



Sycamore Park District
Regular Board Meeting
December 21, 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 – if needed. (Roll Call Vote)

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

3. **Regular Minutes: November 23, 2021 (Voice Vote)**

APPROVAL OF MONTHLY CLAIMS:

9. **Claims Paid Since Board Meeting (Roll Call Vote)**
25. **Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

27. **Superintendent of Finance Monthly Report**
29. **Budget Report**
43. **Superintendent of Recreation Monthly Report**
50. **Superintendent of Golf Operations Monthly Report**
53. **Superintendent of Parks and Facilities Monthly Report**
57. **Executive Director Monthly Report**

CORRESPONDENCE:

59. **Neighbors House Thank You**
60. **Golf Course Thank You's**

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT: Ted –

Sycamore Park District – we put the “MORE” in Sycamore.

AGENDA

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OLD BUSINESS:

62. Construction Update
Founders Park – Jonelle (Roll Call)

- **Pool Updates: Staff**
 - Pool heater information
 - Focus group update

65. Holiday Party

- **RFP Draft: Jackie/Jonelle**

NEW BUSINESS:

- 66. MOU Recommendation Sports Affiliates – Theresa – (Roll Call)**
- 107. Policy Manual Review: Jonelle/Jackie/Jeanette** (recommendation & link)
- 111. Tax Levy Ordinance #06-2021– Jackie (Roll Call)**
- 120. First review of Annual Operating Budget – Jackie**
- 121. Final Draft of Capital Budget – Jackie (Roll Call)**
- 128. Consider 2022 meeting dates – Jeanette (Voice Vote)**
- 130. Consider 2022 Holidays – Jeanette (Voice Vote)**
- 132. Travel Approval – Jackie (Roll Call)**
 - **Job position creation/change – Jonelle/Jackie (ES)**
 - **Executive Director Evaluation – Bill (ES)**
 - **Staff Compensation & Adjustment recommendations – Jonelle (ES)**

Special Announcements

Potential Study Session January 18 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, November 23, 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, November 23, 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, Graves, and Strack.**
Commissioner Kroeger was absent.

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 Kroeger.**

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

Guests at the Board meeting were:

Kelsey Lynch – Grad Assistant

**Regular and Consent Agenda Approval –
Motion**

Commissioner Strack moved to approve the Regular Agenda and the Consent Agenda with Supt. of Recreation, Supt. of Parks and the Budget reports being pulled for discussion. Also move Agenda Item #68 Award Bid for 2021 General Obligation Bond to before Correspondence Agenda Item #64. Commissioner Graves seconded the Motion.

Roll Call Vote

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

**Approval of Minutes –
Motion**

Commissioner Strack moved to approve the October 26, 2021, Regular Meeting Minutes. Commissioner Ackmann seconded the Motion.

Voice Vote

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

**Claims and Accounts Approval
Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$1,057,098.48. Commissioner Graves seconded the Motion.

Roll Call

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

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The Items Commissioner Strack pulled from the consent agenda:

Budget:

Commissioner Strack noted the Park is doing fantastic. He noted he did a comparison with 2019, 2020 and 2021 operationally. He would like the board to look at doing something different with the tax levy. Director Bailey noted she will discuss more later in the meeting.

Supt. of Recreation Report:

Commissioner Strack asked Supt. Tevsh to elaborate on her comment in her board report regarding the high school basketball program. Supt. Tevsh noted she made communications happen with them. The high school program happens in January, and she wanted to make sure there was no conflict with our basketball program. There was possibly a conflict with the high school December 4th tryout day. The high school program worked it out for the kids that are in our program.

Supt. of Parks Report:

Commissioner Strack asked Supt. Donahoe about working with the Library that was in his report. Supt. Donahoe noted that for the new trail section the Library approached us to do a Trail Story. The Library will be in charge of it and it is in the area that the Forest Preserve is going to manage. People can read a story on the signs along the trail. Our staff and Forest Preserve staff put the posts in the ground and put the boards on the posts. The Library will take care of putting in the different stories. Supt. Tevsh noted the Library will have 6 themes a year and the Park will have 6 themes a year. Director Bailey noted the City wants to put a Kiosk at the end of the trail that would show the hot spots in town. It will have City and Park information here also, so we will work with the City on this. Supt. Donahoe noted the Schramers donated 2 benches on the trail. It seems everyone likes the trail.

New Business:

Award Bid for 2021 General Obligation Bond: Supt. Hienbuecher introduced Mark from Speer Financial to go over the bid results. Mark noted they took bids for the bond and there were four bids. The winner was Resource Bank at .39%. The bonds are scheduled to close on December 7th, which is when the district will receive these funds. He recommends that the Park District accept the bid. Supt. Hienbuecher noted the other bids were at .51%, .57% and .595%.

Motion

Commissioner Strack moved to accept the bid from Resource Bank. Commissioner Ackmann seconded the Motion.

Roll Call

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

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Correspondence –

- **IAPD Award** – Director Bailey noted that we received the Best of the Best Award for our work in the intergovernmental agreement with Dekalb County Forest Preserve for the Great Western Trail.
- **Pumpkin Scramble** – Commissioner Strack noted the Golf Course has done spectacular. Director Bailey noted that Kirk and staff did a really great job with decorating and keeping the course together and everything for the event.

Public Input –

Supt. Tevsh introduced Kelsey Lynch our Grad student. She started as a summer intern completing under grad from NIU. Kelsey noted during her under grad she worked on our special events. This included the Holiday House Contest and the organization tree decorating. She initiated the youth basketball league and started it during her undergrad work and continued it during her Grad work last year. This is the second year for the program and we have double the players and coaches including girls this year. She noted she is interested in Parks and Recreation, but in the athletics area.

Commissioner Strack noted he has been investigating the rules of the City regarding trees in the parkway. The City requires a permit and he would like to get a petition to have the City modify their ordinance to no longer require a permit.

Positive Feedback –

- Commissioner Graves noted that all staff is doing a great job in everything. He is hearing more compliments from the community.
- Commissioner Ackmann noted she has heard positive feedback on the Pumpkin Run and the Fireworks.

Planning Commission Report: Commissioner Strack noted there was no November meeting so nothing to report.

Old Business

Construction Updates:

- **Founders Park:** Director Bailey noted that Founders is all ready for the playground equipment, just waiting for it to arrive. It probably will not be installed until Spring. At that time, it will cost more money due to the fencing, etc. during the winter. Georges Landscape will be submitting an estimate cost and she will bring to the board.
- **Memorial Park:** Supt. Donahoe noted now that soccer is done, the construction company has a really good start. The playground is installed, and they will keep working until they can't. They have done all the concrete work they could get done.
- **Riverside Soccer Complex:** Supt. Donahoe noted the soccer complex should be ready for spring. He noted there are a few spots, but most of it should be fine. Director Bailey noted that we are accepting the property from the sub, and we will take care of the rest.

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Supt. Donahoe noted they are taking the old tiles out of Old Mill Park and will be putting in certified playground mulch.

Pool Updates: Supt. Donahoe noted he has made progress on the pool heater. The heater we have doesn't exist anymore, so with a more modern model comes new rules. The State of Illinois IDPH requires that we have a State of Illinois pre-approved engineer and contractor to put in the new heater. We are using WT for the engineering, and they will submit a permit to the State. We should be ready by mid-May if all goes well.

Director Bailey noted the pool survey was sent out and she will have the results at the next meeting along with the Pool Focus Group recommendation.

New Business

Ordinance #05-2021: An Ordinance providing for the issue of approximately \$555,265 General Obligation Limited Tax Park Bonds, Series 2021, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, for the maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof:

Motion

Commissioner Strack moved to approve Ordinance #05-2021. Commissioner Graves seconded the Motion.

Roll Call

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

Resolution #06-2021 - A resolution determining the amounts of money exclusive of the election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District: Supt. Hienbuecher noted we are required to determine an estimated amount to be levied not less than 20 days prior to the adoption of said ordinance. So, we do this resolution at the November board meeting for the estimate and then we have to pass the tax levy at our December board meeting. She went over the figures that she is recommending for the levy and the reasons why. She noted that we are hearing that all of our costs are going up. Supt. Donahoe noted that on all of the products/services he buys he is receiving notice there will be big increases in the pricing, possibly double digits percentages. Director Bailey noted that our engineers have indicated at least a 13% to 20% increase just on what they are doing. The bridge has already gone up over \$100,000 between last year and this year. Commissioner Strack did note that he has talked to people, and they told him steel cost has doubled in price which would explain why the bridge cost would go up that much. Commissioner Strack asked Supt. Hienbuecher to try to put dollar amounts on the different things she is talking about going up.

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Resolution #06-2021 - A resolution determining the amounts of money exclusive of the election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District – cont'd:

Motion

Commissioner Strack moved to approve Resolution #06-2021. Commissioner Ackmann seconded the Motion.

Roll Call

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

Membership Fees/Rates: Supt. Tevsh noted due to minimum wage increases, in 2020 we increased our daily fees at the splashpad, pool and community center. Then in 2021 we increased our memberships and passes. We will have a dollar increase again for minimum wage increase. She is recommending not do an increase on memberships this year. She is hearing that other facilities are holding where they are at this year as well.

Motion

Commissioner Graves moved to approve keeping the Membership Fees/Rates at the current rates as presented. Commissioner Ackmann seconded the Motion.

Roll Call

Vice President Doty called for a roll call to approve the motion. Motion carried 3-0. Commissioner Strack abstained. Commissioner Kroeger was absent

Aquatics Fees/Rates: Supt. Tevsh noted she is recommending a 10% increase, but we will still show a loss.

Motion

Commissioner Strack moved to approve the Aquatics Fees/Rates as recommended. Commissioner Graves seconded the Motion.

Roll Call

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

Golf Fees/Rates: Supt. Lundbeck is recommending maintaining current rates for one more year.

Motion

Commissioner Strack moved to approve keeping the Golf Fees/Rates at the current rates as recommended. Commissioner Ackmann seconded the Motion.

Roll Call

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

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Recommendation for Audit: Supt. Hienbuecher noted her staff recommendation is asking the Board to consider Lauterbach for one more year. She will then do an RFP after this year. Lauterbach will continue with the fees the same as last year.

Motion

Commissioner Strack moved to approve Lauterbach as our auditor as recommended.
Commissioner Ackmann seconded the Motion.

Roll Call

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

RFP Recommendation for Bank Services: Supt. Hienbuecher noted she will show an RFP for the December meeting. Then can get the RFP out and bring the selection to the Board at the January meeting.

Joint Review Board update: Director Bailey noted she informed the Board on the TIF plan from the City.

Affiliate's: Supt. Tevsh noted she is recommending new fees for 2022. It will be a 5% increase for affiliates, with a 10% increase for outside user groups-non affiliate.

Motion

Commissioner Strack moved to approve the new fees as recommended. Commissioner Ackmann seconded the Motion.

Roll Call

Vice President Doty called for a roll call to approve the motion. Three commissioners voted Aye and one commissioner voted Nay. Motion carried 3-1. Commissioner Kroeger was absent.

Holiday Party Update: Director Bailey noted this will be on January 7th at Fatty's.

Special Announcements – December Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session at 8:02 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 12/15/2021
 TIME: 15:11:34
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 11/20/2021 TO 12/15/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4IMPRINT	4IMPRINT INC.								
	22141895	01 LOGO ITEMS	101200046214	12/02/21		63943	12/03/21	1,428.39	1,428.39
	22165960	01 SPD COFFEE MUGS	101200046214	12/08/21		63992	12/14/21	904.66	904.66
							VENDOR TOTAL:	2,333.05	
ACUSHNET	ACUSHNET COMPANY								
	912266924	01 CHARLESTON WINTER CAPS	501000001301	12/03/21	00005352	63986	12/08/21	88.20	88.20
		02 DISCOUNT INV 912266924	501000001301		00005352				90.00
							VENDOR TOTAL:	88.20	-1.80
ADVANCE	ADVANCE AUTO PARTS								
	2454-459142	01 FUEL HOSE	101500066402	11/22/21	00005340	63944	12/03/21	11.80	11.80
							VENDOR TOTAL:	11.80	11.80
AFLAC	AFLAC								
	091719	01 AFLAC - PRE TAX	101000002006	11/12/21		63911	11/23/21	570.26	570.26
		02 AFLAC - AFTER TAX	101000002007						541.46
							VENDOR TOTAL:	570.26	28.80
AIRGAS	AIRGAS USA LLC								
	9984235303	01 WELDING TANKS-FUEL RENTAL	101500066401	11/30/21		63949	12/07/21	33.55	33.55
							VENDOR TOTAL:	33.55	33.55
ALARMDET	ALARM DETECTION SYSTEMS, INC								
	219339-1006	01 ALARM CC - DEC TO FEB	207500056300	11/07/21		63950	12/07/21	465.00	465.00
							VENDOR TOTAL:	465.00	465.00
ALL	ALL STAR SPORTS INSTRUCTION								
	217017	01 Jr programs Fall 2	205550026128	12/07/21	00005360	63988	12/09/21	3,174.00	3,174.00
		02 Skills programs Fall 2	205550076128		00005360				1,702.00
							VENDOR TOTAL:	465.00	1,472.00

FROM 11/20/2021 TO 12/15/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ANCEL	ANCEL GLINK, P.C.								3,174.00
	85427	01 CORPORATE MATTERS	101000036120	11/10/21		63951	12/07/21	568.75	568.75
		02 FOUNDATION	101000036120						50.00
									518.75
									VENDOR TOTAL: 568.75
BANK	THE BANK OF NEW YORK MELLON								
		SYCAMORE15A-1221		10/19/21		63912	11/23/21	745,900.00	158,912.50
		01 2015A ALT BOND INTEREST	701000156900						13,912.50
		02 2015A ALT BOND PRINCIPAL	701000156901						145,000.00
									VENDOR TOTAL: 745,900.00
		SYCAMORE17A-1221		10/19/21		63912	11/23/21	745,900.00	141,037.50
		01 2017A BOND INTEREST	101000156900						141,037.50
									VENDOR TOTAL: 745,900.00
		SYCAMORE19		10/19/21		63912	11/23/21	745,900.00	445,950.00
		01 2019A ALT BOND INTEREST	101000156900						70,950.00
		02 2019A ALT BOND PRINCIPAL	101000156901						375,000.00
									VENDOR TOTAL: 745,900.00
BANN	BANNER UP SIGNS								
	76184	01 STICKER FOR SLED HILL	101200046208	11/12/21	00005335	63913	11/23/21	20.00	20.00
	76248	01 WINTER 21-22 DOWNTOWN ITEMS	101200046203	11/22/21	00005336	63928	11/30/21	401.00	171.00
	76287	01 SING HOLIDAY HOUSE	101200046214	11/29/21		63928	11/30/21	401.00	230.00
	76319	01 SIGNS FOR PONDS	101500066405	12/02/21		63938	12/02/21	100.00	100.00
									VENDOR TOTAL: 521.00
BATTERIE	BATTERIES PLUS BULBS								
	P46423599	01 BATTERIES-CC	101000046200	12/02/21		63952	12/07/21	28.80	28.80
		02 BATTERIES - CC	201000046200						14.40
									14.40
									VENDOR TOTAL: 28.80

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/20/2021 TO 12/15/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CINTA		CINTAS CORPORATION #355							
4100230168		01 RAG & RUG SERVICE	101500056301	10/29/21		63956	12/07/21	564.48	36.42
		02 RAG & RUG SERVICE	504100056301						14.61
		03 RAG & RUG SERVICE	201000056301						14.60
		04 RAG & RUG SERVICE	201000056301						3.60
									3.61
4100230241		01 RAG & RUG SERVICE	207500056301	10/29/21		63956	12/07/21	564.48	27.43
									27.43
4100230303		01 RAG & RUG SERVICE	201000056301	10/29/21		63956	12/07/21	564.48	16.48
									16.48
4100924700		01 RAG & RUG SERVICE	207500056301	11/05/21		63956	12/07/21	564.48	27.43
									27.43
4100924768		01 RAG & RUG SERVICE	201000056301	11/05/21		63956	12/07/21	564.48	16.48
									16.48
4100924772		01 RAG & RUG SERVICE	101500056301	11/05/21		63956	12/07/21	564.48	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
4101632878		01 RAG & RUG SERVICE	101500056301	11/12/21		63956	12/07/21	564.48	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
4101632879		01 RAG & RUG SERVICE	207500056301	11/12/21		63956	12/07/21	564.48	27.43
									27.43
4101632894		01 RAG & RUG SERVICE	201000056301	11/12/21		63956	12/07/21	564.48	16.48
									16.48
4102225789		01 RAG & RUG SERVICE	101500056301	11/18/21		63956	12/07/21	564.48	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
4102225840		01 RAG & RUG SERVICE	201000056301	11/18/21		63956	12/07/21	564.48	16.48
									16.48

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SYCAMORE PARK DISTRICT
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FROM 11/20/2021 TO 12/15/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4102225855	01	RAG & RUG SERVICE	207500056301	11/18/21		63956	12/07/21	564.48	54.93 54.93
4102883617	01	RAG & RUG SERVICE	207500056301	11/24/21		63956	12/07/21	564.48	54.93 54.93
4102883625	01	RAG & RUG SERVICE	201000056301	11/24/21		63956	12/07/21	564.48	16.48 16.48
4102883634	01	RAG & RUG SERVICE	101500056301	11/24/21		63956	12/07/21	564.48	36.42 14.61 14.60 3.60 3.61
4103638550	01	RAG & RUG SERVICE	101500056301	12/03/21		63956	12/07/21	564.48	36.42 14.61 14.60 3.60 3.61
4103638639	01	RAG & RUG SERVICE	207500056301	12/03/21		63956	12/07/21	564.48	54.93 54.93
4103638673	01	RAG & RUG SERVICE	201000056301	12/03/21		63956	12/07/21	564.48	16.48 16.48
CINTA2	CINTAS CORP							VENDOR TOTAL:	564.48
5085314921	01	1ST AID REFILL - CC	207500076513	11/24/21		63957	12/07/21	72.03	12.66 12.66
8405429752	01	1ST AID STOCK - MAINT	101500076513	11/26/21		63957	12/07/21	72.03	59.37 59.37
CITY	CITY OF SYCAMORE							VENDOR TOTAL:	72.03
OCTOBER 2021	01	CITY SALES TAX - CH	303000116852	11/23/21		63914	11/23/21	253.00	253.00 126.00 12.00 103.00 9.00 3.00
	02	CITY SALES TAX - BEV CART	303100116852						
	03	CITY SALES TAX -BB CONC	303300116852						
	04	CITY SALES TAX -CATERING	303500116852						
	05	CITY SALES TAX -VENDING	207500086650						

