irrigation computer software received a free upgrade to the newest platform. This 7.0 system was in development when we started our system in June, so it was included with the install. Steve and I attended a virtual training to learn the improvements from our original system.
- Working on operating budget finals and started ordering approved capital equipment purchases.
- Several fertilizer and pesticide products, new flagsticks, cups, and other course equipment are on order for the new season.
- Steve and I completed our State of Illinois pesticide applicators license exams which are required to be renewed every three years.
- I have begun to receive applications for the season staff and will start interviews soon.

Sports

- We continue to stay in touch with our user groups as plans continue for the spring season. As our region recently moved to Phase 4 of COVID-19 restrictions, we can currently hold all forms of baseball, softball, and AYSO soccer games this spring. April 1 is when practices will start for most sports if field conditions allow.
- Staff is working on equipment, painting garbage cans, plowing, and has updated the old shop admin area by removing the carpets and painting the floors.
- Continue to meet thru zoom and email with ERA engineers and Upland Design for future ball field and adjacent playground plans. We are looking to go to bid for the new ball fields in April at this point with construction beginning this fall.

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.
- Stay in touch with ERA engineers on the new trail construction. They work when able with the cold and snow. The new bridge is still planned for install in early March. They have almost completed the minor creek crossings and utilities and drainage.
- Met with Jacobsen and Associates to tour the museum building and grounds to obtain an appraisal for the structure which should be present soon.
- I continue to check the museum almost daily with the cold temps to make sure the heat is still working, and leaking pipes are present.
- Staff continues to work on equipment and with our new mechanic Conner as they order replacement parts, filters, and fluids for all mowers, carts, vehicles.
- Many of our trails are plowed around town as able after snow events. Our trucks often can get stuck with the high drifts so snowblowers are then used attached to a mower or the bobcat. We also do the sidewalks at both Kiwanis parks, Charlie Laing, and Larsen Parks.
- I will soon be taking a PDRMA on-line training for starting pool mechanical systems back up after a year of non-use.
- Attended on-line meeting with Director Bailey and Upland Design to start the process of replacing Founders Park playground this year, and the process of developing the 12-acre Reston Pond area along Parkside Dr. and the new park along N. Grove Rd. on the north side of town. They work with ERA engineers as well.

Administrative Initiatives (3/1/21-3/31/21)

- 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.
- Work on approved capital purchases and projects for summer.
- Hire season seasonal staff.
- Help staff with spring clean up and audit each park, sport, and golf area for winter damage and recovery plans.
- Meet with baseball, softball, soccer reps for field use planning and tournament specifics.
- Staff will continue plowing as needed, complete equipment winter maintenance, and begin getting outside for spring cleanup.
- Review PDRMA safety training options for the season.
- Work with recreation staff on event planning and logistics for the season.
- Check pool and get any pool repair needs scheduled for repair.

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: February 23, 2021

Administrative Initiatives (2/1 to 2/28/2021)

- 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 meetings
- 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. (still in progress)
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- TeeSnap: 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.
 - Review of menu's
- 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
- Work with staff to finalize the year end Executive Summary.
- MMNH building.
 - Coordinate survey of the building.
 - Get appraisal for the building.
 - Ordinance to sell building.
- Planning for 100-year Anniversary
- Work with Shodeen and the Reston Ponds neighborhood regarding park development
 - Waiting on response from Dave Patzel
 - Currently have a proposal for a Master Plan from Upland Design
- Work with Staff on Reservation Policy revision
- Work with Board/Staff on Mission & Vision updates
- Continue to update the Employee Manual with Staff
- Create budget/plan for potential Light show.

Administrative Initiatives (3/1 – 3/31/2021)

- 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 meetings
- 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. (still in progress)
- Continue to meet with the Superintendents regarding transition and learning each area needs and roles.
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Sycamore Golf: Refresh of Clubhouse:
 - Monitor rehab 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.
 - Review of menu's
- 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
- 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.
- 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
- Continue to update the Employee Manual with Staff
- Work on review of Policy revision
- Create budget/plan for potential Light show.

Membership Council Board Report Communications and Marketing Section

Submitted by Deanna Angelini Johann, Public Relations Specialist
Gurnee Park District
2/5/21

The C&M Section held their C&M Awards Meeting on January 29, 2021. Marlon Rodas of Wilmette Park District was named C&M's Vision Award Winner. Alison Geary of Wood Dale Park District was honored with C&M's Rising Star Award. Mike Terson of Buffalo Grove Park District was also recognized for his Section Award win as IPRA's Distinguished Member the Communications and Marketing Section.

Give Us Your Best Shot photo contest winners were announced at conference.

Link to view video for photos (3:27)

- Nature Landscape
 - 1st Place - Nicholas McCarney, Sycamore Park District
 - 2nd Place – Trevor Hogan, Byron Forest Preserve District
 - 3rd Place – Breanne Hunter, Sterling Park District
- Recreation
 - 1st Place – Lizzy Zawadzki, Gurnee Park District
 - 2nd Place – Josue Pasillas, Waukegan Park District
 - 3rd Place – Josh Hendricks, Bloomingdale Park District
- Sports
 - 1st Place – Brock Stein, Plainfield Park District
 - 2nd Place –Danielle Strohmer, Downers Grove Park District
 - 3rd Place – Meagan Keating, Skokie Park District
- Wildlife
 - 1st Place- Mark Omi, Park District of Oak Park
 - 2nd Place – Irene Flebbe, Forest Preserves of Cook County
 - 3rd Place – Meredith Johnson, Huntley Park District

C&M Section will host a virtual Sponsorship Huddle on February 17.

Deanna Angelini Johann, MSIMC & CPRP

Public Relations and Sponsorship Specialist



4374 Old Grand Ave., Gurnee, IL 60031

Direct: 847-599-3785

[Gurnee Park District Website](#) | [FitNation Website](#) | [Map](#)



Give Us Your Best Shot Photo Contest Winners



Nature/Landscapes – 1st Place
“Polyphemus Moth”
Nicholas McCarney
Sycamore Park District

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2021STAFF RECOMMENDATIONAGENDA ITEM:

Sexual Harassment Policy update

BACKGROUND INFORMATION:

The updated sexual harassment policy had a significant amount of change in the way things were worded towards legality.

FISCAL IMPACT: None

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:



Sycamore Park District

SEXUAL HARASSMENT POLICY

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.

Sycamore Park District
SEXUAL HARASSMENT POLICY

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.

SYCAMORE PARK DISTRICT**RESOLUTION NO. 02-2021****A RESOLUTION AMENDING THE SYCAMORE PARK DISTRICT'S SEXUAL HARRASSMENT POLICY TO, AMONG OTHER CHANGES, ADD AN ANNUAL TRAINING REQUIREMENT AND ADOPTING A POLICY FOR HANDLING COMPLAINTS OF SEXUAL HARASSMENT MADE BY ONE ELECTED OFFICIAL AGAINST ANOTHER ELECTED OFFICIAL**

WHEREAS, the Sycamore Park District ("Park District") has previously adopted and has in place a policy prohibiting sexual harassment and other provisions concerning the reporting of same; and

WHEREAS, the Illinois Workplace Transparency Act mandates that the Park District conduct sexual harassment training of all of its employees on an annual basis; and

WHEREAS, the Park District is also mandated by the Illinois State Officials and Employees Ethics Act to adopt a resolution amending its sexual harassment policy to include a reporting and independent review procedure for allegations of sexual harassment by elected officials against other elected officials; and

WHEREAS, the Corporate Authorities continue to recognize the need to prevent all forms of sexual harassment; and

WHEREAS, the Corporate Authorities intend to adopt an annual training requirement and a reporting and independent review policy and this requirement and new policy shall be included in the Park District's revised sexual harassment policy, attached hereto as Exhibit A.

NOW, THEREFORE, be it resolved by the Corporate Authorities of the Sycamore Park District, as follows:

SECTION 1: The Corporate Authorities hereby adopt the attached revised Sexual Harassment Policy which includes requirements for annual training and the reporting and review policy as set forth in Exhibit “A” to comply with the Illinois Workplace Transparency Act and to provide the required policy for reporting and investigation of sexual harassment complaints made by an elected official against an elected official; and

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval according to law and hereby shall be the Sexual Harassment Policy made a part of the Park District’s personnel manual.

Adopted by the Park District Board of Commissioners for the Sycamore Park District, Sycamore, Illinois this ____ day of _____, 2021.

