



# Sycamore

PARK DISTRICT

Established 1923

Sycamore Park District

Regular Board Meeting

May 25, 2021

6:00 PM

Sycamore Golf Club, A Facility of the Sycamore Park District

Riverview Room

940 E. State Street, Sycamore, IL

## AGENDA

### 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)

### 3. Accept Election Canvas Results from DeKalb County Clerk

Swearing in Commissioners Strack and Ackmann

### 6. Annual Meeting:

- Nominations for President
- Elect President
- Nominations for Vice President
- Elect Vice President
- Appoint
  - Secretary
  - Treasurer
  - Legal services
  - Audit services
  - IAPD legislative contact
  - Freedom of Information Officers
  - Open meeting Act official
  - ADA coordinator
  - Plan Commission representative

### APPROVAL OF MINUTES: (Voice Vote)

7. Regular Minutes: April 27, 2021 (Voice Vote)

13. Study Session Minutes: April 13, 2021 (Voice Vote)

Executive Session Minutes: April 27, 2021 (Roll Call Vote)

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

480 S. Airport Road • Sycamore, IL 60178 • 815-895-3365 • [sycamoreparkdistrict.com](http://sycamoreparkdistrict.com)

Sycamore Park District is an equal opportunity provider and employer.

**AGENDA**

May 25, 2021 6:00 PM

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**APPROVAL OF MONTHLY CLAIMS:**

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

**CONSENT AGENDA:**

34. Superintendent of Finance Monthly Report
36. Budget Report
50. Superintendent of Recreation Monthly Report
58. Superintendent of Golf Operations Monthly Report
61. Superintendent of Parks and Facilities Monthly Report
64. Executive Director Monthly Report

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

66. Community Pool update: Jeff/Rec Staff
  - Status of repairs
  - Staffing & training status
69. Construction Updates: Reston, Founders, GWT
  - MMNH update – no documents

**NEW BUSINESS:**

70. Presentation of Audit
77. Memorial Park OSLAD Development: award Bid

**➤ Special Announcements**

**Potential Study Session June 8 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.



**Board of Commissioners**

**Date of Board Meeting: May 25, 2021**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

April 6, 2021 Election Results

**BACKGROUND INFORMATION:**

Each position on our board is comprised of a four-year term. At the end of each term or if a commissioner retires that position opens to the public to be voted upon. This election year we had two positions that were voted upon, each position ran uncontended.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:** It is the staff recommendation that the board approve the election results accepting Ted Strack and Denise Ackmann as Commissioners for the Sycamore Park District Board.

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



### ABSTRACT OF VOTES

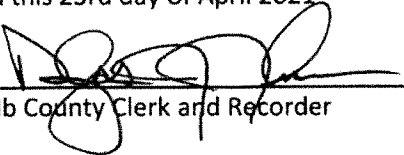
I, Douglas J. Johnson, DeKalb County Clerk and Recorder , do hereby certify that on **April 23, 2021**, I canvassed the returns of the Consolidated Election held on **April 6, 2021**, and do proclaim that a total of 1,057 voters requested and received ballots and I do further certify that the following list of candidates each received the number of votes recorded for him/her for the office listed below.

#### SYCAMORE PARK DISTRICT

Park Commissioner	4 Yr. Term-Vote for 2
<b>Ted Strack*</b>	<b>Denise Ackmann*</b>
<b>791</b>	<b>743</b>

I further certify that the above is a true and complete ABSTRACT OF VOTES

Dated this 23rd day of April 2021

  
 \_\_\_\_\_  
 DeKalb County Clerk and Recorder

JURISDICTIONAL CANVASS  
 RUN DATE:04/19/21 04:12 PM

DEKALB COUNTY ILLINOIS  
 APRIL 6, 2021 CONSOLIDATED

OFFICIAL RESULTS  
 REPORT-EL86 PAGE 059

VOTES PERCENT

VOTES PERCENT

01 = BALLOTS CAST

1,057

PARK COMMISSIONER SYCAMORE PARK DISTRICT

VOTE FOR 2

02 = Ted Strack  
 03 = Denise Ackmann  
 04 = OVER VOTES  
 05 = UNDER VOTES

791 51.56  
 743 48.44  
 0  
 580

	01	02	03	04	05
0004 CORTLAND 02	139	110	110	0	58
0005 CORTLAND 03	71	57	51	0	34
0006 CORTLAND 04	52	36	30	0	38
0007 CORTLAND 05	18	14	16	0	6
0010 CORTLAND 08	84	62	55	0	51
0017 DEKALB 07	40	29	24	0	27
0041 MAYFIELD 01	0	0	0	0	0
0054 SYCAMORE 01	70	56	49	0	35
0055 SYCAMORE 02	74	58	52	0	38
0056 SYCAMORE 03	16	15	12	0	5
0057 SYCAMORE 04	48	36	36	0	24
0058 SYCAMORE 05	63	40	35	0	51
0059 SYCAMORE 06	103	78	71	0	57
0060 SYCAMORE 07	45	28	33	0	29
0061 SYCAMORE 08	38	30	29	0	17
0062 SYCAMORE 09	70	51	54	0	35
0063 SYCAMORE 10	74	52	45	0	51
0064 SYCAMORE 11	52	39	41	0	24



**Board of Commissioners**

**Date of Board Meeting: May 25, 2021**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Annual Board Meeting & Election of Officers

**BACKGROUND INFORMATION:**

Each May the Annual Board of Commissioners meeting is held to determine positions, Services, and the Illinois Association of Park Districts Legislative Contact.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:** It is my recommendation that we maintain the following organizations for the various services:

Audit Services: Lauterback & Amen, LLP

Legal Services: Ancel Glink

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, April 27, 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 6:02 p.m. on Tuesday, April 27, 2021.

Will the recording secretary please call the roll.

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

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

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

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

**Guests:**

Ken Nelson  
Steve Braser

**Motion**

Commissioner Schulz moved to amend the Agenda to move Agenda Item #101 Ken Nelson Subdivision to the beginning of the meeting and go into Executive Session. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:04 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Graves.

**Roll Call**

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

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 April 27, 2021  
**P 2**

The Board convened to Executive Session at 6:05 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present along with Director Bailey, Ken Nelson, and Recording Secretary Jeanette Freeman.

**Motion**

The Board adjourned the Executive Session at 6:20 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Doty.

**Voice Vote**

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

The Board reconvened to Regular Session at 6:20 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present.

**Regular and Consent Agenda Approval –**

**Motion**

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

**Voice Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Schulz moved to approve the March 23, 2021 Regular Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Strack moved to approve the March 23, 2021 Executive Session Meeting Minutes. Commissioner Schulz seconded the Motion.

**Roll Call**

President Kroeger 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 \$310,930.51. Commissioner Graves seconded the Motion.

**Roll Call**

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



Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday April 27, 2021  
**P 3**

**Correspondence –**

- Dog Park Thank You
- Adam Arnold Thank You
- Dodgeball Tournament Thank You

**Positive Feedback –**

- Supt. of Recreation Tevsh gave a thank you to our GA Brianna Kramer. She went over all of the events, projects, and work that she has helped with and taken care of during her time with us.
- Commissioner Doty noted that he has talked to a teacher at the Middle School who is the Department Chair of the Science Department. He had some really glowing things to say about Nicholas and his participation in the Science Olympiad. They were really impressed. They have worked with Nicholas on other things, so they have a good relationship with Nicholas. They wanted to say again how impressed they are with Nicholas.
- Commissioner Schulz also noted that she has a friend from High School that now lives in Michigan and works for the Michigan DNR. Her parents wanted to start a butterfly monarch garden but were not sure how to go about it. They reached out to Michelle and she reached out to Jonelle and Nicholas. Commissioner Schulz has received multiple emails stating that Nicholas knows his stuff and the Park District is in good hands. They were overwhelming impressed.
- Commissioner Graves noted he sent out an email to staff today regarding the 2021-2025 Strategic Plan. He feels it is awesome and the community will like it. It is a great pathway to complete goals. He thanked the staff.
- President Kroeger noted the Easter Egg Hunt had a few issues with people taking or damaging the eggs but overall the event was awesome otherwise.
- President Kroeger asked about the item in Supt. Tevsh board report regarding the donation we received that is going toward the lights and shelving. Sarah Rex noted the donation is from Innovative Growers for the value of the equipment. During the winter, Jeff's staff did work in the old maintenance building. Nicholas had a vision to make one of the rooms in the building into a green house. He could grow our own things for landscaping, native and prairie plants, along with a garden to supply Caddy Shack Grill. A few years ago, we put a shoutout for plywood for snake boards. Innovative Growers provided that plywood, so we reached out to them again for this. They were very happy to help out the Park District again they are great to work with. When this project is done, we will make sure to give them lots of publicity and thanks.

**Planning Commission Report –** Commissioner Strack noted they had a workshop on the Ken Nelson property. There was a property that was rezoned. They also discussed the property for the GWT from IDOT. Commissioner Strack thanked the City for all their work to get this done.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday April 27, 2021  
**P 4**

### **Old Business**

**Community Pool Update:** Supt. Donahoe noted they are starting to get things ready to open the pool on June 5<sup>th</sup>. He plans on filling the pool about May 13<sup>th</sup> so it has time to get heated, etc. They did some spot painting today. Until we turn on the motors to fill, we won't know for sure if everything will be ok. Once it is filled the chemicals will be added and it will be heated.

Supt. Tevsh noted that for our lifeguard training we have been able to partner with the YMCA. Our guards will be training May 7, 8, and 9<sup>th</sup> full days. Currently we have 12 guards, 3 assistant managers, one manager and 4 front desk staff. Around May 17<sup>th</sup> they will go to our pool and do more training. We could still use more guards. She also noted that across the United States pools are having problems getting guards.

**Strategic Plan:** Director Bailey asked the Board for approval so they can start working on the Master Plan. The Board said it was well done and a lot of work put into it.

### **Motion**

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

### **Voice Vote**

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

**Mission, Vision, Core Values:** Director Bailey noted this was updated and thanked Commissioner Doty for his help on this and she is looking for approval. Commissioner Doty noted Sarah was a big help on this and it was a team effort.

### **Motion**

Commissioner Doty moved to approve our Mission, Vision, Core Values as presented. Commissioner Strack seconded the Motion.

### **Roll Call**

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

**Great Western Trail Appraisal:** Director Bailey noted we should be hearing soon if we will get the ITEP grant for the second segment of the trail. She is just looking for permission from the Board to continue to move forward and continue the process.

### **Motion**

Commissioner Strack moved to approve moving forward on this process. Commissioner Doty seconded the Motion.

### **Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday April 27, 2021  
**P 5**

**MMNH Update:** Director Bailey noted she just needs approval of the resolution to go to court to sell the property.

**Motion**

Commissioner Strack moved to approve the Resolution 01-2021 to sell the property.  
Commissioner Graves seconded the Motion.

**Roll Call**

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

**Ken Nelson Proposal:** This was moved to Executive Session at the beginning of the meeting.

**New Business**

**Marketing Update Presentation:** Sarah Rex noted there are a lot of great things happening throughout the District. She noted that Director Bailey asked her to put together a summary of how we can connect with the community to find opportunities. She went over some of the things that she has been working on.

**MOU's:** Supt. Tevsh noted these come up every 2 years and this is not all of them. She listed things that have changed in each one and she is looking for approval.

**Motion**

Commissioner Schulz moved to approve the MOUs as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Facility Rental Updates:** Supt. Tevsh noted they worked on streamlining everything so everything on one form, except for the field rentals.

**Motion**

Commissioner Strack moved to approve the Facility Rental Form as presented.  
Commissioner Graves seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday April 27, 2021  
**P 6**

**Safe Zoning Training:** Director Bailey noted she is on the Illinois Parks and Recreation Association Diversity Task Force and she is one of the lead trainers. They are creating conversations where we can address the social inequities in our country. We will be having different days for these conversations for full time and part time and wanted to let the Board know we are doing this. IAPD is also looking at creating these for the Boards as well. IPRA has public sessions, and she will send out the information on those to the Board.

**Lightshow/Holiday Mart Proposal:** Director Bailey introduced Chaz with Regalis Management. She noted that initially last year we were talking about what we could do with COVID. We want to bring something to the community so she went to Chaz to see how we can get money to do something like this. Chaz then gave a presentation on what he can offer to help us with procuring money for this project. Director Bailey noted she needs the Boards approval to look into this further.

**Motion**

Commissioner Strack moved to commit \$5000 to research the viability of the event.  
 Commissioner Doty seconded the Motion.

**Roll Call**

President Kroeger called for a roll call to approve the motion. Commissioners Doty, Graves, Strack and Kroeger voted Aye. Commissioner Schulz voted Nay. Motion carried 4-1.

**Study Session:** None was scheduled.

**Public Input:**

**Motion**

The Board adjourned the Regular Session at 7:43 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Schulz.

**Voice Vote**

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

Respectfully Submitted

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

**Minutes of the Special Study Session Meeting  
Of the Board of Commissioners  
Sycamore Park District  
Tuesday, April 13, 2021**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Clubhouse, 940 E. State St. in Sycamore, Illinois is called to order at 6:04 p.m. on Tuesday, April 13, 2021.

Will the recording secretary please call the roll.

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

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

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **Commissioner Graves. He arrived at 6:31.**

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

**Motion**

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

**Roll Call**

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

**Guests:**

Denise Ackmann

Commissioner Graves arrived at 6:31 pm.

**GWT – Segment 2 Appraisals:** Director Bailey noted the Board should have all 4 different appraisals. They each have different price points. She would like to know if the Board wants to move forward with the purchase of the properties at the prices that are listed. The adjusted pricing for the requested fencing at the grainery is also listed in the information. Commissioner Strack asked if we can negotiate with the property owners. Director Bailey noted she would have to confirm with counsel if Commissioner Strack could talk to Jeff Jacobsen about the previous conversations he has had with the property owners if the Board approves that. The board supports acquiring the land. There was more discussion regarding the properties.

Minutes of the Special Study Session Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday April 27, 2021  
**P 2**

**Museum Appraisal:** Director Bailey noted the board should have the information on the Museum appraisal. We will need to pass an ordinance saying we can sell the property. Then Derke goes to the courts and then we can list it. Supt. Tevsh noted that once we go through the legal requirements, we should contact the people that expressed interest. Director Bailey noted that legally we have to list the property, but we can also do marketing on it. There was discussion on what the price range should be to list the property at. The board was in consensus to sell the property.

**Draft Strategic Plan:** Director Bailey noted this came from the community survey, vision 2020 continuation and tied the new mission, vision and core values into it. She would like to vote at the next meeting on moving forward with this strategic plan. We would then use this to create the Master Plan. She asked the Board to let her know if there are things to add. There was some discussion on staffing plan for the future.