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CITY2	CITY OF SYCAMORE						VENDOR TOTAL:	253.00
	14205600/5650-1121	01 WATER/SEWER - POOL	5181000096704	11/30/21	12/07/21	63958	430.71	430.71
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	430.71
	15559	01 DOMAN NAMES - 5 YR	1010000046206	10/25/21	12/07/21	63959	3,064.00	450.00
	15609	01 OFFICE 365	1010000046206	11/01/21	12/07/21	63959	3,064.00	450.00
		02 OFFICE 365	2010000046206					1,292.00
		03 MONTHLY MAINT	1010000056304					180.00
		04 MONTHLY MAINT	2010000056304					180.00
								466.00
								466.00
COMCA	COMCAST						VENDOR TOTAL:	3,064.00
	0468024-1121	01 INTERNET	1010000096706	11/10/21	12/07/21	63960	805.86	644.54
		02 INTERNET	2010000096706					134.23
		03 CABLE	2075000096705					134.23
								376.08
	0468768-1221	01 CABLE	3030000096705	11/25/21	12/07/21	63960	805.86	161.32
		02 CABLE	5040000096705					80.66
								80.66
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:	805.86
	110521	01 OLD MILL	1015000096702	11/05/21	12/07/21	63961	222.68	24.95
	120121	01 BOYNTON PARK	1015000096702	12/01/21	12/07/21	63961	222.68	24.95
		02 KIWANIS PARK	1015000096702					197.73
		03 EMIL CASSIER PARK	1015000096702					14.47
		04 GOOD TYMES SHELTER	1015000096702					30.99
								19.98
								37.64

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120121				12/01/21		63961	12/07/21	222.68	197.73
		05 WETZELPARK	101500096702						41.51
		06 ENTRY PARK	101500096702						24.38
		07 SOCCER COMPLEX	101500096702						28.76
VENDOR TOTAL: 222.68									
CONSERV FS									
121017151				12/03/21		63962	12/07/21	2,206.32	1,145.42
		01 DIESEL - GOLF	504100076515						1,020.42
		02 DIESEL - PARKS	101500076515						125.00
121017152				12/03/21		63962	12/07/21	2,206.32	1,060.90
		01 GASOLINE - GOLF	504100076515						796.08
		02 GASOLINE - PARKS	101500076515						264.82
40013917				11/15/21		63915	11/23/21	916.13	916.13
		01 ROAD SALT - CC & CH	207500066401						500.00
		02 ROAD SALT - CC & CH	101000066401						416.13
VENDOR TOTAL: 3,122.45									
DEKALB LAWN & EQUIPMENT CO.									
82055				11/15/21		63916	11/23/21	111.97	53.91
		01 IGINITION MODULE - BLOWER	101500066402						53.91
82079				11/16/21		63916	11/23/21	111.97	58.06
		01 CHAINSAW CARBS	504100066403						58.06
VENDOR TOTAL: 111.97									
DEKALB IMPLEMENT CO.,									
196802				11/23/21	00005343	63929	11/30/21	58.16	58.16
		01 TRACTOR FUEL FILTERS	202100066402						58.16
VENDOR TOTAL: 58.16									
DEKALB MECHANICAL INC									
120568				11/29/21		63963	12/07/21	4,363.38	3,950.00
		01 CH NEW FURNACE	701000207004						3,950.00
81137				11/17/21		63963	12/07/21	4,363.38	413.38
		01 SHOP HEATER PARTS & REPAIRS	202100066401						213.38
		02 SHOP HEATER PARTS & REPAIRS	504100066401						200.00
81192				11/11/21		63917	11/23/21	110.00	110.00
		01 TEMP FIX CH FURNACE	101000056300						110.00

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ECO		ECOWATER SYSTEMS, INC.						VENDOR TOTAL:	4,473.38
	130856-103021	01 SALT	101000056300	10/30/21		63964	12/07/21	276.65	120.05
		02 SALT	201000056300						60.02
									60.03
	130856-112721	01 SALT-HYDROGEN PEROX	101000056300	11/27/21		63964	12/07/21	276.65	156.60
		02 SALT-HYDROGEN PEROX	201000056300						78.30
									78.30
ENCAP		ENCAP, INC						VENDOR TOTAL:	276.65
	7713	01 OLD MILL MAINT	101500056308	10/31/21		63965	12/07/21	2,350.00	1,500.00
	7768	01 SEED FOR OLD MILL	101500056308	11/23/21		63965	12/07/21	2,350.00	850.00
									850.00
ENGINE		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	2,350.00
	150711FD.14	01 MEMORIAL PARK	711000207035	11/17/21		63945	12/03/21	10,740.00	10,740.00
	160910.P1.36	01 GWT PHASE 1 ENG	711000207039	11/24/21		63966	12/07/21	1,528.71	1,528.71
									1,528.71
FINN		FINNEY'S ELECTRIC						VENDOR TOTAL:	12,268.71
	24014	01 CH PARKING LOT POLE LIGHTING	101000056300	12/06/21		63967	12/07/21	225.00	225.00
FOX1		FOX VALLEY FIRE & SAFETY						VENDOR TOTAL:	225.00
	IN00479534	01 CH CONC HOOD FIRE SUP INSPEC	303000056300	11/11/21		63918	11/23/21	94.50	94.50
									94.50
FRONTIER		FRONTIER						VENDOR TOTAL:	94.50
	0670-110721	01 ADMIN	101000096700	11/07/21		63968	12/07/21	748.83	593.15
		02 ADMIN	201000096700						296.57
									296.58

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	4818-112221			11/22/21	12/07/21	63968	748.83	155.68
		01 MAINT	101500096700					77.84
		02 MAINT	504000096700					77.84
GAME	GAMETIME						VENDOR TOTAL:	748.83
	PJI-0171551			10/28/21	12/03/21	63946	141.90	141.90
		01 PLAYGROUND SWING SEAT & PARTS	101500066404					141.90
GEORGE	GEORGE'S LANDSCAPING, INC						VENDOR TOTAL:	141.90
	FOUNDERS-1			11/30/21	12/15/21	63995	34,196.17	34,196.17
		01 FOUNDERS PLAYGROUND	701000207008					34,196.17
HAGG	HAGG PRESS						VENDOR TOTAL:	34,196.17
	114498			11/22/21	11/30/21	63930	4,446.00	4,446.00
		01 WINT SPR 2022 BROCHURE	206500046203					4,446.00
HARRELL	HARRELL'S LLC						VENDOR TOTAL:	4,446.00
	INV01492951			05/06/21	11/23/21	63920	2,046.33	323.20
		01 PRE ENERGENCY HERBICIDE	504100076507					107.73
		02 PRE ENERGENCY HERBICIDE	101500076507					107.73
		03 PRE ENERGENCY HERBICIDE	202100076530					107.74
	INV01502850			05/28/21	11/23/21	63920	2,046.33	416.00
		01 HERBICIDE - NAT AREAS	101500066407					416.00
	INV01503215			05/28/21	11/23/21	63920	2,046.33	278.87
		01 NAT AREAS-SPRAY	101500066404					278.87
	INV01506795			06/09/21	11/23/21	63920	2,046.33	166.50
		01 WETTING AGENT	504100076507					166.50
	INV01506843			06/09/21	11/23/21	63920	2,046.33	166.50
		01 WETTING AGENT	504100076507					166.50
	INV01522566			07/22/21	11/23/21	63920	2,046.33	127.76
		01 WETTING AGENT	504100076507					127.76

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	INV01522567			07/22/21		63920	11/23/21	2,046.33	567.50
	01	HERBICIDE	504100076507						189.16
	02	HERBICIDE	101500076507						189.16
	03	HERBICIDE	202100076530						189.18
								VENDOR TOTAL:	2,046.33
HARRG		HARRIS GOLF CARS SALES & SERVI							
	02-299601	01 GOLF CART CABLES	504000066409	11/05/21		63921	11/23/21	104.77	79.42
	02-299807	01 GOLF CART THROTTLE CABLE	504000066409	11/09/21		63921	11/23/21	104.77	25.35
								VENDOR TOTAL:	104.77
HOMER		HOMER INDUSTRIES							
	S169693	01 OLD MILL NEW PLAYGROUND MULCH	701000207025	11/18/21		63931	11/30/21	3,040.00	1,520.00
	S169695	01 OLD MILL NEW PLAYGROUND MULCH	701000207025	11/18/21		63931	11/30/21	3,040.00	1,520.00
								VENDOR TOTAL:	3,040.00
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							
	INV100848	01 PRINTER/COPIER - MAINT	101000056304	11/02/21		63970	12/07/21	388.71	26.71
		02 PRINTER/COPIER - MAINT	201000056304						13.36
									13.35
	INV100849	01 PRINTER/COPIER - CC	101000056304	11/02/21		63970	12/07/21	388.71	128.65
		02 PRINTER/COPIER - CC	201000056304						64.32
									64.33
	INV100850	01 PRINTER/COPIER - ADMIN	101000056304	11/02/21		63970	12/07/21	388.71	86.41
		02 PRINTER/COPIER - ADMIN	201000056304						43.20
									43.21
	INV101238	01 PRINTER/COPIER-MAINT	101000056304	12/02/21		63970	12/07/21	388.71	36.11
		02 PRINTER/COPIER-MAINT	201000056304						18.06
									18.05
	INV101239	01 PRINTER/COPIER - CC	101000056304	12/02/21		63970	12/07/21	388.71	67.09
		02 PRINTER/COPIER - CC	201000056304						33.54
									33.55

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	INV101240			12/02/21		63970	12/07/21	388.71	43.74
		01 PRINTER/COPIER - ADMIN	101000056304						21.87
		02 PRINTER/COPIER - ADMIN	201000056304						21.87
							VENDOR TOTAL:		388.71
INTERS		INTERSTATE BATTERIES ROCKFORD							
	100279946			12/06/21		63989	12/09/21	364.90	364.90
		01 BATTERIES	101500066402		00005363				349.90
		02 BATTERY CORE RETURN	101500066403		00005363				15.00
							VENDOR TOTAL:		364.90
KISH		KISHWAUKEE SPECIAL RECREATION							
	2021-6		221000116855	11/24/21		63971	12/07/21	2,639.83	2,639.83
		01 2021 CONTRIBUTION							2,639.83
LE PRINT		LE PRINT EXPRESS							
	35725		101200046208	12/06/21	00005349	63972	12/07/21	310.00	235.00
		01 3 POSTERS							235.00
	35765		101200046214	12/06/21	00005348	63972	12/07/21	310.00	75.00
		01 MEMORIAL TREE PLAQUES							75.00
							VENDOR TOTAL:		310.00
LOWE		LOWE'S							
	903305-HXNXQL		101500066402	11/16/21		63974	12/07/21	395.26	105.53
		01 WOOD-PLOWS							105.53
	903311-HYKIAY		101500076500	11/22/21	00005339	63974	12/07/21	395.26	8.96
		01 JOIST HANGERS SHOP							8.96
	903417-HYKIEN		101500076500	11/22/21	00005338	63974	12/07/21	395.26	8.96
		01 JOIST HANGER SHOP							8.96
	903493-HVRAXO		101500076500	11/03/21	00005327	63974	12/07/21	395.26	56.99
		01 WET DRY VAC							56.99
	903589-HYPEOR		101500076511	11/23/21	00005342	63974	12/07/21	395.26	10.14
		01 EYE BOLTS SHOP							10.14
	903627-HVWAHX		202100066404	11/04/21	00005322	63974	12/07/21	395.26	64.32
		01 WOOD SPORTS FIELDS							64.32

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	903778-*HWNCAZ			11/09/21	00005323	63974	12/07/21	395.26	20.44
		01 CONCRETE FOR PATH STORY POSTS	101500066405						20.44
	903828-HYCZWK			11/19/21		63974	12/07/21	395.26	119.92
		01 WOOD-PLOW TRUCKS	101500066402						119.92
MART		MARTENSON TURF PRODUCTS					VENDOR TOTAL:		395.26
	83961	01 GRASS SEE SPORTS	202100076520	11/09/21		63922	11/23/21	130.50	130.50
MENA		MENARDS - SYCAMORE					VENDOR TOTAL:		130.50
	56182	01 SPORTS BUILDING PARTS/SEED/FRT	202100066404	10/29/21	00005325	63923	11/23/21	231.90	84.97
									84.97
	56926	01 SNOW FENCE-DROP CLOTHS	101500066407	11/11/21		63923	11/23/21	231.90	146.93
		02 SNOW FENCE-DROP CLOTHS	202100076500						97.98
	57218	01 REBAR, CONCRETE-TRUCK WEIGHTS	101500066403	11/16/21		63932	11/30/21	424.09	44.22
		02 WASHER FLUID-BALL WASH -PAINT	504100076500						119.41
	57306	01 CONCRETE-TURCK WEIGHTS	101500066403	11/17/21		63932	11/30/21	424.09	75.19
									44.22
	57339	01 GARDEN HOSE-OLD SHOP	504100076500	11/18/21		63932	11/30/21	424.09	135.36
		02 SPORTS DROP SPREADER	202100066404						135.36
	57565	01 SHOP PAINT SPORTS	202100066404	11/22/21	00005341	63939	12/02/21	40.67	40.67
	58067	01 SAND BLASTER TUBING	101500076500	11/30/21	00005359	63990	12/09/21	80.36	169.32
									49.33
	58140	01 DRAIN VALVE	101500076500	12/01/21	00005364	63990	12/09/21	80.36	119.99
									7.59
	58151	01 RETURN DRAIN VALVE CREDIT	101500076500	12/01/21	00005362	63990	12/09/21	80.36	7.59
									-7.59

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58220		01 DRILL BITS-PLIERS-SHOP TOOLS	101500076512	12/02/21	12/09/21	63990	80.36	69.97 69.97
MIDWESTIR MIDWEST IRRIGATION LLC								
31389		01 WINTER IRRIG LINES-GOLF & SC	504100076505	11/16/21	11/23/21	63924	1,750.00	1,750.00 1,400.00 350.00
		02 WINTER IRRIG LINES-GOLF & SC	202100066404					
MROUT MR OUTHOUSE								
4281		01 PORT-O-POTS - PARKS	101500056309	10/31/21	11/23/21	63925	1,805.00	1,805.00 1,000.00 330.00 475.00
		02 PORT-O-POTS - GOLF	504100056309					
		03 PORT-O-POTS - SPORTS	202100056309					
NEWV NEW VALUES MAGAZINE								
4844		01 OCT AD	101200046208	09/27/21	12/07/21	63975	350.00	350.00 350.00
NORTHILU NIU-COMMER ACCTS RECEIVABLE								
PED000172		01 KELSEY SIPP/LYNCH - GA	207000056315	10/18/21	11/30/21	63936	6,364.00	6,364.00 6,364.00
PED000172		01 BROOKE CARTER - GA	207000056315	10/18/21	11/30/21	63937	7,195.50	7,195.50 7,195.50
PDRMA PDRMA								
OCT 2021		01 HEALTH INS PREM	101000106801	12/03/21	12/03/21	63947	22,899.64	22,899.64 5,032.08 1,490.66 1,805.61 1,306.87 6,891.46 5,785.05 63.38 524.53
		02 HEALTH INS PREM	101500106801					
		03 HEALTH INS PREM	504100106801					
		04 HEALTH INS PREM	504000106801					
		05 HEALTH INS PREM	201000106801					
		06 HEALTH INS PREM	202100106801					
		07 HEALTH INS PREM	207500106801					
		08 HEALTH INS PREM	303000106801					

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PERFOR		PERFORMANCE FOODSERVICE						VENDOR TOTAL:	22,899.64
	6782558-REPLACEMENT			09/29/21		63976	12/07/21	176.88	176.88
	01 REPL CK#063779 - FRYER OIL		303000086617						69.70
	02 REPL CK#063779 - HOT DOGS		303000086615						107.18
PRIN		PRINCIPAL LIFE GROUP						VENDOR TOTAL:	176.88
	DEC 2021			12/07/21		63977	12/07/21	1,414.47	1,414.47
	01 DENTAL INS PREM		101000106801						297.86
	02 DENTAL INS PREM		101500106801						75.46
	03 DENTAL INS PREM		504100106801						87.77
	04 DENTAL INS PREM		504000106801						63.90
	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
RESOUR		RESOURCE BANK						VENDOR TOTAL:	1,414.47
	2017B-121521			11/02/21		63994	12/14/21	81,845.00	81,845.00
	01 PRINCIPAL		601000156901						77,000.00
	02 INEREST		601000156900						4,845.00
REVELS		REVELS TURF & TRACTOR, LLC						VENDOR TOTAL:	81,845.00
	192385			10/06/21		63934	11/30/21	1,627.65	621.74
	01 UTIL CART BRAKE & TRANS WORK		101500066403						207.24
	02 UTIL CART BRAKE & TRANS WORK		504100066403						207.24
	03 UTIL CART BRAKE & TRANS WORK		202100066403						207.26
	194278			10/21/21		63934	11/30/21	1,627.65	35.74
	01 DEERE MOWER PARTS-PARKS		101500066403						35.74
	194485			10/22/21		63934	11/30/21	1,627.65	152.21
	01 DEERE TRACTOR PARTS-COVER		202100066403						152.21
	196758			11/10/21		63934	11/30/21	1,627.65	817.96
	01 UTIL CART TRANS PARTS & REPAIR		101500066402						272.65
	02 UTIL CART TRANS PARTS & REPAIR		202100066402						272.65
	03 UTIL CART TRANS PARTS & REPAIR		504100066403						272.66