VOTE:

AYES: _____

NAYS: _____

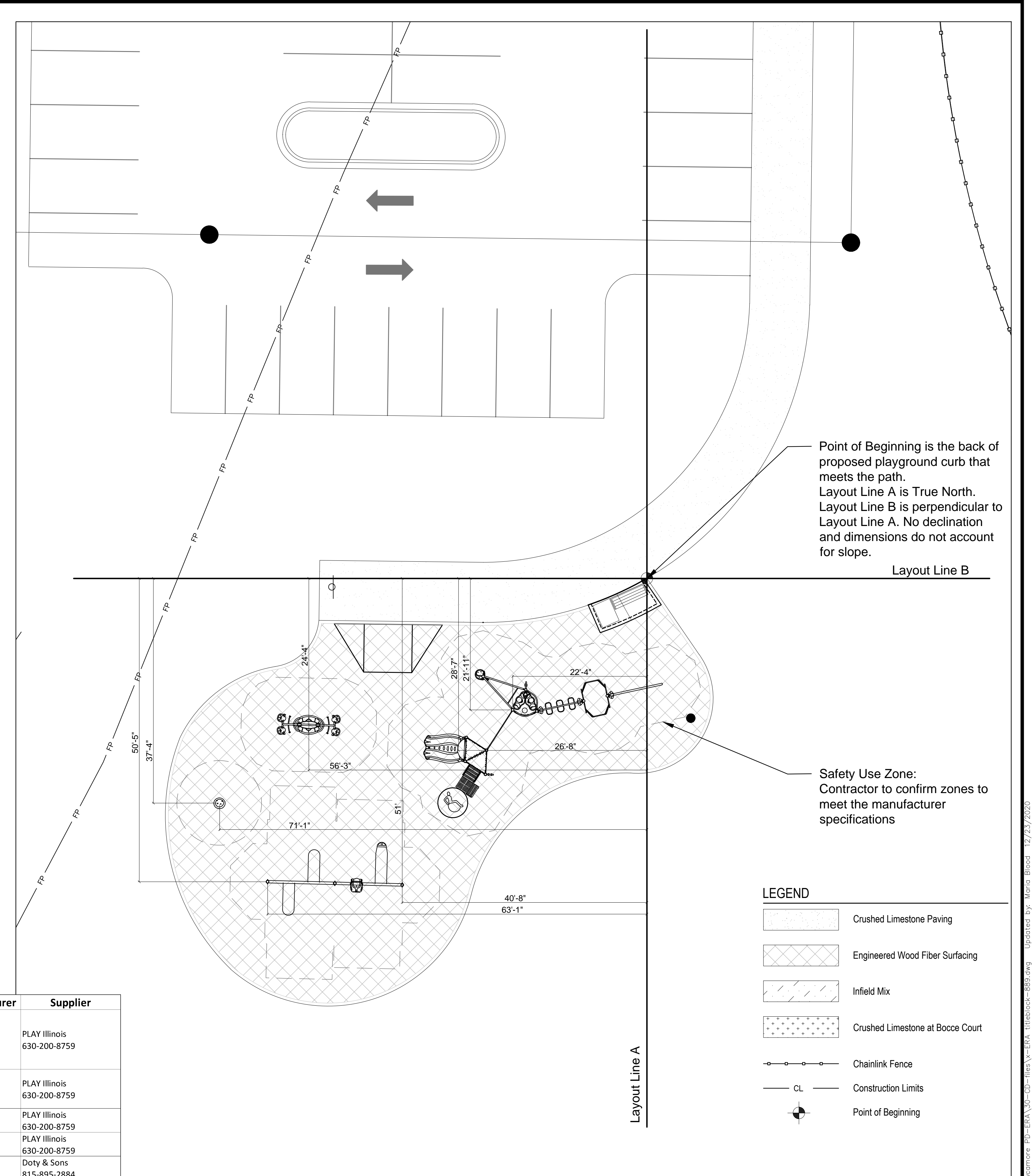
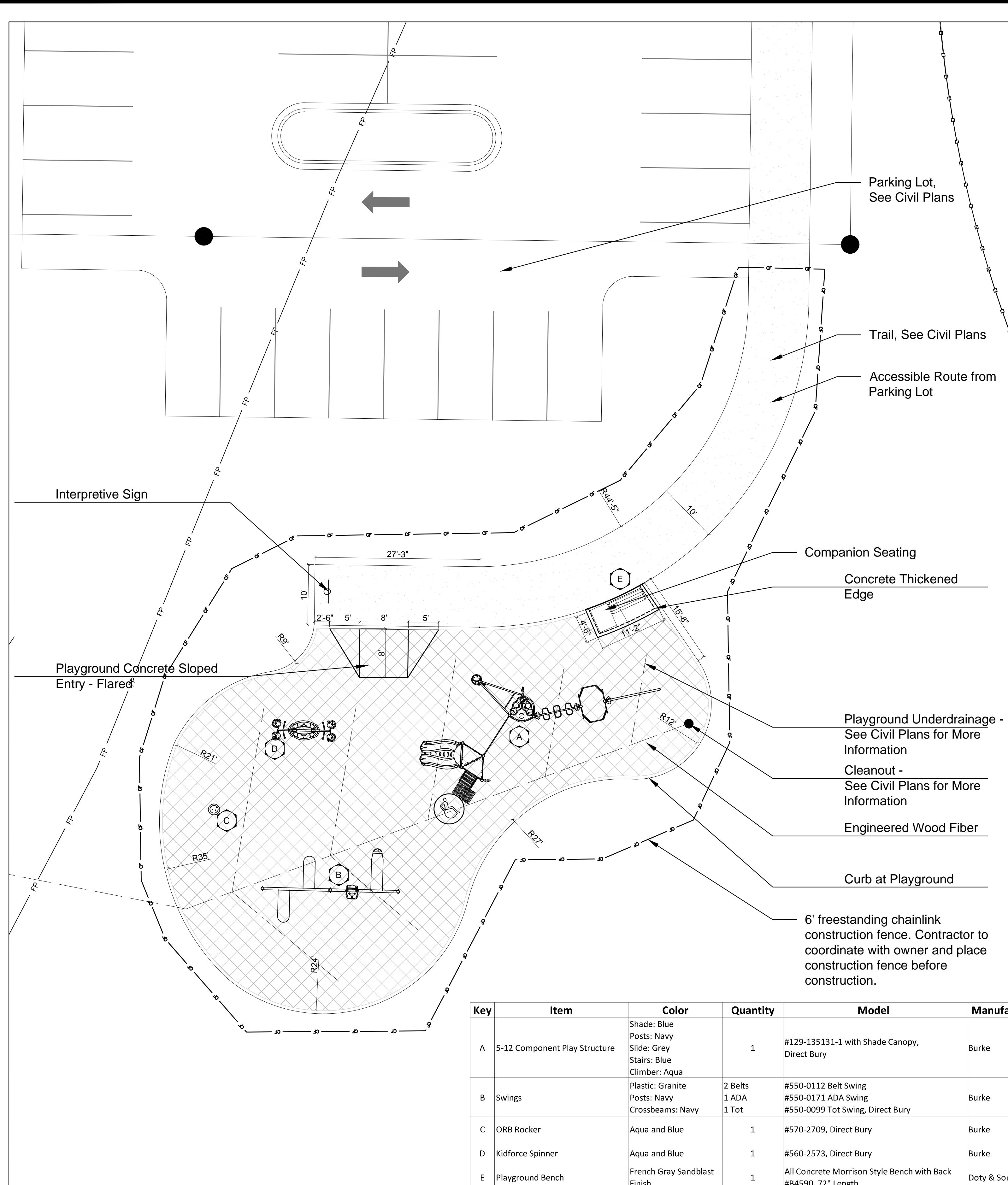
ABSENT: _____

Approved by me this
_____ day of _____, 2021.

President

Attest:

Secretary

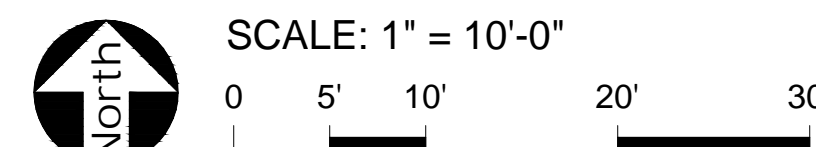


Key	Item	Color	Quantity	Model	Manufacturer	Supplier
A	5-12 Component Play Structure	Shade: Blue Posts: Navy Slide: Grey Stairs: Blue Climber: Aqua	1	#129-135131-1 with Shade Canopy, Direct Bury	Burke	PLAY Illinois 630-200-8759
B	Swings	Plastic: Granite Posts: Navy Crossbeams: Navy	2 Belts 1 ADA 1 Tot	#550-0112 Belt Swing #550-0171 ADA Swing #550-0099 Tot Swing, Direct Bury	Burke	PLAY Illinois 630-200-8759
C	ORB Rocker	Aqua and Blue	1	#570-2709, Direct Bury	Burke	PLAY Illinois 630-200-8759
D	Kidforce Spinner	Aqua and Blue	1	#560-2573, Direct Bury	Burke	PLAY Illinois 630-200-8759
E	Playground Bench	French Gray Sandblast Finish	1	All Concrete Morrison Style Bench with Back #B4590, 72" Length	Doty & Sons	Doty & Sons 815-895-2884

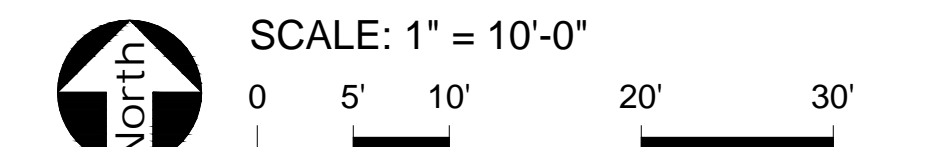
LEGEND

- Crushed Limestone Paving
- Engineered Wood Fiber Surfacing
- Infield Mix
- Crushed Limestone at Bocce Court
- Chainlink Fence
- CL Construction Limits
- Point of Beginning

Layout Plan Enlargement - Playground



Dimension Plan Enlargement - Playground Equipment



DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

DRAWN BY: A.J.
CHECKED BY: N.M.
APPROVED BY: A.K.