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

**Motion**

The Board adjourned the Regular Session of the Special Study Session Meeting at 6:57 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 05/19/2021  
 TIME: 13:29:26  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 04/27/2021 TO 05/19/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	910769656	ACUSHNET COMPANY							
		01 FOOTJOY WEATHERSOF GLOVES	501000001301	04/15/21	00004853	63160	05/12/21	158.82	158.82
		02 FOOTJOY WEATHERSOF GLOVES	501000001301		00004853				78.00
		03 SHIPPING INV 910769656	501000001301		00004853				78.00
		04 DISCOUNT INV 910769656	501000001301		00004853				7.50
									-4.68
	910772407	01 FOOTJOY #57712 eCOMFORT	501000001305	04/15/21	00004962	63143	04/30/21	59.83	59.83
		02 SHIPPING INV 910772407	501000001305		00004962				54.00
		03 DISCOUNT INV 910772407	501000001305		00004962				6.91
									-1.08
	910823611	01 TITLEIST SCOTTY PUTTER PHAN	501000001302	04/21/21	00004849	63138	04/28/21	339.98	339.98
		02 SHIPPING INV 910823611	501000001302		00004849				333.00
		03 DISCOUNT INV 910823611	501000001302		00004849				13.64
									-6.66
								VENDOR TOTAL:	558.63
AFLAC	313190	01 AFLAC - PRE TAX	101000002006	04/12/21		63139	04/28/21	570.26	570.26
		02 AFLAC - AFTER TAX	101000002007						568.70
									1.56
								VENDOR TOTAL:	570.26
BREAK	339145593	BREAKTHRU BEVERAGE ILLINOIS LL							
		01 CAPTAIN MORGAN	303000086636	04/30/21	00005002	63144	04/30/21	2,016.01	2,016.01
		02 DR MCGUILLICUDDYS	303000086636		00005002				574.50
		03 SEAGRAMS 7	303000086636		00005002				216.00
		04 TITOS VODKA	303000086636		00005002				232.35
		05 VODKA	303000086636		00005002				981.00
		06 DELIVERY	303000086636		00005002				8.16
									4.00
								VENDOR TOTAL:	2,016.01
CINTA	4075771154	CINTAS CORPORATION #355							
		01 RAG & RUG SERVICE	207500056301	02/12/21		63155	05/03/21	45.82	45.82
									45.82
								VENDOR TOTAL:	45.82
CITY2	1271000000-0421	CITY OF SYCAMORE							
		01 WATER/SEWER-MAINT	101500096704	04/30/21		63165	05/14/21	754.36	216.24
									216.24

FROM 04/27/2021 TO 05/19/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	1271005000-0421	01 WATER/SEWER-CC	207500096704	04/30/21	05/14/21	63165	754.36	538.12 538.12
COMCA	COMCAST						VENDOR TOTAL:	754.36
	0468024-0421	01 INTERNET	101000096706	04/10/21	05/14/21	63166	1,065.79	904.48
		02 INTERNET	201000096706					271.68
		03 CABLE	207500096705					271.68 361.12
	0468768-0521	01 CABLE	303000096705	04/25/21	05/14/21	63166	1,065.79	161.31
		02 CABLE	504000096705					80.65 80.66
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:	1,065.79
	050621	01 FOUNDERS PARK	101500096702	05/06/21	05/14/21	63168	5,894.53	1,217.73
		02 BOYNTONPARK	101500096702					22.89
		03 KIWANIS PARK	101500096702					14.52
		04 EMIL CASSIER PARK	101500096702					26.87
		05 SYCAMORE LAKE	101500096702					20.16
		06 GOOD TYMES	101500096702					26.25
		07 WETZEL PARK	101500096702					30.38
		08 ENTRY PARK	101500096702					41.39
		09 MAINT BLDG	101500096702					24.30
		10 MAINT BLDG	504100096702					377.44
		11 SPORTS COMPLEX	202100096702					377.44
		12 SOCCER COMPLEX	101500096702					227.25 28.84
	0558722008-0521	01 BASEBALL CONCESSIONS	303300096702	05/04/21	05/14/21	63168	5,894.53	4,676.80
		02 POOL	518100096702					111.82
		03 MAINT	101500096702					141.29
		04 MAINT	504100096702					10.62
		05 CART BLDG	504000096702					10.62
		06 CLUBHOUSE	303000096702					24.65
		07 PROSHOP	504000096702					86.48
		08 ADMIN	101000096702					86.48
		09 ADMIN	201000096702					201.80
		10 ELECTRONIC SIGN	101000096702					201.80
		11 ELECTRONIC SIGN	201000096702					11.16
		12 COMMUNITY CENTER	207500096702					11.16 3,778.92



DATE: 05/19/2021  
 TIME: 13:29:26  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 04/27/2021 TO 05/19/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	MMNH-0421	01 MUSEUM	202500076500	05/04/21	05/14/21	63169	308.36	308.36
		DISCOVER DISCOVER YOUR HOMETOWN						
	22900	01 SPRING 1/2 PG AD	101200046208	04/27/21	04/30/21	63145	370.00	370.00
		FRONTIER FRONTIER						
	4818-0472221	01 MAINT	101500096700	04/22/21	05/14/21	63170	172.23	172.23
		02 MAINT	504100096700					80.06
								92.17
		HORN HORNUNG'S PRO GOLF SALES INC.						172.23
	501246	01 WINN OVERSIZE GRIP	501000001303	04/21/21	04/28/21	63140	194.04	194.04
		02 SHIPPING INV 501246	501000001303					159.60
		03 DISCOUNT INV 501246	501000001303					13.52
		04 GRIP TAPE	504000086603					-3.68
								24.60
	502848	01 KEY TAGS FOR CARTS	504000076500	05/05/21	05/12/21	63161	275.03	275.03
		MSC MSC INDUSTRIAL SUPPLY CO						469.07
	77658023	01 FITTINGS FOR MOWER HYDRAULICS	202100066403	04/09/21	04/30/21	63146	291.35	291.35
		NEWV NEW VALUES MAGAZINE						291.35
	4726	01 MAY 1/4 PG AD	101200046208	04/27/21	04/30/21	63147	250.00	250.00
		NICOR NICOR GAS						250.00
	042921	01 MAINT BLDG	101500096703	04/29/21	05/14/21	63171	1,056.95	1,056.95
		02 MAINT BLDG	504100096703					181.69
		03 POOL	518100096703					181.69
								158.97

VENDOR TOTAL: 6,202.89

VENDOR TOTAL: 370.00

VENDOR TOTAL: 172.23

VENDOR TOTAL: 194.04

VENDOR TOTAL: 275.03

VENDOR TOTAL: 291.35

VENDOR TOTAL: 250.00

VENDOR TOTAL: 1,056.95

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042921		04 UPSTAIRS OFFICE	1010000096703	04/29/21		63171	05/14/21	1,056.95	1,056.95
		05 ADMIN	1010000096703						43.95
		06 ADMIN	2010000096703						52.00
		07 PRO SHOP	5040000096703						22.28
		08 CLUBHOUSE	3030000096703						22.28
		09 PUMP HOUSE	5041000096703						57.55
		10 AIRPORT RD PROP 2 MO	2075000096703						284.54
MMNH-0421		01 MUSEUM	2025000076500	04/29/21		63172	05/14/21	231.26	231.26
									231.26
PEPSI		PEPSI COLA GEN. BOT.							1,288.21
	67491811	01 BOTTLE WATER	3030000086631	04/19/21		63148	04/30/21	810.68	810.68
		02 GATORADE	3030000086631						149.70
		03 20 OZ POP	3030000086631						48.62
		04 5GAL BIB	3033000086630						243.72
		05 3GAL BIB	3033000086630						173.40
		06 5GAL BIB	3033000086630						108.54
									86.70
									VENDOR TOTAL:
									810.68
PERFOR		PERFORMANCE FOODSERVICE							
	6644547	01 KETCHUP	3030000086629	04/22/21		63150	04/30/21	1,457.41	818.16
		02 SLICED PICKLES	3030000086629						31.01
		03 MUSTARD	3030000086629						31.89
		04 SOUR CREAM	3030000086629						19.09
		05 GATORADE	3030000086631						26.56
		06 CHIPS	3030000086622						150.03
		07 HOT DOGS	3030000086615						31.61
		08 BRATS	3030000086615						224.52
		09 HAMBURGERS	3030000086613						124.65
		10 DANISH	3030000086611						130.42
		11 DELIVERY	3030000076500						41.88
									6.50
									VENDOR TOTAL:
									810.68
	6648261	01 GATORADE	3030000086631	04/27/21		63150	04/30/21	1,457.41	639.25
		02 HOT DOGS	3030000086615						116.66
		03 HAMBURGERS	3030000086613						149.68
		04 POPCORN CHICKEN	3030000086616						130.42
		05 CHIPS	3030000086622						73.36
		06 TORTILLA CHIPS	3033000086620						63.22
		07 NACHO CHEESE	3033000086620						40.02
		08 DELIVERY	3030000076500						59.39
									6.50

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PIC	PIONEER MFG/PIONEER ATHLETICS								
	INV784660	01 SOCCER FIELD SPRAY PAINT	202100076524	04/09/21		63151	04/30/21	72.50	72.50
								VENDOR TOTAL:	1,457.41
PRIN	PRINCIPAL LIFE GROUP								
	MAY 2021	01 DENTAL INS.	101000106801	05/14/21		63173	05/14/21	1,482.57	1,482.57
		02 DENTAL INS.	101500106801						311.48
		03 DENTAL INS.	504100106801						75.46
		04 DENTAL INS.	504000106801						87.77
		05 DENTAL INS.	201000106801						118.38
		06 DENTAL INS.	202100106801						415.52
		07 DENTAL INS.	207500106801						302.31
		08 DENTAL INS.	303000106801						147.98
								VENDOR TOTAL:	23.67
SUP	SUPERIOR BEVERAGE								
	363909	01 BUSCH LIGHT	303000086634	04/21/21		63152	04/30/21	306.40	306.40
		02 NATURDAYS	303000086634						62.00
		03 MICHELOB ULTRA	303000086634						27.90
		04 312 BEER	303000086634						58.80
		05 LEMON SHANDY	303000086634						76.35
		06 DELIVERY FEE	303000086634						76.35
								VENDOR TOTAL:	5.00
SXCPK2	SYCAMORE PARK DISTRICT								
	POOL BANK 2021								
		01 POOL BANK	511000001010	05/12/21		63162	05/12/21	400.00	400.00
								VENDOR TOTAL:	400.00
T0000024	DOBERSTEIN, MELISSA								
	REIMB 4-26-21								
		01 REIMB - HOT DOG BUNS	303000086615	04/26/21		63156	05/03/21	62.30	62.30
		02 REIMB - LETTUCE, ONION, TOM	303000086629						8.50
		03 REIMB COFFEE CREAMER	303000086632						6.88
		04 REIMB - BD MEETING FOOD	101000046212						5.49
		05 REIMB - BD MEETING FOOD	201000046212						20.72
								VENDOR TOTAL:	20.71

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REIMB SAMS				05/04/21		63157	05/04/21	1,163.16	1,163.16
	01	REIMB - COOKES	303000086618						175.34
	02	REIMB - GRANOLA	303000086618						48.52
	03	REIMB - CRACKERS	303000086618						13.96
	04	REIMB - DANISH	303000086611						48.99
	05	REIMB - CANDY	303000086624						677.40
	06	REIMB - AIRHEADS	303000086624						43.92
	07	REIMB - GUM	303000086624						19.76
	08	REIMB = JUICE	303000086633						11.76
	09	REIMB - OJ APPLE JUICE	303000086633						27.96
	10	REIMB - RED BULL	303000086631						67.96
	11	REIMB - JUICE	303000086636						9.98
	12	REIMB - GLOVES	303300076550						4.49
	13	REIMB = GLOVES	303000076550						4.49
	14	REIMB - CHEESE	303300086623						8.63
								VENDOR TOTAL:	1,225.46

T0001605 KRAMER, BRIANNA

REIMBURSE 4-28-21				04/28/21		63141	04/28/21	8.36	8.36
	01	MTG SUPPLIES REIMBURSEMENT	1010000046213						4.18
	02	MTG SUPPLIES REIMBURSEMENT	2010000046213						4.18
								VENDOR TOTAL:	8.36

T0001673 KISHWAUKEE FAMILY YMCA

1	01	LF TRAINING CLASS	518000046207	04/28/21		63142	04/28/21	700.00	700.00
								VENDOR TOTAL:	700.00

T0001674 KELLER, SUSAN

REFUND	01	REFUND	2010000002150	04/30/21		63153	04/30/21	8.00	8.00
								VENDOR TOTAL:	8.00

T0001675 HICKS, NANCY

REFUND	01	REFUND	2010000002150	05/04/21		63158	05/04/21	112.00	112.00
								VENDOR TOTAL:	112.00

T0001676 HICKS, NANCY

REFUND	01	REFUND	2010000002150	05/04/21		63159	05/04/21	24.00	24.00
								VENDOR TOTAL:	24.00

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T0001677	SCHENDEL, CAROL							24.00
	REFUND	01 REFUND	201000002150	05/12/21	05/12/21	63163	112.00	112.00
								112.00
								112.00
T0001678	LINDGREN, JACOB							
	PAYROLL REPLACEMENT	01 PAYROLL REPLACEMENT CHECK	101000001001	05/13/21	05/13/21	63164	168.24	168.24
								168.24
TRUGR	TRUGREEN							168.24
	136441624	01 OLD MILL WEED N FEED	101500076507	04/12/21	04/30/21	63154	1,399.65	394.41
								394.41
	136551129	01 OVITZ PARK WEED N FEED	101500076507	04/13/21	04/30/21	63154	1,399.65	680.49
								680.49
	136558292	01 FOUNDERS PARK WEED CONTROL	101500076507	04/13/21	04/30/21	63154	1,399.65	324.75
								324.75
								1,399.65
								22,341.89

TOTAL --- ALL INVOICES:

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ACUSHNET ACUSHNET COMPANY								
910895108	04/29/21	01	FOOTJOY WEATHERSOF GLOVES	5010000001301	00004853		05/19/21	39.00
		02	SHIPPING INV 910895108	5010000001301	00004853			5.12
		03	DISCOUNT INV 910895108	5010000001301	00004853			-1.17
						INVOICE TOTAL:		42.95
910896775	04/29/21	01	TITLEIST TSI HYBRID HAWKINS	5010000001302	00004945		05/19/21	221.00
		02	SHIPPING INV 910896775	5010000001302	00004945			12.33
		03	DISCOUNT INV 910896775	5010000001302	00004945			-4.42
						INVOICE TOTAL:		228.91
910930186	05/04/21	01	FOOTJOY WEATHERSOF GLOVES	5010000001301	00004853		05/19/21	39.00
		02	SHIPPING INV 910930186	5010000001301	00004853			5.12
		03	DISCOUNT INV 910930186	5010000001301	00004853			-1.17
						INVOICE TOTAL:		42.95
						VENDOR TOTAL:		314.81
ADVANCET ADVANCED TURF SOLUTIONS								
S0894228-2	04/28/21	01	GREENS FERTILIZER	5041000076506			05/19/21	435.20
						INVOICE TOTAL:		435.20
S0918664	04/30/21	01	ROUND UP PARKS	1015000076507			05/19/21	225.72
						INVOICE TOTAL:		225.72
						VENDOR TOTAL:		660.92
AIRGAS AIRGAS USA LLC								
9979096584	04/30/21	01	SHOP WELDING TANKS	1015000066401			05/19/21	31.60
						INVOICE TOTAL:		31.60
						VENDOR TOTAL:		31.60
ALL ALL STAR SPORTS INSTRUCTION								
213011	05/03/21	01	Winter 3 Skills	2055500076128	00005037		05/19/21	520.00

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213011	05/03/21	02	Winter 3 Jr	205550246128	00005037		05/19/21	3,328.00
							INVOICE TOTAL:	3,848.00
							VENDOR TOTAL:	3,848.00
ARTHU	ARTHUR CLESEN, INC.							
359957	05/05/21	01	FAIRWAY FERT AND INSECTICIDE	504100076507	00005012		05/19/21	1,408.80
		02	FAIRWAY FERT AND INSECTICIDE	504100076506	00005012			3,000.00
							INVOICE TOTAL:	4,408.80
							VENDOR TOTAL:	4,408.80
BANN	BANNER UP SIGNS							
74611	05/13/21	01	RIVERVIEW RM SIGN	101000076500	00005039		05/19/21	79.50
		02	RIVERVIEW RM SIGN	201000076500	00005039			79.50
							INVOICE TOTAL:	159.00
74612	05/13/21	01	CLUBHOUSE SIGNS	101000076500	00005038		05/19/21	67.50
		02	CLUBHOUSE SIGNS	201000076500	00005038			67.50
							INVOICE TOTAL:	135.00
							VENDOR TOTAL:	294.00
BATTERIE	BATTERIES PLUS BULBS							
P39334410	05/03/21	01	BATTERIES - SHOP	1015000046200			05/19/21	2.66
							INVOICE TOTAL:	2.66
P39446037	05/06/21	01	BATTERIES- CC	2010000046200			05/19/21	14.40
		02	BATTERIES - CC	1010000046200				14.40
							INVOICE TOTAL:	28.80
							VENDOR TOTAL:	31.46
CINTA2	CINTAS CORP							
5062288877	05/14/21	01	1ST AID STOCK	2075000076513			05/19/21	9.61
							INVOICE TOTAL:	9.61

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CINTA2 CINTAS CORP								
8405095174	04/16/21	01	1ST AID MAINT	101500076513			05/19/21	59.87
							INVOICE TOTAL:	59.87
							VENDOR TOTAL:	69.48
CONS CONSERV FS								
40011861	04/21/21	01	BALL FIELD QUICK DRY BAGS	202100076533			05/19/21	415.20
							INVOICE TOTAL:	415.20
							VENDOR TOTAL:	415.20
DEKA DEKALB LAWN & EQUIPMENT CO.								
77930	04/20/21	01	OIL FOR 2 CYCLE ENGINES	101500076515			05/19/21	435.92
							INVOICE TOTAL:	435.92
78250	05/03/21	01	MOWER BELT	101500066403	00005017		05/19/21	16.55
							INVOICE TOTAL:	16.55
78286	05/04/21	01	MOWER BLADES	202100066403	00005014		05/19/21	93.12
							INVOICE TOTAL:	93.12
							VENDOR TOTAL:	545.59
DOGWASTE DOG WASTE DEPOT								
409967	05/13/21	01	DOG PARK BAGS	101500076540			05/19/21	108.89
							INVOICE TOTAL:	108.89
							VENDOR TOTAL:	108.89
FAST FASTENAL COMPANY								
IILCOR113478	04/22/21	01	BALL FIELD CABLE TIES	202100076500			05/19/21	78.08
							INVOICE TOTAL:	78.08
							VENDOR TOTAL:	78.08
FOX1 FOX VALLEY FIRE & SAFETY								



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FOX1			FOX VALLEY FIRE & SAFETY					
IN00420732	03/08/21	01	SHOIP FIRE ALARM MONITOR CHG	101500056300			05/19/21	165.00
							INVOICE TOTAL:	165.00
IN00435115	05/07/21	01	CONC HOOD FIRE INSPECTION	303000056300			05/19/21	108.50
							INVOICE TOTAL:	108.50
							VENDOR TOTAL:	273.50
GENOABU			GENOA BUSINESS FORMS					
383334IN	05/11/21	01	A/P CHECKS	101000046203			05/19/21	62.33
		02	A/P CHECKS	201000046203				62.34
							INVOICE TOTAL:	124.67
							VENDOR TOTAL:	124.67
GOR			GORDON FOOD SERVICE INC.					
209779080	05/04/21	01	MAYONAISE	303000086629	00005025		05/19/21	52.03
		02	FRFYER OIL	303000086617	00005025			46.02
		03	CHIPS	303000086622	00005025			96.59
		04	LARGE CUPS	303000076550	00005025			75.88
		05	BEER CUPS	303000076550	00005025			63.41
		06	MIXED DRINK CUPS	303000076550	00005025			73.96
		07	GATORADE	303000086631	00005025			101.45
		08	LARGE CUPS	303300076550	00005025			75.88
		09	FOIL SHEETS	303300076550	00005025			103.24
		10	NACHO TRAYS	303300076550	00005025			43.17
		11	DELIVERY	303000076500	00005025			5.00
							INVOICE TOTAL:	736.63
							VENDOR TOTAL:	736.63
HALO			HALOGEN SUPPLY COMPANY, INC.					
00562120	04/29/21	01	POOL ALGAEICIDE	518100076550			05/19/21	204.69
							INVOICE TOTAL:	204.69

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HALO	HALOGEN SUPPLY COMPANY, INC.							
00562533	05/05/21	01	POOL FILTER PANEL-COVERS, ETC	518100066410			05/19/21	1,223.90
							INVOICE TOTAL:	1,223.90
							VENDOR TOTAL:	1,428.59
HARRELL	HARRELL'S LLC							
INV01491566	04/30/21	01	CHEMICALS	504100076507			05/19/21	416.50
		02	CHEMICALS - BB	202100076530				208.25
		03	PESTICIDES SOCCER	202100076531				208.25
							INVOICE TOTAL:	833.00
							VENDOR TOTAL:	833.00
KAR	KAR-FRE FLOWERS							
336566/1	04/17/21	01	FLOWERS - MELISSA	101000046213			05/19/21	35.75
		02	FLOWERS - MELISSA	201000046213				35.75
							INVOICE TOTAL:	71.50
337202/1	04/26/21	01	FLOWERS - FSA	201000046213			05/19/21	12.25
							INVOICE TOTAL:	12.25
337390/1	04/30/21	01	FLOWERS- BAILEY	201000046213			05/19/21	37.50
		02	FLOWERS- BAILEY	101000046213				37.50
							INVOICE TOTAL:	75.00
							VENDOR TOTAL:	158.75
LE PRINT	LE PRINT EXPRESS							
33995	05/07/21	01	POSTERS FOR CC	101200046203	00005021		05/19/21	157.20
							INVOICE TOTAL:	157.20
34080	05/11/21	01	NAME PLATE	101000046212			05/19/21	16.00
							INVOICE TOTAL:	16.00
							VENDOR TOTAL:	173.20

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MAR	ARCH CHEM-MARINE BIOCHEM							
2021-01105-00	04/20/21	01	GC 13 POND FTN PARTS	504100056308			05/19/21	934.50
							INVOICE TOTAL:	934.50
							VENDOR TOTAL:	934.50
MEL	MELIN'S LOCK & KEY							
24093	04/16/21	01	KEY COPIES	207500066401	00005018		05/19/21	47.73
							INVOICE TOTAL:	47.73
							VENDOR TOTAL:	47.73
MENA	MENARDS - SYCAMORE							
45598	04/13/21	01	DUCT TAPE, SOAP	202100076500	00004985		05/19/21	20.57
							INVOICE TOTAL:	20.57
45608	04/13/21	01	GARAGE DOOR REMOTES	101500066401	00004984		05/19/21	74.82
							INVOICE TOTAL:	74.82
45610	04/13/21	01	HANDSOAP	303000076510	00004972		05/19/21	3.98
							INVOICE TOTAL:	3.98
45620	04/13/21	01	SHOP BATTERIES	202100076500	00004983		05/19/21	17.76
							INVOICE TOTAL:	17.76
46009	04/21/21	01	GARBAGE CANS, DOLLY CONCESS	303300076510	00004997		05/19/21	103.94
							INVOICE TOTAL:	103.94
46013	04/21/21	01	DRYWALL AND PARTS FOR CONCESS	303300066401	00004998		05/19/21	11.02
							INVOICE TOTAL:	11.02
46017	04/21/21	01	CONDUIT - SHOP	101500066401			05/19/21	15.82
							INVOICE TOTAL:	15.82
46313	04/27/21	01	WPA SHELTER PIPE REPAIR	101500066404			05/19/21	15.31
							INVOICE TOTAL:	15.31

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MENA MENARDS - SYCAMORE								
46458	04/29/21	01	CAULK	202100076500	00005020		05/19/21	9.45
						INVOICE TOTAL:		9.45
46488	04/30/21	01	ADAPTERS	101500066403			05/19/21	6.87
						INVOICE TOTAL:		6.87
46505	04/30/21	01	RETURN CREDIT - INV 46488	101500066403			05/19/21	-6.87
						INVOICE TOTAL:		-6.87
46506	04/30/21	01	PLUMBING PARTS SHOP	101500066401	00005019		05/19/21	38.99
						INVOICE TOTAL:		38.99
46631	05/03/21	01	SHOP BATTERIES-FILL SEALANT	202100066401			05/19/21	41.90
		02	SAFETY EQUIP POOL	518000076513				79.94
						INVOICE TOTAL:		121.84
46686	05/04/21	01	POOL HAND PUMPS	518100066401	00005013		05/19/21	29.94
						INVOICE TOTAL:		29.94
46847	05/07/21	01	POOL LIGHT SCREWS	518100066410	00005031		05/19/21	8.70
						INVOICE TOTAL:		8.70
						VENDOR TOTAL:		472.14
NORTHILU NIU-COMMER ACCTS RECEIVABLE								
OCR000479	05/13/21	01	NIU - KAYAK WORKSHOP	205231006128			05/19/21	320.00
		02	NIU-GEOCACHE CLINIC	205231106128				80.00
						INVOICE TOTAL:		400.00
						VENDOR TOTAL:		400.00
PENDL PENDELTON TURF SUPPLY								
1681	04/27/21	01	SEED - PARKS	101500076502			05/19/21	355.00
		02	WETTING AGENT - GOLF	504100076507				158.40
						INVOICE TOTAL:		513.40
						VENDOR TOTAL:		513.40

INVOICES DUE ON/BEFORE 05/20/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
PEPSI	PEPSI COLA GEN. BOT.							
65772355	05/06/21	01	200Z BOTTLED WATER	303000086631	00005023		05/19/21	149.70
		02	200Z BOTTLE POP	303000086631	00005023			433.28
		03	3GAL BIB	303000086630	00005023			54.27
		04	CO2 TANK	303000086630	00005023			32.83
							INVOICE TOTAL:	670.08
97682752	05/03/21	01	200Z BOTTLED WATER	303000086631	00005022		05/19/21	119.76
		02	200Z BOTTLE POP	303000086631	00005022			297.88
		03	5GAL BIB	303000086630	00005022			86.70
		04	3GAL BIB	303000086630	00005022			54.27
		05	3GAL BIB	303300086630	00005022			54.27
							INVOICE TOTAL:	612.88
							VENDOR TOTAL:	1,282.96
PERFOR	PERFORMANCE FOODSERVICE							
6651060	04/29/21	01	SOFT PRETZEL	303300086619	00005027		05/19/21	160.36
							INVOICE TOTAL:	160.36
CM6435912	05/19/21	01	CREDIT-RETURN CHIPS	303000086622			05/19/21	-92.38
							INVOICE TOTAL:	-92.38
							VENDOR TOTAL:	67.98
PIO	PIONEER MFG/PIONEER ATHLETICS							
INV786186	04/21/21	01	SOCCER PAINT	202100076524			05/19/21	139.00
							INVOICE TOTAL:	139.00
							VENDOR TOTAL:	139.00
REIN	REINDERS, INC.							
1875580-00	04/23/21	01	MOWER BLADES	101500066403			05/19/21	373.12
							INVOICE TOTAL:	373.12
1875580-01	04/26/21	01	TURF SPRAYER DRAIN REPL	504100066403			05/19/21	79.72
							INVOICE TOTAL:	79.72
							VENDOR TOTAL:	452.84

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/20/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
RINGCEN RINGCENTRAL INC.								
CD_000239755	04/21/21	01	PHONE SERVICE	101000096700			05/19/21	476.80
		02	PHONE SERVICE	201000096700				476.81
							INVOICE TOTAL:	953.61
							VENDOR TOTAL:	953.61
ROCHNEW THE ROCHELLE NEWS-LEADER								
18415 & 23326	04/30/21	01	APRIL ADS	101200046208	00005036		05/19/21	320.00
							INVOICE TOTAL:	320.00
							VENDOR TOTAL:	320.00
RONDO RONDO ENTERPRISES, INC.								
149617	05/03/21	01	TRAILER SPRING PARTS	101500066402	00005016		05/19/21	6.95
							INVOICE TOTAL:	6.95
149957	05/10/21	01	TRAILER ALUMINUM TRIM	101500066402	00005035		05/19/21	15.70
							INVOICE TOTAL:	15.70
							VENDOR TOTAL:	22.65
SITE ONE SITE ONE LANDSCAPE SUPPLY								
104525619-001	11/09/20	01	GOLF FAIRWAY-GREEN FUNGICIDE	504100076507			05/19/21	5,324.04
							INVOICE TOTAL:	5,324.04
							VENDOR TOTAL:	5,324.04
SPEC SPECIAL FX								
43017	05/12/21	01	MAINT SPD UNIFORMS	101200046215	00005040		05/19/21	12.00
		02	MAINT SEASONAL UNIFORM	101500046215	00005040			28.00
		03	CC UNIFORMS	207500046215	00005040			532.00
							INVOICE TOTAL:	572.00
							VENDOR TOTAL:	572.00
SRIXON SRIXON CLEVELAND GOLF XXIO								