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							VENDOR TOTAL:		1,627.65
RONDO		RONDO ENTERPRISES, INC.							
	157620	01 NEW TRAILER HITCH JACK	101500066402	12/01/21		63978	12/07/21	132.90	126.95
	157653	01 TRAILER EYE BOLTS	101500076511	12/02/21		63978	12/07/21	132.90	126.95
							VENDOR TOTAL:		5.95
RPLUMB		R.P. LUMBER COMPANY							5.95
	2111-389280	01 PAINT FOR GARBAGE CANS	101500066404	11/30/21	00005344	63979	12/07/21	159.36	151.96
	2111-389371	01 SHOP RAKES	202100076500	11/30/21	00005345	63979	12/07/21	159.36	151.96
							VENDOR TOTAL:		7.40
SHAW		SHAW SUBURBAN MEDIA							7.40
	112110027030	01 NOV ADS	101200046208	11/30/21	00005347	63980	12/07/21	300.00	300.00
							VENDOR TOTAL:		300.00
T0000230		FREEMAN, JEANETTE							300.00
	MILEAGE 11-23-21	01 MILEAGE	101000046211	11/23/21		63926	11/23/21	39.76	39.76
							VENDOR TOTAL:		39.76
T0000566		HUBER, TIM							39.76
	SANTA 2021	01	206095016216	12/08/21		63987	12/08/21	200.00	200.00
							VENDOR TOTAL:		200.00
T0001701		WACKT, ROB							200.00
	12-11-21 BB GAMES	01 12-11-21 BASKETBAL REF	205550276128	12/14/21		63993	12/14/21	120.00	120.00
							VENDOR TOTAL:		120.00
T0001702		WACKT, ROB							120.00
	BALANCE OWED	01 BALANCE DUE FOR 11-20 GAMES	205550276128	12/02/21		63940	12/02/21	100.00	100.00
									40.00

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		BALANCE OWED		12/02/21		63940	12/02/21	100.00	100.00
		02 BALANCE DUE FOR 12-4 GAMES	205550276128					100.00	60.00
		BB REF 12-4-21		11/30/21		63935	11/30/21	60.00	60.00
		01 BASKETBALL REF 12-4-21	205550276128						60.00
T0001703		OCZKOWSKI, JAMES						VENDOR TOTAL:	160.00
		PAYROLL REPL		12/02/21		63941	12/02/21	66.43	66.43
		01 11-19-21 PAYROLL REPL CHECK	101000001001						66.43
T0001704		CHELSEA MCGHEE STUDIOS						VENDOR TOTAL:	66.43
		PORCH SIGNS		12/09/21		63991	12/09/21	150.00	150.00
		01 HOLIDAY HOUSE PORCH SIGNS	206194036216						150.00
THEW-T		THE W-T GROUP, LLC						VENDOR TOTAL:	150.00
		A2100212-01		12/01/21		63981	12/07/21	800.00	800.00
		01 POOL HEATER ENGINEERING	701000207006						800.00
ULINE		ULINE						VENDOR TOTAL:	800.00
		141599489		11/19/21	00005346	63948	12/03/21	158.52	158.52
		01 RED UTILITY CART AT CC	207000066400						158.52
UNUM		UNUM LIFE INSURANCE						VENDOR TOTAL:	158.52
		NOV 2021		12/07/21		63982	12/07/21	323.08	323.08
		01 STD INS PREM	101000106801						45.33
		02 STD INS PREM	101500106801						25.05
		03 STD INS PREM	504100106801						22.20
		04 STD INS PREM	504000106801						14.80
		05 STD INS PREM	201000106801						111.38
		06 STD INS PREM	202100106801						81.59
		07 STD INS PREM	207500106801						12.62
		08 STD INS PREM	303000106801						10.11
VULC		VULCAN MATERIALS CO.						VENDOR TOTAL:	323.08
		32799524		11/16/21		63927	11/23/21	244.85	244.85
		01 ROAD ROCK OLD SHOP LOT	101500076509						244.85

FROM 11/20/2021 TO 12/15/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
32805889		01 ROCK FOR OLD SHOP AREA	101500076509	11/22/21	12/07/21	63983	249.05	249.05
		WAREHOUSE DIRECT BUSINESS						249.05
	5113656-0	01 BINDERS/PAPER	101000046200	12/01/21	12/02/21	63942	51.13	51.13
		02 BINDERS/PAPER	201000046200					25.56
								25.57
							VENDOR TOTAL:	493.90
		WASTE MANAGEMENT						51.13
3325082-2011-5		01 OLD MILL PROJECT-20 YARD	701000207025	11/16/21	12/07/21	63984	1,393.74	136.31
								136.31
3325211-2011-0		01 11-17-21 EMPTY-OLD MILL PROJEC	701000207025	12/01/21	12/07/21	63984	1,393.74	1,257.43
		02 11-18-21 EMPTY-OLD MILL PROJEC	701000207025					333.00
		03 11-19-21 EMPTY-OLD MILL PROJEC	701000207025					389.16
		04 EVC AND RCR ON FINAL PICUP	701000207025					303.88
								231.39
3657131-2011-8		01 REFUSE - ADMIN	101000056302	11/30/21	12/07/21	63985	448.68	448.68
		02 REFUSE - CH	303000056302					59.18
		03 REFUSE - ADMIN	101000056302					59.19
		04 REFUSE - OLD SHOP	504100056302					8.50
		05 REFUSE - SC	202100056302					32.06
		06 REFUSE -PARKS	101500056302					40.26
		07 REFUSE -PICNIC	101500056302					40.26
		08 REFUSE -CC	207500056302					57.75
								151.48
							VENDOR TOTAL:	1,842.42
							TOTAL --- ALL INVOICES:	962,243.85

DATE: 12/15/21
 TIME: 15:22:57
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2021

INVOICE #	INVOICE DATE	INVOICE #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
40014107	12/03/21	01	BALL FIELD MIX	202100076533			12/15/21	181.82
						INVOICE TOTAL:		181.82
40014180	12/10/21	01	KEROSENE FOR POWER WASHER	101500076515			12/15/21	276.23
						INVOICE TOTAL:		276.23
						VENDOR TOTAL:		458.05
DEKA			DEKALB LAWN & EQUIPMENT CO.					
82231	11/29/21	01	CARBURETOR - MOWER	202100066403			12/15/21	58.06
						INVOICE TOTAL:		58.06
						VENDOR TOTAL:		58.06
DEKAM			DEKALB MECHANICAL INC					
81367	12/01/21	01	CH FURNACE WORK	101000066401			12/15/21	165.00
						INVOICE TOTAL:		165.00
						VENDOR TOTAL:		165.00
DOGWASTE			DOG WASTE DEPOT					
454570	12/15/21	01	DOG PARK WASTE BAGS	101500076540			12/15/21	108.89
						INVOICE TOTAL:		108.89
						VENDOR TOTAL:		108.89
HOMER			HOMER INDUSTRIES					
S170297	12/02/21	01	CERTIFIED PLAYGROUND MULCH	101500066407			12/15/21	1,520.00
						INVOICE TOTAL:		1,520.00
						VENDOR TOTAL:		1,520.00
MARS			M.A.R.S., INC.					
576154	12/14/21	01	REBUILD DUMP TRUCK ALTERNATOR	101500066402			12/15/21	196.00
						INVOICE TOTAL:		196.00
						VENDOR TOTAL:		196.00

DATE: 12/15/21
 TIME: 15:22:57
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2021

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
4402	12/07/21	01	NOV PORT-O-POTS- GOLF	504100056309			12/15/21	330.00
		02	NOV PORT-O-POTS - PARKS	101500056309				450.00
		03	NOV PORT-O-POTS - SPORTS	202100056309				165.00
								945.00
								945.00
T0001701			WACKT, ROB					
12-18-21	12/15/21	01	YOUTH BASKETBALL REF 12-18-21	205550276128			12/15/21	120.00
								120.00
								120.00
WAGN			WAGNER AGGREGATE, INC.					
33547	12/11/21	01	AG LIME FOR BALLFIELDS	202100076533			12/15/21	201.24
								201.24
								201.24
								3,772.24

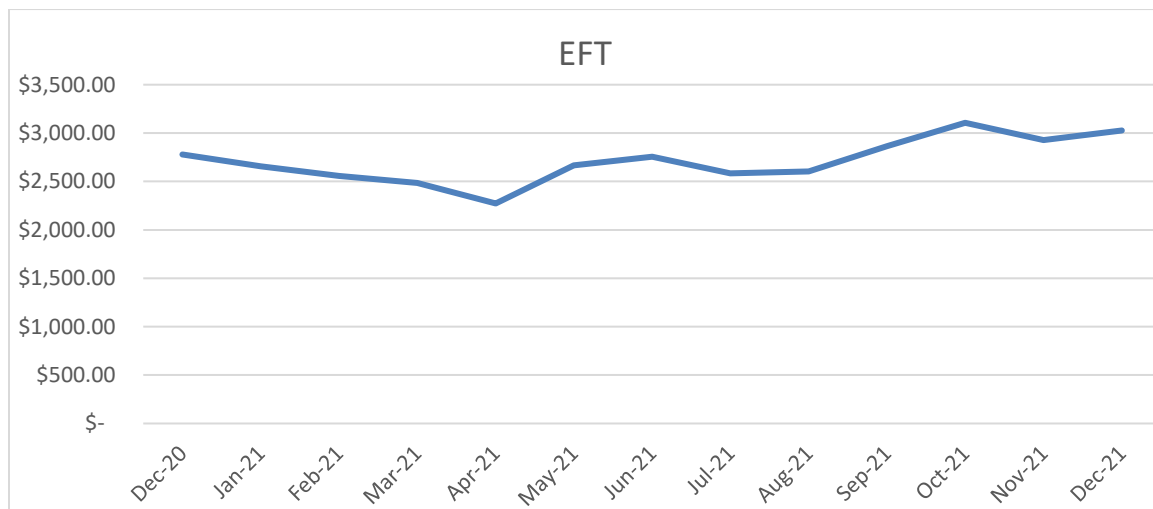
Interim \$ 962,243.85
New \$ 3,772.24

Total \$ 966,016.09

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: December 21, 2021

Administrative Initiatives (12/1/21 – 12/31/21)

- Attended scheduled Board and leadership/staff meetings.
- Reviewed deposits for Community Center using Rectrac. Prepared general ledger journal entry to be uploaded and posted to MSI, separating out dog park, shelter, 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 December installment was for 143 individuals, an increase of 3 from November. The monthly installment was \$2,921.40 (\$59.40 decrease) processed through credit cards and \$106 (\$41.00 increase) through ACH transactions. There were 5 households whose credit cards did not process (\$164) 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. Topics: email updates and additions, 2 factor authentication install, budget for replacements
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report.

- 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.
- Reviewed Harassment training and suggested alternative.
- Allocated IMRF and SS tax levy.
- Attended Pumpkin Festival Committee meeting.
- Consolidated and reviewed FY2022 Operating Budget first draft.
- Requested an update from the county on estimated EAV. Prepared 2021 Tax Levy Ordinance. File with county.
- Continued to work with Speer Financial and Chapman & Cutler on annual rollover bond. Finalized paperwork. Filed ordinance with County.
- Participated in additional PDRMA Virtual Risk Management Institute webinar: Living in Extraordinary (Stressful) Times and How to Create Supportive Environments.
- Finalized FY2022 Capital Budget.
- Prepared travel expenditure request for Board approval.
- Finalized open enrollment with employees for insurance. Submitted Flex Spending Account information for 2022. Provided updated payroll information.
- Participated in entrance conference with Auditors in preparation for 2021 Audit.
- Attended PDRMA PATH 2022 Webinar.
- Reached out to city Finance Director regarding Impact Fees. No communication since June.

Administrative Initiatives (1/01/22 – 1/31/22)

- Attend scheduled Superintendent and Board meetings.
- Complete quarterly payroll taxes
- Prepare and file monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Work with CMJ on technology as needed.
- Review and update FY 2022 Operating Budget and prepare final draft.
- Attend Pumpkin Festival Committee meeting.
- Attend IPRA/IAPD State Conference.
- Complete year-end reporting: w-2s, 1099s and ACA.
- Complete employee valuation statements for 2021.
- Facilitate PATH Incentive Payment to eligible employees
- Assist with year end pro shop inventory.
- Begin preparing for 2021 Audit.
- Prepare abatement ordinances.

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

Corporate Fund (10)

<u>Department</u>	<u>November 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	38,045.18	1,659,795.76	1,583,814.00	1,451,893.24	14.3% (1)	1,413,649.85	17.4%
Marketing	-	1,000.00	-	272.50	267.0% (5)	-	#DIV/0!
Parks	1,431.23	20,394.27	23,732.00	23,140.20	-11.9% (2)	19,706.49	3.5%
Total Revenues	39,476.41	1,681,190.03	1,607,546.00	1,475,305.94	14.0%	1,433,356.34	17.3%
Expenses							
Administration	612,047.14	1,175,796.16	1,269,693.00	1,241,384.93	-5.3% (3)	678,354.29	73.3%
Marketing	2,946.00	23,055.99	44,939.00	40,306.04	-42.8% (4)	34,200.96	-32.6%
Parks	18,044.77	235,496.14	297,933.00	235,911.61	-0.2%	264,890.39	-11.1%
Total Expenses	633,037.91	1,434,348.29	1,612,565.00	1,517,602.58	-5.5%	977,445.64	46.7%
Total Fund Revenues	39,476.41	1,681,190.03	1,607,546.00	1,475,305.94	14.0%	1,433,356.34	17.3%
Total Fund Expenses	633,037.91	1,434,348.29	1,612,565.00	1,517,602.58	-5.5%	977,445.64	46.7%
Surplus (Deficit)	(593,561.50)	246,841.74	(5,019.00)	(42,296.64)	-683.6%	455,910.70	-45.9%

(1) Replacement Taxes in 2021 greater than 2020 by 72.4% \$31,877 and 2019 by 54.7% \$26,835. Shelter rentals were impacted by COVID in 2020 and increased in 2021 by 358.1% \$6,438; compared to 2019 they are higher 11.1% \$821. Overall property tax increase from 2020 to 2021 is 4.4%, \$58,373. Includes proceeds from sale of MMNH \$149,907.

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

(3) 2021 wages and related taxes less than 2020 15.3% \$39,735. 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. Health Insurance Premium has decreased in 2021 compared to 2020, \$12,254 due to coverage difference and overlap of directors in 2020.

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

(5) Banner program in 2021.

Recreation Fund (20)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	29,169.71	1,019,096.98	1,027,728.00	1,007,790.51	1.1% (1)	968,322.59	5.2%
Sports Complex	690.00	24,474.50	44,457.00	2,993.50	717.6% (2)	24,521.00	-0.2%
Sports Complex Maintenance	3,324.01	38,757.90	42,339.00	40,251.82	-3.7%	36,698.89	5.6%
Midwest Museum of Natural Hist	-	1,680.86	2,400.00	1,742.88	-3.6%	2,395.97	-29.8%
Programs-Youth	823.52	21,504.77	21,711.00	11,716.49	83.5% (3)	16,508.39	30.3%
Programs-Tweens	(142.72)	548.79	1,696.00	157.00	249.5% (3)	252.00	117.8%
Programs-Adult	(87.16)	21,543.10	4,806.00	3,884.32	454.6% (3)	9,483.06	127.2%
Programs-Leagues	(83.82)	14,990.41	9,798.00	9,306.67	61.1% (3)	8,332.15	79.9%
Programs-Youth Athletics	322.90	55,125.80	24,382.00	18,655.53	195.5% (3)	29,072.88	89.6%
Programs-Fitness	274.83	18,630.00	12,629.00	9,731.72	91.4% (3)	20,015.95	-6.9%
Programs-Early Childhood	-	150.00	6,569.00	2,878.00	-94.8% (3)	5,938.00	-97.5%
Programs-Dance	(34.18)	2,994.02	3,085.00	1,946.20	53.8% (3)	3,408.82	-12.2%
Programs-Special Events	609.07	5,512.57	9,594.00	6,549.02	-15.8% (3)	11,487.73	-52.0%
Programs-Community Events	84.29	11,418.09	6,850.00	4,935.00	131.4% (3)	10,442.67	9.3%
Brochure	-	4,050.00	7,350.00	4,050.00	0.0%	7,350.00	-44.9%
Weight Room	9,577.28	108,406.66	149,397.00	84,950.40	27.6% (4)	165,398.63	-34.5%
Community Center	8,507.90	57,172.11	50,849.00	39,912.06	43.2% (4)	54,626.28	4.7%
Total Revenues	53,035.63	1,406,056.56	1,425,640.00	1,251,451.12	12.4%	1,374,255.01	2.3%

(1) Overall property tax increase 2020 to 2021 is 2.53% \$23,828.

(2) 2020 impacted by COVID. Did not start using sports complex in 2020 until 8/1.

(3) Revenue from programs increased 118.5%, \$82,658 compared to 2020. In comparison to 2019, revenues increased 32.6% \$37,476.