ENGINEERING RESOURCE ASSOCIATES, INC.
CONSULTING ENGINEERS, SCIENTISTS & SURVEYORS
35701 WEST AVENUE, SUITE 150
WARRENVILLE, ILLINOIS 60555
PHONE (630) 393-3060
FAX (630) 393-2152

uplandDesign ltd
Landscape Architecture & Park Planning
1250 W 18th St, Chicago, Illinois 60608
24042 Lockport St, Plainfield, Illinois 60544
815-254-0091 www.uplandDesign.com
IL License 060-007797

SYCAMORE PARK DISTRICT
MEMORIAL PARK DEVELOPMENT
SYCAMORE, ILLINOIS

TITLE:
Layout Plan Enlargement - Playground

SCALE:
DATE: January 15, 2021
JOB NO: 150711.FD
SHEET 33 OF

INFORMATION
MINIMUM FALL ZONE
SURFACED WITH
RESILIENT MATERIAL
AREA

2258 SQ.FT.

PERIMETER

398 FT.

STRUCTURE SIZE

59' 5" x 89' 5"

STRUCTURE IS DESIGNED
FOR CHILDREN AGES:

- 6-23 MONTH OLDS
- 2-5 YEAR OLDS
- 5-12 YEAR OLDS
- 13 + YEAR OLDS



Registered
to ISO 9001



Registered
to ISO 14001

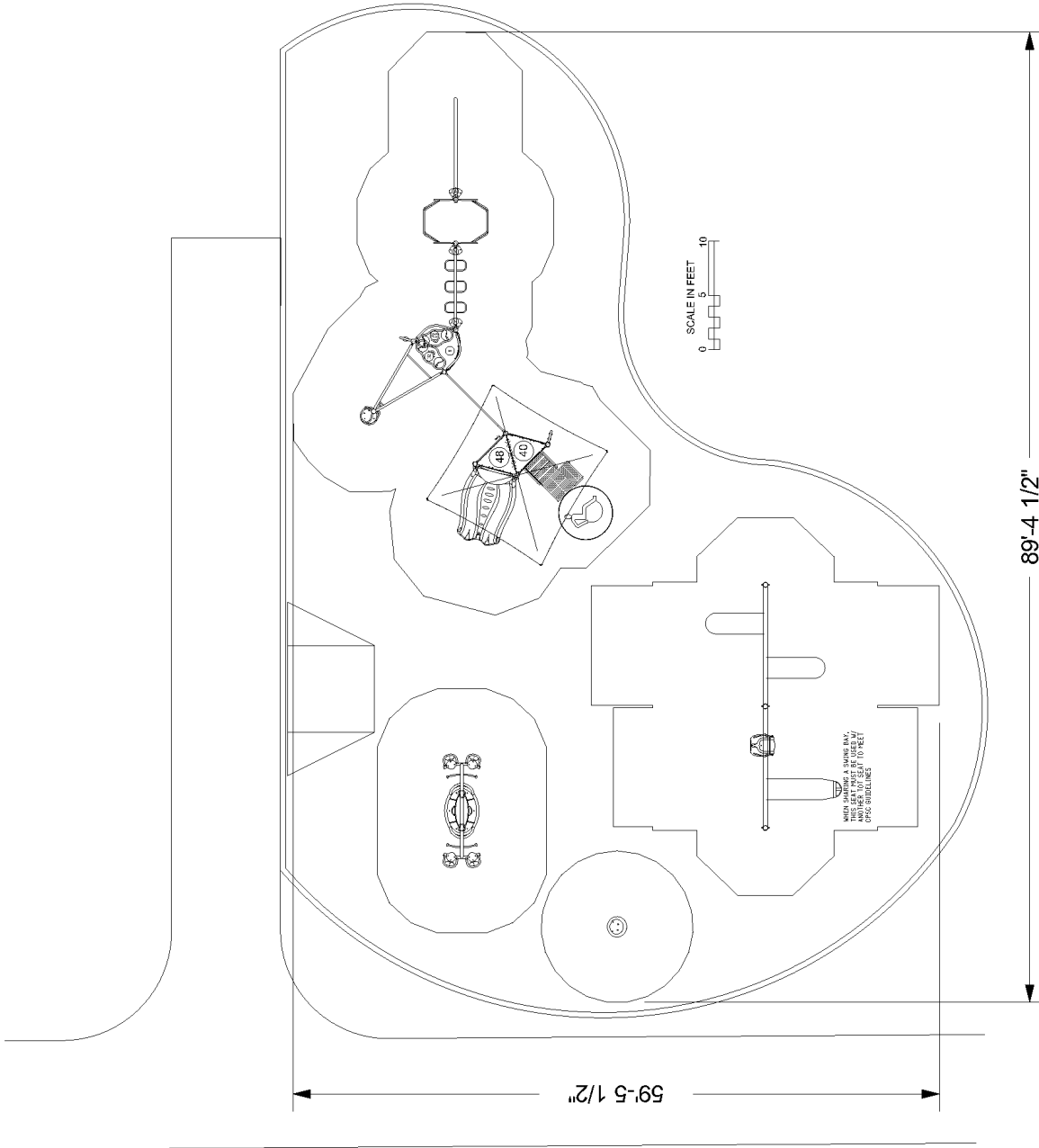


To verify product certification,
visit www.ipema.org

The play components identified
in this plan are IPEMA
certified. The use and layout of
these components conform to the
requirements of ASTM F1487.
To verify product certification,
visit www.ipema.org

The space requirements shown
here are to ASTM standards.
Requirements for other standards
may be different.

The use and layout of play
components identified in this plan
conform to the CPSC guidelines.
U.S. CPSC recommends the
separation of age groups in
playground layouts.



WARNING!

ACCESSIBLE SAFETY SURFACING MATERIAL IS REQUIRED BENEATH
AND AROUND THIS EQUIPMENT.
FOR SLIDE FALL ZONE SURFACING AREA SEE CPSC's Handbook for
Public Playground Safety.
PLATFORM HEIGHTS ARE IN INCHES ABOVE RESILIENT MATERIAL.

ADA ACCESSIBILITY GUIDELINE (ADAAG CONFORMANCE)

NUMBER OF PLAY EVENTS:	19	RECD:	0
NUMBER OF ELEVATED PLAY EVENTS:	3	RECD:	0
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP:	PROVIDED: 0	RECD:	3
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY TRANSFER SYSTEM:	PROVIDED: 3	RECD:	2
NUMBER OF ELEVATED PLAY EVENTS ACCESSIBLE BY RAMP OR TRANSFER SYSTEM:	PROVIDED: 16	RECD:	1
NUMBER OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 9	RECD:	1
NUMBER OF TYPES OF GROUND LEVEL PLAY EVENTS:	PROVIDED: 9	RECD:	1



January 15, 2021

SERIES: Basics, Intensity, Nucleus

Memorial Park

Play Illinois, LLC

SITE PLAN

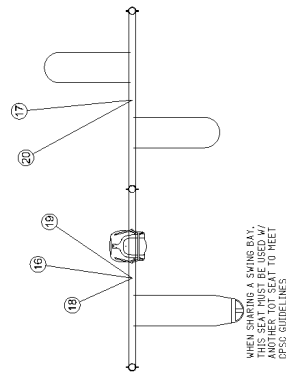
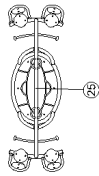
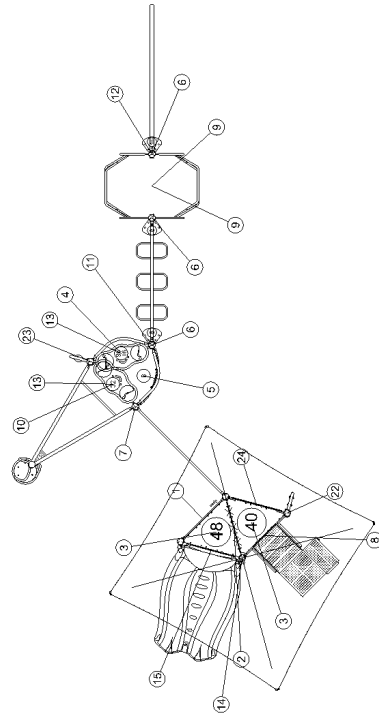
325 S Main Street