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/20/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SRIXON SRIXON CLEVELAND GOLF XXIO								
6063162 SO	08/13/20	01	CLEVELAND ZIPCORE WEDGE	501000001302	00004650		05/19/21	972.00
		02	CLEVELAND ZIPCODE DEMO WEDGE	501000001302	00004650			194.40
		03	SHIPPING INV 6063162SO	501000001302	00004650			35.01
						INVOICE TOTAL:		1,201.41
6111268 SO	09/21/20	01	WEDGES	501000001302			05/19/21	333.72
						INVOICE TOTAL:		333.72
						VENDOR TOTAL:		1,535.13
STAPLES STAPLES BUSINESS ADVANTAGE								
3475414734	04/24/21	01	CC-PAPER- ENV MOISTERNER	207500046200			05/19/21	53.55
						INVOICE TOTAL:		53.55
3477301509	05/15/21	01	CC - SPECTRUM BOWL	207500076510			05/19/21	8.52
		02	MAINT- SPECTRUM BOWL	101500076510				8.52
		03	CONC SPECTRUM BOWL	303000076510				8.52
		04	TAPE-POST IT-PENCILS	207500046200				36.58
						INVOICE TOTAL:		62.14
						VENDOR TOTAL:		115.69
SUP SUPERIOR BEVERAGE								
365419	04/28/21	01	BUDWEISER	303000086634	00005026		05/19/21	65.00
		02	BUD LIGHT	303000086634	00005026			162.50
		03	BUD LIGHT LIME	303000086634	00005026			39.00
		04	SELTZER	303000086634	00005026			44.80
		05	BUSCH LIGHT	303000086634	00005026			62.00
		06	NATURDAYS	303000086634	00005026			30.00
		07	SHOCK TOP	303000086634	00005026			53.10
		08	312	303000086634	00005026			50.90
		09	LEMON SHANDY	303000086634	00005026			101.80
		10	ARNOLD PALMER	303000086634	00005026			88.00
		11	DELIVERY CHARGE	303000086634	00005026			5.00
						INVOICE TOTAL:		702.10

SYCAMORE PARK DISTRICT  
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 05/20/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SUP			SUPERIOR BEVERAGE					
367041	05/05/21	01	BUDWEISER	303000086634	00005024		05/19/21	32.50
		02	BUD LIGHT	303000086634	00005024			162.50
		03	BUSCH LIGHT	303000086634	00005024			93.00
		04	NATURDAYS	303000086634	00005024			30.00
		05	MICHELOB ULTRA	303000086634	00005024			78.40
		06	DELIVERY	303000086634	00005024			5.00
							INVOICE TOTAL:	401.40
							VENDOR TOTAL:	1,103.50
T0000024			DOBERSTEIN, MELISSA					
REIMB 5-13-21	05/13/21	01	CONCESSION - REIMB	303000086615			05/19/21	17.78
							INVOICE TOTAL:	17.78
							VENDOR TOTAL:	17.78
TRUGR			TRUGREEN					
137090382	04/22/21	01	EMIL CASSIER-WEED-N-FEED	101500076507			05/19/21	262.60
							INVOICE TOTAL:	262.60
137101482	04/22/21	01	BOYNTON PK-WEED-N-SEED	101500076507			05/19/21	317.58
							INVOICE TOTAL:	317.58
137108896	04/22/21	01	WETZEL PARK-WEED-N-FEED	101500076507			05/19/21	184.91
							INVOICE TOTAL:	184.91
137560237	04/29/21	01	BB FIELDS WEED-N-FEED	101500076507			05/19/21	879.16
							INVOICE TOTAL:	879.16
							VENDOR TOTAL:	1,644.25
TYLER			TYLER ENTERPRISES					
58581	03/17/21	01	GOLF GREEN SEED CONTROL IRON	504100076507			05/19/21	490.50
							INVOICE TOTAL:	490.50



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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/20/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
59178	04/26/21	01	SPORTS HERBICIDE	202100076531			05/19/21	267.50
INVOICE TOTAL:								267.50
59372	05/10/21	01	GOLF ROUGH-INSEC-FERT-HERB	504100076507			05/19/21	1,942.20
INVOICE TOTAL:								1,942.20
VENDOR TOTAL:								2,700.20
TOTAL ALL INVOICES:								33,154.57

*Entekin \$ 22,341.89*  
*New \$ 33,154.57*  

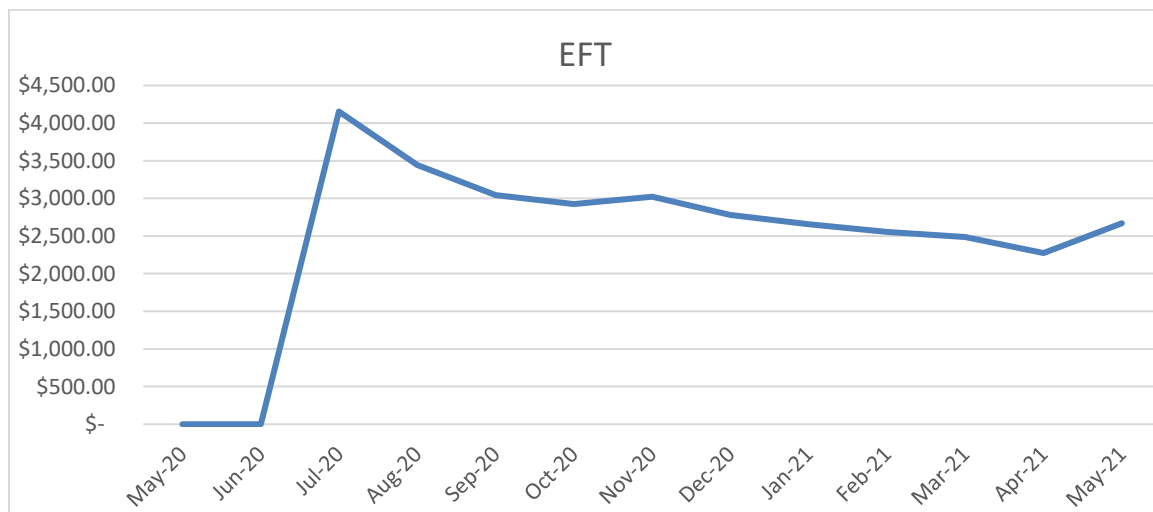

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*TO TAL \$ 55,496.44*

To: Board of Commissioners  
 From: Jackie Hienbuecher  
 Subject: Monthly Report  
 Date: May 25, 2021

**Administrative Initiatives** (5/1/21 – 5/31/21)

- Attended scheduled Board and Superintendent/staff meetings.
- Reviewed deposits for Community Center using Rectrac. Prepared general ledger journal entry to be uploaded and posted to MSI, separating out dog park, shelter, aquatics and clubhouse rentals to ensure posting to proper fund.
- Reviewed deposits for Golf and Concessions in TeeSnap. Prepared general ledger journal entries to be entered and posted to MSI.
- Met with TeeSnap regarding journal entry process. Unfortunately there isn't anything that can be done to simplify this process. I made one recommendation that they noted was something that they may be able to do in the future.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The March installment was for 129 individuals, a decrease of 8 from February. The monthly installment was \$2,369 (\$70 decrease) processed through credit cards and \$117 (no change) through ACH transactions. There were 6 households whose credit cards did not process (\$173) 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. 1) assist with Wifi updates 2) update security on emails.
- Reset pool phone for use.
- Finalized Comcast contract to reduce costs.
- Prepared monthly sales tax returns.

- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with state.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Reviewed final draft of audit. Submitted revisions.
- Attended Pumpkin Festival committee meeting.
- Processed pro shop inventory/special orders.
- Performed criminal background checks on new hires and volunteers.
- Continued to set up new employees to complete Harassment training. Assisted where needed.
- Reviewed financial assistance request.

**Administrative Initiatives** (06/01/21 – 06/30/21)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment taxes.
- Prepare and file monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Work with CMJ on technology as needed.
- Write up instructions for utilizing the employee portal.
- Allocate 2021 budget over 12 months in MSI.
- Attend Pumpkin Festival Committee meeting.
- Participate in Mindful of Mental Health Webinar Series – Lighten Your Life with Laughter.
- Meet with IGS Representative regarding natural gas contract.
- Participate in Safe Zone Conversation – Racism.
- Active Shooter Training.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended April 30, 2021

**Corporate Fund (10)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	<u>Variance</u>	<u>2019 YTD Actual</u>	
<b>Revenues</b>							
Administration	17,427.98	31,747.19	1,583,814.00	21,912.42	44.9% (1)	25,101.34	26.5%
Marketing			-	175.00			
Parks	610.00	3,610.00	23,732.00	3,349.00	7.8%	920.00	292.4%
	<u>18,037.98</u>	<u>35,357.19</u>	<u>1,607,546.00</u>	<u>25,436.42</u>	<u>39.0%</u>	<u>26,021.34</u>	<u>35.9%</u>
<b>Expenses</b>							
Administration	31,731.78	118,712.18	1,269,693.00	157,362.94	-24.6% (2)	136,663.93	-13.1%
Marketing	3,252.02	8,761.05	44,939.00	12,350.78	-29.1%	13,575.95	-35.5%
Parks	21,333.73	69,930.97	297,933.00	78,568.08	-11.0% (3)	61,898.64	13.0%
	<u>56,317.53</u>	<u>197,404.20</u>	<u>1,612,565.00</u>	<u>248,281.80</u>	<u>-20.5%</u>	<u>212,138.52</u>	<u>-6.9%</u>
Total Fund Revenues	18,037.98	35,357.19	1,607,546.00	25,436.42	39.0%	26,021.34	35.9%
Total Fund Expenses	56,317.53	197,404.20	1,612,565.00	248,281.80	-20.5%	212,138.52	-6.9%
Surplus (Deficit)	(38,279.55)	(162,047.01)	(5,019.00)	(222,845.38)	-27.3%	(186,117.18)	-12.9%

- (1) In 2021, received return of net position on PDRMA Health Plan \$2,725.61 and final payout on flood claim \$2,462.77. Replacement Taxes in 2021 greater than 2020 by 24.7% \$4,749 and 2019 by 42.2% \$7,121. Shelter rentals were impacted by COVID in 2020; compared to 2019 they are up 11% \$258.
- (2) 2021 wages and related taxes higher in 2020 15.0% \$13,517 and 2019 12.1% \$10,559 due to number of pay dates 2020/2019 - 9, 2021 - 8. The IMRF employer rate has steadily decreased. 2020 included \$20,899 in misc consultants for Survey and Sustaining the Legacy exercise.
- (3) 2021 Wages and related taxes higher in 2020 30.0% \$13,105 due to number of pay dates 2020 - 9, 2021 - 8 and having IMRF PT position vacant. In 2019 naturalist position had not started until May.

**Recreation Fund (20)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
<b>Revenues</b>							
Administration	-	23.00	1,027,728.00	847.13	-97.3%	3,093.19	-99.3%
Sports Complex	300.00	450.00	44,457.00	150.00	200.0%	410.00	9.8%
Sports Complex Maintenance	-	-	42,339.00	-	#DIV/0!	-	#DIV/0!
Midwest Museum of Natural Hist	500.00	1,080.96	2,400.00	580.96	86.1%	1,197.71	-9.7%
Programs-Youth	7,201.50	9,254.50	21,711.00	2,596.00	256.5% (1)	6,101.00	51.7%
Programs-Tweens	30.00	(350.00)	1,696.00	-	#DIV/0! (1)	-	#DIV/0!
Programs-Adult	3,649.00	6,557.25	4,806.00	1,751.80	274.3% (1)	4,164.00	57.5%
Programs-Leagues	-	50.00	9,798.00	-	#DIV/0! (1)	10.00	400.0%
Programs-Youth Athletics	10,330.00	21,343.00	24,382.00	6,612.10	222.8% (1)	12,351.96	72.8%
Programs-Fitness	2,985.20	6,918.20	12,629.00	5,395.17	28.2% (1)	8,104.13	-14.6%
Programs-Early Childhood	-	-	6,569.00	2,110.00	-100.0% (1)	3,542.00	-100.0%
Programs-Dance	810.00	1,614.00	3,085.00	607.50	165.7% (1)	1,175.76	37.3%
Programs-Special Events	145.50	656.50	9,594.00	6,429.02	-89.8% (1)	6,473.50	-89.9%
Programs-Community Events	-	-	6,850.00	2,850.00	-100.0% (1)	3,260.00	-100.0%
Brochure	-	-	7,350.00	-	#DIV/0!	3,300.00	-100.0%
Weight Room	7,694.92	33,968.39	149,397.00	42,804.28	-20.6% (2)	84,977.28	-60.0%
Community Center	4,471.96	21,085.55	50,849.00	22,722.13	-7.2% (2)	20,156.24	4.6%
<b>Total Revenues</b>	<b>38,118.08</b>	<b>102,651.35</b>	<b>1,425,640.00</b>	<b>95,456.09</b>	<b>7.5%</b>	<b>158,316.77</b>	<b>-35.2%</b>

(1) Revenue from programs increased 62.4%, \$17,692 compared to 2020. In comparison to 2019, revenues increased 1.9% \$861.

