



Sycamore Park District
 Regular Board Meeting
 September 26, 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)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: August 24, 2021 (Voice Vote)
 Executive Session Minutes: August 24, 2021 (Voice Vote) to remain confidential

APPROVAL OF MONTHLY CLAIMS:

- 08. Claims Paid Since Board Meeting (Roll Call Vote)
- 21. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

- 40. Superintendent of Finance Monthly Report
- 43. Budget Report
- 57. Superintendent of Recreation Monthly Report
- 62. Superintendent of Golf Operations Monthly Report
- 64. Superintendent of Parks and Facilities Monthly Report
- 67. Executive Director Monthly Report

CORRESPONDENCE:

- 69. Corr – 18 Hole Ladies Thank You
- 70. Corr – IAPD Best Winners
- 71. Corr – Peter Polarek – Sycamore Fire Thank You

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT: Ted

AGENDA

September 26, 2021, 6:00 PM

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OLD BUSINESS:

- Construction Updates: Jeff/Jonelle
- 72. Memorial Park
 - Timeline
- Soccer Complex
 - Field status
- 77. 100-year anniversary update: Sarah
 - Pool Update: Jonelle
 - Foundation Update: Jonelle

NEW BUSINESS:

- 81. Bridge 1 at Golf Course proposal
- 105. GWT – Grand Opening Date and activities: Theresa/Jonelle
- 145. New logo concepts: Sarah/Jonelle
- 152. Quarterly Capital Funds Update: Jackie

Special Announcements

Potential Study Session October 12 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.
1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, August 24, 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 6:00 p.m. on Tuesday, August 24, 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 Ackmann, Doty, Strack, and Kroeger.**

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

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

Staff members present were Director Jonelle Bailey, Jeanette Freeman, Jackie Hienbuecher, Lisa Metcalf, and Theresa Tevsh.

Guests at the Board meeting were:

Regular and Consent Agenda Approval –

Motion

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

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Ackmann moved to approve the July 24, 2021, Regular Meeting Minutes.
Commissioner Doty seconded the Motion.

Voice Vote

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

Motion

Commissioner Strack moved to approve the July 24, 2021, Executive Session Meeting Minutes. Commissioner Doty seconded the Motion.

Voice Vote

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

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Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$53,817.79.
 Commissioner Ackmann seconded the Motion.

Roll Call

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

Correspondence –

- Fizz Ehrler Car Show Thank You
- City of Sycamore
- Kate Romano Email

Public Input –

Positive Feedback –

- Director Bailey noted that staff has done a fabulous job this summer. Everyone has worked really hard to keep everything running with minimal staff and lots of challenges.
- President Kroeger noted he played the course and it looks great even with a tough growing season.

Planning Commission Report: Commissioner Strack noted there was no meeting.

Old Business

Community Pool Update: Facilities Supervisor Metcalf handed out the information on the pool stats. Supt. Tevsh noted we are \$15,000 negative pool operations as of end of July. She anticipates by the end of August we will be about \$19,000 negative. Supt. Tevsh gave information from Supt. Donahoe – We will need to replace the pool heater for 2022. Since we are putting new equipment in an old facility, there will be a requirement of an IDPH architectural drawing. Director Bailey also noted that it will need to be installed by an approved IDPH installer. Director Bailey noted there will be an OSHA assessment that there will be a cost to that. Facilities Supervisor Metcalf noted the report has comparison numbers. Director Bailey noted they will pull all the expenses for the pool and try to have it ready for the next meeting. Also, they would like to have the numbers ready for the community volunteer meeting. She also noted they will move forward if everyone is good if under \$25,000 to probably open next year.

Construction Updates:

- **Reston Ponds:** Director Bailey noted they had a public input meeting and Plan 2 was chosen. Now we need to focus on the OSLAD grant. She then went over the design and what will be in the grant application which is due October 1st. We do need approval to accept the property transfer from Shodeen to get everything in our name. Tentative closing is set for Sept. 2nd. There was some discussion on where the parking could be. She also noted we are looking for things to help get the grant.

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Construction Updates – cont’d:

- **Reston Ponds – cont’d:**

Motion

Commissioner Strack moved to accept the Reston Ponds Property from Shodeen.
 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 4-0. Commissioner Ackmann was absent.

Construction Updates – cont’d:

- **Memorial Park:** Director Bailey noted they broke ground today and the fencing is up. There was still a tournament this weekend and it went well. They are now going to dig out all the areas that require cement so all the cement work can be done in one day.
- **Soccer Complex:** Director Bailey noted they met with William Charles. We now have drone photos of the soccer complex, and it shows some areas not able to be used. Probably about 60% is playable, but the rest will need to be reseeded, fertilized, and watered. William Charles will be taking care of this. She noted we would like to do a groundbreaking photo in the next few weeks.
- **Great Western Trail:** There was discussion a few of the parcels.
-

MMNH update: Director Bailey noted everything is still on track, but she does not have a closing date yet. The last piece needed is the approved minutes which will be sent to Derke after tonight’s approval.

Foundation Information: Director Bailey noted we have our 3 initial board members. They have all signed the papers so it can now be submitted to Ancel Glink to submit for the 5013C status. We have Rebecca Metcalf, Karen Schmidt, and Edward Valdez. This is good a start and we can continue to add to the board.

New Business

Executive Session Minutes Review:

Motion

Commissioner Strack moved to approve releasing only April 22, 2008 minutes.
 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 4-0. Commissioner Ackmann was absent.

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National Fitness Council Information: Director Bailey noted she and Sarah are working with the National Fitness Council on where we could potentially put a fitness court. They have identified 3 parks to look at, but Old Mill seems to be the best fit. We would need to get a grant for this, but the council will need to know what grant cycle or year we would be going for. They will also help us get sponsors for this. There was a consensus on the board for the 2023/2024 timeframe.

Evaluations: This will be discussion in Executive Session.

Tree Project: Commissioner Strack noted he has an idea to plant a 1000 trees in a 1000 days. He really likes the idea of tree canopies in open grass areas not committed to sports like out at the Steam Power Show. He realizes this would take 30-40 years. Director Bailey noted this could be a challenge and we would need to identify where we could put them and what it would affect in later years. We need to be very strategic where we are placing them and when we place them. We do not have staff to maintain, so we need to be strategic about how we would maintain them long term. She is ok creating a plan working with Nicholas and Jeff to look at all the parks and areas.

Special Announcements – None

September Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:05 pm on a motion made by Commissioner Doty for the reasons listed below. The motion was seconded by Commissioner Ackmann.

Roll Call

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

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

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:06 pm. The roll was called with Commissioners Doty, Ackmann, Strack and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, Supt. Tevsh, Supt. Lundbeck, Supt. Hienbuecher and Lisa Metcalf.

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Motion

The Board adjourned the Executive Session at 7:22 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

The Board reconvened to Regular Session at 7:22 pm. The roll was called with Commissioners Doty, Ackmann, Strack and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, Supt. Tevsh, Supt. Hienbuecher and Lisa Metcalf.

Motion

The Board adjourned the Regular Session at 7:22 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 09/22/2021
 TIME: 13:27:43
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/20/2021 TO 09/21/2021

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
910782436		01 TITLEIST TSI FAIRWAY DEMO	501000001302	04/16/21	00004992	63588	08/25/21	821.95	132.14
		02 SHIPPING INV 910782436	501000001302		00004992				118.50
									13.64
911665194		01 TITLEIST PRO-V1	501000001300	08/18/21	00004850	63588	08/25/21	821.95	689.81
		02 TITLEIST PRO-V1X	501000001300		00004850				456.00
		03 SHIPPING INV 911665194	501000001300		00004850				228.00
		04 DISCOUNT INV 911665194	501000001300		00004850				19.49
									-13.68
ADVANCE	ADVANCE AUTO PARTS							VENDOR TOTAL:	821.95
2454-450723		01 GREENS MOWER SWITCH	504100066403	07/06/21	00005145	63590	08/25/21	240.99	18.02
2454-451282		01 ANTIFREEZE, BATTERY TERMINALS	101500066403	07/14/21	00005160	63590	08/25/21	240.99	18.02
2454-451455		01 SHOP GLOVES1	101500066401	07/16/21	00005158	63590	08/25/21	240.99	45.66
2454-451586		01 OIL - SHOP	101500076515	07/19/21		63590	08/25/21	240.99	45.66
2454-451677		01 ANIT FREEZE	202100066402	07/20/21	00005157	63590	08/25/21	240.99	38.70
2454-451769		01 OIL FILTER	101500066403	07/21/21	00005153	63590	08/25/21	240.99	38.70
2454-452163		01 PAPER MIXING BOARD - SHOP	101500066403	07/27/21		63590	08/25/21	240.99	44.04
2454-452164		01 SAND PAPER, FLUID MOWER	504100066403	07/27/21	00005190	63590	08/25/21	240.99	44.04
2454-452165		01 RETURN-MIXING BOARD	101500066403	07/27/21		63590	08/25/21	240.99	15.63
2454-452166		01 FIBERGLASS MAT SHOP	101500076500	07/27/21	00005189	63590	08/25/21	240.99	15.63
2454-452256		01 MUFLAPS TRUCK	101500066402	07/28/21	00005193	63590	08/25/21	240.99	3.14
									3.14
									18.84
									18.84
									28.57
									28.57
									-18.84
									-18.84
									5.84
									5.84
									41.39
									41.39

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:		240.99
ADVANCET		ADVANCED TURF SOLUTIONS							
	S0949073	01 ROUNDUP - PARKS	101500076507	08/15/21		63591	08/25/21	132.08	132.08
							VENDOR TOTAL:		132.08
AFLAC									
	905398	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	101000002006 101000002007	08/12/21		63592	08/25/21	570.26	570.26
									541.46
									28.80
AIRGAS		AIRGAS USA LLC					VENDOR TOTAL:		570.26
	9981297254	01 WELDING TANK FOR SHOP	101500066401	07/31/21		63593	08/25/21	208.64	32.50
									32.50
	9981886816	01 ANNUAL RENEWAL WELDING CYLIND	101500066401	08/01/21		63593	08/25/21	208.64	176.14
									176.14
ALL		ALL STAR SPORTS INSTRUCTION					VENDOR TOTAL:		208.64
	215017	01 ASI SUMMER 11 JR programs	205550026128	08/30/21	00005232	63633	09/07/21	2,576.00	2,576.00
									2,576.00
ALLIANCE		ALLIANCE CONTRACTORS, INC.					VENDOR TOTAL:		2,576.00
	2-FINAL	01 BRIDGE #4 FINAL 02 BRIDGE #4 FINAL	701000002101 701000207005	08/09/21		63582	08/24/21	44,916.42	44,916.42
									8,861.43
									36,054.99
BANN		BANNER UP SIGNS					VENDOR TOTAL:		44,916.42
	75463	01 CITY WINDOW BANNER	101200046208	08/19/21	00005222	63594	08/25/21	196.00	146.00
									146.00
	75477	01 SIGN - FISHING	101500066404	08/20/21		63594	08/25/21	196.00	50.00
									50.00
							VENDOR TOTAL:		196.00

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BREAK		BREAKTHRU BEVERAGE ILLINOIS LL							
	340648063	01 PEANUT BUTTER WHISKEY	303000086636	08/13/21	00005207	63574	08/20/21	2,533.50	2,533.50
		02 CAPTAIN MORGAN	303000086636		00005207				99.12
		03 JACK DANIELS	303000086636		00005207				430.88
		04 TITOS VODKA	303000086636		00005207				1,018.50
		05 DELIVERY	303000086636		00005207				981.00
									4.00
CARR		CARROT-TOP INDUSTRIES						VENDOR TOTAL:	2,533.50
	50930401	01 CC - NEW FLAG FOR POLE	207500066401	08/11/21		63595	08/25/21	97.99	97.99
CEDAR		CEDAR RAPIDS TIRE						VENDOR TOTAL:	97.99
	850178	01 MOWER TIRE	101500066403	07/15/21		63596	08/25/21	93.02	93.02
CHICITL		CHICAGO TITLE COMPANY, LLC						VENDOR TOTAL:	93.02
	21018994GV	01 RESTON PONDS - CLOSING	101000036120	08/13/21		63575	08/20/21	690.00	690.00
CINTA		CINTAS CORPORATION #355						VENDOR TOTAL:	690.00
	4090898181	01 RAG & RUG SERVICE	101500056301	07/23/21		63600	08/25/21	401.65	36.42
		02 RAG & RUG SERVICE	504100056301						14.61
		03 RAG & RUG SERVICE	201000056301						14.60
		04 RAG & RUG SERVICE	101000056301						3.60
									3.61
	4090898199	01 RAG & RUG SERVICE	207500056301	07/23/21		63600	08/25/21	401.65	27.43
									27.43
	4090898302	01 RAG & RUG SERVICE	201000056301	07/23/21		63600	08/25/21	401.65	16.48
									16.48
	4091537431	01 RAG & RUG SERVICE	201000056301	07/30/21		63600	08/25/21	401.65	16.48
									16.48
	4091537445	01 RAG & RUG SERVICE	101500056301	07/30/21		63600	08/25/21	401.65	36.42
		02 RAG & RUG SERVICE	504100056301						14.61
									14.60

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SYCAMORE PARK DISTRICT
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	4091537445			07/30/21		63600	08/25/21	401.65	36.42
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
	4091537543		207500056301	07/30/21		63600	08/25/21	401.65	27.43
		01 RAG & RUG SERVICE							27.43
	4092238978		201000056301	08/06/21		63600	08/25/21	401.65	16.48
		01 RAG & RUG SERVICE							16.48
	4092238985		101500056301	08/06/21		63600	08/25/21	401.65	36.42
		01 RAG & RUG SERVICE							14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
	4092239014		207500056301	08/06/21		63600	08/25/21	401.65	27.43
		01 RAG & RUG SERVICE							27.43
	4092881097		207500056301	08/13/21		63600	08/25/21	401.65	27.43
		01 RAG & RUG SERVICE							27.43
	4092881098		201000056301	08/13/21		63600	08/25/21	401.65	16.48
		01 RAG & RUG SERVICE							16.48
	4092881131		101500056301	08/13/21		63600	08/25/21	401.65	36.42
		01 RAG & RUG SERVICE							14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
	4093577707		201000056301	08/20/21		63600	08/25/21	401.65	16.48
		01 RAG & RUG SERVICE							16.48
	4093577785		101500056301	08/20/21		63600	08/25/21	401.65	36.42
		01 RAG & RUG SERVICE							14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
	4093577786		207500056301	08/20/21		63600	08/25/21	401.65	27.43
		01 RAG & RUG SERVICE							27.43
CITY2	CITY OF SYCAMORE							VENDOR TOTAL:	401.65
	1271000000-0821		101500096704	08/31/21		63631	08/31/21	1,840.66	230.87
		01 WATER/SEWER - MAINT							230.87

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	1271005000-0821	01 WATER/SEWER - CC	207500096704	08/31/21		63631	08/31/21	1,840.66	1,609.79 1,609.79
	1320425000-0721	01 MUSEUM - WATER	202500076500	07/30/21		63601	08/25/21	3,715.35	548.03 548.03
	14205600/5650-0721	01 WATER/SEWER - POOL	518100096704	07/30/21		63601	08/25/21	3,715.35	3,167.32 3,167.32
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:		5,556.01
	15269	01 OFFICE 365	101000046206	08/01/21		63602	08/25/21	1,312.00	1,312.00 190.00 190.00 466.00 466.00
COMCA	COMCAST						VENDOR TOTAL:		1,312.00
	0468024-0821	01 INTERNET	101000096706	08/11/21		63603	08/25/21	815.86	644.54 134.23 134.23 376.08
	0468768-0821	01 CABLE	303000096705	07/25/21		63603	08/25/21	815.86	171.32 85.66 85.66
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:		815.86
	0558722008-0821	01 BB CONC	303300096702	08/03/21		63605	08/25/21	8,359.74	7,234.72 191.43 1,070.91 51.66 51.66 29.73 151.46 151.46 353.40 353.40 12.49 12.49 4,804.63

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
080521		01 FOUNDERS PARK	101500096702	08/05/21		63605	08/25/21	8,359.74	1,125.02
		02 BOYNTON PARK	101500096702						22.38
		03 KIWANIS PARK	101500096702						14.51
		04 EMIL CASSIER PARK	101500096702						28.55
		05 SYCAMORE LAKE	101500096702						20.28
		06 GOOD TYMES SHELTER	101500096702						26.36
		07 WETZEL PARK	101500096702						36.19
		08 ENTRY PARK	101500096702						42.14
		09 MAINT BLDG	101500096702						24.76
		10 MAINT BLDG	504100096702						422.03
		11 SPORS COMPLEX	202100096702						422.03
		12 SOCCER COMPLEX	101500096702						36.14
									29.65
COUR	COURSIGNS, INC.							VENDOR TOTAL:	8,359.74
25958		01 FAIRWAY -SC DRAG ROPE	504100066400	08/08/21		63622	08/25/21	1,225.00	1,225.00
		02 FAIRWAY-SC DRAG ROPE	202100066400						408.33
		03 FAIRWAY-SC DRAG ROPE	101500066400						408.33
CSR	CSR BOBCAT EQUIPMENT CO.							VENDOR TOTAL:	1,225.00
01-4204		01 SKID STEER WIPER ARM PARTS	101500066402	08/17/21	00005220	63606	08/25/21	30.95	30.95
DEK3	DEKALB COUNTY COLLECTOR							VENDOR TOTAL:	30.95
2ND 2021		01 PROPERTY TAXES	101500116850	08/01/21		63607	08/25/21	2,744.77	2,744.77
DEKA	DEKALB LAWN & EQUIPMENT CO.							VENDOR TOTAL:	2,744.77
80783		01 FAIRWAY MOWER HOOD CLIPS,CAP	504100066403	08/26/21	00005225	63634	09/07/21	94.95	34.17
80834		01 MOWER THROTTLE CABLES	202100066403	08/30/21	00005226	63634	09/07/21	94.95	34.17
								VENDOR TOTAL:	60.78
								VENDOR TOTAL:	60.78
								VENDOR TOTAL:	94.95

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 08/20/2021 TO 09/21/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEKAM		DEKALB MECHANICAL INC							
	80298	01 COMPRESSOR AT CC, LABOR ONLY	207500056307	08/06/21	00005233	63635	09/07/21	3,281.65	3,281.65
		02 OIL FOR COMPRESSOR	207500056307		00005233				3,162.50
									119.15
ECO		ECOWATER SYSTEMS, INC.						VENDOR TOTAL:	3,281.65
	130856-080721	01 SALT	101000056300	08/07/21		63609	08/25/21	51.75	51.75
		02 SALT	201000056300						25.87
									25.88
EUCL		EUCLID BEVERAGE LTD.						VENDOR TOTAL:	51.75
	W-2738778	01 COORS LIGHT	303000086634	08/06/21	00005213	63576	08/20/21	472.90	472.90
		02 MILLER LITE	303000086634		00005213				165.00
		03 MILLER HIGH LIFE	303000086634		00005213				165.00
		04 ANTI HERO	303000086634		00005213				71.00
		05 DELIVERY CHARGE	303000086634		00005213				65.90
FAST		FASTENAL COMPANY						VENDOR TOTAL:	472.90
	ILCOR114259	01 CABLE TIES SPORTS	202100076500	08/25/21	00005196	63610	08/25/21	38.38	38.38
GROUPPL		GROUP PLAN SOLUTIONS						VENDOR TOTAL:	38.38
	2693	01 FSA-AUG	101000106801	08/05/21		63611	08/25/21	49.50	49.50
		02 FSA-AUG	201000106801						24.75
									24.75
HALO		HALOGEN SUPPLY COMPANY, INC.						VENDOR TOTAL:	49.50
	00569479	01 POOL CHEMICALS	518100076550	08/10/21		63612	08/25/21	449.48	449.48
									449.48
HAWK		HAWKINS INC						VENDOR TOTAL:	449.48
	4989752	01 POOL CHEMICALS	518100076550	07/22/21		63613	08/25/21	544.50	70.00
									70.00

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SYCAMORE PARK DISTRICT
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5000915		01 DE POOL CHEMICALS	518100076550	08/04/21		63613	08/25/21	544.50	474.50
								VENDOR TOTAL:	544.50
HRSOURCE	HR SOURCE								
	FY22-97203	01 ANNUAL DUES	101000046204	07/22/21		63583	08/24/21	1,595.00	1,595.00
		02 ANNUAL DUES	201000046204						797.50
								VENDOR TOTAL:	797.50
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							VENDOR TOTAL:	1,595.00
	INV99596	01 PRINTER/COPIER - MAINT	101000056304	08/03/21		63624	08/26/21	248.56	50.13
		02 PRINTER/COPIER - MAINT	201000056304						25.07
								VENDOR TOTAL:	25.06
	INV99597	01 PRINTER/COPIER - CC	101000056304	08/03/21		63624	08/26/21	248.56	139.25
		02 PRINTER/COPIER - CC	201000056304						69.62
								VENDOR TOTAL:	69.63
	INV99598	01 PRINTER/COPIER - ADMIN	101000056304	08/03/21		63624	08/26/21	248.56	59.18
		02 PRINTER/COPIER - ADMIN	201000056304						29.59
								VENDOR TOTAL:	29.59
KISH	KISHWAUKEE SPECIAL RECREATION							VENDOR TOTAL:	248.56
	2021-3	01 2021 CONTRIBUTION	221000116855	07/23/21		63625	08/26/21	1,658.84	1,658.84
LOWE	LOWE'S							VENDOR TOTAL:	1,658.84
	903789-HEIVKU	01 SHOP WOOD AND FASTENERS	101500066404	07/07/21	00005143	63614	08/25/21	146.96	34.97
								VENDOR TOTAL:	34.97
	903854-HEIVLGL	01 SHOP TOOLS-KNEED PADS-FASTERN	101500066404	07/07/21		63614	08/25/21	146.96	111.99
								VENDOR TOTAL:	111.99
MENA	MENARDS - SYCAMORE							VENDOR TOTAL:	146.96
	52492	01 WALL CLIPS	303000076500	08/20/21	00005230	63636	09/07/21	269.24	31.33
		02 LAUNDRY BAGS	303000076500		00005230				3.99
		03 FLOOR CLEANER	101000076500		00005230				11.98
								VENDOR TOTAL:	15.36

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52621	01	LIGHT BULBS SHOP	504100066401	08/23/21	00005214	63636	09/07/21	269.24	5.61 5.61
52742	01	BLEACH, DRYER SHEETS	207500076510	08/25/21	00005231	63636	09/07/21	269.24	88.47
	02	FLASHLIGHTS	207500076514		00005231				14.52
	03	HAMPER, STORAGE SHELF	207500076500		00005231				13.98
									59.97
52746	01	SAFETY GLASSES - METAL FITTING	101500076500	08/25/21		63636	09/07/21	269.24	23.86 23.86
52760	01	UMBELLA CC PATIO	207500076500	08/25/21	00005234	63636	09/07/21	269.24	119.97
	02	STORAGE TOTE	205011006216		00005234				99.99
									19.98
								VENDOR TOTAL:	269.24
MR OUTHOUSE									
3818	01	PORT-O-POTS - GOLF	504100056309	08/01/21		63615	08/25/21	1,890.00	1,890.00
	02	PORT-O-POTS - PARKS	101500056309						330.00
	03	PORT-O-POTS -SPORTS	202100056309						780.00
									780.00
								VENDOR TOTAL:	1,890.00
MYERSO MYERS, ROBERT									
51	01	DRONE IMAGES RIVERSIDE-SC	101200046214	08/08/21		63584	08/24/21	150.00	150.00
									150.00
								VENDOR TOTAL:	150.00
NICOR NICOR GAS									
072921	01	MAINT BLDG	101500096703	07/29/21		63626	08/26/21	1,533.08	1,533.08
	02	MAINT BLDG	504100096703						88.51
	03	POOL	518100096703						88.52
	04	UPSTAIRS OFFICE	101000096703						1,023.57
	05	ADMIN	101000096703						41.00
	06	ADMIN	201000096703						37.75
	07	PRO SHOP	504000096703						37.76
	08	CH	303000096703						16.18
	09	PUMP HOUSE	504100096703						16.18
	10	AIRPORT RD PROPERTY	207500096703						43.02
									140.59
								VENDOR TOTAL:	1,533.08

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PDRMA	PDRMA								
	JULY 2021								
		01 HEALTH INS PREM	101000106801	08/24/21		63585	08/24/21	23,014.00	23,014.00
		02 HEALTH INS PREM	101500106801						5,146.44
		03 HEALTH INS PREM	504100106801						1,490.66
		04 HEALTH INS PREM	504000106801						1,805.61
		05 HEALTH INS PREM	201000106801						1,306.87
		06 HEALTH INS PREM	202100106801						6,891.46
		07 HEALTH INS PREM	207500106801						5,785.05
		08 HEALTH INS PREM	303000106801						63.38
									524.53
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	23,014.00
	54436056	01 20 OZ BTL POP	303000086631	08/09/21		63577	08/20/21	428.84	363.18
		02 5GAL BIB	303000086630						81.24
		03 3GAL BIB	303000086630						173.40
									108.54
	98169402	01 CO2 TANKS	303000086630	08/16/21		63577	08/20/21	428.84	65.66
									65.66
PERFOR		PERFORMANCE FOODSERVICE						VENDOR TOTAL:	428.84
	6740615	01 NACHO CHERSE	303300086620	08/12/21		63578	08/20/21	956.08	956.08
		02 TORTILLA CHIPS	303300086620						126.72
		03 SOFT PRETZELS	303300086619						40.02
		04 CHIPS	303000086622						92.52
		05 HOT DOGS	303000086615						63.22
		06 BRATS	303000086615						314.32
		07 FIERY CHICKEN STRIPS	303000086616						257.70
		08 DELIVERY	303000076500						55.08
									6.50
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	956.08
	AUG 2021								
		01 DENTAL INS PREM	101000106801	08/26/21		63627	08/26/21	1,482.57	1,482.57
		02 DENTAL INS PREM	101500106801						311.48
		03 DENTAL INS PREM	504100106801						75.46
		04 DENTAL INS PREM	504000106801						87.77
		05 DENTAL INS PREM	201000106801						118.38
		06 DENTAL INS PREM	202100106801						415.52
		07 DENTAL INS PREM	207500106801						302.31
		08 DENTAL INS PREM	303000106801						147.98
									23.67

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SYCAMORE PARK DISTRICT
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REIN	REINDERS, INC.							VENDOR TOTAL:	1,482.57
	1893906-00	01 SEALS	101500066403	08/05/21		63616	08/25/21	60.72	60.72
								VENDOR TOTAL:	60.72
SITE ONE	SITE ONE LANDSCAPE SUPPLY								
	111398214-001	01 ROUND UP PARKS	101500076507	07/22/21		63617	08/25/21	230.31	230.31
								VENDOR TOTAL:	230.31
SPEC	SPECIAL FX								
	43115	01 CADDYSHACK POLOS	303000046215	08/05/21		63632	08/31/21	126.00	126.00
		02 MAINTENANCE L-S TEE	101500046215						57.00
		03 SERVICE DESK POLOS	207500046215						12.00
								VENDOR TOTAL:	57.00
SUP	SUPERIOR BEVERAGE								
	391633	01 BUDWEISER	303000086634	08/18/21		63579	08/20/21	729.15	729.15
		02 BUD LIGHT	303000086634						65.00
		03 BUD LIGHT SELTZER	303000086634						97.50
		04 BUSCH LIGHT	303000086634						61.20
		05 BUSCH LIGHT APPLE	303000086634						93.00
		06 NATURDAYS	303000086634						82.80
		07 MICH ULTRA	303000086634						41.85
		08 ARNIE PALMERS	303000086631						58.80
		09 KEG OF BEER	303000086634						88.00
		10 DELIVERY	303000086634						136.00
								VENDOR TOTAL:	5.00
SYCASP	SYCAMORE SPORTS BOOSTERS							VENDOR TOTAL:	729.15
	2021	01 FNB CHALLENGE SPONSOR	101200046214	08/01/21		63628	08/26/21	500.00	500.00
SYCPUMP	SYCAMORE PUMPKIN FESTIVAL COMM							VENDOR TOTAL:	500.00
	PUMPKINFEST VENDOR								
	01 VENDOR FEE		101200046214	08/24/21		63586	08/24/21	25.00	25.00

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SYCAMORE PARK DISTRICT
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SYCROT		SYCAMORE ROTARY CLUB						VENDOR TOTAL:	25.00
	503/607	01 DUES / GOLF	1010000046204	08/19/21		63629	08/26/21	370.00	370.00
		02 DUES / GOLF	2010000046204						185.00
									185.00
T0001655		LEACH, CONNER						VENDOR TOTAL:	370.00
	REIMB 9-7-21	01 REIMB F & F - SHOP ITEMS	101500066401	09/07/21		63637	09/07/21	17.49	17.49
T0001692		MERKEL, ALAN						VENDOR TOTAL:	17.49
	101	01 SKID STEER GRAPPLE ATTACHMENT	101500066400	08/18/21		63581	08/20/21	2,100.00	2,100.00
									2,100.00
T0001693		HOURAN, NICOLE						VENDOR TOTAL:	2,100.00
	REFUND	01 REFUND	201000002150	09/07/21		63638	09/07/21	30.00	30.00
T0001694		DIEDRICH, MELANIE						VENDOR TOTAL:	30.00
	REFUND	01 REFUND	201000002150	09/07/21		63639	09/07/21	66.00	66.00
TREETOP		TREETOP PRODUCTS INC						VENDOR TOTAL:	66.00
	SOTRE79501	01 ADA PICNIC TABLES	221000076500	07/21/21	00005221	63618	08/25/21	2,184.49	2,184.49
		02 RECEIPTACLE	101500076500		00005221				1,609.66
									574.83
UPLAND		UPLAND DESIGN LTD						VENDOR TOTAL:	2,184.49
	21-932-01	01 FOUNDERS RENOVATION	101000036125	08/12/21		63587	08/24/21	10,245.16	10,245.16
									10,245.16
								VENDOR TOTAL:	10,245.16

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
USFOODS	1774547	US FOODS INC							
		01 ICE CREAM	303300086626	07/30/21	00005208	63580	08/20/21	392.62	392.62
		02 GATORADE	303000086631		00005208				59.38
		03 CHIPS	303000086622		00005208				80.84
		04 KETCHUP	303000086629		00005208				30.82
		05 CHEDDAR NUGGETS	303000086617		00005208				24.49
		06 LIDS	303000076550		00005208				77.07
		07 NAPKINS	303000076550		00005208				48.16
									71.86
								VENDOR TOTAL:	392.62
VERIZON	9886347913	VERIZON							
		01 DATA PLAN - 2 MO	504100096700	08/15/21		63630	08/26/21	216.06	216.06
		02 DATA PLAN - 2 MO	303000096700						72.02
									144.04
								VENDOR TOTAL:	216.06
VULC	32706987	VULCAN MATERIALS CO.							
		01 SPORS FIELD SCREENINGS	202100076509	08/10/21		63619	08/25/21	216.42	216.42
									216.42
								VENDOR TOTAL:	216.42
WAGN	32112	WAGNER AGGREGATE, INC.							
		01 AG LIME - BALL FIELDS	202100076509	08/14/21		63620	08/25/21	201.63	201.63
									201.63
								VENDOR TOTAL:	201.63
WARE	5035459-0	WAREHOUSE DIRECT BUSINESS							
		01 EVELOPES - INDEXES	101000046200	08/24/21		63621	08/25/21	107.22	107.22
		02 EVELOPES - INDEXES	201000046200						14.07
		03 CAN LINERS - CC	207500076510						14.08
		04 CAN LINERS - CC	207500076510						37.08
									41.99
								VENDOR TOTAL:	107.22
								TOTAL --- ALL INVOICES:	129,697.38

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

NEW

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1STAYD	1ST AYD CORPORATION							
PSI477170	09/02/21	01	SHOP BRAKE CLEANER-GLOVES	101500066401			09/22/21	180.57
							INVOICE TOTAL:	180.57
							VENDOR TOTAL:	180.57
ADVANCE	ADVANCE AUTO PARTS							
2454-452803	08/05/21	01	BATTERY MOWER	202100066403	00005198		09/22/21	125.17
							INVOICE TOTAL:	125.17
2454-453003	08/09/21	01	PLUGS	101500066402			09/22/21	23.78
							INVOICE TOTAL:	23.78
2454-453447	08/17/21	01	TRUCK FUEL CAPS	101500066402			09/22/21	30.08
							INVOICE TOTAL:	30.08
2454-453845	08/23/21	01	RETURN - FUEL CAP	101500066402			09/22/21	-4.30
							INVOICE TOTAL:	-4.30
2454-454065	08/26/21	01	TRUCK WIPERS	101500066402	00005224		09/22/21	24.10
							INVOICE TOTAL:	24.10
							VENDOR TOTAL:	198.83
ADVANCET	ADVANCED TURF SOLUTIONS							
S0954868	09/02/21	01	GOLF FUNGICIDE	504100076507			09/22/21	2,874.25
							INVOICE TOTAL:	2,874.25
							VENDOR TOTAL:	2,874.25
AIRGAS	AIRGAS USA LLC							
9982013433	08/31/21	01	SHOP WELDING TANK RENTAL FEE	101500066401			09/22/21	32.50
							INVOICE TOTAL:	32.50
							VENDOR TOTAL:	32.50
ANCEL	ANCEL GLINK, P.C.							

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ANCEL ANCEL GLINK, P.C.								
83167	07/14/21	01	CORP MATTERS	101000036120			09/22/21	898.75
		02	TAX EXEMPTIONS	101000036120				100.00
		03	FOUNDATION	101000036120				537.50
		04	MIUSEUM	101000036120				700.00
							INVOICE TOTAL:	2,236.25
83761	08/11/21	01	CORPORATE MATTERS	101000036120			09/22/21	530.00
		02	TAX EXEMPTIONS	101000036120				100.00
		03	FOUNDATION	101000036120				1,128.75
		04	MUSEUM	101000036120				53.75
							INVOICE TOTAL:	1,812.50
84280	09/15/21	01	CORPORATE MATTERS	101000036120			09/22/21	3,601.25
		02	TAX EXEMPTIONS	101000036120				300.00
		03	MUSEUM	101000036120				215.00
							INVOICE TOTAL:	4,116.25
							VENDOR TOTAL:	8,165.00
BANN BANNER UP SIGNS								
74820-BALANCE	06/07/21	01	PARKS IN PROGRESS SIGNS	101200046214	00005260		09/22/21	60.00
							INVOICE TOTAL:	60.00
75523	08/27/21	01	JUNK IN YOUR TRUNK BANNER	206095266216	00005244		09/22/21	320.00
							INVOICE TOTAL:	320.00
75556	08/31/21	01	STICKER FOR CITY BANNER	101200046208	00005243		09/22/21	20.00
							INVOICE TOTAL:	20.00
75632	09/08/21	01	SMOKE-FREE CAMPUS SIGNS	101500066405	00005250		09/22/21	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	440.00
BOCKMAN BOCKMAN'S TRUCK & FLEET								

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BOCKMAN BOCKMAN'S TRUCK & FLEET								
44039	08/31/21	01	STATE TRUCK INSPECTION	101500046210			09/22/21	40.00
							INVOICE TOTAL:	40.00
44040	08/31/21	01	STATE TRUCK INSPECTION	101500046210			09/22/21	40.00
							INVOICE TOTAL:	40.00
44041	08/31/21	01	STATE TRUCK INSPECTION	101500046210			09/22/21	40.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	120.00
CARR CARROT-TOP INDUSTRIES								
51613600	09/15/21	01	FLAGPOLE FLAGS	207500066401			09/22/21	417.38
							INVOICE TOTAL:	417.38
							VENDOR TOTAL:	417.38
CINTA CINTAS CORPORATION #355								
4094236877	08/27/21	01	RAG & RUG SERVICE	101500056301			09/22/21	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
							INVOICE TOTAL:	36.42
4094236893	08/27/21	01	RAG & RUG SERVICE	207500056301			09/22/21	27.43
							INVOICE TOTAL:	27.43
4094236894	08/27/21	01	RAG & RUG SERVICE	201000056301			09/22/21	16.48
							INVOICE TOTAL:	16.48
4094908899	09/03/21	01	RAG & RUG SERVICE	207500056301			09/22/21	27.43
							INVOICE TOTAL:	27.43
4094909007	09/03/21	01	RAG & RUG SERVICE	201000056301			09/22/21	16.48
							INVOICE TOTAL:	16.48

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTA	CINTAS CORPORATION #355							
4095509749	09/10/21	01	RAG & RUG SERVICE	207500056301			09/22/21	27.43
							INVOICE TOTAL:	27.43
4095509834	09/10/21	01	RAG & RUG SERVICE	101500056301			09/22/21	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
							INVOICE TOTAL:	36.42
4095509844	09/10/21	01	RAG & RUG SERVICE	201000056301			09/22/21	16.46
							INVOICE TOTAL:	16.46
4096233439	09/17/21	01	RAG & RUG SERVICE	101500056301			09/22/21	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
							INVOICE TOTAL:	36.42
4096233505	09/17/21	01	RAG & RUG SERVICE	201000056301			09/22/21	16.48
							INVOICE TOTAL:	16.48
4096233522	09/17/21	01	RAG & RUG SERVICE	207500056301			09/22/21	27.43
							INVOICE TOTAL:	27.43
							VENDOR TOTAL:	284.88
CINTA2	CINTAS CORP							
5075077046	09/03/21	01	1ST AID REFILL - CC	207500076513			09/22/21	7.55
							INVOICE TOTAL:	7.55
8405306064	09/03/21	01	1ST AID REFILL - MAINT	101500076513			09/22/21	42.55
							INVOICE TOTAL:	42.55
							VENDOR TOTAL:	50.10

CITY CITY OF SYCAMORE

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CITY CITY OF SYCAMORE								
AUGUST 2021	09/22/21	01	CITY SALES TAX - CH	303000116852			09/22/21	272.00
		02	CITY SALES TAX - BEVERAGE CART	303100116852				49.00
		03	CITY SALES TAX - VENDING	207500086650				2.00
		04	CITY SALES TAX -BB CONC	303300116852				6.00
		05	CITY SALES TAX -CATERING	303500116852				28.00
		06	CITY SALES TAX - CONCERT CONC	206194006230				28.00
							INVOICE TOTAL:	385.00
CITY CITY OF SYCAMORE								
JULY 2021	09/22/21	01	CITY SALES TAX - CLUBHOUSE	303000116852			09/22/21	297.00
		02	CITY SALES TAX - BEV CART	303100116852				33.00
		03	CITY SALES TAX - VENDING	207500086650				7.00
		04	CITY SALES TAX - CONCERT	206194006230				60.00
		05	CITY SALES TAX - MOVIE	206194016230				2.00
		06	CITY SALES TAX - BB CONC	303300116852				23.00
		07	CITY SALES TAX - CATERING	303500116852				41.00
							INVOICE TOTAL:	463.00
							VENDOR TOTAL:	848.00
CMJ CMJ TECHNOLOGIES, INC.								
15373	09/01/21	01	PREPAID LABOR	101000056304			09/22/21	1,260.00
		02		201000056304				1,260.00
							INVOICE TOTAL:	2,520.00
							VENDOR TOTAL:	2,520.00
COMCA COMCAST								
0468024-0921	09/10/21	01	INTERNET	101000096706			09/22/21	134.23
		02	INTERNET	201000096706				134.23
		03	CABLE	207500096705				375.07
							INVOICE TOTAL:	643.53
COMCA COMCAST								
0468768-0921	08/25/21	01	CABLE	303000096705			09/22/21	85.66
		02	CABLE	504000096705				85.66
							INVOICE TOTAL:	171.32
							VENDOR TOTAL:	814.85