(4) Still feeling impacts of COVID

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

Pathway Fitness Membership	63.71% / 111.03% / 57.84%
Pathway Fitness Pass	84.10% / 149.98% / 77.03%
Track Only Pass	82.21% / 139.91% / 79.21%
Pre-pay Card	49.00% / 43.95% / 36.70%
Program Fees	81.23% / 137.22% / 49.84%
Daily Admission Fee	56.37% / 136.92% / 44.05%

Compared to Annual Budget/Compared to 2020 YTD:

Open Gym Daily	145.53% / 188.43% / 145.53%
Open Gym Membership	136.49% / 196.44% / 136.49%
Rentals	91.93% / 111.64% / 80.65%

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

Expenses								
Administration	40,044.00	494,320.21	598,550.00	525,867.78	-6.0%	(1)	481,536.51	2.7%
Sports Complex	-	-	-	-	#DIV/0!		78.06	-100.0%
Sports Complex Maintenance	34,002.74	371,636.75	434,361.00	374,846.38	-0.9%	(2)	384,768.29	-3.4%
Midwest Museum of Natural Hist	-	13,858.36	18,500.00	18,227.53	-24.0%		15,947.14	-13.1%
Programs-Youth	1,197.90	7,278.84	13,196.00	8,626.97	-15.6%	(3)	9,366.81	-22.3%
Programs-Tweens	73.91	143.17	1,049.00	-	#DIV/0!	(3)	50.00	186.3%
Programs-Adult	124.34	9,220.35	2,765.00	3,117.24	195.8%	(3)	7,581.47	21.6%
Programs-Leagues	931.18	4,496.66	6,405.00	4,726.65	-4.9%	(3)	4,497.27	0.0%
Programs-Youth Athletics	6,438.66	34,322.68	14,610.00	10,299.53	233.2%	(3)	17,594.57	95.1%
Programs-Fitness	1,069.80	11,998.89	9,527.00	6,999.19	71.4%	(3)	11,075.11	8.3%
Programs-Early Childhood	-	-	4,635.00	1,900.00	-100.0%	(3)	1,688.00	-100.0%
Programs-Dance	81.45	981.90	1,487.00	905.31	8.5%	(3)	858.31	14.4%
Programs-Special Events	57.32	2,099.47	6,204.00	3,895.31	-46.1%	(3)	7,052.22	-70.2%
Programs-Community Events	60.54	8,852.17	5,350.00	5,870.05	50.8%	(3)	25,889.15	-65.8%
Brochure	6,031.25	18,629.00	24,575.00	7,725.66	141.1%		18,266.17	2.0%
Weight Room	13,789.32	23,824.43	32,156.00	11,842.71	101.2%		23,252.41	2.5%
Community Center	13,308.42	163,025.81	218,217.00	153,667.81	6.1%	(4)	167,862.33	-2.9%
Total Expenses	117,210.83	1,164,688.69	1,391,587.00	1,138,518.12	2.3%		1,177,363.82	-1.1%
Total Fund Revenues	53,035.63	1,406,056.56	1,425,640.00	1,251,451.12	12.4%		1,374,255.01	2.3%
Total Fund Expenses	117,210.83	1,164,688.69	1,391,587.00	1,138,518.12	2.3%		1,177,363.82	-1.1%
Surplus (Deficit)	(64,175.20)	241,367.87	34,053.00	112,933.00	113.7%		196,891.19	22.6%

(1) 2021 wages and related taxes less than 2020 6.9% \$27,749 primarily due to staffing change and drop in IMRF rate. Also in 2020 COVID related expenses that were later reimbursed

(2) 2021 health insurance decreased 16.7% \$11,307 due to staffing changes.

(3) Expenses for programs increased 62.5%, \$26,546 compared to 2020 and decreased 14.5% \$11,331 compared to 2019.

(4) Wages and related payroll taxes increased over 2020 28.5% \$18,232 due to building being closed three months in 2020 due to COVID.

Donations (21)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	32,030.61	25,500.00	53,547.37	-40.2% (1)	71,200.25	-55.0%
Total Revenues	-	32,030.61	25,500.00	53,547.37	-40.2%	71,200.25	
Expenses							
Administration	1,827.00	1,827.00	50,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	1,827.00	1,827.00	50,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	32,030.61	25,500.00	53,547.37	-40.2%	71,200.25	
Total Fund Expenses	1,827.00	1,827.00	50,000.00	-	#DIV/0!	-	
Surplus (Deficit)	(1,827.00)	30,203.61	(24,500.00)	53,547.37	-43.6%	71,200.25	-57.6%

(1) Collection of Leaf a Legacy pledges.

Special Recreation (22)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	5,285.69	207,815.02	208,000.00	200,968.49	3.4%	191,544.70	8.5%
Total Revenues	5,285.69	207,815.02	208,000.00	200,968.49	3.4%	191,544.70	
Expenses							
Administration	-	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	11.7%
Total Expenses	-	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	
Total Fund Revenues	5,285.69	207,815.02	208,000.00	200,968.49	3.4%	191,544.70	
Total Fund Expenses	-	102,924.81	204,500.00	97,588.77	5.5%	92,165.85	
Surplus (Deficit)	5,285.69	104,890.21	3,500.00	103,379.72	1.5%	99,378.85	5.5%

Insurance (23)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	1,806.36	71,022.09	71,000.00	67,674.42	4.9%	72,210.00	-1.6%
Total Revenues	1,806.36	71,022.09	71,000.00	67,674.42	4.9%	72,210.00	
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	1,806.36	71,022.09	71,000.00	67,674.42	4.9%	72,210.00	
Total Fund Expenses	-	30,587.82	71,000.00	33,156.26	-7.7%	31,276.32	
Surplus (Deficit)	1,806.36	40,434.27	-	34,518.16	17.1%	40,933.68	-1.2%

Audit (24)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	380.54	14,962.13	15,000.00	14,471.28	3.4%	15,070.20	-0.7%
Total Revenues	380.54	14,962.13	15,000.00	14,471.28	3.4%	15,070.20	
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	380.54	14,962.13	15,000.00	14,471.28	3.4%	15,070.20	
Total Fund Expenses	-	16,500.00	16,500.00	14,750.00	11.9%	15,950.00	
Surplus (Deficit)	380.54	(1,537.87)	(1,500.00)	(278.72)	451.8%	(879.80)	74.8%

Paving & Lighting (25)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	634.31	24,941.95	25,000.00	25,280.75	-1.3%	611.25	3980.5%
Total Revenues	634.31	24,941.95	25,000.00	25,280.75	-1.3%	611.25	
Expenses							
Administration	-	-	73,522.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	73,522.00	-	#DIV/0!	-	
Total Fund Revenues	634.31	24,941.95	25,000.00	25,280.75		611.25	
Total Fund Expenses	-	-	73,522.00	-		-	
Surplus (Deficit)	634.31	24,941.95	(48,522.00)	25,280.75		611.25	3980.5%

Park Police (26)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	152.88	5,265.58	5,319.00	842.02	525.4% (1)	338.06	1457.6%
Total Revenues	152.88	5,265.58	5,319.00	842.02	525.4%	338.06	
Expenses							
Administration	366.41	3,920.35	4,844.00	3,158.30	24.1% (2)	1,027.78	281.4%
Total Expenses	366.41	3,920.35	4,844.00	3,158.30	24.1%	1,027.78	
Total Fund Revenues	152.88	5,265.58	5,319.00	842.02	525.4%	338.06	
Total Fund Expenses	366.41	3,920.35	4,844.00	3,158.30		1,027.78	
Surplus (Deficit)	(213.53)	1,345.23	475.00	(2,316.28)	-158.1%	(689.72)	-295.0%

(1) Levy increased for 2021.

(2) Patrol of Dog Park (payroll) increased in 2020 during COVID and changing to members only. Continued into 2021

IMRF (27)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	2,813.28	110,609.36	111,000.00	120,883.46	-8.5%	91,071.44	21.5%
Total Revenues	2,813.28	110,609.36	111,000.00	120,883.46	-8.5%	91,071.44	
Expenses							
Administration	8,468.83	97,507.72	111,000.00	112,131.50	-13.0%	84,716.55	15.1%
Total Expenses	8,468.83	97,507.72	111,000.00	112,131.50	-13.0%	84,716.55	
Total Fund Revenues	2,813.28	110,609.36	111,000.00	120,883.46	-8.5%	91,071.44	
Total Fund Expenses	8,468.83	97,507.72	111,000.00	112,131.50	-13.0%	84,716.55	
Surplus (Deficit)	(5,655.55)	13,101.64	-	8,751.96		6,354.89	106.2%

Social Security (28)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	2,546.35	100,112.77	100,000.00	101,611.43	-1.5%	101,917.75	-1.8%
Total Revenues	2,546.35	100,112.77	100,000.00	101,611.43	-1.5%	101,917.75	
Expenses							
Administration	7,779.37	95,729.60	105,224.00	90,747.38	5.5%	95,879.78	-0.2%
Total Expenses	7,779.37	95,729.60	105,224.00	90,747.38	5.5%	95,879.78	
Total Fund Revenues	2,546.35	100,112.77	100,000.00	101,611.43	-1.5%	101,917.75	
Total Fund Expenses	7,779.37	95,729.60	105,224.00	90,747.38	5.5%	95,879.78	
Surplus (Deficit)	(5,233.02)	4,383.17	(5,224.00)	10,864.05		6,037.97	-27.4%

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

Concessions (30)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Clubhouse Concessions	1,510.51	97,441.58	68,256.00	57,398.07	69.8%	61,956.08	57.3%
Beverage Cart	4.84	10,718.11	6,352.00	2,293.36	367.4%	7,009.39	52.9%
Sports Complex Concessions	40.24	48,638.63	32,667.00	13,012.13	273.8%	31,829.63	52.8%
Pool Concessions	-	-	10,549.00	-	#DIV/0!	8,332.11	-100.0%
Catering	983.49	15,725.59	18,007.00	3,349.22	369.5%	16,761.60	-6.2%
	<u>2,539.08</u>	<u>172,523.91</u>	<u>135,831.00</u>	<u>76,052.78</u>		<u>125,888.81</u>	
Total Revenues	2,539.08	172,523.91	135,831.00	76,052.78	126.8% (1)	125,888.81	37.0%
Expenses							
Clubhouse Concessions	4,336.43	86,823.17	88,703.00	68,550.35	26.7%	77,966.91	11.4%
Beverage Cart	127.09	9,165.88	5,381.00	589.98	1453.6%	4,615.26	98.6%
Sports Complex Concessions	1,263.01	35,150.94	31,665.00	8,766.46	301.0%	27,640.71	27.2%
Pool Concessions	-	-	10,046.00	-	#DIV/0!	7,016.92	-100.0%
Catering	209.09	4,184.71	6,690.00	1,483.29	182.1%	5,754.43	-27.3%
	<u>5,935.62</u>	<u>135,324.70</u>	<u>142,485.00</u>	<u>79,390.08</u>		<u>122,994.23</u>	
Total Expenses	5,935.62	135,324.70	142,485.00	79,390.08	70.5% (1)	122,994.23	10.0%
Total Fund Revenues	2,539.08	172,523.91	135,831.00	76,052.78	126.8%	125,888.81	37.0%
Total Fund Expenses	5,935.62	135,324.70	142,485.00	79,390.08	70.5%	122,994.23	10.0%
Surplus (Deficit)	(3,396.54)	37,199.21	(6,654.00)	(3,337.30)	-1214.6%	2,894.58	1185.1%

(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. I also feel that having the tablets with credit card capabilities increased sales at sports complex and bev cart.

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

Developer Contributions (32)

<u>Department</u>	<u>November 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	15,313.51	-100.0%	14,686.04	-100.0%
Total Revenues	-	0.92	15,000.00	15,313.51	-100.0%	14,686.04	
Expenses							
Administration	-	-	15,000.00	-	#DIV/0!	-	#DIV/0!
Total Expenses	-	-	15,000.00	-	#DIV/0!	-	
Total Fund Revenues	-	0.92	15,000.00	15,313.51	-100.0%	14,686.04	
Total Fund Expenses	-	-	15,000.00	-	#DIV/0!	-	
Surplus (Deficit)	-	0.92	-	15,313.51	-100.0%	14,686.04	-100.0%

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

Golf Course (50)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Golf Operations	12,995.54	610,768.50	425,553.00	454,436.41	34.4% (1)	381,520.02	60.1%
Golf Maintenance	1,694.06	19,461.53	22,039.00	18,662.64	4.3%	18,367.57	6.0%
Total Revenues	14,689.60	630,230.03	447,592.00	473,099.05	33.2%	399,887.59	57.6%
Expenses							
Golf Operations	14,899.61	225,776.53	233,920.00	190,166.26	18.7% (2)	189,911.38	18.9%
Golf Maintenance	23,034.18	252,556.39	265,811.00	212,832.75	18.7% (3)	254,355.95	-0.7%
Total Expenses	37,933.79	478,332.92	499,731.00	402,999.01	18.7%	444,267.33	7.7%
Total Fund Revenues	14,689.60	630,230.03	447,592.00	473,099.05	33.2%	399,887.59	57.6%
Total Fund Expenses	37,933.79	478,332.92	499,731.00	402,999.01	18.7%	444,267.33	7.7%
Surplus (Deficit)	(23,244.19)	151,897.11	(52,139.00)	70,100.04	116.7%	(44,379.74)	-442.3%

(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 156.93% / 140.15% / 181.88%

Golf Events & Misc 37.80% / 39.41% / 32.99%

Lessons 64.27% / na / na

Carts 164.69% / 143.72% / 189.16%

Season passes 138.58% / 135.67% / 136.32%

Pro shop sales 120.69% / 111.81% / 119.93%

Weekly league rate is now in green fees

(2) Wages and related expenses higher in 2021 compared to 2020 23.1% \$25,169 and 2019 20.7% \$23,007. New POS system in 2021 \$10,200. Higher credit card fees 95.2% \$6,208 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 14.1% 17,993 and to 2019 decreased 1.7% \$2,519 primarily due to part time staff.

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

Aquatics (51)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Pool	-	26,975.77	71,654.00	44.68	60275.5%	68,448.48	-60.6%
Swim Lessons	-	2,666.08	22,811.00			20,929.39	-87.3%
Splashpad	-	13,251.00	22,804.00	8,194.00	61.7%	13,211.45	0.3%
Total Revenues	-	42,892.85	117,269.00	8,238.68	420.6% (1)	102,589.32	-58.2%
Expenses							
Pool	-	47,232.57	67,929.00	1,529.02	2989.1%	52,422.42	-9.9%
Aquatics Maintenance	267.09	28,019.46	33,200.00	10,170.13	175.5%	32,380.79	-13.5%
Swim Lessons	-	816.11	11,734.00	-		9,083.98	-91.0%
Splashpad	-	55.93	349.00	-	#DIV/0!	50.45	10.9%
Total Expenses	267.09	76,124.07	113,212.00	11,699.15	550.7%	93,937.64	-19.0%
Total Fund Revenues	-	42,892.85	117,269.00	8,238.68	420.6%	102,589.32	-58.2%
Total Fund Expenses	267.09	76,124.07	113,212.00	11,699.15	550.7%	93,937.64	-19.0%
Surplus (Deficit)	(267.09)	(33,231.22)	4,057.00	(3,460.47)	860.3%	8,651.68	-484.1%

(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 November 30, 2021

Debt Service (60)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	16,382.93	644,122.31	645,000.00	634,117.12	1.6%	621,898.26	3.6%
Total Revenues	16,382.93	644,122.31	645,000.00	634,117.12	1.6%	621,898.26	
Expenses							
Administration	-	558,333.21	640,178.00	625,786.26	-10.8%	614,115.84	-9.1%
Total Expenses	-	558,333.21	640,178.00	625,786.26	-10.8%	614,115.84	
Total Fund Revenues	16,382.93	644,122.31	645,000.00	634,117.12	1.6%	621,898.26	
Total Fund Expenses	-	558,333.21	640,178.00	625,786.26	-10.8%	614,115.84	
Surplus (Deficit)	16,382.93	85,789.10	4,822.00	8,330.86	929.8%	7,782.42	1002.3%

Capital Projects (70)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	25.22	549,000.00	1,880.45	-98.7%	13,309.35	-99.8%
Total Revenues	-	25.22	549,000.00	1,880.45	-98.7%	13,309.35	
Expenses							
Administration	161,952.50	415,441.86	614,838.00	383,832.52	8.2%	500,695.19	-17.0%
Total Expenses	161,952.50	415,441.86	614,838.00	383,832.52	8.2%	500,695.19	
Total Fund Revenues	-	25.22	549,000.00	1,880.45	-98.7%	13,309.35	
Total Fund Expenses	161,952.50	415,441.86	614,838.00	383,832.52	8.2%	500,695.19	
Surplus (Deficit)	(161,952.50)	(415,416.64)	(65,838.00)	(381,952.07)	8.8%	(487,385.84)	-14.8%

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

Action 2020 (71)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>		<u>2019 YTD Actual</u>	
Revenues							
Administration	-	91,839.51	249,002.00	38,515.59	138.4%	5,324,748.89	-98.3%
Total Revenues	-	91,839.51	249,002.00	38,515.59	138.4%	5,324,748.89	
Expenses							
Administration	-	986,928.32	1,620,350.00	1,115,462.29	-11.5%	1,647,031.76	-40.1%
Total Expenses	-	986,928.32	1,620,350.00	1,115,462.29	-11.5%	1,647,031.76	
Total Fund Revenues	-	91,839.51	249,002.00	38,515.59	138.4%	5,324,748.89	
Total Fund Expenses	-	986,928.32	1,620,350.00	1,115,462.29	-11.5%	1,647,031.76	
Surplus (Deficit)	-	(895,088.81)	(1,371,348.00)	(1,076,946.70)	-16.9%	3,677,717.13	-124.3%
Total Fund Revenues	139,743.06	5,235,640.85	5,752,699.00	4,559,253.46		9,954,583.26	
Total Fund Expenses	974,779.35	5,598,519.36	7,286,536.00	5,626,822.22		5,898,867.73	
Surplus (Deficit)	(835,036.29)	(362,878.51)	(1,533,837.00)	(1,067,568.76)		4,055,715.53	

Sycamore Park District
Fund Balances

	Audited 1/1/2021	Revenues	Expenses	Audited 11/30/2021	11/30/2021 Cash balance
10 Corporate	820,032.92	1,681,190.03	1,434,348.29	1,066,874.66	1,062,417.90
20 Recreation	463,680.80	1,406,056.56	1,164,688.69	705,048.67	716,943.32
21 Donations	166,593.13	32,030.61	1,827.00	196,796.74	196,796.74
22 Special Recreation	19,460.95	207,815.02	102,924.81	124,351.16	124,351.16
23 Insurance	43,018.31	71,022.09	30,587.82	83,452.58	83,452.58
24 Audit	13,423.50	14,962.13	16,500.00	11,885.63	11,885.63
25 Paving & Lighting	48,804.64	24,941.95	-	73,746.59	73,746.59
26 Park Police	690.47	5,265.58	3,920.35	2,035.70	2,115.99
27 IMRF	-	110,609.36	97,507.72	13,101.64	13,101.64
28 Social Security	5,224.09	100,112.77	95,729.60	9,607.26	9,607.26
30 Concessions	26,192.46	172,523.91	135,324.70	63,391.67	58,778.11
32 Developer Contributions	15,492.35	0.92	-	15,493.27	15,493.27
50 Golf	28,463.93	630,230.03	478,332.92	180,361.04	184,956.22
51 Aquatics	2,372.62	42,892.85	76,124.07	(30,858.60)	(30,052.56)
60 Debt Service	88,244.06	644,122.31	558,333.21	174,033.16	174,033.16
70 Capital Projects	421,544.39	25.22	415,441.86	6,127.75	6,127.75
71 Action 2020	1,905,295.24	-	-	1,905,295.24	1,407,119.04
	4,068,533.86	5,143,801.34	4,611,591.04	4,600,744.16	4,110,873.80