(2) Still feeling impacts of COVID

Compared to Annual Budget/Compared to 2020 YTD/Compared to 2019 YTD:

Pathway Fitness Membership	16.87% / 63.22% / 28.43%
Pathway Fitness Pass	26.22% / 92.58% / 48.88%
Track Only Pass	37.02% / 93.68% / 72.25%
Pre-pay Card	49.00% / 0% / 55.06%
Program Fees	51.27% / 159.71% / 87.59%
Daily Admission Fee	16.97% / 55.39% / 22.15%

Compared to Annual Budget/Compared to 2020 YTD:

Open Gym Daily	65.48% / 110.70% / 128.48%
Open Gym Membership	61.03% / 137.66% / 157.70%
Rentals	35.38% / 71.73% / 74.01%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2021

Expenses								
Administration	42,621.33	180,717.67	598,550.00	205,877.05	-12.2%	(1)	185,207.03	-2.4%
Sports Complex	-	-	-	-	#DIV/0!		-	#DIV/0!
Sports Complex Maintenance	41,134.64	128,043.27	434,361.00	142,185.33	-9.9%	(2)	138,060.50	-7.3%
Midwest Museum of Natural Hist	5,082.03	8,195.75	18,500.00	8,343.09	-1.8%		5,600.02	46.4%
Programs-Youth	183.29	574.15	13,196.00	1,706.52	-66.4%	(3)	1,067.46	-46.2%
Programs-Tweens	(15.00)	(360.00)	1,049.00	-	#DIV/0!	(3)	-	#DIV/0!
Programs-Adult	106.58	437.08	2,765.00	2,726.36	-84.0%	(3)	3,200.76	-86.3%
Programs-Leagues	806.02	3,322.73	6,405.00	3,546.57	-6.3%	(3)	3,232.12	2.8%
Programs-Youth Athletics	2,077.14	3,491.76	14,610.00	3,573.09	-2.3%	(3)	2,912.86	19.9%
Programs-Fitness	1,496.63	3,277.03	9,527.00	4,168.86	-21.4%	(3)	3,256.56	0.6%
Programs-Early Childhood	-	-	4,635.00	-	#DIV/0!	(3)	-	#DIV/0!
Programs-Dance	83.98	251.92	1,487.00	246.16	2.3%	(3)	274.52	-8.2%
Programs-Special Events	96.28	609.22	6,204.00	3,299.76	-81.5%	(3)	2,614.96	-76.7%
Programs-Community Events	-	15.78	5,350.00	-	#DIV/0!	(3)	827.91	-98.1%
Brochure	4,975.00	4,975.00	24,575.00	-	#DIV/0!		3,478.03	43.0%
Weight Room	344.46	981.50	32,156.00	11,059.36	-91.1%	(4)	10,445.02	-90.6%
Community Center	11,042.13	54,385.95	218,217.00	56,206.76	-3.2%		61,841.80	-12.1%
<b>Total Expenses</b>	<b>110,034.51</b>	<b>388,918.81</b>	<b>1,391,587.00</b>	<b>442,938.91</b>	<b>-12.2%</b>		<b>422,019.55</b>	<b>-7.8%</b>
Total Fund Revenues	38,118.08	102,651.35	1,425,640.00	95,456.09	7.5%		158,316.77	-35.2%
Total Fund Expenses	110,034.51	388,918.81	1,391,587.00	442,938.91	-12.2%		422,019.55	-7.8%
Surplus (Deficit)	(71,916.43)	(286,267.46)	34,053.00	(347,482.82)	-17.6%		(263,702.78)	8.6%

- (1) Wages and related taxes higher in 2020 12.8% \$18,686 due to number of pay dates 2020 - 9, 2021 - 8.  
(2) Wages and related taxes higher in 2020 13.9% \$14,408 due to number of pay dates 2020 - 9, 2021 - 8.  
(3) Expenses for programs decreased 39.7%, \$7,648 compared to 2020 and 33.2% \$5,767 compared to 2019.  
(4) Timing of grad assistant bill. Received in May 2021.

**Donations (21)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	550.00	16,703.61	25,500.00	35,079.87	-52.4% (1)	9,832.99	69.9%
Total Revenues	550.00	16,703.61	25,500.00	35,079.87	-52.4%	9,832.99	
Expenses							
Administration	-	-	50,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	50,000.00	-	#DIV/0!	-	
Total Fund Revenues	550.00	16,703.61	25,500.00	35,079.87	-52.4%	9,832.99	
Total Fund Expenses	-	-	50,000.00	-	#DIV/0!	-	
Surplus (Deficit)	550.00	16,703.61	(24,500.00)	35,079.87	-52.4%	9,832.99	69.9%

(1) Collection of Leaf a Legacy pledges.

**Special Recreation (22)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	1.16	208,000.00	48.54	-97.6%	292.54	-99.6%
Total Revenues	-	1.16	208,000.00	48.54	-97.6%	292.54	
Expenses							
Administration	-	-	204,500.00	46.76	-100.0%	-	#DIV/0!
Total Expenses	-	-	204,500.00	46.76	-100.0%	-	
Total Fund Revenues	-	1.16	208,000.00	48.54	-97.6%	292.54	
Total Fund Expenses	-	-	204,500.00	46.76	-100.0%	-	
Surplus (Deficit)	-	1.16	3,500.00	1.78	-34.8%	292.54	-99.6%

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**Insurance (23)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	2.55	71,000.00	123.40	-97.9%	270.98	-99.1%
Total Revenues	-	2.55	71,000.00	123.40	-97.9%	270.98	
Expenses							
Administration	-	-	71,000.00	(7,511.50)	-100.0%	-	#DIV/0!
Total Expenses	-	-	71,000.00	(7,511.50)	-100.0%	-	
Total Fund Revenues	-	2.55	71,000.00	123.40	-97.9%	270.98	
Total Fund Expenses	-	-	71,000.00	(7,511.50)	-100.0%	-	
Surplus (Deficit)	-	2.55	-	7,634.90	-100.0%	270.98	-99.1%

**Audit (24)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	0.79	15,000.00	31.40	-97.5%	83.09	-99.0%
Total Revenues	-	0.79	15,000.00	31.40	-97.5%	83.09	
Expenses							
Administration	-	11,900.00	16,500.00	12,750.00	-6.7%	11,500.00	3.5%
Total Expenses	-	11,900.00	16,500.00	12,750.00	-6.7%	11,500.00	
Total Fund Revenues	-	0.79	15,000.00	31.40	-97.5%	83.09	
Total Fund Expenses	-	11,900.00	16,500.00	12,750.00	-6.7%	11,500.00	
Surplus (Deficit)	-	(11,899.21)	(1,500.00)	(12,718.60)	-6.4%	(11,416.91)	4.2%



**Paving & Lighting (25)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	2.89	25,000.00	61.06	-95.3%	167.53	-98.3%
Total Revenues	-	2.89	25,000.00	61.06	-95.3%	167.53	
Expenses							
Administration	-	-	73,522.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	73,522.00	-	#DIV/0!	-	
Total Fund Revenues	-	2.89	25,000.00	61.06		167.53	
Total Fund Expenses	-	-	73,522.00	-		-	
Surplus (Deficit)	-	2.89	(48,522.00)	61.06		167.53	-98.3%

**Park Police (26)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	0.01	5,319.00	8.02	-99.9%	32.01	-100.0%
Total Revenues	-	0.01	5,319.00	8.02	-99.9%	32.01	
Expenses							
Administration	358.34	1,418.14	4,844.00	831.61	70.5%	-	#DIV/0!
Total Expenses	358.34	1,418.14	4,844.00	831.61	70.5%	-	
Total Fund Revenues	-	0.01	5,319.00	8.02	-99.9%	32.01	
Total Fund Expenses	358.34	1,418.14	4,844.00	831.61		-	
Surplus (Deficit)	(358.34)	(1,418.13)	475.00	(823.59)	72.2%	32.01	-4530.3%

**IMRF (27)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	-	111,000.00	-	#DIV/0!	-	#DIV/0!
Total Revenues	-	-	111,000.00	-	#DIV/0!	-	
Expenses							
Administration	-	-	111,000.00	-	#DIV/0!	-	#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)	-	-	-	-		-	#DIV/0!

**Social Security (28)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	-	100,000.00	-	#DIV/0!	-	#DIV/0!
Total Revenues	-	-	100,000.00	-	#DIV/0!	-	
Expenses							
Administration	-	-	105,224.00	-	#DIV/0!	-	#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)	-		-	#DIV/0!

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**Concessions (30)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
<b>Revenues</b>							
Clubhouse Concessions	7,468.61	8,154.51	68,256.00	-	#DIV/0!	3,167.55	157.4%
Beverage Cart	317.74	317.74	6,352.00	-	#DIV/0!	164.00	93.7%
Sports Complex Concessions	3,085.75	3,085.75	32,667.00	-	#DIV/0!	36.50	8354.1%
Pool Concessions	-	-	10,549.00	-	#DIV/0!	-	#DIV/0!
Catering	1,970.00	2,920.00	18,007.00	1,372.00	112.8%	6,065.50	-51.9%
<b>Total Revenues</b>	<b>12,842.10</b>	<b>14,478.00</b>	<b>135,831.00</b>	<b>1,372.00</b>	<b>955.2% (1)</b>	<b>9,433.55</b>	<b>53.5%</b>
<b>Expenses</b>							
Clubhouse Concessions	12,758.76	20,764.58	88,703.00	14,234.01	45.9%	16,712.83	24.2%
Beverage Cart	82.57	82.57	5,381.00	41.92	97.0%	104.12	-20.7%
Sports Complex Concessions	1,497.19	1,832.87	31,665.00	610.78	200.1%	1,208.38	51.7%
Pool Concessions	-	-	10,046.00	-	#DIV/0!	-	#DIV/0!
Catering	113.49	175.99	6,690.00	336.18	-47.7%	1,885.14	-90.7%
<b>Total Expenses</b>	<b>14,452.01</b>	<b>22,856.01</b>	<b>142,485.00</b>	<b>15,222.89</b>	<b>50.1% (1)</b>	<b>19,910.47</b>	<b>14.8%</b>
<b>Total Fund Revenues</b>	<b>12,842.10</b>	<b>14,478.00</b>	<b>135,831.00</b>	<b>1,372.00</b>	<b>955.2%</b>	<b>9,433.55</b>	<b>53.5%</b>
<b>Total Fund Expenses</b>	<b>14,452.01</b>	<b>22,856.01</b>	<b>142,485.00</b>	<b>15,222.89</b>	<b>50.1%</b>	<b>19,910.47</b>	<b>14.8%</b>
<b>Surplus (Deficit)</b>	<b>(1,609.91)</b>	<b>(8,378.01)</b>	<b>(6,654.00)</b>	<b>(13,850.89)</b>	<b>-39.5%</b>	<b>(10,476.92)</b>	<b>-20.0%</b>

(1) Weather has been cooperative this Spring. In 2020, concessions opening was delayed due to COVID.

Sycamore Park District  
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**Developer Contributions (32)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	0.92	15,000.00	6,308.16	-100.0%	5,666.01	-100.0%
Total Revenues	-	0.92	15,000.00	6,308.16	-100.0%	5,666.01	
Expenses							
Administration	-	-	15,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	15,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	0.92	15,000.00	6,308.16	-100.0%	5,666.01	
Total Fund Expenses	-	-	15,000.00	-	#DIV/0!	-	
Surplus (Deficit)	-	0.92	-	6,308.16	-100.0%	5,666.01	-100.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
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**Golf Course (50)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Golf Operations	50,265.61	151,150.35	425,553.00	75,917.36	99.1% (1)	106,306.79	42.2%
Golf Maintenance	-	-	22,039.00	-	#DIV/0!	-	#DIV/0!
Total Revenues	50,265.61	151,150.35	447,592.00	75,917.36	99.1%	106,306.79	42.2%
Expenses							
Golf Operations	17,735.92	60,534.21	233,920.00	44,065.35	37.4% (2)	48,783.07	24.1%
Golf Maintenance	20,285.66	59,344.21	265,811.00	67,067.26	-11.5% (3)	68,461.60	-13.3%
Total Expenses	38,021.58	119,878.42	499,731.00	111,132.61	7.9%	117,244.67	2.2%
Total Fund Revenues	50,265.61	151,150.35	447,592.00	75,917.36	99.1%	106,306.79	42.2%
Total Fund Expenses	38,021.58	119,878.42	499,731.00	111,132.61	7.9%	117,244.67	2.2%
Surplus (Deficit)	12,244.03	31,271.93	(52,139.00)	(35,215.25)	-188.8%	(10,937.88)	-385.9%

(1) Golf Course opened earlier in 2021.

Compared to Annual Budget/Compared to 2020 YTD/Compared to 2019 YTD:

Daily Greens Fees 14.07% / 1562.50% / 231.71%

Golf Events & Misc 30.30% / 144.78% / 89.30%

Carts 13.76% / 3001.41% / 240.70%

Season passes 124.54% / 148.38% / 130.06%

Pro shop sales 22.61% / 323.23% / 111.54%

(2) New POS system in 2021 \$10,200. Higher credit card fees due to higher rate with POS and more transactions. COGS greater due to greater sales.

(3) No one line item is reason for reduced expenses in 2021. Some may be related to timing of costs.

Sycamore Park District  
Summarized Revenue & Expense Report  
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**Aquatics (51)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
<b>Revenues</b>							
Pool	325.00	325.00	71,654.00	1,900.00	-82.9%	15,205.00	-97.9%
Swim Lessons	900.00	900.00	22,811.00			9,584.00	-90.6%
Splashpad	20.00	20.00	22,804.00	-	#DIV/0!	150.00	-86.7%
<b>Total Revenues</b>	<b>1,245.00</b>	<b>1,245.00</b>	<b>117,269.00</b>	<b>1,900.00</b>	<b>-34.5% (1)</b>	<b>24,939.00</b>	<b>-95.0%</b>
<b>Expenses</b>							
Pool	1,129.98	1,454.82	67,929.00	1,021.28	42.5%	1,409.20	3.2%
Aquatics Maintenance	884.58	3,423.00	33,200.00	2,369.58	44.5%	8,246.09	-58.5%
Swim Lessons			11,734.00	-		-	#DIV/0!
Splashpad	-	-	349.00	-	#DIV/0!	-	#DIV/0!
<b>Total Expenses</b>	<b>2,014.56</b>	<b>4,877.82</b>	<b>113,212.00</b>	<b>3,390.86</b>	<b>43.9%</b>	<b>9,655.29</b>	<b>-49.5%</b>
<b>Total Fund Revenues</b>	<b>1,245.00</b>	<b>1,245.00</b>	<b>117,269.00</b>	<b>1,900.00</b>	<b>-34.5%</b>	<b>24,939.00</b>	<b>-95.0%</b>
<b>Total Fund Expenses</b>	<b>2,014.56</b>	<b>4,877.82</b>	<b>113,212.00</b>	<b>3,390.86</b>	<b>43.9%</b>	<b>9,655.29</b>	<b>-49.5%</b>
<b>Surplus (Deficit)</b>	<b>(769.56)</b>	<b>(3,632.82)</b>	<b>4,057.00</b>	<b>(1,490.86)</b>	<b>143.7%</b>	<b>15,283.71</b>	<b>-123.8%</b>

(1) Due to COVID, pool was closed in 2020. Anticipating opening in 2021 but with time slots. Not selling season passes.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2021

**Debt Service (60)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	5.24	645,000.00	207.34	-97.5%	527.23	-99.0%
Total Revenues	-	5.24	645,000.00	207.34	-97.5%	527.23	
Expenses							
Administration	-	-	640,178.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	640,178.00	-	#DIV/0!	-	
Total Fund Revenues	-	5.24	645,000.00	207.34	-97.5%	527.23	
Total Fund Expenses	-	-	640,178.00	-	#DIV/0!	-	
Surplus (Deficit)	-	5.24	4,822.00	207.34	-97.5%	527.23	-99.0%

**Capital Projects (70)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	25.22	549,000.00	1,028.90	-97.5%	2,457.83	-99.0%
Total Revenues	-	25.22	549,000.00	1,028.90	-97.5%	2,457.83	
Expenses							
Administration	128,494.02	160,488.83	614,838.00	151,768.44	5.7%	81,895.66	96.0%
Total Expenses	128,494.02	160,488.83	614,838.00	151,768.44	5.7%	81,895.66	
Total Fund Revenues	-	25.22	549,000.00	1,028.90	-97.5%	2,457.83	
Total Fund Expenses	128,494.02	160,488.83	614,838.00	151,768.44	5.7%	81,895.66	
Surplus (Deficit)	(128,494.02)	(160,463.61)	(65,838.00)	(150,739.54)	6.5%	(79,437.83)	102.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2021