129-135131-1

DRAWN BY: Tyler Hess

Sycamore, IL 60178

ITEM	COMP.	DESCRIPTION
1	270-0001	OFFSET ENCLOSURE
2	270-0050	8" CLOSURE PLATE
3	270-0129	TRIANGLE PLATFORM
4	370-0001	AGILITY ARC
5	370-0026	LIMBER LADDER ROPE CLIMBER
6	370-0027	LAUNCH PAD
7	370-0033	ODYSSEY POST LINK DOUBLE
8	370-0719	TRANSFER STATION, HANDRAIL
9	370-0763	ODYSSEY DECK LINK
10	370-1581	SPINNER, FIERCE CYCLONE
11	370-1610	ATHLETIC ARCH OH
12	370-1612	APEX ELLIPSE CLIMBER
13	470-0101	DYNAMIC PAD
14	470-0674	SINGLE POST SHADEPLAY 12' X
15	470-0755	LUGE SLIDE, 48"-56"
16	550-0099	TOT SEAT, 7' & 8' SINGLE, STD C
17	550-0112	BELT SEAT, 8' PAIR, STD CHAIN
18	550-0171	FREEDOM SWING SEAT, 8' BEAN
19	550-0201	SINGLE POST SWING ASSEMBLY
20	550-0202	SINGLE POST SWING ADD-ON 5'
21	560-2573	KIDFORCE SPINNER
22	570-0717	RAINDROPS ACTIVITY PANEL
23	570-0719	BUBBLE MIRROR ACTIVITY PANEL
24	570-0811	BRAILLE PANEL
25	570-2709	ORB ROCKER



SERIES: Basics, Intensity, Nucleus
 COMPONENT PLAN
 DRAWN BY: Tyler Hess

Memorial Park
 325 S Main Street
 Sycamore, IL 60178

January 15, 2021

Play Illinois, LLC
 129-135131-1



COLOR KEY

- NAVY
- AQUA
- BLUE
- GRANITE
- BLUE/WHITE



APEX ELLIPSE



FREEDOM SWING



ODYSSEY POST LINK



ATHLETIC ARCH



FIERCE CYCLONE



LUGE SLIDE



ORB ROCKER

Ken Nelson Construction, Inc.
23737 E. County Line Road
Maple Park, IL 60151
(815) 757-6144
kenkate15@aol.com

February 3, 2021

Jonelle Bailey, CPRP
Executive Director
Sycamore Park District
480 S. Airport Road
Sycamore, IL 60178

RE: Property on the corner of Brickville & Freed Road

Thank you for taking the time to meet with me last month. As discussed, Meadow Ridge, LLC has a six-acre property located on the corner of Brickville and Freed Road. We are proposing five single family lots at approximately ½ acre each; with the rest of the land, about 2 ½ acres, as an opportunity for the Sycamore Park District. This would include about 40,000 square feet of wetlands and 800 lineal feet of new path with a wetland overlook. Attached are prints with further details.

As we look for opportunities to provide safe social-distancing influences within our community the proposed concept creates many opportunities. Some of the natural resource benefits of wetlands are increased water quality, flood storage, habitat for wildlife, a natural buffer and slowing water to the rivers at times of excessive rain-fall. In addition, the proposal creates a very Covid friendly space as wetlands within town, for instance people could enjoy the different birds and wildlife as they walk the path to the overlook; the path would provide a link to other paths within the city.

Please let me know your thoughts regarding the proposed concept. I would enjoy discussing this at your next meeting.

Sincerely,

Ken Nelson
Ken Nelson Construction, Inc.

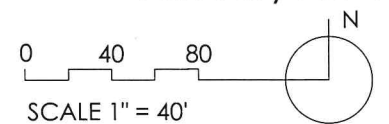
Site Plan

PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, SYCAMORE TOWNSHIP, DEKALB COUNTY, ILLINOIS.



DRAFT

January 2021



Cost/Benefit Analysis of Additional Educational Bioswale

Site Details

Location: Freed/Brickville Northwest side former Ag field

Site size: (Approx.) 2.5 ac

Presumed soil type: Wet clay loam

Presumed Seed mix: Bioswale/Rain garden OR Wet Mesic Prairie

Likely soil compaction from agricultural usage.

Preparations Required

Year 1

- Soil Surveillance

- Seed mix design

- Initial Signage

- Growing plugs in house

- Seed dispersal (winter)

Year 2

- Mechanical weed management

- Plug planting/Enclosures

- Overseeding of seeds (Collected in-house)

Years 3+

- Mechanical + Chemical weed management as necessary

- Removal of Enclosures

- Overseeding of problem areas

Educational Opportunities

Located near school: easy access.

Establishment/management of natural areas

Plant and Pollinators

Introduction to research such as bird surveys

Optional addition of projects for students (bird houses, insect habitat, etc.)

Wetland mitigation and flood absorption/ water quality

Interactive evolving education: “Watch the plants establish over the years.”

Looking for species establishment

Watching for pollinator usage

Signs displaying visuals from each year of management until established.

Additional benefits

Helps connect other educational areas (Larry Steczo + Middle School Prairie)

Additional walking path between Larson + Merry Oaks

Increased educational presence from Park District in community + school system.

Takes 3-5 years to establish dominant plant community; area is fairly concealed and will not look negative aesthetically as it establishes.

Small size allows excess management + seed to increase dominant native plant community.

Wetland delineation + soil types determined by Nicholas: no additional cost.

Possible ENCAP involvement for reduced seed prices for signage representation

Possible management cost reduction through volunteers/stewards/student/teacher management

Costs

Seed mix (Assumed maximum): \$3,390.

Annual Management costs (labor): 20-30 hours of hourly rate for management after year 1

Year one Management costs (labor): 40-50 hours

Possible Grants

*grants subject to change over years in amount and availability

Educational/outdoor education

Elementary education + natural learning

Pollinator garden

Green spaces

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: February 23, 2021

STAFF RECOMMENDATION

AGENDA ITEM: EXECUTIVE SUMMARY: First Review and Discussion Only

BACKGROUND INFORMATION: It is important that key staff and all Board members have at their access a resource that can answer most of the broad policy and budget issues facing the Sycamore Park District. This resource allows the staff and board to have a “go-to” source of information. This 1st draft of the Executive Summary will not have the budget in it, but it will be in the final review in March. You are have already seen and approved the budget though. This 1st draft will have the most recent update to the Action 2020.

To provide this resource—one that could also be on our website—the **Executive Summary** will be created in February/March of each year for first review by the board, and approved in March/April if need be. It puts in place all the guiding information, and key budget information for the coming year. This Executive Summary will contain:

Background

Mission Statement
Commissioner Contact Information
Executive Director Contact Information
Board Meeting Dates
Brief History
Holiday Schedule
Organizational Chart
Full Time Staff
FT/PT Pay Schedules

Financial Analysis

Major Fund Comparison of Operating Budget 2020 vs 2021
Appropriation Comparison 2020 vs 2021
Comparison of Tax Levy 2020 vs 2021
Historical Comparison of EAV and Tax Rate
Bond Analysis
Historical Levy Rates of Various Taxing Bodies w/Pie Chart

Budget

FY2021 Operating Budget Summary

FY2021 Operating Budget Detail (Please note this will only be in the final copy)

Action 20/20

Action 20/20 as of February 2021

Program and Facility Use Stats

Golf Course Comparative Analysis

Program Participation Numbers

Aquatics Sales Analysis

Community Center Analysis (includes Pathway Fitness, Track, Open Gym)

Recreation Rental Analysis (includes Pavillions, Community Center and Clubhouse)

Major Fee Categories

Golf Course Fees

Program Fees

Aquatics Fees

Community Center Fees – (Includes Pathway Fitness, Track, Open Gym)

Recreation Rentals Fees – (Includes Pavillions, Community Center, and Clubhouse)

Significant Events from 2020

Parks and Facilities

Recreation (includes Aquatics)

Golf

Administration (includes Concessions)

FISCAL IMPACT: None.**STAFF RECOMMENDATION:** For review and discussion only at this point.**PREPARED BY:** Jeanette Freeman, Office Manager**EXECUTIVE DIRECTOR REVIEW/APPROVAL:****BOARD ACTION:**

In 2023 the Sycamore Park District will be celebrating 100 years of service to the community. We have a little less than two years to prepare for this momentous occasion.

For our 75th anniversary we produced a magazine that showcased the Park District's increased range of services to the community.

For our 90th anniversary we had the following:

- Bike Rally
- Ice Cream Social
- Fireworks & Fun
- Open House at the Golf Course Clubhouse
- Photo contest

For our 100th Anniversary we have the following tentative ideas:

- The district has already contacted (Dan worked w/Michelle) the History Museum to help pull together some images and information on the history of the District and Sycamore. Photos and historical documents have already been shared with the museum. The thought is to have a book celebrating the District's influence on the community.
- Logo celebrating 100 years: launch for that will happen in December 2022.
- Focus on our new mission statement (when complete) and how that will help guide us for the next chapters in the park district.
- An anniversary activity each month celebrating different decades in recreation (i.e., cake walks, pie eating contests)
 - See Park District section for details.
- Fireworks and concert celebration
- Create a 100th anniversary cookbook with 100 recipes from residents.
- Host a 100-hour service marathon – providing 100 hours of service to the community.
- 100th Anniversary photo contest where the community votes.

Community

- City downtown streetlight banners, City window banner?
- Oral Histories of the Park District – Collect Photos to display in Community Center and have people add to it throughout the year.
- Forge brings back Sycamore Park beer or any “Park District” named – order a beer get a commemorative cup – not all year, one month?
- Present to a civic organization and share the important role the District has played in the community.
 - Host an afterhours event highlighting the District in the community.
- Collect school supplies to donate to the local school or for students in need (100 students or 100 supplies)
- Sponsor 100 meals for families in need.