Summary of depository accounts as of **12/17/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First Midwest Bank	1,927,052.76	0.05
Resource Bank	200,138.51	0.08
IPDLAF	2,358,835.53	varies
DCCF - Action 2020	73,571.41	
Dekalb Co. Community Foundation	<u>22,803.44</u>	
	4,582,401.65	

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: December 16, 2021

Administrative Initiatives (12/1/21-12/31/21)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended all Board meetings and management team meetings in December.
- The Winter/Spring brochure arrived in homes around December 3rd and 2022 registration began on December 6th.
- Recreation Supervisor Rex and Facility Supervisor Metcalf will organize the new, "OPEN HOUSE" events to promote the upcoming registration of each seasonal brochure. These parties will give discounts to multiple registrations, highlight certain programs, and provide short sampling of fitness classes or youth programs to sample. We will have some new swag items with new logo for giveaways. The first open house will be January 5th from 4-6pm.
- All Recreation staff took a shift to work the annual Cookies with Santa event on December 10 & 11. The Lions Club members assisted with distributing cookies and giving eye exams. See a 4 - year look at attendance:

2018	720	2019	743	2020	309	2021	505
FRIDAY	371	FRIDAY	377	FRIDAY	147	FRIDAY	276
Adults	188	Adults	199			Adults	119
Kids	183	Kids	178			Kids	157
SATURDAY	349	SATURDAY	366	SATURDAY	162	SATURDAY	229
Adults	194	Adults	180			Adults	122
Kids	155	Kids	186			Kids	107

- Thank you to Recreation Specialist Dobberstein and GA's for decorating the Community Center for the holidays. Kevin & Heather Breuer of Sycamore donated their bobsled again for a window display and Upstaging donated all the exterior holiday lighting.
- The customer service desk staff will lose another two staff this month. Please note, they are not leaving for other jobs, but for family reasons. Customer Service Specialist Oczkowski has been interviewing to fill three positions at the service desk counter.
- Recreation Supervisor Rex will continue to update logo and branded items. Soon we will see the new logo in the lobby at the Community Center and on the Parks vehicles.
- Recreation Supervisor Rex presented the results of the Community Pool usage and needs survey to the Community Pool Focus Group on December 8th. Also, present Director Bailey, Commissioner Doty, Superintendent Tevsh and Facility Supervisor Metcalf.
- Recreation Supervisor Rex Administer the Fall 2021 program and rental participant surveys. The information from 2021 will be included in the Executive Summary report.

- Superintendent Tevsh and Recreation Specialist Dobberstein met with CASI Illinois Chili POD Rep Bill Pearson to go over the Sycamore Chili Cook-off, scheduled for January 15th. We hope to have 15-25 cooks to make this a new location for a sanctioned CASI event. The event will take place at the clubhouse and the public can start tasting at 1:30pm. We will need 25 judges to taste the chilis from 12-1:30pm. Any Commissioners that would be interested in being a judge for the event, please let me know.
- Dog Park passes sold as of December 11th- 467. All dog park memberships expire as of December 31st. For 2022, Dog owners will be required to have a photo of their dog(s) on file and proof of vaccinations (3 types). The city of Sycamore is no longer selling Dog tags. Daily Dog park fees will be accepted if owner has all the above information at the time of purchase.
- November vending sales totaled selling \$360.25 in product from the Community Center.
- Superintendent Tevsh met with National Business furniture to get quotes for furniture and new cabinet pricing at the community center. NBF gives government discount pricing.
- Recreation team met to discuss & brainstorm ideas for Literacy Lane for the Months designated for the Park District. The Park District will cover four months- January, March, July, October.
- Recreation Supervisor Rex attended the Sycamore Parks Foundation meetings.
- Recreation Specialist Genz attended Leadership Academy (DeKalb County Courthouse, DeKalb County (Brian Gregory).
- Session two fall programs have concluded. Little tumblers (15) Intro to dance (4) hip hop jazz (3) Karate (29) Art club (12) All Star sports (7 classes, 70 enrolled).
- As of December 14, 2021, we have 244 Active Pathway Fitness 24/7 Memberships, 259 Active Pathway Fitness Passes, 39 Active Track 24/7 Memberships, 157 Active Track Passes and 261 Active Open Gym Passes.
- Recreation Specialist Genz met with newly hired Dance instructor to go over program details.
- Recreation Specialist Genz met with Tumbling instructor to discuss survey results and make a few adjustments for future sessions.
- Recreation Specialist Genz met with Art instructor to discuss some details on Art Summer Camp 2022.
- Six birthday party packages were sold at the community center in December.
- Recreation Specialist Dobberstein will manage the Rotary Christmas party at clubhouse on December 16th.
- Recreation Specialist Dobberstein already accepted vendors for Self-Care Fair on February 5th.
- Facility Supervisor Metcalf attended the KSRF Board Meeting on December 14th.
- Facility Supervisor Metcalf continues to work in RecTrac to update things as new tasks get added and changed.
- Leaf A Legacy wrap up- as we close out the sport affiliate MOU's, this is what the park District has collected to-date for the Leaf A Legacy donations:
 - Girls Softball \$10,000 (paid in full)
 - Boys Baseball \$20,000 (paid in full)
 - AYSO \$14,000 (owe \$24,000)
- Graduations- Congratulations to our GA Kelsey Sipp Lynch, graduating with her master's degree from NIU and to Lauren Ross, our Service Desk staff, with a bachelor's degree in Education from Illinois State University.
- Community Center hours will be adjusted for the holidays: Dec 24 & 30th from 7am-2pm, closed Dec 25, Jan 1.

***See attached Facility usage report with yearly comparison. November marked the first month with attendance greater than 2019.**

Administrative Initiatives (1/1/22-1/30/22)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Will attend all Board meetings, any study session, and management team meetings in January.
- All Recreation staff will attend the Winter Open House scheduled for January 6 from 4pm-6pm.
- Recreation staff will attend the employee holiday party on January 7th.
- Recreation staff will work the January 15th Chili Cook-off event.
- Recreation staff will work the Winter Family Play Day on January 23rd. Pray for snow!

- Recreation staff will attend the IPRA/IAPD State conference January 27-29.
- Recreation Supervisor Rex will begin preparations for the 100th Anniversary
- Recreation Supervisor Rex will begin working with Visionary webworks to plan the new Park District and Parks Foundation websites.

To: Board of Commissioners

From: Kelsey Lynch

Date: December 8th, 2021

Administrative Initiatives (January 2021 – December 2021)

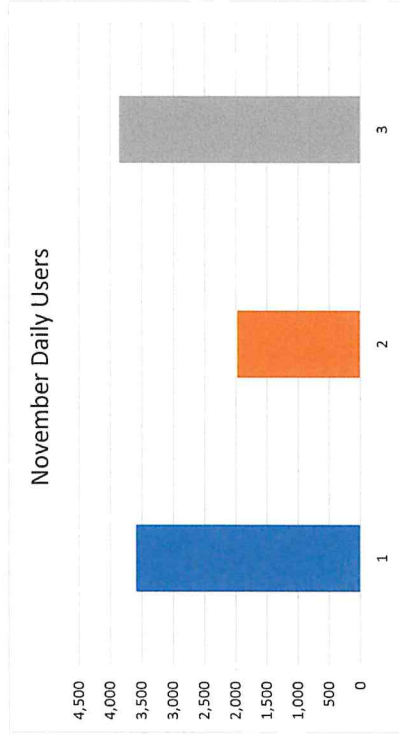
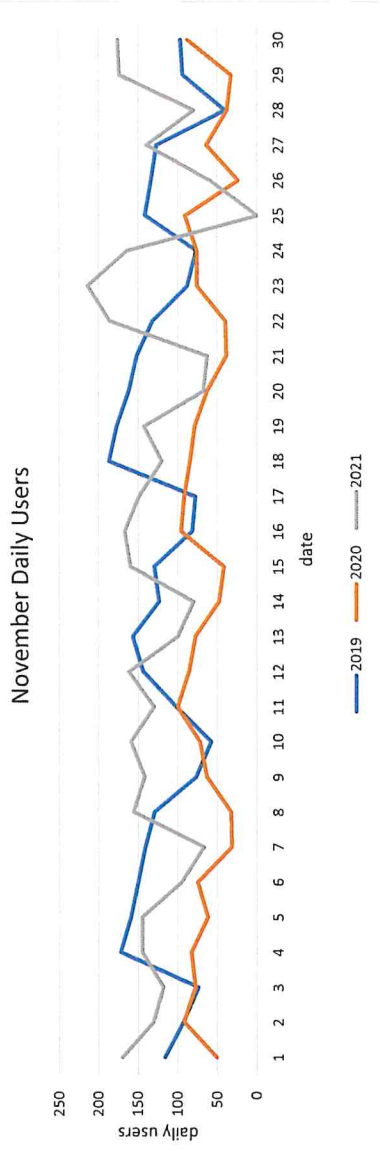
Kelsey Lynch, Graduate Assistant

- Attended Management Team Meetings
- Assisted with Summer Concert
- Assisted with the Service Desk 10 hours a week
- Assisted with the data collecting and marketing of Pathway Fitness
- Assisted with Home Schooling Physical Education Lesson Plans
- Lead weekly Home-Schooling Physical Education (October-November 2021)
- Initiated Second Youth Boys Basketball League
 - Communicated with Ten Coaches

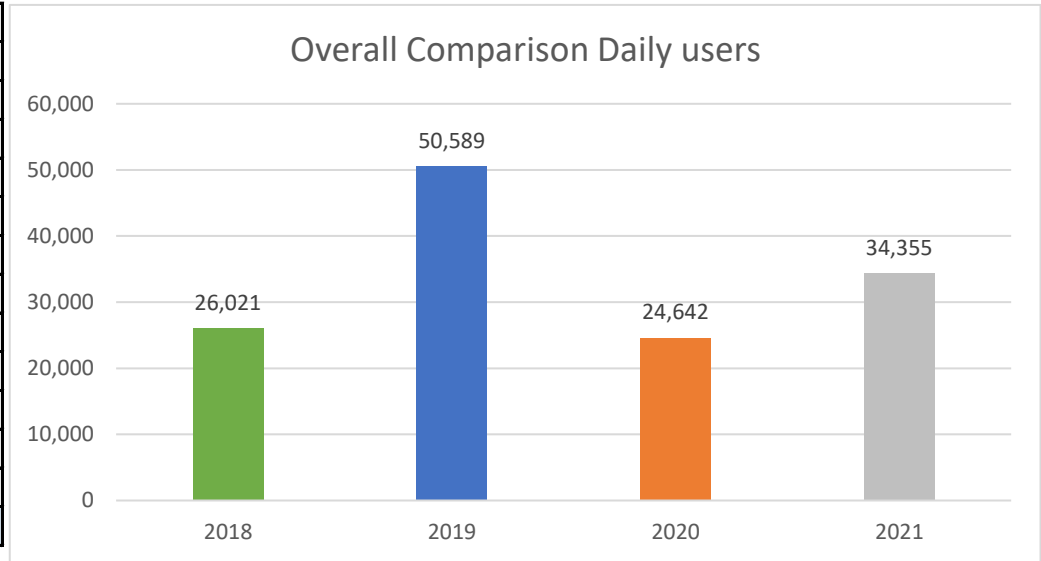
- Provided Ten Coaches with essential information and updates to keep everyone in the loop
- Created Coach and Parents October/November/December Schedule
- Created Coaches Contact list
- Created Reservations within RecTrac for League
- Created spreadsheet containing each coach team members name, parents name, phone numbers and emails
- Created spreadsheet to collect Team member T-Shirt Sizes
- Modified Rules and Regulations for League
- Ordered T-Shirts for the League and distributed it to each member
- Monitored all Saturday Skill Days
- Set up Saturday Skill Days
- Initiated Second Holiday House Decorating Contest Event
 - Assisted with Entry Form Flyer Creation
 - Created Judging Criteria
 - Communicated with all Three Judges of timeline and structure
 - Communicated with Chelsea McGhee for Prizes of Top Winner in Each Category
 - Created Spreadsheet for an organized structure of all applicants
 - Ordered Participant Signs
 - Displayed Participant Signs at each resident's house
 - Calculated all Judging Entries for Top Winner in each category
- Created Window Display for Winter 2021
- Created Lobby decorations at CC for Winter 2021
- Assisted with Concession
 - Selling Food & Drinks
 - Preparing Food & Drinks
 - Cash Register
- Learned Operations of Facility
 - Gym Controls
 - Curtains
 - Basketball Baskets
 - Score Board

- Setting up Volleyball Nets
 - Taking down Volleyball Nets
 - Setting up Pickle Ball Nets
 - Taking Down Pickle Ball Nets
- Learned Splash Pad Chemical Guidelines
- Learned Dog Patrol Rules and Regulations
 - Patrolled Dog Park
- Learned proper Equipment Cleaning due to IDPH Rules
- Completed BASSETT Certification
- Completed Food Handler Certification
- Attended Board Meeting on November 23rd, 2021

	2018	2019	2020	2021
November 1	120	116	51	170
2	103	93	92	131
3	54	74	78	118
4	96	172	83	145
5	151	159	62	145
6	148	150	75	95
7	139	141	32	67
8	139	129	33	156
9	98	77	63	142
10	98	58	72	159
11	87	102	100	130
12	161	144	86	162
13	164	157	78	100
14	130	124	48	80
15	120	130	42	160
16	87	82	96	167
17	86	78	92	149
18	92	187	85	120
19	124	177	79	143
20	150	162	63	68
21	127	152	39	63
22	33	132	40	186
23	70	88	76	214
24	69	77	76	164
25	71	142	91	0
26	69	134	24	60
27	123	127	64	140
28	143	41	38	80
29	130	94	33	174
30	92	97	88	176
TOTALS	3,274	3,596	1,979	3,864



	2018	2019	2020	2021
January		4,950	5,133	3,154
February		4,595	4,713	3,133
March		5,462	2,325	2,937
April	1,005	2,504	0	1,700
May	1,591	4,265	0	2,986
June	4,179	5,343	0	3,703
July	2,530	5,700	2,520	3,745
August	3,986	3,999	2,270	3,829
September	2,680	3,157	1,455	2,566
October	3,075	3,077	1,871	2,738
November	3,274	3,596	1,979	3,864
December	3,701	3,941	2,376	0
	26,021	50,589	24,642	34,355



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 21, 2021

Administrative Initiatives (12/1/21 – 12/31/21)

****As the end of my 25th year as the Superintendent of Golf Operations comes to fruition, I wish to express my appreciation to the Board of Commissioners, both past and present and the entire staff, both past and present of the Sycamore Park District. It has been a wild ride and at times both good and not so good. It continues to be an honor to work with such fantastic people, especially Jeff Donahoe. He and I have spent the last quarter of a century together and have made in incredible team. ****

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing.
- Served on Holiday party committee.
- Finalized lesson offerings for 2022.
- Closed the golf course for the 2021 season. Target date is Sunday, December 5th as the last day of golf for the season.
 - 1.) Last day of golf was Sunday, December 5th.
 - 2.) Ended the season with 28,352 18-hole equivalent rounds played.
 - 3.) Currently stand at \$605,129.41 in total revenue. This equals \$196,519.41. Still selling merchandise and gift certificates until December 24th.
 - 4.) Finished the golf season averaging \$21.38 per player per round, compared to \$13.81 in 2020 and \$12.97 in 2019.
- Moved all remaining golf carts and push carts into the cart barn for winter storage.
- Scheduled carpet replacement. Paint ceiling, walls and window framing in the pro shop.

- 1.) Clearing of the pro shop and office scheduled for December 17 through December 20.
 - 2.) Carpet and kick plate/base board removal scheduled December 22 and 23.
 - 3.) Painting of Ceiling, windows and walls to begin once carpeting is removed.
 - 4.) Carpeting to be laid December 29 and 30.
- Continued to work with Jonelle, Jeff, Steve and ERA on Bridge number 1 preconstruction plans and timeline.
 - Continued to meet with sales representatives for pro shop merchandise for 2022.
 - Continued to finalize dates for 2022 golf outings and send out outing contracts.
 - Contacted all corporate leagues and begin to schedule their dates for 2022.
 - Began promotion of 2022 approved golf rates.
 - Began Swing into Spring Sale marketing. This sale is scheduled for Friday, March 4th through Sunday, March 6th.
 - Started to lay out the 2022 Tournament and Outing calendar, 2022 lesson promotions flyer and permanent tee time information.

Administrative Initiatives (1/1/22 – 1/31/22)

- Attend all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing.
- Attend holiday party.
- Move pro shop displays, merchandise, and office furniture back into the pro shop and office.
- Continue to work with Jonelle, Jeff, Steve and ERA on Bridge number 1 preconstruction plans and timeline.
- Continue to meet with sales representatives for pro shop merchandise for 2022.