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SYCAMORE PARK DISTRICT
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0558722008-0921	09/02/21	01	BASEBALL CONC	303300096702			09/22/21	169.38
		02	POOL	518100096702				646.90
		03	MAINT	101500096702				59.39
		04	MAINT	504100096702				59.39
		05	CART BLDG	504000096702				27.27
		06	CH	303000096702				150.30
		07	PROSHOP	504000096702				150.30
		08	ADMIN	101000096702				350.71
		09	ADMIN	201000096702				350.71
		10	ELECTRONIC SIGN	101000096702				10.49
		11	ELECTRONIC SIGN	201000096702				10.49
		12	COMM CTR	207500096702				4,434.90
								6,420.23
								INVOICE TOTAL:
090321	09/03/21	01	FOUNDERS PARK	101500096702			09/22/21	22.93
		02	BOYNTON PARK	101500096702				14.47
		03	KIWANIS PARK	101500096702				29.40
		04	EMIL CASSIER PARK	101500096702				20.28
		05	SYCAMORE LAKE	101500096702				26.67
		06	GOOD TYMES SHELTER	101500096702				32.65
		07	WEETZEL PARK	101500096702				42.14
		08	ENTRYPARK	101500096702				24.76
		09	MAINT BLDG	101500096702				358.75
		10	MAINT BLDG	504100096702				358.75
		11	SPORTS COMPLEX	202100096702				11.01
		12	SPORTS COMPLEX	101500096702				29.52
								971.33
								VENDOR TOTAL:
								7,391.56
121016342	08/24/21	01	DIESEL - GOLF	504100076515			09/22/21	701.70
		02	DIESEL -PARKS	101500076515				99.02
		03	DIESEL -SC	202100076515				290.62
								1,091.34
								INVOICE TOTAL:

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SYCAMORE PARK DISTRICT
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121016343	08/24/21	01	GASOLINE - GOLF	504100076515			09/22/21	91.99
		02	GASOLINE - PARKS	101500076515				410.35
		03	GASOLINE - SC	202100076515				19.74
		04	GASOLINE - TRUCKS	101500076515				181.75
			INVOICE TOTAL:					703.83
121016344	08/24/21	01	GAS-OLD SHOP TANK 4	504100076515			09/22/21	1,410.38
			INVOICE TOTAL:					1,410.38
121016345	08/24/21	01	DIESEL - OLD SHOP TANK 3	504100076515			09/22/21	316.31
			INVOICE TOTAL:					316.31
			VENDOR TOTAL:					3,521.86
DEKA	DEKALB LAWN & EQUIPMENT CO.							
80474	08/12/21	01	CHAINSAW FILTERS	202100066402			09/22/21	14.87
			INVOICE TOTAL:					14.87
80890	09/01/21	01	OIL FILTER TORO MOWER	504100066403	00005242		09/22/21	20.76
			INVOICE TOTAL:					20.76
80957	09/08/21	01	HEX NUT MOWER	101500066402	00005249		09/22/21	5.24
			INVOICE TOTAL:					5.24
81008	09/10/21	01	HAND GUARD - CHAINSAW	101500066402			09/22/21	26.15
			INVOICE TOTAL:					26.15
			VENDOR TOTAL:					67.02
DEKAM	DEKALB MECHANICAL INC							
80437	08/24/21	01	CH AC UNIT REPAIR	101000056300			09/22/21	603.96
			INVOICE TOTAL:					603.96
80520	08/24/21	01	MAINT HVAC-REPAIR	101500056300			09/22/21	925.77
			INVOICE TOTAL:					925.77
			VENDOR TOTAL:					1,529.73

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DOGWASTE	DOG WASTE	DEPOT						
433189	09/03/21	01	DOG WASTE BAGS	101500076540			09/22/21	108.89
							INVOICE TOTAL:	108.89
433212	09/03/21	01	DOG WASTE BAGS	101500076540			09/22/21	108.89
							INVOICE TOTAL:	108.89
							VENDOR TOTAL:	217.78
ENCAP	ENCAP, INC							
7415	08/26/21	01	OLD MILL MAINT	101500056308			09/22/21	1,500.00
							INVOICE TOTAL:	1,500.00
							VENDOR TOTAL:	1,500.00
ENGIN	ENGINEERING RESOURCE ASSOC							
150711FD.10	07/21/21	01	MEMORIAL PARK	711000207035			09/22/21	2,580.00
							INVOICE TOTAL:	2,580.00
150711FD.11	08/23/21	01	MEMORIAL PARK	711000207035			09/22/21	2,685.00
							INVOICE TOTAL:	2,685.00
150711FD.12	09/16/21	01	MEMORIAL PARK	711000207035			09/22/21	2,237.50
							INVOICE TOTAL:	2,237.50
							VENDOR TOTAL:	7,502.50
FINN	FINNEY'S ELECTRIC							
23880	09/08/21	01	BALLFIELD LIGHTS REPAIRS	202100076526			09/22/21	135.60
							INVOICE TOTAL:	135.60
							VENDOR TOTAL:	135.60
FOX1	FOX VALLEY FIRE & SAFETY							
IN004693732	09/09/21	01	SHOP FIRE SYSTEM MONITOR	101500056300			09/22/21	165.00
							INVOICE TOTAL:	165.00
							VENDOR TOTAL:	165.00

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
FRONTIER FRONTIER								
0670--AUG/SEP21	09/07/21	01	ADMIN	101000096700			09/22/21	597.41
		02	ADMIN	201000096700				597.42
		03	CORRECTION	101000096700				160.13
						INVOICE TOTAL:		1,354.96
4818--JUL/AUG 21	08/22/21	01	MAINT	101500096700			09/22/21	170.02
		02	MAINT	504100096700				170.02
		03	CORRECTION	101000096700				-160.13
						INVOICE TOTAL:		179.91
						VENDOR TOTAL:		1,534.87
GRAI GRAINGER								
9031309843	08/23/21	01	METERING CARTRIDGE - SHOP	101500066401			09/22/21	28.30
						INVOICE TOTAL:		28.30
						VENDOR TOTAL:		28.30
GREATLAK GREAT LAKES TURF								
37616	08/17/21	01	GOLF GREENS LIQ FERTILIZER	504100076506			09/22/21	282.35
						INVOICE TOTAL:		282.35
						VENDOR TOTAL:		282.35
HAWK HAWKINS INC								
6004357	08/20/21	01	SPLASH PAD - POOL CHEMICALS	518100076550			09/22/21	95.00
						INVOICE TOTAL:		95.00
						VENDOR TOTAL:		95.00
HYVEE HY-VEE ACCOUNTS RECEIVABLE								
189345-0921	09/10/21	01	COOKIES/CHIPS	303500086640	00005251		09/22/21	15.95
		02	HAMBURGER BUNS	303000086613	00005251			3.85
		03	LETTUCE	303000086629	00005251			3.84

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HYVEE HY-VEE ACCOUNTS RECEIVABLE								
189345-0921	09/10/21	04 TAX		303000076500	00005251		09/22/21	0.24
		05 MISC		303500086640	00005251			0.15
							INVOICE TOTAL:	24.03
							VENDOR TOTAL:	24.03
IL2 IL STATE POLICE SERVICES FUND								
COST CTR 02128	09/22/21	01	BACKGROUND CHECKS	101000056305			09/22/21	250.00
		02	BACKGROUND CHECKS	201000056305				250.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
INTEG INTEGRA BUSINESS SYSTEMS, INC.								
INV100022	09/02/21	01	PRINTER/COPIER-MAINT BLDG	101000056304			09/22/21	21.26
		02	PRINTER/COPIER-MAINT BLDG	201000056304				21.26
							INVOICE TOTAL:	42.52
INV100023	09/02/21	01	PRINTER/COPIER - CC	101000056304			09/22/21	40.66
		02	PRINTER/COPIER - CC	201000056304				40.65
							INVOICE TOTAL:	81.31
INV100024	09/02/21	01	PRINTER/COPIER - ADMIN	101000056304			09/22/21	38.40
		02	PRINTER/COPIER - ADMIN	201000056304				38.40
							INVOICE TOTAL:	76.80
							VENDOR TOTAL:	200.63
JOHN JOHNSON SEAT & CANVAS SHOP								
40626	08/27/21	01	NEW SEATS FOR GMC TRUCK	101500066402			09/22/21	315.00
		02	NEW SEATS FOR GMC TRUCK	202100066402				315.00
							INVOICE TOTAL:	630.00
							VENDOR TOTAL:	630.00
KAR KAR-FRE FLOWERS								

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
KAR	KAR-FRE FLOWERS								
343370/1		08/14/21	01	FLOWERS- GM	101000046213			09/22/21	57.95
								INVOICE TOTAL:	57.95
								VENDOR TOTAL:	57.95
KISH	KISHWAUKEE SPECIAL RECREATION								
2021-4		08/20/21	01	2021 CONTRIBUTION	221000116855			09/22/21	3,414.69
								INVOICE TOTAL:	3,414.69
2021-5		09/17/21	01	2021 CONTRIBUTION	221000116855			09/22/21	41,101.48
								INVOICE TOTAL:	41,101.48
								VENDOR TOTAL:	44,516.17
LOWE	LOWE'S								
903172-HLJFPP		08/24/21	01	WASP SPRAY, CAUTION TAPE PARKS	101500066404	00005228		09/22/21	22.25
								INVOICE TOTAL:	22.25
903176-HLJFPR		08/24/21	01	PARKS-PLYWOOD REPAIR	101500066404			09/22/21	34.47
								INVOICE TOTAL:	34.47
903482-HJNMRE		08/11/21	01	WORK GLOVES	101500076500			09/22/21	40.09
								INVOICE TOTAL:	40.09
903518-HIRWCN		08/05/21	01	GARBAGE PICK UP STICKS	202100076500	00005187		09/22/21	37.96
								INVOICE TOTAL:	37.96
903577-HHBFGX		07/26/21	01	OUTLET COVERS REPLACEMENTS	101500066404			09/22/21	54.24
								INVOICE TOTAL:	54.24
903894-HIDATO		08/02/21	01	ROCK, TIMBER - PARKS	101500066404			09/22/21	40.62
								INVOICE TOTAL:	40.62
903984-HKNRVP		08/18/21	01	FASTERNERS SHOP	202100076500	00005219		09/22/21	12.18
								INVOICE TOTAL:	12.18
								VENDOR TOTAL:	241.81

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MARS	M.A.R.S., INC.							
575292	09/02/21	01	TRUCK STARTER MOTOR REPAIR	202100066402	00005240		09/22/21	158.00
							INVOICE TOTAL:	158.00
							VENDOR TOTAL:	158.00
MENA	MENARDS - SYCAMORE							
53037	08/31/21	01	PAINT SPORTS	202100066404	00005229		09/22/21	16.43
							INVOICE TOTAL:	16.43
53082	09/01/21	01	SHOVEL, POT HOLE PATCH	101500066406	00005227		09/22/21	59.04
							INVOICE TOTAL:	59.04
53138	09/02/21	01	WASP KILLER	101500066404	00005241		09/22/21	22.76
							INVOICE TOTAL:	22.76
53207	09/03/21	01	POTHOLE PATCH	101500066406	00005235		09/22/21	26.76
							INVOICE TOTAL:	26.76
53226	09/03/21	01	LIGHTS FOR SHOP	101500066401	00005236		09/22/21	74.40
							INVOICE TOTAL:	74.40
53435	09/08/21	01	PARK FENCE POSTS, STAIN	101500066407	00005248		09/22/21	49.63
							INVOICE TOTAL:	49.63
53541	09/10/21	01	ELEC TAPE-OIL SEPERATOR	101500066401			09/22/21	9.35
							INVOICE TOTAL:	9.35
							VENDOR TOTAL:	258.37
MROUT	MR OUTHOUSE							
3974	08/31/21	01	PORT-O-POTS-GOLF	504100056309			09/22/21	330.00
		02	PORT-O-POTS-PARKS	101500056309				730.00
		03	PORT-O-POTS-SPORTS	202100056309				830.00
							INVOICE TOTAL:	1,890.00
							VENDOR TOTAL:	1,890.00

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NICOR	NICOR GAS							
082721	08/27/21	01	MAINT BLDG	101500096703			09/22/21	88.60
		02	MAINT BLDG	504100096703				88.60
		03	POOL	518100096703				525.71
		04	UPSTAIRS OFFICE	101000096703				41.06
		05	ADMIN	101000096703				35.66
		06	ADMIN	201000096703				35.65
		07	PRO SHOP	504000096703				15.28
		08	CLUBHOUSE	303000096703				15.28
		09	PUMP HOUSE	504100096703				42.06
		10	AIRPORT RD PROPERTY	207500096703				139.17
								INVOICE TOTAL: 1,027.07
								VENDOR TOTAL: 1,027.07

NORTHLIU NIU-COMMER ACCTS RECEIVABLE

OCR000499	09/09/21	01	STAND UP PADDLEBOARD CLASSES	518204094426	00005259		09/22/21	520.00
								INVOICE TOTAL: 520.00
								VENDOR TOTAL: 520.00

PDRMA PDRMA

AUGUST 2021	09/22/21	01	HEALTH INS PREM	101000106801			09/22/21	5,032.08
		02	HEALTH INS PREM	101500106801				1,490.66
		03	HEALTH INS PREM	504100106801				1,805.61
		04	HEALTH INS PREM	504000106801				1,306.87
		05	HEALTH INS PREM	201000106801				6,891.46
		06	HEALTH INS PREM	202100106801				5,785.05
		07	HEALTH INS PREM	207500106801				63.38
		08	HEALTH INS PREM	303000106801				524.53
								INVOICE TOTAL: 22,899.64
								VENDOR TOTAL: 22,899.64

PEPSI PEPSI COLA GEN. BOT.

48704805	08/23/21	01	GATORADE	303000086631	00005256		09/22/21	121.55
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PEPSI	PEPSI COLA GEN. BOT.							
48704805	08/23/21	02	20 OZ BOTTLE POP	303000086631	00005256		09/22/21	54.16
		03	3GAL BIB	303000086630	00005256			271.35
		04	CO2 TANK	303000086630	00005256			32.83
								479.89
								479.89
PERFOR	PERFORMANCE FOODSERVICE							
6746670	08/19/21	01	FRYER OIL	303000086617	00005253		09/22/21	89.74
		02	CHIPS	303000086622	00005253			63.22
		03	SHREDDED CHEESE	303000086616	00005253			56.08
		04	TORTILLA SHELLS	303000086616	00005253			35.36
		05	FRENCH FRIES	303000086617	00005253			23.33
		06	HOT DOGS	303000086615	00005253			78.58
		07	BRATS	303000086615	00005253			171.80
		08	HAMBURGERS	303000086613	00005253			144.84
		09	DELIVERY	303000076500	00005253			6.50
								669.45
								669.45
PIO	PIONEER MFG/PIONEER ATHLETICS							
INV805109	08/31/21	01	SPORTS FIELD SPRAY PAINT	202100076524			09/22/21	143.70
								143.70
INV806703	09/09/21	01	SPORTS FIELD SPRAY PAINT	202100076523			09/22/21	68.38
								68.38
PLAY	PLAYERS GOLF CARS							
22702	08/18/21	01	CART RENTALS - 8-14-21	504000036126			09/22/21	900.00
								900.00
								900.00

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 09/22/2021

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PRIN PRINCIPAL LIFE GROUP								
SEP 2021	09/22/21	01	DENTAL INS PREM	101000106801			09/22/21	311.48
		02	DENTAL INS PREM	101500106801				75.46
		03	DENTAL INS PREM	504100106801				87.77
		04	DENTAL INS PREM	504000106801				118.38
		05	DENTAL INS PREM	201000106801				415.52
		06	DENTAL INS PREM	202100106801				302.31
		07	DENTAL INS PREM	207500106801				147.98
		08	DENTAL INS PREM	303000106801				23.67
								INVOICE TOTAL: 1,482.57
								VENDOR TOTAL: 1,482.57
REIN REINDERS, INC.								
1897235-00	08/30/21	01	REPAIR SURGE PROT-IRR SYSTEM	504100076505			09/22/21	315.00
								INVOICE TOTAL: 315.00
1897623-00	09/01/21	01	GRIND STONE	202100066402			09/22/21	285.00
								INVOICE TOTAL: 285.00
1899295-00	09/14/21	01	MOWER OIL FILTERS-BOLTS-SCREWS	202100066402			09/22/21	99.97
								INVOICE TOTAL: 99.97
								VENDOR TOTAL: 699.97
RINGCEN RINGCENTRAL INC.								
CD_000285955	08/21/21	01	PHONE SERVICE	101000096700			09/22/21	486.58
		02	PHONE SERVICE	201000096700				486.58
								INVOICE TOTAL: 973.16
								VENDOR TOTAL: 973.16
ROCHNEW THE ROCHELLE NEWS-LEADER								
INV60108	08/15/21	01	DEKALB CO HAS IT AD	101200046208	00005245		09/22/21	149.00
								INVOICE TOTAL: 149.00
								VENDOR TOTAL: 149.00

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

DATE: 09/22/21
TIME: 16:25:53
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
RONDO RONDO ENTERPRISES, INC.								
154664	09/04/21	02	RELAY TRAILER	504000066409	00005239		09/22/21	10.75
							INVOICE TOTAL:	10.75
155032	09/15/21	01	MOTOR SOLENOID - CART	504000066409			09/22/21	54.76
							INVOICE TOTAL:	54.76
							VENDOR TOTAL:	65.51
SELDAL SELDAL PLUMBING								
5142	08/30/21	01	POOL URINAL FLUSH REPAIR	518100056300			09/22/21	270.00
							INVOICE TOTAL:	270.00
							VENDOR TOTAL:	270.00
SHA SHARE CORP.								
1893695	08/31/21	01	SPRAY TANK BUBBLE BUSTER	101500076507			09/22/21	159.00
							INVOICE TOTAL:	159.00
							VENDOR TOTAL:	159.00
SHAW SHAW SUBURBAN MEDIA								
082110027030	08/31/21	01	PARENT SOURCE AD	101200046208	00005246		09/22/21	325.00
							INVOICE TOTAL:	325.00
							VENDOR TOTAL:	325.00
SOFT SOFT WATER CITY								
2652-0721	07/31/21	01	SALT	207500076500			09/22/21	20.00
		02	WATER-CUPS-RENT	518000076500				77.25
		03	WATER-CUPS-SALT	1015000076500				157.25
							INVOICE TOTAL:	254.50
2652-0821	08/31/21	01	WATER	518000076500			09/22/21	33.75
		02	WATER	1015000076500				74.25
							INVOICE TOTAL:	108.00
							VENDOR TOTAL:	362.50

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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431162	09/16/21	01	SUPERHERO CHALLENG T-SHIRTS	206095146216	00005261		09/22/21	762.00
							INVOICE TOTAL:	762.00
							VENDOR TOTAL:	762.00

STAPLES STAPLES BUSINESS ADVANTAGE

3487130943	09/11/21	01	SIGN HOLDER	207500046200			09/22/21	13.98
		02	DISCOUNT	207500046200				-0.42
							INVOICE TOTAL:	13.56

3487130944	09/11/21	01	ENVELOPES	101000046200			09/22/21	26.49
		02	ENVELOPES	201000046200				26.50
		03	PLANNERS -	101000046200				18.99
		04	PLANNERS	201000046200				18.99
		05	DIARY	101000046200				42.99
		06	DIARY	201000046200				42.99
		07	DESK PADS	101000046200				23.98
		08	DESK PADS	201000046200				44.18
		09	TOILET PAPER	207500076510				22.09
		10	TOILET PAPER	303000076510				-8.74
		11	DISCOUNT	101000046200				282.44
							INVOICE TOTAL:	296.00
							VENDOR TOTAL:	

SUPERIND SUPERIOR INDUSTRIAL EQUIPMENT

21-2860	08/20/21	01	POOL MAIN MOTOR SERVICE-REPAIR	518100056300			09/22/21	312.92
							INVOICE TOTAL:	312.92
							VENDOR TOTAL:	312.92

T0000024 DOBBERSTEIN, MELISSA

REIMBURSEMENT 8-20	08/20/21	01	BIRTHDAY PARTY SUP-WALMART	205011956216			09/22/21	6.29
		02	BIRTHDAY PARTY SUP-DOLLAR TREE	205011956216				12.00
							INVOICE TOTAL:	18.29
							VENDOR TOTAL:	18.29

INVOICES DUE ON/BEFORE 09/22/2021

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
T0000105	LUNDBECK, KIRK							
	MENS LEAGUE PAYOUT 2	09/22/21	01 MENS LEAGUE YEAR END PAYOUT	504000046219			09/22/21	2,550.00
							INVOICE TOTAL:	2,550.00
							VENDOR TOTAL:	2,550.00
T0001695	HARDY, QIANA							
	REFUND	09/22/21	01 REFUND	201000002150			09/22/21	83.00
							INVOICE TOTAL:	83.00
							VENDOR TOTAL:	83.00
TIMECLOC	TIME CLOCK EXPRESS							
15728		08/31/21	01 TIME CARDS	101000046200			09/22/21	29.42
			02 TIME CARDS	201000046200				29.42
							INVOICE TOTAL:	58.84
							VENDOR TOTAL:	58.84
TYLER	TYLER ENTERPRISES							
60400		08/19/21	01 GREENS&FAIRWAY FUNGICIDE	504100076507			09/22/21	1,567.50
60503		08/31/21	01 GOLF FUNGICIDE	504100076507			09/22/21	355.00
							INVOICE TOTAL:	355.00
60504		08/31/21	01 GREENS FUNGICIDE	504100076507			09/22/21	427.50
							INVOICE TOTAL:	427.50
60576		09/09/21	01 GOLF TURF GROWTH REGULATOR	504100076507	00005247		09/22/21	122.00
							INVOICE TOTAL:	122.00
							VENDOR TOTAL:	2,472.00
ULINE	ULINE							
138202555		09/02/21	01 STOOL - CH	303000066400			09/22/21	134.66
							INVOICE TOTAL:	134.66
							VENDOR TOTAL:	134.66

INVOICES DUE ON/BEFORE 09/22/2021

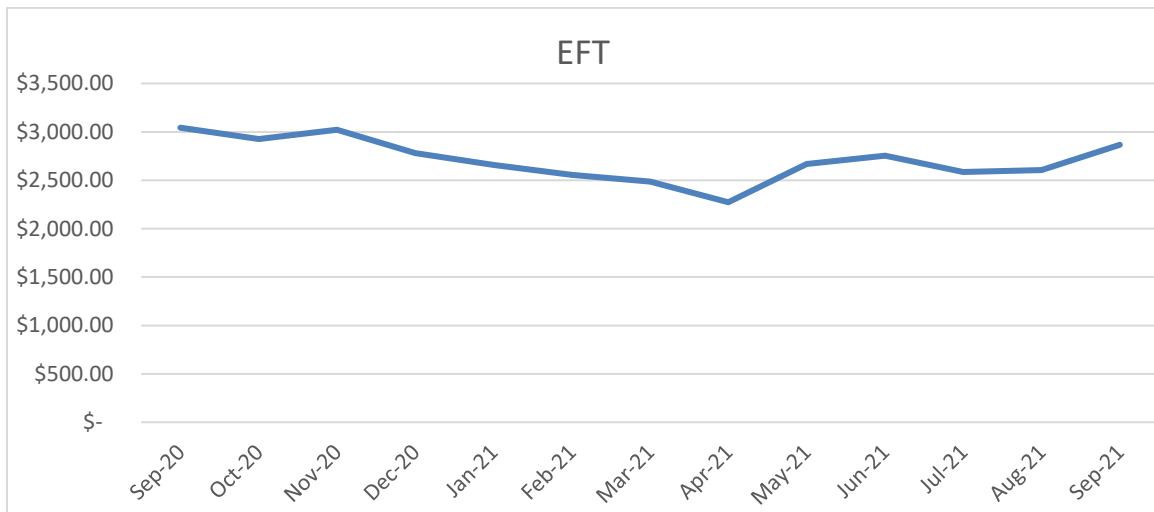
INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VULC VULCAN MATERIALS CO.								
32719685	08/24/21	01	SCREENING-ROAD ROCK BALLFIELDS	202100076509			09/22/21	217.00
							INVOICE TOTAL:	217.00
							VENDOR TOTAL:	217.00
WARE WAREHOUSE DIRECT BUSINESS								
5037309-0	08/26/21	01	PAPER - CH	101000046200			09/22/21	22.24
		02	PAPER - CH	201000046200				22.25
		03	GARBAGE BAGS - CC	207500076510				41.99
		04	GARBAGE BAGS - MAINT	101500076510				18.54
		05	GARBAGE BAGS - MAINT	202100076510				18.54
							INVOICE TOTAL:	123.56
5047333-0	09/08/21	01	PAPER == CC	101000046200			09/22/21	17.75
		02	PAPER == CC	201000046200				17.75
		03	PAPER TOWELS - CC	207500076510				21.90
		04	PAPER TOWELS - CH	303000076510				65.70
							INVOICE TOTAL:	123.10
							VENDOR TOTAL:	246.66
WASTE WASTE MANAGEMENT								
3651476-2011-3	08/31/21	01	REFUSE - ADMIN	101000056302			09/22/21	60.04
		02	REFUSE - CH	303000056302				60.05
		03	REFUSE - ADMIN	101000056302				6.50
		04	REFUSE - OLD SHOP	504100056302				32.06
		05	REFUSE - SC	202100056302				73.08
		06	REFUSE - PARKS	101500056302				73.08
		07	REFUSE -PICNIC	101500056302				57.75
		08	REFUSE -COMM CTR	207500056302				154.93
							INVOICE TOTAL:	517.49
							VENDOR TOTAL:	517.49
							TOTAL ALL INVOICES:	128,258.59

Interim # 129,697.38
New # 128,258.59
Total 257,955.97

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: September 28, 2021

Administrative Initiatives (9/1/21 – 9/30/21)

- Attended scheduled Board and Superintendent/staff meetings.
- Met with Leadership Team to discuss Strategic Planning.
- 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 (Clubhouse, Beverage Cart, Sports Complex, Catering, Recreation) in TeeSnap. Prepared general ledger journal entries to be entered and posted to MSI. Adding the cost of goods sold entry for Concessions.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The September installment was for 136 individuals, an increase of 9 from August. The monthly installment was \$2,668 (\$261 increase) processed through credit cards and \$197 (no change) through ACH transactions. There were 5 households whose credit cards did not process (\$142) due to declined credit cards. I am following up on each of these and processing the transactions when possible. (See chart below that shows monthly EFT revenue over the last year.)



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

- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- 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.
- Received fourth installment of property tax receipts. Provide documentation to KSRA and process payment. Allocate IMRF and SS tax levy.
- Attended Pumpkin Festival Committee meeting.
- Updated Capital Project 5 year funding plan for 2022.
- Monitor COVID transmission levels and communicate to appropriate staff for proper sign postings.
- Participate in PATH Essentials Webinar.
- Participate in Unemployment Webinar.
- Attend Asset Management Services Webinar.
- Attended Annual Program Meeting.
- Participate in IPRF Golf Outing.
- Participate in PDRMA Mindful of Mental Health Webinar – Relaxation to Suit Your Lifestyle.
- Participate in PDRMA Determine your Agency's 2022 Medical Plan Strategy Webinar.
- Attend PDRMA Health Program Council meeting.
- Invoice DeKalb County Forest Preserve for progress billing on trail.
- Schedule PDRMA 2022 On-Site Biometric Screening.

Administrative Initiatives (10/01/21 – 10/31/21)

- Attend scheduled Superintendent and Board meetings.
- File quarterly payroll tax returns.
- 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.
- Continue to review personnel manuals.
- Write up instructions for utilizing the employee portal.
- Continue working on FY 2022 Capital Budget. Present draft to board.
- Begin working on FY 2022 Operating Budget.
- Attend Pumpkin Festival Committee meeting. Assist in various ways during festival.
- Continue with work on Strategic Plan.
- Attend The Diamond of Care Approach to Loss Prevention and Liability Control Webinar.
- Attend Leading Before, During and After the Crisis Webinar.

- Begin process of determining 2021 Tax Levy.
- Begin preparation for open enrollment for employee benefits. Review new rates and benefits for employee health insurance. Calculate threshold and total anticipated 2022 expense. Prepare recommendation for the board.
- Begin work with Speer Financial on annual rollover bond.

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

Corporate Fund (10)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	<u>Variance</u>	<u>2019 YTD Actual</u>	
Revenues							
Administration	48,812.69	893,803.75	1,583,814.00	812,751.89	10.0% (1)	810,470.84	10.3%
Marketing	1,000.00	1,000.00	-	272.50	267.0% (5)	-	#DIV/0!
Parks	829.64	14,491.37	23,732.00	16,885.46	-14.2% (2)	13,304.17	8.9%
Total Revenues	50,642.33	909,295.12	1,607,546.00	829,909.85	9.6%	823,775.01	10.4%
Expenses							
Administration	38,373.23	483,126.52	1,269,693.00	564,689.04	-14.4% (3)	429,869.66	12.4%
Marketing	2,562.80	17,761.25	44,939.00	34,568.00	-48.6% (4)	25,467.34	-30.3%
Parks	22,786.01	177,940.18	297,933.00	181,347.95	-1.9%	199,672.05	-10.9%
Total Expenses	63,722.04	678,827.95	1,612,565.00	780,604.99	-13.0%	655,009.05	3.6%
Total Fund Revenues	50,642.33	909,295.12	1,607,546.00	829,909.85	9.6%	823,775.01	10.4%
Total Fund Expenses	63,722.04	678,827.95	1,612,565.00	780,604.99	-13.0%	655,009.05	3.6%
Surplus (Deficit)	(13,079.71)	230,467.17	(5,019.00)	49,304.86	367.4%	168,765.96	36.6%

(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 46.4% \$17,491 and 2019 by 50.0% \$18,377. Shelter rentals were impacted by COVID in 2020 and increased in 2021 by 527.1% \$6,249; compared to 2019 they are higher 1.1% \$81. Overall anticipated property tax increase from 2020 to 2021 is 4.4%.

(2) 2021 allocation of tax levy less due to lower part time maintenance payroll costs.

(3) 2021 wages and related taxes less than 2020 10.2% \$18,483. The IMRF employer rate has steadily decreased. 2020 included \$20,899 in misc consultants for Survey and Sustaining the Legacy exercise. 2020 also had COVID related expenses that we were later reimbursed for.

(4) In 2020 we had cost of COVID mailers. (Later reimbursed through CURE)

(5) Banner program.

Recreation Fund (20)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	33,277.48	597,469.88	1,027,728.00	567,023.51	5.4% (1)	547,435.56	9.1%
Sports Complex	17,734.50	19,220.50	44,457.00	868.50	2113.1% (2)	8,983.00	114.0%
Sports Complex Maintenance	1,209.42	25,482.53	42,339.00	27,228.21	-6.4%	23,265.15	9.5%
Midwest Museum of Natural Hist	-	1,680.86	2,400.00	1,161.92	44.7%	1,796.84	-6.5%
Programs-Youth	3,425.54	17,436.32	21,711.00	7,336.62	137.7% (3)	13,767.39	26.6%
Programs-Tweens	493.00	513.00	1,696.00	-	#DIV/0! (3)	-	#DIV/0!
Programs-Adult	2,515.58	19,377.10	4,806.00	2,412.93	703.1% (3)	7,941.68	144.0%
Programs-Leagues	4,875.00	5,125.98	9,798.00	506.57	911.9% (3)	1,404.12	265.1%
Programs-Youth Athletics	7,903.63	50,366.68	24,382.00	13,967.61	260.6% (3)	25,962.65	94.0%
Programs-Fitness	4,516.74	15,254.71	12,629.00	7,436.64	105.1% (3)	16,313.66	-6.5%
Programs-Early Childhood	144.00	144.00	6,569.00	2,878.00	-95.0% (3)	5,163.00	-97.2%
Programs-Dance	651.70	2,769.69	3,085.00	1,513.53	83.0% (3)	2,740.84	1.1%
Programs-Special Events	896.00	1,658.50	9,594.00	6,429.02	-74.2% (3)	8,154.23	-79.7%
Programs-Community Events	1,978.10	8,070.86	6,850.00	4,305.00	87.5% (3)	9,282.51	-13.1%
Brochure	4,050.00	4,050.00	7,350.00	-	#DIV/0!	3,300.00	22.7%
Weight Room	8,683.00	69,122.69	149,397.00	54,147.31	27.7% (4)	128,817.09	-46.3%
Community Center	2,213.85	39,833.06	50,849.00	29,226.02	36.3% (4)	41,441.56	-3.9%
Total Revenues	94,567.54	877,576.36	1,425,640.00	726,441.39	20.8%	845,769.28	3.8%

(1) Overall estimated property tax increase 2020 to 2021 is 2.83% \$26,643

(2) 2020 impacted by COVID. 2021 receipts came in earlier than 2019.

(3) Revenue from programs increased 138.5%, \$54,188 compared to 2020. In comparison to 2019, revenues increased 24.1% \$18,122.

(4) Still feeling impacts of COVID

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

Pathway Fitness Membership	38.23% / 110.91% / 42.81%
Pathway Fitness Pass	56.86% / 153.95% / 68.60%
Track Only Pass	53.47% / 117.38% / 73.66%
Pre-pay Card	49.00% / 0% / 55.06%
Program Fees	51.27% / 172.23% / 47.24%
Daily Admission Fee	37.67% / 114.60% / 35.67%

Compared to Annual Budget/Compared to 2020 YTD:

Open Gym Daily	10.66% / 171.66% / 148.12%
Open Gym Membership	86.74% / 189.62% / 131.62%
Rentals	64.06% / 107.35% / 66.60%

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

Expenses								
Administration	42,943.40	376,442.32	598,550.00	392,099.01	-4.0%	(1)	362,649.45	3.8%
Sports Complex	-	-	-	-	#DIV/0!		78.06	-100.0%
Sports Complex Maintenance	33,012.21	276,617.04	434,361.00	290,719.29	-4.9%	(2)	286,846.63	-3.6%
Midwest Museum of Natural Hist	548.03	13,679.48	18,500.00	11,276.34	21.3%		11,073.94	23.5%
Programs-Youth	1,347.00	4,037.56	13,196.00	5,021.46	-19.6%	(3)	8,541.80	-52.7%
Programs-Tweens	-	-	1,049.00	-	#DIV/0!	(3)	50.00	-100.0%
Programs-Adult	917.62	8,813.26	2,765.00	2,737.35	222.0%	(3)	6,790.35	29.8%
Programs-Leagues	-	3,340.49	6,405.00	3,546.57	-5.8%	(3)	3,362.12	-0.6%
Programs-Youth Athletics	680.49	21,063.59	14,610.00	4,976.89	323.2%	(3)	15,188.73	38.7%
Programs-Fitness	992.18	8,603.51	9,527.00	4,918.68	74.9%	(3)	8,075.40	6.5%
Programs-Early Childhood	-	-	4,635.00	1,900.00	-100.0%	(3)	1,688.00	-100.0%
Programs-Dance	88.85	725.75	1,487.00	605.94	19.8%	(3)	558.68	29.9%
Programs-Special Events	-	775.16	6,204.00	3,434.57	-77.4%	(3)	2,965.66	-73.9%
Programs-Community Events	46.86	6,759.07	5,350.00	4,400.00	53.6%	(3)	10,869.20	-37.8%
Brochure	4,446.00	12,597.75	24,575.00	1,535.86	720.2%		16,639.11	-24.3%
Weight Room	27.50	9,785.72	32,156.00	11,109.08	-11.9%		13,549.23	-27.8%
Community Center	15,637.83	118,607.84	218,217.00	105,222.68	12.7%		126,927.43	-6.6%
Total Expenses	100,687.97	861,848.54	1,391,587.00	843,503.72	2.2%		875,853.79	-1.6%
Total Fund Revenues	94,567.54	877,576.36	1,425,640.00	726,441.39	20.8%		845,769.28	3.8%
Total Fund Expenses	100,687.97	861,848.54	1,391,587.00	843,503.72	2.2%		875,853.79	-1.6%
Surplus (Deficit)	(6,120.43)	15,727.82	34,053.00	(117,062.33)	-113.4%		(30,084.51)	-152.3%

(1) 2021 wages and related taxes less than 2020 6.1% \$18,073 primarily due to staffing change and drop in IMRF rate. Also in 2020 COVID related expenses that were later reimbursed

(2) 2021 wages and related taxes and health insurance decreased 5.1% \$13,197 due to staffing changes and decrease in IMRF rate.

(3) Expenses for programs increased 71.6%, \$22,577 compared to 2020 and decreased 6.8% \$3,972 compared to 2019.

Donations (21)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	17,953.61	25,500.00	40,763.91	-56.0% (1)	64,021.47	-72.0%
Total Revenues	-	17,953.61	25,500.00	40,763.91	-56.0%	64,021.47	
Expenses							
Administration	-	-	50,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	50,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	17,953.61	25,500.00	40,763.91	-56.0%	64,021.47	
Total Fund Expenses	-	-	50,000.00	-	#DIV/0!	-	
Surplus (Deficit)	-	17,953.61	(24,500.00)	40,763.91	-56.0%	64,021.47	-72.0%

(1) Collection of Leaf a Legacy pledges.

Special Recreation (22)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	6,829.37	117,008.86	208,000.00	112,332.85	4.2%	107,592.20	8.8%
Total Revenues	6,829.37	117,008.86	208,000.00	112,332.85	4.2%	107,592.20	
Expenses							
Administration	3,268.50	58,357.66	204,500.00	56,220.05	3.8%	53,515.38	9.0%
Total Expenses	3,268.50	58,357.66	204,500.00	56,220.05	3.8%	53,515.38	
Total Fund Revenues	6,829.37	117,008.86	208,000.00	112,332.85	4.2%	107,592.20	
Total Fund Expenses	3,268.50	58,357.66	204,500.00	56,220.05	3.8%	53,515.38	
Surplus (Deficit)	3,560.87	58,651.20	3,500.00	56,112.80	4.5%	54,076.82	8.5%

Insurance (23)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	2,333.91	41,123.26	71,000.00	37,773.66	8.9%	40,620.15	1.2%
Total Revenues	2,333.91	41,123.26	71,000.00	37,773.66	8.9%	40,620.15	
Expenses							
Administration	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	-2.2%
Total Expenses	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	
Total Fund Revenues	2,333.91	41,123.26	71,000.00	37,773.66	8.9%	40,620.15	
Total Fund Expenses	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	
Surplus (Deficit)	2,333.91	10,535.44	-	4,617.40	128.2%	9,343.83	12.8%

Audit (24)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	491.67	8,663.50	15,000.00	8,088.39	7.1%	8,481.40	2.1%
Total Revenues	491.67	8,663.50	15,000.00	8,088.39	7.1%	8,481.40	
Expenses							
Administration	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	3.4%
Total Expenses	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	
Total Fund Revenues	491.67	8,663.50	15,000.00	8,088.39	7.1%	8,481.40	
Total Fund Expenses	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	
Surplus (Deficit)	491.67	(7,836.50)	(1,500.00)	(6,661.61)	17.6%	(7,468.60)	4.9%

Paving & Lighting (25)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	819.57	14,442.75	25,000.00	14,072.28	2.6%	424.45	3302.7%
Total Revenues	819.57	14,442.75	25,000.00	14,072.28	2.6%	424.45	
Expenses							
Administration	-	-	73,522.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	73,522.00	-	#DIV/0!	-	
Total Fund Revenues	819.57	14,442.75	25,000.00	14,072.28		424.45	
Total Fund Expenses	-	-	73,522.00	-		-	
Surplus (Deficit)	819.57	14,442.75	(48,522.00)	14,072.28		424.45	3302.7%

Park Police (26)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	189.84	3,070.14	5,319.00	505.71	507.1% (1)	203.24	1410.6%
Total Revenues	189.84	3,070.14	5,319.00	505.71	507.1%	203.24	
Expenses							
Administration	635.67	2,911.30	4,844.00	2,389.90	21.8%	603.90	382.1%
Total Expenses	635.67	2,911.30	4,844.00	2,389.90	21.8%	603.90	
Total Fund Revenues	189.84	3,070.14	5,319.00	505.71	507.1%	203.24	
Total Fund Expenses	635.67	2,911.30	4,844.00	2,389.90		603.90	
Surplus (Deficit)	(445.83)	158.84	475.00	(1,884.19)	-108.4%	(400.66)	-139.6%

(1) Levy increased for 2021.