Park District

- Video or video series (one with each brochure) – filming throughout 2022 to get all the seasons with a Jan 2023 release.
 - Video celebrating the accomplishments of the district by decade.
 - Interviews with staff, commissioners, and the community
 - Collect 100 short statements from community members on the value or importance of the District in their lives/city.
- Rebranding – website refresh, logo
- Map of Memorials with descriptions/stories
- Timeline: Click [here](https://www.chicagoparkdistrict.com/about-us/history-chicagos-park) for an example from the Chicago Park District
https://www.chicagoparkdistrict.com/about-us/history-chicagos-park
- Commemorative items:
 - T-shirts
 - Golf Items
 - Ornaments
 - Other swag
- Vehicle wraps on trailer.
- Plant 100 trees: in the next 5-year plan with community engagement
 - Or host a centennial tree planting w/commemorative marker.
- Large decal on Community Center window(s) (see image below)
- Rain activated designs on sidewalk at Legacy Campus.
- Sculpture at Golf Course

Events

- **100 years of Recreation – does not have to happen in this order...**
 - 20's Roaring 20s themed Golf Outing
 - 30's Dance Marathon, Kissing Marathon
 - 40's Jazz and Big Band music concert
 - 50's Sock Hop
 - 60's Board Games, Drive-in Movies,
 - 70's Yoga, Running, Health Food
 - 80's 80s theme sports (softball or basketball) 80's summer camp event for adults
 - 90's Jazzercise, sweating to the Oldies, Roller Blades
 - 00's Tae Bo, geo caching
 - 10's Current Trend – or looking to the future

Spring

- April 10 = 100th day of the year April 15 = 5th Anniversary of Community Center
- History of baseball in Sycamore – Vintage Baseball Game – partner with DCHC and Sycamore Youth Baseball and Softball

Summer

- “Resident Artists” – invite artists of all ages to paint/draw in the parks and submit their artwork for an art show at the Community Center.
- Moveable mural contest
- Tile decorative designs?

Fall

- Pumpkin Fest float

Winter

- Exercise through the decades – in the gym: Tae Bo, Jazzercise, Sweating to the Oldies



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2021

STAFF RECOMMENDATION

AGENDA ITEM: RENTAL POLICY UPDATES FOR YOUR INFORMATION

BACKGROUND INFORMATION:

The Community Center will soon complete three years of operation and rentals continue to be in demand. The Clubhouse will add its newly renovated room, River View Room in 2021, as another space for group rentals. This used to be the old administrative offices. The Park District has many other spaces and facilities that are offered as rental spaces for sport, social gathering, business gathering and events. This would include picnic shelters, aquatics areas, sport fields, classrooms, gyms, clubhouse, maintenance facility, parking lots.

In 2020, the COVID year brought new rental groups to our facility as we were able to stay open and follow the CDC and IDPH guidelines. With this, staff identified opportunities to review, align, and re-develop user group classifications and customer service points that may not have been considered previously.

STAFF RECOMMENDATION

Rental Fee Definition by User Group:

- Fee Charged for the following:
 - Resident/Non-Profit: In District Individuals, Organizations, Businesses, Non-profit Organizations, Service Clubs, Churches. Non-profit groups must provide copy of 501c3 to receive non-profit rate.
 - Non-Resident/Commercial: Out of District Individuals, Organizations, Businesses.
 - For-Profit Group: Girls On The Run, Private Fitness Clubs, Healthy Kids Running.
- No Fee Charged for the following:
 - Sycamore Partners Groups: Sycamore City, Chamber, Library, KSRA, Club 55, School Dist., Sport Affiliates Groups, MOU partners.
 - Groups will not pay additional fees to utilize approved spaces when:
 - Group size is under 50 people.
 - No food or beverage is requested.
 - No additional staff is needed.
 - Additional services are not needed or requested.
 - No additional set-up or take down is required.

- Is within the current rental hours of the facility/location.
- Is clearly stated within the MOU.

Special Events/Groups

Regular rental rates apply based on user group category. Special consideration will be given to “partners” on a case-by-case basis. A lessor fee of 20% or exchange of services may be negotiated. Any adjustment in contract and/or rates must be approved by the Director and management team and then will be applied to the final contract. An MOU will also be created and approved by the Director and Management team.

Additional Rental Items:

Additional Items the Park District may rent out with additional fees:

Recreation Attendant, gym equipment kit, projector, podium, projector screen, tv, microphone & speaker, extra tables/chairs, table covers, easels, tableware.

FISCAL IMPACT: For Review

The River View Room, located in the clubhouse, will be rented at \$50/hour for residents and \$75/hour for non-residents. This is slightly more than the classrooms at the Community Center, which are rented at \$45/hr. for residents and \$68 non-residents. The River View Room can accommodate up to 48 people, can accept alcohol, has its own bathroom space, and can include banquet accommodations. The room can be set up lecture, theater, or banquet style.

We will now charge for the additional items added to a facility rental. This additional income will help with maintaining equipment and replacement items.

User Group classifications help the district establish fee structures.

PREPARED BY: Theresa Tevsh Superintendent of Recreation Services, and Melissa Dobberstein Recreation Specialist

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: For Information only, no action required.

SYCAMORE PARK DISTRICT

Board of Commissioners**Date of Board Meeting: February 23, 2021****STAFF RECOMMENDATION****AGENDA ITEM:**

North Grove Master Plan proposal from Upland Design

BACKGROUND INFORMATION:

North Gate or Plateau Park is on our list for development. We asked Upland to provide us with a quote for development so we a plan in our capital budget.

FISCAL IMPACT: \$18,250

STAFF RECOMMENDATION: I would recommend approval of this proposal for the 2022 Capital Budget. We do not have the wherewithal to move forward with this project in 2021.

PREPARED BY: Jonelle Bailey, Executive Director**EXECUTIVE DIRECTOR REVIEW/APPROVAL:****BOARD ACTION:**



February 12, 2021

Jonelle Bailey, MAOL, CPRP
Executive Director
Jeffery Donahoe
Superintendent of Parks & Facilities
Sycamore Park District
940 East State Street
Sycamore, IL 60178

RE: North Grove Park Master Plan

Dear Jonelle and Jeff,

We are excited to submit a proposal to assist the Sycamore Park District with development of a master plan for the future North Grove Park. We understand the Park District would like to get the community involved to guide the recreational amenities for this new park site. The scope enclosed provides a framework to garner public input and develop ideas for a new park that will meet the communities needs and create an exciting new park.

Our team will include Engineering Resource Associates to assist with review of detention, drainage and permitting. With over 20 years of successful park and recreation experience, our team has the knowledge and expertise to assist the District. Feel free to call if you have any questions or would like to see adjustments to the enclosed scope of services.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle A. Kelly".

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect
mkelly@uplandDesign.com

North Grove Park Master Plan Scope of Services

Sycamore Park District

Overview: The Sycamore Park District would like to undertake a master plan process for North Grove Park, a new park site created as part of neighborhood development. Public input will be an important part of the planning process. Potential project components include:

- Playground Options
- Multipurpose Open Lawn Space
- Community Picnic / Shade Shelter
- Seating Options
- Ninja / Fitness Course
- Courts-Games or Other Recreational Options
- Native Landscape Options
- Accessible Route and Activities to Connect

The project components can be adjusted as the planning process unfolds.

Phase I. Inventory & Site Analysis

Overview: To provide quality planning, a site analysis of existing conditions will be prepared. Items such as soil types, vegetation cover, drainage patterns, utility availability and adjacent land use will be observed. Input from Park District representatives will be included to develop a picture of recreational needs.

Kick Off Meeting: Gather Site Information and Recreational Needs

A meeting with Park District representatives to discuss the Park Planning Process will take place. The following items will be reviewed:

- Timeline and Presentation Dates
- Project Goals and Objectives
- Recreational Needs of Community
- Site Challenges and Opportunities
- Existing Park District Planning Documents

Survey & Base Data: Since the park site grading is complete, and lawn has been established, a topographic survey will be helpful in planning and future construction documents. Engineering Resource Associates will prepare a topographic survey including existing sidewalks, adjacent utilities, and topographic grades. Park District will provide any additional information for the site including as-built information or development agreements. No wetlands or floodplain exist on the site and no additional research for these will be completed.

Site Analysis: A site inventory and analysis will be prepared in written format and a site plan of existing conditions will be created.

Overview: With solid base information, the design process will be undertaken working toward a well thought out plan for moving the project from idea to detailed plan and costs.

Community Input Survey: Upland Design will create a community input survey for the project. Photos of potential elements will be included. The Park District will share the survey link with patrons as well as on social media sites. Upland will prepare a summary of the input.

Recreational Program: Based on input of the Park District staff and the initial community survey along with community documents, a preliminary program of recreational needs for the site will be compiled. This will be shared with the Park District for input and guidance before moving into concept planning.

Concept Design Planning: The design team will prepare two concept designs based on the recreational program. Each plan will be to scale and will be accompanied by sketches and/or photos of the project elements. Cost estimates will be prepared for each concept plan.