- Create a wish list for golf course on-course projects with Jeff Donahoe and Steve Tritt.
- Continue the promotion of 2022 approved golf rates.
- Continue the Swing into Spring Sale marketing. This sale is scheduled for Friday, March 4th through Sunday, March 6th.
- Finalize the lay out of the 2022 Tournament and Outing calendar, 2022 lesson promotions flyer and permanent tee time information.
- Continue bi-monthly marketing calls with Teesnap marketing.
- Finalize Assistant Professional/Apprentice or Pro Shop Manager job description and begin promoting the acceptance of applications.
- Meet with Jonelle and Sarah to begin possible marketing promotion of existing scoreboard north of the pro shop with new business sponsors.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: December 21st, 2021

Administrative Initiatives (12/1/21-12/31/21)

Golf

- The .7" of rain on Dec. 10/11 was the most received at once in over two months. From Oct. 26th thru Dec. 9th, only .5" came down. At the moment, no snow fall or rain of significance is expected thru the end of the year which would make 2021 a very dry year and several inches below average.
- Mowing and leaf mulching have concluded for the year. One last mowing of the greens, tees, and fairways took place at the end of November/beginning of December.
- Snow mold preventive fungicide has been applied to all primary areas for winter disease control.
- Staff has brought in all course equipment and roped off the greens for snowmobile protection. Mowers are being power washed and prepped for winter maintenance and reels removed for sharpening and parts replacement. Tree trimming work continues outside with the nice temperatures when the winds are not too high.
- I have priced and ordered some fertilizer and pesticide products with terms to save money from early order programs. This also locks in product as the supply chain issues will continue into spring.
- A special thanks to Steve Tritt, Aric Coleman, Josh Chesser and all our seasonal staff for an amazing year at the golf course. We received a lot of compliments this year for the course conditions and the popularity of the course every day shows this. Thanks also to Kirk and his staff for all their hard work and many hours running the operation. Excellent job also to Melissa, Missy, and their staff for the concession's operation.

Sports

- Staff completed mowing, leaf mulching, and has been making repairs of equipment, fields, and adding rock to surrounds. Mower equipment repair has also started along with garbage can painting.
- We are already collaborating with user groups on ball field tournaments for next year.
- William Charles continues work on the new fields with the dry weather. Paving of the lot will take place next spring but much of the concrete work has been completed. A water line from the maintenance shop has been installed to the site as well.

- The pool has been to protect underground pipes and surging of the basin due to heaving. Sump pumps run continuously to keep the surface from totally freezing over to keep the pool edges from damage by ice.
- W-T engineering should have the plans completed this week for the new pool heater that have to be submitted to the State for approval. We will then get State approved contractor quotes for the work based on the plans.

Parks

- I attended staff, Board, and study session meetings.
- Attended budget planning meetings for 2022 operation budgets.
- Completed staff annual performance written and in-person reviews. Completed my review with Director Bailey.
- Have heard many positive comments about the library literacy trail signs along the new trail as the first story is now in place.
- I have been scheduling and coordinating our required annual compliance inspections for fire alarms, fire sprinklers, elevator, backflow preventors, and HVAC checks for our buildings.
- Staff has performed last mowing/mulching, continue to clean up limbs after the high wind events, getting plows ready, bringing in tables and cans, and are working on picnic tables replacing bad boards.
- The removal of the warped playground surface tiles at Old Mill Park has been completed. Staff removed all the tiles and then the area was excavated to a depth of twelve inches. Two semi loads of certified playground mulch was then added to the site. Additional mulch will be added in the spring after winter settling.
- Nicholas, Director Bailey, and I met with the City inspectors to receive requirements for making the old shop break room and education area for small classes. Nicholas has been transforming the room into a nature education space with aquariums, reptile cages, and nature educational material for kids. The meeting went well, and we will be adding exit signs, fixing up the bathroom prior to classes next summer.
- Working on educational training planning for winter. I must retake both the Certified Pool Operator and the Certified Playground Safety Inspector classes and exams this winter. Other staff must take the State Pesticide Applicator exam.
- All staff completed the State required sexual harassment annual training on-line class.
- Some staff and I will be taking time off around the holidays.

- On a personal note, it is hard to believe but I am about to complete my 25th year working at the Sycamore Park District. I started in January of 1997 as a 26-year-old in charge of the golf course. I have seen many challenges and positive changes in the Park District, along with many changes to and additional job responsibilities thru the years. Thank you for the past support and I am looking forward to the future as the Park District continues to grow and improve!

Administrative Initiatives (1/1/22-1/31/22)

- Attend all staff, Board, and planning meetings.
- Attend planning meetings with IDOT and engineers for next phase of trail system to Old Mill Park.
- Work with Upland design on Founders Park playground installation construction as we should receive the equipment in January but install in spring, and Reston Pond plans.
- Attend State Park District Conference in Chicago.
- Continue pool heater replacement planning.
- Continue project planning, materials ordering for season.
- Organize office and filing systems.
- Complete required building function inspections.
- Work with Rec. staff on sports field user group planning.
- Staff will work on all equipment completing winter preventive and corrective maintenance, reel sharpening, plowing/salting as needed, can painting, picnic table repairs, supply ordering and shop organizing.

OLD MILL PARK NEW SURFACING



To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: December 2021

Administrative Initiatives (12/1 – 12/31/2021)

- 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
- Staff:
 - Employee Evaluation Review finalization
 - Succession planning for Golf: new positions, golf Pro/manager
 - Organizational Chart Review – Final document January/February 2022
 - Confirm with all departments
 - Current positions
 - Future positions
 - Estimated costs
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
 - Sexual Harassment Training
- Review Marketing needs and timelines with Sarah Rex.
 - New signage w/ Mission, Vision and Core Value information at facilities
 - Change over of emails and URL address to sycparks.org
- Review all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail: in the process of negotiation and review
 - Founders Park on hold until spring, removal of current playground equipment and preparation for installation. EST date of equipment arrival pushed back until January 2022
 - Memorial Park Development timeline and construction update: playground installed week of 11/7, posts for backstops have been installed, and they started laying cement for the parking lot dividers.
- First Draft of the Employee Policy Manual to the board
- Started process to create the Sycamore Park District Foundation
 - Planning first year of activities
 - Official roll-out of launch scheduled
 - Working on Webpage and social media for Foundation
 - Have emails for foundation members
 - Creating a working Budget for the Foundation

Administrative Initiatives (1/1 – 1/31/2022)

- 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: Diversity Section, Membership Council
- Attend IPRA/IAPD Annual Conference

- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Staff:
 - Organizational Chart Review – Final document January/February 2022
 - Staffing increase information to present to the board
- 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 all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail: in the process of negotiation and review
 - Memorial Park Development timeline and construction update
- Final draft to board for the update of the Employee Manual with Staff
- Started process to create the Sycamore Park District Foundation
 - Planning first year of activities
 - Official roll-out of launch scheduled
 - Working on Webpage and social medial for Foundation
 - Have emails for foundation members
 - Creating a working Budget for the Foundation



Theresa,

Thank you for the Park District's donation to our raffle at the Neighbors' House Giving Thanks 5k event. The raffle raised well over \$500 for our organization! With your help, we're looking forward to reaching out to more children in need throughout DeKalb County.

Many thanks and blessings,
Neighbors House

Kirk,

We appreciate the courtesy you extended to us in making our golf season enjoyable and a success. We look forward to returning for the 2022 season.

I would like to thank you for working with me regarding tee times and the number of foursomes participating on a weekly basis.

Bill Lutt

Merry Christmas and
Happy New Year!

"GENEVA UNITED METHODIST SENIOR MEN'S GOLF"



Kirk -

Thank you for hosting a wonderful event. I really appreciate the time, attention to detail and all hands on deck attitude you employ on your staff!

Merry Christmas
Kel



Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Construction Update

BACKGROUND INFORMATION:

Founders Park: The playground was removed at the end of October by Kids Around the world. George's Landscaping started excavation and laying of the foundation for the new playground. Currently, the curbs are laid, and the fence is in place. Little Tykes has a new estimated delivery date of 1/21/2022. Due to the continued delays, there will be additional costs in the spring for George's regarding staffing, fencing costs, etc.

Attached is the included additional costs from Upland and Georges' Landscaping.

Additional Charge for the following rental extensions:

Dumpster Rental	\$700
Portable Restroom Rental	\$350
Construction Fence Rental	\$1,275
Total of:	\$2,235

FISCAL IMPACT: Total Change of \$2,325 increasing the total of \$80,075 for the Founder playground project.

STAFF RECOMMENDATION: Board vote to accept proposed change.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

JEB

Change Order #1

#932

Date: 10-Dec-21

Project: Founders Park Playground Renovation

Owner: Sycamore Park District

Contractor: George's Landscaping, Inc.

Change Order for Contract Time Extension

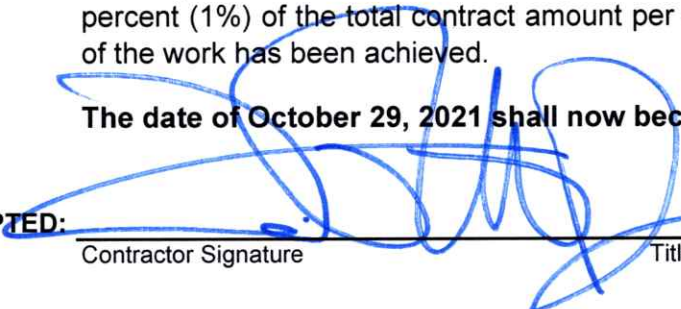
Section 00 2113 - Instruction to Bidders

15. LIQUIDATED DAMAGES

The Contractor shall commence the work with authorization from the Owner pending delivery and shall be completed by **October 29, 2021**. In the event the Owner and Contractor cannot agree that the entire project work is substantially completed by **October 29, 2021 (seeding shall be complete, but lawn does not have to be filled in)**, then, in addition to any remedies available to the Owner, the Contractor shall pay to the Owner the sum of one percent (1%) of the total contract amount per day for each day beyond the completion date until substantial completion of the work has been achieved. Please note that lawn seeding shall be complete by **October 29, 2021**, but that full germination shall not be required. The Contractor will continue work to ensure healthy lawn and prairie/rain garden are established until completion and acceptance by Owner of these items. This payment is for the liquidated damages, in addition to any other damages that may be incurred the Owner, and not as a penalty. All such liquidated damages may set off against any monies that may be due the Contractor. When substantial completion is met, a punch list will be developed by Upland Design Ltd. Fifteen calendar days after the punch list is delivered, all items shall be complete. If any items remain to be complete after fifteen calendar days the Contractor shall pay the sum of one percent (1%) of the total contract amount per day beyond until final completion of the work has been achieved.

The date of October 29, 2021 shall now become May 1, 2022

ACCEPTED: _____
 Contractor Signature Title



George W. Petecki, Jr., President

APPROVED: _____
 Owner Signature Title

Change Order 2

#932

Date: 10-Dec-21

Project: Founders Park Playground Replacement

Owner: Sycamore Park District

Contractor: George's Landscaping, Inc.

The following items shall be added and/or deducted from the overall scope of the project listed above. These shall become part of the contracted work by the general contractor and its' subcontractors. Work shall be paid for in the amount(s) listed below. No further payment beyond these amount(s) shall be considered. This change order shall not change the completion date of the project.

Additions to Contract

Item #	Description	Price
Ch2-1	Additional Charge for the follow rental extensions:	
	Dumpster Rental	\$ 700.00
	Portable Restroom Rental	\$ 350.00
	Construction Fence Rental	\$ 1,275.00
Total Additions:		\$ 2,325.00

Deductions from Contract

Item #	Description	Price
Total Deductions:		\$ -

Total Change:	\$ 2,325.00
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Original Contract Amount:	\$	80,750.00
Total Previous Change Orders:	\$	-
Contract Total	\$	80,750.00
Additions this Change Order:	\$	2,325.00
Deductions this Change Order:	\$	-
Contract Total Including All Change Orders:	\$	83,075.00

ACCEPTED:

Contractor Signature

George W. Petecki, Jr., President
Title

12/10/21
Date

APPROVED:

Owner Signature

Title

Date

SYCAMORE PARK DISTRICT ANNUAL

Winter Wonderland

CHRISTMAS PARTY

FRIDAY
JANUARY 7, 2021
6:30 PM - 9:30 PM

TONS OF HOLIDAY ACTIVITIES TO ENJOY

FATTY'S PUB AND GRILLE
1312 W LINCOLN HWY, DEKALB, IL 60115

DINNER - GIFT SWAP - CHRISTMAS MUSIC
- & MUCH MORE



PLEASE RSVP TO MELISSA @ MELISSAD@SYCPARKS.ORG

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: Sport Affiliate MOU's Update: Information Only

BACKGROUND INFORMATION: This is to inform you that a few changes have been made to the Sport Affiliate's MOU's. The Affiliate's include AYSO Soccer, Sycamore Storm Softball, Sycamore Youth Baseball, and Sycamore Youth Softball. The MOU's have been in place since 2013 and have been working well. These documents outline the needs and the expectations of both the Affiliate and the District. They were updated to reflect exactly what each group is using, which includes the changes to their Sport Field locations (Riverside Sport Complex and Citizen Memorial Sport Complex Park) in 2022.

The last three-year MOU agreement included the Leaf A Legacy Contributions and held the field usage rates during that time, from 2019-2021.

In this 2022-2024 three-year agreement, the Affiliate groups will now pay the new field usage rates which were approved at the November 2021 Board meeting.

The MOU's and approved field usage rates are attached for you to review and comment.

FISCAL IMPACT: None at this time.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**Sycamore Park District
and
Sycamore Girls' Softball
Affiliate Group Memorandum of Understanding**

Purpose

The Sycamore Park District (hereafter "Park District") recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Girls' Softball, Inc. (SGS) (hereafter "Affiliate"). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties' concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

I. Criteria and Conditions

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:

- a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
 - b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
 - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and file must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home and cell phone numbers to the Park District by January 1st of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.

9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
10. All fees, charges, monies, and expenditures shall be handled by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to act as a resource to assist the Affiliate in finding an efficient and cost effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

II. Facility Use

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, community center, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation and Parks Staff..
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2, 3, 5-8, 9-12 and batting cage usage from April 1 to October 31 on their scheduled Tuesday, Thursday and Saturday mornings for game days and practices. ~~Field #10 cannot be used on Tuesdays starting in May. August 1 to October 31, fields 6, 7, and 8 are not available due to soccer using those fields.~~ (Note: Saturday practice and game times may need to be adjusted in April and May if fields 9-11 are needed for the High School.) **New fields 17-21 will be assigned at a later date when determined ready for use.**

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted use of one storage unit located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, **but not more frequently than annually**, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15th of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. ~~The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees remain the same.~~ New fees will be applied starting in 2022. **See attached Fee chart.
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the District.
12. Other Provisions:

The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.

- d. The Park District will provide use of the Community Center, as available, **during building hours**, for two photo days, one each season, in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rates. Large groups of over 50 people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the **Park District Liaison**.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost, but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district, and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season at **\$26 per game**.

- k. The Affiliate may be asked to pay a portion of the services of an on-site “Facility Manager” to ensure that the Affiliate is receiving services it requested.

III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While Sycamore Girls' Softball (SGS) will use reasonable care in protecting the Park District property during its activity, SGS does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any SGS participants, agents or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

V. No Third Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

VI. Donations of Time, materials or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are greatly appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

VII. Keys for Lights, Equipment, Buildings, etc.

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit of **\$150** being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

VIII. Termination

This Memorandum of Understanding is valid for the calendar years of **2022, 2023, and 2024**. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has causes this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of Affiliate

Authorized Signature of Park District

Print Name/Title of Above Signature

Print Name/Title of Above Signature

Date

Date

**Sycamore Park District
and
Kishwaukee Valley Storm Softball
Affiliate Group Memorandum of Understanding**

Purpose

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Kishwaukee Valley Storm Softball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

I. Criteria and Conditions

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:

- a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
 - b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
 - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and file must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees, or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home, and cell phone numbers to the Park District by January 1st of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park

District. Likewise, the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.

10. All fees, charges, monies, and expenditures shall be managed by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to function as a resource to assist the Affiliate in finding an efficient and cost-effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park district is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents.
16. The Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

II. Facility Use

1. The Affiliate shall have authorization and permission to use the Park District property known as ballfields, batting cages, community center, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation and Parks staff.

2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the ball fields on the last Friday, Saturday, and Sunday of June to operate its tournament. The District agrees to provide maintenance staff during this weekend to provide support.
2022 – June 24, 25, 26
2023 – June 23, 24, 25
2024 – June 28, 29, 30

The Affiliate will have priority use of **ball fields 9-12** for practices from **April 1 to October 31** on their scheduled Wednesdays (5:00pm to dusk) and Sundays (12:00-5:00pm), with some occasional Sundays in the fall (8:00am-5:00pm) when scheduled in advance.

Additionally, if this Memorandum of Understanding is in good standing, the Affiliate shall have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk,

prior to the first games during the tournament. The Affiliate upon occasion may assist in the purchase of supplies.

10. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than **January 15th of each year**. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The fee will be **\$125.00** per team starting in 2022 and will be paid by the Affiliate to operate the tournament. Sycamore teams entered in the tournament will not be subject to this fee.
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the Park District.
12. Other Provisions:

The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.
- d. The Park District will provide use of the Community Center, as available **during building hours**, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rate. Large groups of over fifty people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field

- conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers, and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
 - g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate engages in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Park District Liaison.
 - h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
 - i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
 - j. Electricity usage for lights will be invoiced for time used at the end of the season **at \$26 per game.**
 - k. The Affiliate may be asked to pay a portion of the services of an on-site "Facility Manager" to ensure that the Affiliate is receiving services it requested.

III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon

any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

- b. While Kishwaukee Valley Storm Softball will use reasonable care in protecting the Park District property during its activity, Kishwaukee Valley Storm Softball does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any Kishwaukee Valley Storm Softball participants, agents, or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.h)
- d. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

V. No Third-Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

VI. Donations of Time, materials, or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

VII. Keys for Lights, Equipment, Buildings, etc.

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit of **\$150** being paid to the Park District before the season begins. If all keys are returned to the Park District

at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate. If this contract should be terminated, all keys must be returned to the Park District immediately.

VIII. Termination

This Memorandum of Understanding is valid for the calendar years of 2022, 2023, and 2024. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of Affiliate

Authorized Signature of Park District

Print Name/Title of Above Signature

Print Name/Title of Above Signature

Date

Date

**Sycamore Park District
and
Sycamore Youth Baseball
Affiliate Group Memorandum of Understanding**

Purpose

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Sycamore Youth Baseball (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

I. Criteria and Conditions

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:

- a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
 - b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
 - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and **file** must be submitted by the third game of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees, or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home, and cell phone numbers to the Park District by January 1st of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.