IMRF (27)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>3,634.96</u>	<u>64,043.47</u>	<u>111,000.00</u>	<u>67,740.36</u>	-5.5%	<u>51,140.53</u>	25.2%
Total Revenues	3,634.96	64,043.47	111,000.00	67,740.36	-5.5%	51,140.53	
Expenses							
Administration	<u>3,634.96</u>	<u>64,043.47</u>	<u>111,000.00</u>	<u>67,740.36</u>	-5.5%	<u>51,140.53</u>	25.2%
Total Expenses	3,634.96	64,043.47	111,000.00	67,740.36	-5.5%	51,140.53	
Total Fund Revenues	3,634.96	64,043.47	111,000.00	67,740.36	-5.5%	51,140.53	
Total Fund Expenses	3,634.96	64,043.47	111,000.00	67,740.36	-5.5%	51,140.53	
Surplus (Deficit)	-	-	-	-		-	#DIV/0!

Social Security (28)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>3,290.00</u>	<u>57,965.85</u>	<u>100,000.00</u>	<u>56,940.79</u>	1.8%	<u>57,231.20</u>	1.3%
Total Revenues	3,290.00	57,965.85	100,000.00	56,940.79	1.8%	57,231.20	
Expenses							
Administration	<u>3,290.00</u>	<u>63,189.94</u>	<u>105,224.00</u>	<u>62,450.90</u>	1.2%	<u>64,344.26</u>	-1.8%
Total Expenses	3,290.00	63,189.94	105,224.00	62,450.90	1.2%	64,344.26	
Total Fund Revenues	3,290.00	57,965.85	100,000.00	56,940.79	1.8%	57,231.20	
Total Fund Expenses	3,290.00	63,189.94	105,224.00	62,450.90	1.2%	64,344.26	
Surplus (Deficit)	-	(5,224.09)	(5,224.00)	(5,510.11)		(7,113.06)	-26.6%

Sycamore Park District
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Period ended August 31, 2021

Concessions (30)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Clubhouse Concessions	15,442.98	73,885.71	68,256.00	36,264.41	103.7%	49,165.47	50.3%
Beverage Cart	2,802.25	7,640.44	6,352.00	600.50	1172.3%	6,640.14	15.1%
Sports Complex Concessions	339.75	37,941.36	32,667.00	3,081.00	1131.5%	26,828.99	41.4%
Pool Concessions	-	-	10,549.00	-	#DIV/0!	8,309.29	-100.0%
Catering	2,022.50	11,721.45	18,007.00	1,750.61	569.6%	12,263.72	-4.4%
	<u>20,607.48</u>	<u>131,188.96</u>	<u>135,831.00</u>	<u>41,696.52</u>		<u>103,207.61</u>	
Total Revenues	20,607.48	131,188.96	135,831.00	41,696.52	214.6% (1)	103,207.61	27.1%
Expenses							
Clubhouse Concessions	12,537.57	66,599.49	88,703.00	45,781.56	45.5%	61,124.67	9.0%
Beverage Cart	1,794.80	5,675.56	5,381.00	79.93	7000.7%	4,214.80	34.7%
Sports Complex Concessions	768.33	26,570.82	31,665.00	2,201.57	1106.9%	22,397.15	18.6%
Pool Concessions	-	-	10,046.00	-	#DIV/0!	6,915.92	-100.0%
Catering	11.90	2,038.23	6,690.00	470.65	333.1%	4,346.70	-53.1%
	<u>15,112.60</u>	<u>100,884.10</u>	<u>142,485.00</u>	<u>48,533.71</u>		<u>98,999.24</u>	
Total Expenses	15,112.60	100,884.10	142,485.00	48,533.71	107.9% (1)	98,999.24	1.9%
Total Fund Revenues	20,607.48	131,188.96	135,831.00	41,696.52	214.6%	103,207.61	27.1%
Total Fund Expenses	15,112.60	100,884.10	142,485.00	48,533.71	107.9%	98,999.24	1.9%
Surplus (Deficit)	5,494.88	30,304.86	(6,654.00)	(6,837.19)	-543.2%	4,208.37	620.1%

(1) Weather has been dry allowing for increased opportunities for revenue. In 2020, concessions opening was delayed due to COVID; sports complex nothing until Aug 1. 2019 was a cold wet Spring.

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

Developer Contributions (32)

<u>Department</u>	<u>August 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	13,895.96	-100.0%	8,860.12	-100.0%
Total Revenues	-	0.92	15,000.00	13,895.96	-100.0%	8,860.12	
Expenses							
Administration	-	-	15,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	15,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	0.92	15,000.00	13,895.96	-100.0%	8,860.12	
Total Fund Expenses	-	-	15,000.00	-	#DIV/0!	-	
Surplus (Deficit)	-	0.92	-	13,895.96	-100.0%	8,860.12	-100.0%

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

Golf Course (50)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Golf Operations	82,370.80	489,213.43	425,553.00	328,597.98	48.9% (1)	325,922.53	50.1%
Golf Maintenance	775.69	12,519.94	22,039.00	12,129.67	3.2%	11,448.70	9.4%
Total Revenues	83,146.49	501,733.37	447,592.00	340,727.65	47.3%	337,371.23	48.7%
Expenses							
Golf Operations	23,076.14	171,935.32	233,920.00	126,447.09	36.0% (2)	145,082.32	18.5%
Golf Maintenance	20,542.14	177,062.19	265,811.00	160,906.58	10.0% (3)	183,727.14	-3.6%
Total Expenses	43,618.28	348,997.51	499,731.00	287,353.67	21.5%	328,809.46	6.1%
Total Fund Revenues	83,146.49	501,733.37	447,592.00	340,727.65	47.3%	337,371.23	48.7%
Total Fund Expenses	43,618.28	348,997.51	499,731.00	287,353.67	21.5%	328,809.46	6.1%
Surplus (Deficit)	39,528.21	152,735.86	(52,139.00)	53,373.98	186.2%	8,561.77	1683.9%

(1) Golf Course opened earlier in 2021. 2020 COVID delayed opening and May flood. 2019 April flood and cold wet May.
Compared to Annual Budget/Compared to 2020 YTD/Compared to 2019 YTD:

Daily Greens Fees 117.87% / 160.89% / 168.32%

Golf Events & Misc 37.61% / 43.89% / 35.62%

Lessons 64.27% / na / na

Carts 138.58% / 136.04% / 169.68%

Season passes 138.58% / 136.04% / 136.32%

Pro shop sales 101.7% / 145.33% / 120.69%

Weekly league rate is now in green fees

(2) Wages and related expenses higher in 2021 compared to 2020 31.0% \$23,633 and 2019 17.9% \$15,180. New POS system in 2021 \$10,200. Higher credit card fees 165.4% \$6,475 due to higher rate with POS and more transactions. COGS and sales tax expense greater due to increased sales.

(3) 2021 Wages and related taxes compared to 2020 increased 10.7% 10,276 and tp 2019 decreased 2.5% \$2,722 primarily due to part time staff. Gas/Oil increased 148.8% \$7,390.

Sycamore Park District
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Period ended August 31, 2021

Aquatics (51)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Pool	6,911.33	26,346.38	71,654.00	44.68	58866.8%	63,936.77	-58.8%
Swim Lessons	157.15	3,179.27	22,811.00			20,856.39	-84.8%
Splashpad	3,501.00	12,577.00	22,804.00	8,006.00	57.1%	12,834.00	-2.0%
Total Revenues	10,569.48	42,102.65	117,269.00	8,050.68	423.0% (1)	97,627.16	-56.9%
Expenses							
Pool	15,135.01	48,688.37	67,929.00	1,401.48	3374.1%	52,005.00	-6.4%
Aquatics Maintenance	6,365.52	22,927.96	33,200.00	8,860.97	158.8%	27,411.06	-16.4%
Swim Lessons	175.68	816.11	11,734.00	-		9,083.98	-91.0%
Splashpad	-	55.93	349.00	-	#DIV/0!	2.00	2696.5%
Total Expenses	21,676.21	72,488.37	113,212.00	10,262.45	606.3%	88,502.04	-18.1%
Total Fund Revenues	10,569.48	42,102.65	117,269.00	8,050.68	423.0%	97,627.16	-56.9%
Total Fund Expenses	21,676.21	72,488.37	113,212.00	10,262.45	606.3%	88,502.04	-18.1%
Surplus (Deficit)	(11,106.73)	(30,385.72)	4,057.00	(2,211.77)	1273.8%	9,125.12	-433.0%

(1) Due to COVID, pool was closed in 2020. Opened in 2021 with time slots. Once into Phase 5, opened completely and sold reduced passes. Minimal lessons.

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

Debt Service (60)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>21,167.59</u>	<u>372,952.63</u>	<u>645,000.00</u>	<u>354,517.31</u>	5.2%	<u>349,684.84</u>	6.7%
Total Revenues	21,167.59	372,952.63	645,000.00	354,517.31	5.2%	349,684.84	
Expenses							
Administration	<u>-</u>	<u>4,845.00</u>	<u>640,178.00</u>	<u>6,015.00</u>	-19.5%	<u>7,140.00</u>	-32.1%
Total Expenses	-	4,845.00	640,178.00	6,015.00	-19.5%	7,140.00	
Total Fund Revenues	21,167.59	372,952.63	645,000.00	354,517.31	5.2%	349,684.84	
Total Fund Expenses	-	4,845.00	640,178.00	6,015.00	-19.5%	7,140.00	
Surplus (Deficit)	21,167.59	368,107.63	4,822.00	348,502.31	5.6%	342,544.84	7.5%

Capital Projects (70)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>-</u>	<u>25.22</u>	<u>549,000.00</u>	<u>1,273.36</u>	-98.0%	<u>12,927.55</u>	-99.8%
Total Revenues	-	25.22	549,000.00	1,273.36	-98.0%	12,927.55	
Expenses							
Administration	<u>52,454.99</u>	<u>251,689.36</u>	<u>614,838.00</u>	<u>216,542.99</u>	16.2%	<u>294,927.07</u>	-14.7%
Total Expenses	52,454.99	251,689.36	614,838.00	216,542.99	16.2%	294,927.07	
Total Fund Revenues	-	25.22	549,000.00	1,273.36	-98.0%	12,927.55	
Total Fund Expenses	52,454.99	251,689.36	614,838.00	216,542.99	16.2%	294,927.07	
Surplus (Deficit)	(52,454.99)	(251,664.14)	(65,838.00)	(215,269.63)	16.9%	(281,999.52)	-10.8%

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

Action 2020 (71)

<u>Department</u>	<u>August Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	<u>62,760.22</u>	<u>91,839.51</u>	<u>249,002.00</u>	<u>20,369.74</u>	350.9%	<u>941.22</u>	9657.5%
Total Revenues	62,760.22	91,839.51	249,002.00	20,369.74	350.9%	941.22	
Expenses							
Administration	<u>-</u>	<u>593,697.57</u>	<u>1,620,350.00</u>	<u>830,427.71</u>	-28.5%	<u>208,562.33</u>	184.7%
Total Expenses	-	593,697.57	1,620,350.00	830,427.71	-28.5%	208,562.33	
Total Fund Revenues	62,760.22	91,839.51	249,002.00	20,369.74	350.9%	941.22	
Total Fund Expenses	-	593,697.57	1,620,350.00	830,427.71	-28.5%	208,562.33	
Surplus (Deficit)	62,760.22	(501,858.06)	(1,371,348.00)	(810,057.97)	-38.0%	(207,621.11)	141.7%
Total Fund Revenues	361,050.45	3,250,986.18	5,752,699.00	2,675,100.41		2,909,878.66	
Total Fund Expenses	308,101.22	3,148,868.59	7,286,536.00	3,259,951.71		2,774,633.37	
Surplus (Deficit)	52,949.23	102,117.59	(1,533,837.00)	(584,851.30)		135,245.29	

Sycamore Park District
Fund Balances

	Audited 1/1/2021	Revenues	Expenses	Audited 8/31/2021	8/31/2021 Cash balance
10 Corporate	820,032.92	909,295.12	678,827.95	1,050,500.09	1,049,638.60
20 Recreation	463,680.80	877,576.36	861,848.54	479,408.62	501,285.47
21 Donations	166,593.13	17,953.61	-	184,546.74	184,546.74
22 Special Recreation	19,460.95	117,008.86	58,357.66	78,112.15	78,112.15
23 Insurance	43,018.31	41,123.26	30,587.82	53,553.75	53,553.75
24 Audit	13,423.50	8,663.50	16,500.00	5,587.00	5,587.00
25 Paving & Lighting	48,804.64	14,442.75	-	63,247.39	63,247.39
26 Park Police	690.47	3,070.14	2,911.30	849.31	929.60
27 IMRF	-	64,043.47	64,043.47	-	-
28 Social Security	5,224.09	57,965.85	63,189.94	-	-
30 Concessions	26,192.46	131,188.96	100,884.10	56,497.32	51,943.88
32 Developer Contributions	15,492.35	0.92	-	15,493.27	15,493.27
50 Golf	28,463.93	501,733.37	348,997.51	181,199.79	178,710.82
51 Aquatics	2,372.62	42,102.65	72,488.37	(28,013.10)	(27,207.06)
60 Debt Service	88,244.06	372,952.63	4,845.00	456,351.69	456,351.69
70 Capital Projects	421,544.39	25.22	251,689.36	169,880.25	169,880.25
71 Action 2020	1,905,295.24	62,760.22	-	1,968,055.46	1,800,349.79
	4,068,533.86	3,221,906.89	2,555,171.02	4,735,269.73	4,582,423.34

Summary of depository accounts as of **9/23/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	3,081,383.87	0.03	441.9
Resource Bank	200,098.59	0.08	101.2
IPDLAF	2,744,353.83	varies	
DCCF - Action 2020	74,016.36		
Dekalb Co. Community Foundation	<u>23,262.16</u>		
	6,123,114.81		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: September 16, 2021

Administrative Initiatives (9/1/21-9/30/21)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended the Park District Board meeting and staff management meetings.
- Recreation Specialist Dobberstein and Supervisor Rex organized the Junk in the Trunk event September 11 at the new , Riverside soccer complex. 52 vendors and 359 shoppers.
- Recreation Superintendent met with Rec staff to review and plan out the 2022 Event Calendar.
- Worked with staff to develop a mask script and additional signage, to help guests adjust, again, to wearing masks in park district facilities.
- Will Supervise sold out Cubs/Brewers trip to Milwaukee Sept 18.
- Will participate in the IAPF Golf outing Sept 17.
- Will attend the NRPA National Convention in Nashville Sept 20-24.
- Will lead the “Arizona Trip Party” for 2022 on Sept 25.
- Facility Supervisor Metcalf, Supervisor Rex and both GA’s will prepare for Superhero Challenge on Sept 19. 86 runners pre-registered.
- Superintendent of Recreation Tevsh and Facility Supervisor Metcalf attended NIU’s Campus Meets Community Business Block party event on September 9th. We talked with over 200 students and gave out lots of Park District swag.
- Splash Fountain will close on Sunday, September 26th. The last event at Splash Fountain was Grandparents Day on September 12th at a hot temperature of 83 degrees!
- Recreation staff Attended the first Community Pool Volunteer Focus Group meeting September 27.
- Recreation Supervisor Rex designed a campaign for “Corporate Connections” which showcases ways the area business community can connect with the community and enhance employee wellness through the Park District. Opportunities include sponsorship opportunities, Corporate Card program, Facility Rentals, Gymnasium Banners, and employee wellness. The campaign includes: mailer to area businesses, webpage, social media, adverting in Community Center, winter/spring brochure.
- Recreation Supervisor Rex helped Natural Areas Specialist with acquiring additional indoor growing systems from Innovative Growers Equipment.
- Recreation Supervisor Rex will continue to research projects and collect quotes for 100th year anniversary items that need to be initiated in 2022.

- Recreation Supervisor Rex finalized new logo/brand concepts for the Park District, Sycamore Parks Foundation, and Sycamore Golf Club.
- Recreation Supervisor Rex coordinate the materials/videos/photos for the IAPD Best of the Best Awards Gala for which the Sycamore Park District and DeKalb County Forest Preserve District won the Intergovernmental Cooperation Award.
- Recreation Supervisor Rex attended the first meeting of the Sycamore Parks Foundation.
- Recreation Supervisor Rex attended meetings with the Sycamore Public Library and Forest Preserve District about the Literacy Lane partnership.
- Recreation Supervisor Rex Photographed and promoted the beginning of construction on the Citizens Memorial Sports Complex development project.
- Recreation Supervisor Rex Met with Amy Doll or Friends of Illinois Nature Preserves about a joint effort to reestablish Sycamore-DeKalb Green Drinks.
- Recreation Supervisor Rex Submitted the Pumpkin Fest Vendor Application for the annual Pumpkin Scramble.
- An Open house was held for the new, Wednesday home school program, approximately 25 families attended.
- Recreation Specialist Genz attended the Chamber Leadership Academy, visiting the Dekalb Airport and Kish College.
- The Cup in hand kickball was cancelled due to low enrollment of 2 teams. We will be focusing our efforts on the spring 2022 date moving forward.
- Fall classes up and running, Karate (32 participants) Hip hop/jazz (5) Ballet Tap (9) Little Tumblers (13) Horseback riding (8) All Star Sports (7 classes (62)) Fun time (4) Tennis (4 classes (18)) Art club (10) Middle school art (5).
- Recreation Specialist Genz, Service Desk Specialist Oczkowski and GA Sipp and GA Carter attended the IPRA Supervisor Symposium in Bartlett on Septemebr10.
- As of September 15, 2021, we have 227 Active Pathway Fitness 24/7 Memberships, 229 Active Pathway Fitness Passes, 36 Active Track 24/7 Memberships, 125 Active Track Passes and 210 Active Open Gym Passes.
- First session of fall fitness classes started. We have 11 out of 14 classes running.
- Facility Supervisor Metcalf assigned program codes for upcoming Winter/Spring 2022 programs in retrack. Continue to work in RecTrac to update things as new things get added and changed.
- 411 Dog Park Memberships sold to date.

Administrative Initiatives (10/1/21-10/31/21)

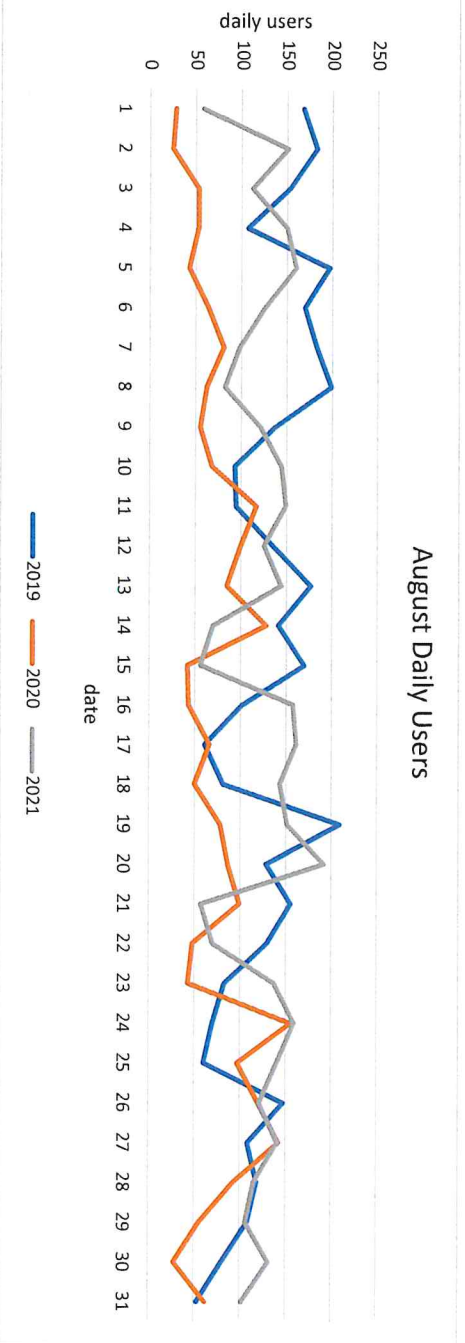
Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Will attend staff management team meeting and Board meeting.
- Will assist with the Employee Wellness Golf outing October 7.
- Will attend the KSRA Board meeting and KSRF Foundation meeting October 12.

- Will assist with the Library's Creepy Campfire event at the Good Tymes Shelter on October 15.
- Will assist the GA's as they start the youth basketball program on October 17th.
- Will organize the Pet Parade event on October 23.
- Recreation Team will assist with the Kiwanis Pumpkin Roll Down and events on October 23.
- All yearly evaluations for full-time and part-time staff will be completed by end of month.
- Will coordinate an all-employee viewing area of the Fireworks on October 30.
- The Community Center will be closed on Sunday, October 31st due to the 10K race that will close off airport road from 9-11am. 2019 daily usage report showed 20 people used the building from 11am-5pm.
- Supervisor Rex will continue to research projects and collect quotes for 100th year anniversary items that need to be initiated in 2022.
- Recreation Supervisor Rex will coordinate and design the Winter/Spring 2022 brochure.
- Recreation Supervisor Rex will work with the Sycamore Public Library's Slightly Spooky Stories on October 1.
- Recreation Team will coordinate the Ribbon Cutting event for the Great Western Trail Extension – Segment I October 16
- Kiwanis Club will now hold their meetings at the Clubhouse, 2 times a month starting in October.
- Recreation Specialist will attend the Food Show in Dubuque, IA on October 11th.

2021	Building Hours	After Hours	Splashpad Daily Fee	Splashpad Pass	Open Gym	Total Users
August						
1	9	18	11	2	18	58
2	77	12	26	9	27	151
3	58	10	22	0	22	112
4	70	12	46	0	22	150
5	65	13	51	10	21	160
6	66	11	19	0	30	126
7	38	6	30	6	18	98
8	14	19	16	0	33	82
9	82	8	5	0	26	121
10	74	10	38	0	22	144
11	69	10	32	0	38	149
12	57	7	39	0	22	125
13	67	8	48	0	21	144
14	30	10	18	0	12	70
15	13	14	11	0	18	56
16	73	13	26	0	45	157
17	72	12	46	7	24	161
18	69	7	22	4	41	143
19	55	12	37	4	43	151
20	57	6	102	6	21	192
21	32	13	0	0	12	57
22	15	11	22	0	22	70
23	88	15	12	0	22	137
24	79	10	52	0	18	159
25	69	5	48	0	18	140
26	49	10	31	2	29	121
27	55	6	57	5	18	141
28	35	14	50	5	11	115
29	19	24	27	0	36	106
30	77	10	24	0	20	131
31	74	10	13	2	3	102

Aug 2021	2018	2019	2020	2021
1	183	168	28	58
2	108	183	25	151
3	157	153	53	112
4	175	107	53	150
5	186	197	43	160
6	142	170	64	126
7	148	183	81	98
8	106	199	62	82
9	184	137	55	121
10	149	93	68	144
11	117	94	117	149
12	133	135	100	125
13	227	177	85	144
14	156	141	128	70
15	115	170	42	56
16	126	102	43	157
17	84	61	66	161
18	92	81	50	143
19	129	209	78	151
20	128	128	86	192
21	116	155	99	57
22	118	129	48	70
23	97	83	43	137
24	72	70	155	159
25	8	60	97	140
26	128	147	120	121
27	192	108	142	141
28	130	118	93	115
29	109	108	56	106
30	88	80	28	131
31	83	53	62	102
TOTALS	3,986	3,999	2,270	3,829



From: Kirk T. Lundbeck
Subject: Monthly Report
Date: September 28, 2021

Administrative Initiatives (9/1/21 – 9/30/21)

- Attended all administrative team meetings as scheduled.
- Large Events for scheduled for September:
 - September 4th – Rich Bryant Memorial outing – 56 - players participated
 - September 12th – Genoa League Playday – 24 participated
 - September 17th – Safe Passage Outing – 100+ anticipated
 - September 18th – 6X6X6 Ryder Cup Event – 20 team registered
 - September 19th – Knights of Columbus Outing – 60+ expected
 - September 24th – Sycamore Sycos Outing – 88+ anticipated
 - September 28th – Girls High School Conference Golf Meet – 80 expected
- Continued to use Teesnap marketing tools to bring new customers to the facility. Met with Theresa, Jerry and Melissa concerning clubhouse and concessions cleaning procedures.
- Continued to try supplement part-time staff as staff leaves for school.
 - Alex Hawkins will be leaving for a new position in medical lab technology as of Friday, September 24th.
- Most corporate leagues and in-house leagues have concluded, except for the Fairway Club Men's league which finishes on Wednesday, October 6th. All leagues had very successful seasons and are looking forward to next season.
- Sycamore High School Golf team continued to hold regular daily practices and meets on Most Tuesday afternoons.
- Continued to work with ERA, Jonelle and Jeff concerning Bridge #1 bid documents and timeline.
- Began Fall golf rates Monday, September 20th – Reduction of 18-hole fees by \$5.00 and 9-hole fees by \$2.00.
- Began preparation of entry forms and promotional materials for the Pumpkin Scramble.
- The golf operations reached the half million dollars in sale revenues on September 8th. As of September 14th, the course has generated \$512,953.41 in revenues. This is 125.54% of anticipated revenues for the 2021 season.

Administrative Initiatives (10/1/21 – 10/31/21)

- Attend all administrative team meetings as scheduled.
- Continue to use Teesnap marketing tools to bring new customers to the facility.
- Begin marketing and registration for the Pumpkin Scramble. 144 players expected.
- Final Fairway Club Men's League night is Wednesday, October 6th. This night will include the prize payout, the presentation of the Ron Razniewski Cup and a steak fry.
- Continue to try to fill the void created by Alex Hawkins' departure.
- Begin planning staging for lesson offerings for 2022. These to include:
 - Say-Golf Junior Lessons
 - Adult Beginner and Intermediate Group Lessons
 - Corporate Lunch Hour Golf Clinics
 - Private Lessons
- Begin to develop a Pro Shop Manager Job description and begin promotion of the position's opening beginning in the spring of 2022.
- Complete part-time staff evaluations.
- Finalize fall marketing with Teesnap marketing and begin preparation for offseason eblasts to keep customers and all golfers engaged.
- Continue to work with Jonelle, Jeff, Steve and ERA on Bridge number #1 preconstruction concerns.
- Pick out carpeting and paint colors for pro shop improvements scheduled for the second week of December.
- Continue to meet with sales representatives for pro shop merchandise for 2022.
- Begin to finalize dates for 2022 golf outings and send out outing contracts.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: September 28th, 2021

Administrative Initiatives (9/1/21-9/30/21)

Golf

- The drought and warm temperatures continue. The first three weeks of September has only seen .15" of rain at our location. August produced just 1.5" and July 2.5". Since April 1, the beginning of the growing season, we have received just 11.6" here, a lot of that at the end of June, which is about a foot below average. Areas not far north and south have received more. Any turf not receiving irrigation is dormant and we are running the irrigation system nightly to keep up. Somehow, the river is staying just high enough for us to continue to pull from it. We would still rather deal with a drought than a flood though.
- The lack of rain has allowed less time to mow the rough as only the irrigated areas need regular mowing. Staff continues to mow, trim, water hot spots, cut down dead trees, trim landscaping, and fixed a hole in the river drain line east of 18 approach.
- 8 new trees were planted this week with 5 of them on the south side of 6 men's tee where the oaks were removed. These will help provide protection from 17 tee.
- We continue to need to spray the greens, tees, and fairways regularly with fungicide as the warm temperatures extend thru September causing turf diseases.

Sports

- All fall sports have started with games and practices for soccer, softball, and baseball all busy each evening and weekends. I continue to coordinate field use with league reps. and field prep by our staff.
- William Charles continues construction on the new baseball fields. The very dry conditions have allowed for the new parking lot and detention basins to be worked on along with underground drainage. Once fall soccer is over at the end of October, they will expand work to those areas until winter.
- The new soccer complex received another round of seeding and fertilizer from the contractor this week to help the thin area improve. Very hopeful some rain falls next week to help these areas grow. If not, the contractor will put some water out with water trucks to try to help the situation.
- With the pool now closed, I am trying to get info and pricing for a new pool heater. I contacted IDPH and we must have a pre-certified/approved contractor and architect with the State to do the drawings and installation.
- The splash pad continues to operate, and we check it daily for chemical balance, operation, filter cleaning. The pad will remain opened until the end of September weather permitting.

Parks

- I attended staff and Board meetings.
- Helped rec staff coordinate Junk in the Truck event at new soccer complex lot and Superhero kids challenge in the park.
- The museum is no longer in our possession. I toured the building with the Weaver brothers and went over any issues and maintenance items with them. I also turned over all plans and paperwork we had for the building.
- We continue to mow where needed now that many areas are dormant, trim, fix playground equipment, prep for consistent shelter rentals, trim/remove trees, spray weeds and manage natural areas, remove garbage from parks, and trim trees.
- The new trail sides have been seeded and blanketed by the contractor. We were contacted by the Schramer brothers who will be donating an outdoor bench along the trail just west of the river bridge.
- The playground structure for Founders is still on the way with work set to begin in November now for installation. The old play equipment will be removed the last week of October by the group that will then donate it to neighborhoods in need around the country.
- For Old Mill Park, I am coordinating with the excavator to replace the old rubber tile surface system with playground mulch. We will remove the tiles, excavation will remove soil to 12" deep, and we will add new mulch in October.

Administrative Initiatives (10/1/21-10/31/21)

- Attend all staff, Board, and planning meetings.
- Work with engineers and contractor on planning of new ball fields as construction continues and attend biweekly meetings on the progress.
- Close splash pad and winterize equipment along with pool bathroom and spigot lines.
- Work with Upland design on Founders Park playground installation and Reston Pond plans.
- 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. Keep up with watering turf. Will fertilizer all main areas of the course and aerate greens Oct. 12th and 13th.
- Plant donated trees at Wetzel and the soccer complex.
- Repair Park areas, replace surfacing at Old Mill playground later this fall.

- Work consistently with sport field user groups as the busy end of season October month hosts finishing tournaments and games.
- Work on budget planning for 2022, projects needed, and equipment purchase planning.

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: September 28, 2021

Administrative Initiatives (9/1 – 9/30/2021)

- 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
- Presented at the IPRA Supervisor Symposium 9/15
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
 - Updated policy for all facilities and staff
- Training:
 - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Sarah Rex.
 - Created an Annual Membership Plan with all Recreation and Parks staff
 - Awards submission for IAPD sent in by Sarah
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps for all these areas
 - 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 timeline and public meeting
 - Founders Park Design timeline and installation update
 - Memorial Park Development timeline and construction update
 - Finalizing Old Mill Park: fountains, lights
- MMNH building.
 - Sold
- Reston Ponds – officially transferred over to the Park District
- Continue to update the Employee Manual with Staff
 - First draft review to board October – working with Jackie and Jeanette weekly to review Full and Part time manuals
- Work on review of Policy revision – Draft Due October
- Started process to create the Sycamore Park District Foundation
 - Update on status
- Strategic Plan – working on segments to finalize by November
- Sarah Rex and I met with the DeKalb County History Center to develop a plan for sharing the Park District’s history during its 100th anniversary in 2023.
- Sarah and I also met with OC creative to plan for the 100th Anniversary marketing and videos to coincide with the History Center information.
- Attended and worked at the Summer Concert Series Concessions throughout the season

Administrative Initiatives (10/1 – 10/31/2021)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Set up Employee Evaluation Timelines
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
 - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Sarah Rex.
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps for all these areas
 - 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
 - Founders Park Design timeline and installation update
 - Memorial Park Development timeline and construction update
- MMNH building.
 - Sale of the property - update
- Continue to update the Employee Manual with Staff
 - First draft review to board October
- Work on review of Policy revision – Draft Due October
- Started process to create the Sycamore Park District Foundation
 - Update on status
- Strategic Plan – working on segments to finalize by November

Thanks so much
for making
it happen!
Wagner

Thank you -
you are very
appreciated.
Athy Lisumand

You've made my
summer golf experience!
special! Thanks!
so fun + special!
Sharon B

Can't say how
thank you for
making
it happen!
Athy Lisumand

This was a
blast! Thank
you so much
Sharon K.

Did
you
enjoy
it?
Athy Lisumand

We sure appreciate Kirk.
all your efforts
Thank you Deb

Did we have a good time, or what?

Lisa Carlsson
Joanna Brongston

Thank you!
Marilyn
Joanne Molin
+ Pam Nelson

Mary Thanks beyond
- Marcia

Thanks for
everything!
Joanne D

Amazing!
Thank you!
Athy Lisumand

Thank you for
making
it happen!
Athy Lisumand

2021 Best of the Best Winners

Illinois Parks' Top Journalist

Bloomington Park District for Trey Arline with the *Daily Herald*

Village of Hinsdale Parks and Recreation Department for the staff of *The Hinsdalean*

Waukegan Park District for Steve Sadin with the *Lake County News-Sun*

Best Friend of Illinois Parks – Business

Hoffman Estates Park District for Cabela's, Hoffman Estates

Mundelein Park & Recreation District for RUSH Physical Therapy

Oak Brook Park District for Ace Hardware Corporate Headquarters

Waukegan Park District for North Shore Gas

Intergovernmental Cooperation

Barrington Park District with the Village of Barrington and Barrington Community Unit School District 200

Glenview Park District with the Glenview/Northbrook Coronavirus Task Force

St. Charles Park District with the St. Charles Public Library District

Sycamore Park District with the DeKalb County Forest Preserve District

Partnership

Deerfield Park District with Doctors Test Centers

Glenview Park District with Wesley Child Care Center, Glenview School District 34, Glenview Park Foundation, Glenview Public Library, and Youth Services of Glenview/Northbrook for Camp REC Program

McHenry County Conservation District with the McHenry County Conservation Foundation, Illinois Audubon Society, and Illinois Clean Energy Community Foundation

Mundelein Park & Recreation District with AllenForce

Arts in the Park

Champaign Park District

Decatur Park District

Northbrook Park District

Urbana Park District

Best Green Practices

Naperville Park District

Northbrook Park District

Park District of Oak Park

Good Sportsmanship

Dolton Park District for Willie Michael Jones

Park District of Highland Park for Andy and David Engle

Outstanding Citizen Volunteer of the Year

Champaign Park District, Champaign County Forest Preserve District, and Urbana Park District for Fred & Sandy Lu Newport

Forest Preserves of Cook County for Dave and Kathy Branigan

Forest Preserve District of Kane County for Callie Ramirez

Mundelein Park & Recreation District for the Mundelein Historical Commission

Warrenville Park District for Bill & Barb Crabtree

Jeanette Freeman

From: Jeanette Freeman
Sent: Wednesday, September 22, 2021 10:07 AM
To: Jeanette Freeman
Subject: FW: a belated thank you

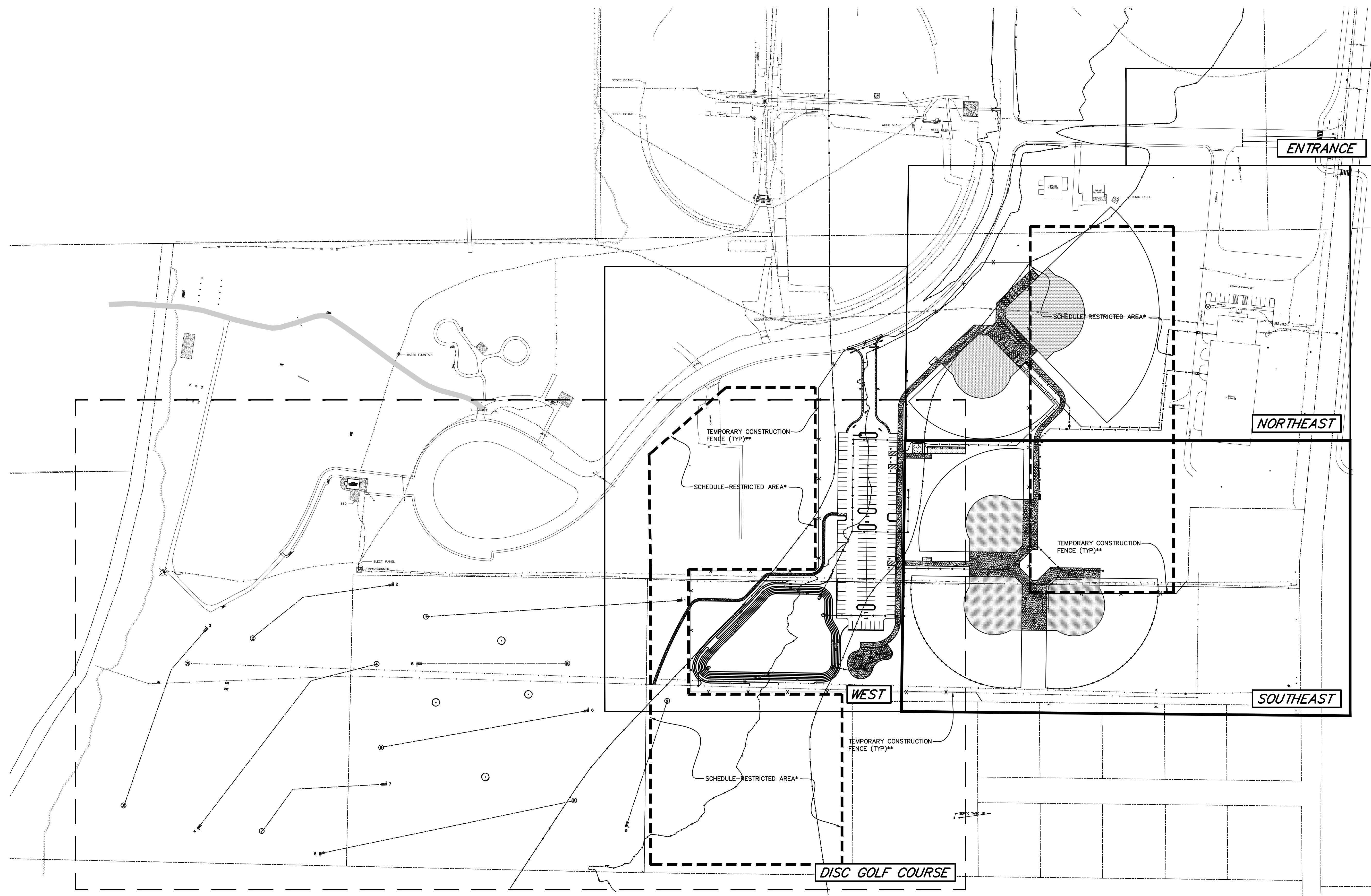
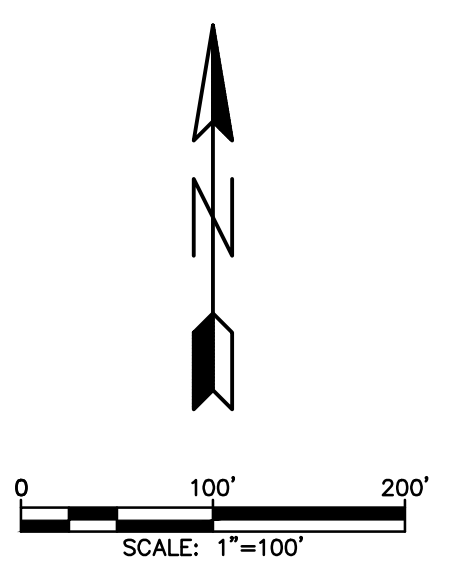
From: Pete Polarek <ppolarek@cityofsycamore.com>
Sent: Tuesday, September 21, 2021 2:27 PM
To: Jonelle Bailey <jonelleb@sycamoreparkdistrict.com>
Subject: a belated thank you

Jonelle

A belated thank you to you for allowing us to use Sycamore Park for the Saturday, September 11, presentation of the 20th Anniversary of 9-11. I thought that it went well and we have received good feedback on our presentation. The location was great along with the beautiful morning. Thanks again. Pete.