Review Meeting: A meeting will take place with the Park District to review the concept plans and cost estimates. Upland will then update the concepts, one or two, based on Park District input and add color for a public meeting. (1 meeting)

Open House Public Meeting # 1: The Park District will host a public meeting in an open house format. This can be at a Park District facility Upland Design will present the survey summary, recreation program and two concepts. A written survey along with comment cards will be provided for input. These can also be added to the Park District website if desired. (1 meeting)

Summary and Recommendations: Upland Design will prepare a summary of the public input and a recommendation of how to move from two concept plans to one preliminary concept plan. These will be emailed to the District for review and comment.

Preliminary Master Plan: Based on the input from the public meeting and discussion with Park District representatives, Upland Design will create a preliminary Master Plan including proposed amenities photos and sketches. The cost estimate will be updated as well.

Permit List: A list of expected municipal permits will be prepared. This will reflect local, county, state and federal permits as projected for the potential development projects.

Grants and Phasing Plan: Priorities of amenities as identified through the public meetings and discussed with staff will help guide the phasing plan. A proposed budget and phasing schedule will be prepared for staff review and a list of potential grant programs that could fit the project will be aligned with the phasing strategy.

Park District Review: The preliminary Master Plan, costs, permit list and grant list will be emailed to Park District staff. A phone/zoom discussion will take place and revisions will be made to the plans, costs and phasing plan. (1 phone/zoom meeting)

Second Public Meeting: The plan and images will be presented at the second public meeting. If weather allows, this could be scheduled outdoors at the park site. The plan can also be shared for inclusion on the Park District website. At the conclusion of the meeting, we will prepare a summary of input and recommendations to finalize the Master Plan with any changes. (1 meeting)

Master Plan Preparation: Based on the second public input and Park District direction, the design team will be finalized and rendered with photos and sketches representing amenities. The cost estimate will be updated. This plan will be submitted via email to the Park District for review. Once approved, final adjustments will be made, and the plan will be color rendered for presentation to the Park District Board by Park District staff.

Board of Commissioners Meeting: Upland Design will present the planning process, including a summary of community input, and the master plan at the board meeting. (1 meeting)

Final Master Plan: Based on input from the Board of Commissioners meeting, a recommendation list for the final plan will be prepared by Upland and emailed to the Park District for comment/input. Then, Upland will prepare a final master plan. This will be emailed to the Park District along with an updated cost estimate.

Professional Fees:

For the work described herein the following lump sum fee will be paid. This includes fees for both Upland Design Ltd and Engineering Resource Associates.

Survey	\$ 2,500
Professional Services	\$ 16,250
Total	\$18,250

If the Park District requests additional meetings, changes to the work or additional work, we can provide these services at our listed hourly rates or an agreed upon cost. No additional fee shall be charged without written agreement from the Park District.

Reimbursable Expenses:

Items beyond the professional fees will include postage, printing of drawings along with mileage reimbursement. These will be invoiced to the Park District at Upland Design’s direct cost without mark-up. Mileage reimbursement will be at current IRS rates.

Excluded Services:

The Firm and their design team will not be responsible for the following:
Wetland delineation, archeological services, surveys, construction documents, or permit document preparation as part of these services.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2021STAFF RECOMMENDATIONAGENDA ITEM:

Reston Ponds Park Master Plan proposal from Upland Design

BACKGROUND INFORMATION:

The Reston Ponds development has been a long-standing project. To facilitate movement with this project we asked Upland Design to assist with creating a master plan for development of the 12-acre section of the project. Upland Design will be working with ERA who will assist them with project planning and providing input on drainage and permitting.

FISCAL IMPACT: \$16,250

STAFF RECOMMENDATION: I would recommend approval of this proposal. In our conversations with the Developer of Reston Ponds we agreed to move forward with creating a plan and timeline for development, as they moved forward with grading and seeding the property. Regardless of when we officially have ownership of this property, we will have to have a master plan. This process will also show that community that the park district has not forgotten them and is working to creating the parks they have been requesting.

PREPARED BY: Jonelle Bailey, Executive DirectorEXECUTIVE DIRECTOR REVIEW/APPROVAL:BOARD ACTION:



February 12, 2021

Jonelle Bailey, MAOL, CPRP
Executive Director
Jeff Donahoe
Superintendent of Parks & Facilities
Sycamore Park District
940 East State Street,
Sycamore, IL 60178

RE: Reston Ponds Park Master Plan

Dear Jonelle and Jeff,

Enclosed is a scope of services for the development of a master plan and cost estimate for the new Reston Ponds Park. We understand the project has been an idea for many years and a solid development plan is needed by late Spring this year. The enclosed schedule allows for public input and engagement while still meeting the Park District's timeline with completion at the end of May, 2021. Engineering Resource Associates, Inc. who has reviewed the project grading in the past, will assist Upland Design with the project planning giving input on future drainage and permitting. Thank you for this wonderful opportunity and we look forward to a fun planning process.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Kelly".

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect mkelly@uplandDesign.com

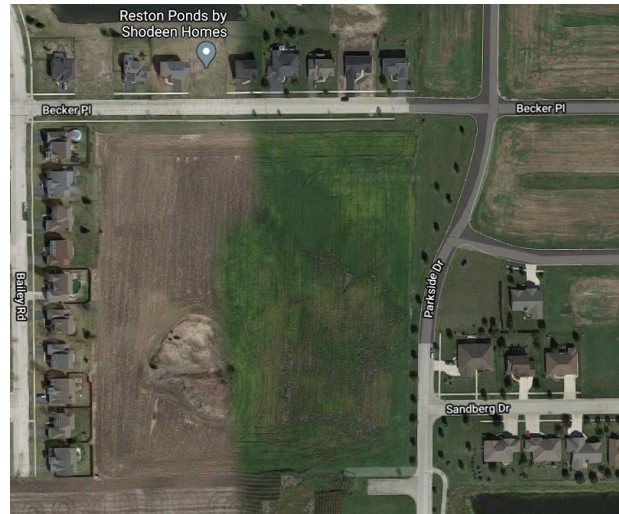
Reston Ponds Master Plan Sycamore Park District

SCOPE OF SERVICES

Overview: The Sycamore Park District has worked for many years to plan a new park site for the community in the Shodeen neighborhood Reston Ponds. As the park is coming close to realization, the Park District would like to undertake a master planning process that includes public input and engagement. Upland Design Ltd with assistance from Engineering Resource Associates will lead the planning process to create a master development plan and cost estimate. A phasing plan will be included. Potential project components include:

- Playground
- Basketball
- Tennis Courts
- Multipurpose Open Lawn Areas
- Community Shelter
- Seating/Site Furniture
- Trail Connections
- Parking Lot
- Trees and Landscape Plantings

Additional project components may be added adjusted as the planning process unfolds.



or

Phase I. Inventory & Site Analysis: February- March, 2021

Overview: To provide quality planning, a site analysis of existing conditions will be prepared. Items such as soil types, vegetation cover, drainage patterns, utility availability and adjacent land use will be observed. Input from Park District representatives will be included to develop a picture of recreational needs.

Kick Off Meeting: Gather Site Information and Recreational Needs

A meeting with Park District representatives to discuss the Park Planning Process will take place. The following items will be reviewed:

- Timeline and Presentation Dates
- Project Goals and Objectives
- Recreational Needs of Community
- Site Challenges and Opportunities
- Existing Park District Planning Documents

Base Data: The Park District has provided available base information for the site including proposed grading plan. Once the site grading and seeding is complete, a topographic survey will need to be completed prior to construction document development. At this time, the proposed final grading plan will be used along with aerial images to create a base in AutoCAD. No wetlands or floodplain exist on the site and no additional research for these will be completed.

Site Analysis: A site inventory and analysis will be prepared in written format and a site plan of existing conditions will be created.

Phase II. Master Plan: April-May, 2021

Overview: With solid base information, the design process will be undertaken working toward a well thought out plan for moving the project from idea to detailed plan and costs.

Community Input Survey: Upland Design will create a community input survey for the project. Photos of potential elements will be included. The Park District will share the survey link with patrons as well as on social media sites. Upland will prepare a summary of the input.

Recreational Program: Based on input of the Park District staff and the initial community survey along with community documents, a preliminary program of recreational needs for the site will be compiled. This will be shared with the Park District for input and guidance before moving into concept planning.

Concept Design Planning: The design team will prepare two concept designs based on the recreational program. Each plan will be to scale and will be accompanied by sketches and/or photos of the project elements. Cost estimates will be prepared for each concept plan.

Review Meeting: A meeting will take place with the Park District to review the concept plans and cost estimates. Upland will then update the concepts, one or two, based on Park District input and add color for a public meeting. (1 meeting)

Open House Public Meeting # 1: The Park District will host a public meeting in an open house format. This can be at a Park District facility Upland Design will present the survey summary, recreation program and two concepts. A written survey along with comment cards will be provided for input. These can also be added to the Park District website if desired. (1 meeting)

Summary and Recommendations: Upland Design will prepare a summary of the public input and a recommendation of how to move from two concept plans to one preliminary concept plan. These will be emailed to the District for review and comment.

Preliminary Master Plan: Based on the input from the public meeting and discussion with Park District representatives, Upland Design will create a preliminary Master Plan including proposed amenities photos and sketches. The cost estimate will be updated as well.

Permit List: A list of expected municipal permits will be prepared. This will reflect local, county, state and federal permits as projected for the potential development projects.

Grants and Phasing Plan: Priorities of amenities as identified through the public meetings and discussed with staff will help guide the phasing plan. A proposed budget and phasing schedule will be prepared for staff review and a list of potential grant programs that could fit the project will be aligned with the phasing strategy.

Park District Review: The preliminary Master Plan, costs, permit list and grant list will be emailed to Park District staff. A phone/zoom discussion will take place and revisions will be made to the plans, costs and phasing plan. (1 phone/zoom meeting)

Second Public Meeting: The plan and images will be presented at the second public meeting. If weather allows, this could be scheduled outdoors at the park site. The plan can also be shared for inclusion on the Park District website. At the conclusion of the meeting, we will prepare a summary of input and recommendations to finalize the Master Plan with any changes. (1 meeting)

Master Plan Preparation: Based on the second public input and Park District direction, the design team will finalized and rendered with photos and sketches representing amenities. The cost estimate will be updated. This plan will be submitted via email to the Park District for review. Once approved, final adjustments will be made, and the plan will be color rendered for presentation to the Park District Board by Park District staff.

Board of Commissioners Meeting: Upland Design will present the planning process, including a summary of community input, and the master plan at the board meeting. (1 meeting)

Final Master Plan: Based on input from the Board of Commissioners meeting, a recommendation list for the final plan will be prepared by Upland and emailed to the Park District for comment/input. Then, Upland will prepare a final master plan. This will be emailed to the Park District along with an updated cost estimate.

Professional Fees:

For the work described herein the following lump sum fee will be paid. This includes fees for both Upland Design Ltd and Engineering Resource Associates.

Professional Services \$ 16,250

If the Park District requests additional meetings, changes to the work or additional work, we can provide these services at our listed hourly rates or an agreed upon cost. No additional fee shall be charged without written agreement from the Park District.

Reimbursable Expenses:

Items beyond the professional fees will include postage, printing of drawings along with mileage reimbursement. These will be invoiced to the Park District at Upland Design's direct cost without mark-up. Mileage reimbursement will be at current IRS rates.

Excluded Services:

The Firm and their design team will not be responsible for the following:

Wetland delineation, archeological services, surveys, construction documents, or permit document preparation as part of these services.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 23, 2021STAFF RECOMMENDATIONAGENDA ITEM:

Mark Heeter Farm Lease Agreement

BACKGROUND INFORMATION: Every three years we renew the farm lease with Heeter Farms, which needs to be approved by the board. This year due to the additional planting of seedlings on this property we are reducing the rental rate to accommodate for the reduction in mowed area.

FISCAL IMPACT: reduction in rent from \$200 to \$145 annually

STAFF RECOMMENDATION: I would recommend approval.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

LOCATION:

Eastern-most 19 acres +/- of the Southern-most arm of the Emil Cassier Park: Section 20 of the Sycamore Township E ½ SE ¼ T41N R5E

This **LICENSE AGREEMENT** ("License") made this **23 day of February, 2021** between the Sycamore Park District, an Illinois unit of local government, 480 Airport Road, Sycamore, IL 60178 ("Lessor") and Mark Heeter Farms, located at 7235 Cherry Valley Road, Kingston IL 60145 ("Lessee")(collectively, the "Parties"), 815/757-2693.

WITNESSETH:

WHEREAS, the lessor is the owner of certain lands situated in the City of Sycamore, County of DeKalb, in the State of Illinois commonly known as Emil Cassier Park; Community Park Land (the "Licensed Premises"). The Licensed Premises are legally displayed in Exhibit A attached hereto and incorporated herein by the reference. The Licensed Premises consist of approximately 19 acres +/-; and

WHEREAS Lessee desires to use the Licensed Premises for cutting, bailing, and harvesting field grasses at least 3 times a year between May 1 and October 31 and Lessor desires to allow Lessee to perform those activities on the Licensed Premises; and

WHEREAS Lessor and Lessee hereby agree that the Licensed Premises contain 19 acres +/- suitable for growing and harvesting fielding grasses; and

WHEREAS the Illinois Park District Code authorizes the Park District to lease real estate to a private individual or entity and collect rents there-from upon a finding that the real estate is not required for park and recreational purposes; and

WHEREAS, the Park District's Board of Park Commissioners has, prior to its adoption of this License, found and determined that the Licensed Premises are not required for park or recreational purposes during the term of this License.

NOW THEREFORE, in exchange for good and valuable consideration as set forth in this agreement, the receipt and sufficiency of which is hereby acknowledged and approved by the parties hereto, IT IS HEREBY AGREED AS FOLLOWS:

1. **INCORPORATION OF RECITALS:** all recitals set forth in the preamble above are fully incorporated in this License as if set forth in their entirety in this Section 1.
2. **LICENSE GRANTED:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the Licensed Premises for the term commencing on the **1st day of May 2021 at 12:00 pm** and ending on the day of **October 2023 at 12:00 pm**, subject to the terms and conditions of this License.
3. **RENT:** Lessee shall pay Lessor **one hundred and forty-five and 00/100 Dollars (\$145.00)** each year, payable no later than March 31, 2021 and again on March 31, 2022. Lessee shall also cut the grasses on the Licensed Premises in such frequency and in such manner as the Licensed Property shall not be in violation of the Ordinances of the City of Sycamore. Failure of the Lessee

to pay rent or to properly cut the grasses shall entitle the Lessor to immediately terminate this License and pursue all available legal and equitable remedies. Harvesting activities will cease on October 31, 2021 and 2022, respectively, unless otherwise specified by the Lessor.

4. **CONDITION AND UPKEEP OF PREMISES:** Lessee will keep the Licensed Premises in a neat, clean, and healthful condition during the term of this License at Lessee's expense, and upon the termination of this License, in any way, will yield up the Licensed Premises to Lessor in a condition as good or better than the condition upon inception of this license. The Lessee shall not dump or utilize any detrimental items on or in the soil, including leave, that will deter the Lessor from developing the Licensed Premises in a timely manner following the conclusion of the License. If the Lessee fails to return the Licensed Premises in an appropriate condition, Lessee may be subject to pay additional fees to the Lessor for any work required to properly amend the Licensed Premises.

5. **PERMITTED USE, IMPROVEMENTS, TENDANT'S RIGHTS UPON TERMINATION:** Lessee will be permitted to use the Licensed Premises only for harvesting the grasses growing on the Licensed Premises up to three times in any calendar year. Lessee will not sublet the licensed premises or any part thereof to any other person or entity and will not sublet the Licensed Premises or any part thereof, no assign this License without first obtaining the written consent of the Lessor, which consent shall be at the sole and absolute discretion of the Lessor. Lessee will not permit any transfer by operation of law of any interest in the Licensed Premises acquired through this License and will not permit the Licensed Premises to be used for any unlawful purpose. Lessee shall not have the right to improve he Licensed Premises without the prior express written approval of the Park District Board of Park commissioners, including without limitation, grading, landscaping and drainage, and the installation of storage facilities. Lessee shall have the right to remove the grasses through traditional, approved methods of the harvest. Lessee agrees to treat the land in a good and husband-like manner, utilizing conservation methods. Lessee shall not apply chemicals. Lessee shall indemnify, defend, save, and hold the lessor harmless from and against all claims arising from Lessee's use of the licensed Premises during the term of this License of thereafter, including but not limited to, claims from personal injury, death, property damage resulting from the use or storage or release in any form of chemicals on the Licensed Premises.

6. **LESSEE'S USE OF THE PREMISES:** The Lessee agrees to take good care of said Licensed Premises, not to alter or change the physical landscape of the property, and to farm and to maintain improvements in a careful and prudent manner.
 - A. **Activities required:**
 1. To prevent noxious weeds from going to seed on said Leased Premises and to destroy the same and keep the weeds and grass cut.
 2. To keep any open ditches, tile drains, tile outlets, grass waterways and terraces in good repair.
 3. To preserve established watercourses or ditches and to refrain from any operation that will injure them or in any way interfere with the development of the leased Premises by the Lessor.

4. To prevent all unnecessary waste, or loss or damage to the property of the Lessor.
5. To comply with pollution control and environmental protection requirements as required by local, state, and federal agencies, as well as to implement soil erosion control practices to comply with the soil loss standards mandated by local, state, and federal agencies.
6. To allow the **western-most 40 feet** of the area that has been cut up to the time of this License agreement, to be planted with oak saplings and/or acorns, and no longer cut or run equipment in that area.

B. Activities restricted. The Lessee further agrees, unless written consent of the lessor has been obtained:

1. Not to assign this lease to any person or persons or sublet any part of the premises herein leased.
 2. Not erect or permit to be erected any structure or building to incur any expense to the Lessor for such purposes.
 3. Not to allow any stock.
 4. Not to burn any grasses.
 5. Not to erect or permit to be erected any commercial advertising signs on Leased Premises.
 6. Not to enter into any agreement, contract, or other farming or business arrangement that alters rights in the lessor's security interest, right of entry, default, or possession.
 7. Not to permit, encourage, or invite other persons to use any part or all this property for hunting or any other purpose or activity not directly related to its use for agricultural production.
 8. Not to use chemical fertilizers or herbicides of any kind.
7. LESSOR'S RIGHT TO ACCESS THE LICENSED PREMISES: Lessor reserves the right to enter upon the Licensed Premises to inspect, make improvements thereon, and for all lawful purposes arising from the ownership of the Licensed Premises.
8. TERMINATION: Lessor may terminate this License at any time for by giving thirty (30) days' notice in writing to that effect to the Lessee.
9. INSURANCE: The Lessee shall maintain ONE MILLION DOLLARS (**\$1,000,000.00**) of comprehensive general liability insurance on the subject farm with an insurance company acceptable to the Lessor naming the Sycamore Park District, its Commissioners, officers, employees, agents and assigns as additional insureds, on or before entering the Licensed Premises. Failure to obtain the insurance and to submit proof to the Lessor by **April 30, 2021** shall entitle the Lessor to terminate the License immediately without notice or legal process. All contractors hired by Lessee for any purpose, including the application of soil amendments, shall obtain the same insurance coverage required of Lessee under this License and shall provide "proof" of said insurance in a form acceptable to the Lessor.

10. INDEMNIFICATION: The Lessee acknowledges that he enters upon into this agreement with full knowledge of the condition of the property, and that they assume sole responsibility for any loss of life or injury that may be sustained; any injury to any person or property except to the extent attributable to the negligence of a party indemnified hereunder; all claims, costs, damages, or expenses arising out of any failure of Lessee to comply with and perform all requirement hereof. Lessee agrees to indemnify save and hold harmless Lessor to all such liability, including but not limited to all claims, demands, suits or judgements, fees, and expenses, including attorney's fees, which may result from the Lessee's exercise of its rights herein. Lessee agrees to defend, protect, hold, save, and keep the Lessor, its Commissioners, officers, employees, agents, volunteers and assigns forever harmless and indemnified from any penalty, damages or charges imposed for any violation of laws or ordinances.
11. NON-LIABILITY OF LESSOR: Lessor shall not be liable for any damage done or occasioned in, upon or about the Licensed Premises nor for any damages arising from acts or neglect or any owners or occupants of adjacent or contiguous property, except to the extent attributable to the reckless and/or willful/wanton acts of the Lessor and/or its employees. If Lessor fails to perform any obligations under the License, Lessee's sole remedy shall be to terminate this License.
12. HOLDING OVER: Lessee will, at the termination of this License by lapse of time or otherwise, yield up immediate possession to Lessor.
13. FIRE HAZARD: There shall not be allowed, kept, or used on the Licensed Premises any inflammable or explosive liquids or materials, including fireworks, without the Lessor's prior written approval.
14. DISCLAIMER: Lessee expressly acknowledges that Lessor makes no representation or warranties, express or implied, as to the adequacy, fitness, or condition of the Licensed Premises for the purposed set forth herein, or for any other purpose or use, express or implied, by the Lessee. ALL IMPLIED WARRANTIES OR QUALITY, FITNESS, MERCHANTABILITY AND HABITABILITY ARE HEREBY EXCLUDED. Lessee accepts use of the Licensed Premises and the improvements thereon, "AS-IS" and "WITH ALL FAULTS", Lessee acknowledges that it has inspected the Licensed Premises and has satisfied itself as to the adequacy, fitness, and condition thereof.
15. DEFAULT: In the event of breach or default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity to enforce its rights under this License, including the right to reimbursement for reasonable attorney's fees. Notwithstanding any provision herein to contrary, in the event the Lessor terminates this License to use the Licensed Premises for park district purposes, such Lessee's sole remedy shall be as set forth in section 8 of this License. In no event shall the Lessor be liable to Lessee for any consequential, incidental, special, and/or indirect damages or losses (in contract or tort), including but not limited or any lost revenues or savings in connection with this License and/or any breach and/or default by Lessee hereunder.

16. REAL ESTATE TAXES: Lessee acknowledges that the Licensed Premises are currently exempt (or a request for exemption filed by the Lessor with the appropriate county officials is pending) from all taxes, including, but not limited to, real estate taxes. The Parties intend that the Licensed Premise remain exempt from real estate and/or leasehold taxes, and that no such taxes should be assessed as result of the License granted hereunder. In the event, however that (a) this license or the rights granted under this License, (b) any sub-License agreement or other grant of use or assignment by Lessee, and/or (c) the use and /or operations of Lessee or any of its sub-lessees and/or assignees results in a full or partial loss of such real estate tax exemption, or in the assessment of real estate taxes and/or a tax on any lease hold and/or sub-leasehold interest, then Lessee agrees to pay Lessor the amount of nay such tax, but reserves the right to appeal such assessment, prior to the due date therefore for each tax year this License remains in effect, including any and all extensions and/or renewals thereof. **Lessee shall have the right to terminate this License upon thirty (30) days prior written notice** in the event of a full or partial loss of the real estate tax exemption for the reasons set for in subparagraph (a) of this section; however, Lessee shall remain liable for any such taxes notwithstanding such termination of this License.
17. USE OF PREMISES:
- a. Lessee specifically agrees not to use the Licensed premises, or any part thereof, for any unlawful and/or immoral purpose and/or business.
 - b. Lessee agrees not to maintain any nuisance on the Licensed Premises which shall be in any manner injurious to or endanger the health, safety, and comfort of any person on or in the vicinity of the License Premises.
 - c. Lessee agrees to keep the Licensed Premises in a clean, safe, and sanitary condition in accordance with all applicable local, state, and federal laws, ordinances, statutes, codes, and regulations.
 - d. Lessee agrees that to abide by all applicable, local, state, and federal laws, ordinances, statutes, codes, and regulations.
18. ACCESS: Nothing in this License shall restrict the access to the Licensed Premises by Lessor's employees, officers, officials, or agents.
19. SECURITY: Lessee assumes and exercises full responsibility for the security of the Licensed Premises during all activities of Lessee. Lessee shall provide security for the Licensed Premises in the manner and to the extent it deems necessary, at its expense, if access by the Lessor is assured and not unreasonably restricted according to the provisions contained herein. This paragraph is inserted solely for the benefit of the contracting Parties and is not intended to establish impose or acknowledge any duty to provide security as to the third parties.
20. SUPERVISION: During the term of this License and any renewal thereof, Lessee assume and exercises full responsibility for the supervision of its employees, guests, invitees, members, volunteers, agents and assigns for any activities and/or use of the Licensed Premises. The Parties agree that Lessor has no duty to supervise any person or activity in connection with the use of the Licensed Premises. This paragraph is inserted solely for the ben3efit for the contracting

Parties, and is not intended to establish, impose, or acknowledge any duty to supervise as to third parties.

21. **NOTICES: Every notice required or permitted under this License shall, unless otherwise specifically provided here in, be given in writing, and shall be sent by United States certified mail, return receipt requested**, addressed by the party sending the information to the addresses given above or to such other address either party may designate by a notice given to the other party. During any postal strike or similar interruption with the mail, personal delivery shall be substituted for certified mail. Such notices shall be deemed duly given and served three (3) days after mailing as provided herein.
22. **AGREEMENT FOR BENEFIT OF PARTIES ONLY:** This License is entered into solely for the benefit of the contracting Parties, and nothing in this License is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity which is not a party to this License, or to acknowledge, establish or impose any legal duty to any third party. No provision, obligation, term and/or condition herein shall be construed or interpreted in any way as a waiver, express or implied, or any common law and/or statutory privileges and/or immunities of Lessor and/or Lessee, as to any claim, cause and/or cause of action of any kind or nature whatsoever by any person or entity not a party to this License.
23. **MISCELLANEOUS:**
 - a. Wherever in this instrument masculine pronouns are used, or words indicating the singular number appear, such words shall be construed as if feminine or neuter pronouns or words indicating the plural number had been used, where the context indicates the propriety of such use.
 - b. This License and all covenants and agreements herein contained shall be binding upon, apply, and inure to their respective heirs, successors, assigns and legal representatives of all parties to this License.
 - c. Where in this instrument rights are given to either Lessor or Lessee, such rights shall extend to the agents, employees, or representatives of such persons.
 - d. The Parties agree that no change or modification to this License, or any exhibits or attachments hereto, shall be of any force or effect unless such amendment is dated, reduced to writing, executed by both parties, and attached to and made a part of this License.
 - e. This License shall be construed, governed, and enforced according to the laws of the State of Illinois and any action to enforce this License may be brought in the Circuit Court of DeKalb County, IL.
 - f. If any clause, phrase, provision or portion of this License or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this License, nor shall it affect the application of any other clause, phrase, provision, or portion hereof to other persons or circumstances.
24. **SPECIAL PROVISIONS:** Lessor will provide required copies of land deeds and execute paperwork as reasonably required to provide Lessee to participate in government farm programs.

Agreed by and between the Parties as the date first written above.

LESSOR:

Sycamore Park District

LESSEE:

Mark Heeter Farms

By: _____

By: _____

Please Print Name: _____

Please Print Name: _____

Title: President _____

Title: _____

ATTEST:

NOTARY:

By: _____

By: _____

Please Print Name: _____

Please Print Name: _____

Title: Secretary _____

Title: _____