9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise, the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
10. The Affiliate shall manage all fees, charges, monies, and expenditures itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees that the group is responsible for all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to function as a resource to assist the Affiliate in finding an efficient and cost-effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents that comply with applicable player registration deadlines and subject to sufficient volunteer participation in the program.
16. The Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

II. Facility Use

1. The Affiliate shall have authorization and permission to use the Park District property known as ball fields, batting cages, community center, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the **Recreation and Parks staff**.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities.
4. The Affiliate is solely responsible for providing supervision for all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of ball fields 2-8 and 13-16 from April 1 to August 1 on Monday, Wednesday, Friday and Saturday afternoon for their scheduled game days and practices. Also, August 1 to **October 31** on Monday, Wednesday, Friday, and late Saturday afternoons/evenings on fields 2, 3, and 5-8. Anytime on field 4. ~~Fields 6, 7, and 8 are not available due to soccer using those fields.~~ **New fields 17-21 will be assigned later when determined ready for use.**

Additionally, as long as this Memorandum of Understanding is in good standing, the Affiliate shall have continued and uninterrupted access and exclusive use of the two storage units located in the grey building across from Field 1. The Affiliate will also have access to storage lockers located at each field.

Finally, the Affiliate is responsible for putting bases out before each game and returning them to the box after use is completed. IF bases are left out or boxes not locked, the Affiliate will be responsible for financial compensation to the Park District for their replacement, as well as the contents.

9. The Park District is responsible for necessary field equipment which includes bases, garbage cans, pitching mounds and dragging and striping of fields, which includes chalk, prior to the first game of consecutively scheduled games. The Affiliate upon occasion may assist in the purchase of supplies.
10. Fees will change at times, **but not more frequently than annually**, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15th of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. If the field has already been prepped and then canceled due to any reason, the Affiliate will pay half of the original fee. ~~The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees remain the same.~~ New fees will be applied starting in 2022. **See attached fee chart
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the District.
12. Other Provisions:

The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.

- d. The Park District will provide use of the Community Center, **as available during building hours**, for two photo days, one each season, in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rate. Large groups of over fifty people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers, and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate participates in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the Park District Liaison.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season at **\$26 per game**.

- k. The Affiliate may be asked to pay a portion of the services of an on-site “Facility Manager” to ensure that the Affiliate is receiving services it requested.

III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While Sycamore Youth Baseball (SYB) will use reasonable care in protecting the Park District property during its activity, SYB does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any SYB participants, agents, or invitees.
- c. Should the Affiliate contribute to the cost of a capital improvement in the Park District (see II.12.i)
- d. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

V. No Third-Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

VI. Donations of Time, materials, or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

VII. Keys for Lights, Equipment, Buildings, etc.

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. The procedure will require a key deposit of \$150 being paid to the Park District before the season begins. If all keys are returned to the Park District at the end of the season, the Affiliate will be given back its original deposit. If there are keys that are not returned, the Affiliate will forfeit its complete deposit. This deposit will be used to pay for the re-keying of the locks for the following year. Any difference in cost between the deposit and the actual re-keying will be charged to the affiliate.

VIII. Termination

This Memorandum of Understanding is valid for the calendar years of 2022, 2023, and 2024. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has causes this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of Affiliate

Authorized Signature of Park District

Print Name/Title of Above Signature

Print Name/Title of Above Signature

Date

Date

**Sycamore Park District
and
AYSO Soccer
Affiliate Group Memorandum of Understanding**

Purpose

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with American Youth Soccer Organization, Region 718 (hereafter “Affiliate”). With this Memorandum of Understanding (MOU), the parties will define the working relationship, mutual expectations, and individual responsibilities. The Parties recognize that issues may arise not contemplated by this MOU and the Parties agree to negotiate resolution of those issues in good faith consistent with the spirit and intent of this MOU. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

I. Criteria and Conditions

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:

- a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities which are compatible with and supplement Park District programs.
 - b. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.
 - c. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, including addresses, emails, and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first name, first initial of last name, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Printout and **file** must be submitted by the end of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees, or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home, and cell phone numbers to the Park District by January 1st of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.

9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise, the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval of the National Office of the American Youth Soccer Organization.
10. All fees, charges, monies, and expenditures shall be managed by the Affiliate itself, with its own accounts in the group's name.
11. The Affiliate acknowledges and agrees it is responsible for any and all expenses incurred by it, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The District would be willing to function as a resource to assist the Affiliate in finding an efficient and cost-effective means to accomplish this.
14. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park District is not responsible for any hiring or retention decisions.
15. Registration for membership/tryouts must not exclude Sycamore Park District residents provided that residents comply with applicable player registration deadlines and subject to sufficient volunteer participation in the program.
16. The Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

II. Facility Use

1. The Affiliate shall have authorization and permission to use the Park District property known as soccer fields, community center, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Field scheduling to be coordinated by the Recreation and **Parks Staff**.
2. It is the sole responsibility of the Affiliate to determine whether any facility, field or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions relating to Safety.
3. The Affiliate shall inspect each field prior to and subsequent to each use and shall promptly report any unsafe condition (holes in field, broken equipment, etc.) to the Park District Superintendent of Parks and Facilities, who shall promptly repair them.
4. The Affiliate is solely responsible for providing supervision for any and all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or Security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District neighbors or other Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of the soccer fields for their **Fall Season** on Saturdays until 4:00pm for games and Mondays and Wednesdays, from 3:30pm until Dusk and some limited Tuesday and Thursday space for practices from August 1 to November 15. **Spring Season** on Saturdays until 4:00pm for games and Mondays and Wednesdays, from 3:30pm until Dusk and some limited Tuesday and Thursday space for practices from April 1 to June 30.

During the Affiliate's season, the District agrees not to organize any soccer league that would compete with the Affiliate's program. The District does have the inherent right to provide youth soccer instruction to the taxpayers of Sycamore and will on occasion do so.

Additionally, as long as this Memorandum of Understanding is in effect, the Affiliate shall have continued, and uninterrupted access and exclusive use of the white soccer building located just west of the maintenance facility parking lot.

9. The Park District is responsible, at its cost, for necessary field lining, goals, placement of goals, garbage cans and port-a-pots.
10. Fees will change at times, but not more frequently than annually, and an annual fee rate will be provided by the Park District to the Affiliate no later than January 15th of each year. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. ~~The Leaf-a-Legacy Contribution Agreement will continue through 2021 while the original fees of \$12.00 per player, per season, will remain the same.~~ New fees will be applied starting in 2022. **The per player fee in 2022 will be \$13.00**
11. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. ~~This will include and allow Troop 16 to sell concessions in the fall.~~ The Affiliate may then contact the Superintendent of Finance and ask to fill out a "Vendor Permit" to sell those items. Specifics of the items sold and the date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on District property without written permission from the District.
12. Other Provisions:

The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates. Final game schedules must be in the hands of the park district at least 10 days in advance. ADDITIONALLY,

- a. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee per Athlete will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.
- b. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice. Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- c. Field scheduling shall be coordinated by the League Director of the Affiliate. Adequate time between games should be considered to allow for parking constraints.

- d. The Park District will provide use of the Community Center, as available **during building hours**, for two photo days, once each season, in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rates. Large groups of over fifty people will require an additional \$25 fee for set up. The Affiliate **MUST** schedule all room rentals at least one week in advance.
- e. The Affiliate will provide safety training for referees and coaches. The Park District reserves the right to cancel games and/or practices due to wet or unsafe field conditions, or Park District programs. Coaching certification may be required within the next few years.
- f. All practices and games shall be postponed or cancelled when lightning, thunder or threatening weather takes place at the Park District facility location. Games and practices may not resume until no lightning has been sighted for thirty (30) minutes. The Park District's ThorGard Lightening Detector is the base line expectation for this rule. Coaches, volunteers, and staff are encouraged to fault on the side of discretion in extending, further, the delays due to lightening should there be any doubt or question.
- g. The Affiliate is not permitted to assign its right of access to the fields to any other organization. Further, if the Affiliate is involved in the scheduling of any games not involving the Affiliate participants or where the event is not organized or supervised by the Affiliate, these games from other communities that are allowed at Park District facilities must be with written approval from the **Park District Liaison**.
- h. The Affiliate can assign two current Affiliate board members or volunteers to be the Liaison to the Park District for ordering of field material. Please call the Superintendent of Parks and Facilities.
- i. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it becomes the property of the park district and shall be cared for to the best of the District's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- j. Electricity usage for lights will be invoiced for time used at the end of the season at **\$26 per game**.

- k. The Affiliate may be asked to pay a portion of the services of an on-site “Facility Manager” to ensure that the Affiliate is receiving services it requested.

III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management by AYSO of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder while an AYSO activity is occurring on the premises. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.
- b. While AYSO will use reasonable care in protecting the Park District property during its activity, AYSO does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any AYSO participants, agents, or invitees.
- c. Should the Affiliate contribute to a capital improvement project in the park, the provisions of Section II.12.i shall apply.
- d. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

V. No Third-Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

VI. Donations of Time, materials, or field Improvements

Donations from the affiliate such as field improvements, additions or donations of time or materials are appreciated by the District and will be recognized. Donations of materials or property will be considered the property of the District and at that point the District will be solely responsible for the property/material.

VII. Keys for Lights, Equipment, Buildings, etc.

The Affiliate will agree to use the key system the Park District has put in place understanding this procedure is in place to maximize use of the facility for all and to help contains costs for all. **There will be a yearly distribution of keys with a \$150 deposit. Keys will then be returned at the end of season, along with the key deposit, with all keys checked back in.** The Park District has issued keys AA5, #1-7, 11-15 to the affiliate. If this contract should be terminated for any reason, all keys must be returned to the Park District immediately. If there are keys that are not returned, the Affiliate will be charged the cost of re-keying the locks.

VIII. Termination

This Memorandum of Understanding is valid for the calendar years of **2022, 2023, and 2024**. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next three years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of Affiliate

Authorized Signature of Park District

Print Name/Title of Above Signature

Print Name/Title of Above Signature

Date

Date

	2020-2021		2022			
	Affiliate fees	Rental Fees	5%			10%
			Affiliate fees			Rental Fees
*Field 1	\$58	\$58	\$61			\$64
*Fields 2-3	\$20	\$25	\$21			\$28
*Fields 5-8	\$20	\$25	\$21			\$28
*Field 4	\$23	\$30	\$24			\$33
*Fields 9-12	\$24	\$30	\$25			\$33
*Fields 13-16	\$16	\$18	\$17			\$20
*NEW Field 17			\$24			\$33
*NEW Field 18			\$21			\$28
*NEW Fields 19-21			\$21			\$28
*AYSO per Player	\$12		\$13			xx
*Soccer Fields	\$25	\$35	\$26			\$39
*Lights	\$25	\$25	\$26			\$28
STORM Team fees	\$100.00			\$125.00		

*yearly increase through 2025

**Board of Commissioners****Date of Board Meeting: December 21, 2021****STAFF RECOMMENDATION****AGENDA ITEM:**

Policy Manual Update

BACKGROUND INFORMATION:

This year has had some significant HR challenges that highlighted some of the failings of our current policy manuals. We have a Full time and a Part time employee manual, and they did not always say the same thing or in the same way. In addition, we would like to move forward with the plan to create an employee portal that contains all the relevant information that staff would need to know regarding the policies for the Sycamore Park District. We will also have a binder at each facility for easy reference to the District policies.

Administration has reviewed and updated, when necessary, each policy in both employee manuals. We have combined the documents to create one policy manual for the Sycamore Park District staff and will distribute it as stated above.

The board has received a SharePoint link to access all the policies. Attached you will find the table of contents highlighting the policies that were updated or changed. We did not highlight those policies where we only changed pronouns or adjusted formatting.

FISCAL IMPACT:**STAFF RECOMMENDATION:** Board vote to accept proposed change. *JEB***PREPARED BY:** Jonelle Bailey, Executive Director**EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:**

INTRODUCTION AND AT-WILL DISCLAIMER**EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT****WHAT SPD EXPECTS FROM YOU/OPEN COMMUNICATION POLICY****PREFACE****SECTION 1: EMPLOYMENT POLICIES**

- 1-1 Classification of Positions
- 1-2 Independent Contractors
- 1-3 Job Descriptions
- 1-4 Hours on Duty
- 1-5 Employment and Vacant Positions
- 1-6 Child Labor Laws
- 1-7 Criminal Background Investigations
- 1-8 Pre-Employment Testing
- 1-9 Americans With Disabilities Act
- 1-10 Equal Employment Opportunity
- 1-11 Pregnancy Discrimination
- 1-12 District Property
- 1-13 Modified Duty Program
- 1-14 Personnel Files
- 1-15 Separations
- 1-16 Work Schedules
- 1-17 Anniversary Dates
- 1-18 Succession Policy
- 1-19 Residency

SECTION 2: COMPENSATION POLICIES

- 2-1 Pay Periods
- 2-2 Recording of Hours Worked
- 2-3 Payroll Deductions
- 2-4 Fair Labor Standards Act
- 2-5 Administrative Leave
- 2-6 Performance Appraisal and Salary Review
- 2-7 Business Expenses

SECTION 3: EMPLOYEE CONDUCT POLICIES

- 3-1 Meeting Attendance
- 3-2 Political Activity *
- 3-3 Attendance
- 3-4 Proper Dress and Appearance *

- 3-5 Children in the Workplace
- 3-6 Smoke Free Workplace
- 3-7 Personal Information
- 3-8 Work Areas
- 3-9 Weapons in the Workplace
- 3-10 Carelessness
- 3-11 Workplace Wrongdoing
- 3-12 Phone Usage
- 3-13 Romantic Relationships
- 3-14 Violence in the Workplace
- 3-15 Solicitation and Distribution and Use of Bulletin Boards
- 3-16 Employee Cooperation
- 3-17 Alcohol and Drug Abuse *
- 3-18 Discipline
- 3-19 Conflict of Interest *
- 3-20 Gifts
- 3-21 Grievances
- 3-22 Reporting Abused or Neglected Children
- 3-23 Accommodating Disabilities
- 3-24 Discrimination and Harassment *
- 3-25 Payroll
- 3-26 Blogging and Social Media Policy *
- 3-27 Safety
- 3-28 Transgender Policy
- 3-29 Footwear *
- 3-30 Housekeeping *
- 3-31 Bloodborne Pathogens and Communicable Diseases *

SECTION 4: EMPLOYEE LEAVE POLICIES

- 4-0 Benefits: General
- 4-1 Vacation
- 4-2 Personal
- 4-3 Holiday
- 4-4 Bereavement
- 4-5 Jury Duty
- 4-6 Disability
- 4-7 Maternity/Paternity
- 4-8 Family and Medical Leave Act
- 4-9 Military Leave
- 4-10 School Visitation Rights Act
- 4-11 Family Military Leave
- 4-12 Absence Without Leave
- 4-13 Victim's Economic Security and Safety (VESSA)
- 4-14 Personal Leave of Absence

- 4-15 Miscellaneous Benefits
- 4-16 Health/Wellness Leave
- 4-17 Sick Leave Donation
- 4-18 Child Bereavement Leave

SECTION 5: DISTRICT PROPERTY & FACILITIES

- 5-1 Use of District Information, Property and Equipment
- 5-2 Vehicle Use and Fleet Safety
- 5-3 Security and Keys
- 5-4 Voice Mail
- 5-5 Tape Recording
- 5-6 Information Systems

SECTION 6: EMPLOYEE BENEFITS

- 6-1 Disclaimer on Benefits
- 6-2 Retirement
- 6-3 Social Security and Medicare
- 6-4 Insurance
- 6-5 Employee Assistance
- 6-6 Workers Compensation
- 6-7 Cafeteria Plan (remove)
- 6-8 {NOT IN USE }
- 6-9 Liability Insurance
- 6-10 Conferences, Seminars, and Professional Participation
- 6-11 Education Benefit

SECTION 7: WORKPLACE MATTERS

- 7-1 General Workplace Matters
- 7-2 Your Right to Know
- 7-3 Notice of Video Surveillance System
- 7-4 Open Door Policy
- 7-5 Suggestion System Policy

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 06-2021: **Recommend approval**

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 06-2020 that indicated the estimated amount to be collected in 2022 for the tax year 2021. After further work on the 2022 budget I have made some minor adjustments to the final levy although in total the amounts have not changed. You can see these changes on the attached spreadsheet.

The spreadsheet shows the following:

- 2020 Extended Levy
- Figures used for 06-2021 Resolution
- Figures for the 2021 Tax Levy Ordinance
- Estimated actual levy based upon using the estimated EAV provided by the County (includes capturing CPI)
- Figures being used for the 2021 budget (DOES NOT include capturing CPI)

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

FISCAL IMPACT: The amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$3,041,000 for 2021. My estimate of what the District will actually receive if there is no change in the EAV, and if we capture the CPI, is approximately \$2,983,830 which is an increase of approximately \$87,000 over what was collected in the current fiscal year—or approximately a 3.02% increase. Approximately \$57,000 of this is due to the new growth.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

Ordinance No. 06-2021
2021 TAX LEVY ORDINANCE
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the
SYCAMORE PARK DISTRICT, DEKALB COUNTY,
ILLINOIS, for the Year 2021.

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the regular meeting on November 23, 2021; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 4.989% increase over the 2020 extension of the corporate or special purpose taxes that were levied or abated.

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

Section 1. Pursuant to the authority vested in this Board of Commissioners by Article 5 of the Park District Code, and all laws supplemental thereto, the Commissioners of the Sycamore Park District, in meeting duly assembled, do hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the 2021 tax levy, upon all taxable property subject to taxation within the Sycamore Park District, at its full fair cash value as the same is assessed and equalized by the Department of Revenue of the State of Illinois, the following amounts for the particular objects and purposes herein below specified.

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

General Corporate Fund	\$1,483,000.00
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and said amounts are hereby levied.