Peter S. Polarek
Fire Chief
Sycamore Fire Department
535 DeKalb Avenue
Sycamore, IL 60178
Office 815-895-4514
Cell 815-739-4974





NOTES:

- * SOCCER LEAGUES WILL CONTINUE PLAY UNTIL OCTOBER 17, 2021. DASHED LINES DENOTE THE LIMITS OF REQUIRED AREA FOR SOCCER FIELDS AND PARKING. WORK WITHIN THESE AREAS MAY NOT BEGIN UNTIL OCTOBER 25, 2021.
- ** TEMPORARY CONSTRUCTION FENCING (CHAINLINK, 6') SHALL REMAIN IN PLACE TO PROTECT WORK AREA FROM SOCCER AREA FROM CONSTRUCTION START UNTIL OCTOBER 25, 2021.

FLOODPLAIN INFORMATION FROM:
PANEL 17037C0256E DATED 01.02.2009

REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2021.8.13	ARK	ISSUED FOR CONSTRUCTION			

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



ENGINEERING RESOURCE ASSOCIATES, INC.
CONSULTING ENGINEERS, SCIENTISTS & SURVEYORS

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

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

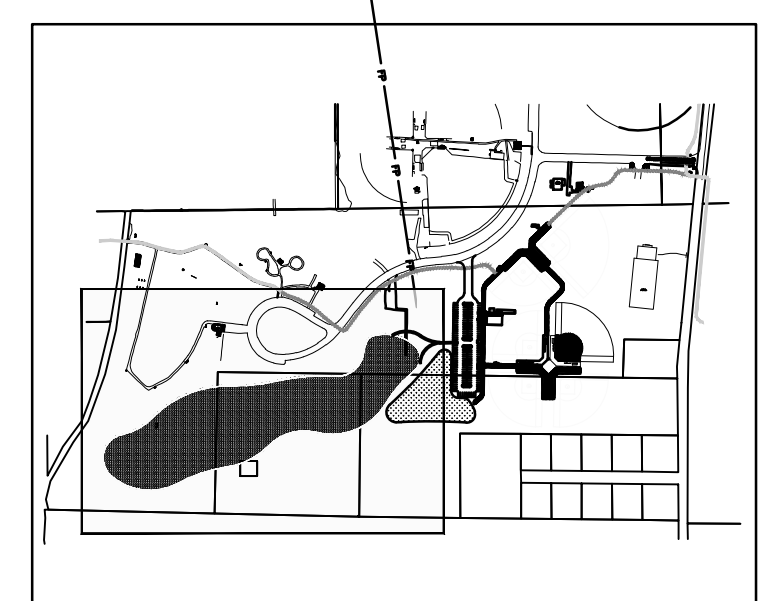
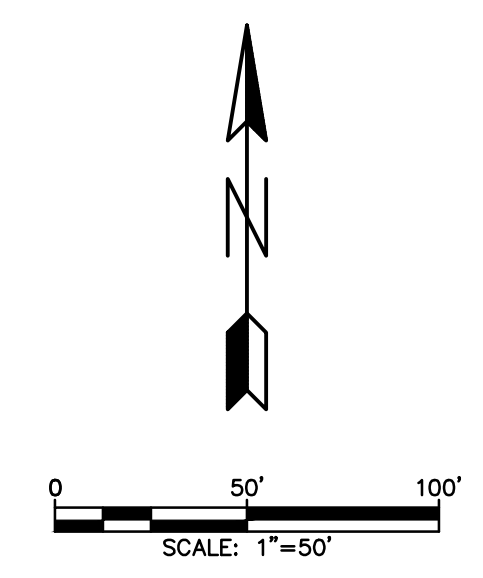
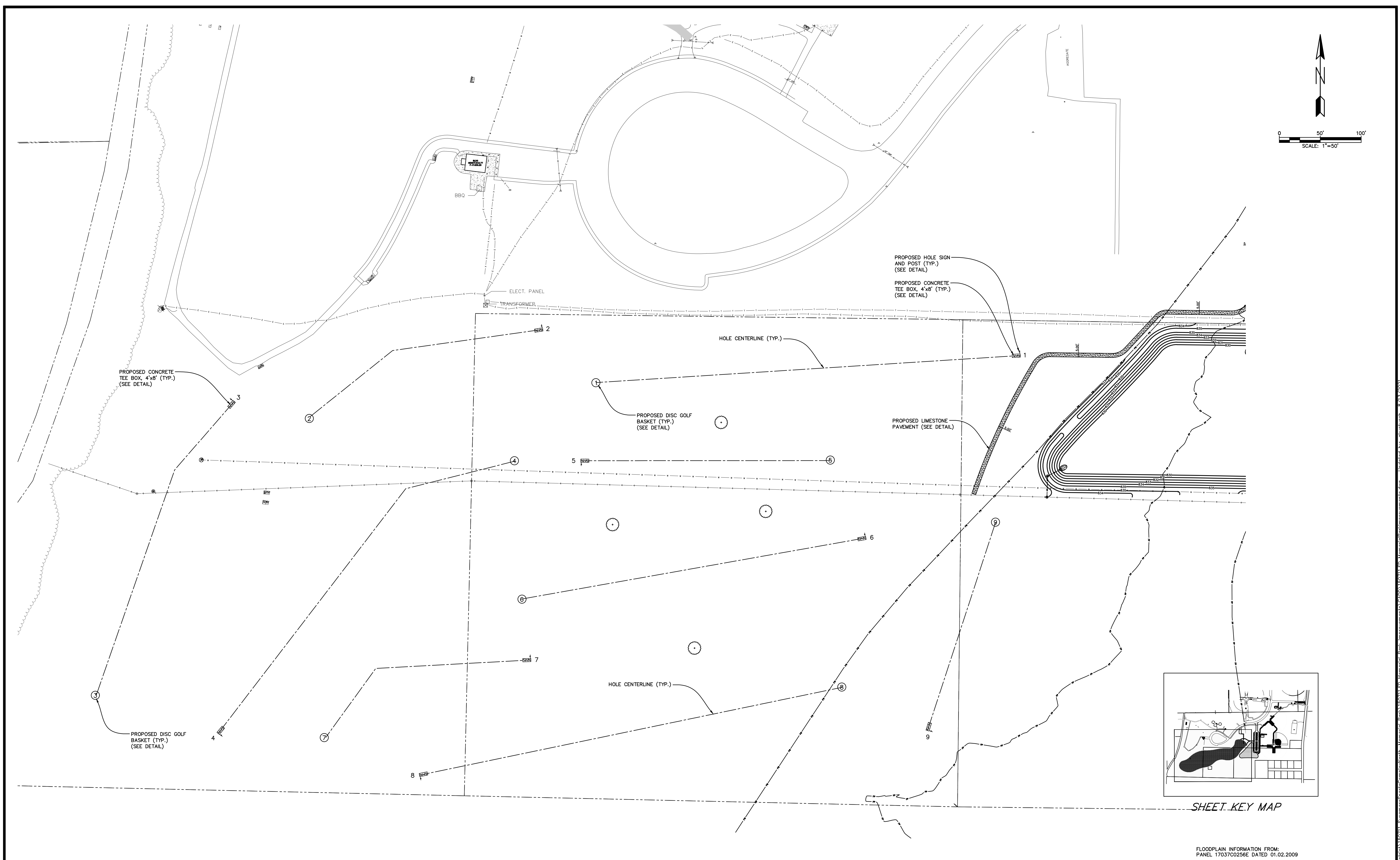
3002 CROSSING COURT
CHAMPAIGN, ILLINOIS 61822
PHONE (217) 351-6268
FAX (217) 355-1902

**SYCAMORE PARK DISTRICT
MEMORIAL PARK OSLAD DEVELOPMENT
SYCAMORE, ILLINOIS**

TITLE: **OVERALL GEOMETRY & UTILITY PLAN
& PHASING PLAN**

SCALE: 1"=100'
DATE: MARCH, 2021
JOB NO: 150711.FD
SHEET: 2.0

I:\Sycamore\er\indirect\150711 SycamoreSportsComplexNorth-Memorial Park\150711.FD Memorial Park Improvements\CAD\150711.FD MemorialParkImprovements.dwg Updated by: akustusch 8/13/2021



SHEET KEY MAP

FLOODPLAIN INFORMATION FROM:
PANEL 17037C0256E DATED 01.02.2009

REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2021.8.13	ARK	ISSUED FOR CONSTRUCTION			

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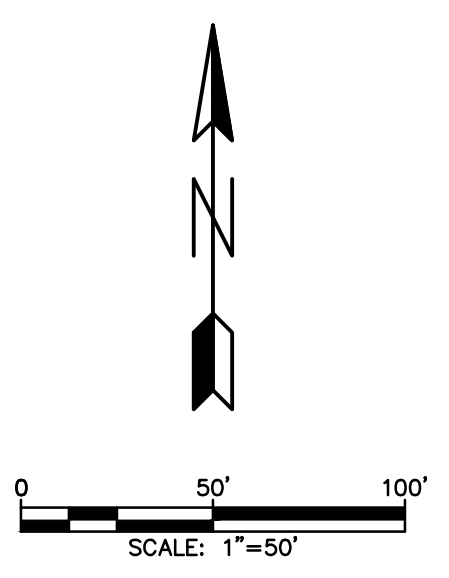
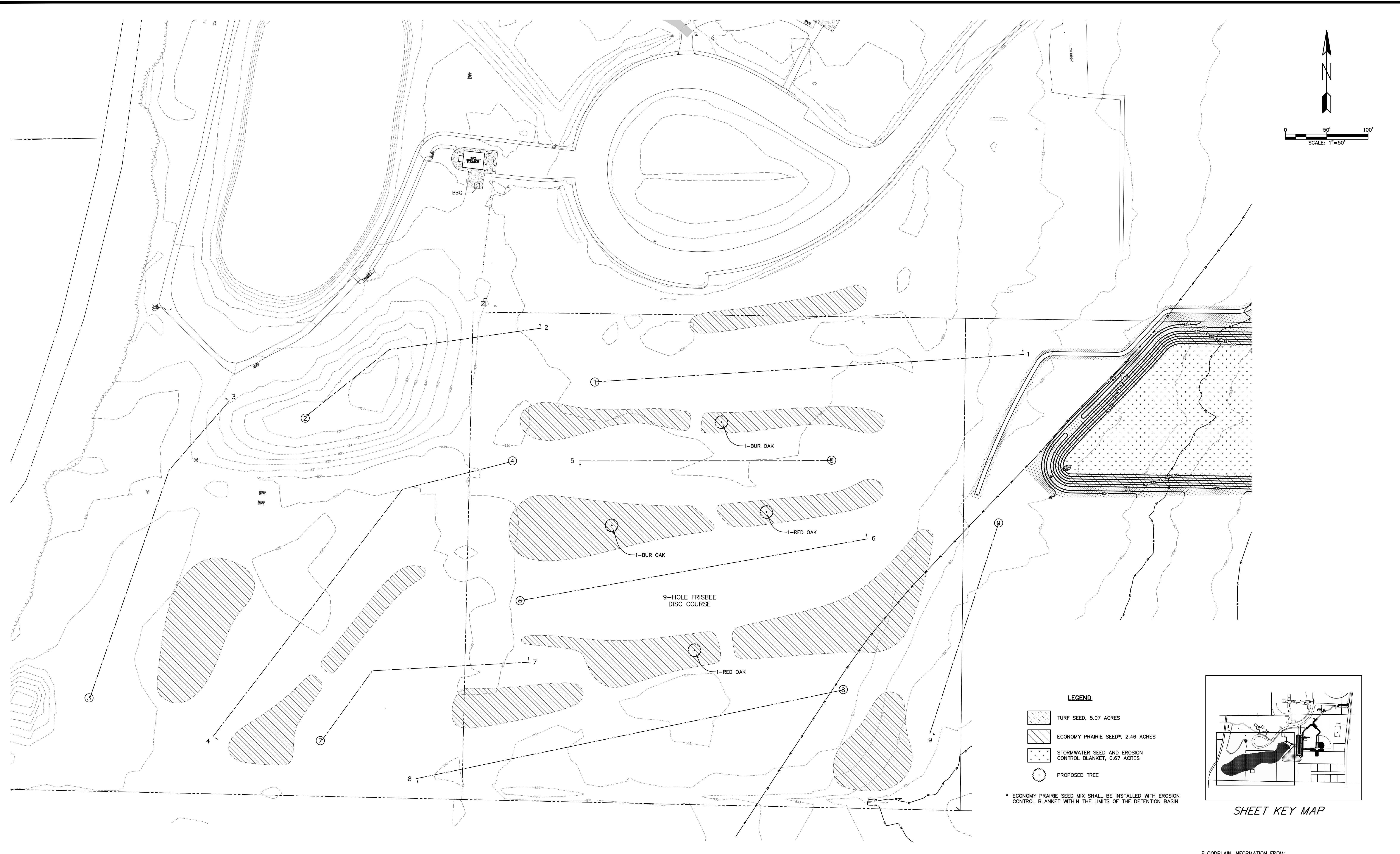
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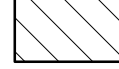
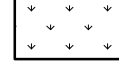

**SYCAMORE PARK DISTRICT
 MEMORIAL PARK OSLAD DEVELOPMENT
 SYCAMORE, ILLINOIS**

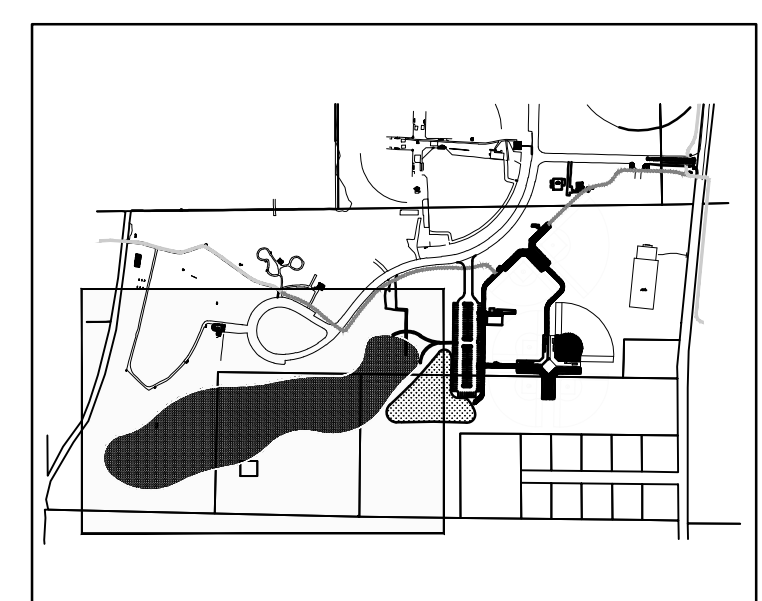
TITLE:
**GEOMETRY AND UTILITY PLAN
 DISC GOLF COURSE**

SCALE: 1"=50'
 DATE: MARCH, 2021
 JOB NO: 150711.FD
 SHEET: **2.4**

I:\SycamoreParkDistrict\150711 SycamoreSportsComplexNorth-Memorial Park\150711.FD Memorial Park Improvements\CAD\150711.FD MemorialParkImprovements.dwg Updated by: akustusch 8/13/2021



- LEGEND**
-  TURF SEED, 5.07 ACRES
 -  ECONOMY PRAIRIE SEED*, 2.46 ACRES
 -  STORMWATER SEED AND EROSION CONTROL BLANKET, 0.67 ACRES
 -  PROPOSED TREE
- * ECONOMY PRAIRIE SEED MIX SHALL BE INSTALLED WITH EROSION CONTROL BLANKET WITHIN THE LIMITS OF THE DETENTION BASIN



SHEET KEY MAP

FLOODPLAIN INFORMATION FROM:
PANEL 17037C0256E DATED 01.02.2009

REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2021.8.13	ARK	ISSUED FOR CONSTRUCTION			

DRAWN BY: A.J.
 CHECKED BY: N.M.
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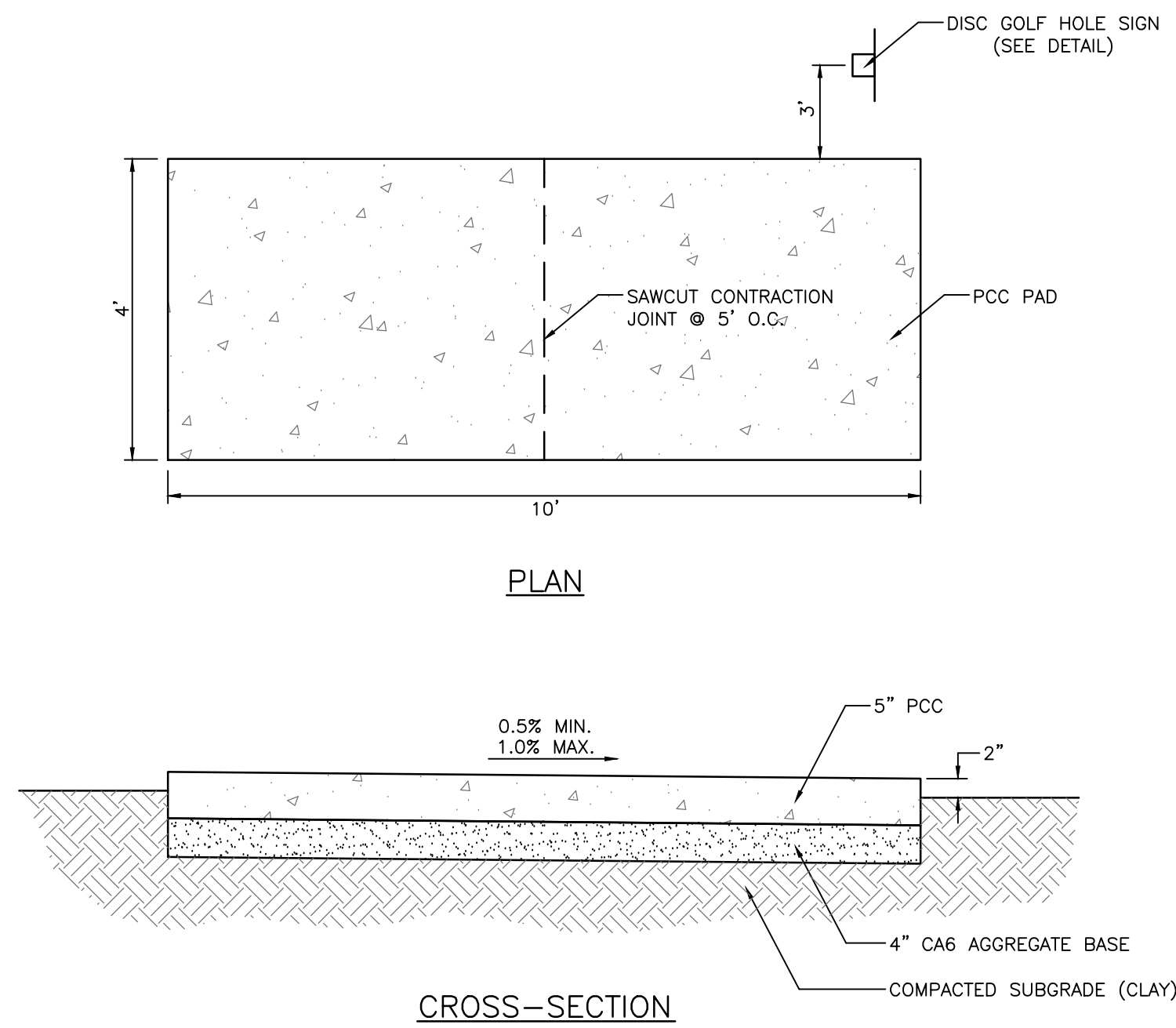
**SYCAMORE PARK DISTRICT
 MEMORIAL PARK OSLAD DEVELOPMENT
 SYCAMORE, ILLINOIS**

TITLE:

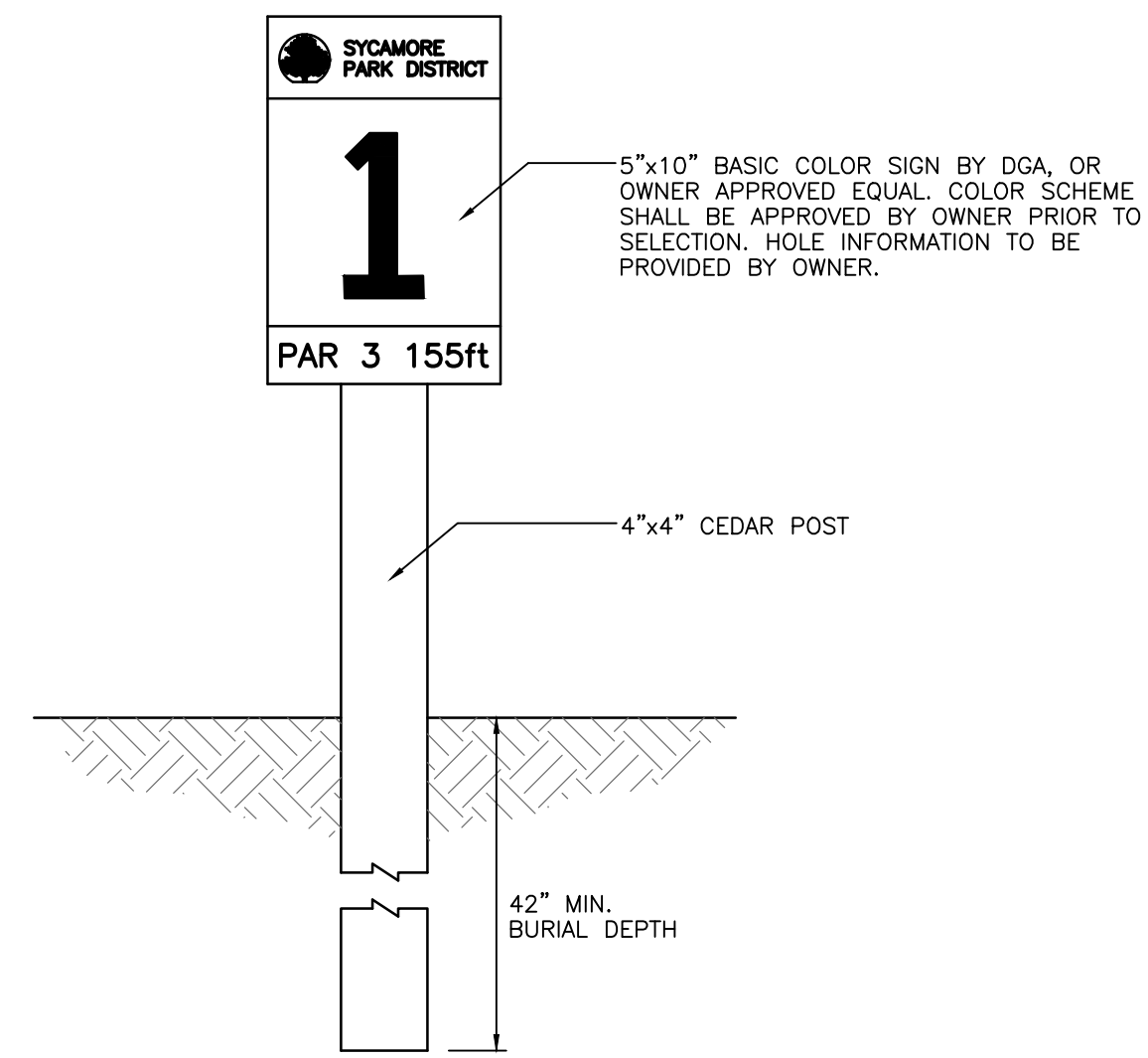
**LANDSCAPE PLAN
 DISC GOLF COURSE**

SCALE: 1"=50'
 DATE: MARCH, 2021
 JOB NO: 150711.FD
 SHEET: **5.4**

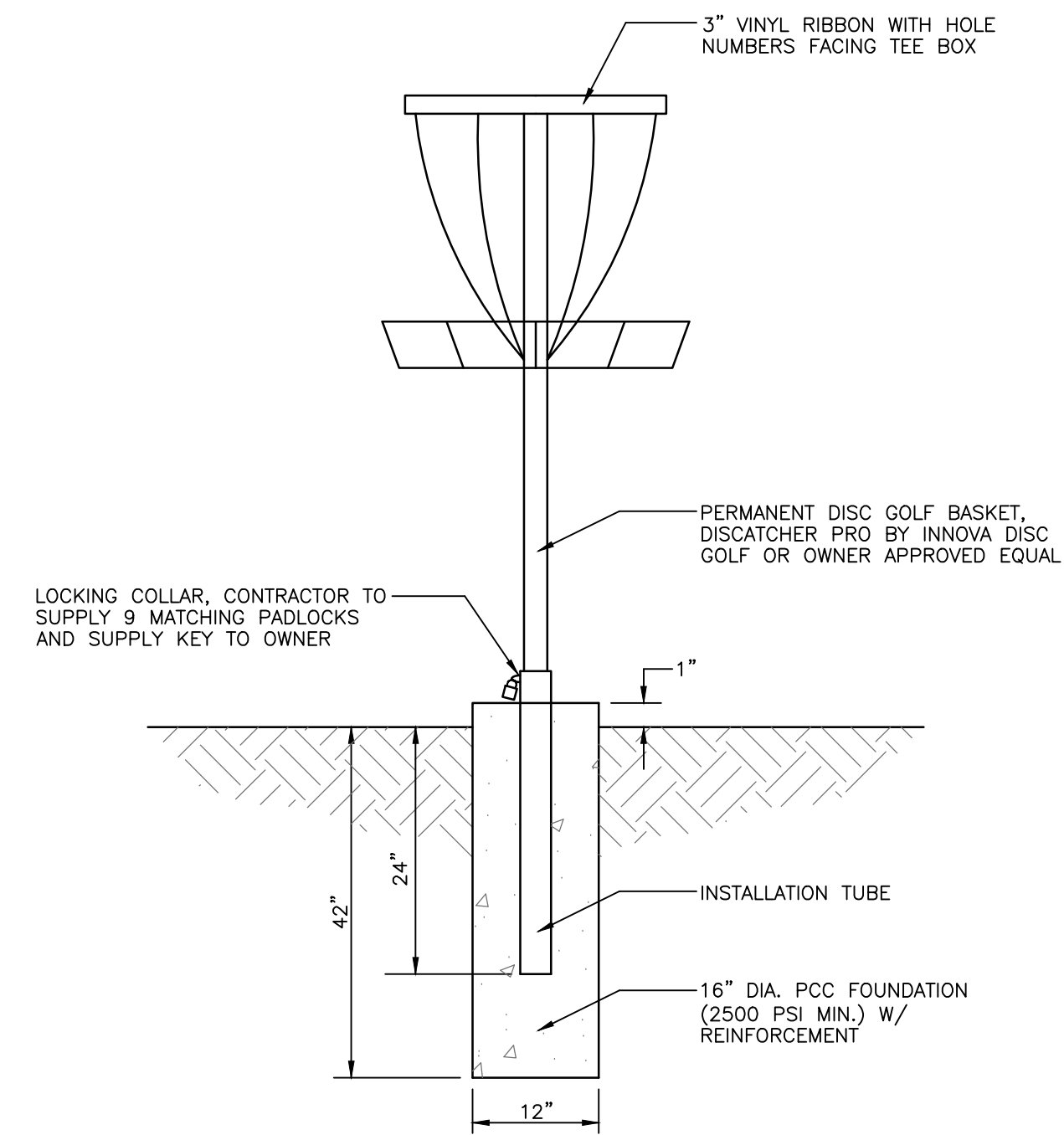
I:\SycamoreParkDistrict\150711 SycamoreSportsComplexNorth-Memorial Park\150711.FD Memorial Park Improvements\CAD\150711.FD MemorialParkImprovements.dwg Updated by: akutusch 8/13/2021



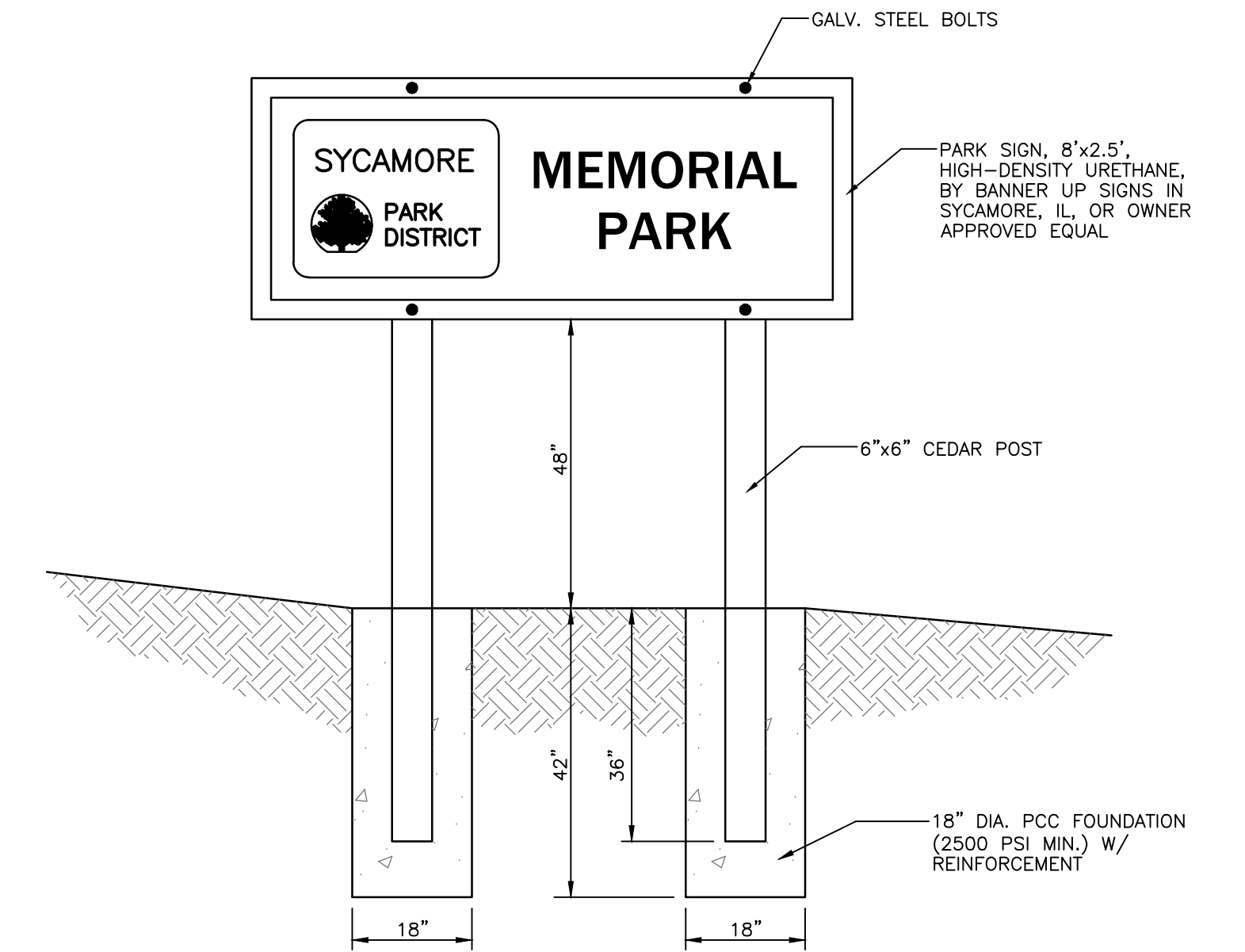
DISC GOLF TEE BOX DETAIL
NOT TO SCALE



DISC GOLF HOLE SIGN DETAIL
NOT TO SCALE



DISC GOLF BASKET DETAIL
NOT TO SCALE



MEMORIAL PARK ENTRANCE SIGN DETAIL
NOT TO SCALE

NOTE:
CONTRACTOR TO USE ELECTRONIC FILES PROVIDED BY
ENGINEER FOR PAD LOCATION AND ORIENTATION.

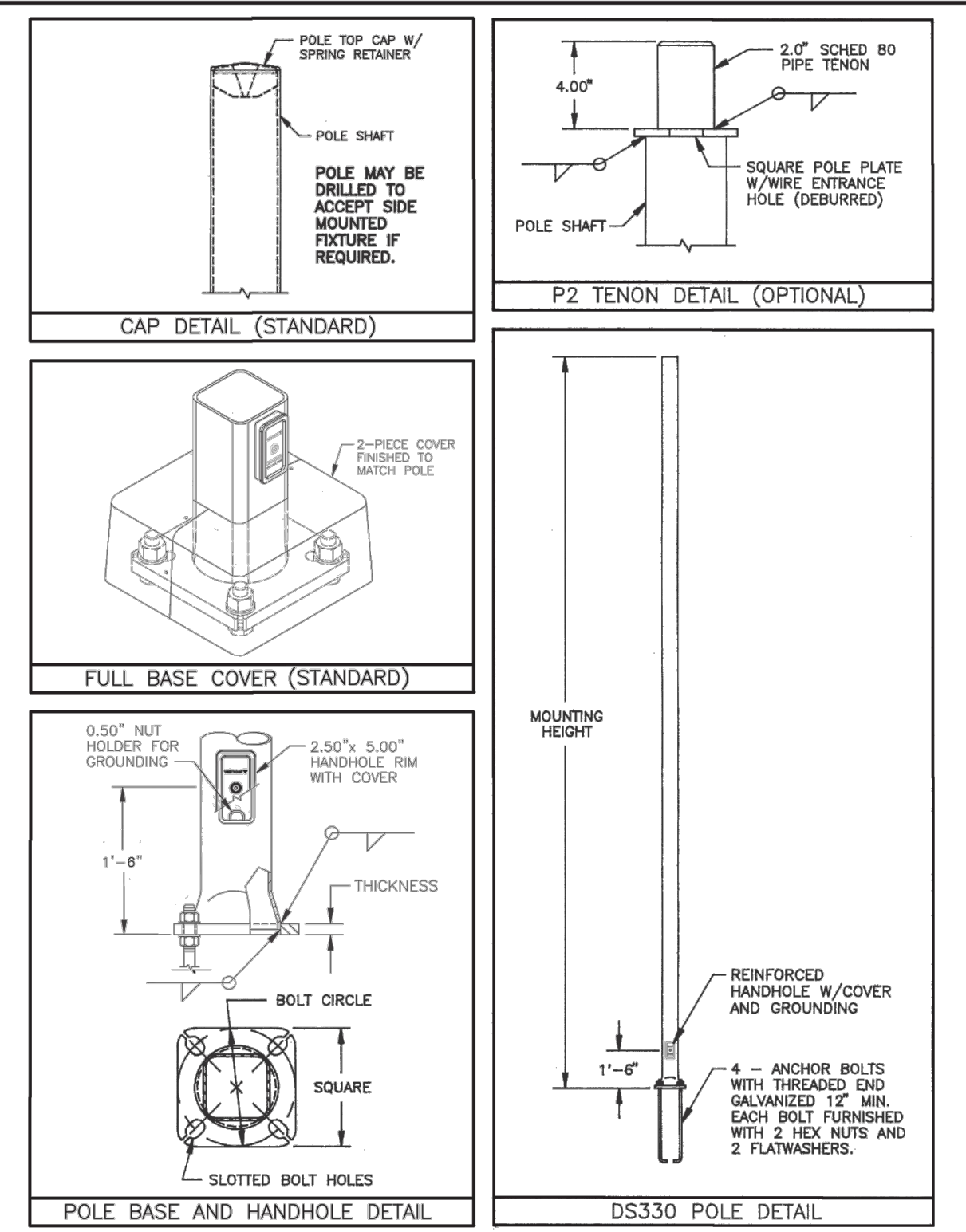
STREET LIGHTING GENERAL NOTES

1. ALL ABOVE GRADE POLE HANDHOLES SHALL BE OPPOSITE TO THE ROADWAY.
2. ALL WORK TO CONFORM TO THE NATIONAL ELECTRICAL CODE, IDOT AND ANY LOCAL APPLICABLE CODES.
3. ALL LIGHT STANDARDS SHALL BE LOCATED A MINIMUM OF 3.0' SETBACK FROM THE FACE OF CURB TO CENTER OF POLE WHERE APPLICABLE.
4. NO MATERIALS SHALL BE DELIVERED TO THE JOB SITE UNTIL ALL EQUIPMENT SUBMITTALS HAVE BEEN APPROVED BY THE ENGINEER.
5. MULTI-UNIT DUCT RUNS SHALL BE INSTALLED IN COMMON TRENCH AND BACKFILLED.
6. ADJUSTMENT OF LIGHT LOCATIONS DUE TO UNFORESEEN CONDITIONS SHALL BE APPROVED BY THE DISTRICT.
7. THE CABLE TRENCH SHALL BE BACKFILLED AND FIRMLY COMPACTED BEFORE THE LIGHT POLE IS ERECTED.
8. ALL GROUND RODS SHALL BE CAD WELDED.
9. LUMINAIRES SHALL HAVE A TIGHT FIT ON LIGHT POLES TO THE DISTRICT'S SATISFACTION. THIS WORK SHALL INCLUDE FIELD ADJUSTING OF THE LUMINAIRE WHICH WILL BE INCLUDED IN THE COST OF THE LUMINAIRE PAY ITEM.

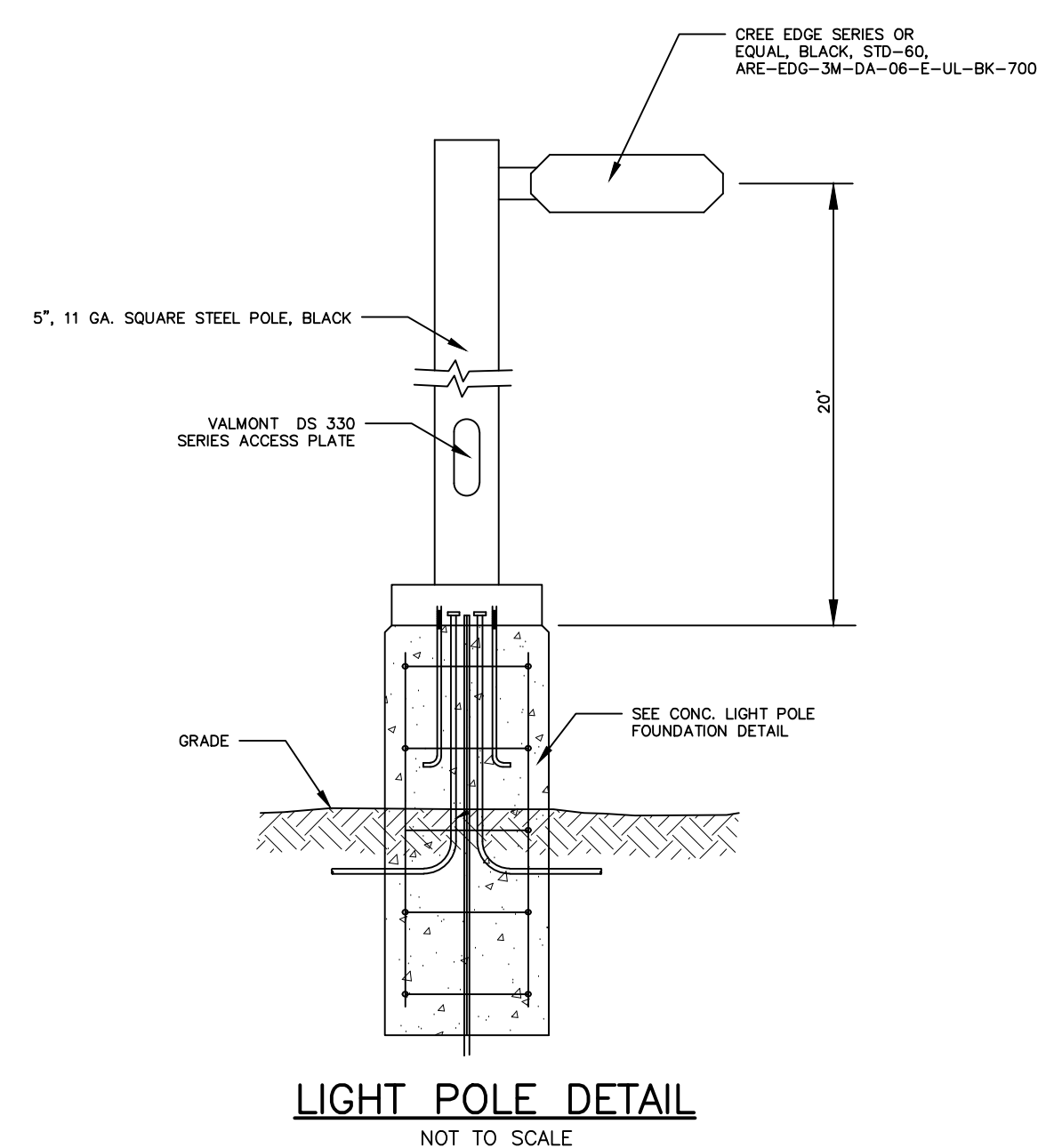
MISCELLANEOUS/ELECTRICAL

1. THE CONTRACTOR SHALL SUBMIT DETAILED SHOP DRAWINGS OR CATALOG CUTS FOR ALL EQUIPMENT AND MATERIALS TO THE ENGINEER FOR APPROVAL PRIOR TO FABRICATION OR INSTALLATION. FAILURE TO SUBMIT AND APPROVE MATERIAL MAY RESULT IN UNACCEPTED WORK AND/OR REINSTALLATION. EQUAL PRODUCTS TO THE ONES LISTED MAY BE SUBMITTED FOR REVIEW BY THE OWNER.
2. ALL CONDUCTORS SHALL BE COPPER WITH A XLP/USE INSULATION RATING.
3. ALL COORDINATION FOR THE LOCATION OF AND THE CONFLICT WITH ANY AND ALL UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. ALL SPLICES SHALL OCCUR IN POLES OR IN ABOVE-GROUND JUNCTION BOXES.

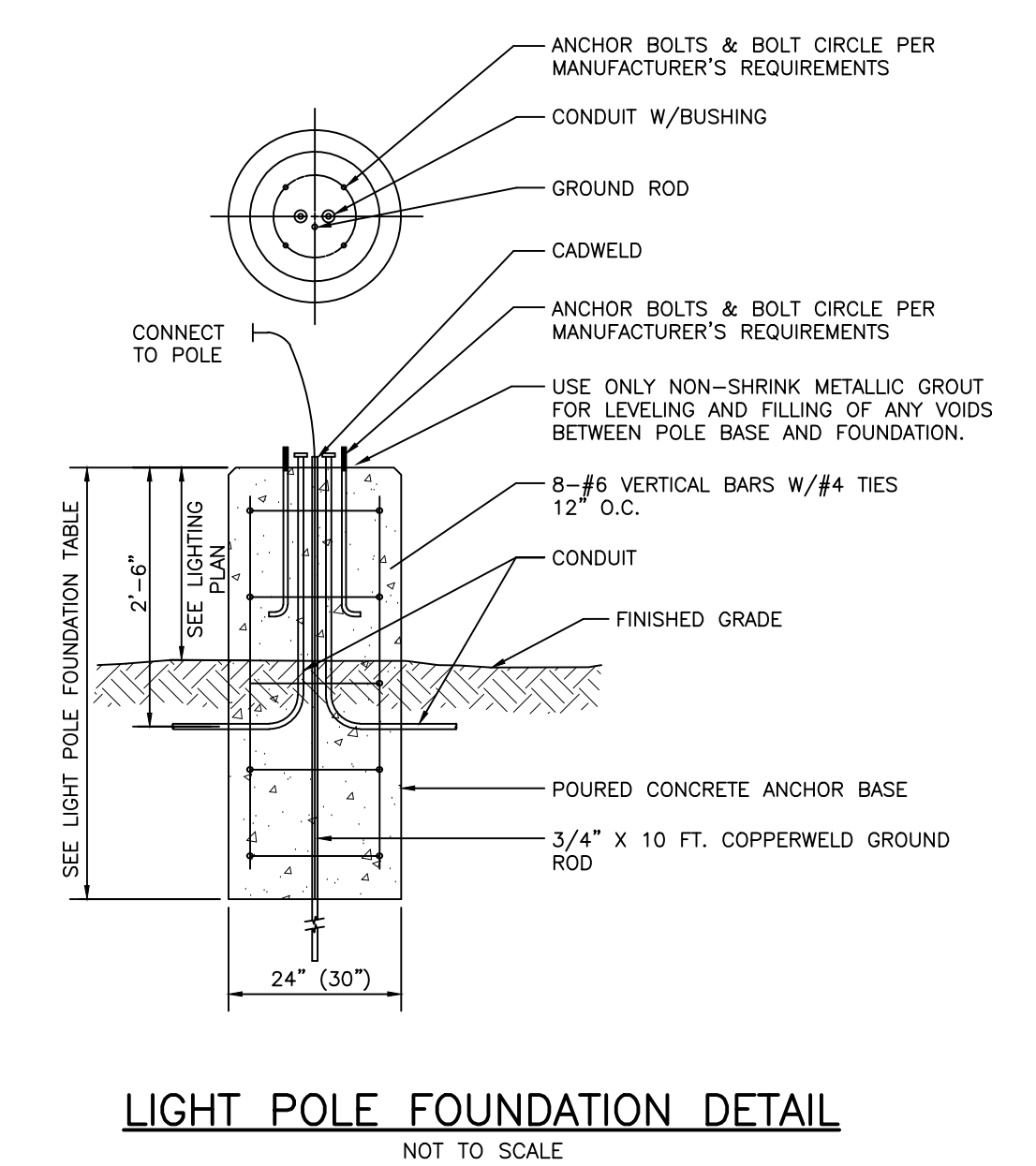
DS330 - Fatigue Resistant Square Non-Tapered Steel Pole



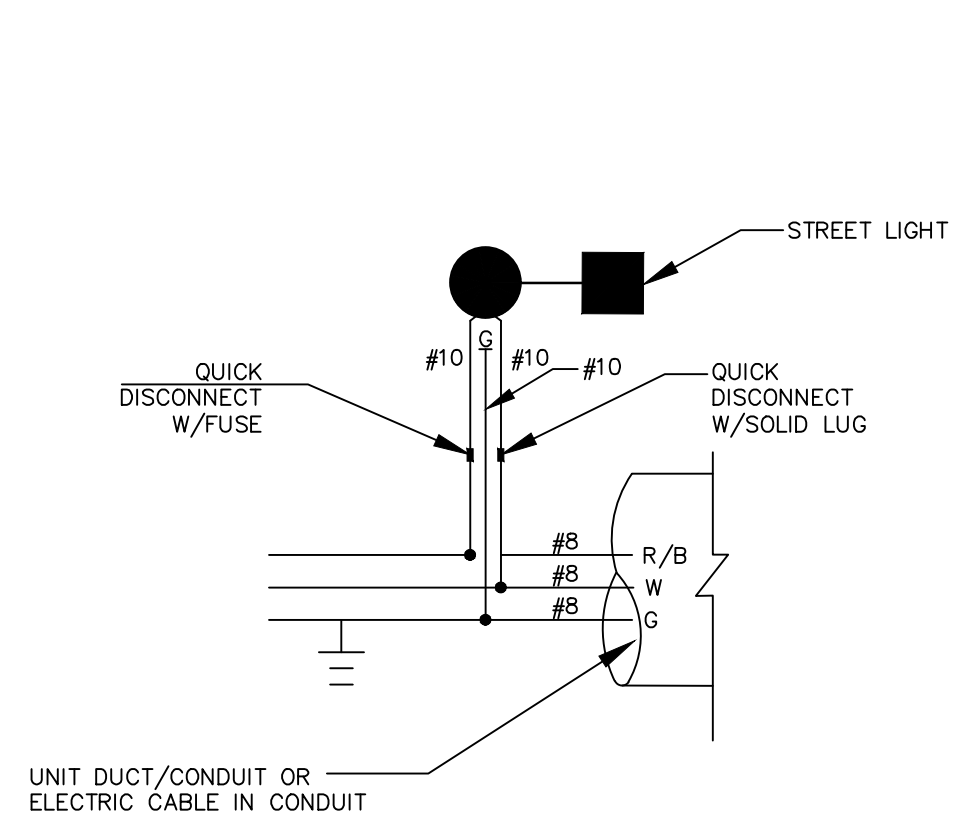
VALMONT INDUSTRIES, INC. 28800 104 STREET, PO BOX 358 - VALLEY, NE 68064 USA 800.825.6668 VALMONTSTRUCTURES.COM



LIGHT POLE DETAIL
NOT TO SCALE



LIGHT POLE FOUNDATION DETAIL
NOT TO SCALE



STREET LIGHT WIRING DETAIL
NOT TO SCALE

REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION
2021.8.13	ARK	ISSUED FOR CONSTRUCTION			

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



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

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

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

**SYCAMORE PARK DISTRICT
MEMORIAL PARK OSRAD DEVELOPMENT
SYCAMORE, ILLINOIS**

TITLE:	DETAILS
SCALE:	NONE
DATE:	MARCH, 2021
JOB NO.:	150711.FD
SHEET:	6.7

Hole #	Length of Hole Centerline (ft)	Par
1	519	4
2	314	3
3	402	3
4	514	4
5	305	3
6	426	4
7	294	3
8	527	4
9	268	3

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 28, 2021

STAFF RECOMMENDATIONAGENDA ITEM: MARKETING UPDATE: For Information Only

BACKGROUND INFORMATION: In preparation for the 100th Anniversary celebration in 2023, there are several things that will need to be created in 2022 for a January 1 launch. Here are a few projects that staff have been moving forward on and will incorporate into the 2022 budget and planning.

- **New website redesign** – Working with Visionary Webworks, the District’s current website design provider and host, staff will incorporate the new brand into the website and make some modernization updates. To stay current with technology and trends, the average shelf life of a website is 2-5 years. The current site was designed in 2015 so this is a great time to make the update.
- **Partnering with DeKalb County History Center** – To tell the story of Sycamore Park District’s history, staff will focus on the people and groups who have made it what it is over the last 100 years. The stories of volunteers, service groups, memorials, park naming, shelter/field naming, and so many more sometimes get forgotten. This is a chance to highlight the community that built the Park District and the DCHC is helping gather and research these stories.
- **App** – To share these stories, staff are considering an app that shows a map with pins at teach location/story. It could be viewed while in the parks as well as those who want to explore from their desktop computer.
- **Book** – A commemorative book of the District’s history will showcase historic photographs and a timeline that feature Board members and major events.
- **Videography** – OC Creative is helping to develop a series of videos to release throughout the year on social media and the District’s website. Videos will showcase the past, present, and future of Sycamore Park District with the intent of ensuring they are relevant for years to come. The raw footage they collect during 2022 and 2023 will be given to the district for developing promotional and informational videos.
- **Signs/Banners/Window Graphics/Publications** – in preparation for Jan. 1, 2023 staff are compiling the celebratory and informational items that need to be created in 2022.

FISCAL IMPACT: TBD with 2022 budget

STAFF RECOMMENDATION: For Information Only.

PREPARED BY: Sarah Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION: None

Sycamore Park District Year-Long Anniversary Video Proposal

9/24/21



Summary

OC Creative will produce a set of creative videos for the Sycamore Park District (SPD) that will be beautiful to watch, engaging, evergreen, and unlike anything done before. The SPD has so much to offer its new and incoming residents, there is so much to be proud of – it will be our team’s mission to capture 100s of those moments on camera, and then tell your story to the community across dozens of videos to be released in 2023.

Ideally, filming would begin in October 2021 and continue through October 2022, with editing of the smaller videos beginning as early as February 2022.

Suggested Video Deliverables

- Celebratory 100th Anniversary video – 7-10 minutes
 - Several testimonials and short interviews
 - A reminiscent timeline
 - Evolution of logo, buildings, golf courses
- Condensed, evergreen video of the above for tourism, Chamber of Commerce, home page, etc.
- Individual (extended?) timeline video – 3-4 minutes
- Seasonal videos to coincide with each program booklet – 3 @ 1-1.5 minutes
- Short program/sport specific teaser videos – 24 @ 10-15 seconds
- A copy of the raw footage once complete

Project Inclusion

- **Pre-Production**
 - Concept development
 - Industry research
 - Schedule coordination
 - Interview question review and proofing
 - What to Wear guide for interviewees, specific to your branding guidelines and colors
 - Digital storyboarding
 - Location shot list and lighting plot
 - Professional voiceover talent engagement
- **Production**
 - Up to 100 hours of filming captured across a 12 to 13-month period
 - High quality drone footage, aiming to film a few repeat areas each season
 - On-set interview coaching/direction
 - On-location talent/participant direction
 - Professional video production gear including multiple cameras, lighting, teleprompter, etc.
 - Footage captured in 4K

Sycamore Park District Year-Long Anniversary Video Proposal

9/24/21



Project Inclusion (*cont'd*)

- **Post-Production**
 - Voiceover talent direction
 - Interactive video review tool for proofing
 - Royalty-free music licensing
 - Custom designed intro and outro
 - Graphic design and motion graphics added to video for brand consistency
 - Closed-caption files of finished videos provided - English and Spanish
 - Comprehensive editing, including revisions (3 rounds for longer videos, 1 round for shorter)

Why OC

Our creative agency is very familiar with the needs and desires of those organizations within DeKalb County and how best to promote them within and beyond their community. We have had opportunities to work on videos, rebranding, websites, community enhancement projects and other marketing pieces across the Midwest, bringing those best practices to our hometown. Here are a few OC-produced videos for reference, confirming capabilities, proofing our style, etc.

- Sycamore Park District <https://vimeo.com/169196984>
- Northwestern Medicine Foundation <https://vimeo.com/400603175>
- Egyptian Theatre <https://vimeo.com/386266894>

Comparable Video

Every OC project is creative and unique to the needs of our clients. During the pre-production process, we review and critique competitor and comparable examples for your likes, dislikes, and inspiration. The following are just two suggested comparable pieces for their filming style and storytelling ability:

- Carmel, Indiana <https://youtu.be/5BfSa1ha7vU> – Crisp, captivating moment, amazing **filming style**
- Chicago Park District <https://youtu.be/szlp4lWJ7-M> – All-encompassing, engaging **storytelling**

Your Investment

\$27,600

Includes in-depth pre-production, development of the above services, and delivery of approximately 30 videos.



Sycamore Park District Year-Long Anniversary Video Proposal

9/24/21



Project Agreement

(Client Name & Title)

(Client Signature)

Terms

OC Creative will accept a delayed start to invoicing, with payment of the agreed upon investment amount split equally across 12 months. Invoices will be provided for all payment requests and will be sent the first business day of each month, beginning January 3, 2022. Payment will be due net 15. This proposal is effective for a period of up to 90 days from the date listed and may be reopened upon request.

Cancellation

If the client's project with OC Creative is cancelled by the client at any time after the proposal is signed and the deposit is paid, the deposit will be refunded, less OC Creative's pre-production hours invested. Should OC Creative become unable to fulfill its duties, as outlined by the proposal, after the proposal is signed and the deposit is paid, the deposit will be returned to the client.

General Changes

Clients shall pay additional charges for changes requested by the client which are outside the scope of the services on a time and materials basis. Such charges shall be in addition to all other amounts payable under the proposal, despite any maximum budget, contract price, or final price identified therein. OC Creative may extend or modify the deadlines in the proposal, based on these change requests.

Disclaimers

Once completed project is approved and accepted by the client, OC Creative makes no claims concerning the suitability of the client's project for public screening. The client takes sole responsibility for ensuring that the content is appropriate for release to the public. In no case will OC Creative be liable to the client or any third party for any damages, including lost profits, lost savings, or other incidental, consequential, or special damages arising out of the production and/or release of the client's projects for public viewing. OC Creative retains the right to use the finished project and all supporting materials to promote OC Creative online and in print as a portfolio piece. They also may list the client's company as one of their clients. OC Creative will keep and store all the files pertaining to your project three years after the project completion date.

Trademarks and Copyrights

The client represents to OC Creative and unconditionally guarantees that any elements of text, graphics, photos, designs, trademarks, or other artwork furnished by the client to OC Creative for inclusion in the project are owned by the client, or the client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend OC Creative from any claim or suit arising from the use of such elements furnished by the client. OC Creative owns copyright to the assembled work of the services, prior proofs, and all designs. Upon payment for services rendered, all rights to the finished product, as to the project quoted, will be transferred to the client.





Board of Commissioners

Date of Board Meeting: September 28, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Proposal for Structural Bridge Design

BACKGROUND INFORMATION:

The next step for bridge replacement and updates for the Sycamore Golf Course is replacing Bridge #1.

FISCAL IMPACT:

STAFF RECOMMENDATION:

Staff recommends that the Park District move forward with Bridge design project.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



Sent via email to jonelleb@sycamoreparkdistrict.com

August 18, 2021

Ms. Jonelle Bailey, Executive Director
Sycamore Park District
940 E. State Street
Sycamore, Illinois 60178

Subject: Proposal for Structural Bridge Design and Water Resource Modeling Services
Bridge 1 - Sycamore Golf Course
Sycamore, Illinois

Dear Jonelle:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for the structural design, water resource modeling and permitting, construction document preparation, part time construction observation services, and geotechnical and environmental services for Bridge No. 1 located within the Sycamore Golf Club property. The proposal is based upon your request for proposal, our knowledge of the project, and our experience on similar projects.

Project Understanding

The Sycamore Park District is the owner and operator of the Sycamore Golf Course property located at 940 E. State Street. During the summer of 2016, ERA performed a structural inspection of a total of six bridges located within the golf course. The condition of the bridges was evaluated and cost opinions were prepared for the recommended work. Structures at locations 3, 4, and 6 were recently replaced. Updated bridge inspections were completed for Bridges 1 and 5 and the Larson Park Bridge in January 2021. The District desires to continue structure improvements with the improvement to Structure #1. This structure is located along the Kishwaukee River serving a connection to the 10th hole tee box to the green. The structure is 6 feet wide. It is anticipated that both the superstructure and concrete substructure need to be replaced. The proposed structure would maintain the same width as the existing bridge but would be shifted south to allow for the existing bridge to remain in service during construction.

The work will need to be permitted through IDNR/OWR since the project is located within the Kishwaukee River floodway. A Letter of Map Revision (LOMA) or a Letter of Map Amendment (LOMA) issued through FEMA are not anticipated for this work. **Please note that this proposal does not include permit fees for the IDNR-OWR review. It is anticipated that OWR permit fees will be approximately \$3,000.**

The District desires to engage the services of a professional engineering firm to provide survey, design, permit, bidding assistance and part-time construction observation services. Furthermore, it is anticipated that geotechnical, material testing, and environmental services will be required. ERA will request the services of subconsultants to perform this work. Soil testing for Clean Construction Debris Disposal (CCDD) will be included in the geotechnical services.

WARRENVILLE

3S701 WEST AVENUE, SUITE 150
WARRENVILLE, IL 60555
P 630.393.3060

CHICAGO

10 SOUTH RIVERSIDE PLAZA, SUITE 875
CHICAGO, IL 60606
P 312.474.7841

CHAMPAIGN

2416 GALEN DRIVE
CHAMPAIGN, IL 61821
P 217.351.6268

ERA will provide engineering services in accordance with the following work plan:

1. Project Meetings/Administration – ERA will meet and coordinate with Park District staff and coordinate with utility companies, governmental agencies, and permitting staff.
2. Partial Topographic Site Survey
 - 2.1 This work includes the field work to survey the existing conditions near the bridge proposed to be replaced. Cross sections of the existing drainage channel will be surveyed within 100 feet upstream and downstream of the existing and anticipated bridge locations. The remainder of the topography within this area will be obtained through County topographic information.
 - 2.2 The field survey will be drafted using AutoCAD in order to prepare an existing conditions plan for the bridge. The plan will include horizontal and vertical information.
3. Structural Design – ERA will evaluate the geotechnical borings and expected loading to design the new concrete substructure and new superstructure. The bridge will generally match the length and width of the existing bridge. The bridge may be raised slightly to maintain the existing conveyance of the Kishwaukee River main channel. The new bridge will be located south of the existing bridge to maintain bridge access during construction.
4. Hydraulic Analysis – ERA previously prepared a hydraulic model for the Kishwaukee River. Stream modeling will be created and performed for the existing conditions model and the modified existing conditions model. ERA will create the proposed conditions hydraulic model for the new structure according to the IDNR/OWR permitting requirements.
5. Streambank Stabilization and Permitting – The existing banks of the Kishwaukee River directly adjacent to (within 25' on either side of) the proposed improvements will be assessed for locations of scour, erosion, and deposition to determine locations requiring stabilization. Soft stabilization measures are anticipated to be utilized, including coir log and native plantings. As Waters of the US are present along the Kishwaukee, permits through the USACE will be required.
6. Construction Documents
 - 6.1 Structural Engineering Plans – Pre-Final and Final Engineering plans will be prepared for the purposes of obtaining permits for, bidding, and constructing the proposed improvements. The design will include upgrading the pathways and bridge crossing to be ADA-compliant. The anticipated plan sheets include the following:
 - Cover sheet
 - General Notes, Schedule of Quantiles and Legend
 - Existing Conditions and Demolition Plan
 - Site Geometric and Grading Plan
 - Structural bridge plans for the superstructure and substructure
 - Structural Details
 - Stream Restoration Plan
 - Soil Erosion and Sedimentation Control Plan
 - Construction Staging Plan – Irrigation Line Relocation
 - Construction Details

6.2 Specifications – ERA will prepare specifications according to IDOT Standard Specifications and standard ERA special provisions and will utilize the District’s typical front-end documents for the Project Manual.

7. Construction Cost Opinions – ERA will prepare an Engineer’s Opinion of Probable Construction Costs at the pre-final and final submittals to the Park District.
8. Permitting Assistance – ERA will assist the District in the submittal of permit applications for the project. Permits are anticipated from the City of Sycamore, IDNR/OWR, and the USACE.
9. Bidding Assistance – ERA will address contractor’s questions during the bidding phase, assist the District in the bidding process, review the bids and prepare a tabulation of bids.
10. Construction Phase Engineering Assistance – During the construction phase, ERA will assist the District in observing the contractor’s construction activity. It is anticipated that ERA will be onsite for seven (7) full working days. The following tasks are included:
 - Attend pre-construction meeting
 - Review design mixes, materials, and catalog cut submittals
 - Provide survey control information to the contractor
 - Observe existing substructure removal
 - Observe pile driving installation
 - Collect concrete samples and observe substructure installation
 - Observe new superstructure installation and existing superstructure removal
 - Review contractor’s pay requests
 - Perform a substantial completion and final completion project walkthrough

Subconsultants (Direct Costs)

11. Geotechnical Services – ERA will contract with Midland Standard Engineering & Testing to perform structure borings and soil borings and provide design recommendations. Geotechnical services and report will conform to the requirements of the *Illinois Geotechnical Manual*.
 - Structure Borings. Two (2) structure borings and one (1) scour boring are to be performed for the geotechnical investigation.
 - Two (2) borings will be taken south of the existing bridge, at the proposed location of the new bridge. Based on geologic maps of the area and on Illinois accepted procedures, the geotechnical subconsultant will determine the depth of the borings.
 - One (1) streambed scour boring will be taken as close as possible to the edge of the creek.
 - Laboratory Testing. The scope will include laboratory testing per AASHTO/ASTM guidelines testing for soil index, particle size distribution, Atterberg limits, soil settlement and collapse potential, shear strength of soil and soil classification.
 - Potentially Impacted Property (PIP) Evaluation. Soil testing (including pH) will be performed to determine if there are areas for special waste disposal and satisfy the Clean Construction or Demolition Debris (CCDD) requirements. This includes the preparation of the LPC 662 or LPC 663 form as required.

- Traffic Control. The geotechnical subconsultant's scope of service will include coordination with the Park District to complete their subsurface drilling and testing operations.
- Geotechnical Report. A Geotechnical Report will be prepared to document the findings used in the development of the project. An electronic copy of the final report will be provided to the Park District for their records.

12. Mussel Survey – It is anticipated that work within the stream will be required for removal of the existing abutments. Therefore, a mussel survey is included in this proposal to facilitate completion of the IDNR-OWR permitting process.

13. Material Testing – ERA will subcontract with Midland Standard Engineering & Testing to perform material testing for the concrete and asphalt work for the project.

Services Not Included

Only services specifically described in this proposal are included in our scope of work. The following are specifically excluded, although they may be added as a contract amendment at a future date for an agreed additional fee.

- Boundary survey
- Tree survey
- Utility Design
- Wetland Delineation Report
- Construction Layout
- Construction Observation (Full time)
- As-built drawings
- As-built hydraulic modeling
- Permit Fees

Schedule

It is anticipated that the bridge replacement plans will be advertised for bidding in January 2022. The work described in this agreement will be performed as expeditiously as weather and other physical conditions permit. The Engineer shall not be liable to the Owner, if delayed in, or prevented from performing the work as specified herein through any cause or causes beyond the control of the Engineer and not caused by his own fault or negligence including acts of God, or the public enemy, inclement weather conditions, acts of the government after the effective date of this agreement, fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes.

Fees

The cost associated with the services included in this proposal will be a Phased Fixed Fee according to the following schedule.

1. Project Meetings/Administration	\$ 1,200
2. Partial Topographic Survey	\$ 3,800
3. Structural Design	\$ 8,500

4. Hydraulic Analysis	\$ 6,500
5. Streambank Stabilization & Permitting	\$ 2,200
6. Construction Documents	\$ 8,800
7. Cost Opinion Preparation	\$ 1,900
8. Permitting Assistance	\$ 3,000
9. Bidding Assistance	<u>\$ 2,800</u>
Subtotal:	\$38,700
10. Construction Phase Engineering Assistance	<u>\$12,000</u>
Subtotal:	\$12,000
Direct Costs:	
11. Geotechnical Services	\$10,300
12. Mussel Survey	\$ 1,800
13. Material Testing Services	\$ 1,000
14. Printing, Shipping, & Mileage	<u>\$ 500</u>
Subtotal:	\$13,600
Total:	\$64,300

Direct costs/reimbursables including printing costs, mileage and postage will be charged at the actual rate incurred.

Fees for services not included in this proposal, when approved by the Client, will be compensated for on an hourly basis in accordance with the attached schedule of hourly rates (Exhibit 2).

Invoices will be issued monthly reflecting the percent of the project completed as of the "services thru" date on the invoice. Any unpaid ERA invoices over 30 days old must be paid in full prior to our release of the project's final deliverable. "Pay at pick up" for final deliverable may apply.

Please send payment(s) to:

3s701 West Ave., Suite #150, Warrenville IL 60555

Credit Card payments are also accepted over the phone, via email, or in the office with a 3.5% processing fee added.

We appreciate the opportunity to submit this proposal and trust that it meets with your approval. If acceptable, please sign the proposal where indicated below (Exhibit 1) and return one (1) copy for our files. Receipt of executed proposal will serve as authorization to proceed with the project to the full extent of the contract. The attached General Terms and Conditions are expressly incorporated into and are an integral part of this proposal for civil engineering and land surveying services.

If you have any questions, please contact me at 630-393-3060x1042 or akustus@eraconsultants.com.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.
WARRENVILLE



Drew R. Kustus, PE, CFM / Project Manager

Exhibit 1

Acceptance & Authorization Form – August 18, 2021 Proposal
Bridge 1 Replacement / Structural and Water Resource Services

Engineering Resource Associates, Inc.

Sycamore Park District

Andrew R. Kustus

Authorized Signature
Andrew R. Kustus, PE, CFM / Project Manager
Printed Name and Title

Authorized Signature

Printed Name and Title

3S701 West Avenue
Suite 150
Warrenville, Illinois 60555
630-393-3060 t, 630-393-2152 f

Date

Please Provide Contact Information:

Mailing Address:

(please provide street address for UPS deliveries)

Telephone & Facsimile Numbers:

Email Address:

INVOICES should be sent via:

Email USPS Mail Email & USPS Mail

If different than above address,
invoices should be addressed to:

Attn:

Invoice Email Address (if different than above):

Note any billing forms/procedures:

Exhibit 2
Engineering Resource Associates, Inc.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
June 26, 2021 THROUGH DECEMBER 31, 2021

<i>Staff Category</i>	<i>Standard Hourly Billing Rate</i>
Professional Engineer VI	\$ 236.00
Professional Engineer V	\$ 225.00
Professional Engineer IV	\$ 187.00
Professional Engineer III	\$ 162.00
Professional Engineer II	\$ 140.00
Professional Engineer I	\$ 120.00
Structural Engineer IV	\$ 236.00
Structural Engineer III	\$ 172.00
Structural Engineer II	\$ 144.00
Staff Engineer III	\$ 118.00
Staff Engineer II	\$ 103.00
Staff Engineer I	\$ 102.00
Engineering Intern III	\$ 55.00
Engineering Intern II	\$ 42.00
Engineering Intern I	\$ 38.00
Engineering Technician V	\$ 129.00
Engineering Technician IV	\$ 116.00
Engineering Technician III	\$ 84.00
Engineering Technician II	\$ 58.00
Engineering Technician I	\$ 40.00
Ecological Services Director	\$ 198.00
Environmental Specialist III	\$ 151.00
Environmental Specialist II	\$ 140.00
Environmental Specialist I	\$ 92.00
Professional Surveyor II	\$ 168.00
Professional Surveyor I	\$ 141.00
Surveyor IV	\$ 114.00
Surveyor III	\$ 108.00
Surveyor II	\$ 72.00
Surveyor I	\$ 48.00
GIS/Public Outreach	\$ 92.00
Administrative Director	\$ 148.00
Administrative Staff IV	\$ 102.00
Administrative Staff III	\$ 92.00
Administrative Staff II	\$ 76.00
Administrative Staff I	\$ 64.00

Direct Costs will be billed at their actual rate incurred.

Engineering Resource Associates, Inc.

GENERAL TERMS AND CONDITIONS

1. **COMPLIANCE WITH LAWS:** Engineering Resource Associates, Inc. (Engineer) will strive to exercise usual and customary professional care in his efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

2. **DESIGNATION OF AUTHORIZED REPRESENTATIVE:** Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
3. **STANDARD OF PRACTICE:** The Engineer will strive to conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.
4. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with Articles previously set forth by Item 1. of this Agreement, together with the laws of the State of Illinois.
5. **RESPONSIBILITY OF THE ENGINEER:** Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.
6. **CLIENT'S RESPONSIBILITIES:** The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, to the extent arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability

insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and non-contributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

7. **INFORMATION PROVIDED BY OTHERS:** The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
8. **CHANGES:** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
9. **DOCUMENTS DELIVERED TO CLIENT:** Drawings, specifications, and reports prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

10. **REUSE OF DOCUMENTS:** All Project Documents including but not limited to reports, original boring logs, field data, field notes, laboratory test data, calculations, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.
11. **FORCE MAJEURE:** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
12. **RELATIONSHIP BETWEEN ENGINEER AND CLIENT:** Engineer shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client.
13. **SUSPENSION OF SERVICES:** Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.
14. **TERMINATION:** This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.

15. **SUCCESSORS AND ASSIGNS:** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
16. **ENTIRE UNDERSTANDING OF AGREEMENT:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
17. **AMENDMENT:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".
18. **PAYMENT:** Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in Item 13 of this Agreement. Payments due Engineer are not contingent upon project approval or project financing and are the sole responsibility of the Client. If an invoice for work performed by Engineer remains unpaid sixty (60) days from the date of the invoice and, if there is no written resolution of payment from the client during the sixty (60) day period, Engineer will stop all work on the assignment.
19. **INDEMNIFICATION:** Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees to the extent caused by Engineer's negligent acts, errors or omissions in the performance of professional services under this Agreement. Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Engineer from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement. In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties) which caused the personal injury or property damage. Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.
20. **LIMIT OF LIABILITY:** The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims,

costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

21. **NOTICES:** Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the other party by written notice as herein provided.
22. **ACCESS AND PERMITS:** Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
23. **WAIVER OF CONTRACT BREACH:** The waiver of one party of any breach of the Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
24. **OPINIONS OF PROBABLE COST:** Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his opinions of probable Project Construction Cost provided for herein are to be made on the basis of his experience and qualifications and represent his best judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
25. **CONSTRUCTION OBSERVATION CLAUSE:** The Owner will include the following clause in the construction contract documents and Owner agrees not to modify or delete it:

Kotecki Waiver: Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the Illinois Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Workers Compensation Act, court interpretations of said Act or otherwise; and agrees to indemnify and defend Owner and Engineer and their agents, employees and consultants (the "Indemnities") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the indemnities may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the indemnities' own negligence.
26. **SEVERABILITY OF INVALID PROVISIONS:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
27. **HAZARDOUS MATERIALS:** It is acknowledged by both parties that Engineer's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event Engineer or any other

party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of Engineer's services, Engineer may at his option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the job site is in full compliance with applicable laws and regulations.

28. **RIGHT OF ENTRY:** Client hereby grants Engineer and its subcontractors or agents the right to enter from time to time property owned by Client and/or other(s) in order for Engineer to fulfill the scope of services included hereunder. Client understands that use of exploration equipment may cause some damage, the correction of which is not part of this Agreement. Client also understands that the discovery of certain hazardous conditions and/or taking preventive measures relative to these conditions may result in a reduction of the Property's value. Accordingly, Client waives any claim against Engineer and its subcontractors or agents, and agrees to defend, indemnify and hold Engineer harmless from any claim or liability for injury or loss allegedly arising from procedures associated with subsurface exploration activities or discovery of hazardous materials or suspected hazardous materials. In addition, Client agrees to compensate Engineer for any time spent or expenses incurred by Engineer in defense of any such claim with compensation to be based upon Engineer's prevailing fee schedule and expense reimbursement policy. Engineer shall not be liable for damage or injury from damage to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to Engineer's attention in writing and correctly shown on the diagram(s) furnished by Client to Engineer.
29. **SAMPLES:** Soil, rock, water and/or other samples obtained from the Project site are the property of Client. Engineer shall preserve such samples for no longer than sixty (60) calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from Engineer's custody and transporting them to a disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. Due to the risks to which Engineer is exposed, Client agrees to waive any claim against Engineer, and to defend, indemnify and hold Engineer harmless from any claim or liability for injury or loss arising from containing, labeling, transporting, testing, storing, or other handling of contaminated samples. Client also agrees to compensate Engineer for any time spent and expenses incurred by Engineer in defense of any such claim, with such compensation to be based upon Engineer's prevailing fee schedule and expense reimbursement policy.

END OF GENERAL TERMS AND CONDITIONS



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MIDLAND STANDARD ENGINEERING & TESTING, INC.

410 Nolen Drive South Elgin, Illinois
(847) 844-1895 f(847) 844-3875

August 13, 2021

Mr. Drew Kustus
Engineering Resource Associates
3s701 West Avenue, Suite 150
Warrenville, Illinois 60555

Re: Proposal for Bridge Structure Geotechnical Report
Sycamore Golf Course
Golf Cart Path over Kishwaukee River
Sycamore, Illinois

Dear Mr. Kustus:

We are pleased to have the opportunity to submit the following proposal to provide a Structure Geotechnical Report for the proposed bridge replacement.

Project Description and Scope of Work

The proposed project consists of the design and construction of a new bridge structure for the north cart path crossing of the Kishwaukee River. The bridge span over the river is 75 feet.

The subsurface soil exploration for the proposed improvements will be accomplished by performing two (2) structure soil borings for the bridge abutments. The borings will be drilled to achieve a 500-kip capacity for a 14" metal shell pile. A sample of the river bottom will also be obtained and tested for grain size characteristics and use in scour calculations.

Shallow depth soil samples from the borings will be tested for soil pH and results will be evaluated to determine whether spoils from construction can be delivered to a CCDD facility.

Method of Performance - Field Work

We propose to mobilize a drill rig to the site after notice to proceed, layout, and utility clearance. The soil borings will involve drilling test holes that incorporate standard penetration tests and split-spoon sampling at 2-1/2 to 5-foot intervals, in accordance with the current IDOT Geotechnical Manual and the Design Memorandum for Structure Geotechnical Reports.

In our proposal, we have included provisions for rough layout of the borings and have assumed that the final locations and elevations will be determined by the Design Engineer or will be referenced to centerline stationing provided by the Engineer.

Method of Performance - Analysis and Report

We will provide a Field Engineer at the site to layout the borings and during the drilling to observe the exploration, perform field tests and measurements, prepare field reports, and maintain contact with our office. In this way, the program can be adjusted as it progresses and more is known about the site. Results of our fieldwork and a preliminary analysis will be available as the work is completed. A formal report would be provided shortly thereafter.

Our testing program will include laboratory tests to determine the classification, strength, water content, and other physical properties of the soils. The results of our field exploration and lab tests will be used in the engineering analysis and the formulation of our recommendations. The report will include foundation recommendations for support of the proposed structure and soil related construction procedures. The results of our work will be presented in a written report, prepared by a Registered Professional Engineer.

Fees

We propose to provide this work at the unit rates quoted on the attached Schedule of Services and Fees, Attachments 1. These estimated quantities and unit rates are based on information as outlined in this proposal and experience on past projects. On the basis of the above information, we estimate that these services can be provided for a fee of \$ **10,300.00**. We will not exceed this amount with out your permission.

General

Our staff is acquainted with the local subsurface conditions and has participated in the planning, development and execution of numerous soil explorations in this area. We are looking forward to working with you on this project.

Respectfully Submitted,
MIDLAND STANDARD ENGINEERING & TESTING, INC.



William J. Wyzgala, P.E.
Principal Engineer

WJW

Enclosure: Attachments 1

ATTACHMENT 1
SCHEDULE OF SERVICES AND FEES

Sycamore Golf Course - North Bridge over Kishwaukee River
Sycamore, Illinois

<u>Item</u>	<u>Estimated Quantity</u>	<u>Unit Cost</u>	<u>Extension</u>
<u>Field Services</u>			
Mobilization of Drilling equipment, lump sum	1	\$400.00	\$400.00
<u>Structure Borings</u>			
Through earth and other materials except rock, encountered below ground surface, split spoon sampling at thirty (30) to sixty (60) inch intervals, penetration record, unconfined compression tests (in cohesive soils) on samples retained, per day	2	\$2,500.00	\$5,000.00
Field Engineer/Geologist for Sample Logging & Supervision during Drilling, per hour	16	\$100.00	\$1,600.00
		Field Services Total:	\$7,000.00
<u>Laboratory Services</u>			
Moisture Content Determinations, ea	40	\$6.00	\$240.00
Grain size analysis by washed sieve, each	1	\$75.00	\$75.00
		Laboratory Services Total:	\$315.00
<u>Engineering Services for Geotechnical Report Including:</u>			
Layout Coordination, Utility Clearance and Permits			
Preparation of Soil Boring Logs			
Analysis and Recommendations for Bridge Foundation			
Pile Length Estimates, Lateral Earth Pressures,			
Report Preparation and Consultation			
Principal Engineer, per hr.	1	\$155.00	\$155.00
Project Engineer, per hr.	11	\$150.00	\$1,650.00
Staff Engineer, per hr.	8	\$110.00	\$880.00
		Engineering Services Total:	\$2,685.00
<u>Environmental Services</u>			
Soil pH Testing & IEPA form LPC-662, Lump Sum	1	\$300.00	\$300.00
		PROJECT TOTAL:	\$10,300.00

August 18, 2021

Via Email

Sycamore Park District
c/o Ms. Jonelle Bailey, Executive Director
940 E State St.
Sycamore, IL 60178

Re: Proposal for Environmental Services
Mussel Survey for Kishwaukee River in Sycamore, Illinois

Dear Ms. Bailey:

Deuchler Environmental, Inc. (Deuchler) is pleased to provide this proposal for the performance of a mussel survey of the South Branch of the Kishwaukee River in Sycamore, Illinois for the Sycamore Park District (Client). The purpose of this survey is to provide sound, scientifically based data on the mussel population for the Sycamore Golf Course's bridge #3 replacement.

SCOPE OF SERVICES

The scope of work for this project includes the following tasks:

- Mobilization, demobilization, and decontamination of Deuchler's equipment.
- Travel to and from Deuchler's office in Aurora, IL to Sycamore Golf Course in Sycamore, IL.
- Mussel sampling of the proposed construction impact area of the South Branch of the Kishwaukee River utilizing the Illinois Department of Natural Resources (IDNR) mussel hand-grab methodology for wade-able streams. The area to be studied is approximately 60' in length and will encompass the entire wetted stream width
- Identification, counting, and measuring of all mussels collected by this effort.
- Immediate release of all living mussels back into the South Branch of the Kishwaukee River in an appropriate, nearby portion of the river that is outside of the construction impact area to minimize disruption of the mussel community.
- Provide a brief memo detailing the findings of the survey efforts.

WORK LIMITATIONS AND SPECIAL CONDITIONS

By signing this proposal, the Client agrees to the following:

- The Client will ensure access for Deuchler's staff and equipment to the proposed construction area. Deuchler's activities will not be considered trespassing.

- Field work will be conducted when the stream is considered wade-able, generally 3' in depth or less.
- This proposal shall be considered null and void if not executed before September 18, 2021.

PROJECT COMPENSATION

Based upon the preliminary information provided, our understanding of the objectives, and the scope of work above, we estimate the scope of work above can be completed for a lump sum cost of **\$1,800.00**. Any alteration or deviation from the above specifications, involving extra costs, will become an extra charge over and above the total sum mentioned in this proposal. The Client will be notified before any additional charges are incurred. Invoicing for the costs of professional services will occur upon completion of the work and will be due in accordance with our attached General Terms and Conditions.

ACCEPTANCE

Should this proposal meet with your objectives, please indicate your authorization to proceed by signing under the Authorization section and returning one original copy to our office. Your signature will also constitute acceptance of the General Terms and Conditions which are attached and incorporated into this proposal by reference. The parties agree that a facsimile and/or email transmission of the signed proposal constitutes an original and binding document.

We appreciate this opportunity to be of service and are looking forward to working with you on this project. If you should have any questions or comments concerning the enclosed, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Kelsey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Patrick Kelsey, CPSS/SC
Environmental Resources Manager
Encl.

AUTHORIZATION

Proposal for Sycamore Park District for a lump sum cost of **\$1,800.00**.

Approved and Accepted by: Sycamore Park District.

By: _____ (print)

_____ (signature)

Title: _____

Date: _____

Approved and Accepted by: Deuchler Engineering Corporation

By: John Frerich _____ (print)

_____ (signature)

Title: President

Date: _____

PROFESSIONAL RESPONSIBILITY. Deuchler Engineering Corporation (DEUCHLER) is an engineering and environmental consulting firm, which performs services consistent with the skill and care ordinarily exercised by other professional consultants in the geographic location of the Project under similar circumstances at the time services are performed, subject to limitations established by CLIENT and agreed to in writing by DEUCHLER as to degree of care, time or expense to be incurred or other limitations of this Agreement. In the performance of services, DEUCHLER shall have the right to rely on the accuracy of any information provided by CLIENT. No other representation, warranty or guaranty, expressed or implied, is included in or intended by DEUCHLER's services, proposals, agreements, or reports. DEUCHLER may use the services of subconsultants when, in DEUCHLER's sole opinion, it is appropriate and customary to do so. Such subconsultants and entities include, but are not limited to, drillers, contractors, specialized consultants, testing laboratories, and waste disposal facilities.

RELATIONSHIP OF PARTIES. Neither this Agreement, nor the services performed by DEUCHLER, shall be construed or interpreted as requiring DEUCHLER to assume the status of owner, operator, generator, person who arranges for disposal, transporter or storer, as those terms or any other similar terms are used in any federal, state or local statute, regulation, ordinance or order governing the treatment, handling, storage or disposal of any toxic or hazardous substance or waste.

BILLING AND PAYMENT. Invoices will be submitted monthly or at Project completion as shown on the Purchase Order or Contract, and shall be due and payable on receipt. Interest at the rate of one and one-half percent (1.5%) per month, but not exceeding the maximum rate allowable by law, shall be payable on any amounts that are due but unpaid more than thirty (30) days from the date of invoice, payment to be applied first to accrued late payment charges and interest and then to the unpaid principal amount. In the event a payment is more than thirty (30) days late DEUCHLER may, at its option, withhold further services or delivery of reports, services or other data pending receipt of such payment for services rendered. In the event that CLIENT fails to pay DEUCHLER for services rendered, CLIENT agrees to pay reasonable legal fees and other related costs or expenses incurred by DEUCHLER in collecting its compensation for those services from CLIENT.

DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the performance of the project or following the completion of the project, CLIENT and DEUCHLER may agree to submit a dispute or other matter arising out of or relating to this agreement or the work to nonbinding mediation. Such mediation, however, shall not be a condition precedent to the institution of legal or equitable proceedings by either party. Any mediation agreed to by the parties shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The mediator's fee, and any filing fees, shall be shared equally. The mediation shall be held in the city where the Project is located unless another location is mutually agreed upon. CLIENT and DEUCHLER further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

INSURANCE and LIMITATION OF LIABILITY. DEUCHLER acknowledges that it carries, and shall maintain for the duration of the Project, insurance issued by a company or companies qualified to do business in Illinois in the usual and customary amounts for professional engineers for Professional Liability, Worker's Compensation, Employer's Liability, and Commercial Automobile Liability. Certificates for such insurance shall be delivered to CLIENT upon request. In consideration of potential liabilities which may be disproportionate to the fees to be earned by DEUCHLER, CLIENT agrees to limit the liability of DEUCHLER, its officers, directors, shareholders, employees, agents, and representatives to CLIENT or third parties claiming through the CLIENT for all uninsured claims or legal proceedings of any type (including fees and costs) arising out of or relating to the performance of services under this Agreement (including but not limited to DEUCHLER's breach of the Agreement, its professional negligence, errors and omissions and other acts) to the greater of \$50,000 or the amount of DEUCHLER's fee for the services rendered for this Project. Failure of CLIENT to give written notice to DEUCHLER of any claim of negligent act, error or omission within one (1) year of performance shall constitute a waiver of such claim by CLIENT. In no event shall DEUCHLER indemnify any other party for that party's negligence, willful misconduct, or failure to follow DEUCHLER's recommendations.

INCIDENTAL OR CONSEQUENTIAL DAMAGES. Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any incidental, special, consequential, or punitive damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by CLIENT or DEUCHLER, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

INDEMNIFICATION. Subject to the limitation of liability above and the conditions of DEUCHLER's insurance, each party agrees to indemnify and hold harmless the other from any claim, suit, liability, damage, injury, cost or expense, including reasonable attorney's fees, (hereafter collectively called "Loss") to the extent caused by a) breach of this Agreement or b) willful misconduct or negligence in connection with the performance of this Agreement. In no event shall DEUCHLER indemnify CLIENT or any third party for the consequences of that party's negligence or willful misconduct, including failure to follow DEUCHLER's recommendations. In addition to and without limiting the generality of the foregoing, CLIENT agrees to indemnify DEUCHLER to the fullest extent permitted by law against any Loss (whether or not under CERCLA, RCRA or any other similar federal, state or local environmental regulation, order or ordinance) a) arising out of any actual or potential environmental contamination or pollution, including without limitation, any actual or threatened release of toxic or hazardous materials, unless such is the result of DEUCHLER's willful misconduct or professional negligence, b) arising out of any acts taken or alleged failure to act with respect to matters covered in the section titled CONTAMINATION REPORTING AND DISPOSAL, or c) in excess of the liability limit set forth in the section titled LIMITATION OF LIABILITY above.

MANDATORY ORDERS. If DEUCHLER is requested to respond to any mandatory orders for the production of documents or witnesses on CLIENT's behalf regarding work performed by DEUCHLER, CLIENT agrees to pay all costs and expenses incurred by DEUCHLER not reimbursed by others in responding to such order, including attorney's fees, staff time at current billing rates and reproduction expenses.

EXTENSION OF PROTECTION. CLIENT agrees to extend any and all liability limitations and indemnifications provided by CLIENT to DEUCHLER to those individuals and entities which DEUCHLER retains for performance of the services under this Agreement, including but not limited to DEUCHLER officers and employees and their heirs and assigns, as well as DEUCHLER's subconsultants or subcontractors, and their officers, employees, heirs and assigns.

ACCESS TO SITE. CLIENT agrees to grant or arrange access to the Project Site as is deemed necessary by DEUCHLER to perform the work, whether or not the Project Site is owned by CLIENT. The cost of repairing any reasonably unavoidable damages is not part of the services or fee contemplated by this Agreement and shall be borne by CLIENT. Only authorized persons shall be allowed near the work area. DEUCHLER shall have the right to prevent unauthorized persons from entering the work area.

TIME OF PERFORMANCE. DEUCHLER makes no warranties regarding the time of completion of services and shall not be in default of performance under this Agreement where such performance is prevented, suspended or delayed by any cause beyond DEUCHLER's control. Neither party will hold the other responsible for damages for delays in performance caused by acts of God or other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. Such delays will extend completion dates commensurately.

CHANGED CONDITIONS. If, during the course of the performance of Services, conditions or circumstances develop or are discovered which were not contemplated by DEUCHLER and which materially affect DEUCHLER's ability to perform or which would materially increase the costs of service performed by DEUCHLER, then DEUCHLER will notify CLIENT, and DEUCHLER and CLIENT shall renegotiate in good faith the terms of this Agreement. Alternatively, either party shall thereupon have the right to terminate the Agreement; provided, however, that upon any such termination, DEUCHLER shall be compensated for services rendered to the date of termination. Changes made to the project by CLIENT may extend delivery times or time of completion of services and may necessitate higher costs, and may be implemented only with written agreement of the parties.

HAZARDOUS OR UNSAFE CONDITIONS. CLIENT shall immediately inform DEUCHLER when it becomes aware of any information regarding the type, quantity and location of any hazardous, toxic or dangerous materials or unsafe or unhealthy conditions known or suspected at all real property where services are to be performed ("the Project Site"). Fees shall be adjusted to compensate DEUCHLER if conditions require DEUCHLER to take emergency measures to protect the health and safety of its employees, and entities under contract with DEUCHLER to perform services.

SUBSURFACE OBSTRUCTIONS. CLIENT shall supply to DEUCHLER plans which designate the location of all subsurface structures, and shall locate and mark subsurface structures at the Project Site prior to DEUCHLER performing any subsurface investigation. CLIENT shall be responsible for any damages and shall indemnify DEUCHLER for all Loss caused by DEUCHLER to any structure not so designated, or by CLIENT's inaccurate identification of underground obstructions. CLIENT warrants the accuracy of any information so supplied and understands and agrees that DEUCHLER is entitled to and may rely on the accuracy of any and all information so supplied without independently verifying its accuracy.

CONTAMINATION REPORTING AND DISPOSAL. All contaminants existing on the Project Site belong to and will remain the property and responsibility of the site owner. CLIENT shall be solely responsible for notifying all appropriate federal, state, local or other governmental agencies of the existence of any hazardous, toxic or dangerous materials on or in the Project Site or discovered during performance of this Agreement. If requested by CLIENT, DEUCHLER may, at its option, agree to notify such agencies on behalf of CLIENT, as CLIENT's agent. CLIENT shall be solely responsible for arranging for and paying the costs to lawfully transport, store, treat, recycle, dispose of, or otherwise handle, hazardous or toxic substances or wastes and samples.

NO THIRD PARTY BENEFICIARIES. There are no third party beneficiaries of this Agreement entitled to rely on any work performed or reports prepared by DEUCHLER hereunder, for any purpose. CLIENT shall indemnify and hold DEUCHLER harmless against any liability (including attorney's fees and other costs and expenses) for any Loss arising out of or relating to reliance by any third party on any work performed or reports issued hereunder.

DESIGNS AND DISCOVERIES; OWNERSHIP AND REUSE. All designs, ideas, discoveries, reports, drawings, specifications, inventions or improvements, or other documents and magnetic media utilized, developed or furnished by DEUCHLER pursuant to this Agreement are instruments of service in respect to the Project, and DEUCHLER shall retain ownership of said documents. CLIENT may retain copies, including reproducible copies, of the documents for information and reference in connection with the use and occupancy of the Project by the CLIENT, and CLIENT is granted a nonexclusive license to use the instruments of service solely for this Project and the maintenance thereof. Any documents furnished by DEUCHLER are not intended to be represented as suitable for reuse by CLIENT or others; any reuse without specific written approval and/or adaptation by DEUCHLER for the specific purpose intended will be at the reuser's sole risk and without liability or exposure to DEUCHLER, and CLIENT agrees to hold harmless and defend DEUCHLER from all claims and causes of action arising from such uses. Any transfer of electronic data hereunder is solely for CLIENT's convenience "as is" without warranty as to contents, and is not a project deliverable unless specifically agreed to the contrary. DEUCHLER disclaims all warranties express or implied with regard to any electronic data provided hereunder, including any warranties of merchantability or fitness for a particular purpose.

RESPONSIBLE OR CHARGE. DEUCHLER shall not have control over or charge of and shall not be responsible for construction means, methods, techniques or procedures, or for safety precautions and programs in connection with the Work performed by any other person or contractor. DEUCHLER is not responsible for any Contractor's failure to carry out work in accordance with the Construction Documents or the Project schedule and shall not have control over or charge of acts or omissions of the

Contractors, their agents or employees, or any other person performing portions of the Work. DEUCHLER shall have authority to recommend to the CLIENT rejection of the Work which does not conform to the Construction Documents. Neither this authority nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty of responsibility of DEUCHLER to the Contractors, suppliers, agents, employees or other persons performing portions of the work.

AGREEMENT. If any part or parts of the Agreement or these Terms and Conditions are determined to be in violation of any law, government decree, regulation, rule, or order of any kind, the same shall be deemed stricken and all remaining provisions shall remain binding on the parties. The obligations of the parties to indemnify and the limitations on liability set forth in this Agreement shall survive the expiration or termination of this Agreement. This Agreement, consisting of all documents attached hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral agreements with respect to the subject matter hereof. No amendment hereto will be binding unless reduced to writing and signed by authorized representatives of each party. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois and the venue for any action between the parties shall be in the Circuit Court for the 16th Judicial Circuit, Kane County, Illinois and the parties waive any claim of *forum non conveniens* relative to such venue. Either CLIENT or DEUCHLER may terminate this Agreement at any time with or without cause upon giving the other party fourteen (14) calendar days prior written notice. CLIENT shall within thirty (30) calendar days of termination pay DEUCHLER for all services rendered and all costs incurred up to the date of termination, in accordance with the billing and payment provisions of this Agreement.

COST OPINIONS. DEUCHLER has no control over the cost of labor, materials, equipment or services furnished by others, over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions. DEUCHLER's opinions of probable total project costs and construction cost provided for herein are made on the basis of DEUCHLER's experience and qualifications and represent DEUCHLER's best judgment as an experienced and qualified professional engineer familiar with the construction industry; but DEUCHLER cannot and does not guarantee that proposals, bids or actual total project or construction costs will not vary from opinions of probable cost prepared by DEUCHLER.

ELECTRONIC MEDIA. If DEUCHLER is required to deliver any services required hereunder in the form of electronic encoded media, the printed representation of such media furnished by DEUCHLER shall be the official record of DEUCHLER's service. CLIENT shall have a right to rely only on such printed representation in connection with any subsequent modification of such electronic media and agrees to indemnify, defend and hold DEUCHLER harmless from any and all costs and expenses, including attorneys' fees, from claims which arise out of modification of such electronic media or printed representation by or on behalf of CLIENT without DEUCHLER's consent.

CONTRACTOR'S INSURANCE. CLIENT will require Contractors responsible for construction to purchase insurance to cover claims and expenses, including costs of defense, asserted against DEUCHLER, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. Such insurance shall state that: "The coverage afforded the additional insureds shall be primary and non-contributory insurance for the additional insured with respect to claims arising out of operations performed by or on behalf of the contractor. If the additional insureds have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this insurance policy shall not be reduced by the existence of such other insurance."

CORPORATE ENTITY. CLIENT acknowledges that DEUCHLER is a corporation and agrees that any claim made by the CLIENT arising out of any act or omission of any director, officer or employee of DEUCHLER, in the execution or performance of this Agreement shall be made against DEUCHLER and not against such director, officer or employee.

SUCCESSORS AND ASSIGNS. CLIENT and DEUCHLER each binds themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement; except as above, neither the CLIENT nor DEUCHLER shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the CLIENT and DEUCHLER.

AGENT OR REPRESENTATIVE. DEUCHLER's agent may perform the function of Agent or Representative of the CLIENT, during the performance of the Project. DEUCHLER may be required to enter private properties and private premises to perform the work identified in the Project. CLIENT agrees to indemnify, defend and hold harmless DEUCHLER from any claim, suit, liability, damage, injury, cost or expense, including attorney fees, arising out of DEUCHLER's entry into private properties and private premises, unless resulting from DEUCHLER's negligence or wrongful conduct or as provided by law.



SYCAMORE PARK DISTRICT ENGINEER'S OPINION OF PROBABLE COST

Bridge 1 over the Kishwaukee River
 Updated August 19, 2021

Pay Item	Description	Unit	Total Quantity	Unit Price	Cost
25000100	SEEDING, CLASS 1	ACRE	0.05	\$5,000	\$250.00
28100107	STONE RIPRAP, CLASS A4	SQ YD	64	\$90	\$5,760.00
28200200	FILTER FABRIC	SQ YD	64	\$5	\$320.00
40701801	HOT-MIX ASPHALT PAVEMENT (FULL-DEPTH), 3"	SQ YD	66.7	\$35	\$2,333.33
44000100	PAVEMENT REMOVAL	SQ YD	26.7	\$15	\$400.00
50100100	REMOVAL OF EXISTING STRUCTURES	EACH	1	\$17,000	\$17,000.00
50200100	STRUCTURE EXCAVATION	CU YD	20.0	\$55	\$1,100.00
50300225	CONCRETE STRUCTURES	CU YD	10.4	\$1,850	\$19,240.00
50300300	PROTECTIVE COAT	SQ YD	36.0	\$3.50	\$126.00
50301350	CONCRETE SUPERSTRUCTURE (APPROACH SLAB)	CU YD	6.3	\$1,200	\$7,513.47
50800205	REINFORCEMENT BARS, EPOXY COATED	POUND	2610	\$2.50	\$6,525.00
51200957	FURNISHING METAL SHELL PILES, 12" X 0.250"	FOOT	70	\$265	\$18,550.00
51202305	DRIVING PILES	FOOT	70	\$1	\$70.00
51203200	TEST PILE METAL SHELLS	EACH	2	\$4,500	\$9,000.00
58600101	GRANULAR BACKFILL FOR STRUCTURES	CU YD	16.7	\$55	\$918.50
59100100	GEOCOMPOSITE WALL DRAIN	SQ YD	14.0	\$60	\$840.00
67100100	MOBILIZATION	LSUM	1	\$13,000	\$13,000.00
SP	NATIVE SEED MIX (SLOPE STABILIZATION MIXTURE)	ACRE	0.02	\$50,000	\$1,000.00
SP	RESTORATION	L SUM	1	\$3,300	\$3,300.00
SP	ROLLED EXCELSIOR	FOOT	200	\$14	\$2,800.00
X2070304	POROUS GRANULAR EMBANKMENT, SPECIAL	CU YD	23.7	\$52	\$1,232.59
X0322508	PEDESTRIAN TRUSS SUPERSTRUCTURE	SQ FT	432	\$175	\$75,600.00
Z0046304	PIPE UNDERDRAINS FOR STRUCTURES, 4"	FOOT	36	\$28	\$1,008.00
Z0013797	CONSTRUCTION LAYOUT AND AS-BUILTS	LSUM	1	\$5,000	\$5,000.00

Subtotal Cost = \$192,886.89

40 % Misc. = \$77,154.76

Construction Subtotal = \$270,041.65

Engineering Subtotal = \$64,300.00

IDNR Permit Fees = \$3,000.00

Total = \$337,341.65

ASSUMPTIONS:

Pedestrian Truss Superstructure includes:

- Bridge footprint: 72' L x 6' W (clear)
- Weathering Steel
- Treated Wood Decking
- Horizontal Safety Railing

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: September 28, 2021****STAFF RECOMMENDATION****AGENDA ITEM: RIBBON CUTTING EVENT FOR GREAT WESTERN TRAIL CONNECTION: For Information Only****BACKGROUND INFORMATION:**

The Great Western Trail Segment 1 project, will connect the Sycamore Forest Preserve to Page and Pleasant streets near downtown Sycamore. A pedestrian bridge has been constructed along the trail over the Kishwaukee River. The project was made possible through an intergovernmental agreement between the DeKalb County Forest Preserve District and Sycamore Park District, with federal grant funding through the Illinois Transportation Enhancement Program. The construction is managed by the Illinois Department of Transportation.

MARKETING:

The public invitation will include an invite to our schools plus social media and website. Our Dignitaries will be invited through email and follow up letter/post card.

RIBBON CUTTING EVENT:

The Ribbon Cutting Event will be Saturday, October 16th from 10am-11am.

- Event will start at 10am on the new trail between the Sycamore Forest Preserve entrance, west to the bridge. Sycamore Forest Preserve, 955 E State St, Sycamore, IL
- Ribbon Cutting at the Forest Preserve entrance at 10:15am, photos to follow along the trail & bridge. The Park District will have a golf shuttle cart available for those needing assistance.
- Drone photos to capture what a “busy trail” of people looks like

- Several community groups/businesses have been invited to have a spot on the trail during the event. These groups are not conformed yet:
 - Sycamore Boy Scout Troops
 - Sycamore Police
 - Sycamore Library
 - Blue Moon Bike Company

FISCAL IMPACT: Marketing and drone photos.

STAFF RECOMMENDATION: For Information Only. Mark your calendars for October 16th, 10am to be in attendance if you are available. Some details yet to be finalized.

PREPARED BY: Theresa Tevsh- Superintendent of Recreation Services, Sarah Rex-Recreation & Marketing Supervisor, Jonelle Bailey-Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: None



Appraisal Review Certification

Route N. Main Street
 Section N/A
 County DeKalb

Project Sycamore Trails Project
 Job No. 160910.S2
 Parcel E Unit N/A

Original Supplemental Complex Non-Complex Value Finding

Is the remainder property an uneconomic remnant? Yes No

The attached Appraisal Report Restricted Appraisal Report submitted by Jeffrey A. Jacobson, MAI, SRA has been reviewed by the undersigned. In accordance with 49 CFR 24.104, the attached appraisal meets one of the following categories:

- Not Accepted – Provide reasoning for non-acceptance.
- Accepted – Meets all requirements, but is not selected.
- Recommended – Meets all requirements and is selected as basis for acquisition purposes.

The conclusions of value for the subject property as of 08/30/2021 are as follows:

Fair Market Value of Whole Property (Land and Land Improvements Only)	<u>\$683,000</u>
Fair Market Value of Property Taken (including improvements) as Part of the Whole	<u>\$51,177</u>
Fair Market Value of Remainder as Part of the Whole Property Before Taking	<u>\$631,823</u>
Fair Market Value of Remainder After Taking as will be Affected by Contemplated Improvement	<u>601,767</u>
Damage to Remainder	<u>\$30,056</u>
Compensation for Permanent Easement(s)	<u>\$0</u>
Compensation for Temporary Easement(s)	<u>\$7,029</u>
Excess Land to be Acquired	<u>\$0</u>
Total Compensation	<u>\$88,262</u>

Charles Davidson
 Review Appraiser: Charles Davidson, MAI, SRA

9/17/2021
 Date

Illinois Certified General Appraiser
 Type of License

553.000310
 License Number

9/30/2021
 Expiration Date

Approved: _____
 Regional Engineer


 Date

REVIEW APPRAISER CERTIFICATION

The undersigned hereby certifies:

1. That on 03/05/2021 and 9/17/21, I completed a visual inspection of the property and comparable sales selected. On Value Finding reports only with no permanent damages, a desk review of the attached appraisal is acceptable and is based upon information contained in the appraisal. I have analyzed the information and documented my conclusion in the attached appraisal review. I am / I am not aware of any additional sales data or additional information that may impact the value of the subject property.
2. That I have no direct or indirect present or contemplated future interest in the property described therein or in any benefit from the acquisition, and I have no personal interest or bias with respect to the parties involved.
3. That the facts and data reported by the review appraiser and used in the review process are based on that information provided by the author of the attached appraisal report and any specialty reports, and that this information is considered true and correct. No one has provided significant professional assistance to the person signing this review report. (If there are exceptions, the name of the individual(s) providing appraisal review assistance must be stated.)
4. That the analyses, opinions, and conclusions in this review report are limited only by the assumptions and limiting conditions stated in this review report, and are my personal, unbiased professional analyses, opinions and conclusions. I have no bias with respect to the property that is the subject of this review or the parties involved.
5. That my determination has been reached independently based on the appraisal without any collusion or direction, and my compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in, or the use of, this review report. This review report is based on the data and information provided in the actual appraisal report and any specialty reports used therein.
6. That my analyses, opinions, and conclusions were developed and this review report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice, the Uniform Act, and 49 CFR 24.104 and are based on the scope of work described herein.
7. That I have given consideration in this review to the value of the part taken, and damages and/or benefits to the remainder, if any, to the extent allowed under Illinois statutes; and that as near as can be determined non-compensable items of damage under Illinois law have not been included in the appraisal.
8. In the event that I have completed my own independent research of the subject property and any additional information and data or I have documented the attached appraisal, this will be so stated in the accompanying review appraisal report. Otherwise, this review has been based on only the data and information provided by the appraiser of record for this appraisal report.
9. I have performed no (or the specified) other services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment.
10. My engagement in this assignment and my compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
11. Statement supplemental to this certification required by membership or candidacy in a professional appraisal organization, are described on an addendum to this certificate and, by reference, are made a part hereof.
12. As of the date of this report, I, Charles S. Davidson, MAI, SRA, AI-GRS have completed the continuing education program of the Appraisal Institute
13. I reviewed the original appraisal of this property on 3/2/2021 (see comments). I have performed no other services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three year period immediately preceding acceptance of this assignment

Appraiser Name: Charles Davidson, MAI, SRA, AI-GRS
 License Type: Certified General Real Estate Appraiser



 Appraiser Signature
 IL License # 553.000310 Expires 9/30/2021
 :

APPRAISAL REVIEW REPORT: In accordance with 49 CFR 24.104 and USPAP Standards Rule 3, a review appraiser will prepare an appraisal review report to support the approved value selected for the use as the basis for acquisition purposes. This report shall contain the following information, either in a simple format or a more complex format as required for the review assignment: 1) scope of work being reviewed and the scope of work of the review assignment; 2) examination of the presentation and analysis of the appraisal report and the development of an opinion as to completeness, adequacy, appropriateness of appraisal methods and techniques used; 3) identification of client, intended use and intended user(s); 4) identification of any damages or benefits to any remaining property identified in the appraisal; and 5) a signed certification (Page 2 of this Appraisal Review Certification).

Subject of the review assignment: Appraisal of Parcel "E", 504-510 N. Main St., Sycamore, IL

Date of the review: 9/17/2021

Property interest to be acquired: Fee Taking Dedication/Perpetual Easement
 Permanent Easement Temporary Easement
 Other (If Other, explain. If for disposal of excess land and/or other rights, please indicate fee simple, dedication/perpetual easement, and/or release of access rights.)

Date of work under review: 9/15/2021

Effective date of the opinion or conclusion of the work under review: 08/30/2021

Appraiser(s) who completed work being reviewed: Jeffrey A. Jacobson, MAI, SRA

Describe the scope of work performed in this appraisal review report as required in 49 CFR 24.104 and USPAP Scope of Work Rule.

The review appraisal was engaged by John Mayer, Vice President, Engineering Resource Associates, Inc., as the representative of the City of Sycamore, Park District (the client). The intended users of this review appraisal is the City of Sycamore and any of its funding partners.

The purpose of the review appraisal is to determine if the appraisal under review complies with the required IDOT standards in accordance with 49 CFR 24.104 and the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP). This appraisal review report is intended to comply with the requirements of USPAP Standard 3 and is prepared on this form as developed and required by IDOT.

In the event that I have completed my own independent research of the subject property and any additional information and data or I have documented the attached appraisal, this will be so stated in the accompanying review appraisal report. Otherwise, this review has been based on only the data and information provided by the appraiser of record for the appraisal report.

If I have disagreed with any of the appraiser's conclusions, the basis for opinion are explained and supported as part of this review report. The appraiser's report that has been reviewed is attached and considered part of this review report. Unless noted otherwise, I have accepted the factual data reported by the appraiser.

Scope of Work

In developing the review of the appraisal that is the subject of this report, I have performed the following:

- Received and reviewed all information supplied by the Client concerning the subject parcel.
- Compared the parcel described in the appraisal to pertinent drawings or plans supplied by the appraiser.
- Checked various mathematical calculations for accuracy.
- Personally inspected the subject parcel and comparable sales to determine the accuracy of the description set forth in the appraisal.
- Developed an opinion as to the appropriateness and adequacy of the appraisal methodology used in the report.
- Developed an opinion as to the reasonableness of the conclusion of value and compensation.
- Developed a written report stating my findings.

What was not done in completing this review was re-verification of sales data or development of additional information concerning the subject parcel or its general location. Unless specifically stated otherwise, all information considered in developing this review is based on the information supplied by the client and the appraisal.

This is a review of the appraisal produced due to a revision of the proposed acquisition. The original appraisal was by Mr. Jeffrey A. Jacobson, MAI, SRA, dated 2/22/2021, with an effective date of value of 02/05/2021. In the original appraisal, the temporary work easement was 7,131 square feet. In the current appraisal (the subject of this review), the temporary easement has been reduced to 4,890 square feet. The appraiser developed a full appraisal based on the revised acquisition parameters.

Comments on the Appraisal

The appraisal report contains an adequate description of:

- The appraiser's scope of work,
- Purpose and function of the appraisal.
- Statement of the estate being appraised.
- Definition of Fair Market Value.
- Pertinent Assumptions and Limiting Conditions.
- The property that is the subject of the acquisition, including description of the parcel's physical characteristics, pertinent encumbrances, title information, location, zoning, present use, analysis of highest and best use, and at least a five year sales history of the property.

The valuation analysis includes both an analysis of land only and a valuation of the whole. The valuation of the whole is appropriate due to damage to the remainder resulting from the loss of parking and the need to replace an access drive.

The value and compensation are developed through the use of the direct sales comparison approach, which is appropriate for the appraisal problem. A sales adjustment grid is included along with a narrative analysis of adjustments. The value conclusion is well bracketed by the comparable sales and appears to be reasonable.

The comparable sales are adequately described and the verification source and date are stated for each sale.

Based on the information supplied by the client, and my personal inspection of the subject parcel and comparable sales, I am in agreement with the conclusions of the appraisal report.



Route N. Main Street
Section North
County DeKalb

Project Sycamore Trails Project
Job No. 160910.S2
Parcel 160910.S2 - Parcel E Unit _____

Take: Whole Partial Other: _____
Appraisal Sequence: Original Supplemental

- 1. Attached is a complex non-complex appraisal, per IDOT's Land Acquisition Policies and Procedures Manual
- 2. Location and Address: 504-510 N. Main Street, Sycamore, Illinois
- 3. Identification: Parcel Number: 06-32-227-004, 06-32-227-005 and 06-32-227-007
- 4. Present Owner(s) Names, Address and Telephone: Bridge Trust 101, Jeffrey L. Bridge and Kathleen M. Bridge, (815)-751-8471
- 5. Tenant's or Lessee's Names, Address and Telephone: Ovation Performing Arts Studio, 502 N. Main St., Sycamore, (815) 991-5937; Marc's Lawn Service 502 N. Main St., #2 Sycamore, (815) 739-7818; K & S Printing Services, 502 N. Main St., #1, Sycamore, (815) 899-2923; Windy City Seals, 510 N. Main St., #2, Sycamore, (815) 895-4205
- 6. Person Interviewed: Jeff Bridge
- 7. Interviewed by: Jeffrey A. Jacobson, MAI, SRA
- 8. Farmland Preservation Act (pertains to fee takings and permanent easements):
CL _____ OC _____ HL _____ PL _____ FL _____ FS _____ RL _____ OL _____
- 9. Present Use: Multi-tenant commercial (warehouse & offices) Highest and Best Use Before Taking: Multi-tenant commercial (warehouse & offices)
Zoning: C-3, Highway Business District Highest and Best Use After Taking: Multi-tenant commercial (warehouse & offices)

10. Area of Whole Property

Area to be Acquired in Fee Simple Title
Area to be Acquired by New Dedication
Area Acquired by Previous Dedication
Area to be Acquired for Additional R.O.W.
Area to be Acquired by Permanent Easement
Area to be Acquired by Temporary Easement
Area of Remainder

Acres	Sq.Ft.
<u>1.2603</u>	<u>54,900</u>
<u>0.1715</u>	<u>7,471</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>0.1123 *</u>	<u>4,890</u>
<u>1.0888</u>	<u>47,429</u>

* = Area provided by Drew Kustusch, Environmental Engineer with Engineering Resource Associates, Inc.

11. Final Conclusion of Value

Fair Market Value of Whole Property

Effective Date of Appraisal

August 30, 2021

\$683,000

For Partial Takings Include The Following:

Fair Market Value of Property Taken (including improvements) as Part of the Whole	<u>\$51,177</u>
Fair Market Value of Remainder as Part of the Whole Before Taking	<u>\$631,823</u>
Fair Market Value of Remainder After the Taking as will be Affected by Contemplated Improvements	<u>\$601,767</u>
Damage to Remainder	<u>\$30,056</u>
Compensation for Permanent Easements	<u>\$0</u>
Compensation for Temporary Easements	<u>\$7,029</u>
Total Compensation	<u>\$88,262</u>

Date of the Report: September 15, 2021
Appraiser Name: Jeffrey A. Jacobson, MAI, SRA
License Type: Certified General Real Estate Appraiser

Appraiser Signature
IL License # 553.001199 Expires: 9/30/2023

General Data

Definition of Fair Market Value: The fair cash market value of a property in an eminent domain proceeding is that price which a willing buyer would pay in cash, and a willing seller would accept, when the buyer is not compelled to buy and the seller is not compelled to sell. In the condemnation of a property for a public improvement, any appreciation or depreciation in value caused by the contemplated improvement shall be excluded from the consideration of the fair cash market value of the whole property and the value of the part taken. (Illinois Pattern Jury instructions)

In the event of a partial acquisition where there is remainder property, any appreciation or depreciation caused by the contemplated improvement shall be considered when determining the fair cash market value of the remainder. Any increase or decrease in value caused by the actual acquisition of a part of the property must be considered in estimating the value of the remainder after taking.

Property History: Has subject sold in the last five (5) years or is it currently listed for sale? Yes **X** No
If yes, an analysis of the recent sale(s) and/or current listing is summarized as follows: The northern portion of the subject property sold on October 15, 2020 for \$250,000. This property has a mailing address of 524 N. Main Street, Sycamore. This transaction appears in the Sales Book as Sale No. 7. See the sale card for more details.

Property Interest to be Appraised: Fee Simple Estate Leased Fee Estate

Property Interest to be Acquired (check all that apply):

- Fee Acquisition Permanent Easement Dedication/Perpetual Easement
 Temporary Easement Other: _____
 None of the Above: This appraisal is for the disposal of excess land and/or the release of other rights.
If applicable, the disposition/release of rights is described as follows: N/A

USPAP Reporting Option (as defined by USPAP SR 2-2): Appraisal Report Restricted Appraisal Report

Type of Appraisal (per IDOT's Land Acquisition Policies and Procedures Manual):

- Non-Complex:* Appraisal report "meets minimum requirements consistent with commonly accepted Federal and Federally-assisted program appraisal practices for those acquisitions, which, by virtue of their low value or simplicity," do not require in-depth analysis presentation.
- Complex:* Appraisal report that meets all minimum requirements and also reflects "established and commonly accepted Federal and Federally-assisted program appraisal practices" with appropriate in-depth analysis and presentation.

Client: The Sycamore Park District

Intended User: The intended user of this report includes the Sycamore Park District and any of its federal funding partners. Parties who receive a copy of this report as a consequence of the Client's disclosure policies are not intended users of the report.

Intended Use: The intended use of this appraisal report is for acquisition disposition of right of way by the Client. This report is not intended for any other use.

Authorization: The following person contacted the appraiser to provide this appraisal service: Mr. John Mayer, Vice President with Engineering Resource Associates, Inc. (ERA) provided authorization for the completion of this appraisal report.

Purpose of Valuation:

- The purpose of this valuation is to arrive at an opinion of the fair market value of the acquisition of the whole property and/or a portion thereof. When applicable, the fair market value of the whole will be established, as will the fair market value of the remainder after the taking. Fair Market Value may also be affected by contemplated improvements with consideration for damages or benefits, if any, to the remainder, and/or the fair market value of possible permanent easements and/or temporary easements as required by design, and the total just compensation due to property owner by reason of the taking.
- The purpose of this valuation is to arrive at an opinion of the fair market value of the subject land parcel and/or other rights to be disposed by the Client.

Assignment Conditions: Assignment conditions include assumptions, extraordinary assumptions, hypothetical conditions, laws and regulations, jurisdictional exceptions, and other conditions that affect the scope of work. Assignment conditions applicable to this appraisal assignment are summarized below.

The Client requires this appraisal assignment to comply with the following standards, laws, regulations, and policies:

- the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and its implementing regulation 49 CFR Part 24,
- the Uniform Standards of Professional Appraisal Practice (USPAP), and
- the Illinois Department of Transportation's Land Acquisition Policies and Procedures Manual.

Furthermore, the Client requires this appraisal to be prepared in accordance with the appropriate state laws, regulations and policies and procedures applicable to appraisal of right of way. No portion of the value assigned to such property shall consist of items which are non-compensable under the established laws of Illinois.

In accordance with 49 CFR Part 24 and IDOT's Land Acquisition Policies and Procedures Manual, in opining on the value of the property before the taking, the appraiser shall disregard any decrease or increase in the fair market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner. This situation is considered to be a hypothetical condition for the purposes of this appraisal. The use of this hypothetical condition may affect the assignment results.

Any decrease or increase in value caused by the actual acquisition of a part of the property must be considered in opining on the value of the remainder after taking. Such changes in value are parcel-specific.

USPAP Standards Rule 1-2(c)(iv) requires that when exposure time is a component of the definition for the value opinion being developed, the appraiser must also develop an opinion of reasonable exposure time linked to that value opinion. However, the definition of fair market value in this report does not include exposure time as a component. Therefore, the appraiser is not required to develop and report an opinion of exposure time linked to the value opinion. This situation is considered to be an assignment condition for the purposes of this appraisal.

Scope of Work: Summarize the steps/process employed to develop the appraisal report, as required in 49 CFR Part 24, and the Uniform Standards of Professional Appraisal Practice (USPAP).

The amount and type of information researched and the analysis applied in an assignment includes, but is not limited to 1) the extent to which the property is inspected or identified; 2) extent of inspection and description of the neighborhood and proposed project area; 3) the extent of research into physical or economic factors that could affect the property; 4) the extent of data researched; and 5) the type and extent of analysis applied to arrive at opinions or conclusions.

The scope of work also needs to explain the various approaches utilized and the reasons for why any particular approach was not used.

Jeffrey A. Jacobson, MAI, SRA originally viewed the subject property on September 24, 2020. At that time, I met with Jeff Bridge, whom is a representative of ownership. At that time, I viewed the entire property with Jeff Bridge including the exterior and interior. We also viewed the proposed areas of the acquisitions including the proposed parcel to be acquired and the proposed temporary easement. I subsequently viewed the exterior of the site improvements only on February 5, 2021 and again on August 30, 2021. No one accompanied me at those times.

- This is a revision of the appraisal assignment, which had a previous valuation date of February 5, 2021 and a report date of February 22, 2021.
- The reason why this revision is necessary is because the client has reduced the proposed temporary easement portion of the acquisition from .1637 acres (7,131 square feet) to .1123 acres (4,890 square feet).
- I have elected to produce a new appraisal based on the current revised acquisition parameters. Therefore, I have reviewed the market for sales that have occurred since the original appraisal was completed.
- After researching the market, I have found new site sales but no new improved sales.
- The new site sales have affected my original conclusions, which are set forth in this appraisal report.
- I researched market data, confirmed and verified sale information
- I studied land use patterns and city zoning
- I identified possible uses for the subject property
- I performed the valuation of the whole
- I valued the proposed temporary easement
- I valued the parts taken and any indicated damages

The cost, sales, and income approaches to value are considered. However, only the sales comparison approach is relevant given the older age of the subject property. Therefore, the cost approach is not relevant. Also, the income approach is not relevant because actual income (actual leases) information and expense information regarding the subject property were not fully disclosed. Thus, it too is not developed. I valued the subject site, estimated the value of the land taken, as well as the whole property, since there are permanent damages due to the loss of two parking spaces. In addition, ownership will lose the gravel driveway extending from North Avenue to the north of the southeastern section of the site, which is necessary for traffic and other vehicular flow for the subject site. Mr. John Sauter, Director of Building and Engineering with the City of Sycamore, states a new driveway can be constructed. However, gravel surfaces are no longer allowed and the new driveway must have an asphalt or concrete surface.

General Assumptions and Limiting Conditions: Summarize any general assumptions and limiting conditions utilized in this report.

1. No responsibility is assumed to the legal description provided.
2. I assume no responsibility for matters legal in character nor do I render any opinion as to the title, which is assumed to be good. All existing liens and encumbrances have been disregarded and the property is appraised as though free and clear and under responsible ownership and competent management.
3. I believe to have reliable information within this report, which was furnished by others and I assume no responsibility for its accuracy.
4. It is assumed the property conforms to all applicable zoning and use regulations and restrictions unless conformity issues have been identified, described, and considered in the appraisal report.
5. It is assumed there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.
6. It is assumed the use of the land and improvements is confined within the boundaries or property lines in the property described and there is no encroachment or trespass unless noted in the report.

This appraisal is subject to the following general limited conditions:

- 7. The distribution of the total valuation in this report between land and improvements applies only under the existing program of utilization. A separate valuation for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
- 8. Possession of this report, or a copy thereof, does not carry with it right of publication, nor may it be used for any purpose by anyone but the appraiser, in any event, only with property qualifications.
- 9. I am not required to give testimony or attendance in court by reason of this appraisal, with reference to the property under study, unless arrangements have been previously made thereof.

Property Owner Contact/Interview: Summarize the appraiser’s contact/interview with property owner. The property owner (or the owner’s designated representative) must be provided the opportunity to accompany the appraiser during the appraiser’s inspection of subject property (49 CFR Part 24.102).

Name of the property owner (or designated representative) who was offered an opportunity to accompany the appraiser: Jeff Bridge is one of the property owners and was interviewed regarding the proposed taking.

The method used to contact the property owner included (check all that apply):

- Personal contact
- Telephone
- Letter
- Other (explain): _____

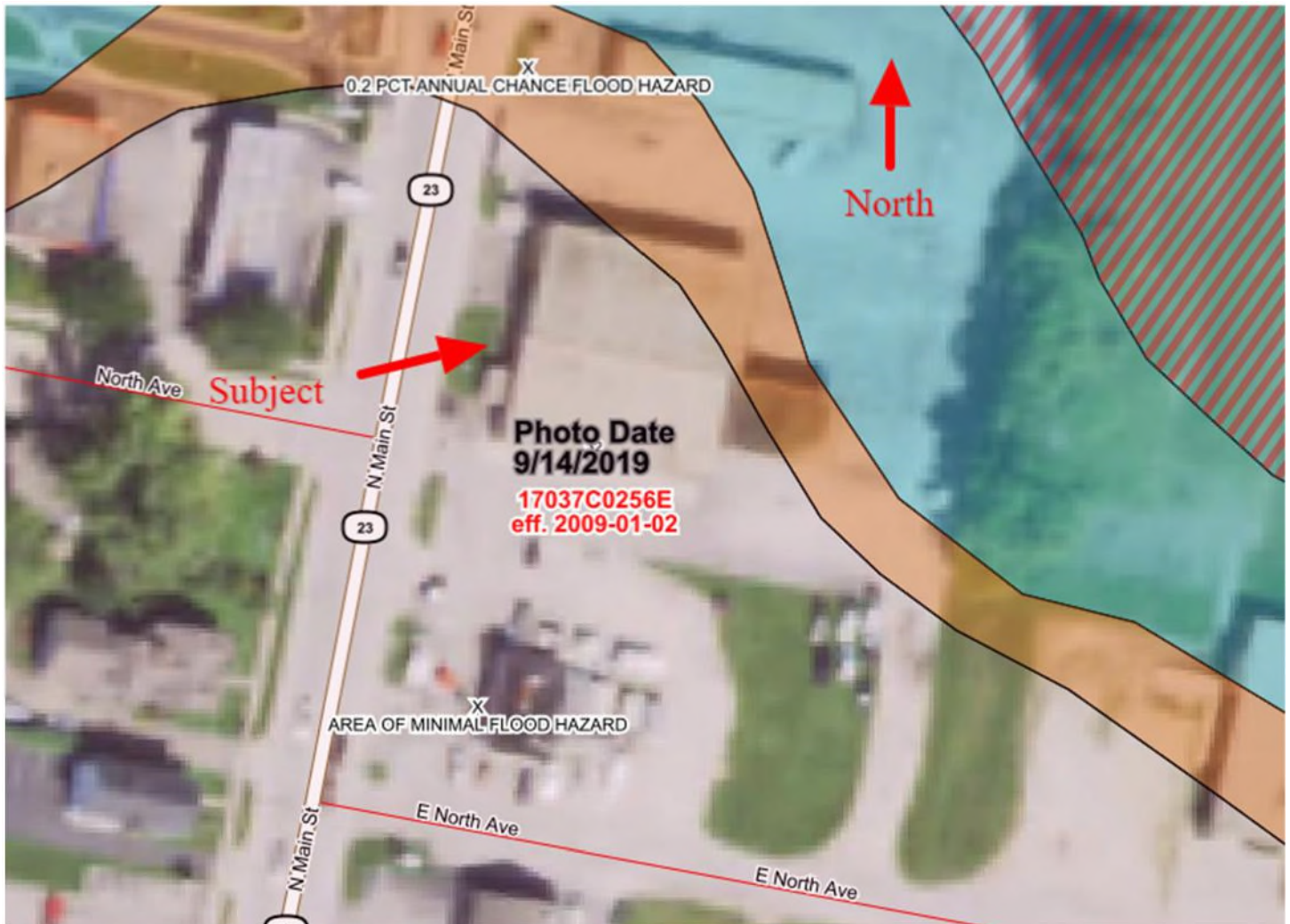
The invitation to the property owner:

- was accepted
- was declined
- did not receive a response
- Other (explain): _____

The appraiser personally inspected the subject property on the following date(s): On September 24, 2020, I visited the subject property. At that time, I met with Mr. Jeff Bridge, representative of the ownership of Bridge Trust 101. We then toured the proposed acquisition areas. Mr. Bridge had concerns regarding the project, especially regarding the original proposed width of the taking, which was 30 feet. A revision was made by Engineering Resource Associates, Inc. which reduced the width of the proposed Parcel E to 22 feet along the east edge of the parcel where the building improvements lie. Mr. Bridge also had concerns regarding snow removal as he explained he pushes the snow for collecting along the east edge of the site. I also viewed the exterior of the subject property again on February 5, 2021 and again on August 30, 2021. No one accompanied me at those times.

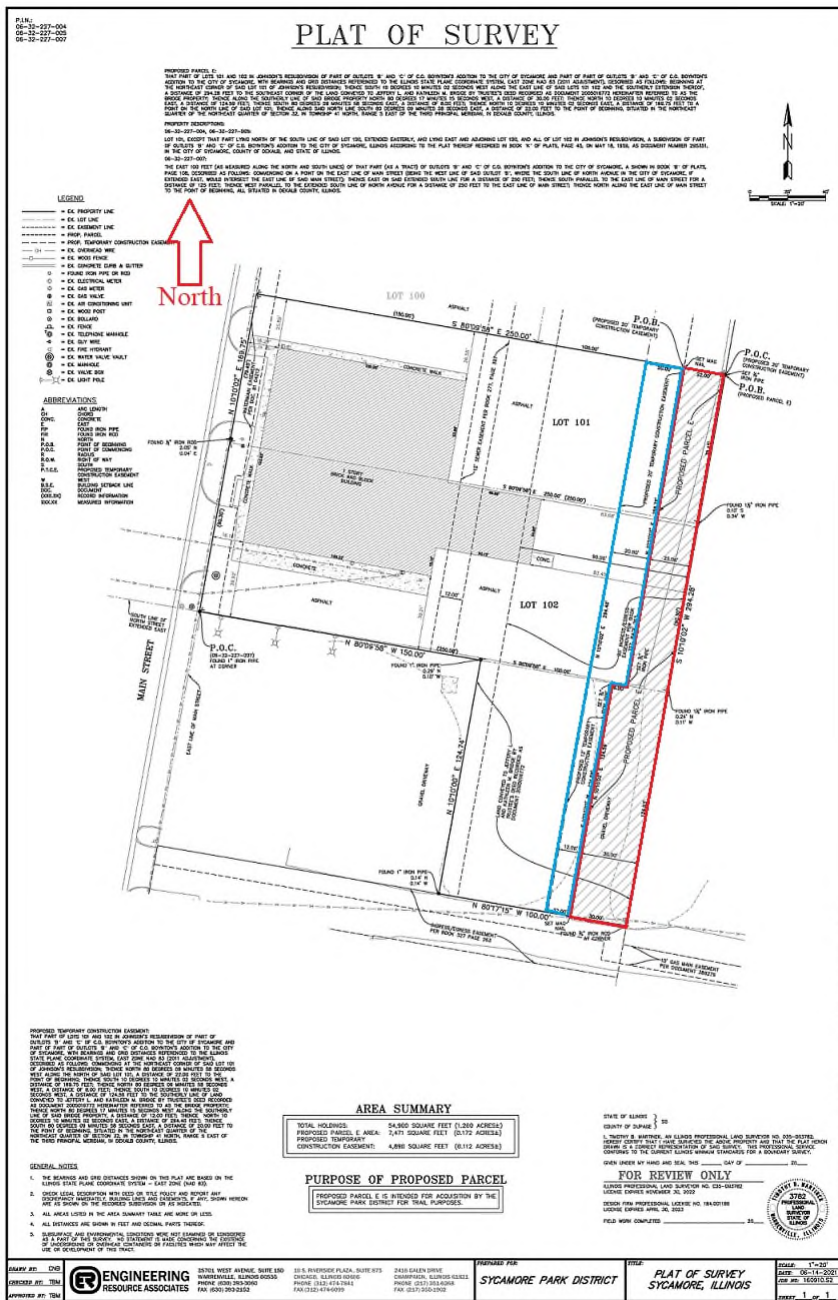
AERIAL MAP OF THE WHOLE



FLOOD MAP**COMMENT ON SUBJECT SITE:**

Nearby to the north is the Kishwaukee River. Because of the close proximity of the river, the northeastern edge of the subject building appears to be located within a 500-year flood plain. Also, the northeastern corner of the site appears to fall within a 100-year floodplain. Despite this, current ownership insists the subject property has never flooded. They state when the river overflows the banks; it floods to the north on the other side of the river. The following is the plat of survey provided by ERA.

PLAT OF SURVEY



PLAT OF SURVEY COMMENTS:

According to the plat of survey, the subject property, as a whole, has a site area or total holdings area of 54,900 square feet, or 1.2603 acres. The proposed Parcel E, outlined in red, has 7,471 square feet, or .1715 acres. Thus, once the proposed Parcel E acquisition is complete, the subject property will have a remainder site area of 47,429 square feet, or 1.0888 acres. This area will be used for the expansion of the Sycamore Park District Trails Project. Outlined in blue is the proposed temporary easement and has 7,131 square feet, or .1637 acres. This will also be used in conjunction with the construction of the trail project.

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	8/30/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	North

Description: North Main Street looking north, subject property at right.



Date of Photograph:	8/30/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Southeast

Description: Multiple tenant commercial building, front, or north and west elevations.

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	South

Description: North Main Street looking south, subject property at left.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Northwest

Description: Multiple tenant commercial building, rear, or north and east elevations.

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Northwest

Description: Multiple tenant commercial building, rear, or south and east elevations.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	South

Description: Proposed Parcel E and Construction Easement, looking south toward East North Avenue.

Photographs

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	North

Description: Proposed Parcel E and Construction Easement, looking north. The gravel driveway is to be relocated to the west and paved with asphalt. The parking spaces occupied by the silver and black cars will be lost.



Date of Photograph:	8/31/2021
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	West

Description: East North Avenue, looking west, subject at right.

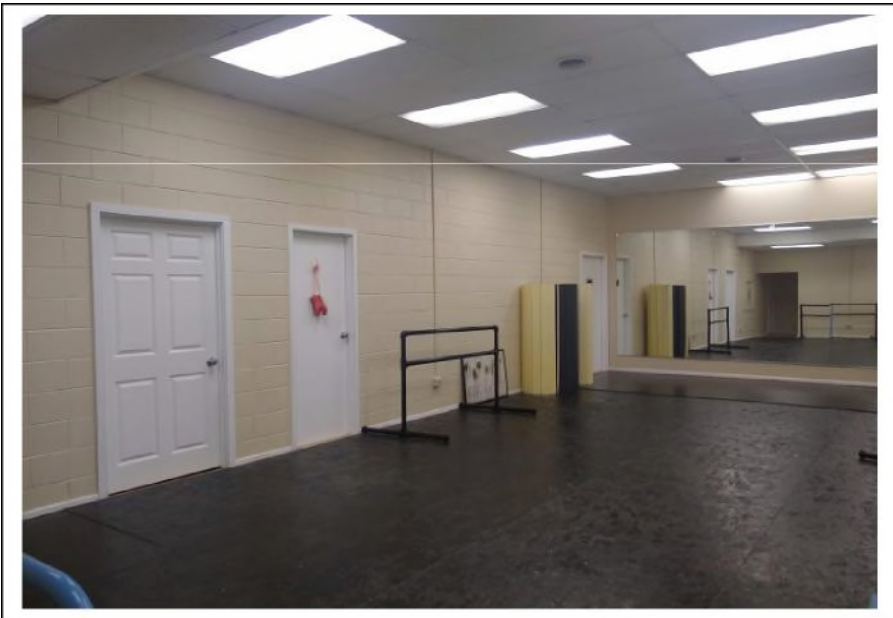
Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	9/24/2020
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	North

Description: Proposed Parcel E and temporary easement, looking north from East North Avenue.

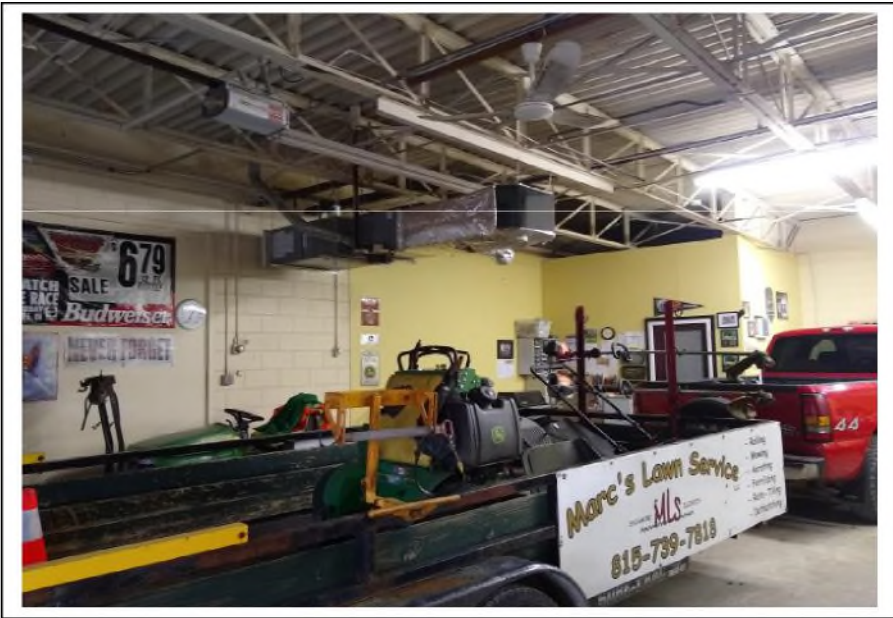


Date of Photograph:	9/24/2020
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Northeast

Description: Dance studio space.

Subject Property

Photographs are required on all properties being appraised. Photographs of all principal above ground improvements or unusual features affecting the value of the property to be taken or damaged must also be included. Please use the format below for identifying the photographs.



Date of Photograph:	9/24/2020
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Northeast

Description: Shop area leased by Marc's Lawn Service.



Date of Photograph:	9/24/2020
Photograph By:	Jeffrey A. Jacobson
Camera Facing:	Northeast

Description: Shop area leased by Marc's Lawn Service.

Descriptive Analysis of Whole Property: Describe entire property before the taking, including such items as: 1) location and environment; 2) land type and usage; 3) zoning; 4) improvements; 5) special features that serve to detract or enhance; 6) include an analysis of the general area, the neighborhood, and the site; and 7) explain and justify highest and best use if it differs from present use and/or zoning.

LOCATION DESCRIPTION:

The subject property is located in the City of Sycamore, Illinois just north of Sycamore's Central Business District. Located in a developing commercial district, this area has been mostly residential and industrial in nature for years. Some of these industrial properties have been converted or changed over to some type of retail use. For example, the former lumber yard located across the street has since been leased out to various tenants.

Old Mill Park is located across the Kishwaukee River to the north. On the other side of the park is the new 55 and older development by Brian Grainger called Old Mill Park. Other nearby commercial uses include the following:

- Priority Promotions
- Shelly's Gaming Lounge
- County Store and Catering
- Jacobson & Associates
- Marathon Gas Station
- Italian Dreams
- Huckleberry's Pet Parlor
- Main Street Express Wash
- Resource Bank
- Nina's Tacos
- FS Grain, LLC
- A few single family homes

USE OF THE REAL ESTATE:

As of the valuation date, the subject property was leased and occupied by several different tenants including Marc's Lawn Service, Ovation Dance Studio, Windy City Seals, K & S Printing Services. As of the valuation date, the subject property was 100% leased.

SITE:

The subject site is located near the northeast corner of the intersection of Illinois State Route 23, also known as Main Street, and East North Avenue in the City of Sycamore, Illinois. Main Street at this juncture is a two lane, asphalt paved thoroughfare with concrete curbs and gutters. East North Avenue is a two lane, asphalt paved street with gravel shoulders.

There are several easements impacting the subject property including a 12-foot sewer easement located near the middle of the north sector of the subject site adjacent to the east and near the northeast corner of the subject building. There is also a 90-foot ingress/egress easement located southeast of the subject building in what is defined as Lot 102 on the subject site. These easements do not appear to be detrimental and have been in existence for a number of decades. A title letter should be issued for verification. In addition, all utilities appear to be connected to the subject site. City water is provided by the City of Sycamore along with sanitary sewer service. Electricity is supplied by Commonwealth Edison Company. Nicor furnishes natural gas. Also, refuse is collected by Waste Management on a weekly basis.

The subject site is irregular in shape with approximately 169.75 feet of frontage along North Main Street and a depth of 250 feet. The site also has 100 feet of frontage along East North Avenue to the south and a depth of 124.53 feet extending to the north from East North Avenue connecting with the main rectangular portion of the subject site. According to the enclosed plat of survey, the subject property has a gross site area of 54,900 square feet, or 1.2603 acres.

The subject's topography is generally level to slightly rolling. According to the FEMA Flood Hazard Insurance Rate Map the subject site appears to be located, at least partially, in a designated flood hazard area. The northeastern corner of the building appears to fall within a 500-year flood plain. Also, the northeastern corner of the subject site appears to fall within a 100-year flood plain.

The Zone AE is described by FEMA as being a special flood hazard area inundated by 100-year flood, base flood elevations determined. The flood map, which was enclosed earlier on Page 6 of this report, illustrated these areas in relation to the subject site and building.

SITE IMPROVEMENTS:

The site is improved with a one-story multiple tenant commercial building with 12,200 square feet of gross building area. The structure was reportedly constructed in 1960 with various repairs made over time. This is a one story, masonry constructed building with a poured concrete foundation. Special features of the building include seven drive-in doors, and a clear height ranging from 12 feet to 14 feet. Additional site improvements include miscellaneous paving (approximately 50 on-site parking spaces), concrete sidewalks, signage, and minor landscaping.

The overall condition of this building is considered to be average. The majority of the exterior and mechanicals of the building have been upgraded over time. There is no measurable functional or external obsolescence.

LEGAL DESCRIPTION:

The following legal description is provided by Engineering Resource Associates, Inc. and described the proposed Parcel E, but also the proposed temporary construction easement as well as the legal descriptions for the property as a whole. They are as follows:

PROPOSED PARCEL E:

THAT PART OF LOTS 101 AND 102 IN JOHNSON'S RESUBDIVISION OF PART OF OUTLOTS "B" AND "C" OF C.O. BOYNTON'S ADDITION TO THE CITY OF SYCAMORE AND PART OF PART OF OUTLOTS "B" AND "C" OF C.O. BOYNTON'S ADDITION TO THE CITY OF SYCAMORE, WITH BEARINGS AND GRID DISTANCES REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE NAD 83 (2011 ADJUSTMENT), DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 101 OF JOHNSON'S RESUBDIVISION; THENCE SOUTH 10 DEGREES 10 MINUTES 02 SECONDS WEST ALONG THE EAST LINE OF SAID LOTS 101 102 AND THE SOUTHERLY EXTENSION THEREOF, A DISTANCE OF 294.28 FEET TO THE SOUTHEAST CORNER OF THE LAND CONVEYED TO JEFFERY L. AND KATHLEEN M. BRIDGE BY TRUSTEE'S DEED RECORDED AS DOCUMENT 2005016772 HEREINAFTER REFERRED TO AS THE BRIDGE PROPERTY; THENCE ALONG THE SOUTHERLY LINE OF SAID BRIDGE PROPERTY NORTH 80 DEGREES 17 MINUTES 15 SECONDS WEST, A DISTANCE OF 30.00 FEET; THENCE NORTH 10 DEGREES 10 MINUTES 02 SECONDS EAST, A DISTANCE OF 124.59 FEET; THENCE SOUTH 80 DEGREES 09 MINUTES 58 SECONDS EAST, A DISTANCE OF 8.00 FEET; THENCE NORTH 10 DEGREES 10 MINUTES 02 SECONDS EAST, A DISTANCE OF 169.75 FEET TO A POINT ON THE NORTH LINE OF SAID LOT 101; THENCE ALONG SAID NORTH LINE SOUTH 80 DEGREES 09 MINUTES 58 SECONDS EAST, A DISTANCE OF 22.00 FEET TO THE POINT OF BEGINNING, SITUATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, IN TOWNSHIP 41 NORTH, RANGE 5 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DEKALB COUNTY, ILLINOIS.

PROPERTY DESCRIPTIONS:

06-32-227-004, 06-32-227-005:

LOT 101, EXCEPT THAT PART LYING NORTH OF THE SOUTH LINE OF SAID LOT 100, EXTENDED EASTERLY, AND LYING EAST AND ADJOINING LOT 100, AND ALL OF LOT 102 IN JOHNSON'S RESUBDIVISION, A SUBDIVISION OF PART OF OUTLOTS "B" AND "C" OF C.O. BOYNTON'S ADDITION TO THE CITY OF SYCAMORE, ILLINOIS ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK "K" OF PLATS, PAGE 45, ON MAY 18, 1959, AS DOCUMENT NUMBER 295351, IN THE CITY OF SYCAMORE, COUNTY OF DEKALB, AND STATE OF ILLINOIS.

06-32-227-007:

THE EAST 100 FEET (AS MEASURED ALONG THE NORTH AND SOUTH LINES) OF THAT PART (AS A TRACT) OF OUTLOTS "B" AND "C" OF C.O. BOYNTON'S ADDITION TO THE CITY OF SYCAMORE, AS SHOWN IN BOOK "B" OF PLATS, PAGE 108, DESCRIBED AS FOLLOWS: COMMENCING ON A POINT ON THE EAST LINE OF MAIN STREET (BEING THE WEST LINE OF SAID OUTLOT "B", WHERE THE SOUTH LINE OF NORTH AVENUE IN THE CITY OF SYCAMORE, IF EXTENDED EAST, WOULD INTERSECT THE EAST LINE OF SAID MAIN STREET); THENCE EAST ON SAID EXTENDED SOUTH LINE FOR A DISTANCE OF 250 FEET; THENCE SOUTH PARALLEL TO THE EAST LINE OF MAIN STREET FOR A DISTANCE OF 125 FEET; THENCE WEST PARALLEL TO THE EXTENDED SOUTH LINE OF NORTH AVENUE FOR A DISTANCE OF 250 FEET TO THE EAST LINE OF MAIN STREET; THENCE NORTH ALONG THE EAST LINE OF MAIN STREET TO THE POINT OF BEGINNING, ALL SITUATED IN DEKALB COUNTY, ILLINOIS.

An updated legal description for the revised temporary easement was not available as of the report date.

ZONING:

The site is zoned C-3 (Highway Business District) by the City of Sycamore. After an analysis of the zoning ordinance, the subject site and improvements, I am of the opinion that the improvements constitute a legal and conforming use of the land.

Highest and Best Use Analysis: Summarize the **support and rationale** for the appraiser's determination of the highest and best use of the subject property. If the property is improved, address both the highest and best use **as vacant**, and of the property **as improved**. Appraiser may provide a Land Only Grid to support highest and best use analysis. A detailed appraisal requires more in-depth analysis. A change in highest and best use requires more in-depth analysis of the subject property before the acquisition and the remainder.

In the *Appraisal of Real Estate*, 14th edition, published by the Appraisal Institute, Highest and Best Use is defined as:

The reasonably probable use of property that results in the highest value. To be reasonably probable, a use must meet certain conditions:

- *The use must be physically possible (or it is reasonably probable to render it so).*
- *The use must be legally permissible (or it is reasonably probable to render it so).*
- *The use must be financially feasible.*

Uses that meet the three criteria of reasonably probable uses are tested for economic productivity, and the reasonably probable use with the highest value is the highest and best use.

The determination of the highest and best use must be based on careful consideration of prevailing market conditions, trends affecting market participation and change, and the existing use of the subject property. Because the use of land can be limited by the presence of improvements, highest and best use is determined separately for the land or site, as though vacant and available to be put to its highest and best use and for the property as improved.

Legally Permissible

The legally permissible use of the subject under the C-3, Highway Business District described above is for varying types of commercial use. The current improvement, being a mixed-use commercial building, has all permitted uses. Therefore, the current property uses appear to be legally permissible.

Physically Possible

The subject site, as a whole, has a relatively decent site 54,900 square feet, or 1.2603 acres. In addition, only a small percentage of the subject site appears to be located in either a 100- or 500-year flood plain. Because of the small percentage, it is my opinion that if the property were vacant, it would likely be used as a speculative commercial site.

Financial Feasibility

Some type of commercial use is likely the most financially feasible use with commercial land prices driving the valuation. Thus, some type of speculative commercial use is mostly likely financially feasible.

Highest and Best Use as Vacant:

A speculative commercial site.

Highest and best use as improved:

Again, the subject site is improved with a 12,200 square foot multi-tenant commercial building, which is in overall average condition and was fully leased as of the valuation date. The property has 50 onsite parking spaces, miscellaneous concrete sidewalks, extensive asphalt paving, and some gravel paving as well, along with minor landscaping and some signage. The property appears to be in overall decent condition and therefore the determined highest and best use as improved is for continued use as a multiple tenant commercial facility.

Valuation Analysis of Whole Property:
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Site Valuation:

As discussed in the Scope of Work section, the subject property will be valued for the use of the direct sales approach. This is appropriate for this type of property and intended use of the report. Recent sales of competitive site sales are available for analysis, resulting in a credible analysis. The following is the analysis:

Before Taking After Taking
 Agricultural Residential Commercial Industrial

**(Plus if Subject is Better) (Minus if Subject is Poorer)
Always Adjust TO the Subject Property**

Comparable Sale Data Sheets: Attached In Sales Book

Subject	Land Comparable Sale No. 1	Land Comparable Sale No. 2	Land Comparable Sale No. 3	Land Comparable Sale No. 4
Grantor	Pan Pacific Holding, LLC	City of DeKalb, LLC	Richard L. Hagen and Karen A. Hagen	American National Bank of DeKalb County, Trust NO. 2397
Grantee	Western Trail Outpost, LLC	Plaza DeKalb, LLC	Arthur J. Bingham	Saumil Makim
Address	439 E. State Street	104 E. Locust Street	Adjacent to the west of 160 W. State Street	1645 DeKalb Avenue
Or Location	Sycamore, Illinois	DeKalb, Illinois	Sycamore, Illinois	Sycamore, Illinois
Date of Sale	Feb-17	Nov-19	Jul-21	Sep-17
Sale Terms	Conventional	Conventional	Conventional	Conventional
Size (net)	54,900	33,280 Sq. Ft.	15,246 Sq. Ft.	9,000 Sq. Ft.
Total Sale Price	\$ 180,000	\$ 119,500	\$ 82,500	\$ 170,000
Indicated Sale Price per Sq. Ft. <input checked="" type="checkbox"/> Acre <input type="checkbox"/> Front Ft. <input type="checkbox"/>	\$5.41	\$7.84	\$9.17	(Above includes demolition) \$10.45

Adjustments

			\$ Amt.			\$ Amt.			\$ Amt.			\$ Amt.	
Property Rights	Fee	0%	\$0.00	Fee	0%	\$0.00	Fee	0%	\$0.00	Fee	0%	\$0.00	
Adjusted Price			\$5.41			\$7.84			\$9.17			\$10.45	
Financing	Conventional	0%	\$0.00	Conventional	0%	\$0.00	Conventional	0%	\$0.00	Conventional	0%	\$0.00	
Adjusted Price			\$5.41			\$7.84			\$9.17			\$10.45	
Conditions of Sale	Typical	0%	\$0.00	Typical	0%	\$0.00	Typical	0%	\$0.00	Typical	0%	\$0.00	
Adjusted Price			\$5.41			\$7.84			\$9.17			\$10.45	
Market Conditions	Feb-17	0.0%	\$0.00	Nov-19	0.0%	\$0.00	Jul-21	0.0%	\$0.00	Jun-21	0.0%	\$0.00	
Adj. Unit Price			\$5.41			\$7.84			\$9.17			\$10.45	
Location	Good	Good	0%	\$0.00	Good	0%	\$0.00	Good	0%	\$0.00	Good	0%	\$0.00
Size	54,900	33,280	0%	\$0.00	15,246	-20%	-\$1.57	9,000	-20%	-\$1.83	16,273	-20%	-\$2.09
Sewer/Water	All available	All available	0%	\$0.00	All available	0%	\$0.00	All available	0%	\$0.00	All available	0%	\$0.00
Zoning	C-3	C-2	0%	\$0.00	CBD	0%	\$0.00	C-2	0%	\$0.00	C-2	0%	\$0.00
Topography	Slightly rolling	Slightly rolling	0%	\$0.00	Slightly rolling	0%	\$0.00	Slightly rolling	0%	\$0.00	Slightly rolling	0%	\$0.00
Access	3 curb cuts	1 curb cut	10%	+\$0.54	2 curb cuts/ Corner	0%	\$0.00	Alley access	10%	+\$0.92	1 curb cut, Alley, Corner	0%	\$0.00
Shape	Irregular	Irregular	0%	\$0.00	Rectangular	-5%	-\$0.39	Rectangular	-5%	-\$0.46	Rectangular	-5%	-\$0.52
Traffic count	11,100	10,150	0%	\$0.00	15,600	0%	\$0.00	8,150	0%	\$0.00	10,150	0%	\$0.00
Flood Zone	Par 100 & 500 year flood plain	No flood zone	-10%	-\$0.54	No flood zone	-10%	-\$0.78	No flood zone	-10%	-\$0.92	No flood zone	-10%	-\$1.05
Site Improvements	None	None	0%	\$0.00	None	0%	\$0.00	Old Asphalt Paving	-8%	-\$0.73	None	0%	\$0.00

Net Adjustment (+or-)		\$0.00		-\$2.74		-\$3.02		-\$3.66
Indicated Unit Price		\$5.41		\$5.10		\$6.15		\$6.79
Indicated Value of Subject		\$297,009		\$279,990		\$337,635		\$372,771
Three items above are per	Sq. Ft. <input checked="" type="checkbox"/> Acre <input type="checkbox"/> Front Ft. <input type="checkbox"/>							

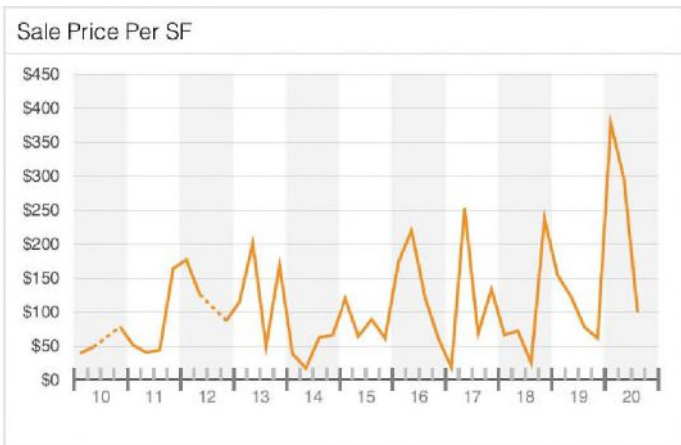
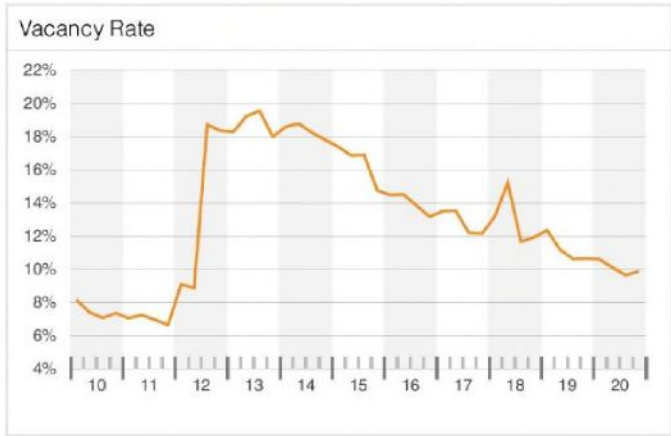
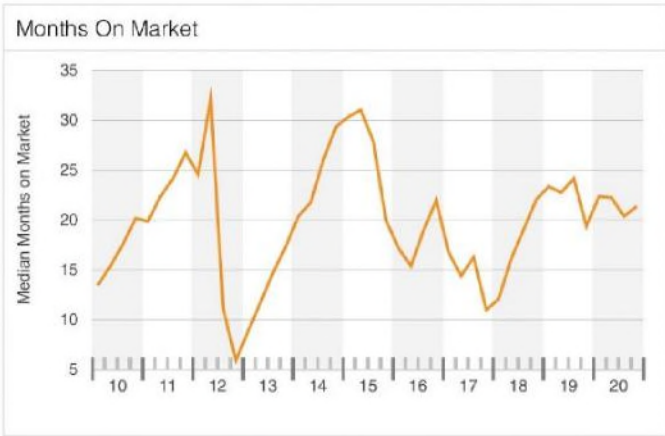
Note: These four sales are labeled Land Comparable Sales No.2, 3, 5, and 6 in the attached sales book.

SUPPORT AND/OR EXPLANATION OF ADJUSTMENTS

Consideration has been given to the sale properties for property rights conveyed, financing, conditions of sale, market conditions, location, size, sewer/water availability, zoning, topography, access, shape, traffic count, flood zone, and site improvements.

Adjustments **for property rights conveyed**, financing, conditions of sale, and market conditions are sequenced. Adjustments are first made to the unit price to reflect any unusual property rights conveyed in the transaction. After adjusting the unit price for property rights, adjustments are made to compensate for the influence of any special financing. The newly modified unit value is then adjusted for any unusual conditions of sale (i.e. concessions, non-monetary consideration, etc.). No adjustments are required for property rights conveyed, financing, or conditions of sale.

Financial and real estate markets remain somewhat uncertain as the novel coronavirus/COVID-19 and its impact on **market conditions** are ongoing. Stimulus package (s) have been implemented. Nevertheless, the outbreak of COVID-19 is an evolving situation and the effects on real estate markets remain unclear. As such, it is difficult to predict the effects both on a near-term and long-term basis. Our opinions and conclusions are based on information available and accounts for market perception as of the effective date of value. No market conditions adjustment is made. In fact, the following charts suggest that despite the ongoing pandemic market conditions for retail in Sycamore remain relatively stable. The following information is from CoStar Analytics for the Sycamore retail market.



COMMENTS REGARDING COSTAR ANALYTICS:

The CoStar Analytics suggest that the months on market has increased from hitting a bottom near the first half of 2017 with an uptick in retail space vacancies in 2020. The retail vacancy rate had been declining but has increased as of late.

In the Price Waterhouse Cooper's real estate investor's survey for the second quarter for 2021, the study suggests the buyers have decided to put off acquisitions until they can better understand the market. One investor classified this market as one that is increasingly favoring buyers. Most investors are forecasting a value change over the next twelve months ranging from minus 5% to plus 5% with an average of nearly a plus 1% or .9%.

Despite this, DeKalb County has some positive momentum going on despite the pandemic including the construction of a new \$800,000,000 Facebook data center as well as the recently completed Ferrara Factory office and distribution center. Therefore, I have elected not to make a market conditions adjustment at this time.

Adjustments for **location** reflect the market reaction to the location of the sale properties as compared to the subject. All of the sales have a good location and are comparable to the subject. Thus, no location adjustment is suggested or made

Adjustments for **size** reflect the fact that all other factors being equal, larger sites tend to generate a lower unit price in comparison to smaller sites. Land Comparables 2, 3, and 4 have a substantially less site area than the subject ranging in size from 9,000 square feet to 16,273 square feet. These versus the subject's 54,900 square feet suggest a downward adjustment should be made. Each sale is adjusted downward by 20%. The exception is Sale 1, which has 33,280 square feet, somewhat comparable to the subject. Thus, no adjustment is made to this sale property.

All of the sales have a similar utility (**sewer and water**) availability as the subject and thus, no adjustment is required for sewer and water for any of the sales.

Adjustments for **zoning** reflect the market reaction to the level of zoning observed in the sale properties as compared to the subject. All of the sale properties have a comparable zoning as the subject and no adjustment is suggested by comparison.

Adjustments for **traffic count** are based upon the Illinois Department of Transportation's website. Commercial properties benefit from having a higher traffic count. The sales range in traffic count from 8,150 to 15,600 vehicles. The subject's traffic count is 11,100, which is equivalent to these sales. Thus, no adjustments for traffic counts.

Adjustments for **access** reflect the market reaction to the level of access observed in the sale properties as compared to the subject. Sales 1 and 3 have inferior access compared to Sales 2 and 4 with just one curb cut for Sale 1 and only an alley access for Sale 3. By contrast, Sale 2 has two curb cuts as well as a corner location while Sale 4 has one curb cut, but accessibility from an alley as well as a corner location. The subject property has three curb cuts, which is considered superior to Sales 1 and 3. Thus, a 10% adjustment is made to these two sales. The balance of the sales is considered to have a comparable overall accessibility and require no adjustment.

Adjustments for **shape** reflect aspects of the sale properties which may impact the use. Sales 2, 3, and 4 have a market preferred rectangular configuration which is superior to Sale 1, which has an irregular configuration. The subject property also has an irregular configuration, similar to Sale 1. Thus, no adjustment is made to Sale 1 for shape. However, the balance of the sales have a superior rectangular configuration and are adjusted downward by 5%.

Adjustments for **shape** reflect aspects of the sale properties which may impact the use. The subject property is considered to have an irregular shape, which is similar to Sales 1, 2, and 4. Sale 3 has a more preferred rectangular shape and is therefore adjusted downward by 5%.

Flood Zone. A small portion of the subject property is located in either a **500-year flood plain** or a **100-year flood plain**. None of the comparable sales are located in the flood zone. Thus, these are considered superior to the subject and a downward 10% adjustment is made to each sale property as a result.

As land only, the subject property does not have any additional **site improvements**. Sale 3, has some older asphalt paving in poor condition. It is adjusted downward by 10%.

RECONCILIATION OF VALUE (LAND ONLY):

Emphasis is placed on Sales 1, 2, and 4 since they have the lowest percentage of gross adjustment ranging from 20%-35%. Their respective adjusted square foot sale prices are \$5.41, \$5.10, and \$6.79, averaging \$5.77. Therefore, it is my opinion this sale data suggests a square foot value of \$5.75 as applicable to the subject site area of 54,900 square feet. The following can now be developed:

Subject site, as a whole, with 54,900 X \$5.75 per square foot	\$315,675
Estimated market value of the whole property (land only)	\$316,000

Cost Approach

Describe the process analyzed in developing the Cost Approach, including such items as: 1) discussion of land at its highest and best use; 2) description of primary building and accessory buildings; 3) description and explanation of any and all depreciation considered; 4) description of special land improvements and their contributory value.

The cost approach is not relevant in the valuation of the subject property as a whole given the older age of the building and additional site improvements. Therefore, it is not developed.

**Sales Comparison Approach
Improved Properties**

Before Taking After Taking

Agricultural Residential Commercial Industrial

**(Plus if Subject is Better) (Minus if Subject is Poorer)
Always Adjust TO the Subject Property**

Comparable Sale Data Sheets: Attached In Sales Book

Subject	Improved Sale No. 1	Improved Sale No. 2	Improved Sale No.3	Improved Sale No.4
Grantor	Shaw Suburban Media Group, Inc	SMS Ventures, LLC	Dale A. & Anita M. Cappel	Richard Katz
Grantee	Seymour Lesorgen and Kristen M. Lesorgen	Standart Properties, LLC	DGB Properties LLLP	Dusty Dog Trails, LLC
Address	1586 Barber Greene Road, DeKalb, Illinois 60115	417 Borden Avenue, Sycamore, Illinois 60178	205 E. North Avenue, Sycamore, Illinois 60178	220 S. California Street, Sycamore, Illinois 60178
Date of Sale	August, 2020	March, 2019	August, 2019	May, 2018
Sale Terms	Arm's length	Arm's length	Arm's length	Arm's length
Building Area	12,200 15,182	22,555	10,000	6,424
Total Sale Price	\$550,000	\$900,000	\$406,000	\$340,000
Adj. Price/ Sq.ft.	\$ 36.23 / Sq. Ft.	\$ 39.90 / Sq. Ft.	\$ 40.60 / Sq. Ft.	\$ 52.93 / Sq. Ft.

Adjustments

		%	\$ Amt.		%	\$ Amt.		%	\$ Amt.		%	\$ Amt.	
Property Rights	Fee Simple	0%	\$0.00	Fee Simple	0%	\$0.00	Fee Simple	0%	\$0.00	Fee Simple	0%	\$0.00	
Adjusted Price			\$36.23			\$39.90			\$40.60			\$52.93	
Financing	Arm's length	0%	\$0.00	Arm's length	0%	\$0.00	Arm's length	0%	\$0.00	Arm's length	0%	\$0.00	
Adjusted Price			\$36.23			\$39.90			\$40.60			\$52.93	
Conditions of Sale	Typical	0%	\$0.00	Typical	0%	\$0.00	Typical	0%	\$0.00	Typical	0%	\$0.00	
Adjusted Price			\$36.23			\$39.90			\$40.60			\$52.93	
Market Conditions	August, 2020	0%	\$0.00	March, 2019	0%	\$0.00	August, 2019	0%	\$0.00	May, 2018	0%	\$0.00	
Adjusted Unit price			\$36.23			\$39.90			\$40.60			\$52.93	
Location	Average	0%	\$0.00	Average	0%	\$0.00	Average	0%	\$0.00	Average	0%	\$0.00	
Bldg area	12,200 15,182	0%	\$0.00	22,555	0%	\$0.00	10,000	0%	\$0.00	6,424	-5%	-\$2.64	
Quality	Brick/ Avg.	0%	\$0.00	Steel/ inferior	5%	+\$2.00	Brick/ Avg.	0%	\$0.00	Brick/ Avg.	0%	\$0.00	
Age	61 Years	31 Years	0%	\$0.00	24 years	0%	\$0.00	45 years	0%	\$0.00	56 years	0%	\$0.00
Condition	Average	0%	\$0.00	Average	0%	\$0.00	Average	0%	\$0.00	Fair	10%	+\$5.29	
Clear height	12'-14'	19'	-12%	-\$4.34	13.75'	-1.50%	-\$0.60	12'	2%	+\$0.81	10'	6%	+\$3.18
Loading	7 DID	2 DID	10%	+\$3.62	3 DID	8%	+\$3.19	1 Dock	10%	+\$4.06	1 DID & 1 Dock	8%	+\$4.23
Land/Building	4.50	9.76	-29.04%	-\$10.52	3.57	4.66%	+\$1.86	17.25	-62.81%	-\$25.50	2.20	8.69%	+\$2.30
Site Improvements	Asphalt & Gravel	Asphalt	0%	\$0.00	Asphalt	0%	\$0.00	Gravel	5%	+\$2.00	Asphalt & Canopy	0%	\$0.00
Net Adjustment (+or-)			-\$11.24			6.45			-18.63			\$12.36	
Adjusted Price/ Sq.ft.			\$24.99			\$46.35			\$21.97			\$65.29	
Suggested Value of Subject			\$304,843			\$565,470			\$268,034			\$796,538	

The above sales can be found in the Improved Sales sales book in this project.

Subject	Improved Sale No. 5	Improved Sale No. 6	Improved Sale No.7
Grantor	Timber Creek Properties LLC	CLA Enterprises, Inc.	Jeffrey L & Kathleen M. Bridge, Co-trustees of Bridge Trust
Grantee	CG Farms LLC	JBLB Properties LLC	Patrick R. Marsden
Address	1586 Barber Greene Road, DeKalb, Illinois 60115	2160 Oakland Drive, Sycamore, Illinois 60178	524 N. Main Street, Sycamore, Illinois
Date of Sale	October, 2020	Jan-18	Oct-20
Sale Terms	Arm's length	Arm's length	Arm's length
Building Area	12,200	8,219	7,668
Total Sale Price	\$310,000	\$675,000	\$250,000
Adj. Price/ Sq.ft.	\$ 37.72 / Sq. Ft.	\$ 88.03 / Sq. Ft.	\$ 94.70 / Sq. Ft.

Adjustments

			%	\$ Amt.		%	\$ Amt.		%	\$ Amt.
Property Rights		Fee Simple	0%	\$0.00	Fee Simple	0%	\$0.00	Fee Simple	0%	\$0.00
Adjusted Price				\$37.72			\$88.03			\$94.70
Financing		Arm's length	0%	\$0.00	Arm's length	0%	\$0.00	Arm's length	0%	\$0.00
Adjusted Price				\$37.72			\$88.03			\$94.70
Conditions of Sale		Typical	0%	\$0.00	Typical	0%	\$0.00	Typical	0%	\$0.00
Adjusted Price				\$37.72			\$88.03			\$94.70
Market Conditions		October, 2020	0%	\$0.00	Jan-18	0%	\$0.00	Oct-20	0%	\$0.00
Adjusted Unit price				\$37.72			\$88.03			\$94.70
Location	Average	Average	0%	\$0.00	Good	-20%	-\$17.61	Average	0%	\$0.00
Bldg area	12,200	8,219	-5%	-\$3.40	7,668	-5%	-\$4.40	2,640	-50%	-\$47.35
Quality	Brick/ Avg.	Brick/ Avg.	0%	\$0.00	Brick & St/ Sim	0%	\$0.00	Brick/ Avg.	0%	\$0.00
Age	61 Years	41 years	0%	\$0.00	17 years	0%	\$0.00	60 years	0%	\$0.00
Condition	Average	Fair	10%	+\$3.77	Good	-10%	-\$8.80	Average	0%	\$0.00
Clear height	12'-14'	16'	-6%	-\$4.09	16'	-6.00%	-\$5.28	9'	8%	+\$7.58
Loading	7 DID	2 DID	10%	+\$3.62	3 DID	8%	+\$7.04	None	13%	+\$12.31
Land/Building	4.50	6.71	11.72%	+\$4.42	5.21	-1.61%	-\$1.42	7.92	-7.22%	-\$6.83
Site Improvements	Asphalt & Gravel	Asphalt & lights	-5%	-\$3.41	Asphalt	0%	\$0.00	Asphalt & drive through	-10%	-\$9.47

Net Adjustment (+or-)		\$0.91		-30.47		-43.76
Adjusted Price/ Sq.ft.		\$38.63		\$57.56		\$50.94
Suggested Value of Subject		\$471,286		\$702,232		\$621,468

The above sales can be found in the Improved Sales sales book in this project.

1. Support and/or explanation of Adjustments:

All sales have a similar property right as the subject property and require no adjustment. In addition, all sales were reportedly arm's length transactions and all involved typical conditions of sale. Thus, no adjustments are required for any of those aforementioned transactional adjustments. In addition, all sales sold at a time of similar market conditions and thus not time or market condition adjustments are suggested.

Sales 1 through 5, and 7 have an overall average **location**. The subject property also has an average location. However, Sale 6 has a superior and market preferred Oakland Drive location in Sycamore and thus it is adjusted downward by 20%.

Typically, the larger the **building area**, the lower the achieved square foot price, all other factors being equal. This is because there tend to be fewer available purchasers for larger commercial buildings than their smaller counterparts. Sale 1 through 3 range in size from 10,000 square feet to 22,555 square feet. This is relatively similar to the subject property having 12,200 square feet and thus no adjustment for size is suggested. Sale 4 through 7 have less gross building area than the subject and are adjusted downward anywhere from 5% to 50%. The largest adjustment at 50% is applied to Sale 7 as it is just 2,640 square feet.

All of the improved sales have an overall average quality of construction. The subject property has an overall average quality as well. Thus, no adjustments are necessary for this feature. The exception is Sale 2, which is adjusted upwards by 5% - reflecting its less preferred Class S (steel) construction.

An **age** adjustment is not made since effective ages can be less than actual chronological ages. Instead, a **condition** adjustment is made to account for variances in this category. Sale 4 was reportedly in fair condition (inferior to the subject's average condition) at the time of sale and is adjusted upward by 10%. Sales 5 and 6 were both in superior good condition and are adjusted downward by 10% each.

The improved sales 1, 5, and 6 have decent **clear heights** ranging from 16 feet to 19 feet. These are superior to the subject's clear height, which ranges from 12 to 14 feet. Therefore, these sales are adjusted downward anywhere from 6% to 12%. Sale 2 is adjusted downward by 1.5% reflecting its slightly higher clear height of 13.75 feet. The balance of the sales has lower clear heights, which are less preferred in the market, and are adjusted upward from 2% to 8%.

The subject property has decent **loading** with seven drive-in doors. The comparable sales all have inferior loading compared to the subject. These sales range from no loading to as many as three drive-in doors. The subject is superior with seven drive-in doors. Adjustments are made accordingly at 2% per drive-in door.

The subject property has a decent **land/building ratio** of 4.50. It is superior to Improved sales 2 and 4, which have respective land/building ratios of 3.57 and 2.20. Adjustments are made by applying the difference of the land/building ratio times two. The two reflects an estimated \$2.00 per square foot for surplus land. This figure is then divided by each sale's respective achieved square foot price to arrive at a percentage adjustment. The balance of the sales have higher land/building ratios than the subject ranging from 5.21 to 17.25 and are adjusted downward accordingly.

The subject property has **additional site improvements** including asphalt and gravel paving. This is comparable to the bulk of the sales which also have some type of paving. Improved sale 3 has inferior site improvements with only gravel paving. That sale property is adjusted upward by 5%. Sale 5 has superior asphalt and parking lot lights. Thus, it is adjusted downward by 5%. Sale 7 also has additional site improvements because of a drive-thru lane. It is adjusted downward by 10%.

2. Analysis and Correlation of Indicated Values:

Most emphasis is placed on improved Sales 2 and 4 since these two sale properties have the lowest percentage of gross adjustment at 19.16% and 37.69%, respectively. The lower the percentage of gross adjustment, the more comparable a property is because there are fewer variances. These two sales have respective adjusted square foot prices of \$46.35 and \$65.29, averaging \$55.82. Therefore, it is my opinion this sale data suggests a square foot value of \$56 per square foot as applicable to the subject's gross building area of 12,200 square feet. This reflects the value of the subject property as a whole before the taking. Hence:

Subject with 12,200 square feet X \$56 per square foot	\$683,200
Indicated value of the subject property via the sales comparison approach as a whole, say	\$683,000

Income Approach

Describe the process analyzed in developing the Income Approach, including such items as: 1) schedule of rentals; 2) expenses; 3) estimated gross annual; 4) vacancy and rent loss; 5) estimated expenses; 6) net annual income before recapture; 7) capitalization process; 8) indicated value by income approach; 9) copy of existing lease(s), if available.

Actual reported income for the subject property was made verbally available. However, the expenses were not. The expense information was not disclosed and therefore this approach is not relevant. In addition, it would likely not be accepted in Illinois courts. Therefore, it is not developed.

Conclusion of Value

Before Taking

After Taking

Summary of Valuation

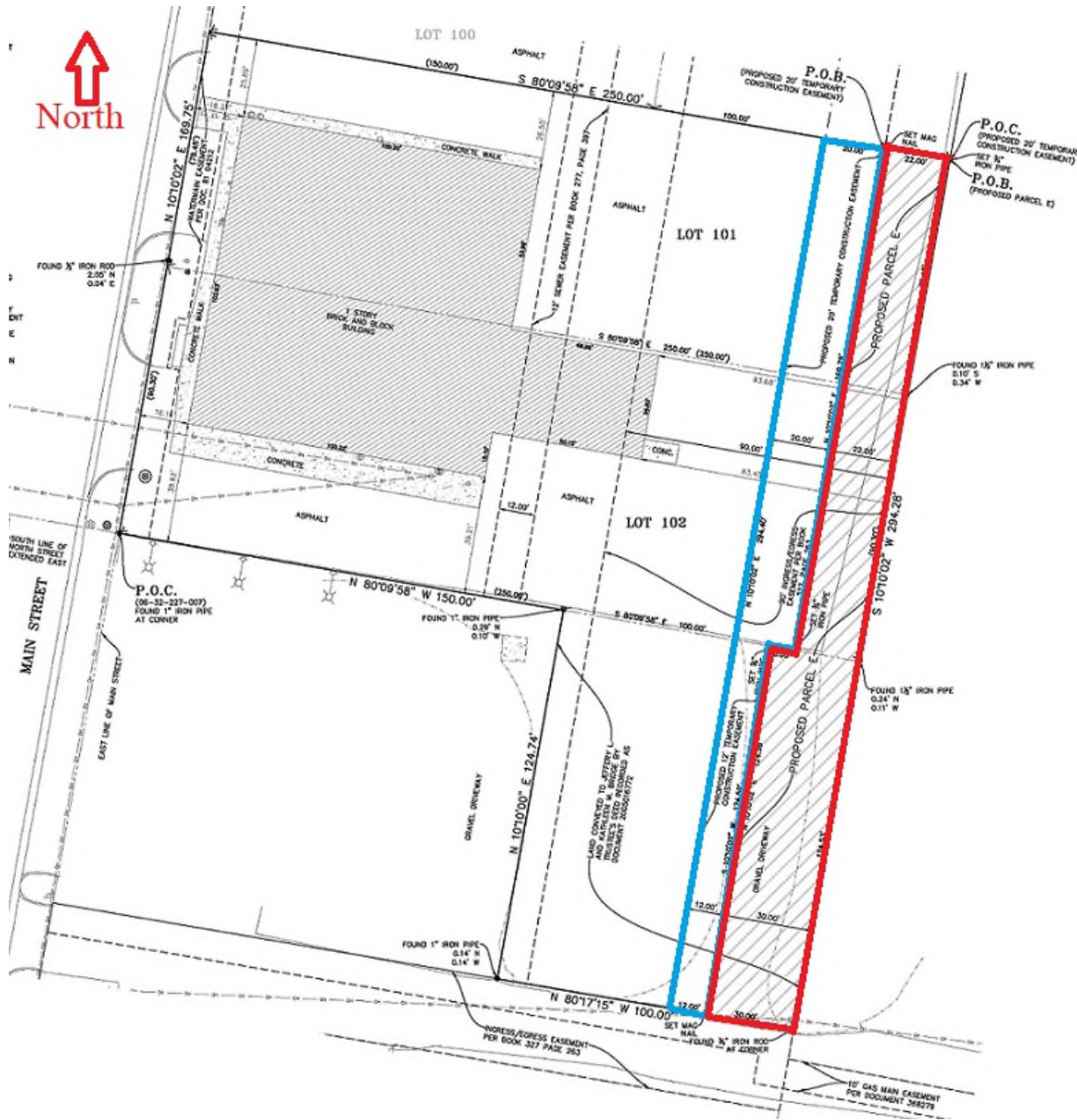
1. Indicated Value by Cost Approach	\$ <u>Not Relevant</u>
2. Indicated Value by Sales Comparison Approach	\$ <u>683,000</u>
3. Indicated Value by Income Approach	\$ <u>Not Relevant</u>
4. Analysis and Correlation of Approaches to Value	\$ <u>\$683,000</u>
5. Appraiser's Final Opinion of Fair Market Value of Whole Property	\$ <u>\$683,000</u>

Narrative Analysis of Taking

Describe the taking in detail including such items as: 1) a description of the land to be taken in relation to its location on the property; 2) its use; 3) its type and classification; 4) its topography; and 5) any other special features, improvements or unusual characteristics.

The part to be acquired, proposed Parcel E, noted below and highlighted in red, is slightly irregular in shape with a measurement of 22 feet along the north edge. The parcel then widens out slightly to 30 feet along the north side of East North Avenue. The plat of survey indicates the size of the proposed Parcel E as having 7,471 square feet or .1715 acres.

PLAT OF SURVEY:



The land, which is a part of the taking, is currently used for an access driveway extending from East North Avenue along the subject's southern land area to the main asphalt paved site, which is improved with the main building. The taking is used for the storage of snow during the winter and is also used, in part, for traffic flow around the building. Parcel E consists of approximately 2,260 square feet of gravel paving as well as some 1,950 square feet of asphalt paving. There are also some miscellaneous grassy areas located to the east of the asphalt and gravel paving. The asphalt area is in average condition as well as the gravel. The southern half of the asphalt paving appears to be heavily used, as evidenced by aerial maps. Granules of gravel have settled on the asphalt surface, the result of traffic flowing off of East North Avenue and toward the building. The tenant leasing this portion of the building is Marc's Lawn Care and reportedly uses trailers to move equipment in and out of the building. The north half of the asphalt on the subject site appears to have more limited use.

There are no building structures in the part taken. However, there is miscellaneous asphalt paving and gravel paving. The estimated value of the land only as well as the contribution value of the asphalt and gravel paving as a part of the whole is \$51,177. This value is predicated upon an average unit value of the land only. Although the taking is located at the rear of the subject site, it is considered to have an overall average utility and usefulness for the subject property. This is attributed to the limited site area as well as the fact there is no onsite parking along North Main Street. Once the land is taken, two of the parking spaces located along the southeast area of the parking lot would be lost because of the need to move the access drive further to the west. The asphalt driveway installation would be a cost to ownership.

**Narrative Analysis of Remainder
And After Value Opinion**

Explain the effect of the taking on the remainder including such items as division of property, landlocking, change in highest and best use, proximity damage, access after taking, economic size, over improvements, effect of construction features such as cuts and fills, change in drainage or effect on existing drainage, effect of taking on lease agreements, special benefits, and other items that will explain the appraiser’s opinion of the after value.

Support the value of the remainder rather than estimating damages. The appraiser should use the applicable sales comparison approach to value the remainder. See Section 3.5.2 before using the cost or income approaches. When cost to cure is considered in valuing the remainder, the appraiser should discuss the source of the cost to cure in the appraisal report.

Since the bulk of the gravel driveway is within the proposed Parcel E take area, a new asphalt drive will need to be constructed. John Sauter with the City of Sycamore Building and Zoning Department states the new driveway will need to be asphalt paved because of city code. In addition, the shifting of the asphalt driveway to the west because of the take area would create the loss of two parking spaces. I have reviewed the zoning ordinance as well as parking requirements and this does not appear to adversely affect the current tenants or the current use of the property. While onsite parking will still be in compliance, the loss of two parking spaces represents a minor reduction in property utility.

The estimated damage is \$30,056. This reflects the loss of the two parking spaces and the need to install an asphalt paved driveway. The damage related to the replacement drive is supported by the *Marshall Swift Commercial Industrial Cost Manual* with additional consideration for project oversight and management. This is also supported by my experience with local contractors for similar work.

Prior to the acquisition, the subject property had a market value of the whole, including the building improvements, of \$683,000. The value of the property taken, including the asphalt paving and gravel, is \$51,177. The fair market value of the remainder as part of the whole before the taking is \$631,823. The fair market value of the remainder after the taking which will be affected by the contemplated improvements is estimated at \$601,767. Therefore, the indicated damage to the remainder is \$30,056.

After the take, the subject will still meet current minimum site requirements for C-3, Highway Business District zoned properties in the City of Sycamore. There will be no division of the property or a change in the highest and best use as a result of the acquisition. Furthermore, there will be no cuts, fills, or changes in the drainage as a result of the acquisition and there will be no special benefits as a result of the acquisition. Furthermore, there will be no change in the access after the taking to the subject site. The exception is the access drive extending off of East North Avenue to the north. The driveway will need to be moved to the west, which is not only legally permissible, but also physically possible, financially feasible, and within the realm of maximum productivity. The cost to construct the new access drive is also taken into consideration in the damages. Hence:

Fair Market Value of Remainder as Part of the Whole Before Taking	\$ <u>631,823</u>
Fair Market Value of Remainder After the Taking as will be Affected by Contemplated Improvements	\$ <u>601,767</u>
Damage to Remainder	\$ <u>30,056</u>

1 .	Description	Easement No.: Parcel E-TE	Easement No.:	Easement No.:
	Type of Easement	Temporary		
	Purpose of Easement	Construction		
	Term of Easement, if Temporary	5 years		
	Station to Station	Not available, see plat		
	Land Classification	Commercial		
	Present Use	Commercial		
	Highest and Best Use	A speculative commercial site		
	Area of Easement Sq. Ft. or Acres	4,890 Sq. Ft.	Acre Sq. Ft.	Acre Sq. Ft.
	Building Improvements in Easement to be Acquired	None		
	Land Improvements in Easement to be Acquired	None		
	Land Improvements in Easement not to be Acquired	Asphalt paving and striping		

According to Drew Kustusch, Environmental Engineer from Engineering Resource Associates, Inc. the area of the proposed temporary easement is 4,890 square feet or .1123 acres. I have considered the occasional disruption of parking has no measurable damage to the property outside of the easement area. There will reportedly be full access to the subject site as well as the temporary easement area during this project. There will be occasional disruptions of use in regards to parking within the easement area as reported by Mr. Kustusch. However, all will again be reportedly minor inconveniences. The value of the temporary construction easement is estimated as follows:

The estimated value of the proposed easement over the course of 5 years is \$7,029

The following can now be developed.

10. *a.	Market Value of the Whole Remainder Property Before the Imposition of the Easement(s)	\$ <u>601,767</u>
b.	Market Value of the Easement Area(s) as it Contributes to the Remainder Property Before the Imposition of the Easement(s)	\$ <u>28,118</u>
a.	Market Value of the Easement Area(s) as it Contributes to the Remainder Property After the Imposition of the Easement(s)	\$ <u>21,089</u>
b.	Diminution or Change of Market Value of Easement Area(s)(b-c)	\$ <u>7,029</u>
c.	Market Value of the Remainder Property Outside the Easement Area(s) Before the Imposition of the Easement(s) (a-b)	\$ <u>573,649</u>
d.	Market Value of the Remainder Property Outside the Easement Area(s) After the Imposition of the Easement(s)	\$ <u>573,649</u>
e.	Diminution or Change of Market Value of the Remainder Property Outside the Easement Area(s) due to the Imposition of the Easement(s) (e-f)	\$ <u>0</u>
f.	Total Compensation for Easement(s)	\$ <u>7,029</u>

*See form instructions for Part 2 for directions on how to consider damages both inside and outside easement area(s). Permanent easements must be considered first and temporary easements last.

3. Explanation (see form instructions for requirements).

The proposed temporary easement will run along the west side of Proposed Parcel E and has a proposed width ranging from 30 feet to and narrow to 12 feet along the north side of East North Avenue. Again, the term of the easement will be 5 years, according to Drew Kustus, of Engineering Resource Associates, Inc. Mr. John Mayer, of Engineering Resources Associates, Inc. also states any disturbed asphalt paving or striping will be repaired and replaced. Thus, I assume the site improvements inside the temporary easement (asphalt paving) will be replaced by the contractor with "like" in the after condition. I considered the same sales in the analysis as I did in the valuing the land value of the whole property.

Factors considered in the valuation of the easement include the duration of the easement, location upon the site, and the location of the easement being acquired in relation to the remainder of the parcel. There are no indicated damages to the non-easement property due to the temporary easement.

APPRAISER CERTIFICATION

In accordance with USPAP, I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I appraised this property previously in February of 2021 for the same client. I have not performed any other services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the Client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.

As required by the Client, I further certify that:

- I have afforded the property owner(s) or their designated representative the opportunity to accompany me at the time of inspection.
- I have made a personal field inspection of the comparable sales relied upon in this appraisal report.
- The subject and comparable sales relied upon in preparing this appraisal were as represented by the photographs contained within the report.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) and its implementing regulation 49 CFR Part 24, as well as the Illinois Department of Transportation’s Land Acquisition Policies and Procedures Manual.
- I understand this report may be used in connection with the acquisition of right of way for a highway to be constructed by the State of Illinois with its funds and/or with the assistance of Federal-aid highway funds, or other Federal funds.
- I have prepared this appraisal in accordance with the appropriate state laws, regulations and policies and procedures applicable to appraisal of right of way for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are non-compensable under the established laws of Illinois.
- I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.
- Any decrease or increase in the fair market value of real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in opining on the value of the property before the taking. Any decrease or increase in value caused by the actual acquisition of a part of the property was considered in opining on the value of the remainder after the taking. This statement is in compliance with 49 CFR 24.103(b) as well as IDOT’s Land Acquisition Policies and Procedures Manual.
- I have not revealed the findings of this appraisal to anyone other than the Client, and that I will not do so until authorized by the Client or until I am required to do so by law, or until I am released from this obligation by having publicly testified to these findings.
- The comments by the licensed real estate appraiser contained within this appraisal report on the condition of the property do not address "standards of practice" as defined in the Home Inspector License Act [225 ILCS 441] and 68 Ill. Adm. Code 1410 and are not to be considered a home inspection or home inspection report.
- My opinion of the fair market value of the part taken and net damage to the remainder, if any, as of the effective date of this appraisal is \$88,262 based upon my independent appraisal and the exercise of my professional judgment.

Additional Certification

- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, I, Jeffrey A. Jacobson, MAI, SRA have completed the continuing education program of the Appraisal Institute.



Appraiser Name: Jeffrey A. Jacobson, MAI, SRA
 License Type: **Certified General**

Appraiser Signature
 IL License # 553.001199 Expires: 9/30/2023

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 28, 2021

STAFF RECOMMENDATION

AGENDA ITEM: NEW LOGOS FOR PARK DISTRICT AND GOLF CLUB: For Information Only

BACKGROUND INFORMATION:

Sycamore Park District Logo: This newspaper clipping from 1986 indicates that the circle and tree graphic in the Sycamore Park District logo has been in use for 35 years. While the current logo has become well established and can be seen throughout parks and facilities, in addition to being a recognizable symbol, an effective logo embodies an agency’s mission and vision. It is an opportunity to give a positive and informative first impression.



As ACTION 2020 projects begin to wrap up and staff look to the future of the recreation in Sycamore, it is clear that the district is not the same agency it was three decades ago. Staff feel that the 100th anniversary celebration will be a prime opportunity to introduce a new logo that symbolizes what the Park District has become as well as its vision moving forward. Also, the District’s increased visibility throughout 2023 will lend itself well to introducing a new brand.

Staff have developed a horizontal and vertical version of the logo. The two options provide flexibility when placing the logo on a wide variety of mediums. Also, the vertical logo lends itself to a more formal “look” with the established date, while the horizontal logo is more playful. Here are some concepts that guided the new Sycamore Park District logo design:

GRAPHICS	
Bicycle	Wellness for individuals, wellness of a community, connections, proven to be an important amenity for our community
Tree with Roots	Growth, legacy, parks, strength, current tree graphic is being used
Butterflies	Togetherness, evolution, healthy natural areas
SHAPES/DESIGN ELEMENTS	
Oblong Rectangles	Representative of the fieldstones on the east and west entrance gates to the Community Park
Flowing Lines	Trails, water, connections, inclusion
Vertical Logo’s Cross Sections	Representative of the heart of Sycamore where Main Street, State Street, and Somonauk Street converge. Connections, inclusion, Sycamore

Colors
The colors will match the Community Center's color scheme and flow well with the forest green graphics/apparel/signs/etc that will linger or remain in place.

Sycamore Golf Club Logo

Staff is also taking this opportunity to update the Sycamore Golf Club logo. Marketing efforts have ensured that the statement, "a Sycamore Park District Facility," keeps the association with the greater agency while allowing the Golf Club to have its own identity. The new logo ties together Sycamore, the Kishwaukee River, golf, and the district's color scheme into a modern design with movement and sophistication.

FISCAL IMPACT: While there is no cost associated with the logos themselves, there will be some associated costs as things are updated. For the Park District logo specifically, being more of an evolution of the current design there is not an urgent need to swap out the logo in every place it appears.

STAFF RECOMMENDATION: For Information Only.

PREPARED BY: Sarah Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION: None



SYCAMORE PARK DISTRICT



SYCAMORE PARK DISTRICT



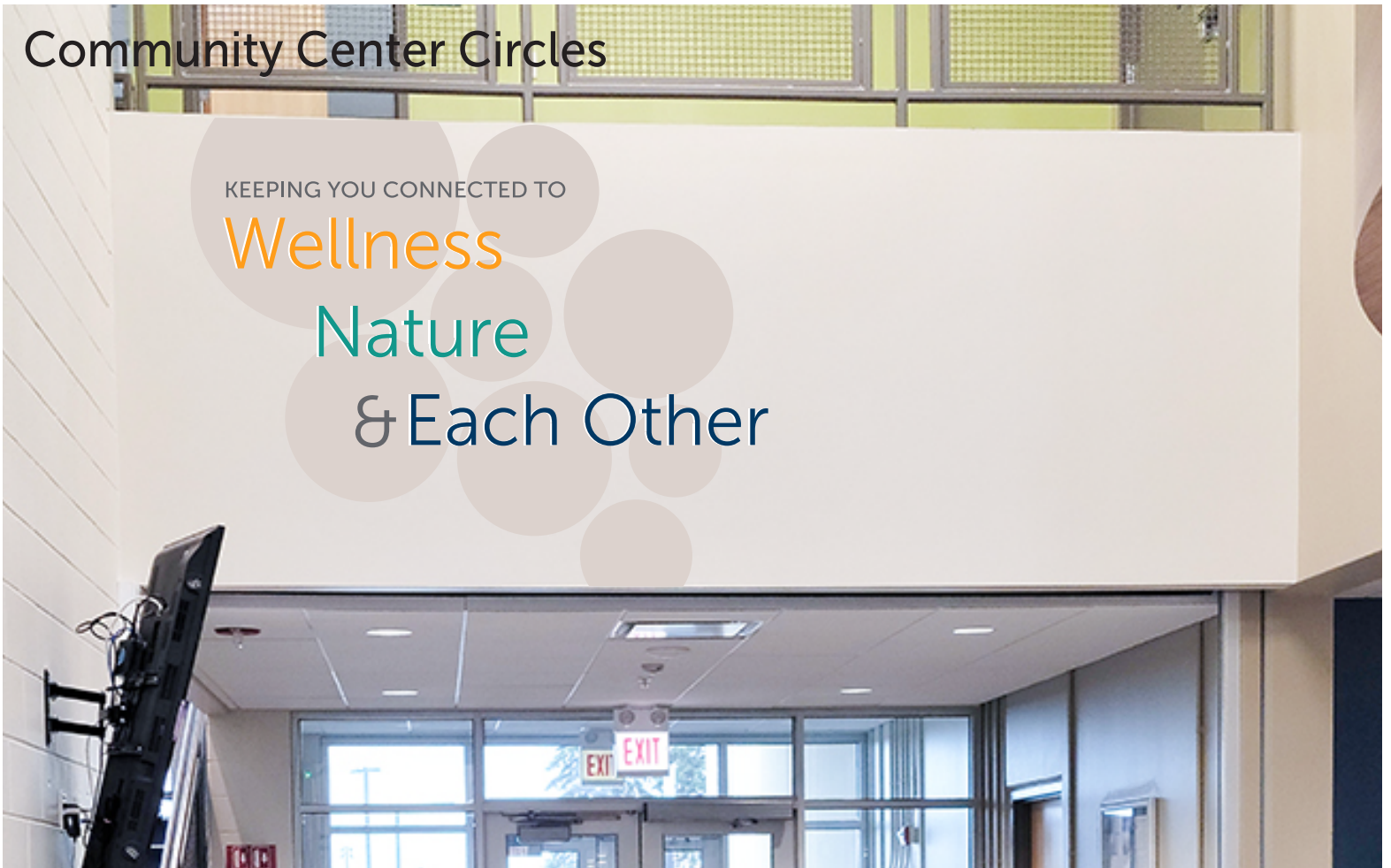
Sycamore
GOLF CLUB
Est. 1923



Community Center Service Desk



Community Center Circles



Pro Shop



Maintenance



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: September 28, 2021

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

BACKGROUND INFORMATION: On a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

PROJECT	2021	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
PC Replacement/Upgrades	\$8,600	\$5,817		\$2,783		December
Copier	\$5,500		\$4,955		\$545	February
Server	\$15,000		\$14,598		\$402	April
Clubhouse Concessions remodel	\$5,000		\$7,616		-\$2,616	April
Large Mower	\$82,000		\$80,269		\$1,731	April
wokman utility cart	\$23,500		\$23,952		-\$452	April
Remodel old Admin office	\$20,000		\$12,600		\$4,573	April
Spent in 2020			\$2,827			
Clubhouse assessment	\$15,000					
Golf cart & ranger cart	\$9,140		\$9,140		\$0	March
workhorse	\$9,000		\$9,100		-\$100	April
Finish #15 Bridge	\$36,055		\$36,055			May
Trim Mower	\$18,000		\$18,852		-\$852	April
Tennis Court Resurfacing	\$16,500		\$16,400		\$100	June
Paving Behind Pool	\$7,500		\$7,350		\$150	April
Parkside Preserve Paving	\$11,000		\$10,000		\$1,000	May
Larson Path Paving	\$20,000					August
Old Mill playground surfacing	\$6,000					June
Founders Park Playground	\$100,000					October
Steczo Area interpretive signs	\$3,000					October
Kiwanis West signs	\$1,210					October
Boyton Park signs	\$2,420					October
	\$444,425	\$5,817	\$253,715	\$2,783	\$4,480	