**Action 2020 (71)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	15.57	249,002.00	7,969.82	-99.8%	644.88	-97.6%
Total Revenues	-	15.57	249,002.00	7,969.82	-99.8%	644.88	
Expenses							
Administration	85,221.08	286,762.21	1,620,350.00	309,938.04	-7.5%	40,432.89	609.2%
Total Expenses	85,221.08	286,762.21	1,620,350.00	309,938.04	-7.5%	40,432.89	
Total Fund Revenues	-	15.57	249,002.00	7,969.82	-99.8%	644.88	
Total Fund Expenses	85,221.08	286,762.21	1,620,350.00	309,938.04	-7.5%	40,432.89	
Surplus (Deficit)	(85,221.08)	(286,746.64)	(1,371,348.00)	(301,968.22)	-5.0%	(39,788.01)	620.7%
Total Fund Revenues	121,058.77	321,639.85	5,752,699.00	250,948.38		344,992.54	
Total Fund Expenses	434,913.63	1,194,504.44	7,286,536.00	1,288,790.42		914,797.05	
Surplus (Deficit)	(313,854.86)	(872,864.59)	(1,533,837.00)	(1,037,842.04)		(569,804.51)	



Sycamore Park District  
Fund Balances

	Audited 1/1/2021	Revenues	Expenses	Audited 4/30/2021	4/30/2021 Cash balance
10 Corporate	720,032.92	35,357.19	197,404.20	557,985.91	647,970.26
20 Recreation	460,026.80	102,651.35	388,918.81	173,759.34	191,324.56
21 Donations	166,593.13	16,703.61	-	183,296.74	183,258.26
22 Special Recreation	119,460.95	1.16	-	119,462.11	19,461.64
23 Insurance	43,018.31	2.55	-	43,020.86	43,019.83
24 Audit	13,423.50	0.79	11,900.00	1,524.29	1,523.97
25 Paving & Lighting	48,804.64	2.89	-	48,807.53	48,806.36
26 Park Police	690.47	0.01	1,418.14	(727.66)	(647.37)
27 IMRF	-	-	-	-	-
28 Social Security	5,224.09	-	-	5,224.09	5,224.09
30 Concessions	26,192.46	14,478.00	22,856.01	17,814.45	13,263.25
32 Developer Contributions	15,492.35	0.92	-	15,493.27	15,492.90
50 Golf	28,464.00	151,150.35	119,878.42	59,735.93	52,386.17
51 Aquatics	2,372.62	1,245.00	4,877.82	(1,260.20)	(454.16)
60 Debt Service	88,244.06	5.24	-	88,249.30	88,247.18
70 Capital Projects	421,544.39	25.22	160,488.83	261,080.78	269,932.27
71 Action 2020	1,905,295.24	-	85,221.08	1,820,074.16	1,975,720.88
	4,064,879.93	321,624.28	992,963.31	3,393,540.90	3,554,530.09

Summary of depository accounts as of **5/20/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	313,476.28	0.01	147.18
Resource Bank	200,037.96	0.10	40.57
IPDLAF	3,031,460.68	varies	
DCCF - Action 2020	74,425.75		
Dekalb Co. Community Foundation	<u>22,894.51</u>		
	3,642,295.18		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: May 19, 2021

### **Administrative Initiatives (5/1/21-5/33/21)**

#### **Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff**

- Attended the Park District Board meeting and staff management meetings.
- Attended Community Based Planning for DeKalb County Childcare expansion on May 19. Will serve on the facility section committee.
- Attended May 8 Sycamore Chamber Expo along with Recreation Supervisor Sarah Rex. The Chamber and businesses were very pleased with the location and event that they locked in a date for 2022.
- Assisted with concession operations on May 8 for the Rockin Moms Annual Tournament. All concession staff were on duty for this extremely busy day and made over \$4000 in concessions.
- Senior Ditch Day, a new event created by recreation staff was canceled for May 14 due to low registration.
- Continue to work on intergovernmental agreement with Director Bailey.
- Met with Facility Supervisor Metcalf to review safety and opening plan for Summer Aquatics facilities.
- Attended the KSRA Foundation Board meeting on May 7<sup>th</sup> to discuss upcoming Golf Outing Fundraiser.
- GA's promoted free fitness classes for members on April 24,25. No one signed up. They will continue to take notes on what is the best strategy to offer free classes for members and other incentives to bring in more members.
- Recreation staff continue to develop a "Home School" program for families to attend at the community Center this Fall. A survey will go out end of May for home school families to complete to give our staff guidance on their needs and programming requests during early afternoon hours.
- Provided a tour of the Community Center for the DeKalb County Family Services agency for their new staff in children and senior services.
- Provided a tour of the Community Center for the Urbana Park District staff, along with retired Director Dan Gible and Superintendent of Parks Jeff Donahoe.
- Greeted new summer Aquatics staff and introduced the Sustaining the Legacy information on May 19.

- Teamed up with Director Bailey to plant new planters and existing planters around the Clubhouse. Working on a vegetable garden to provide fresh produce for Caddy Shack Grill. Compost and mulch donated by Heaven Sent Farms of Sycamore.
- Will attend the KSRA Golf Outing fundraiser on May 21 along with Commissioner Graves, Director Bailey, and Facility Supervisor Metcalf.
- Along with Intern Casey Hauch, will lead opening Splash Pad activities and Kite fly on May 29.
- Recreation Supervisor Rex created communication pieces for Reston Ponds neighbors to share an online survey about the new park development.
- Recreation Supervisor Rex developed new gymnasium banner advertising opportunities and event sponsorship program which will be promoted to Sycamore's business community.
- Recreation Supervisor Rex helped coordinated playground dedication at Ovtiz Park.
- Recreation Supervisor Rex with a stencil from Banner Up will paint graphics on baseball concessions to help visitors identify it.
- Summer Recreation programs of to a great start: Dance Classes-Hip/Hop Jazz (4), Intro to dance (8), Ballet/Tap (4)  
Cheer tots(4), Little Tumblers 5-7 yr. olds (8),Art Club maxed out class (10),  
Dog Training class has begun (3),Karate Wed (15) Karate Mon (13)
- Attended the April 30<sup>th</sup> leadership Academy held at the Sycamore Library and Park District.
- Recreation Specialist Genz worked with Summer intern to shadow the startup of summer session 1 programs.
- Recreation Specialist Genz met with Kish Archery president to discuss a potential fall program. Did vending for April selling \$137.75 in product.
- There were no birthday parties' rentals at community center month of May.
- The Titans golf outing brought in over \$1500 in food and beverage sale for the day.
- Recreation Specialist Dobberstein conducted concession staff training in May.
- As of May 17, 2021, we have 241 Active Pathway Fitness 24/7 Memberships, 249 Active Pathway Fitness Passes, 45 Active Track 24/7 Memberships, 157 Active Track Passes and 289 Active Open Gym Passes.
- First Session of Summer Group Fitness Classes have started. We have 12 classes running.
- Facilities Supervisor Metcalf organized the bi-annual deep clean of Pathway Fitness and had Life Fitness come in to do their first preventative maintenance of the year. Thank you to all the staff that assist to make the cleaning process go quick so as not to bump out any members from working out.
- All Rec staff attended a meeting to discuss the fall brochure.
- Facilities Supervisor Metcalf attended an IPRA FM Section Meeting through zoom.
- Facilities Supervisor Metcalf continued to find donations for our Member Retention Program for each month.
- Facilities Supervisor Metcalf continued to work in RecTrac to update things as new things get added and changed.

- Graduate Student Kelsey Sipp will take the summer off from Sycamore Park District to complete a NIU required internship with the Carol Stream Park District. We will see her back for the Fall semester. Her Spring Semester report is attached.

### **Administrative Initiatives (6/1/21-6/30/21)**

#### **Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff**

- Will attend June 8 KSRA Board meeting and Foundation meeting.
- Will attend upcoming park district board and management team meetings.
- Will attend Active Shooter Training June 23<sup>rd</sup>.
- Recreation Team will plan and develop the Fall 2021 Brochure Guide.
- Along with management team, will prepare for Phase 5 changes to facilities and programs. We will prepare a park district statement for residents and staff if needed.
- Will assist Intern Casey Hauch with the NRPA Family Fitness Day on June 12.
- Will assist Recreation staff with the First, Flag Day Concert at Good Tymes Shelter and Flag area on June 14<sup>th</sup>.
- All staff will attend Racism Safe Zone Conversation presentation on June 15.
- Will work with the Special Olympics to host the State Bocce Ball competition in June at one of the park district locations TBA.
- Will assist Intern Casey Hauch to facilitate the Illinois Free Fishing event at Sycamore Lake on June 19.
- Will facilitate the lecture, "What's in Your Water Bottle", along with Dr. Heather Breuer on June 26
- Will work with PDRMA to set up employee safety training for Dog Park and Concessions staff.
- Will coordinate employee First aid/CPR/AED training.
- Will continue to review remaining MOUs for 2021.
- Recreation Supervisor Rex Will design the District's Fall 2021 brochure.
- Recreation Supervisor Rex Will produce the monthly Chamber eblasts as part of the in-kind exchange of marketing for hosting the Chamber expo May 8
- Recreation Specialist Genz will continue studying for CPRP certification exam.
- Recreation Specialist Genz Will attend the June Sycamore Leadership Academy.
- Facility Supervisor Metcalf will conduct many trainings and meetings for all Aquatics Staff to prepare to open the pool.
- Facility Supervisor Metcalf Will have a counselor/lifeguard orientation for OSCAR camp, so everyone will be ready for the camp to come to Splash Fountain and Community Pool.

**To:** Board of Commissioners

**From:** Kelsey Sipp

**Date:** May 14<sup>th</sup>, 2021

**Administrative Initiatives (January 11<sup>th</sup> – May 14<sup>th</sup>)**

**Kelsey Sipp, Graduate Assistant**

- Initiated & Finished First Youth Boys Basketball League with Brianna Kramer Assistance
  - Communicated with Eight Coaches
  - Provided Eight Coaches with important information and updates of COVID changes to schedule
  - Created Updated Coach and Parents January and February Schedule
  - Created Coaches Contact list
  - Created Reservations within RecTrac for League
  - Created spreadsheet containing each coach team members name, parents name, phone numbers and emails
  - Created spreadsheet to collect Team member T-Shirt Sizes
  - Modified Rules and Regulations for League
  - Ordered T-Shirts for the League and distributed it to each member
  - Monitored all Saturday Skill Days
  - Set up Saturday Skill Days
- Attended Summer and Fall 2021 Brochure Meetings
- Assisted with Winter Family Play Day Event on January 24<sup>th</sup>
- Attended IAPD Conference In-House on January 29<sup>th</sup>
- Attended Meetings for Cross Park Challenge Event
- Assisted with Cross Park Challenge Event on March 26<sup>th</sup>
- Learned Northwestern Medicine Screening Process with Chris Laurent
- Initiated Monthly Free Member Fitness Class
- Initiated Monthly Free Family Member Class
- Initiated First Golf Event “Be A Master Chipper”
  - Assisted with flyer
  - Created layout of the three targets on the top of the Sled Hill
  - Created Point System for each Target
  - Created the Structure of the event
- Assisted with “Cup in Hand” Event

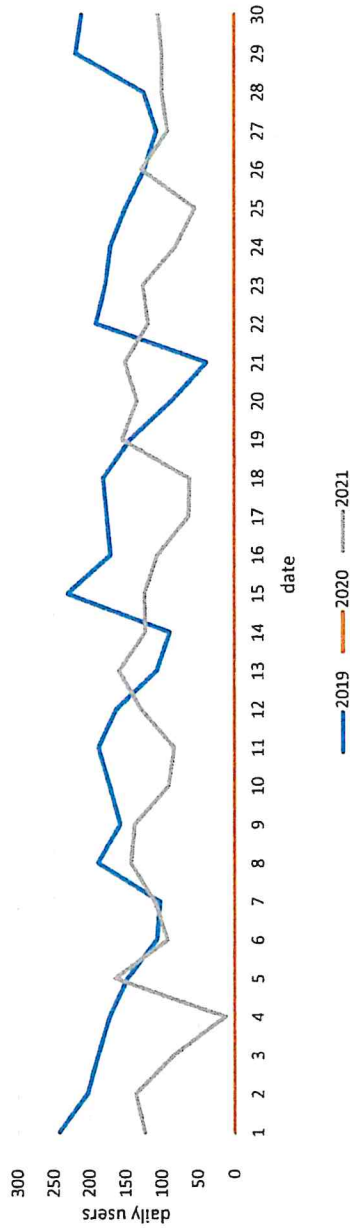
- Referee for the first three games
  - Assisted with setting up for event
- Assisted with Golf outing for “Titans”
  - Assisted with setting up the golf carts
  - Helped teams find their carts
- Created Summer “Walk-a-thon” Challenge
  - Created Flyer
  - Created all Three Challenges
  - Created Timeline of Challenges
  - Created an account on an App “MapMyWalk”
  - Created a Detail way of creating an account on the app and friending Sycamore Park District and accepting challenges
  - Created Paper Log sheet for those not wanting to utilize App
  - Created Bonus Miles Days for each month (June, July, and August)
  - Created Rule, Guidelines and Fact sheet
- Assisted with the Creation of May Kite Fest
  - Location and Date
  - Ordered kites for event
- Assisted with Summer Bucket list with Other GA, Brianna Kramer
  - Assisted with ideas to apply to Bucket list
  - Assisted with Prize ideas
- Assisted with Setting up July Parks and Recreation Month Events
  - Created a calendar for the month of July
  - Assisted with developing creative ideas for the month of July
- Initiated the process of purchasing a Handicap Chair to be used in Splash Pad
  - Researched chairs to use
  - Researched cleaning methods of keeping the chair cleaned after each use
- Assisted Sarah with the marketing of events through hanging flyers on the bulletin boards, cardio machines, and monthly eblasts
- Worked at the Service Desk on a weekly basis
  - Provided customer service to members
  - Sold and renewed memberships

	Building Hours	After Hours	Splashpad Daily Fee	Splashpad Pass	Open Gym	Total Users	Other Com
April							
1	93	8			23	124	
2	81	10			45	136	
3	32	10			42	84	
4	Closed	13			0	13	Easter Sunc
5	86	6			73	165	
6	59	8			25	92	
7	62	9			39	110	
8	79	7			57	143	
9	72	10			56	138	
10	35	21			35	91	
11	25	24			34	83	
12	87	8			34	129	
13	101	5			53	159	
14	84	12			27	123	
15	68	8	Closed		48	124	
16	59	6			41	106	
17	33	8			22	63	
18	14	17			31	62	
19	98	11			46	155	
20	100	9			25	134	
21	92	7			52	151	
22	63	8			48	119	
23	60	9			57	126	
24	36	13			32	81	
25	17	21			16	54	
26	74	11			43	128	
27	58	9			25	92	
28	71	9			20	100	
29	70	5			25	100	
30	68	11			26	105	

	2018	2019	2020	2021
April 1		243	0	124
2		203	0	136
3		189	0	84
4		173	0	13
5		148	0	165
6		107	0	92
7	BUILDING	103	0	110
8	NOT OPEN	189	0	143
9		158	0	138
10		172	0	91
11		188	0	83
12		163	0	129
13		107	0	159
14		89	0	123
15		231	0	124
16		171	0	106
17		176	0	63
18		181	0	62
19		144	0	155
20		87	0	134
21		38	0	151
22		191	0	119
23		178	0	126
24		171	0	81
25		150	0	54
26		124	0	128
27		107	0	92
28		125	0	100
29		219	0	100
30		211	0	105
<b>TOTALS</b>	<b>1,005</b>	<b>2,504</b>	<b>0</b>	<b>1,700</b>

\*started including open gym in daily numbers

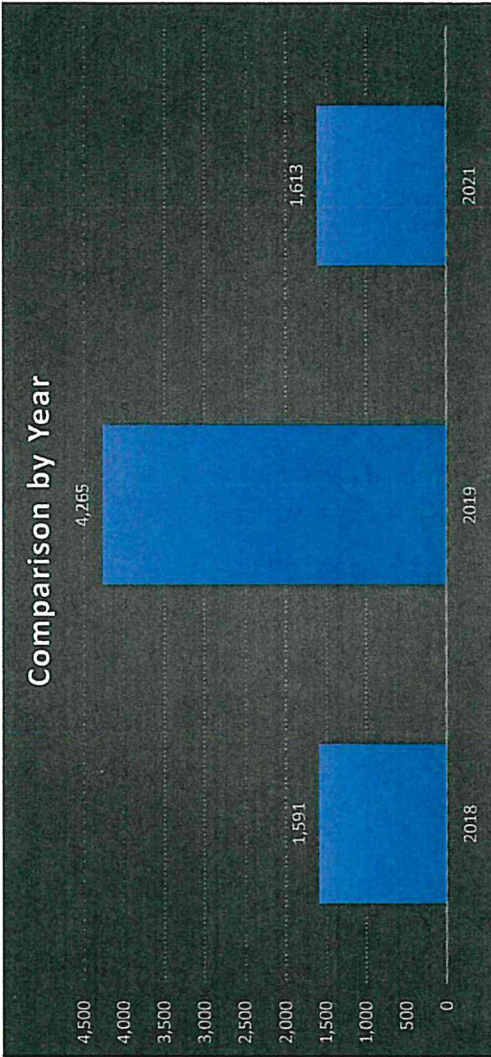
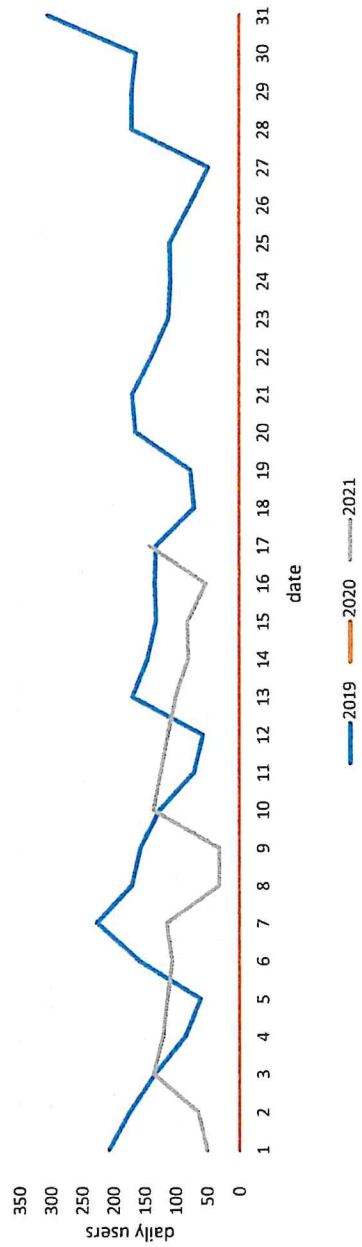
April Daily Users





	2018	2019	2020	2021
May 1	79	208	0	51
2	71	176	0	65
3	68	135	0	137
4	29	86	0	122
5	40	62	0	115
6	14	160	0	107
7	46	228	0	116
8	46	172	0	32
9	51	158	0	32
10	36	127	0	137
11	36	72	0	125
12	36	58	0	114
13	28	171	0	101
14	45	147	0	81
15	60	133	0	82
16	44	135	0	53
17	34	133	0	143
18	45	72	0	
19	23	78	0	
20	34	166	0	
21	75	171	0	
22	44	140	0	
23	62	113	0	
24	60	110	0	
25	58	111	0	
26	32	79	0	
27	40	49	0	
28	48	172	0	
29	98	172	0	
30	96	165	0	
31	113	306	0	
<b>TOTALS</b>	<b>1,591</b>	<b>4,265</b>	<b>0</b>	<b>1,613</b>

May Daily Users



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: April 27, 2021

**Administrative Initiatives (5/1/21 – 5/31/21)**

- Attended all administrative team meetings as scheduled.
- Began all league play. League Schedule:
  - Mondays – Kiwanis 4:00pm, Mobil Match Play 5:00pm
  - Tuesdays - PJ's Courthouse 4:30pm, (new league may be added)
  - Wednesdays – Ladies 9-Hole League 9:00am, Rasniewski Men's League 4:00pm.
  - Thursdays – Ladies 18-hole league 8:30am, Genoa League 4:30pm and Bogeys and Beer 5:00pm.

Average league size is 24 players. 9-hole ladies have up to 40 and the Rasniewski Men's League has 44 participants.
- Finalized calendar and programmed promotions for the TV monitor outside the pro shop with Sarah Rex.
- Finalized Razniewski league monthly cookout specials with Melissa.
- Continued to collect outing contracts and meet with outing planners.
- Began registration for the SAY-Golf Junior Golf Lesson Program and finalized lesson plans and teaching staff.
  - 46 Juniors currently enrolled.*
  - 3 ages levels in June are already full and have started waiting lists.*
  - July sessions are filling.*
  - Over \$5,200.00 in increased revenue.*
  - Instructors set and program outline completed. Will do a ratio of 4 students per instructor per class.*
- Continued bi-monthly marketing campaign with Teesnap marketing and coordinated local marketing with Sarah Rex. Promotions to include.
  - SAY-Golf Junior Lesson Program
  - Lesson Promotion
  - Daily Golf Tips
  - Outing Promotion
  - Caddyshack Grill Daily Special
- Contacted Players Golf Cars for rental carts needed for outings.
- Began peak season golf course hours:
  - Weekdays – 6:30am to Dusk
  - Weekends and Holidays – 6:00am – Dusk
- Finalized summer part-time staffing schedule.
- Contacted Acushnet/Titleist concerning modification of prebook future stock orders.

- Ordered golf staff shirts.
- Held KSRA first annual golf outing.
- Continued to monitor State of Illinois, Chicago District Golf Association and CDC golf guidelines for future updates.
- Began weekly cart rotation and minor maintenance checks.
- Coordinated green aeration schedule with Jeff, Steve, Teesnap and Teesnap marketing. Sent out eblasts to inform our entire database.

### **Revenue and Round Comparison 2019 – 2021 through May 17**

2019 – Total Rounds - 3,116	Total Revenue - \$114,270.41
2021 – Total Rounds - 5,239	Total Revenue - \$189,299.91

- Finalized and administered new Thursday morning 18-hole ladies league. Develop weekly and monthly formats to create interest for all abilities.
  - 14 ladies have sign up.*
  - League begins Thursday, May 20<sup>th</sup> at 8:30am*
  - Blind Partners format and will also offer 1 stroke play event and one Stableford event per month.*
  - Weekly on course games.*
  - All players rewarded for doing good things on the golf course and not penalized for not playing well.*

### **Administrative Initiatives (6/1/21 – 6/30/21)**

- Attend all administrative team meetings as scheduled.
- Attend racism and active shooter meetings.
- Meet with Sarah Rex concerning a new sponsor plan for the outdoor scoreboard.
- Begin monthly staff training on topics like Customer Service, Active Shooter, Diversity, and other such topics.
- Leagues in full swing. Men's league cookout dinner specials the first Wednesday of each month. 18-hole ladies will have an ala carte lunch once a month. Genoa league and the New Bogeys and Beer league are staying late each week and generating concession sales.
- Three very large outings expected. Shriners, June 11th, Sycamore Chamber, June 18<sup>th</sup> and The Spartan Open, June 25<sup>th</sup>. Several smaller groups have also booked events at our facility, including the Sycamore Rotary, a senior men's group and 2 wedding party golf events.
- Continue to work with Teesnap marketing to promote events, merchandise, lessons and the Caddyshack.
- Work with Theresa and Melissa to train beverage cart staff.
- Offer one per month early morning 9-hole ladies and 18-hole ladies chipping and putting clinics prior to the start of their league rounds.

- Begin and complete Series 1 of Say-Golf. June 14, 16, 21 and 23.
  - Little Linkers – Ages 5 and 6 – 13 registered – time 8:30am – 9:15am*
  - Wee Swingers – Ages 7 – 9 - - 13 Registered – time 9:45am – 10:45am*
  - Par Savers – Ages 10 – 12 – 14 Registered – 11:00am – 12:00pm*
  - Birdie Seekers – Ages 13 – 15 – 5 Registered – 12:30pm – 1:30pm*
- Coordinate with Sarah Rex to add a special welcome to golfers on large event days.
- Continue to receive registrations for the Series 2 of Say-Golf
- Begin registration for the Alvin Wildenradt Junior Championship.
- Begin once a month free “10-minute tune ups” at Sycamore Family Sport Center.
- Continue to work with Teesnap support on issues that come up with the pos system.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: May 25, 2021

### **Administrative Initiatives** (5/1/21-5/31/21)

#### **Golf**

- We had a nice .4" rain on the 18<sup>th</sup> of May, but not a lot total for April and May. One year ago, we were badly flooded as were the past three May months so a little dry is ok as we have been irrigating earlier than normal. The soil temperatures are just now starting to rise so growth will now increase.
- Staff has been mowing regularly, trim mowing, weed eating, spraying dandelions, fertilizing, checking the irrigation heads, and working on landscape beds. We have also started spraying the greens and soon the fairways for turf disease.
- The greens were all solid tine aerified, sand top dressed, and rolled on May 17 & 18.
- We will have a couple more staff starting at the end of the month.
- The 15-bridge repair landscaping is taking place and the riverbank seeding and plugging of plant material by the contractor.
- We are happy to see the course so well used and hear the positive comments about our golf course and staff.
- 

#### **Sports**

- Spring sports are all underway. Baseball, softball, travel, adult 16", Church league adult softball, AYSO soccer, KVSC soccer travel, and Sunday adult soccer have all started games and practices at our complex. We have had good response to our rules of spectators sitting along foul lines and behind home run fences instead of gathering behind the backstops. I meet with and email almost daily on schedule updates and changes for field prep.
- Storm Dayz will go on this year as usual with games taking place June 25,26,27. We will meet soon with organizers to finalize plans.
- The plan is still for the new ball fields to start this July. We have worked out with AYSO to figure out field use for the fall as some will be moved to the north complex by the ball fields and other eliminated as work begins. Full work on the site will begin when soccer is completed in October.

- The new soccer complex was over slit seeded and fertilized last week by the contractor. The City of Sycamore also did a final approval for occupancy of the storage building. These fields are planned for use in spring of 2022 so seeding and fertilizing will continue this spring and fall to improve the turf density.
  - Staff continues to prep fields for the season. We added a second seasonal staff member to help with field prep and mowing now that the fields are heavily used. Mowing, line painting, daily field dragging and chalking, and field repairs are taking place consistently now with fields being used seven days a week.
  - The pool was filled on May 13<sup>th</sup> and 14<sup>th</sup>. I am training Jerry and Conner also on running the pool mechanics. Happy to say so far everything has worked, the pool is filled, the motor and pump working well, chlorine is injecting, the filter system is working, the pool heater is now working after replacing a small part. We will be balancing the water chemistry later this week after the water heats up some. We are having a contractor come look at the water heater for the showers and hand sinks as those are not firing at the moment, but the water is on to the locker rooms.
  - Staff was able to make the repairs to the pool deck in-house as several areas needed chipped, loose concrete cleaned up, mortar type mix filled in, then smoothed with a grinder. Contractors were busy and not able to give quotes and the quote we got was over \$10K so happy we were able to save \$\$.
- The pool is now opening June 7 with guards in the pool to train June 1.
- We have also started getting the splash pad ready for the May 29 opening.

### **Parks**

- I attended staff and Board meetings.
- Met with Director Bailey on several issues and planning along with Upland Design meetings for the new playground at Founders Park and other future park plans.
- Attended meetings with Rec. staff for event planning.
- I continue to check the museum twice a week, we had another sprinkler pipe leak that got patched and the floor cleaned.
- Staff continues to put out picnic tables, clean shelters now that rentals are consistent, mowing and trimming all areas, inspecting play equipment, spraying landscape beds and natural areas, making repairs as needed.
- Paving of the road section that need replaced behind the pool to the ball fields has been completed. Paving has also been completed on the gravel section of the middle pond behind the pool by Freedom Circle Drive.

- The tennis courts at the golf course are still planned to be resurfaced at the beginning of June as weather allows.
- The new trail river bridge is in place along with approaches to the bridge. The next steps will be to prep for the path itself with grading and stone prior to asphalt later.
- The future park area at Parkside Drive in Reston Ponds has been graded and seeded by the developer. Signs are now up with info about the coming park and how to find information. Upland Design will also be working with ERA and the Park District on the future of this park.
- Park Pride day on April 24 was kept smaller this year and we had a good group at the Community Center spread mulch to the landscape beds in the parking lot and along the road. Other groups did garbage pickup at Chief Black Partridge pond and woods and along the trail at Merry Oaks Drive.

#### **Administrative Initiatives** (6/1/21-6/30/21)

- Attend all staff, Board, and planning meetings.
- Attend trail construction meetings and site visits with engineers, and contractors.
- Work with engineers and contractor on planning of new ball field construction.
- Run pool and splash pad as they open and train staff.
- Attend park planning meeting with Founders Park residents for new playground options.
- Work on auctioning old irrigation system and equipment.
- Spray weeds and disease, seed/sod thin areas and consistently mow, trim all areas for the golf course.
- Repair park areas, replace surfacing at Old Mill playground this late spring/early summer.
- Work consistently with sport field user groups as all games continue during the busy June schedule.
- Host Storm Days at the end of the month.
- Hold first movie night on June 4<sup>th</sup>. Put up and take down screen and sound system.
- Work with recreation staff on event planning and logistics for the summer.
- Work to keep up with all properties and needed repairs, general maintenance, inspections.

To: Board of Commissioners  
 From: Jonelle Bailey  
 Subject: Monthly Report  
 Date: May 25, 2021

### **Administrative Initiatives (5/1 – 5/31/2021)**

- 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
- Attended the City Planning and Commission meeting to review the strategic planning.
- Continue get to know community members and local businesses.
  - Met with Nathan Schwarz with Dekalb County
- Work with recreation staff to determine usage of park district facilities by the School District and work on new agreements. (still in progress)
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
  - Customer Service training update for all staff – including the new Mission/Vision & Core Value statements
  - Work with staff on training materials for Grill & Concession staff
    - Checklists for cleaning to be implemented at each location.
    - Updating training manuals
    - Creating checklists
- Review Marketing needs and timelines with Sarah Rex.
  - Marketing pieces for Golf Course
  - Review Grants ITEP, IDOT and OSLAD
    - Deadline dates and next steps
  - Annual Marketing & Special Event Plan creation for 2021
    - Working with Sarah on Sponsorship packages (in progress)
  - New signage w/ Mission, Vision and Core Value information at facilities
- Review all construction projects and next steps:
  - GWT parcel purchase overview for Phase/Segment 2 of the trail
  - Memorial Park OSLAD development – bids were opened on May 13.
    - Present to the Board the options
  - Work with Shodeen and the Reston Ponds neighborhood regarding park development
    - Update Board on status of grading project and neighborhood input
    - Survey for Reston Ponds development to go out to the public
  - Public input meeting for Founder Park on May 27
  - Reviewed the GWT boardwalks and bridges with the County, ERA and Wheeler
- MMNH building.
  - Coordinate sale of the property
- Planning for 100-year Anniversary
  - Collect ideas and drill down to top 6 to present to board in May.
- Continue to update the Employee Manual with Staff
  - First draft review to board October
- Work on review of Policy revision



### **Administrative Initiatives (6/1 – 6/30/2021)**

- 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
- Attended the City Planning and Commission meeting to review the
- 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)
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
  - Customer Service training update for all staff – including the new Mission/Vision & Core Value statements
  - DEI training dates confirmed for Safe Zone Conversations:
    - Active Shooter Training
    - Racism: Friday, June 18 1 – 4pm CST
    - Latin/Latina/LatinX: July 30 1 – 4pm CST
  - Work with staff on training materials for Grill & Concession staff
    - Checklists for cleaning to be implemented at each location.
- Review Marketing needs and timelines with Sarah Rex.
  - Marketing pieces for Golf Course
  - Review Grants ITEP, IDOT and OSLAD
    - Deadline dates and next steps
  - Annual Marketing & Special Event Plan creation for 2021
    - Working with Sarah on Sponsorship packages (in progress)
  - New signage w/ Mission, Vision and Core Value information at facilities
- Review all construction projects and next steps:
  - GWT parcel purchase overview for Phase/Segment 2 of the trail
  - Review of Reston Ponds Development Survey
- MMNH building.
  - Coordinate sale of the property
    - Working with Ancel Glink on property being placed on role to be sold
- Work with Shodeen and the Reston Ponds neighborhood regarding park development
  - Update Board on status of grading project and neighborhood input
- Continue to update the Employee Manual with Staff
  - First draft review to board October
- Work on review of Policy revision

## Aquatics Opening Plan 2021

### Pool

As of May 14, 2021

1. Staffing
  - a. 11 total guards(3 yet to be certified on June 13), 4 desk staff, 3 Assistant Pool Managers(Griffin, Will, Christina), 1 pool manager Savana, 1 Full-time Facilities Supervisor Lisa Metcalf
  - b. Staffing for pool maintenance: Conner, Jerry, Jeff
  - c. Staff Training
    - i. Lifeguard certification at the YMCA May 7,8,9
    - ii. Pool training 5/17- 4:00pm-7:00pm, 5/18- 4:00pm-7:00pm, 5/19- 5:00pm-7:00pm, 5/20- 4:00pm-7:00pm, 6/4- TBD
    - iii. Front desk training 5/19- 3:00pm-4:00pm
    - iv. All staff training, 5/19- 4:00pm-5:00pm
    - v. Lifeguards train every Friday in the water from 9-10:30am.
  - d. Guards cannot be placed into "pods" as recommended by CDC to control COVID exposure due to too small of staff.
2. Opening Day/Registration
  - a. Opening Day, Monday, June 7<sup>th</sup>(unofficial)
  - b. Swim lessons, additional programming begin week of June 14
  - c. 3 time slots for Public swim M-S: Noon, 1:45, 3:30pm(1.5 hours with 15-minute cleaning)
  - d. Public Swim Capacity 100. \*When we go to Phase 5, the pool will be open noon-5pm.
  - e. Lap swim M&W 10:45-11:45am, Th 5:15-6:15pm
  - f. Public will pay daily fees(no swim season passes)
  - g. Public will register online, in person, call in to pool or CC, walk up to pool
  - h. Pool Registration Desk- they will have 2 laptops. 1 laptop will be for registration/POS system. 1 laptop for Rectrac and excel to confirm rosters and take registration.
3. Facility/cleaning
  - a. Pre-season start-up starts May 3rd
  - b. Signage
    - i. Sandwich board at front entrance with COVID info, come dressed to swim, bring a chair, wear mask in, mask off in water
    - ii. Exit signs at west gate area
  - c. Add hand sanitizer stand at entrance
  - d. Guards will use sanitizing wipes for guard stands
  - e. Virex will be used for sanitizing handles, bathrooms, diving board handrails.
  - f. Practice for timing to clean facility between timeslots May 17-21
4. Chemical Room
  - a. Waiting to hear from Jeff. In the past Manager staff added DE and checked the pool water several times a day.

- b. Will need individual or disposable PPE for staff in chemical room(dust mask, goggles, boots)
- c. Meeting May 25
- 5. COVID Changes
  - a. "X's" marked on deck for 6' spacing
  - b. 10 deck chairs. Public can bring their own chairs.
  - c. Lockers will be closed. Public will come dressed to swim.
  - d. Close off far east, low diving board
  - e. Add "X's" at 6' apart for 2 diving boards
  - f. OSCAR will have their own private swim time, T,Th from 10:30-11:45am at the pool and M,W from 8:30-9:45am at the Splash Pad. Start Date June 14.
  - g. Public will exit through west gate.

*\*The pool will keep timeslots if IDPH still requires rigid cleaning/sanitizing schedules once we hit Phase 5.*

***\*With only 11 guards, there will be a chance that if someone is sick, we cannot open the full pool.***

## Splash Fountain

1. Staffing
  - a. Service Desk employees, Facility Supervisor, Facilities Custodian, Superintendent of Recreation
  - b. Staffing for maintenance: Conner, Jerry, Jeff
  - c. Service Desk training will be week of May 24, one on one training & walk through
2. Opening Day/Registration
  - a. Open May 29th
  - b. Timeslots
    - i. M-F time : 10am, 11:30am, 1pm, 2:30pm, 4pm, 5:30pm, 7pm( 15-minute cleaning)
    - ii. Sat: 10am, 11:30am, 1pm, 2:30pm ( 15-minute cleaning)
    - iii. Sun: 10am, 11:30am, 1pm, ( 15-minute cleaning)
  - c. Public Swim Capacity 50. \*When we go to Phase 5, Splash Fountain will be open with no timeslots.
  - d. Public will pay daily fees(no swim season passes)
  - e. Public will register online, in person, call in CC, walk-ins
  - f. Service desk will use stanchions to separate lines and use far desk area to check in.
    - i. If busy, second person at desk can use the roster to "check-in" people and move the line quicker.
3. Facility/cleaning
  - a. Pre-season start-up week of May 17<sup>th</sup>
  - b. Signage
    - i. Sandwich board at front entrance with COVID info, come dressed to swim, bring a chair, wear mask in, mask off in water
  - c. Add hand sanitizer stand at Splash Fountain Gate

- d. Add sunscreen station at inside door area of Splash Fountain door
  - e. Service desk staff will use sanitizing gun(Virex) in-between timeslots to sanitize benches and gate handles
  - f. Jerry/Scott will power wash concrete daily
4. Chemical checks
- a. Jerry/Connor/Jeff/Scott will complete AM chemical checks at Splash Fountain
  - b. Service desk staff will complete mid-day, evening chemical checks at Splash Fountain.
5. COVID Changes
- a. Community Center Lockers and showers will be closed. Public will come dressed to swim.
  - b. OSCAR will have their own private swim time M,W from 8:30-9:45am at the Splash Pad. Start Date June 14.

*\*The Splash Fountain will keep timeslots if IDPH still requires rigid cleaning/sanitizing schedules in Phase 5.*

Schedules subject to change as we are transitioning to Phase 5 COVID rules.

To: Board of Commissioners  
From: Jonelle Bailey  
Subject: Construction Update  
Date: May 25, 2021

Founders Park Playground Restoration:

- Playground renovation includes replacing existing equipment and swings with new structures for ages 5-12 and 2-5 play areas and new swings. New playground safety surfacing of engineered wood fiber will be laid. The curb will be adjusting and expanded, the lawn will be restored, and benches added.
- Public input meeting May 27 at 6pm at Founders Park

Reston Ponds:

- Shodeen Homes has graded and seeded the area in preparation for development.
- Signs are posted around the area with a QR code directing people to our website.
- We are waiting on the HOA information from Shodeen to send out the interest survey to the community. The survey is on the website as well.

North Grove Crossing:

- The Park District and North Grove Crossing HOA are working together to develop the designated park space in this neighborhood. They are in year one of a five-year phased plan to bring exciting park elements to the site.

Great Western Trail:

- Bridge installed, cement poured, boardwalks are committed, cement footers completed.
- Grading and paving to be completed between May and August.
- Segment II: Segment two goes from Page and Pleasant Streets in Sycamore to Old Mill Park. The Park District is awaiting word on federal grant funding through IDOT's Illinois Transportation Enhancement Program.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: May 25, 2021

### STAFF RECOMMENDATION

#### **AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT**

**BACKGROUND INFORMATION:** I will be providing the Board with hard copies of the following documents at the board meeting:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2020.
3. SAS 114 – Auditors communication to those charged with governance of the audit process.

If you would like the hard copy prior to the meeting, please contact me. Additionally, an electronic copy will be forwarded in a separate email from the board packet. A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** Acceptance of the Annual Audit as presented.

**PREPARED BY:** Jacqueline Hienbuecher, Superintendent of Finance

*JEB*

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



May 13, 2021

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

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Sycamore Park District, Illinois for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 13, 2021. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2020. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental and business-type activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Sycamore Park District, Illinois  
May 13, 2021  
Page 2

### Significant Audit Findings - Continued

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 13, 2021.

#### *Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



Sycamore Park District, Illinois  
May 13, 2021  
Page 3

Other Matters - Continued

We were engaged to report on the other supplementary information and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, and we do not express an opinion or provide any assurance on it.

Restrictions on Use

This information is intended solely for the use of the Board of Commissioners and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Commissioners and staff (in particular the Finance Department) of the Sycamore Park District, Illinois for their valuable cooperation throughout the audit engagement.

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

SYCAMORE PARK DISTRICT,  
ILLINOIS

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MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2020



May 13, 2021

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

In planning and performing our audit of the financial statements of the Sycamore Park District (the District), Illinois, for the year ended December 31, 2020, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

## PRIOR RECOMMENDATION

### 1. FUNDS OVER BUDGET

#### Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund	12/31/2019	12/31/2020
Action 2020	\$ 795,701	—
Audit	—	850
Park Police	—	1,554

#### Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

#### Management Response

Management acknowledges this comment and will work to correct it in the coming year.

#### Status

This comment has not been implemented and will be repeated in the future.



**Board of Commissioners**

**Date of Board Meeting: May 25, 2021**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Memorial Park Award Bid information

**BACKGROUND INFORMATION:**

As part of our Action 2020 plans we have started the process to complete the Citizens Memorial Sports Complex project. A bid was sent out for organizations in April. Bids were opened on May 13, at the Legacy Campus Community Centers. There were six companies that submitted bid proposals.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:** Staff recommend that the company that meets all or the majority of needs for the project; while remaining fiscally responsible to the district be chosen.

**PREPARED BY:** Jonelle Bailey, Executive Director

A handwritten signature in black ink, appearing to read "JEB", is written over the text "Executive Director".

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



May 20, 2021

Jonelle Bailey, Executive Director  
Sycamore Park District  
940 East State Street  
Sycamore, Illinois 60178

SUBJECT: Bid Summary  
Memorial Park OSLAD Improvements  
Sycamore Park District

Dear Jonelle:

The Sycamore Park District received bid results from six (6) contractors for the Memorial Park OSLAD Improvements. The apparent low bidder for the project is William Charles Construction Company, LLC (WCC) of Rockford, IL who provided a base bid in the amount of \$1,341,652.12. The Engineer's Cost Opinion was \$1,374,958.10 which is \$33,305.98 or 2.5% above the apparent low bid. The alternate 1 bid provided by WCC is \$20,659.00 which is \$14,760.60 or 42% below the Engineer's Cost Opinion (\$35,419.60). Therefore, WCC's base bid plus alternate 1 is **\$48,066.58 under** the overall engineer's cost opinion.

WCC submitted all documents requested in the bid package. WCC provided nine reference projects that have been completed within the past five years. All the projects listed were public improvement projects of equal or larger size. ERA contacted four of the nine references provided within the bid documents. The references indicated they were very satisfied with WCC's quality of work, communication, and timely completion.

WCC was also contacted to discuss their bid proposal. Several of the earthwork-related and cement stabilization allowance items were listed with negligibly low unit prices on the bid proposal form. WCC indicated that they understand the purpose of these allowances and will perform the work at the unit prices submitted if the work is required. They indicated confidence in their ability to perform all the required work on the project at the prices submitted.

Based upon the information received from the above resources, it is our opinion that William Charles Construction Company, LLC, is qualified to perform the work for the Memorial Park OSLAD Improvements project. ERA would concur with a Park District Board recommendation to approve William Charles Construction Company, LLC for the project for the base contract or the base plus alternate contract provided in the bid submittal.

Respectfully submitted,  
ENGINEERING RESOURCE ASSOCIATES, INC.



Andrew R Kustus, P.E.  
Project Manager