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

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

Recreation	\$511,000.00
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and such amount is hereby levied.

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

Joint Recreation Programs for Handicapped	\$222,000.00
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and such amount is hereby levied.

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

Illinois Municipal Retirement Fund	\$105,000.00
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and such amount is hereby levied.

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

Federal Social Security Insurance Program	\$112,000.00
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and such amount is hereby levied.

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

Audit Expenses	\$16,500.00
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and such amount is hereby levied.

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

Tort, Workers' Compensation and Occupational Diseases Ins.	\$61,000.00
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and such amount is hereby levied.

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

Paving and Lighting Fund	\$25,000.00
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and such amount is hereby levied.

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

Park Police System	\$5,000.00
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and such amount is hereby levied.

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

Recreation Program Fund	\$500,000.00
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and such amount is hereby levied.

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

assessed and equalized by the Department of Revenue of the State of Illinois for the calendar year beginning January 1, 2022, will produce the net amounts hereby levied and ordered certified, and she shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

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

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2022, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

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

PASSED by the Board of Commissioners of the Sycamore Park District this 21st day of December, A.D., 2021.

William Kroeger
President

(Park Seal)

Attest:

Jonelle Bailey
Secretary

State of Illinois)
) SS
 County of DeKalb)

CERTIFICATION OF ORDINANCE

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 06-2021 entitled “An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2021” enacted by the Board at its December 21, 2021, regular meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code with all of the procedural rules of the board in enacting this ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 21st day of December, 2021.

 Secretary, Board of Park Commissioners
 Jonelle Bailey

(SEAL)

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

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

SYCAMORE PARK DISTRICT

I, William Kroeger, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Annual Tax Levy Ordinance assessing taxes of the Sycamore Park District for the year 2021.

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

WITNESS my signature this 21st day of December, 2021.

President of the Sycamore Park District

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

Notary Public

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF OPERATING BUDGET FOR F.Y. 2022: Discussion and Comment Only

BACKGROUND INFORMATION: Staff has spent the last couple of months working on 2021 year-end projections and 2022 budget requests.

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

- I have not recorded 2021 projections or proposed 2022 budget figures for Capital Fund and Action 2020. The capital fund will come from the numbers presented for your approval. The Action 2020 fund will be updated after I review the status of each project.
- No full-time salary increases are in your draft.

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

FISCAL IMPACT: Evaluating the total impact of the 2022 proposed budget is a bit difficult with some of the data not included. It is easier to review fund by fund at this time.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW AND APPROVE FY2022 CAPITAL BUDGET: **Recommend Approval**

BACKGROUND INFORMATION: Attached you will find the final draft of the Capital Funding Plan. Again, the newer format shows the board where we started and the decisions that had to be made in order for the Capital Budget to be fiscally manageable. Typically I show a five year plan. Due to time constraints I did not add the fifth year. Will return to this format next year.

Compared to the first draft presented at October's meeting:

1. Balance forward was updated (+\$117,731) based upon the status of the 2021 capital items. Most of the Founders Park project was unable to be completed due to the delay in shipping of playground equipment.
2. General Obligation Bond updated (+\$5,000).
3. PC Replacements cost increased (\$4,200) based upon updated quotes from CMJ. Also, reviewed replacement schedule and adjusted as needed.
4. Copier decreased (\$100) based upon quotes received.
5. Aquatics – added (\$30,000) pool heater cost.
6. Founders Park Playground brought forward from 2021 (\$87,005).
7. Added partial roof replacement for WPA Main Shelter (\$5,000).
8. Added North Grove park assessment (\$18,250).

While I typically would not recommend having our ending balance as low as the \$116,000, the anticipated timing of the Reston Park project will result in costs being moved forward to 2023.

FISCAL IMPACT: Total 2022 Budgeted Capital Revenue = \$905,300, Total 2022 Budgeted Capital Expenditures = \$1,299,230.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
Funding	Balance forward (approximate)	377,274	510,005	116,075	(776,091)	(967,418)
	Golf Course		100,000			
	OSLAD (pending) Reston Ponds		240,300			
	General Obligation Bond	554,628	565,000	570,650	576,357	582,120
	Funding available	931,902	1,415,305	686,725	(199,734)	(385,298)
Administration	CONTINGENCY	30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	11,500	12,000	12,000
	alternate bond payment	166,375	166,375	168,663	170,863	172,975
	PC Replacement/upgrades	7,600	11,800	12,000	12,900	7,200
	copier (admin, Maint)	6,100	6,000			
	server	-				15,000
	lateral files (2)	2,700				
	Total Administration	224,275	225,675	222,163	225,763	237,175
Concessions	Beverage cart (med cart, small cart)	10,500		10,500	9,500	
	ice machine (clubhouse)	3,000		3,000		
	freezer (recently rebuilt)	4,500		4,500		
	keg cooler	3,000		3,000		
	SC Conc - fixtures (2019 update storage/sink/flooring)				27,950	
	SC Conc - doors orig 2019				2,300	
	SC Conc - bathroom fixtures orig 2019			28,750		
	SC Conc - gutters/downspouts orig 2019				2,070	
SC Conc - roof orig 2019				7,245		
	Total Concessions	21,000	-	49,750	49,065	-
Maintenance	workhorse	18,000		18,000		
	pickup	35,000		35,000		
	pickup			37,000		
	brush mower attachment	8,500		8,500		
	sprayer on workman	24,500		24,500		
	tractor	43,000		43,000		
	tractor			46,500		
	maintenance shop painting orig 2019	21,280		21,280		
	skidsteer (bobcat 250)	29,500		29,500		
	large dump truck	43,000		43,000		
	bandsaw	4,000		4,000		

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	table saw	3,500		3,500		
	generator	2,500		2,500		
	field rake	16,000		16,000		
	branch chipper	28,900		28,900		
	bobcat sweeper/debris brush	5,200		5,200		
	small equipment trailer	4,200		4,200		
	air compressor	3,900		3,900		
	maintenance shop power gate	13,310		13,310		
	enclosed trailer			9,500		
	Core Harvester				12,000	
	Turfco Walk Edger				1,000	
	parts washer				6,500	
	Smithco Paint Liner					13,200
	Foley Reel Grinder					28,250
	Total Maintenance	304,290	-	397,290	19,500	41,450
Clubhouse	hvac orig 2017	28,196		28,196		
	staining 2019 siding/trim 2020 or later orig 2018	83,734		83,734		
	assessment POSTPONED FROM 2021		15,000			
	lighting	8,992		8,992		
	Total Clubhouse	120,922	15,000	120,922	-	-
Golf Course	golf carts (2021 replace burned cart only)	30,000		30,000	30,000	
	ranger cart	7,000		7,000	7,250	7,500
	fairway aerifier John Deere					18,000
	Bridge on 10	190,000	337,300			
	cart barn - HVAC orig 2018	4,480		4,480		
	cart barn - gutters/downspouts orig 2018	2,240		2,240		
	cart barn - planters orig 2018	2,912		2,912		
	workhorse					
	Toro trap rake (orig 2019)	13,000		13,000		
	rough mower jacobson 9016	80,000		80,000		
	shelter 1: 8th tee - structure			9,440		
	shelter 2: 4th tee - structure			1,180		
	minor bridge: 17th tee			5,900		
	minor bridge: 6th ladies tee			3,540		
	trim mower John Deere 1435				22,000	
	greensmower 3250 greens	32,000	46,000			
	shuttle cart	12,000			12,000	
	minor bridge #16/#17 fairway	3,630		3,630		

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	cart paths - aggregate	6,050				
	ryan aerifier			16,000		
	green/tee top dresser			17,900		
	golf lift for shop				17,500	
	Total Golf Course	383,312	383,300	197,222	88,750	25,500
Aquatics	Pool Heater		30,000			
	Total Pool		30,000	-	-	-
Community Center	cabinets of class rooms (5K)		5,000			
	Total Community Center		5,000	-	-	-
Parks & grounds	founders park - playground - benches/amenities	3,000				
	Founders Park Playground carryover from 2021 +		87,005			
	H.S. Field Dug out - Benches/Shelving orig 2018	2,725		2,725		
	third shed old maint (15-20k)		20,000			
	resurface basketball court (10k)		10,000			
	RESTON PONDS		500,000			
	Partial Roof WPA Main		5,000			
	North Grove Assessment		18,250			
	fields 1-4 irrigation orig 2018			4,480		
	Brothers Park - benches/amenities orig 2019	4,025		4,025		
	Old Shop-painting orig 2019				896	
	Old Shop-lighting orig 2019				2,800	
	Old Shop-electrical orig 2019				12,320	
	Old Shop-gutters/downspouts orig 2019				2,800	
	Old Shop-doors orig 2019				7,840	
	SC - N. Water Fountain - roof orig 2019	1,725		1,725		
	Olsen Shelter - roof orig 2019	4,600		4,600		
	kessler shelter - roof orig 2019	4,830		4,830		
	kiwanis east - playground - surfacing				11,500	
	comm park - old fountain - roof			824		
	comm park - old fountain - posts/structure			4,600		
	comm park - old fountain - concrete base			1,150		
	sports complex - s. water fountain - roof	1,725		1,725		
	old mill - playground - benches/amenities			7,670		
	larson park - overlook - benches/amenities	1,815		1,815		
	larson park - brickville entrancee -fencing	275		275		

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	stezco area - interpretive signs					
	lake sycamore - trails - signage			2,360		
	lake sycamore - trails - raised beds			1,180		
	lake sycamore - playgrounds - surfacing					
	lake sycamore - fishing pier - anchors					
	kiwanis west - trails - signage					
	boyton park - trails - signage					
	emil cassier - pond 2 - shoreline					
	l Larson park - playground - surfacing	22,320		22,320		
	l Larson park - playground - equipment	93,000		93,000		
	l Larson park - playground - stonework	6,200		6,200		
	l Larson park - playground - benches/amenities	2,480		2,480		
	wetzel park - shelter - picnic tables	2,541		2,541		
	brothers park - trails - raised beds	744		744		
	kiwanis east - shelter - picnic tables	5,082		5,082		
	kiwanis east - playground - benches/amenities	9,075		9,075		
	charley laing park - playground - surfacing	14,520		14,520		
	charley laing park - trails - signage	1,150		1,150		
	l Larson park - trails - signage			2,480		
	brothers park - playground - surfacing			22,320		
	brothers park - basketball court- surfacing			2,480		
	brothers park - basketball court- painting			620		
	PAVING WEST ENTRANCE			130,000		
	Main South Shelter - Roof ? Already done?			9,300		
	Main South Shelter - Benches/Amenities			1,240		
	Main South Shelter - Electrical			620		
	community park - playground - equipment ?			9,920		
	Lions Shelter - Approach Path			9,100		
	HS Field Dug Out - Aglime Approach			508		
	soccer storage - doors			3,175		
	soccer storage - fixtures - shelves			1,270		
	bb fields 1-4 scoreboards			32,500		
	bb fields 1-4 bases and mounds			7,800		
	Old Mill Park - Playground - Surfacing			34,055		
	Old Mill Park - Playground - Solar Lights			5,080		
	Old Mill Park - Trails - Signage			1,905		
	Wetzel Park - Tennis Court - Surfacing				6500	
	Wetzel Park - Tennis Court - Painting				650	
	Wetzel Park - Tennis Court - Posts				650	
	Wetzel Park - Basketball Court - Fencing - Wood				390	
	Wetzel Park - Basketball Court - Surfacing				6500	
	Wetzel Park - Basketball Court - Painting				650	

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	Wetzel Park - Basketball Court - Well and Electric				13000	
	Kiwanis Park West - Basketball Court - Fencing				23400	
	Kiwanis Park West - Basketball Court - Surfacing				97500	
	Kiwanis Park West - Basketball Court - Posts/Backboards				13000	
	Concession Garage - Electrical				2600	
	Basketball Court (by main south) - Posts/Backboards				15600	
	Lions Building - Electrical Panels				9100	
	HS Field Dug Out - Roof				2990	
	SC - N. Water Fountain - Posts/Structure				9100	
	SC - N. Water Fountain - Plumbing				650	
	SC - N. Water Fountain - Fixtures				650	
	Olsen Shelter - Posts/Structures				19500	
	Baseball Storage - Rolling Doors				15600	
	kessler shelter - Posts/Structure				19500	
	Lou's Lake - Dredging				13000	
	Lou's Lake - Shoreline				7800	
	BB Fields 9-12 Surfacing				26000	
	Boyton Park - Playground - Surfacing				15600	
	chief black partridge - Benches				1170	
	Emil Cassier - Frantum - Electrical				1950	
	Residence - Siding/Trim				13000	
	Residence - Garage Door/Electric				3900	
	Residence - Brick/Tuckpointing				3250	
	Residence - Fencing				3250	
	Larson Park - Stezco Area - Playground Structure					20,020
	Elmer & Stanley Larson Park - Signage					1,540
	Wetzel Park - Playground Surfacing					65,000
	Wetzel Park - Playground Equipment					78,000
	Wetzel Park - Playground - Sand Lot Area					390
	Wetzel Park - Playground - Benches/Amenities					2,600
	Wetzel Park - Trails - Signage					1,250
	Wetzel Park - Trails - Raised Beds					1,300
	Founders Park - Playground - Surfacing					6,500
	Founders Park - Trails - signage					1,200
	Kiwanis Park West - Shelter - Roof					9,750
	Kiwanis Park West - Shelter - Concrete Base					19,500
	Community Park - WPA Shelter - Roof					16,900
	Community Park - Baseball Fields - Portable Benches					2,600
	Community Park - Old Shop - Bathroom Fixtures					1,300
	Community Park - Old Shop - Plumbing					2,600
	Community Park - Old Shop - Siding/Trim					24,700
	Community Park - Old Shop - Fencing/Gates					22,100

Sycamore Park District
Capital Funding Plan

Department	Item	Starting Point 2022	2022	2023	2024	2025
	Community Park - Vehicle Bridge - Approaches					11,700
	Sports Complex - HS Field - Sound/Speaker/Posts					3,810
	Sports Complex - S Water Fountain - Posts/Structure					9,100
	Sports Complex - S Water Fountain - Plumbing					650
	Sports Complex - S Water Fountain - Fixtures					650
	Sports Complex - BB Fields 1-4 Flagpole/Lights					3,250
	Sports Complex - BB Fields 5-8 Surfacing					26,000
	Residence = Roof					18,620
	Total Parks & Grounds	181,832	640,255	475,469	384,606	351,030
	Total Capital Expenses	1,235,631	1,299,230	1,462,816	767,684	655,155
	Ending balance	(303,729)	116,075	(776,091)	(967,418)	(1,040,453)

- On Capital Asset or Equipment Lifecycle Schedule**
- Postponed replacement**
- Moved to Operating Budget**
- Updated amounts**
- Additions**
- Removed completely**

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES AND TIMES FOR 2022: Recommend Adoption

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

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

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

JEF

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Sycamore Park District Board of Commissioners
Meeting Schedule for 2022

Tuesday, January 25, 2022	6:00 p.m.
Tuesday, February 22, 2022	6:00 p.m.
Tuesday, March 22, 2022	6:00 p.m.
Tuesday, April 26, 2022	6:00 p.m.
Tuesday, May 24, 2022	6:00 p.m.
Tuesday, June 28, 2022	6:00 p.m.
Tuesday, July 26, 2022	6:00 p.m.
Tuesday, August 23, 2022	6:00 p.m.
Tuesday, September 27, 2022	6:00 p.m.
Tuesday, October 25, 2022	6:00 p.m.
Tuesday, November 22, 2022	6:00 p.m.
Tuesday, December 20, 2022	6:00 p.m.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF STAFF HOLIDAYS FOR 2022:
Recommend Adoption

BACKGROUND INFORMATION:

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

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager *JEF*

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

HOLIDAYS – 2022

Monday, January 3– New Year’s Day

Monday, January 17 – Martin Luther King Day

Monday, February 21 – President’s Day

Monday, May 30 – Memorial Day

Monday, July 4 – Independence Day

Monday, September 5 – Labor Day

Monday, October 10 – Columbus Day OR

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

Thursday, November 24 – Thanksgiving Day

Friday, November 25 – Day after Thanksgiving

Friday, December 23 – Christmas Eve Observed

Monday, December 26 – Christmas Day Observed

Friday, December 30 – New Year’s Eve Observed

2023 HOLIDAY

Monday, January 2 – New Year’s Day Observed

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 21, 2021

STAFF RECOMMENDATION

AGENDA ITEM: APPROVE TRAVEL TO IPRA/IAPD CONFERENCE:
Recommend approval

BACKGROUND INFORMATION: The District's policy on business expenses requires prior approval by the Board at an open meeting for travel, meal and lodging expenses incurred by 1) any member of the Board and 2) in excess of \$500 for any employees of the District.

The IAPD/IPRA Conference will be held Thursday, January 27, 2022 – Sunday, January 30, 2022. The following members of the board have indicated that they will be attending:

- Denise Ackmann (1 night)
- Daryl Graves (2 nights)

The following staff will be attending:

- Jonelle Bailey (3 nights)
- Melissa Dobberstein (2 nights)
- Jeff Donahoe (3 nights)
- Justin Genz (2 nights)
- Jackie Hienbuecher (3 nights)
- Kirk Lundbeck (2 nights)
- Lisa Metcalf (3 nights)
- Sarah Rex (3 nights)
- Theresa Tevsh (3 nights)

Expenses covered include:

- Transportation to and from conference (ex. Mileage reimbursement, train fare). Car pooling is strongly encouraged. The Park District van will be used for some of the attendees.
- Parking – For those who drive in, parking will be charged by the hotel at which you stay.

- Hotel – the conference rate is \$129 per night plus taxes. We would also like to have one room be a suite at \$229 per night plus taxes. This will provide us with a location to socialize with fewer people around. Because COVID is still a concern we would like the opportunity to reduce some of the exposure to larger gatherings.
- Meals – limited to the current U.S. General Services Administration regulations. Per day is \$79, first and last day \$59.25.

FISCAL IMPACT: Total maximum cost for hotel and food is \$7,000 for 11 attendees. Cost of transportation and parking will depend on decisions made by attendees.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION: