

Sycamore

PARK DISTRICT

Established 1923

Sycamore Park District

Regular Board Meeting

April 27, 2021

6:00 PM

Sycamore Golf Club, A Facility of the Sycamore Park District

Riverview Room

940 E. State Street, Sycamore, IL

AGENDA

CALL TO ORDER (Roll Call Vote)

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

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: March 23, 2021 (Voice Vote)
- Executive Session Minutes: March 23, 2021

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

- 34. Superintendent of Finance Monthly Report
- 36. Budget Report
- 50. Superintendent of Recreation Monthly Report
- 60. Superintendent of Golf Operations Monthly Report
- 62. Superintendent of Parks and Facilities Monthly Report
- 65. Executive Director Monthly Report

CORRESPONDENCE:

- 67. Dog Park Thank You
- 68. Adam Arnold Thank You
- 69. Dodgeball Tourn. Thank You

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT: Ted

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

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Sycamore Park District is an equal opportunity provider and employer.

AGENDA

April 27, 2021 6:00 PM

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OLD BUSINESS:

- **Community Pool update: Jeff/Rec Staff**
 - Status of repairs
 - Staffing & training status
- 70. **Strategic Plan: Jonelle**
- 93. **Mission, Vision, Core Values: Jonelle (Roll Call Vote)**
- 95. **Great Western Trail Appraisal: Staff (Roll Call Vote)**
- 96. **Midwest Museum of Natural History: Staff (Roll Call Vote)**
- 101. **Ken Nelson Subdivision: Executive Session**

NEW BUSINESS:

- 149. **Marketing Update presentation: Sarah/Theresa/Jonelle**
 - Overview of new marketing items
 - Sponsorship plan & overview of activities
- 151. **MOU's: Theresa (Roll Call Vote)**
- 162. **Lightshow/Holiday Mart proposal: Jonelle, Sarah & Regalis Mgt. (Roll Call Vote)**
- 164. **Facility Rental Updates: Theresa (Roll Call Vote)**
- 175. **Safe Zone Training: Jonelle**

➤ **Special Announcements**

Potential Study Session May 11th at 6:00 PM—940 E. State St.

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote): In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 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 6:02 p.m. on Tuesday, March 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 Graves, Doty, Strack, Schulz, and Kroeger.**

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

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

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

Guests:

Ken Nelson

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

Motion

Commissioner Strack moved to pull Supt. of Finance Report for discussion.
Commissioner Doty seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Approval of Minutes –

Motion

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

Voice Vote

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

Motion

Commissioner Strack moved to approve the February 9, 2021 Study Session Meeting Minutes. Commissioner Schulz seconded the Motion.

Roll Call

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

Claims and Accounts Approval

Motion

Commissioner Schulz moved to approve and pay the bills in the amount of \$218,342.16.
 Commissioner Doty seconded the Motion.

Roll Call

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

Correspondence – None

Positive Feedback –

- Commissioner Graves noted the Spring Fling was great. Staff amazes him with everything staff is trying to do with the conditions we have right now.
- President Kroeger also noted the Spring Fling was great.

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

Old Business

Approval of Executive Summary:

Motion

Commissioner Strack moved to approve the Executive Summary as presented.
 Commissioner Schulz seconded the Motion.

Roll Call

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

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MMNH Update: Director Bailey noted that Jacobson was waiting to finish the trail appraisals. We should be getting the appraisal back soon. We are waiting on the survey and the deed. Once we get all of these, we will know what we can do and create a timeframe.

Mission/Vision Update: Director Bailey noted that in the packet was what was sent initially. It has been updated and tweaked somewhat. She would like feedback on the changes. If no additional changes, she will put on the agenda for approval at the next meeting. Commissioner Doty noted he is proud of how the process played out and it went very well. There was more general discussion on this.

100th Anniversary Activity Update: Director Bailey noted they asked everyone for their top 5 choices. She shared them with the Board.

Ken Nelson Proposal: Director Bailey noted this will be discussed in Executive Session. Ken Nelson noted that he has talked to City of Sycamore and he really doesn't have any new answers. President Kroeger noted we need to see what the calcs are and when it fills where does the overflow go.

Projects Update:

Great Western Trail: Supt. Donahoe noted the bridge will be installed late spring/early summer. The foundation is in, but they have to wait on conditions to place the bridge. The small bridge over the creek is in.

Permits Brian Grainger: Director Bailey noted we are having issues getting with Brian Grainger on the permits for the electric. Supt. Donahoe noted Brian Grainger needs to get ahold of the city for the permit for electricity.

Memorial Park: Director Bailey noted we have received the bid packets and are all set to go. We will put in the paper and will have the bid opening. The pre bid meeting will be on April 1st via Zoom. Director Bailey noted she contacted the School District to see if their donor was still interested in helping with the high school field.

Riverside Sports Complex: Supt. Donahoe noted the soccer fields will not be ready this year, it needs another year to mature. So AYSO will need to still play at their current location for summer and fall. We need to have the baseball fields done by June 2022 to get the OSLAD Grant. To make this happen, we are going to do this in two phases. He told ERA the contractor can start in July with starting phase 2 in October. We will still be able to have fall soccer and we can still get started on the project. We feel this should work for everyone.

New Business

Open Meetings Act Requirement: Director Bailey noted this is just a reminder for everyone.

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Public Hearing:

President Kroeger said: At this time, we will have the Public Hearing on the FY2021 Budget & Appropriation Ordinance 04-2021.

On an Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Sycamore Park District, DeKalb County, Illinois, for the Fiscal Year Beginning on the First Day (1st) of January, 2021 and Ending on the Thirty-First (31st) Day of December, 2021.

Motion

Commissioner Schulz made a motion to open the Hearing. Commissioner Graves seconded the Motion.

President Kroeger asked for any comments from the public and there were none.

Motion

Commissioner Schulz made a motion to close the hearing. Commissioner Strack seconded the Motion.

Roll Call

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

Budget and Appropriation Ordinance #04-2021: Supt. of Finance Hienbuecher noted this is the official documentation that we file with the County. It is based on our operating and capital budget.

Motion

Commissioner Strack made a motion to approve the Budget and Appropriation Ordinance #04-2021 – An Ordinance adopting the combined annual budget and appropriation of funds for the Sycamore Park District, DeKalb County, Illinois for the fiscal year beginning on the first day (1st) of January, 2021 and ending on the thirty-first (31st) day of December 2021. Commissioner Schulz seconded the Motion.

Roll Call

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

Authorize Treasurer to transfer funds: Supt. of Finance Hienbuecher noted she did not have to make any transfers for negative cash. The only transfer she is asking the board to approve is \$100,000 from the Special Rec fund to the Corporate fund.

Motion

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

Roll Call

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

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 Sycamore Park District
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Quarterly Capital Funds Update: Supt. Hienbuecher noted this is just an update.

Study Session for: The meeting was planned for April 13th in the Riverview Room.

Public Input:

Commissioner Doty noted that he and Commissioner Strack have had conversations with some of the City and the School Board to see if we all should be having more official communications. It was a positive discussion and they talked about waiting until after the elections.

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:55 pm on a motion made by Commissioner Schulz for the reason listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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

The Board convened to Executive Session at 7:05 pm. The roll was called with Commissioners Doty, Graves, Schulz, Strack and Kroeger present along with Director Bailey, Supt. Donahoe and Recording Secretary Jeanette Freeman.

Motion

The Board adjourned the Executive Session at 7:35 p.m. on a motion made by Commissioner Schulz. The motion was seconded by Commissioner Graves.

Voice Vote

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

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

Motion

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

Voice Vote

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

Respectfully Submitted

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 04/20/2021
 TIME: 11:03:33
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
910419441	01	FOOTJOY ECOMFORT #57724	5010000001305	03/06/21	00004853	63014	03/25/21	902.20	110.08
	02	SHIPPING INV #910419441	5010000001305		00004853				108.00
	03	DISCOUNT INV #910419441	5010000001305		00004853				5.32
									-3.24
910440524	01	TITLEIST SCOTTY PUTTER NEWP	5010000001302	03/10/21	00004849	63014	03/25/21	902.20	316.12
	02	SHIPPING INV #910440524	5010000001302		00004849				310.00
	03	DISCOUNT INV #910440524	5010000001302		00004849				12.32
									-6.20
910467485	01	SHIPPING INV #910467485	5010000001302	03/13/21	00004849	63014	03/25/21	902.20	339.97
	02	DISCOUNT INV #910467485	5010000001302		00004849				13.63
	03	SCOTTY PUTTY PHANTOM	5010000001302		00004849				-6.66
									333.00
910508989	01	TITLEIST PLAYERS 4 BAG	5010000001304	03/18/21	00004849	63014	03/25/21	902.20	136.03
	02	SHIPPING INV #910508989	5010000001304		00004849				123.50
	03	DISCOUNT INV #910508989	5010000001304		00004849				15.00
									-2.47
910517833	01	SCOTTY PUTTER NEWPORT	5010000001302	03/19/21	00004849	63028	04/13/21	1,939.18	316.13
	02	SHIPPING INV #910517833	5010000001302		00004849				310.00
	03	DISCOUNT INV #910517833	5010000001302		00004849				12.33
									-6.20
910581001	01	TITLEIST TSI DEMO DRIVER	5010000001302	03/25/21	00004944	63028	04/13/21	1,939.18	342.93
	02	TITLEIST TSI DEMO FAIRWAY	5010000001302		00004944				217.50
	03	SHIPPING INV 910581001	5010000001302		00004944				118.50
	04	DISCOUNT INV 910581001	5010000001302		00004944				13.65
									-6.72
910648118	01	TITLEIST CART 14 BAG	5010000001304	04/01/21	00004849	63028	04/13/21	1,939.18	133.58
	02	SHIPPING INV 910648118	5010000001304		00004849				121.00
	03	DISCOUNT INV 910648118	5010000001304		00004849				15.00
									-2.42
910662146	01	TITLEIST TSI DRIVER HAWKINS	5010000001302	04/02/21	00004945	63028	04/13/21	1,939.18	672.21
	02	TITLEIST TSI FAIRWAY HAWKINS	5010000001302		00004945				435.00
	03	SHIPPING INV 910662146	5010000001302		00004945				237.00
	04	DISCOUNT INV 910662146	5010000001302		00004945				13.65
									-13.44
910692681	01	SHIPPING INV 910692681	5010000001300	04/07/21	00004848	63028	04/13/21	1,939.18	135.63
	02	DISCOUNT INV 910692681	5010000001300		00004848				15.09
	03	TITLEIST VELOCITY BULK	5010000001300		00004848				-2.46
									61.50

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
910692681	04	TITLEIST VELOCITY BULK	501000001300	04/07/21	00004848	63028	04/13/21	1,939.18	135.63 61.50
910694121	01	FOOTJOY ECOMFORT #57724	501000001305	04/07/21	00004853	63028	04/13/21	1,939.18	95.49 54.00 39.00 5.28 -2.79
910696368	01	PINNACLE EXCEPTION BULK LOGO	501000001300	04/07/21	00004917	63028	04/13/21	1,939.18	243.21 225.00 22.71 -4.50
ADVANCE ADVANCE AUTO PARTS									
2454-442785	01	GOLF CART BELTS	504000066409	03/01/21	00004875	63031	04/13/21	387.95	25.33 25.33
2454-442869	01	GOLF CART DRIVE BELTS	504000066409	03/02/21	00004882	63031	04/13/21	387.95	116.02 116.02
2454-442928	01	CAST PANEL PLUGS	101500066402	03/03/21		63031	04/13/21	387.95	6.68 6.68
2454-443058	01	CLAMPS	101500066402	03/05/21		63031	04/13/21	387.95	9.58 9.58
2454-443060	01	CREDIT CLAMPS	101500066402	03/05/21	00004881	63031	04/13/21	387.95	-9.58 -9.58
2454-443061	01	EXHAUST CLAMP CART	101500066402	03/05/21	00004880	63031	04/13/21	387.95	5.58 5.58
2454-443358	01	WIRE SET SHOP	101500066402	03/10/21	00004893	63031	04/13/21	387.95	22.39 22.39
2454-443664	01	SPARK PLUGS WEEDEATERS	101500066402	03/16/21	00004911	63031	04/13/21	387.95	25.13 25.13
2454-444017	01	BRAKE PARTS TRAILER ENCLOSED	101500066402	03/22/21	00004919	63031	04/13/21	387.95	52.80 52.80
2454-444229	01	MOWERS-AIR OIL FUEL FILTERS	101500066403	03/25/21		63031	04/13/21	387.95	322.13 322.13

VENDOR TOTAL: 2,841.38

DATE: 04/20/2021
 TIME: 11:03:33
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-444253	01	RETURN FILTERS	101500066403	03/25/21		63031	04/13/21	387.95	-171.40
2454-444260	01	AIR FILTER CART	101500066402	03/25/21	00004930	63031	04/13/21	387.95	-171.40
2454-444316	01	TRUCK MUFFLER	101500066402	03/26/21	00004931	63031	04/13/21	387.95	9.79
2454-444407	01	RETURN	101500066403	03/27/21		63031	04/13/21	387.95	9.79
2454-444461	01	TURN SIGNAL TRUCK	101500066402	03/29/21	00004940	63031	04/13/21	387.95	114.39
2454-444462	01	DI GREASE	101500076515	03/29/21	00004941	63031	04/13/21	387.95	114.39
2454-444563	01	CREDIT TURN SIGNAL	101500066402	03/30/21	00004939	63031	04/13/21	387.95	-212.69
2454-444594	01	EXHAUST PIPE TRUCK	101500066402	03/30/21	00004938	63031	04/13/21	387.95	-212.69
AIRGAS	AIRGAS USA LLC							VENDOR TOTAL:	387.95
9977586945-BAL	01	HAZMAT - BALANCE	101500066401	02/28/21		63015	03/25/21	4.60	4.60
ALARMDET	ALARM DETECTION SYSTEMS, INC							VENDOR TOTAL:	4.60
219337-1002	01	CH ALARM 2ND QTR	101000056300	03/07/21		63032	04/13/21	303.75	303.75
219338-1002	01	MMNH ALARM 2ND QTR	202500056300	03/07/21		63033	04/13/21	195.00	195.00
ALL	ALL STAR SPORTS INSTRUCTION							VENDOR TOTAL:	498.75
212004	01	Jr Programs	205550026128	03/17/21	00004916	63034	04/13/21	1,710.00	1,710.00
	02	Skills Programs Winter 11	205550076128		00004916				1,254.00
									456.00

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ALLST	ALL STAR PRO GOLF								
	INV21528	01 IMPRINTED PENCILS	504000076500	03/24/21		63035	04/13/21	541.21	321.66
	INV21739	01 10,000 TEES, 15 PER BAG	501000001306	04/01/21	00004946	63035	04/13/21	541.21	219.55
		02 SHIPPING INV INV21739	501000001306		00004946				194.85
									24.70
								VENDOR TOTAL:	1,710.00
ANCEL	ANCEL GLINK, P.C.								
	80476	01 CORPORATE MATTERS	101000036120	02/09/21		63036	04/13/21	3,364.11	1,530.00
		02 TAX EXEMPTIONS	101000036120						1,180.00
	80958	01 CORPORATE MATTERS	101000036120	03/08/21		63036	04/13/21	3,364.11	261.25
		02 TAX EXEMPTIONS	101000036120						161.25
	81319	01 CORPORATE MATTERS	101000036120	04/07/21		63036	04/13/21	3,364.11	1,572.86
		02 TAX EXEMPTIONS	101000036120						1,172.86
									400.00
								VENDOR TOTAL:	3,364.11
BANK	THE BANK OF NEW YORK MELLON								
	252-2370027	01 AGENT FEE 2015A	101000156902	03/22/21		63037	04/13/21	750.00	750.00
									750.00
								VENDOR TOTAL:	750.00
BEACO	BEACON ATHLETICS								
	0526773-IN	01 BALLFIELD CHALK	202100076523	03/26/21		63038	04/13/21	734.40	734.40
									734.40
								VENDOR TOTAL:	734.40
BSN	BSN SPORTS								
	911926438	01 DUGOUT BENCHES T-BALL FIELDS	202100076536	04/09/21		63039	04/13/21	2,457.45	2,361.54
	912008760	01 HOME PLATES - BALLFIELDS	202100076536	03/17/21		63039	04/13/21	2,457.45	95.91
									95.91

DATE: 04/20/2021
 TIME: 11:03:33
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	912146901	01 PITCHING RUBBERS - BALLFIELDS	202100076536	03/29/21	04/15/21	63091	56.55	56.55
								56.55
CARR		CARROT-TOP INDUSTRIES						2,514.00
	48704600	01 FLAGS - CC	207500066401	02/05/21	03/25/21	63016	583.71	583.71
		02 FLAGS - PARKS	101500066404					100.00
								483.71
CHICA		CHICAGO DISTRICT GOLF ASSOC.						583.71
	2116-209	01 CDGA HANDICAP SERVICE	504000036127	04/01/21	04/13/21	63040	880.00	880.00
								880.00
CINTA		CINTAS CORPORATION #355						880.00
	4049111416	01 RAG & RUG SERVICE	101500056301	03/19/21	04/13/21	63044	524.78	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
	4078400798	01 RAG & RUG SERVICE	207500056301	03/12/21	04/13/21	63044	524.78	52.08
								52.08
	4078400903	01 RAG & RUG SERVICE	201000056301	03/12/21	04/13/21	63044	524.78	17.09
								17.09
	4078400915	01 RAG & RUG SERVICE	101500056301	03/12/21	04/13/21	63044	524.78	37.29
		02 RAG & RUG SERVICE	504100056301					14.91
		03 RAG & RUG SERVICE	201000056301					14.90
		04 RAG & RUG SERVICE	101000056301					3.74
								3.74
	4079111281	01 RAG & RUG SERVICE	201000056301	03/19/21	04/13/21	63044	524.78	16.48
								16.48
	4079111331	01 RAG & RUG SERVICE	207500056301	03/19/21	04/13/21	63044	524.78	51.68
								51.68
	4079729511	01 RAG & RUG SERVICE	207500056301	03/26/21	04/13/21	63044	524.78	51.68
								51.68

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4079729517	01	RAG & RUG SERVICE	201000056301	03/26/21		63044	04/13/21	524.78	16.48
4079729539	01	RAG & RUG SERVICE	101500056301	03/26/21		63044	04/13/21	524.78	36.42
	02	RAG & RUG SERVICE	504100056301						14.61
	03	RAG & RUG SERVICE	201000056301						14.60
	04	RAG & RUG SERVICE	101000056301						3.60
4080560914	01	RAG & RUG SERVICE	101500056301	04/02/21		63044	04/13/21	524.78	36.42
	02	RAG & RUG SERVICE	504100056301						14.61
	03	RAG & RUG SERVICE	201000056301						14.60
	04	RAG & RUG SERVICE	101000056301						3.60
4080560923	01	RAG & RUG SERVICE	207500056301	04/02/21		63044	04/13/21	524.78	51.68
4080560933	01	RAG & RUG SERVICE	201000056301	04/02/21		63044	04/13/21	524.78	51.68
4081074209	01	RAG & RUG SERVICE	101500056301	04/02/21		63044	04/13/21	524.78	36.42
	02	RAG & RUG SERVICE	504100056301						14.61
	03	RAG & RUG SERVICE	201000056301						14.60
	04	RAG & RUG SERVICE	101000056301						3.60
4081074236	01	RAG & RUG SERVICE	201000056301	04/02/21		63044	04/13/21	524.78	16.48
4081074304	01	RAG & RUG SERVICE	207500056301	04/02/21		63044	04/13/21	524.78	16.48
CINTAS CORP						VENDOR TOTAL:		524.78	
5055873900	01	1ST AID	207500076513	03/19/21		63045	04/13/21	71.44	32.15
8405056308	01	1ST AID - MAINT	101500076513	03/19/21		63045	04/13/21	71.44	32.15
CITY OF SYCAMORE						VENDOR TOTAL:		71.44	
NOVEMBER 2020						63046	04/13/21	37.00	37.00
01		CITY SALES TAX - CLUBHOUSE	303000116852						35.00

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NOVEMBER 2020		02 CITY SALES TAX - VENDING	207500086650	04/13/21		63046	04/13/21	37.00	37.00
									2.00
CITY2		CITY OF SYCAMORE						VENDOR TOTAL:	37.00
	14205600/5650-0321	01 WATER/SEWER - POOL	518100096704	03/31/21		63047	04/13/21	392.32	392.32
CMJ		CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	392.32
	14222	01 SERVER	701000207004	01/06/21		63048	04/13/21	17,192.00	14,598.00
	14557	01 OFFICE 365	101000046202	03/01/21		63048	04/13/21	17,192.00	1,297.00
		02 OFFICE 365	201000046202						182.50
		03 MONTHLY MAINT	101000056304						182.50
		04 MONTHLY MAINT	201000056304						466.00
	14716	01 OFFICE 365	101000046202	04/01/21		63048	04/13/21	17,192.00	1,297.00
		02 OFFICE 365	201000046202						182.50
		03 MONTHLY MAINT	101000056304						182.50
		04 MONTHLY MAINT	201000056304						466.00
COMCA		COMCAST						VENDOR TOTAL:	17,192.00
	0468768-0421	01 CABLE	303000096705	03/25/21		63049	04/13/21	161.31	161.31
		02 CABLE	504000096705						80.66
COMMO		COMMONWEALTH EDISON						VENDOR TOTAL:	161.31
	040221	01 FOUNDERS PARK	101500096702	04/02/21		63051	04/13/21	5,174.13	1,093.10
		02 BOYNTON PARK	101500096702						23.57
		03 KIWANIS PARK	101500096702						14.52
		04 EMIL CASSIER PARK	101500096702						27.17
		05 SYCAMORE LAKE	101500096702						19.86
		06 GOOD TYMES SHELTER	101500096702						26.46
		07 WETZEL PARK	101500096702						33.10
		08 ENTRY PARK	101500096702						41.39
		09 MAINT BLDG	101500096702						24.30
		10 MAINT BLDG	504100096702						423.54

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040221		11 SPORTS COMPLEX	202100096702	04/02/21		63051	04/13/21	5,174.13	1,093.10
		12 SOCCER COMPLEX	101500096702						7.22
									28.43
0558722008-0421		01 BASEBALL CONC	303300096702	04/05/21		63051	04/13/21	5,174.13	4,081.03
		02 POOL	518100096702						39.79
		03 MAINT	101500096702						211.12
		04 MAINT	504100096702						10.97
		05 CART BLDG	504000096702						10.97
		06 CLUBHOUSE	303000096702						80.88
		07 PROSHOP	504000096702						49.12
		08 ADMIN	101000096702						49.12
		09 ADMIN	201000096702						114.60
		10 ELECTRONIC SIGN	101000096702						114.60
		11 ELECTRONIC SIGN	201000096702						8.27
		12 COMMUNITY CENTER	207500096702						8.27
									3,383.32
MMNH-0221	01	MUSEUM	202500076500	03/05/21		63052	04/13/21	1,016.55	1,016.55
									1,016.55
COMPLETE		COMPLETE NORTHERN ILL FENCE						VENDOR TOTAL:	6,190.68
64716	01	FENCING PARTS - SC	202100066404	03/26/21		63053	04/13/21	61.34	61.34
									61.34
CONS		CONSERV FS						VENDOR TOTAL:	61.34
121015353	01	GASOLINE - GOLF	504100076515	04/01/21		63092	04/15/21	1,521.09	661.72
	02	GASOLINE - PARKS	101500076515						152.12
	03	GASOLINE - SC	202100076515						61.79
	04	GASOLINE - TRUCKS	101500076515						25.39
									422.42
1210153554	01	DIESEL - GOLF	504100076515	04/01/21		63092	04/15/21	1,521.09	281.09
	02	DIESEL - SC	202100076515						193.65
									87.44
121015397	01	GASOLINE - OLD SHOP TANK 4	504100076515	04/06/21		63092	04/15/21	1,521.09	578.28
									578.28
4001572	01	BALLFIELD CLAY BRICKS	202100066404	03/30/21		63054	04/13/21	594.00	594.00
	02	BALLFIELD CLAY BRICKS	202100076533						297.00
									297.00

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DEKA		DEKALB LAWN & EQUIPMENT CO.							2,115.09
	76947	01 OIL FILTER	101500066402	04/05/21	00004958	63055	04/13/21	56.57	0.89
	77297	01 HEDGE TRIM CARBURATOR	101500066402	03/25/21	00004928	63055	04/13/21	56.57	55.68
									55.68
DEKA2		DEKALB IMPLEMENT CO.,							56.57
	176273	01 BLOWE RELAY SWITCH	101500066403	03/29/21	00004942	63056	04/13/21	40.16	40.16
DOGWASTE		DOG WASTE DEPOT							40.16
	403497	01 DOG WASTE BAGS	101500076540	04/12/21		63057	04/13/21	108.89	108.89
ECO		ECOWATER SYSTEMS, INC.							108.89
	130856-032021	01 SALT	101000056300	03/20/21		63058	04/13/21	11.30	11.30
		02 SALT	201000056300						5.65
									5.65
ENCAP		ENCAP, INC							11.30
	6970	01 BURNS	101500056308	03/16/21		63059	04/13/21	2,750.00	2,750.00
ENGIN		ENGINEERING RESOURCE ASSOC							2,750.00
	150711FD.06	01 MEMORIAL PARK	711000207035	03/18/21		63060	04/13/21	1,805.00	1,805.00
EUCL		EUCLID BEVERAGE LTD.							1,805.00
	W-2668333	01 COORS LIGHT	303000086634	04/09/21	00004979	63093	04/15/21	636.40	636.40
		02 HEINEKEN	303000086634		00004979				165.00
		03 MILLER LITE	303000086634		00004979				122.40
									165.00

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	W-2668333			04/09/21		63093	04/15/21	636.40	636.40
		04 MILLER HIGH LIFE	303000086634		00004979				53.25
		05 ANTI HERO	303000086634		00004979				65.90
		06 FIST CITY	303000086634		00004979				89.85
		07 KEG RETURN	303000086634		00004979				-30.00
		08 DELIVERY	303000086634		00004979				5.00
								VENDOR TOTAL:	636.40
FRONTIER									
	0670-030721			03/07/21		63061	04/13/21	757.14	598.15
		01 ADMIN	101000096700						299.08
		02 ADMIN	201000096700						299.07
	4818-032221			03/22/21		63061	04/13/21	757.14	158.99
		01 MAINT	101500096700						85.55
		02 MAINT	504100096700						73.44
								VENDOR TOTAL:	757.14
GOR									
	GORDON FOOD SERVICE INC.								
	208813509			03/23/21		63095	04/15/21	1,021.87	1,021.87
		01 SHREDDED CHEESE	303000086616		00004960				50.95
		02 HAMBURGER BUNS	303000086613		00004960				25.25
		03 VEGGIE BURGERS	303000086613		00004960				80.73
		04 CHICKEN TENDERS	303000086616		00004960				25.24
		05 CHIPS	303000086622		00004960				123.86
		06 SPORTS PEPPERS	303000086629		00004960				36.33
		07 LIQUID BUTTER	303000086629		00004960				33.58
		08 GATORADE	303000086631		00004960				183.61
		09 LARGE CUPS	303000076550		00004960				75.40
		10 MED CUPS	303000076550		00004960				47.46
		11 NAPKINS	303000076550		00004960				55.19
		12 FOIL SHEETS	303000076550		00004960				103.24
		13 LARGE CUPS	303300076550		00004960				37.70
		14 MED CUPS	303300076550		00004960				47.46
		15 NAPKINS	303300076550		00004960				55.19
		16 POPCORN	303300086621		00004960				40.68
								VENDOR TOTAL:	1,021.87
GRAI									
	GRAINGER								
	9847208130			03/24/21		63062	04/13/21	54.36	54.36
		01 SHOP LIGHT BULBS	101500066401						54.36
	9861740885			04/07/21		63096	04/15/21	119.70	119.70
		01 SIGN POSTS - LAKE SYCAMORE	101500066404						119.70

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GROUPPL	GROUP PLAN SOLUTIONS							VENDOR TOTAL:	174.06
2533		01 FSA - MAR	101000106801	03/09/21		63063	04/13/21	49.50	49.50
		02 FSA - MAR	201000106801						24.75
									24.75
HAGG	HAGG PRESS							VENDOR TOTAL:	49.50
113041		01 BROCHURE SUM21 PRINT	206500046203	04/07/21	00004975	63097	04/15/21	4,975.00	4,975.00
HALO	HALOGEN SUPPLY COMPANY, INC.							VENDOR TOTAL:	4,975.00
00559997		01 POOL TESTING SUPPLIES	518100076550	03/11/21		63064	04/13/21	64.59	64.59
HARRG	HARRIS GOLF CARS SALES & SERVI							VENDOR TOTAL:	64.59
02-279084		01 GOLF CART REPAIR PARTS	504000066409	03/05/21		63065	04/13/21	121.14	87.51
									87.51
02-279353		01 GOLF CART SWITCH	504000066409	03/09/21		63065	04/13/21	121.14	33.63
HIRS	HIRSCHBIEN TROPHIES							VENDOR TOTAL:	33.63
439749		01 COMMISSIONERS PLATES	101200046214	03/15/21		63017	03/25/21	210.00	210.00
		02 HOWE PLACQUES	101200046214						190.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							VENDOR TOTAL:	210.00
INV97568		01 COPIER/PRINTER - MAINT	101000056304	03/01/21		63067	04/13/21	450.35	63.76
		02 COPIER/PRINTER - MAINT	201000056304						31.88
INV97569		01 PRINTER/COPIER - CC	101000056304	03/01/21		63067	04/13/21	450.35	51.19
		02 PRINTER/COPIER - CC	201000056304						25.59
									25.60

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INV97570	01	PRINTER/COPIER - ADMIN	101000056304	03/01/21		63067	04/13/21	450.35	44.42
	02	PRINTER/COPIER - ADMIN	201000056304						22.21 22.21
INV98127	01	PRINTER/COPIER - MAINT	101000056304	04/07/21		63067	04/13/21	450.35	83.11
	02	PRINTER/COPIER - MAINT	201000056304						41.55 41.56
INV98128	01	COPIER/PRINTER - CC	101000056304	04/07/21		63067	04/13/21	450.35	118.83
	02	COPIER/PRINTER - CC	201000056304						59.41 59.42
INV98129	01	PRINTER/COPIER - ADMIN	101000056304	04/07/21		63067	04/13/21	450.35	89.04
	02	PRINTER/COPIER - ADMIN	201000056304						44.52 44.52
JACO		JACOBSON & ASSOCIATES						VENDOR TOTAL:	450.35
011421K	01	MUSEUM APPRAISAL	202500076500	04/01/21		63068	04/13/21	2,950.00	2,950.00
									2,950.00
KUNZ		KUNZ, TROY						VENDOR TOTAL:	2,950.00
	DJ FEE 4-1-21								
01		DJ FEE	206095106128	03/30/21		63021	03/30/21	200.00	200.00
									200.00
LOWE		LOWE'S						VENDOR TOTAL:	200.00
903052-GOFNEK	01	DECK SCREWS , WOOD CLUB DECK	101000066401	03/16/21	00004922	63070	04/13/21	2,412.43	20.93
									20.93
903138-GPACDX	01	DECK STAIN CLUBHOUSE	101000066401	03/22/21	00004920	63070	04/13/21	2,412.43	93.02
									93.02
903152-GOKECJ	01	WOOD TRAILER SURFACE	101500066404	03/17/21		63070	04/13/21	2,412.43	251.81
									251.81
903195-GPACDZ	01	CLUBHS DECK STAIN	101000066401	03/22/21	00004925	63070	04/13/21	2,412.43	75.95
									75.95
903253-GNUBCM	01	WOOD-GRAF REMOVE-CHAINS	101500066404	03/12/21		63070	04/13/21	2,412.43	205.25
									205.25

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903435	GOOTBX	01 STEP STONES LARSON PARK	101500066404	03/18/21	00004921	63070	04/13/21	2,412.43	23.84 23.84
903697	GNFQGD	01 TRAILER RAMPS	101500066402	03/09/21	00004888	63070	04/13/21	2,412.43	27.52 27.52
903742	GNFQG1	01 PROPANE FOR CONCESSIONS	303300066401	03/09/21	00004891	63070	04/13/21	2,412.43	56.91 56.91
903826	G0AZGK	01 CHAINS-PAINT SUP-BOARD-SC	202100076500	03/15/21		63070	04/13/21	2,412.43	87.30 87.30
903901	GKNKCC	01 LARSON OVERLOOK DOCK PARTS	101500066404	03/10/21	00004890	63070	04/13/21	2,412.43	35.84 35.84
903958	GOFNDV	01 PARK CANS, ROAD CHAINS	101500066404	03/16/21	00004907	63070	04/13/21	2,412.43	127.98 127.98
906741	G0AZGU	01 TOOLS SHOP	202100076500	03/15/21	00004906	63070	04/13/21	2,412.43	66.43 66.43
982370	GPJFLI	01 STORAGE BOXES T BALL FIELDS	202100076536	03/10/21		63070	04/13/21	2,412.43	1,339.65 1,339.65
MENARDS - SYCAMORE									
43910		01 DRILL BIT SET - DRIVE SET-SHOP	101500076512	03/10/21		63072	04/13/21	523.00	74.95 74.95
44220		01 LATTICE AND FLOOR MATTING	101500076500	03/16/21	00004909	63072	04/13/21	523.00	103.56 103.56
44221		01 LANDSCAPE TIMBERS	101500066404	03/16/21	00004910	63072	04/13/21	523.00	44.64 44.64
44259		01 TRAILER REPAIR PARTS	101500066402	03/17/21		63072	04/13/21	523.00	68.19 68.19
44308		01 SPRAY PAINT SHOP	101500076500	03/18/21	00004918	63072	04/13/21	523.00	23.54 23.54
44310		01 PVC PIPE, 2" IMPACT TOOL	101500076500	03/18/21	00004924	63072	04/13/21	523.00	16.12 16.12
						VENDOR TOTAL:			2,412.43

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44326	01	FLOOR CLEANER, SCREWS	207500076510	03/18/21	00004927	63018	03/25/21	35.09	35.09
	02	4X2 STRIPS CLUBHOUSE	303000076510		00004927				31.13 3.96
44556	01	PRIMER FOR CONCRETE EGGS	207000046216	03/23/21	00004923	63072	04/13/21	523.00	11.88 11.88
44607	01	ROPE - GOLF	504100076500	03/24/21		63072	04/13/21	523.00	2.49 2.49
44678	01	ROAD PATCH	101500066406	03/25/21	00004929	63072	04/13/21	523.00	55.58 43.70 11.88
	02	GLOSS FOR EGGS	207000046216		00004929				
44721	01	STAPLE GUN/STAPLES SHOP	202100066404	03/26/21	00004934	63072	04/13/21	523.00	25.04 25.04
44735	01	FRAMING FOR SPORTS BOX PAD	202100076500	03/26/21	00004933	63072	04/13/21	523.00	10.64 10.64
44905	01	10 BRIDGE TRACTION CARPET	504100076500	03/30/21	00004935	63072	04/13/21	523.00	28.31 28.31
44935	01	STEM CLASS SUPPLIES	205011006216	03/30/21	00004974	63099	04/15/21	353.09	29.78 3.86 25.92
	02	TEEN EGG HUNT	206095106216		00004974				
44968	01	SUPPLIES SANITIZER STANDS	518000076500	03/31/21	00004971	63099	04/15/21	353.09	73.04 36.52 36.52
	02	SUPPLIES SANITIZER STANDS CC	207500076500		00004971				
45001	01	TEEN EGG HUNT SUPPLIES	206095106216	03/31/21	00004968	63099	04/15/21	353.09	39.34 8.98 30.36
	02	DOG EGG HUNT	206095246216		00004968				
45016	01	POTHOLE PATCH, PAINT	101500066406	04/01/21	00004950	63072	04/13/21	523.00	58.06 58.06
45084	01	CLUB BATHROOM LIGHTS	207500066401	04/02/21	00004949	63099	04/15/21	353.09	20.99 20.99
45263	01	CAUTION TAPE, REBAR PARKS	101500066404	04/06/21	00004954	63099	04/15/21	353.09	16.85 16.85
45379	01	STARTER FERT, TAPE SPORTS	202100076527	04/08/21	00004952	63099	04/15/21	353.09	103.82 103.82

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45390		01 CLUBHOUSE SUPPLIES	3030000076510	04/08/21	00004973	63099	04/15/21	353.09	20.61
		02 SPORT CONCESSION SUPPLIES	3033000076510		00004973				7.37
									13.24
45397		01 SECURE CO2 TANKS	3030000076500	04/08/21	00004969	63099	04/15/21	353.09	35.08
									35.08
45420		01 SUPPLIES TO SECURE CO2 TANKS	3030000076500	04/09/21	00004970	63099	04/15/21	353.09	13.58
									13.58
NICOR	NICOR GAS							VENDOR TOTAL:	911.18
040121		01 MAINT BLDG	1015000096703	04/01/21		63073	04/13/21	1,172.58	1,172.58
		02 MAINT BLDG	5041000096703						321.78
		03 POOL	5181000096703						321.78
		04 UPSTAIRS OFFICE	1010000096703						216.55
		05 ADMIN	1010000096703						44.29
		06 ADMIN	2010000096703						73.79
		07 PRO SHOP	5040000096703						73.80
		08 CLUBHOUSE	3030000096703						31.62
		09 PUMP HOUSE	5041000096703						31.62
									57.35
MMNH-0321		01 MUSEUM	2025000076500	04/13/21		63074	04/13/21	335.15	335.15
									335.15
NORTTOOL	NORTHERN TOOL							VENDOR TOTAL:	1,507.73
47486165		01 GRILLS-S MAIN SHELTER	1015000066404	03/25/21		63075	04/13/21	549.96	549.96
		02 GRILLS-S MAIN SHELTER	2021000066404						299.96
									250.00
OCS	OUTDOOR CUSTOM SPORTSWEAR							VENDOR TOTAL:	549.96
229935		01 OMNI-WICK SHOTGUN 1.4 ZIP	501000001301	03/22/21		63020	03/25/21	2,207.26	2,207.26
		02 OMNI-WICK SLIDE POLO	501000001301						189.00
		03 OMNI-WICK ANGLE POLO	501000001301						150.00
		04 OMNI-WICK ADVENTURE POLO	501000001301						125.00
		05 OMNI-WICK WOMENS SHOTGUN 1/4	501000001301						150.00
		06 OMNI-WICK DRIVE POLO	501000001301						180.00
		07 OMNI-WICK BREAKER POLO	501000001301						150.00
		08 OMNI-WICK SUNDAY POLO	501000001301						150.00
		09 OMNI-WICK CLUBHOUSE POLO	501000001301						150.00

FROM 03/23/2021 TO 04/20/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
229935		10 OMNI-WICK RANGEFINDER TANK	501000001301	03/22/21	00004926	63020	03/25/21	2,207.26	2,207.26
		11 OMNI-WICK SAND SAVE POLO	501000001301		00004926				150.00
		12 OMNI-WICK HEATHERED SUNDAY POL	501000001301		00004926				150.00
		13 OMNI-WICK SKY FULL ZIP	501000001301		00004926				180.00
		14 OMNI-WICK BRACKET POLO	501000001301		00004926				150.00
		15 SHIPPING INV #229935	501000001301		00004926				33.26

VENDOR TOTAL: 2,207.26

PDRMA	PDRMA	MARCH 2021	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		01 HEALTH INS PREM	101000106801	04/13/21		63076	04/13/21	22,897.14	22,897.14
		02 HEALTH INS PREM	101500106801						5,031.79
		03 HEALTH INS PREM	504100106801						1,490.50
		04 HEALTH INS PREM	504000106801						1,805.41
		05 HEALTH INS PREM	201000106801						1,306.63
		06 HEALTH INS PREM	202100106801						6,890.65
		07 HEALTH INS PREM	207500106801						5,784.50
		08 HEALTH INS PREM	303000106801						63.18
									524.48

VENDOR TOTAL: 22,897.14

PEPSI	PEPSI COLA GEN. BOT.	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
27226659	01 200Z BOTTLE POP	303000086630	03/23/21	00004959	63100	04/15/21	856.77	856.77
	02 5GAL BIB	303000086630		00004959				216.64
	03 CO2 TANKS	303000086630		00004959				520.20
	04 3GAL BIB	303000086630		00004959				65.66
								54.27

VENDOR TOTAL: 856.77

PERFOR	PERFORMANCE FOOD GROUP	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
6632605	01 NACHO CHEESE	303300086620	04/08/21	00004978	63102	04/15/21	1,140.36	1,140.36
	02 MUSTARD PACKETS	303300086629		00004978				118.78
	03 TORTILLA CHIPS	303300086620		00004978				11.68
	04 SOFT PRETZELS	303300086619		00004978				20.01
	05 CHIPS	303000086622		00004978				90.69
	06 RELISH	303000086629		00004978				126.44
	07 SLICED ROAST BEEF	303000086612		00004978				36.27
	08 SLICED HAM	303000086612		00004978				70.34
	09 SLICED TURKEY	303000086612		00004978				52.13
	10 BACON	303000086613		00004978				61.85
	11 TATOR TOTS	303000086617		00004978				50.81
	12 SWEET POTATO FRIES	303000086617		00004978				44.49
	13 FRENCH FRIES	303000086617		00004978				33.63
	14 HOT DOGS 6/1	303000086615		00004978				22.37
								149.68

VENDOR TOTAL: 856.77

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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	6632605			04/08/21		63102	04/15/21	1,140.36	1,140.36
		15 HAMBURGERS	303000086613		00004978				190.62
		16 FIERY CHICKEN FINGERS	303000086616		00004978				54.07
		17 DELIVERY	303000076500		00004978				6.50
PION		PIONEER-DO NOT USE						VENDOR TOTAL:	1,140.36
	INV779652		202100076536	03/08/21		63077	04/13/21	318.45	318.45
		01 BATTER BOX TEMPLATE							318.45
REIN		REINDERS, INC.						VENDOR TOTAL:	318.45
	1872241-00		101500066403	04/06/21		63078	04/13/21	113,882.14	62.09
		01 CART BATTERY COVER							62.09
	406398/8-00		701000207002	04/08/21		63078	04/13/21	113,882.14	80,269.04
		01 MOWER							80,269.04
	4063989-00		701000207005	03/23/21		63078	04/13/21	113,882.14	9,100.13
		01 WORKHORSE							9,100.13
	4063990-00		701000207002	04/08/21		63078	04/13/21	113,882.14	23,951.88
		01 UTILITY CART							23,951.88
	60010548-00		101500046207	04/07/21		63078	04/13/21	113,882.14	499.00
		01 LEACH - TRAINING							99.80
		02 LEACH - TRAINING	101000046207						99.80
		03 LEACH - TRAINING	202100046207						299.40
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	113,882.14
	CD_000228717		101000096700	03/21/21		63079	04/13/21	912.94	912.94
		01 PHONE SERVICE							456.47
		02 PHONE SERVICE	201000096700						456.47
RONDO		RONDO ENTERPRISES, INC.						VENDOR TOTAL:	912.94
	147608		101500066402	03/26/21	00004932	63080	04/13/21	424.84	384.84
		01 TRUCK/TRAILER MULTI HITCH							384.84
	148196		101500066402	04/05/21	00004947	63080	04/13/21	424.84	40.00
		01 MUDELAPS TRUCK							40.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
SAF	SAFETY-KLEEN CORP.							
	85471182	01 SHOP PART WASHER SERVICE	1015000056300	03/16/21	04/13/21	63081	230.95	230.95
							VENDOR TOTAL:	424.84
SHAW	SHAW SUBURBAN MEDIA							
	032110027030	01 BRIDAL GUIDE	1012000046208	03/31/21	04/13/21	63082	967.24	967.24
		02 DIGITAL DISPLAY	1012000046209					449.00
		03 BUDGET HEARING	1010000046203					300.00
		04 BUDGET HEARING	2010000046203					31.31
		05 MEMORIAL PARK AD	1010000046203					31.31
		06 MEMORIAL PARK AD	2010000046203					77.81
							VENDOR TOTAL:	77.81
SOFT	SOFT WATER CITY							
	2652-020321	01 SALT	2075000076500	03/31/21	04/13/21	63083	110.25	110.25
		02 WATER RENT 2 MO	1015000076500					20.00
								90.25
							VENDOR TOTAL:	110.25
SOFTTOU	SOFT TOUCH BASES							
	72364	01 SAFETY BASES - TBALL FIELDS	2021000076536	03/10/21	04/13/21	63084	2,365.92	1,772.52
								1,772.52
	72485	01 BALLFIELDS BASES	2021000076536	03/26/21	04/13/21	63084	2,365.92	593.40
								593.40
							VENDOR TOTAL:	2,365.92
SPEC	SPECIAL FX							
	42981	01 STAFF/BOARD APPAREL	1012000046215	04/07/21	04/15/21	63103	718.00	718.00
		02 INTERN APPAREL	2075000046215					166.00
		03 PARKS SEASONAL	1015000046215					37.00
		04 PARKS SEASONAL	5041000046215					400.00
								115.00
							VENDOR TOTAL:	718.00
STAPLES	STAPLES BUSINESS ADVANTAGE							
	3472097125	01 PAPER/POST ITS	1010000046200	03/13/21	04/13/21	63085	131.73	73.77
								36.88

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3472097125	02	PAPER/POST ITS	2010000046200	03/13/21		63085	04/13/21	131.73	73.77 36.89
3473084922	01	MARKERS-LAMINATE SHEETS	1010000046200	03/27/21		63085	04/13/21	131.73	57.96 13.49 13.49 30.98
3474477497	01	TOILET PAPER - CC	2075000076510	04/10/21		63104	04/15/21	108.27	108.27
	02	PAPER & BINDER CLIPS	1010000046200						88.35
	03	PAPER & BINDER CLIPS	2010000046200						9.96 9.96
SUP		SUPERIOR BEVERAGE						VENDOR TOTAL:	240.00
360841	01	BUDWEISER	303000086634	04/07/21		63105	04/15/21	627.85	627.85
	02	BUD LIGHT	303000086634						48.75
	03	BUD LIGHT LIME	303000086634						162.50
	04	BUSCH LIGHT	303000086634						39.00
	05	NATURDAYS	303000086634						31.00
	06	MICH ULTRA	303000086634						30.00
	07	SHOCK TOP	303000086634						39.20
	08	312	303000086634						37.40
	09	LEMON SHANDY	303000086634						50.90
	10	ARNOLD PALMER	303000086631						50.90
	11	SELTZERS	303000086634						66.00
	12	DELIVERY	303000086634						67.20 5.00
T0000039		TRITT, STEVE						VENDOR TOTAL:	627.85
REIMB	01	BOOTS REIMB	101500046215	04/19/21		63112	04/19/21	110.00	110.00
	02	BOOTS REIMB-FROM CLOTHING	101200046215						50.00 60.00
T0001333		HORN, BRENT						VENDOR TOTAL:	110.00
RADIO REIMB	01	RADIO REIMBURSEMENT	101500066400	04/12/21		63024	04/12/21	37.78	37.78
T0001563		TEVSH, THERESA						VENDOR TOTAL:	37.78
REIMB 4-14-21	01	REIMB-WALL HANGINGS	7010000207003	04/14/21		63106	04/15/21	79.97	79.97
									39.98

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	REIMB 4-14-21			04/14/21		63106	04/15/21	79.97	79.97
	02	REIMB-WALL HANGINGS	7010000207003						39.99
T0001576	SNOW, JEREMY							VENDOR TOTAL:	79.97
	REIMBURSEMENT			04/12/21		63025	04/12/21	81.00	81.00
	01	BOOTS ALLOWANCE	1015000046215						50.00
	02	PANTS-CLOTHING ALLOWANCE	1012000046215						31.00
T0001584	GENZ, JUSTIN							VENDOR TOTAL:	81.00
	VOLLEYBALL WINNINGS			03/30/21		63022	03/30/21	150.00	150.00
	01	TOURNAMENT WINNINGS	205490016216						150.00
T0001670	BEAR & BAILEY PRODUCTIONS							VENDOR TOTAL:	150.00
	1327	01 BARN DOOR BUILD-RIVERVIEW RM	7010000207003	03/29/21		63107	04/15/21	495.00	495.00
T0001671	KELLY, TYSON							VENDOR TOTAL:	495.00
	REFUND			04/19/21		63113	04/19/21	50.00	50.00
	01	REFUND	201000002150						50.00
TREASURE	TREASURER, STATE OF ILLINOIS							VENDOR TOTAL:	50.00
	123784	01 TRAIL WORK	7110000207039	04/01/21		63086	04/13/21	83,416.08	83,416.08
TYLER	TYLER ENTERPRISES							VENDOR TOTAL:	83,416.08
	58593	01 GOLF PESTICIDES-GROWTH REGUL	504100076507	03/19/21		63087	04/13/21	2,665.00	2,665.00
	58814	01 PREEMERGENT HERBICIDE	101500076507	04/05/21		63108	04/15/21	195.00	195.00
ULINE	ULINE							VENDOR TOTAL:	2,860.00
	131351519	01 MAGNET STORAGE SHELF LABELING	101500066401	03/16/21		63088	04/13/21	71.71	71.71
									71.71

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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VENDOR TOTAL: 71.71

UNIT2		UNITED STATES POSTAL SERVICE							
		SUM 2021 POSTAGE	101200046203	04/06/21		63023	04/06/21	1,633.02	1,633.02
		01 SUMMER 2021 BROCHURE POSTAGE							1,633.02

VENDOR TOTAL: 1,633.02

UNUM		UNUM LIFE INSURANCE							
		APRIL 2021		04/13/21		63090	04/13/21	646.16	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

VENDOR TOTAL: 646.16

USFOODS		US FOODS INC							
		MAR 2021		04/13/21		63090	04/13/21	646.16	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

VENDOR TOTAL: 646.16

USFOODS		0942225		04/02/21		63109	04/15/21	507.30	507.30
		01 FRYER OIL	303000086617						54.34
		02 CHICKEN STRIPS	303000086616						31.86
		03 CHEESE CURDS	303000086617						100.60
		04 ONION RINGS	303000086617						34.66
		05 DISHWASHER CHEMICALS	303000076551						204.45
		06 TABLE SANITIZER	303000076551						43.02
		07 CHICKEN BREAST	303000086616						38.37

VENDOR TOTAL: 507.30

WARE		WAREHOUSE DIRECT BUSINESS							
		4930885-0		04/08/21		63110	04/15/21	168.93	168.93
		01 MULTI FOLD TOWELS	207500076510						168.93

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WASTE		WASTE MANAGEMENT		VENDOR TOTAL:			
3638302-2011-9	01 REFUSE - ADM	101000056302	03/31/21	63111	04/15/21	416.90	416.90
	02 REFUSE - CH	303000056302					62.45
	03 REFUSE - ADM	101000056302					62.46
	04 REFUSE - OLD SHOP-PICNIC	504100056302					6.50
	05 REFUSE - SC	202100056302					40.39
	06 REFUSE - SC	101500056302					40.26
	07 REFUSE - SC	207500056302					40.27
							164.57

TOTAL ---- ALL INVOICES: 301,943.30

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ADVANCET		ADVANCED TURF SOLUTIONS							
	S0894228.1								
		01 GREENS FERTILIZER	504100076506	03/31/21		63118	04/22/21	878.40	878.40
AIRGAS		AIRGAS USA LLC							
	9978358226								
		01 SHOP WELDING TANK GAS	101500066401	03/31/21		63119	04/22/21	32.50	32.50
								VENDOR TOTAL:	878.40
BANN		BANNER UP SIGNS							
	74378								
		01 CLUBHOUSE SIGNS	101000076500	04/13/21	00004993	63120	04/22/21	156.00	156.00
		02 CLUBHOUSE SIGNS	201000076500		00004993			78.00	78.00
								VENDOR TOTAL:	156.00
BATTERIE		BATTERIES PLUS BULES							
	P38776471								
		01 BATTERIES	101000046200	04/16/21		63121	04/22/21	39.11	39.11
		02 BATTERIES	201000046200					19.55	19.55
								19.56	19.56
								VENDOR TOTAL:	39.11
CINTA2		CINTAS CORP							
	5058972549								
		01 1ST AID STOCK - CC	207500076513	04/16/21		63122	04/22/21	7.14	7.14
								VENDOR TOTAL:	7.14
CITY		CITY OF SYCAMORE							
	FEBRUARY 2021								
		01 CITY SALES TAX - CH	303000116852	04/22/21		63123	04/22/21	12.00	3.00
		02 CITY SALES TAX - VENDING	207500086650					2.00	2.00
								1.00	1.00
	MARCH 2021								
		01 CITY SALES TAX - CH	303000116852	04/22/21		63123	04/22/21	12.00	9.00
		02 CITY SALES TAX - VENDING	207500086650					2.00	2.00
		03 CITY SALES TAX - CROSSPARK	206095276230					3.00	3.00
		04 CITY SALES TAX - CROSSPARK	303500116852					2.00	2.00
								VENDOR TOTAL:	12.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMMO		COMMONWEALTH EDISON							
	040721	01 FOUNDERS PARK	101500096702	04/07/21		63124	04/22/21	23.31	23.31
	MMNH-0321	01 MUSEUM	202500076500	04/05/21		63125	04/22/21	585.33	585.33
							VENDOR TOTAL:		608.64
CONS		CONSERV FS							
	121015521	01 GASOLINE - OLD SHOP	504100076515	04/20/21		63126	04/22/21	2,455.66	351.14
	121015522	01 DIESEL - GOLF	504100076515	01/01/21		63126	04/22/21	2,455.66	596.20
		02 DIESEL -PARKS	101500076515						311.39
		03 DIESEL -PARKS	202100076515						175.24
									109.57
	121015523	01 GASOLINE - GOLF	504100076515	04/01/21		63126	04/22/21	2,455.66	782.32
		02 GASOLINE - PARKS	101500076515						100.19
		03 GASOLINE - SC	202100076515						222.91
		04 GASOLINE - TRUCKS	101500076515						161.10
									298.12
	40011691	01 BALLFIELD MOUND CLAY	202100076533	04/13/21		63126	04/22/21	2,455.66	726.00
		02 BALLFIELD MOUND CLAY	202100066404						363.00
							VENDOR TOTAL:		2,455.66
DEKA		DEKALB LAWN & EQUIPMENT CO.							
	77776	01 INNERTUBE SNOWBLOW TIRE	101500066402	04/15/21	00004987	63127	04/22/21	149.88	9.13
	77951	01 MOWER BELTS	101500066403	04/20/21	00004999	63127	04/22/21	149.88	140.75
							VENDOR TOTAL:		149.88
FINN		FINNEY'S ELECTRIC							
	23702	01 BALLFIELD LIGHT REPAIR	202100076526	04/22/21		63128	04/22/21	396.00	396.00
							VENDOR TOTAL:		396.00

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FRONTIER	FRONTIER								
	0670-040721			04/07/21		63129	04/22/21	600.46	600.46
	01 ADMIN		101000096700						300.23
	02 ADMIN		201000096700						300.23
							VENDOR TOTAL:		600.46
GRAI	GRAINGER								
	9869905613			04/15/21		63130	04/22/21	843.38	86.26
	01 BALL FIELD LIGHTING		202100076526						86.26
	9870005643			04/15/21		63130	04/22/21	843.38	447.24
	01 BALL FIELD LIGHTING		202100076526						447.24
	9871079910			04/15/21		63130	04/22/21	843.38	86.26
	01 BALLFIELD LIGHTS-CAPACITORS		202100076526						86.26
	9875259096			04/20/21		63130	04/22/21	843.38	223.62
	01 BULBS - BALLFIELDS		202100076526						223.62
							VENDOR TOTAL:		843.38
MENA	MENARDS - SYCAMORE								
	45421			04/09/21		63131	04/22/21	105.87	7.38
	01 RE BAR, SET TOOL		101500066404		00004982				7.38
	45432			04/09/21		63131	04/22/21	105.87	98.49
	01 SHOP LADDER, GARBAGE CAN		101500066401		00004981				98.49
							VENDOR TOTAL:		105.87
MROUT	MR OUTHOUSE								
	3300			03/31/21		63132	04/22/21	615.00	615.00
	01 PORT-O-POTS = PARKS		101500056309						450.00
	02 PORT-O-POTS =SPORTS		202100056309						165.00
							VENDOR TOTAL:		615.00
PRIN	PRINCIPAL LIFE GROUP								
	APRIL 2021			04/22/21		63133	04/22/21	1,522.02	1,522.02
	01 DENTAL INS PREM		101000106801						311.48
	02 DENTAL INS PREM		101500106801						83.35
	03 DENTAL INS PREM		504100106801						95.66
	04 DENTAL INS PREM		504000106801						118.38
	05 DENTAL INS PREM		201000106801						415.52
	06 DENTAL INS PREM		202100106801						325.98
	07 DENTAL INS PREM		207500106801						147.98

DATE: 04/22/2021
 TIME: 13:14:44
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 04/22/2021 TO 04/22/2021

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
APRIL 2021		08 DENTAL INS PREM	303000106801	04/22/21		63133	04/22/21	1,522.02	1,522.02 23.67
						VENDOR TOTAL: 1,522.02			
RONDO		RONDO ENTERPRISES, INC.							
148629	01	WIRE TEST TRAILERS	202100066402	04/12/21	00004991	63134	04/22/21	8.28	13.99 13.99
148700	01	JACK FOR TRAILER HITCH	202100066402	04/13/21	00004990	63134	04/22/21	8.28	27.34 27.34
148738	01	HITCH COUPLER	202100066402	04/14/21	00004988	63134	04/22/21	8.28	6.95 6.95
CREDIT-OVERPMT		01 OVERPMT INV 147608	101500066402	04/22/21		63134	04/22/21	8.28	-40.00 -40.00
						VENDOR TOTAL: 8.28			
STAPLES		STAPLES BUSINESS ADVANTAGE							
3474952625	01	TONERS - KL	101000046200	04/17/21		63135	04/22/21	209.37	209.37 104.68 104.69
	02	TONERS - KL	201000046200						
						VENDOR TOTAL: 209.37			
TYLER		TYLER ENTERPRISES							
59008	01	PARK/SPORTS SEED	101500076502	04/15/21	00004989	63136	04/22/21	197.50	197.50 197.50
						VENDOR TOTAL: 197.50			
USGA		USGA CLUB MEMBERSHIP							
2021 CLUB MEMB		01 2021 CLUB MEMBERSHIP	101000046204	04/22/21		63137	04/22/21	150.00	150.00 150.00
						VENDOR TOTAL: 150.00			
						TOTAL --- ALL INVOICES: 8,987.21			

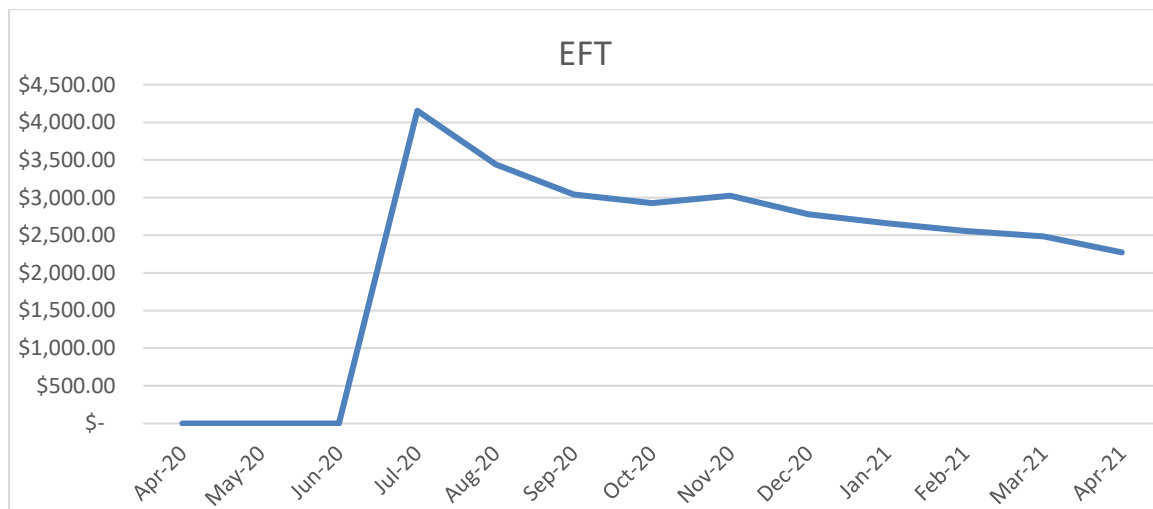
Interim \$301,943.30
New \$8,987.21

Total \$310,930.51

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: April 27, 2021

Administrative Initiatives (4/1/21 – 4/30/21)

- Attended scheduled Board, Superintendent/staff meetings and Study Sessions.
- Reviewed deposits for Community Center using Rectrac. Prepared general ledger journal entry to be uploaded and posted to MSI, being sure to separate out dog park, shelter and clubhouse rentals to ensure posting to proper fund.
- Reviewed deposits for Golf and Concessions in new POS system TeeSnap. Learned how to take information from TeeSnap to create general ledger journal entries to be entered and posted to MSI. Working with TeeSnap to see if they can change this process to make this process less time consuming on my end.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The March installment was for 129 individuals, a decrease of 8 from February. The monthly installment was \$2,369 (\$70 decrease) processed through credit cards and \$117 (no change) through ACH transactions. There were 6 households whose credit cards did not process (\$173) due to declined credit cards. I am still following up on each of these and processing the transactions when possible. (See chart below that shows monthly EFT revenue over the last year.)



- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. 1) Assist with final steps of remote server install. 2) Wifi issues. 3) Printer error/Microsoft update not communicating with our printers. 4) Spam 5) New Comcast Product 6) portable phone issues
- Initial three year Comcast contract has expired. Had discussions with Comcast regarding renewal with a reduction of fees.
- Prepared monthly sales tax returns.

- Filed monthly IMRF earnings and submitted payment.
- Filed quarterly payroll taxes.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Prepared monthly bank reconciliation.
- Submitted final IMRF information to auditors for final draft to review.
- Set up zoom meetings. Recorded where necessary.
- Attended Pumpkin Festival committee meeting.
- Processed pro shop inventory/special orders.
- Performed criminal background checks on new hires and volunteers.
- Continued to set up new employees to complete Harassment training. Assisted where needed.
- Participated in discussions regarding Safe Zone Conversations program through IPRA.
- Worked with Verizon to transfer data plans to iPads for POS in Sports Complex and Beverage Cart.
- Reviewed financial assistance request. Followed up with rec staff to submit request to contracted provider.
- Completed Local CURE Additional Allotment Survey.
- Participated in Webinar: Good News: In Parks – Transparency & Customer Service
- Finalized 2020 Tax Levy with county.

Administrative Initiatives (05/01/21 – 05/31/21)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment taxes.
- Prepare and file monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Work with CMJ on technology as needed.
- Write up instructions for utilizing the employee portal.
- Allocate 2021 budget over 12 months in MSI.
- Attend Pumpkin Festival Committee meeting.

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

Corporate Fund (10)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	5,969.42	14,300.78	1,583,814.00	11,575.17	23.5% (1)
Marketing			-		
Parks	1,265.00	3,000.00	23,732.00	2,774.00	8.1%
Total Revenues	7,234.42	17,300.78	1,607,546.00	14,349.17	20.6%
Expenses					
Administration	40,796.98	88,741.31	1,269,693.00	127,004.73	-30.1% (2)
Marketing	4,096.07	5,509.03	44,939.00	9,743.78	-43.5%
Parks	18,386.90	48,597.24	297,933.00	60,463.38	-19.6% (3)
Total Expenses	63,279.95	142,847.58	1,612,565.00	197,211.89	-27.6%
Total Fund Revenues	7,234.42	17,300.78	1,607,546.00	14,349.17	20.6%
Total Fund Expenses	63,279.95	142,847.58	1,612,565.00	197,211.89	-27.6%
Surplus (Deficit)	(56,045.53)	(125,546.80)	(5,019.00)	(182,862.72)	-31.3%

(1) In 2021, received return of net position on PDRMA Health Plan \$2,725.61.

(2) Wages and related taxes higher in 2020 18.2% \$12,796 due to number of pay dates 2020 - 7, 2021 - 6. 2020 included \$20,899 in misc consultants for Survey and Sustaining the Legacy exercise.

(3) Wages and related taxes higher in 2020 34.1% \$11,444 due to number of pay dates 2020 - 7, 2021 - 6 and having IMRF PT position vacant.

Recreation Fund (20)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	14.67	1,027,728.00	800.65	-98.2%
Sports Complex	150.00	150.00	44,457.00	150.00	0.0%
Sports Complex Maintenance	-	-	42,339.00	-	#DIV/0!
Midwest Museum of Natural Hist	-	580.96	2,400.00	-	#DIV/0!
Programs-Youth	279.00	2,053.00	21,711.00	3,502.00	-41.4% (1)
Programs-Tweens	(390.00)	(380.00)	1,696.00	-	#DIV/0! (1)
Programs-Adult	455.00	2,908.25	4,806.00	2,130.00	36.5% (1)
Programs-Leagues	-	50.00	9,798.00	-	#DIV/0! (1)
Programs-Youth Athletics	4,005.00	11,013.00	24,382.00	9,047.60	21.7% (1)
Programs-Fitness	1,662.20	3,933.00	12,629.00	7,850.77	-49.9% (1)
Programs-Early Childhood	-	-	6,569.00	1,715.00	-100.0% (1)
Programs-Dance	10.00	804.00	3,085.00	830.00	-3.1% (1)
Programs-Special Events	(11.00)	511.00	9,594.00	6,139.02	-91.7% (1)
Programs-Community Events	-	-	6,850.00	2,850.00	-100.0%
Brochure	-	-	7,350.00	-	#DIV/0!
Weight Room	7,281.76	26,273.47	149,397.00	43,029.28	-38.9% (2)
Community Center	6,048.25	16,613.59	50,849.00	23,222.54	-28.5% (2)
Total Revenues	19,490.21	64,524.94	1,425,640.00	101,266.86	-36.3%

(1) Revenue from programs decreased 33.1%, \$10,322 compared to 2020.

(2) Still feeling impacts of COVID

Compared to Annual Budget/Compared to 2020 YTD:

Pathway Fitness Membership	13.84% / 51.87%
Pathway Fitness Pass	20.31% / 71.71%
Track Only Pass	26.36% / 66.72%
Pre-pay Card	49.00% / 0%
Program Fees	29.43% / 74.33%
Daily Admission Fee	12.77% / 41.68%

Compared to Annual Budget/Compared to 2020 YTD:

Open Gym Daily	53.18% / 89.92%
Open Gym Membership	47.01% / 106.05%
Rentals	28.78% / 50.70%

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

Expenses

Administration	46,941.62	138,096.34	598,550.00	165,084.06	-16.3%	(1)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	35,693.74	86,908.63	434,361.00	111,524.05	-22.1%	(2)
Midwest Museum of Natural Hist	1,222.60	3,113.72	18,500.00	6,487.15	-52.0%	
Programs-Youth	156.37	390.86	13,196.00	1,690.39	-76.9%	(3)
Programs-Tweens	(330.00)	(345.00)	1,049.00	-	#DIV/0!	(3)
Programs-Adult	142.10	330.50	2,765.00	2,726.36	-87.9%	(3)
Programs-Leagues	1,358.36	2,516.71	6,405.00	3,546.57	-29.0%	(3)
Programs-Youth Athletics	133.32	1,414.62	14,610.00	2,184.17	-35.2%	(3)
Programs-Fitness	1,143.87	1,780.40	9,527.00	4,115.04	-56.7%	(3)
Programs-Early Childhood	-	-	4,635.00	-	#DIV/0!	(3)
Programs-Dance	97.98	167.94	1,487.00	233.25	-28.0%	(3)
Programs-Special Events	240.98	512.94	6,204.00	3,299.76	-84.5%	(3)
Programs-Community Events	-	15.78	5,350.00	-	#DIV/0!	
Brochure	-	-	24,575.00	-	#DIV/0!	
Weight Room	174.39	637.04	32,156.00	2,707.36	-76.5%	
Community Center	18,216.58	42,816.84	218,217.00	50,215.56	-14.7%	
Total Expenses	105,191.91	278,357.32	1,391,587.00	353,813.72	-21.3%	
Total Fund Revenues	19,490.21	64,524.94	1,425,640.00	101,266.86	-36.3%	
Total Fund Expenses	105,191.91	278,357.32	1,391,587.00	353,813.72	-21.3%	
Surplus (Deficit)	(85,701.70)	(213,832.38)	34,053.00	(252,546.86)	-15.3%	

(1) Wages and related taxes higher in 2020 16.3% \$18,579 due to number of pay dates 2020 - 7, 2021 - 6.

(2) Wages and related taxes higher in 2020 17.6% \$14,200 due to number of pay dates 2020 - 7, 2021 - 6.

(3) Expenses for programs decreased 62.0%, \$11,027 compared to 2020.

Donations (21)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	16,000.00	16,115.13	25,500.00	9,751.26	65.3% (1)
Total Revenues	16,000.00	16,115.13	25,500.00	9,751.26	65.3%
Expenses					
Administration	-	-	50,000.00	-	#DIV/0!
Total Expenses	-	-	50,000.00	-	#DIV/0!
Total Fund Revenues	16,000.00	16,115.13	25,500.00	9,751.26	65.3%
Total Fund Expenses	-	-	50,000.00	-	#DIV/0!
Surplus (Deficit)	16,000.00	16,115.13	(24,500.00)	9,751.26	65.3%

(1) Collection of Leaf a Legacy pledges.

Special Recreation (22)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	0.69	208,000.00	43.04	-98.4%
Total Revenues	-	0.69	208,000.00	43.04	-98.4%
Expenses					
Administration	-	-	204,500.00	46.76	-100.0%
Total Expenses	-	-	204,500.00	46.76	-100.0%
Total Fund Revenues	-	0.69	208,000.00	43.04	-98.4%
Total Fund Expenses	-	-	204,500.00	46.76	-100.0%
Surplus (Deficit)	-	0.69	3,500.00	(3.72)	-118.5%

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

Insurance (23)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	1.52	71,000.00	107.44	-98.6%
Total Revenues	-	1.52	71,000.00	107.44	-98.6%
Expenses					
Administration	-	-	71,000.00	133.50	-100.0%
Total Expenses	-	-	71,000.00	133.50	-100.0%
Total Fund Revenues	-	1.52	71,000.00	107.44	-98.6%
Total Fund Expenses	-	-	71,000.00	133.50	-100.0%
Surplus (Deficit)	-	1.52	-	(26.06)	-105.8%

Audit (24)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	0.47	15,000.00	31.11	-98.5%
Total Revenues	-	0.47	15,000.00	31.11	-98.5%
Expenses					
Administration	11,900.00	11,900.00	16,500.00	850.00	1300.0%
Total Expenses	11,900.00	11,900.00	16,500.00	850.00	1300.0%
Total Fund Revenues	-	0.47	15,000.00	31.11	-98.5%
Total Fund Expenses	11,900.00	11,900.00	16,500.00	850.00	1300.0%
Surplus (Deficit)	(11,900.00)	(11,899.53)	(1,500.00)	(818.89)	1353.1%

Paving & Lighting (25)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	1.72	25,000.00	54.13	-96.8%
Total Revenues	-	1.72	25,000.00	54.13	-96.8%
Expenses					
Administration	-	-	73,522.00	-	#DIV/0!
Total Expenses	-	-	73,522.00	-	#DIV/0!
Total Fund Revenues	-	1.72	25,000.00	54.13	
Total Fund Expenses	-	-	73,522.00	-	
Surplus (Deficit)	-	1.72	(48,522.00)	54.13	

Park Police (26)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	0.01	5,319.00	7.23	-99.9%
Total Revenues	-	0.01	5,319.00	7.23	-99.9%
Expenses					
Administration	325.90	1,059.80	4,844.00	605.54	75.0%
Total Expenses	325.90	1,059.80	4,844.00	605.54	75.0%
Total Fund Revenues	-	0.01	5,319.00	7.23	-99.9%
Total Fund Expenses	325.90	1,059.80	4,844.00	605.54	
Surplus (Deficit)	(325.90)	(1,059.79)	475.00	(598.31)	77.1%

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

IMRF (27)

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

Social Security (28)

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

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

Concessions (30)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Clubhouse Concessions	339.40	685.90	68,256.00	-	#DIV/0!
Beverage Cart	-	-	6,352.00	-	#DIV/0!
Sports Complex Concessions	-	-	32,667.00	-	#DIV/0!
Pool Concessions	-	-	10,549.00	-	#DIV/0!
Catering	303.00	950.00	18,007.00	1,401.00	-32.2%
Total Revenues	642.40	1,635.90	135,831.00	1,401.00	16.8%
Expenses					
Clubhouse Concessions	3,646.28	8,003.58	88,703.00	11,503.53	-30.4% (1)
Beverage Cart	-	-	5,381.00	18.54	-100.0%
Sports Complex Concessions	308.22	335.68	31,665.00	572.33	-41.3%
Pool Concessions	-	-	10,046.00	-	#DIV/0!
Catering	-	62.50	6,690.00	306.18	-79.6%
Total Expenses	3,954.50	8,401.76	142,485.00	12,400.58	-32.2%
Total Fund Revenues	642.40	1,635.90	135,831.00	1,401.00	16.8%
Total Fund Expenses	3,954.50	8,401.76	142,485.00	12,400.58	-32.2%
Surplus (Deficit)	(3,312.10)	(6,765.86)	(6,654.00)	(10,999.58)	-38.5%

(1) Wages and related taxes higher in 2020 11.9% \$787 due to number of pay dates 2020 - 7, 2021 - 6.

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

Developer Contributions (32)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	0.55	15,000.00	6,306.26	-100.0%
Total Revenues	-	0.55	15,000.00	6,306.26	-100.0%
Expenses					
Administration	-	-	15,000.00	-	#DIV/0!
Total Expenses	-	-	15,000.00	-	#DIV/0!
Total Fund Revenues	-	0.55	15,000.00	6,306.26	-100.0%
Total Fund Expenses	-	-	15,000.00	-	#DIV/0!
Surplus (Deficit)	-	0.55	-	6,306.26	-100.0%

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

Golf Course (50)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Golf Operations	99,993.58	100,884.74	425,553.00	75,088.29	34.4% (1)
Golf Maintenance	-	-	22,039.00	-	#DIV/0!
Total Revenues	99,993.58	100,884.74	447,592.00	75,088.29	34.4%
Expenses					
Golf Operations	26,033.67	42,772.29	233,920.00	32,936.35	29.9% (2)
Golf Maintenance	14,774.27	39,058.55	265,811.00	44,436.78	-12.1% (3)
Total Expenses	40,807.94	81,830.84	499,731.00	77,373.13	5.8%
Total Fund Revenues	99,993.58	100,884.74	447,592.00	75,088.29	34.4%
Total Fund Expenses	40,807.94	81,830.84	499,731.00	77,373.13	5.8%
Surplus (Deficit)	59,185.64	19,053.90	(52,139.00)	(2,284.84)	-933.9%

(1) Golf Course opened earlier in 2021.

(2) New POS system in 2021 \$10,200.

(3) Wages and related taxes higher in 2020 11.0% \$3,286 due to number of pay dates 2020 - 7, 2021 - 6.

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

Aquatics (51)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Pool	-	-	71,654.00	1,900.00	-100.0%
Swim Lessons			22,811.00		
Splashpad	-	-	22,804.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Revenues	-	-	117,269.00	1,900.00	-100.0%
Expenses					
Pool	288.24	324.84	67,929.00	322.63	0.7%
Aquatics Maintenance	1,024.32	2,538.42	33,200.00	1,229.81	106.4%
Swim Lessons			11,734.00	-	
Splashpad	-	-	349.00	-	#DIV/0!
	<hr/>			<hr/>	
Total Expenses	1,312.56	2,863.26	113,212.00	1,552.44	84.4%
Total Fund Revenues	-	-	117,269.00	1,900.00	-100.0%
Total Fund Expenses	1,312.56	2,863.26	113,212.00	1,552.44	84.4%
Surplus (Deficit)	(1,312.56)	(2,863.26)	4,057.00	347.56	-923.8%

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

Debt Service (60)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	3.12	645,000.00	183.82	-98.3%
Total Revenues	-	3.12	645,000.00	183.82	-98.3%
Expenses					
Administration	-	-	640,178.00	-	#DIV/0!
Total Expenses	-	-	640,178.00	-	#DIV/0!
Total Fund Revenues	-	3.12	645,000.00	183.82	-98.3%
Total Fund Expenses	-	-	640,178.00	-	#DIV/0!
Surplus (Deficit)	-	3.12	4,822.00	183.82	-98.3%

Capital Projects (70)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	15.28	549,000.00	950.04	-98.4%
Total Revenues	-	15.28	549,000.00	950.04	-98.4%
Expenses					
Administration	16,088.07	31,994.81	614,838.00	11,498.93	178.2%
Total Expenses	16,088.07	31,994.81	614,838.00	11,498.93	178.2%
Total Fund Revenues	-	15.28	549,000.00	950.04	-98.4%
Total Fund Expenses	16,088.07	31,994.81	614,838.00	11,498.93	178.2%
Surplus (Deficit)	(16,088.07)	(31,979.53)	(65,838.00)	(10,548.89)	203.2%

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

Action 2020 (71)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2020 YTD Actual</u>	
Revenues					
Administration	-	74.32	249,002.00	7,129.52	-99.0%
Total Revenues	-	74.32	249,002.00	7,129.52	-99.0%
Expenses					
Administration	76,780.79	201,541.13	1,620,350.00	309,938.04	-35.0%
Total Expenses	76,780.79	201,541.13	1,620,350.00	309,938.04	-35.0%
Total Fund Revenues	-	74.32	249,002.00	7,129.52	-99.0%
Total Fund Expenses	76,780.79	201,541.13	1,620,350.00	309,938.04	-35.0%
Surplus (Deficit)	(76,780.79)	(201,466.81)	(1,371,348.00)	(302,808.52)	-33.5%
Total Fund Revenues	143,360.61	200,559.17	5,752,699.00	218,569.17	
Total Fund Expenses	319,641.62	760,796.50	7,286,536.00	965,424.53	
Surplus (Deficit)	(176,281.01)	(560,237.33)	(1,533,837.00)	(746,855.36)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2021	Revenues	Expenses	Unaudited 3/31/2021	3/31/2021 Cash balance
10 Corporate	720,032.92	17,300.78	142,847.58	594,486.12	585,382.91
20 Recreation	460,026.80	64,524.94	278,357.32	246,194.42	263,800.59
21 Donations	166,593.13	16,115.13	-	182,708.26	182,708.26
22 Special Recreation	119,460.95	0.69	-	119,461.64	119,461.64
23 Insurance	43,018.31	1.52	-	43,019.83	43,019.83
24 Audit	13,423.50	0.47	11,900.00	1,523.97	1,523.97
25 Paving & Lighting	48,804.64	1.72	-	48,806.36	48,806.36
26 Park Police	690.47	0.01	1,059.80	(369.32)	(289.03)
27 IMRF	-	-	-	-	-
28 Social Security	5,224.09	-	-	5,224.09	5,224.09
30 Concessions	26,192.46	1,635.90	8,401.76	19,426.60	14,873.16
32 Developer Contributions	15,492.35	0.55	-	15,492.90	15,492.90
50 Golf	28,464.00	100,884.74	81,830.84	47,517.90	38,969.82
51 Aquatics	2,372.62	-	2,863.26	(490.64)	315.40
60 Debt Service	88,244.06	3.12	-	88,247.18	88,247.18
70 Capital Projects	421,544.39	15.28	31,994.81	389,564.86	398,426.29
71 Action 2020	1,905,295.24	-	76,780.79	1,828,514.45	2,060,941.96
	4,064,879.93	200,484.85	636,036.16	3,629,328.62	3,866,905.33

Summary of depository accounts as of **4/22/2021**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>	<u>YTD Interest</u>
First Midwest Bank	456,237.95	0.02	139.36
Resource Bank	200,003.34	0.10	6.05
IPDLAF	3,031,410.25	varies	
DCCF - Action 2020	74,425.75		
Dekalb Co. Community Foundation	<u>22,162.33</u>		
	3,784,239.62		

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Report

Date: April 22, 2021

Administrative Initiatives (4/1/21-4/30/21)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended the Park District Board meeting and staff management meetings.
- Attended Community Based Planning for Dekalb County Childcare expansion Kick off on April 1. Will serve on the facility section committee.
- Assisted staff with hiding concrete eggs April 2 for second year of COVID modified Eggstravaganza event. After hearing about eggs being taken from parks or destroyed, staff started collecting the eggs on Sunday and Monday. We have 19 out of 24 eggs recovered from the Parks.
- Gathered park district data on value of goods and services given out to the community for free. Will plan a meeting with Director Bailey and the School District Superintendent.
- Met with Facility Supervisor Metcalf to review safety plan for Summer Aquatics and Community Center.
- Attended the KSRA Board meeting on April KSRA has established a Foundation Board and is now incorporated with 501C3 status. Their first meeting will be held on April 13th.
- GA's promoted free fitness classes for members on March 22, 28. No one signed up. They will run the free classes again April and continue to take notes on what is the best strategy to offer free classes.
- Attended Good News! In Parks: Episode 2-4(zoom), which recognized our staff member, Sarah Rex, for her outstanding Marketing efforts in Parks and Recreation.
- The April 10 Sycamore Masters Chip Competition was canceled. The wether was cold and windy which probably deterred people from signing up. The Rec team will try again in the Fall.
- Attended the Service Desk training on April 11. The new Summer brochure information was explained, and new staff introduced.
- Met with a sycamore resident, to discuss Home School family options to utilize the park district staff and facilities, for teaching their kids classes starting in the Fall.
- Attended the KSRA Board meeting April 13.
- Attended the KSRA Foundation Meeting April 13. Their first fundraiser will be a Golf Outing on May 21 at the Sycamore Golf Cub, a facility of the Sycamore Park District.

- Attended Rec staff meeting to review new budget workbook planning and Marketing request forms. These new formats will help to improve efficiencies in recreation programming.
- Scheduled Service Master to clean floors at the Sport Complex Concessions and had two cleaning days with concession staff.
- Attended Concession staff training on April 21. Presented safety topics and COVID updates.
- All full-time staff at Community Center attended the LBGTQ Safe Zone zoom meeting on April 23.
- Will stop in to observe a very busy Saturday, April 24th day of events: Cup in Hand Tournament, Black Belt Testing, Tai Chi Event, Park Pride Day
- Will attend the Program Survey and Customer Service update meeting with all Rec staff and Director Bailey on April 26th.
- All full-time employees will attend a “Better Sleep” session speaker on April 28, as part of the employee wellness grant from PDRMA
- Summer brochure was delivered to home the second week of April. Registration began on April 19th.
- Marketing Supervisor Sarah Rex, Integrated new mission, vision, and core value statements into a customer service training – customizable for supervisors to adapt to their staff and roles.
- Marketing Supervisor Sarah Rex created a Refresh of website aesthetics to mark adoption of the new mission.
- Marketing Supervisor Sarah Rex developed marketing request forms and process for staff to request marketing and media pieces for programs and services.
- Marketing Supervisor Sarah Rex, Sent the first seasonal program and facility rentals surveys
 - Program Participant Surveys
 - 294 households received an e-survey
 - Email Open Rate: 38.8% (114 opens)
 - Surveys Completed: 29
 - 293 household participated in programs Jan-April
 - 127 household had multiple registrations
 - Facility Rental Survey
 - 22 renters received an e-survey
 - Open Rate: 41% (12 opens)
 - Surveys Completed: 1
- Marketing Supervisor Sarah Rex received donation for lighting and shelving from Innovative Growers Equipment valued at \$5757 for the District’s new greenhouse.
- Marketing Supervisor Sarah Rex helped coordinate new sign and display needs at the Clubhouse.
- The teen Flashlight Egg Hunt had 24 participants.

- The Recreation team had a successful, first, event on March 28th, the “Cross Park Challenge. They maxed out with 12 teams and utilized the clubhouse space along with the entire sport complex, community center and Sycamore park spaces to conduct the event. Assisted with Cross Park Challenge 12 teams total.
- Recreation Specialist Genz concluded the In house Volleyball League after long season. Teams were very appreciative that we were able to run the league and finish out strong after two months shut down of the facility due to COVID. Both Wednesday and Thursday night had a total of 22 teams.
- STEM Electrify it class ran with 8 participant total.
- All Star Sports session 3 classes have begun with 75 participant’s total.
- Tennis Classes have begun with 24 participant’s total and wait list.
- Mommy & Me Painting class ran with 8 participant’s total.
- Recreation Specialist Genz attended Chamber Leadership Academy event.
- Recreation Specialist Genz helped train incoming Part time custodian on closing procedures, gym functions, volleyball net setup/takedown etc.
- Recreation Specialist Genz Coordinated & Supervised Cup in hand tournament on April 24.
- As of April 20, 2021, we have 248 Active Pathway Fitness 24/7 Memberships, 261 Active Pathway Fitness Passes, 47 Active Track 24/7 Memberships, 179 Active Track Passes and 197 Active Open Gym Passes.
- Facility Supervisor Metcalf attended an IPRA Facility Management Section Meeting.
- Facility Supervisor Metcalf Coordinated and attended the Tai Chi for Health & Wellness Workshop.
- Facility Supervisor Metcalf Continued to find donations for our Member Retention Program for each month.
- Continued to work on new policies and procedures for the Community Pool this summer.
- Facility Supervisor Metcalf Continued to work in RecTrac to update things as new things get added and changed.
- Facility Supervisor Metcalf will coordinate Pathway cleaning and preventive maintenance for April, early May.
- Facility Supervisor Metcalf and Superintendent of Recreation Tevsh will attend the May 7 KSRA Foundation meeting.

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

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Will attend upcoming Board, Management team and study session meetings for May.
- Will be Speaker, along with Marketing Supervisor Sarah Rex, to the Chamber Academy Group on April 30th, which will be conducted at the Park District.
- Summer Intern, Casey Hauck will start on May 4th.
- Will assist with opening of Splash Pad Operations.
- Will assist with Opening Pool Operations.
- Recreation staff will assist at the Chamber Expo on May 8.
- Will assist with the Senior Ditch Day event on May 18.
- Will attend the KSRA Golf Outing on May 21.
- Will attend the Lifeguard Training meeting on May 19.
- Will assist with the Summer Kick Off Kite Fly and opening day of Splash Fountain May 29.
- Will work with PDRMA to set up employee safety training for Dog Park and Concessions staff.
- Will coordinate employee First aid/CPR/AED training.
- Will continue to review remaining MOUs for 2021.
- Marketing Supervisor Sarah Rex will implement new monthly email marketing sending promotional eblasts to all households in our system and collecting emails through the website and social media.
- Facility Supervisor Metcalf will conduct many trainings and meetings for all Aquatics Staff to prepare to open the pool.

To: Board of Commissioners
 From: Brianna Kramer, NIU Graduate Assistant
 Subject: Semester Report (Final)
 Date: 4-15-21

Administrative Initiatives (1/11/21 – 4/29/21)

Brianna Kramer, Graduate Assistant

- Tracked daily attendance records for Pathway Fitness
- Assisted Sarah with the marketing of events through hanging flyers on the bulletin boards, cardio machines, and monthly eblasts
- Attended staff meetings
- Worked at the Service Desk on a weekly basis
 - Provided customer service to members
 - Sold and renewed memberships
- Continued running and managed the budget for the Discover Your Wellness program for full-time employees
 - January- arranged for Carrie to teach us about stretching
 - February- group volleyball
 - March- walking challenge
 - April- will arrange for a presentation about the importance of sleep on April 28th
- Assisted Kelsey with running the Youth Basketball Program on Saturdays
- Worked with Chris and learned about the Fitness Assessments we offer members
- Worked with Kelsey to implement a Free Fitness Class and Free Family Fitness Morning perk to the members
- Attended meetings for the Cross Park Challenge and helped run the event day of on March 26th
- Watched the webinar: Preparing the Profession for the Future- Centering Equity in Parks and Recreation
- Organized and ran the Sycamore High School Dodgeball Tournament on April 11th
- Assisted Lisa with the membership retention program- reaching out to local businesses
- *See attached daily usage report of Track, Gym, and Pathway fitness members*
- *See attached total daily users report for the Community Center*
- *See attached KSRA Golf Outing May 21 fundraiser registration form*

March 2021	Building Hours	After Hours	Splashpad Daily Fee	Splashpad Pass	Open Gym	Total Users
1	134	15			28	177
2	132	12			60	204
3	117	12			49	178
4	112	12			51	175
5	98	10			56	164
6	55	16			63	134
7	30	23			64	117
8	99	9			56	164
9	90	12			29	131
10	97	13			53	163
11	96	9			42	147
12	80	15			41	136
13	25	13			33	71
14	21	20			22	63
15	99	12			41	152
16	116	12			43	171
17	107	10			45	162
18	99	10			55	164
19	89	10			57	156
20	35	17			40	92
21	13	9			27	49
22	78	10			33	121
23	89	12			43	144
24	111	11			29	151
25	81	7			44	132
26	71	7			39	117
27	35	16			22	73
28	20	24			41	85
29	120	9			64	193
30	91	12			34	137
31	108	10			39	157
April 2021						
1	93	8			23	124
2	81	10			45	136
3	32	10			42	84
4	Closed	13			Closed	13
5	86	6			73	165
6	59	8			25	92
7	62	9			39	110
8	79	7			57	143

Closed

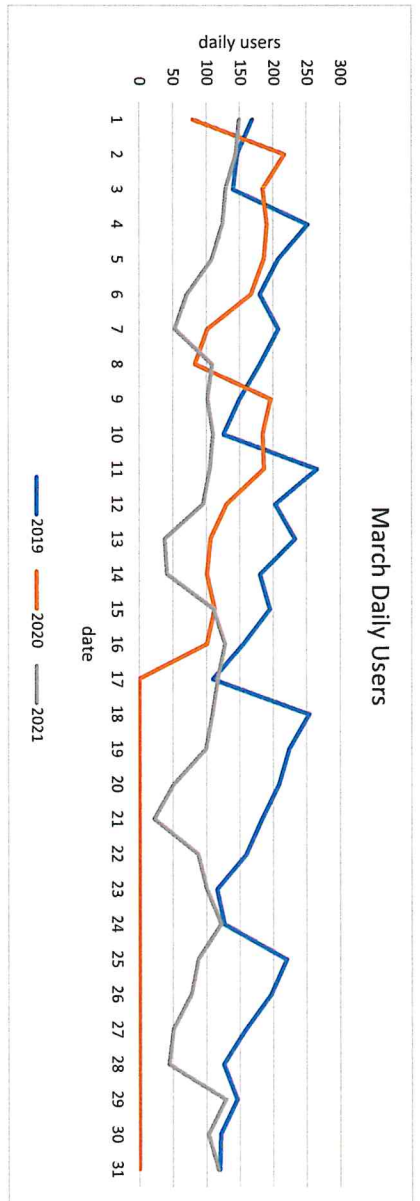
Closed

9	72	10
10	35	21
11	25	24
12	87	8
13	101	5
14	84	12
15	68	8
16	59	6
17	33	8
18	14	17
19	98	11
20	100	9
21	92	7
22		
23		
24		
25		
26		
27		
28		
29		
30	1360	217

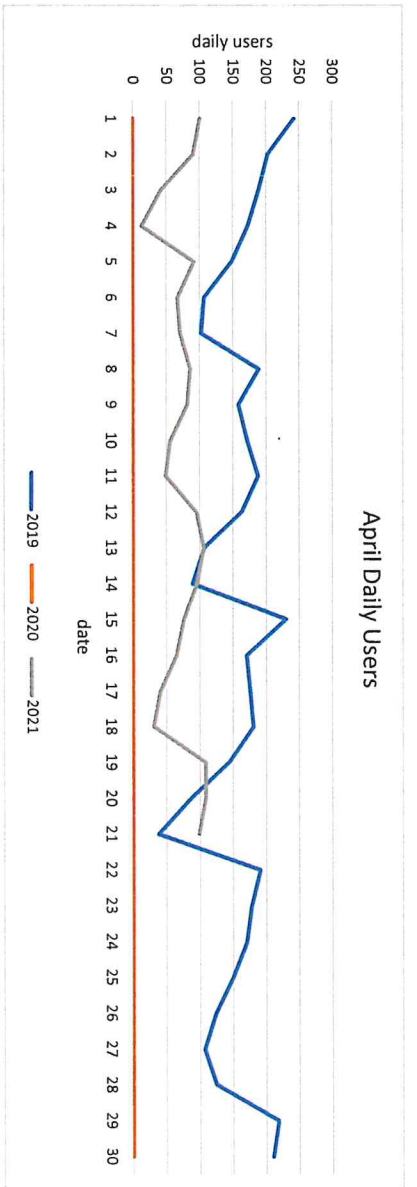
Closed

56	138	
35	91	
34	83	
34	129	
53	159	
27	123	
48	124	
41	106	
22	63	
31	62	
46	155	
25	134	
52	151	
	0	
	0	
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808	2385	

	2018	2019	2020	2021
March 1		169	80	149
2		146	217	144
3		140	184	129
4		252	190	124
5		207	186	108
6		180	167	71
7		208	102	53
8		180	83	108
9		150	196	102
10		126	184	110
11		266	186	105
12		203	130	95
13		233	106	38
14		180	101	41
15	BUILDING	195	112	111
16	NOT OPEN	155	101	128
17		110	0	117
18		254	0	109
19		224	0	99
20		209	0	52
21		183	0	22
22		160	0	88
23		116	0	101
24		127	0	122
25		220	0	88
26		197	0	78
27		159	0	51
28		126	0	44
29		146	0	129
30		121	0	103
31		120	0	118
TOTALS		5,462	2,325	2,937



April	2018	2019	2020	2021
1		243	0	101
2		203	0	91
3		189	0	42
4		173	0	13
5		148	0	92
6	BUILDING	107	0	67
7	NOT	103	0	71
8	OPEN	189	0	86
9		158	0	82
10		172	0	56
11		188	0	49
12		163	0	95
13		107	0	106
14		89	0	96
15		231	0	76
16		85	0	65
17		54	0	41
18		66	0	31
19		58	0	109
20		52	0	109
21		52	0	99
22		46	0	
23		96	0	
24		112	0	
25		82	0	
26		63	0	
27		49	0	
28		34	0	
29		31	0	
30		211	0	
TOTALS	1,005	2,504	0	530





First Annual KSRA Golf Outing

Friday, May 21

Sycamore Park District Golf Course

Shot Gun Start at 1:00 pm

\$100 per golfer or \$350 a foursome

(fee includes: 18 holes, cart, dinner, and drink tickets)

Contact Person: _____ **Total \$** _____

Business Name: _____

Phone: _____ **Email:** _____

Foursome names: _____

Registration at kishsra.org or via check/cash/CC in the office

(1403 Sycamore Road, DeKalb, 779-777-7285)

Kishwaukee SRA strives to enhance the lives of people with disabilities by cultivating diverse recreational opportunities within the community.

Play, Laugh, Learn and Grow with KSRA!

Kishwaukee Special Recreation Foundation was created to support KSRA programs and services. KSRF is the 501c3 fundraising organization for KSRA.



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: April 27, 2021

Administrative Initiatives (4/1/21 – 4/30/21)

- Attended all administrative team meetings as scheduled.
- Updated TV monitor and reach system outside the pro shop door with calendar of events and upcoming park district programming.
- Contacted and completed CDGA concerning the addition of the senior, (gold), tees into the handicapping system.
- Finalized all in-house league rosters and schedules and distribute to participants.
- Began part-time staff scheduling.
- Trained all inside staff on Teesnap system. Developed pro shop staff user profiles so each staff member signs in under their own code to use the system.
- Continued to receive 2021 pro shop merchandise and coordinate pricing with Jackie, Nettie and Tracy.
- Set up monthly pro shop merchandise promotion schedule with Teesnap marketing to help reduce inventory and increase pro shop sales.
- Met with Melissa to develop Razniewski League monthly dinners, as well as develop a possible luncheon schedule for both the 9-hole ladies and the new 18-hole ladies league.
- Finalized all corporate, service organization and privately run golf leagues and posted all schedules to the website as well as the tee sheet.
- Began permanent tee time schedule and sent out an email reminders to all participants concerning the rules and guidelines for holding a permanent tee time.
- Continued to distribute and collect outing contracts.
- Held first outing of the season, The Titans Mad Scramble, Friday, April 30th. Up to 144 participants anticipated.
- Hired two new cart attendants and promoted Alex Hawkins to a managerial position.
- Had a very strong April and a very strong golf season so far. Revenue generated for Golf Season Passes is \$97,901.00 currently. We budgeted approximately \$81,500.00 for 2021. We have added 38 new pass holders this year including several from Elgin, St. Charles, DeKalb, Pingree Grove, Cortland and Belvidere. Daily rounds are very strong for April as of April 18th we have exceeded past 6 Aprils total revenue dollars for the month.

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

- Attend all administrative team meetings as scheduled.

- Meet with Sarah Rex concerning a new sponsor plan for the outdoor scoreboard.
- Begin all league play. League Schedule:
 - Mondays – Kiwanis 4:00pm, Mobil Match Play 5:00pm
 - Tuesdays - PJ's Courthouse 4:30pm, (new league may be added)
 - Wednesdays – Ladies 9-Hole League 9:00am, Rasniewski Men's League 4:00pm.
 - Thursdays – Ladies 18-hole league 8:30am, Genoa League 4:30pm and Bogeys and Beer 5:00pm.

Average league size is 24 players. 9-hole ladies have up to 40 and the Rasniewski Men's League has 44 participants.
- Finalize calendar and program promotion for the TV monitor outside the pro shop with Sarah Rex.
- Finalize Razniewski league monthly cookout specials with Melissa.
- Continue to collect outing contracts and meet with outing planners.
- Begin registration for the SAY-Golf Junior Golf Lesson Program and finalize lesson plans and teaching staff.
- Continue bi-monthly marketing campaign with Teesnap marketing and coordinate local marketing with Sarah Rex. Promotions to include:
 - Short Game Sale
 - SAY-Golf Junior Lesson Program
 - Lesson Promotion
 - New Apparel
 - Daily Golf Tips
 - Outing Promotion
 - Caddyshack Grill Daily Specials
- Contact Players Golf Cars for rental carts needed for outings.
- Begin peak season golf course hours:
 - Weekdays – 6:30am to Dusk
 - Weekends and Holidays – 6:00am – Dusk
- Finalize summer part-time staffing schedule.
- Contact Acushnet/Titleist concerning modification of prebook future stock orders.
- Continue to monitor State of Illinois, Chicago District Golf Association and CDC golf guidelines for future updates.
- Begin weekly cart rotation and minor maintenance checks.
- Finalize and administer new Thursday morning 18-hole ladies league. Develop weekly and monthly formats to create interest for all abilities.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: April 27, 2021

Administrative Initiatives (4/1/21-4/30/21)

Golf

- We are off to a good start with the weather and moisture levels. The early warm temps jump started the turf but the recent cool down has slowed growth. Carts have been allowed all month as the rains have been light to date. Next week seems warm again. We just need to avoid the heavy May rains we have experienced the past three years...
- The turf on the course came out of winter in good condition. There were just a couple small areas on fairways that were delayed due to ice damage that are now recovering. We have also received positive reviews from our customers.
- Staff has cleaned the course of winter debris, pruned hanging limbs, started mowing all turf areas, starting spraying weeds, sprayed fairways, and greens for seed head control, and cleaned up landscape beds.
- The irrigation system was filled and pressurized on April 7th with no pipe leaks detected. We have used the system a few times lightly during the dryer days.
- Staff completed adding access steps to 14 forward tee last week.
- We are meeting this week with the 15-bridge contractor and engineers to plan out the last seeding for the project along the river this spring.

Sports

- Spring sports are underway. We hosted a couple small tournaments for Syco softball so far and the Titan baseball tournament is on the 24th. We installed signs so spectators sit down the foul lines and behind home run fences, so groups are not present behind the field areas.
- AYSO soccer, SYB baseball, and SGS softball in-house teams are practicing now with games starting in early May. I am receiving game schedules as they are ready for our daily field prep schedule for staff.
- The plan is still for the new ball fields to start this summer. We have worked out with AYSO to figure out field use for the fall as some will be moved to the north complex by the ball fields and other eliminated as work begins. Full work on the site will begin when soccer is completed in October.

- The new soccer complex will start to fill in better this spring. Some areas are doing well, and others are thin. Jonelle and I met with the contractor last week to walk the site along with our engineers. They agree that the contractor will need to oversee once more to fill in thin areas.
- Staff continues to prep fields for the season. All soccer fields have been measured out and lines painted. Ball fields have had infield mix added and raked. The high school field has been repaired with a new cut out area added between the mound and home plate where turf wear has been an issue. Mowing and trimming have begun on all areas.
- Had electricians out to repair a few ball field lights that were not working this spring.

Parks

- I attended staff and Board meetings.
- Met with Director Bailey on several issues, and planning.
- Attended meetings with Rec. staff for event planning.
- Attended staff budget planning meetings.
- Stayed in touch with ERA engineers on the new trail construction. The new walk wood bridges over the small creeks on the west side are just about complete along with poured concrete aprons. The main bridge is scheduled to be delivered next week and installation to follow. Many heavy crane mats have been installed for access in case of rain near the river.
- Staff continues to put out picnic tables, clean shelters, clean and prune tree debris from winter, pick up trash around several ponds, inspect and repair playground equipment, and mowing has started at all park areas.
- Pool prep will begin soon as our fill date is around May 13/14. Products are in stock and minor repairs to the deck and other areas will take place with the warmer weather. Conner Leach and Jerry Dobson are taking the Certified Pool Operators class this week to better learn about pool care and to help Lisa and I along the way.
- Paving of the road section that need replaced behind the pool to the ball fields will take place in early May once the asphalt companies begin making mix.
- We have some new staff this year on the golf, sports, and park sides that we are in the process of training.
- Acquired new large-scale mower, zero turn mower, small utility cart, and large utility cart from the capital budget.

Administrative Initiatives (4/1/21-4/30/21)

- Attend all staff, Board, and planning meetings.
- Attend trail construction meetings and site visits with engineers, and contractors.
- Work with engineers and contractor on planning of new ball field construction.
- Work on approved capital purchases and projects for summer.
- Host Park Pride day on the 24th of April. We are keeping this small, so we have a group spreading mulch at the Comm. Center outer beds, cleaning trash from Chief Black Partridge pond and wood, and the whole Merry Oaks trail system as well.

- Work on auctioning old irrigation system and equipment.
- Spray weeds and disease, aerate greens, seed/sod thin areas and consistently mow, trim all areas for the golf course.
- Repair park areas, replace surfacing at Old Mill playground this late spring/early summer.
- Work consistently with sport field user groups as all games begin and schedules fluctuate with weather and other issues.
- Work with recreation staff on event planning and logistics for the season.
- Work on pool repairs and cleaning prep for opening at the beginning of June. I plan to fill the pool May 13-15 to get the water chemistry balanced and temperature up for opening.
- Work on splash pad cleaning, prep, and fill. The splash pad will open May 29th.

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

Administrative Initiatives (4/1 – 4/31/2021)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings
- Continue get to know community members and local businesses.
- Work with recreation staff to determine usage of park district facilities by the School District and work on new agreements. (still in progress)
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Sycamore Golf: Refresh of Clubhouse:
 - Work with Staff to help organize these areas to be more efficient and better control of stock.
 - Review of menu's
 - Full Cleaning of the Sports Concession stand
 - Customer Service training w/staff 4.21.22
- Review Marketing needs and timelines with Sarah Rex.
 - marketing pieces for Golf Course
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps
 - Annual Marketing & Special Event Plan creation for 2021
 - Working with Sarah on Sponsorship packages
- Review all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail
- MMNH building.
 - Coordinate appraisal of the building.
 - Confirm steps to either sell the building or tear it down.
- Planning for 100-year Anniversary
 - Collect ideas and drill down to top 6 to present to board in May.
- Work with Shodeen and the Reston Ponds neighborhood regarding park development
 - Shodeen has started the grading process.
 - Working with Upland Designs to meet with the community.
- Work with Staff on Reservation Policy revision
- Work with Board/Staff on Mission & Vision updates
 - Working draft of Mission, Vision and Core values
 - Finalize for April board meeting.
- Continue to update the Employee Manual with Staff
 - First draft review to board October
- Work on review of Policy revision
- Create budget/plan for potential Light show.
 - Waiting on more information and partnership

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

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings
- Continue get to know community members and local businesses.
- Work with recreation staff to determine usage of park district facilities by the School District and work on new agreements. (still in progress)
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
 - Customer Service training update for all staff – including the new Mission/Vision & Core Value statements
 - DEI training dates confirmed for Safe Zone Conversations:
 - Racism: Friday, June 18 1 – 4pm CST
 - Latin/Latina/LatinX: July 30 1 – 4pm CST
 - Held a training for LBGTQ+ on April 23
 - Work with staff on training materials for Grill & Concession staff
 - Checklists for cleaning to be implemented at each location.
- Review Marketing needs and timelines with Sarah Rex.
 - Marketing pieces for Golf Course
 - Review Grants ITEP, IDOT and OSLAD
 - Deadline dates and next steps
 - Annual Marketing & Special Event Plan creation for 2021
 - Working with Sarah on Sponsorship packages (in progress)
 - New signage w/ Mission, Vision and Core Value information at facilities
- Review all construction projects and next steps:
 - GWT parcel purchase overview for Phase/Segment 2 of the trail
- MMNH building.
 - Coordinate sale of the property
- Planning for 100-year Anniversary
 - Collect ideas and drill down to top 6 to present to board in May.
- Work with Shodeen and the Reston Ponds neighborhood regarding park development
 - Update Board on status of grading project and neighborhood input
- Continue to update the Employee Manual with Staff
 - First draft review to board October
- Work on review of Policy revision

Good morning.

I wanted to send a quick thank you note to the Dycamore Park District and the sponsors of the Easter Egg Hunt at the Bernice Dog Park on Saturday. Having the dog park daily for Britz and Ret has been a safe opportunity for us to get outside during the pandemic. We have met new friends and got much needed

exercise. The egg hunt on Saturday was a terrific activity. Nice weather, catching up with friends and winning the grand prize made for a fun afternoon. Britz was especially thrilled by the hunt. When we made our afternoon visit, he immediately launched a search mission for any left over eggs. I appreciate the gifts and extra effort by the staff to put the activity together.

Thank you,
Kay, Ret & Britz

Theresa Tevsh

From: Theresa Tevsh
Sent: Tuesday, April 6, 2021 9:43 AM
To: Adam Arnold
Subject: RE: Compliment

Good Morning Adam,

Thank you so much for the compliment. We work very hard to keep our facility cleanliness and customer service #1 at the Park District! I will share this with our facility team and will include it with our April 27thth Board meeting "Community Correspondence".

Stay Healthy!

Theresa Tevsh, CPRP
Superintendent of Recreation Services
Main Office: 815-895-3365
Direct Line: 815-770-2668

Sycamore Park District – We put the MORE in Sycamore

-----Original Message-----

From: Adam Arnold <aja1120@aol.com>
Sent: Monday, April 5, 2021 6:40 PM
To: Theresa Tevsh <theresat@sycamoreparkdistrict.com>
Subject: Compliment

Hi Theresa,

I just wanted to pass along a couple compliments in regards to the Community Center and Dog Park.

1. Community Center: everything is clean and the staff is always friendly. I have only been going for a few months but the facility is always clean. The gym never seems to have a weight out of place and all the equipment is where it is supposed to be. I often see the employees helping people and trying to work things out when the courts are full.

2. Dog Park: we love the dog park. and we especially like when someone is out there checking memberships and making sure everyone is doing what they are supposed to.

Just wanted to let you know that people's work is appreciated.

Thanks
Adam Arnold

PS...not sure if I directed this to the right person but if not please sent it on if you could.

Sent from my iPhone

Theresa Tevsh

From: Victoria Books <vbooks@niu.edu>
Sent: Monday, April 12, 2021 9:35 AM
To: Theresa Tevsh; Brianna Kramer
Subject: Dodgeball

Hi Theresa and Brianna,

I just wanted to say thank you so much for letting us use your facility for the Dodgeball Tournament last nite. It went really well! The kids had a great time. I had parents texting me after it was over because their kids went home and said it was awesome. They played dodgeball non-stop the whole time! This event is going to be a fun memory for a group of kids who have been together since Kindergarten. One of the parents took pictures, I'll be sure to send you a few.

Thanks, Brianna, for working with me to organize everything! You were so helpful. Will was really great too, last nite. His tournament knowledge was useful--running a tournament is not my area of expertise.

Also, the Sycamore Education Foundation will be sending you the payment for the rental fee. It should be coming in the mail in the next several days.

Thanks again, for allowing us to do this event for our Sycamore High School Seniors. It was a big success!

Vicky

Victoria A. Books, MS. Ed.
Department of Kinesiology & Physical Education
Northern Illinois University
DeKalb, IL 60115
(815)-753-1412
vbooks@niu.edu

**Board of Commissioners****Date of Board Meeting: April 27, 2021****STAFF RECOMMENDATION****AGENDA ITEM:**

Strategic Plan

BACKGROUND INFORMATION:

The Sycamore Park District has grown significantly over the last five year. As the District heads into its 100th year in 2023, we wanted to hit that milestone with a strong sense of direction on where the District will be going next. We have created a strategic plan that we would like to move forward with, as it will assist us with creating a robust Master Plan.

FISCAL IMPACT:

STAFF RECOMMENDATION: Staff recommends approval of the updated Strategic Plan to assist in creating guidelines for future decision making.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:**BOARD ACTION:**

JB | JB



**2021 - 2025
STRATEGIC PLAN**

Sycamore Park District

Prepared by SPD Staff



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Executive Summary

The Park District, established in 1923, is in the process of acquiring and developing several park sites and open spaces to serve a growing community. Park sites including neighborhood parks, community parks, athletic fields, wetlands, woodlands, and high-quality natural areas.

In total, our Park District owns or manages hundreds of existing acres of park land providing leisurely walks, running, bicycling, golfing, picnicking, fishing, skating, soccer, basketball, baseball, softball, tennis, swimming, and plans to develop other sites that have been recently acquired as our resources permit.

Opportunities include spending quality time with family and friends, being creative with arts and crafts, wandering the wetlands and prairies, visiting unique places on trips, competing in sports, joining a fitness class or educational program, golfing, and/or exploring the wonders nature provides. We are growing and proud to be part of Sycamore, We are growing and proud to be a part of enhancing the community of Sycamore, where life offers more.

Our Strategic planning is a process that will help us organize for the future. Sycamore Park District's last plan was Vision 2020 and invoked extensive public input. Our critical success factors for Vision 2020 were:

1. Maintain what we currently have at its current level of care.
2. Continue to seek and carry-out more efficient and effective ways of managing the park district to improve our financial position.
3. Serve as good stewards of our citizens' resources to garner trust and support for VISION.
4. 2020.
5. Secure a reasonable site, outside the floodplain, that can serve as a focal point for future park amenities.
6. Establish the key facilities identified by public input and the community wide strategic planning team:
 - a. Community Center
 - b. Sled Hill
 - c. Dog Park
 - d. Splashpad
 - e. Trail Connections
 - f. Sports Complex Improvements and Expansion
 - g. Replace the Failing Golf Irrigation
7. Keep the current outdoor pool open if fiscally responsible.
8. Continue to work with the City and Neighborhoods to transition park dedications in developing neighborhoods.
9. Further develop our already substantial cooperation/partnership within the community.
10. Work toward being the most recognized provider of recreation opportunities in Sycamore.
11. Grow the district's endowment and define how its proceeds will be used.

Planning Phases

The planning process was organized in four phases:



The process included various process steps such as: via the strengths, weaknesses, opportunities, threats (SWOT) tool; individual and group meetings with staff, board members, and volunteers; stakeholder input via survey data and external scanning and research. This report provides a summary of the work accomplished and a list of the priorities, goals, objectives to guide the organization for the next five years.

Sycamore Park District's Rich History Remembered

Excerpt from the 75th Anniversary of the Sycamore Park District magazine compiled from historic newspaper articles saved and recorded by County Historian, Phyllis Kelley, and board meeting minutes – Original article condensed and rewritten by Dan Gustafson, of Sycamore.

October 6, 1923

The first notices of a mass meeting to be conducted by the park committee was published by the Sycamore Chamber of Commerce. This meeting was open to all and it was urged that every voter attend and express himself freely and fully. This meeting was called after much discussion and canvassing of public sentiment. It was intended at that meeting, to nominate 25 citizens as candidates for park commissioners. The park commissioners would make clear the park law and choose a site for its location. It was noted that the women are just as much interested in this endeavor and that they were cordially invited and made their influence felt. It was also stated that it would be a good idea if several women were candidates for nomination to the position of park commissioners. This meeting was at 7:30 on October 11, 1923 in the Lyric Theater.

November 27, 1923

On November 27, 1923, the Sycamore Board of Park Commissioners was elected, and the park district was voted to be formed. On Monday, December 3, 1923 Judge Pond in county court canvassed the election returns. A total of 1,500 votes had been cast with 812 being yes and 688 being no. It had passed by a margin of 8 percent. Judge Pond declared the district duly formed and the following elected as commissioners: W.M. McAllister, Harold Engh, A.B. Gochenour, Rev. James O'May and A.E. Hammerschmidt. The members of the board took oath of office at the meeting on Wednesday, December 5 and elected W.M. McAllester as president, S.M. Henderson secretary and Mrs. W.H. (Mertie) Simpson treasure. Lots were drawn to determine who would serve the six-, four- and two-year terms.

It was reported that all members were enthusiastic and anxious to perform their duties to the full extent of their ability. It had been expressed by the voters on the referendum ballot that the park should be located on the east side of town. The board would go into the matter of site within the next few days. After the site had been determined and the cost approximated ascertained, bonds would be issued to pay for the site and some of the improvements. It was evident from the expressions of the members of the board that trees, a swimming pool, ball diamond and tourists camp would be among the first things to be looked after. Several citizens had volunteered to pay the cost of obtaining and setting out a few large trees. It is evident that before the close of the coming year, Sycamore will have made a good start toward a beautiful public park.

April 9, 1924

The Park District was to make a golf course at no cost to taxpayers. There were more than 50 subscribers to the club and well toward 200 were expected to join in the movement. With the circulation of a petition, it was expected that enough signatures be obtained to enable them to lay out a course and commence playing golf within a few weeks. Plans include hiring and training some of Sycamore's boys as caddies.

September 12, 1928

There were now 95-acres in Sycamore Park. A tract of fine land was to be added, squaring out the boundary, the unsolicited gift of William M. McAllister estimated at more than \$14,000.

March 25, 1931

Two frame shelters with deep well water where the weary and perspiring golfer went to refresh himself and

restore his composure, were erected near greens number 8 and 12 on the golf course. Also, construction was under way on the erection of a beautiful stone gateway at the west entrance of the park. The work was sponsored by Sycamore American Legion Post No. 99.

July 25, 1931

Despite the terrific heat, the grass was a vivid green and as smooth as velvet. The trees, especially the poplars, were seen to good advantage, flowers were blooming, little children in sun suits were running here and there, bright sweaters, socks of the men and the gay berets and sport frocks of the women golfers make colorful moving pictures on the green.

Birds were singing, a gopher darted across the path, a picnic party was starting a fire in the stone stove, a tennis match was beginning, the pool was calling the swimmers and the Sycamore Community Park is fulfilling its mission.

August 15, 1934

A work relief project, meaning jobs for most of Sycamore's 125 idle, is underway. Engineers staked out the approved site for Community Park's \$21,000 concrete swimming pool. The main pool, with a daily capacity reckoned as 400 to 500, was 120 feet long, 50 feet wide and of graded depths. A bathhouse, with lockers and shower, was located to the north of the main pool. A kiddie pool and bathhouse were next in the series to the north.

The park board, through a bond issue, burnished about \$11,000 of the \$21,000 necessary for the construction. The Work Relief Administration, approved the project to create employment, provided the rest.

February 16, 1935

The Sunday record was nearly 100 to excess of the pool usage record established in July 1934 when 650 persons found relief from heat. The pool was opened at 10 a.m. by Emil Cassier, Park Superintendent. Every time a swimmer went out, another from the line was admitted.

The extreme heat did not keep golfers away from the course at the Sycamore Park and the picnic tables received a fine play during the day. The crowd at the baseball game during the afternoon saw Sycamore defeat Hampshire. It was estimated that more than 1,000 witnessed the game.

August 26, 1958

Park Manager, Emil Cassier, retires after holding the position for 30 out of 33 years that the park was in existence. He helped to increase the golf course to an 18-hole course and was given much of the credit for the outstanding condition the park is in today....

In 1970 the District ventured into its largest land acquisition to that point. Directly to the east of their oldest site, the Community Park, the 85-acre parcel was originally an airport. Seven acres of frontage property and buildings were traded for 14 acres to the south of the property along the Kishwaukee River to complete the site. In 1975 the District contracted with a professional planner to have a master plan developed for the area. With much community feedback, the outcome is what you see there today, the Sports Complex.

Four years later, the Sycamore Park District joined with the DeKalb Park District to create the DeKalb Sycamore Association of Special Recreation (DSASR) to offer recreational opportunities to community members with special needs. This effort continues today through the Kishwaukee Special Recreation Association.

In 1996, the District successfully negotiated with the city of Sycamore to take over the responsibility of the city's recreation commission and assume their levy for those services. With this 20-year negotiation finalized the District now had its first superintendent of recreation. This allowed the District to make great improvements to the programs and services offered through its Community Center, which was housed in the building that was the Sycamore Natural History Museum.

The next year the District developed an eight-acre park in cooperation with the School District's new 12-acre elementary school site. Now known as Kiwanis Park, this site still offers soccer fields, basketball courts, a playground, shelter, and ball diamond.

2021 – 2025 Strategic Plan

The Sycamore Park District has grown in leaps and bounds over the last five years. Our goal for the next five is to maintain what we currently have at a high level of care, improve our program offerings, and increase our engagement and awareness with the diverse backgrounds in our community.

As the District heads into its 100th year in 2023, we wanted to hit that milestone with a strong sense of what the district has become and where it is going next. To begin that process, we revisited the mission statement to create a set of statements that better-define our direction, engagement with the community, and commitment to the environment. The new statements guide every aspect of the District, so we are all moving in the same direction and understand our role in the community.

Past Mission: Sycamore Park District: We put the “MORE” in Sycamore!



MISSION
STATEMENT

Mission, Vision, and Value Statements

Connecting Sycamore to wellness, nature, and each other.



VISION
STATEMENT

The enhance the Sycamore community through wellness, recreation and greenspace, the Board and Staff take a responsive and inclusive approach to service, community relationships and sustaining the Sycamore Park District legacy.



CORE VALUES
STATEMENT

We value **Equity** by recognizing and serving all groups in our community, and continually seeking new ways to be inclusive and engage with diverse populations.

We value **Transparency** through fiscal responsibility, equitable policies, and pro-active communication.

We value **Sustainability**, and we are committed to the conservation of Sycamore’s green space for recreation and the well-being of the community today and for future generations.

We value **Connections** that stem from the relationships that begin and grow through the opportunities and partnerships we maintain.



Priorities Statements

After careful consideration, the Sycamore Park District Staff and Board have outlined three priorities to guide this next strategic growth stage: Funding, Growth, and Sustainability.



Objective 1: Funding

The Sycamore Park District will remain fiscally viable and responsible for the variety of property it maintains. We can accomplish this with grants, programs, rental fees, donations, partnerships, endowments, estate planning, sound budgeting, and planning practices.



Objective 2: Growth

The Sycamore Park District will grow in program offerings and availability. Engage with and Promote Equity in the diverse populations we serve. The change will be accomplished with updated policies, marketing, program availability, and job creation. Thereby increasing the number of participants served.



Objective 3: Sustainability

The Sycamore Park District is committed to the conservation of green space and the rich history of Sycamore. We strive to preserve those valuable assets for today and future generations.



FUNDING

OBJECTIVE 1

Goal 1: Funding

The Sycamore Park District will remain fiscally viable and responsible for the variety of property it maintains. We can accomplish this with grants, programs, rental fees, donations, partnerships, endowments, estate planning, sound budgeting, and planning practices.

Dashboard measurement: Revenue by category staffing, facilities, technology, programming

Objectives:

Build a five-year budget (with targeted revenue goals from campaigns) to fund identified priorities.

- Staffing: Identify and prioritize new positions
- Staffing: Hire a part time accountant
- Staffing: Conduct compensation study to review current wages against peer agencies
- Facilities: Identify opportunities to increase office and programming space
- Facilities: Universal design playground for the neighborhood parks
- Facilities: Park Development: Reston Ponds, North Grove, Memorial Park
- Facilities: Review and determine use and life of community Pool
- Facilities: Create plan of improvement for current facilities and signage throughout the agency: lighting, signs, landscaping, trails
- Facilities: Research and Create funding campaign for sensory room potential at the community Center
- Facilities: Increase usage of Community Center by 15% year over year
- Technology: Build in cost of new website development
- Technology: App for Park District engagement: geofencing, localized marketing
- Technology: Build in cost to digitize forms and make them bi-lingual when needed
- Programming: review KPI's to facilitate program growth, marketing needs and partnership opportunities
- Budgeting: Foundation creation options to assist with legacy sustainability



Goal 2: Growth

The Sycamore Park District will grow in program offerings and availability. Engage with and Promote Equity in the diverse populations we serve. The change will be accomplished with updated policies, marketing, program availability, and job creation. Thereby increasing the number of participants served.

Dashboard Measurement: Review number of participants served. Increase by 3% annually.

Objectives:

- Add at least one new partner area.
- Identify opportunities to program with other agencies.
- Survey Assessment of programming, facility usage
- (2025) 5-year community assessment for the overall needs of the community
- Develop sales and marketing plan to include:
 - Continue to develop seasonal brochure of programming and activities.
 - Create park parties for neighborhood parks on rotation.
 - Consistently send a seasonal packet of information to schools within the District
 - Rebranding of the Park District
 - 100-year anniversary celebration
 - Fireside chats with board, staff, and community on quarterly basis
 - Virtual programming opportunities: virtual library of programs, educational videos
 - Maintain partnership, memberships with local agencies: Chamber, Rotary etc....
 - Community Events: Lightshow, Races, Wine/Beer Tastings, Family engagement events (chili cook-off)



SUSTAINABILITY

OBJECTIVE 3

Goal 3: Staffing and Training

Sustainability: The Sycamore Park District is committed to the conservation of green space and the rich history of Sycamore. We strive to preserve those valuable assets for today and future generations.

Dashboard Measurements: Number of: Certifications, Awards, Policies, Succession planning, Employee engagement

Objectives:

- Annually review and record the number of certified administrators, recreation specialists, coaches and leaders and monitor regulations associated with certifications.
- Add the following to performance reviews: Discuss career pathways.
- Identify non-monetary benefits that staff might enjoy.
- Maintain accreditation through PDRMA.
- Seek additional awards of excellence from IAPD, IPRA, NRPA.
- Promote and encourage staff training and engagement.
- Expanded internship/graduate assistant programs.
- Update of agency policy manuals.
- Work with the Dekalb County History Museum to preserve historic items from the Sycamore Park District
- Create a book/items/display to highlight the legacy of the Park District in the City of Sycamore
- Create a memorial display at the Sports Center to highlight District supporters, Board, and staff members.
- Assess current green space to determine appropriate programming, accessibility, and growth for the community.

Implementation Plan

The following dashboard has been created to assist with implementation of the plan





Goal 1: Funding	Goal 2: Growth	Goal 3: Sustainability
Accomplishments of Objectives	Accomplishments of Objectives	Accomplishments of Objectives
Revenue dedicated to facility creation and maintenance. Increase annually to accomplish development objectives.	Review number of residents and participants served quarterly and annually. Increase by 3% each year.	Increase staff that are certified in specialty areas: CPO, CPRP
Fundraising revenue to offset the costs of memorial development. Creating community Engagement	Establish an adaptable and cost-effective approach to target marketing to increase the groups we engage and the ways in which we engage.	Awards from an Accredited Agency: goal of 2
Revenue dedicated to technology updates and maintenance. Website designs, geotargeting, engagement app	Review number of events and community areas reached: park parties, family engagement programs, special events	Increase and formalize Internship/GA program to explore entire district vs. Recreation
Revenue dedicated to staffing. Increase annually to accomplish objectives.		Update policy manual to reflect entire community: focus on DEI initiatives.

Measuring the Dashboard

The dashboard has been created as a tool to track progress towards measurement targets. Objectives may be updated as needed or as agency priorities change. Staff will use this tool to identify progress made each year. Example tracking: (1) track percentage increase for line items where applicable. (2) track accomplishment of objective (yes/no). (3) If updates are needed, update the objective, and make note in the applicable year.

Sycamore Park District 2021 – 2025

Objectives for Goal 1: Funding		2021	2022	2023	2024	2025
1.1	Build a five-year budget to fund identified priorities					
1.2	Staffing: Identify and prioritize new positions 					
1.3	Staffing: Hire a part-time accountant					
1.4	Facilities: Identify opportunities to increase office and programming space.					
1.5	Facilities: Universal Program Design for neighborhood parks 					
1.6	Park Development: Reston Ponds, North Grove, Memorial Park					
1.7	Facilities: Review and determine use/life of community pool					
1.8	Facilities: Create a plan of improvement for current facilities: lighting, signage, landscaping, trails					
1.9	Facilities: increase usage of Community Center by 15% annually					
1.10	Technology: Build in cost for new website development					
1.11	Technology: App for Park District engagement: geofencing					
1.12	Programming: Review of KPI's to facilitate program growth, marketing needs and partnership opportunities					
1.13	Budgeting: Creation of a foundation to assist with legacy sustainability					
Objectives for Goal 2: Growth		2021	2022	2023	2024	2025
2.1	Add at least one new partner area					
2.2	Identify opportunities to program with other agencies					
2.3	Survey Assessment of programming, facility usage: Quarterly and annually					
2.4	5-year community assessment for the overall needs of the community					X
2.5	Develop Sales & Marketing plan to include:					

2.5.1	Continued seasonal brochure of programming & activities					
2.5.2	Create park parties for neighborhood parks on rotation					
2.5.3	Consistently send seasonal packet of information to School District					
2.5.4	Re-branding of the Park District					
2.5.5	100-year Anniversary Celebration					
2.5.6	Fireside Chats with Board, Staff and Community					
2.5.7	Virtual Programming opportunities					
2.5.8	Maintain partnerships with local business and service groups					
2.5.9	Community Events: Lightshow, Races, Tastings, Family engagement activities					
Objectives for Goal 3: Sustainability		2021	2022	2023	2024	2025
3.1	Annually review and record the number of certified, recreation specialists, coaches and leaders and monitor regulations associated with certifications.					
3.2	Discussion of career pathways: Succession planning					
3.3	Identify non-monetary benefits that staff might enjoy					
3.4	Maintain accreditation through PDRMA					
3.5	Seek additional awards of excellence: IAPD, IPRA, NRPA					
3.6	Promote and encourage staff training and engagement					
3.7	Expanded internship/Graduation Assistant programs					
3.8	Update of agency policy manuals.					
3.9	Work with the Dekalb County History Museum 					
3.91	Highlight the legacy of the Park District in the City of Sycamore					
3.92	Creation of memorial display at the Sports Center					
3.93	Assess current green space to determine appropriate programming, accessibility, and growth for the community					



VISION 20/20

Board of Commissioners

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CPA, CPRP
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Superintendent of Parks & Facilities

Bart Desch CPRP
Superintendent of
Recreation

Jeanette Freeman
Office Manager

Steve Tritt
Assistant Superintendent of Golf

Lisa White
Recreation Supervisor

Armond Mattingly
Maintenance

Larry Miller
Maintenance

Bounphone Phonparsit
Maintenance

Tyler Burke
Maintenance

Bob Swedberg
Mechanic/Buildings Foreman



Sycamore Park District Mission Statement

Sycamore Park District - we put the MORE in Sycamore

Sycamore Park District Vision Statement

*To provide more for Sycamore -
Superior Programming, Superior Facilities, Superior Parks*



Letter From the Board of Commissioners

To the Residents of the Sycamore Park District:

The Commissioners and Staff of the Sycamore Park District have been working enthusiastically in planning for more than a year and a half toward creating a VISION for the FUTURE of the Park District over the next six years. We do this so that we can provide the best recreational experience for our residents possible. We are true to our mission about putting the “more” in Sycamore. As Sycamore moves forward, however, the Park District’s Board feels there is more to do to keep the Park District in pace with the city’s growth. We are able to maintain our current level of green space and recreational facilities but not without some challenges. To our credit we have accomplished many improvements to the parks in the last two years. But there is more to do. Through the hard work, volunteer time and energy of the park staff, the Citizens’ Advisory Committee (CAC), and the Community-wide Strategic Planning Team (CWSPT) we have developed VISION 20/20 which will bring your parks and facilities to an even better level. We will grow the Park District into one in which the residents will be proud and frankly tell others just how great it is.

This won’t happen overnight. Hence, the name we chose for our future, VISION 20/20.

We know, and you know, the residents expect good governance, police and fire departments, a school system of which they are proud, public library and parks; green space which show a vibrant and well cared for community; local and community parks as well as recreational facilities, trails and something for everyone. We seek a “balanced” system which meets the needs of all ages.

To that end, we have been diligent in listening to the residents of Sycamore. We have held public forums, conducted community surveys, elicited assistance from community members of all ages and encouraged input from everyone who uses the park facilities.

Join us in moving forward with Sycamore. We are no longer a sleepy little town of 3,500 residents when the Park District was established by vote of the residents 90 years ago.

Sycamore has grown to over 17,000 in its population; it has five public and two private elementary schools, two fire stations, housing developments to the south, east and north of town. Our economic development is strong and growing stronger. Sycamore boasts a vibrant government, Chamber of Commerce, school system, library, retail stores and industry. We want the Park District to grow and accommodate the recreational needs of the community. We want to do more.

VISION 20/20 lays out the Critical Success Factors by which we will define the next six years of our work to bring “MORE” to Sycamore. We hope our residents see this vision with us.

Sycamore Park District Board of Commissioners: December 2013

Ted Strack, President

Michelle Schulz, Vice President

Daryl Graves, Ann Tucker, Bill Kroeger

Introduction

In 2012, the Board of Commissioners set out to modify its direction so as to address a small number of core issues that concerned them about the Sycamore Park District. Amongst those issues were:

- A seven year stretch in which the Golf Course lost money
- A growing deficit in the budget of the District
- A loss of any reserves necessary to address emergencies and cash flow, or to be available should an opportunity arise where quick access to resources would be necessary
- An absence of a viable, long-range plan to address the needs of the community
- A lack of responsiveness and transparency

Working together in 2012, the Board of Commissioners and staff formulated a short-term plan to address these issues quickly and vigorously. They drew in a broad range of community members/leaders and began a 10 month study of the Park District to create VISION 20/20. This included:

- A Review of Short-Term Plan
- A review of community survey
- Talking to their constituents
- Reports from the District's Citizens' Advisory Committee:
 - Park District marketing
 - County-wide assessment of recreation program services
- A tour of all the District's parks
- Tours of community centers in other towns of similar demographics
- Budget:
 - Operating vs. Capital
 - Dedicated funds
 - Sources of funds/compared to other units of local government
- Staffing and work

Additionally, the Park District used several tools to gain significant, additional input from the public:

- Two community-wide surveys
- Two public hearings
- Meetings with the District's Citizens' Advisory Committee
- Meeting with community groups/leaders

The result of that work is this Strategic Plan: VISION 20/20 that will lead us from the day that it is adopted up to the year 2020.

What has already been accomplished?

Here are some of the District's accomplishments over the last three years that have gotten the ball rolling towards VISION 20/20, strengthened its responsiveness to the Sycamore community and "provided more".

Balanced the Financial Side

- For the first time in 7 years our operating budget will not carry a debt
- Golf Course operated in the black for the first time in several years
- Required reserve funds are growing for the first time in years

Planned for an enriched Future

- Developed and implemented a Strategic Plan
- Adopted a plan for the future: VISION 20/20

Improved the community's park system

- Refurbished existing neighborhood parks
- Completed Old Mill Park
- Completed restoration of the WPA/Main Shelter and tennis courts

Connected with the community through quality programming and effective communications

- Connecting with the community through marketing and social media
- Built a sense of community with our 90th Anniversary, fireworks and concerts

VISION 20/20

In planning for our future through the year 2020, the Sycamore Park District will continue to strive toward our Mission:

“We put the MORE in Sycamore”

To achieve that mission, our vision is crucial to our message. In reviewing who we are, and where we should go, the Sycamore Park District has invoked extensive public input. The District:

- Conducted a community-wide survey.
- Appointed a Community-wide Strategic Planning Team (21 citizens from all backgrounds, public/private, ages, etc.) who gave the Board of Commissioners three scenarios for how to move forward toward 2020.
- Had our Citizens’ Advisory Committee review the plan developed by the Board of Commissioners from the reports of our Community-wide Strategic Planning Team.
- Tested the plan with a follow-up community-wide survey.
- Held public hearings on the plan.
- Refined the plan from the input gained through all of these steps.

To create a plan honoring that input the Sycamore Park District has taken a hard look at its current Vision Statement and feels strongly that it remains viable today:

**“To provide more for Sycamore –
superior programs
superior facilities
superior parks.”**

To realize this vision, the District has adopted Critical Success Factors and Guiding Principles.



Critical Success Factors

Critical Success Factors are attributes, assets, outcomes or qualities that are needed to ensure successful accomplishment of VISION 20/20 and honor the vision of the Sycamore Park District's Community-wide Strategic Planning Team. The Critical Success Factors for our Vision are:

- Maintain what we currently have at its current level of care.
- Continue to seek and carry-out more efficient and effective ways of managing the Park District to improve our financial position.
- Serve as good stewards of our citizens' resources in order to garner trust and support for VISION 20/20.
- Secure a reasonable site, outside the floodplain, that can serve as a focal point for future park amenities.
- Establish the key facilities identified by public input and the Community-wide Strategic Planning Team:
 - Community Center
 - sled hill
 - dog park
 - splashpad
 - trail connections
 - Sports Complex improvements and expansion
 - replace the failing golf course irrigation
- Keep the current outdoor pool open as long as fiscally responsible.
- Continue to work with the city and neighborhoods to transition park dedications in developing neighborhoods.
- Further develop our already substantial cooperation/partnership within the community.
- Work toward being the most recognized provider of recreational opportunities in Sycamore.
- Grow the District's endowment and define how its proceeds will be used.

Guiding Principles

Guiding Principles are direction-setting statements that provide a foundation or roadmap for the District to follow in achieving the Critical Success Factors. They ensure future investment is made to reach the vision that is consistent with the strategy set forth in this plan.

- Park District leadership will reach out to the community to share its vision and Critical Success Factors derived from extensive public involvement.
- Balance what is needed with the affordability of all that may be wanted.
- Resources to accomplish its vision will be sought in all forms:
 - grants
 - donations
 - sponsorships
 - partnerships
 - endowments and estate planning
 - citizen referendum
- Regularly assess customer satisfaction and garner input from the public.
- Assure that the District is seen as a whole, and not several parts.
- Fight to keep quality, long-term employees.
- Keep a consistent, standard message supporting the vision and image of the Park District.
- Embrace our diversity.
- Technology and data will be leveraged to streamline current business processes and enhance customer service offerings.
- Be sensitive to our impact on people's lives.
- Be open and transparent on our actions and vision.

How We Get There

- Use latest survey findings to reduce the cost of accomplishing our Critical Success Factors to \$10/month or less.
- Work with the community to spotlight VISION 20/20 and finalize key details for:
 - trails
 - Community Center
 - sled hill
 - splashpad
 - Sports Complex
 - dog park
 - Golf Course irrigation
- Conduct planning meetings or public hearings with:
 - youth sports groups that use our facilities and parks
 - service clubs that have supported the Park District in the past
 - City Council and Mayor
 - dog owners
 - younger families
 - long-time residents of sycamore
 - current Community Center users
 - program user groups
 - Golf Course users
 - trail users
 - Kishwaukee Special Recreation Association
 - HOA's
 - Other
- Begin site planning and design of the seven key projects in Critical Success Factors integrating input from user groups.
- Re-introduce the community to Our Foundation Fund.
- Seek fund-raising support from a variety of leaders and groups.
- Begin the grant-writing process:
 - IL Department of Transportation (IDOT)
 - IL Department of Natural Resources (IDNR)
 - Other
- Introduce the “Providing More” promotion.
- Distribute the Summary of “VISION 20/20” to the community.
- Initiate and complete the Timeline for Major Projects.
- Set goals and objectives for the non-project Critical Success Factors.
- Review Critical Success Factor achievements on an annual basis.

Cost and Source of Funds

CAPITAL ITEM	COST	SOURCE of FUNDS	AMOUNT
Community Center	\$6, 200,000	Gifts	\$400,000
		Current Tax Dollars	\$500,000
		New Dollars	\$5,300,000
Trail Connections	\$2,300,000	Grants	\$1,800,000
		New Dollars	\$500,000
Sports Complex	\$2,100,000	Fund Raising	\$425,000
		Grants	\$400,000
		New Dollars	\$1,275,000
Golf Course Irrigation	\$1,200,000	Fees/Fundraising.....	\$350,000
		New Dollars	\$850,000
Splashpad	\$800,000.....	Fundraising	\$200,000
		Current Dollars.....	\$100,000
		New Dollars	\$500,000
Dog Park	\$120,000.....	Fundraising	\$100,000
		New Dollars	\$20,000
Sled Hill	\$140,000.....	New Dollars	\$140,000
TOTAL	\$12,860,000.....	Fundraising/Grants/Fees/Current \$'s.....	\$4,275,000
		New Dollars	\$8,585,000
OPERATING ITEM	ANNUAL COST	SOURCE OF FUNDS	AMOUNT
Taking Care of Current	\$105,000.....	New Dollars	\$105,000
New Facility Costs	\$300,000.....	New Dollars	\$300,000

Timeline of Major Projects

	Early Start	Early Finish
VISION 20/20		
Sharing the Vision: Communicating our Plans	Nov 1, 2013	Nov 4, 2014
Trails: Old Mill to Brickville Road		
Finalize Land Issues	Jan 6, 2014	Feb 4, 2014
IDOT Grant Process for Engineering	Apr 5, 2014	Jul 8, 2015
IDOT Grant Application for Engineering	Jul 9, 2015	Jan 8, 2016
Engineering and Design	Jan 11, 2016	Jan 9, 2017
IDOT Grant Process for Construction	Jan 10, 2017	Jan 11, 2018
Bid & Award Contracts	Jan 13, 2018	Mar 8, 2018
Trail Construction	Mar 9, 2018	Nov 2, 2018
Trails: Sycamore Park to Old Mill		
IDOT Grant Process for Engineering	Jan 11, 2016	Jun 10, 2016
IDOT Grant Application for Engineering	Jun 13, 2016	Dec 12, 2016
Engineering and Design	Dec 13, 2016	Dec 12, 2017
IDOT Grant Process for Construction	Dec 13, 2017	Dec 14, 2018
Bid & Award Contracts	Dec 17, 2018	Mar 12, 2019
Trail Construction	Mar 12, 2019	Nov 6, 2019
Community Center		
Acquire Non-Flood Plain Site for "Campus"	Nov 5, 2014	Dec 31, 2014
Retain Architectural and Engineering Services for Site Plan	Jan 2, 2015	Jan 29, 2015
IDNR Grant for Site Development	Jan 30, 2015	Feb 26, 2015
Site Planning	Jan 30, 2015	Jul 2, 2015
Submit IDNR Grant Application	Feb 27, 2015	Jul 30, 2015
Retain Architectural and Engineering Services for Entire Project	Jan 30, 2015	Jul 30, 2015
Architectural and Engineering Design Development	Jul 31, 2015	Mar 14, 2016
Design Approval/Revisions	Mar 15, 2016	Jun 20, 2016
Bid/Award Project	Jun 21, 2016	Aug 16, 2016
Community Center Construction	Aug 17, 2016	May 23, 2017
Campus Dedication	Dec 7, 2017	Dec 13, 2017
Sled Hill Construction	Apr 26, 2017	Jun 20, 2017
Splashpad Construction	May 10, 2017	Jul 5, 2017
Dog Park Construction	May 24, 2017	Jun 20, 2017
Golf Course Irrigation		
Fund Raising Campaign: Target \$300K	May 1, 2014	Nov 27, 2014
Consider 2015 Fee Increase to Support Project	Nov 10, 2014	Dec 5, 2014
Retain Engineering Services- Analysis	May 4, 2015	Jul 24, 2015
Retain Engineering Services for Design	Jul 27, 2015	Mar 8, 2016
Design Approval / Revisions	Mar 9, 2016	May 3, 2016
Bid / Award Golf Irrigation	May 4, 2016	May 31, 2016
Golf Course Irrigation Construction	Oct 6, 2016	Dec 14, 2016



Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Mission, Vision and Core Values

BACKGROUND INFORMATION:

The Sycamore Park District has grown significantly over the last five year. As the District heads into its 100th year in 2023, we wanted to hit that milestone with a strong sense of direction on where the District will be going next. To begin this process, we revisited the mission and vision statements to create a set of statements that better-define our direction, engagement with the community, and commitment to the environment. The new statements guide every aspect of the District, so we are all moving in the same direction and understand our role in the community.

FISCAL IMPACT:

STAFF RECOMMENDATION: Staff recommends approval of the updated Mission, Vision and Core Values to assist in creating guidelines for future decision making.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JB/gb

BOARD ACTION:

Mission

Connecting Sycamore to wellness, nature, and each other.

New Vision

To enhance the Sycamore community through wellness, recreation and greenspace, the Board and Staff take a responsive and inclusive approach to service, community relationships, and sustaining the Sycamore Park District legacy.

New Core Values

- We value *Equity* by recognizing and serving all groups in our community, and continually seeking new ways to be inclusive and engage with diverse populations.
- We value *Transparency* through fiscal responsibility, equitable policies, and pro-active communication.
- We value *Sustainability* and are committed to the conservation of Sycamore's green space for recreation and the well-being of the community today and for future generations.
- We value *Connections* that stem from the relationships that begin and grow through the opportunities and partnerships we maintain.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Great Western Trail property acquisition

BACKGROUND INFORMATION:

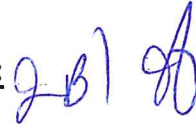
In our process to expand the Great Western Trail (GWT) we are moving toward the second section of trail creation and purchases. The initial appraisals have been submitted and with the ITEP grant process we need to determine if we would like to continue with the trail creation process.

FISCAL IMPACT: None

STAFF RECOMMENDATION: I recommend that District continue to proceed with the purchase of property and GWT development.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Midwest Museum of Natural History
425 W. State Street, Sycamore IL 60178

BACKGROUND INFORMATION:

The MMNH purpose was to foster an appreciation of the stewardship of the natural environment and a better understanding of the cultural and aesthetic welfare of all the people. Unfortunately, the museum closed its doors and terminated its lease with the Sycamore Park District on February 22, 2020.

FISCAL IMPACT: Potential gain of \$80,000 +/- with sale of the building

STAFF RECOMMENDATION: In reviewing the condition and age of the building staff are recommending that the District start the process of selling the property by approving the ordinance and utilizing the funds to support other District needs.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JB/90

BOARD ACTION:

SYCAMORE PARK DISTRICT

RESOLUTION NO. 01-2021

A RESOLUTION MAKING CERTAIN FINDINGS OF FACT AND AUTHORIZING THE SALE OF CERTAIN PROPERTY COMMONLY KNOWN AS 425 W. STATE STREET, SYCAMORE, DEKALB COUNTY, ILLINOIS UNDER THE PARK COMMISSIONERS LAND SALE ACT, 70 ILCS 1235/1 *et. seq.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED and ADOPTED by the Board of Park Commissioners this _____ day of _____ 2021 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY



April 5, 2021

Mark Bushnell
City of Sycamore
475 N. Cross Street
Sycamore, IL 60178

Re: NW Corner of Freed Road & Brickville Road
Knoche Job #21-003

Dear Mr. Bushnell,

Our office is in receipt of the review comments received via email with an original date of March 22, 2021. The following, in **bold**, are our responses to those comments.

1. Please complete a permit application for this work. The other option is to amend the existing permit.

<https://cityofsycamore.com/wp-content/uploads/2020/02/PERMIT.pdf>

Response: See included application.

Stormwater

In accordance with Section 10 of the DeKalb County Stormwater ordinance, the goal is to determine the frequency in which the depressional area fills in both the pre and post conditions to determine if there is an increase in flows (volume and rate) after grading and/or development. Based on field conditions it appears to happen more frequently than the 100-year event.

Response: A critical analysis has been included for the 10-Year, 25-Year, 50-Year and 100-Year 24-Hour storm events. The BFE has been reduced from the existing condition to the proposed condition for all storm events analyzed, see included calculations.

2. Based on a review of GIS information and a field visit, the tributary area extends past the limits shown on the map. Please take into account storm sewer which drains tributary areas.

Response: Per email correspondence with City staff, the revised tributary has been agreed upon. See included tributary exhibit.

3. The storm used in the calculations has a total rainfall of 7.58". Please use the updated Bulletin 70 as adopted by DeKalb County and the City of Sycamore.

<https://dekalbcounty.org/wp-content/uploads/2019/ord-2019-40.pdf>

Response: The rainfall rates have been updated in the calculations to the updated Bulletin 70 rates.



4. Provide a corresponding exhibit or explanation indicating how the composite runoff coefficient was determined for both pre and post conditions. The calc sheets provide areas and value but do not indicate which areas are modified in the post conditions.

Response: See included composite curve number calculation worksheet for both the existing and proposed conditions.

5. Indicate the overflow located of the proposed depressional area with corresponding elevations. (i.e. What will happen when the depressional area fills up?) Is the intention to utilize the same discharge location? If so, please indicate this on the plans.

Response: Appended as noted, see sheets C0.2 and C2.1. The existing overland overflow route is to the north and the same location will be utilized in the proposed condition. Discussion has also been added to the narrative regarding the overflow condition.

6. Provide information on proposed ground cover, both permanent and temporary (if needed)

Response: Ground cover for the proposed condition will be farming in the area of the six residential lots (outside of the depressional area) as a temporary use with the permanent condition being the buildout of the six homes.

7. Provide more information on soil and erosion control measures. This can be a new plan or amendment to the previously approved SWPPP for stockpiling. This information should include location, details, and implementation/maintenance schedule.

Response: A note has been added to sheet C2.2 for and stockpiling to take place outside of the depressional area and to follow note #11 under SWPPP Notes.

Additional Notes

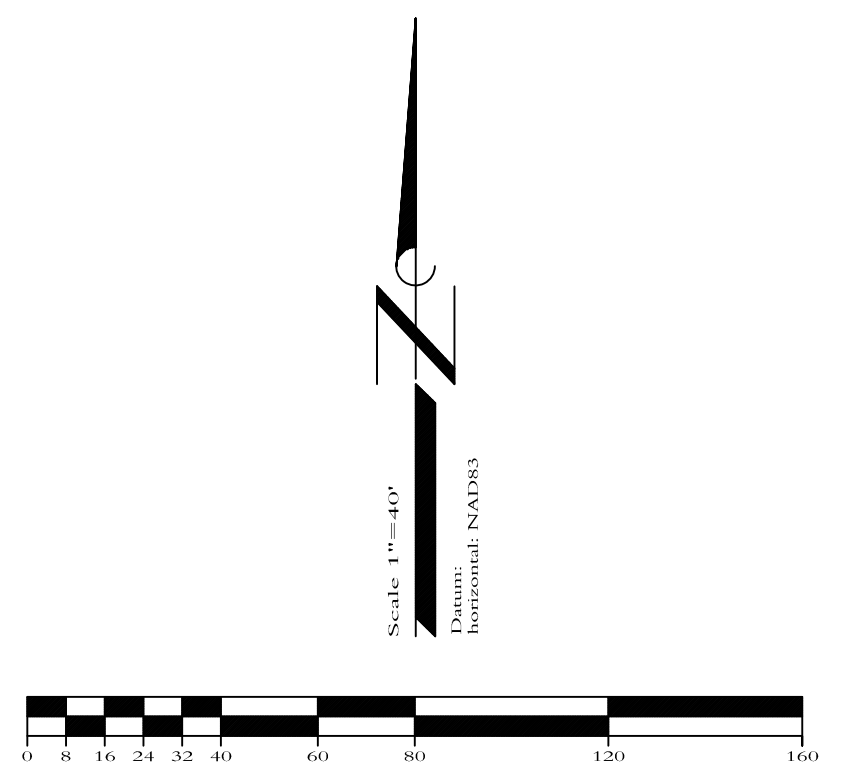
8. Please indicate if a IEPA Notice of Intent has been received, as it will be required prior to the start of excavation.

Response: The NOI has been approved on the new IEPA permit portal site, however we needed to make a change to a typo in the owner's information. Once we are able to download the approval letter, we will send that over.

Included with this letter are copies of revised engineering plans along with a revised stormwater report. If you need any additional information, please let me know.

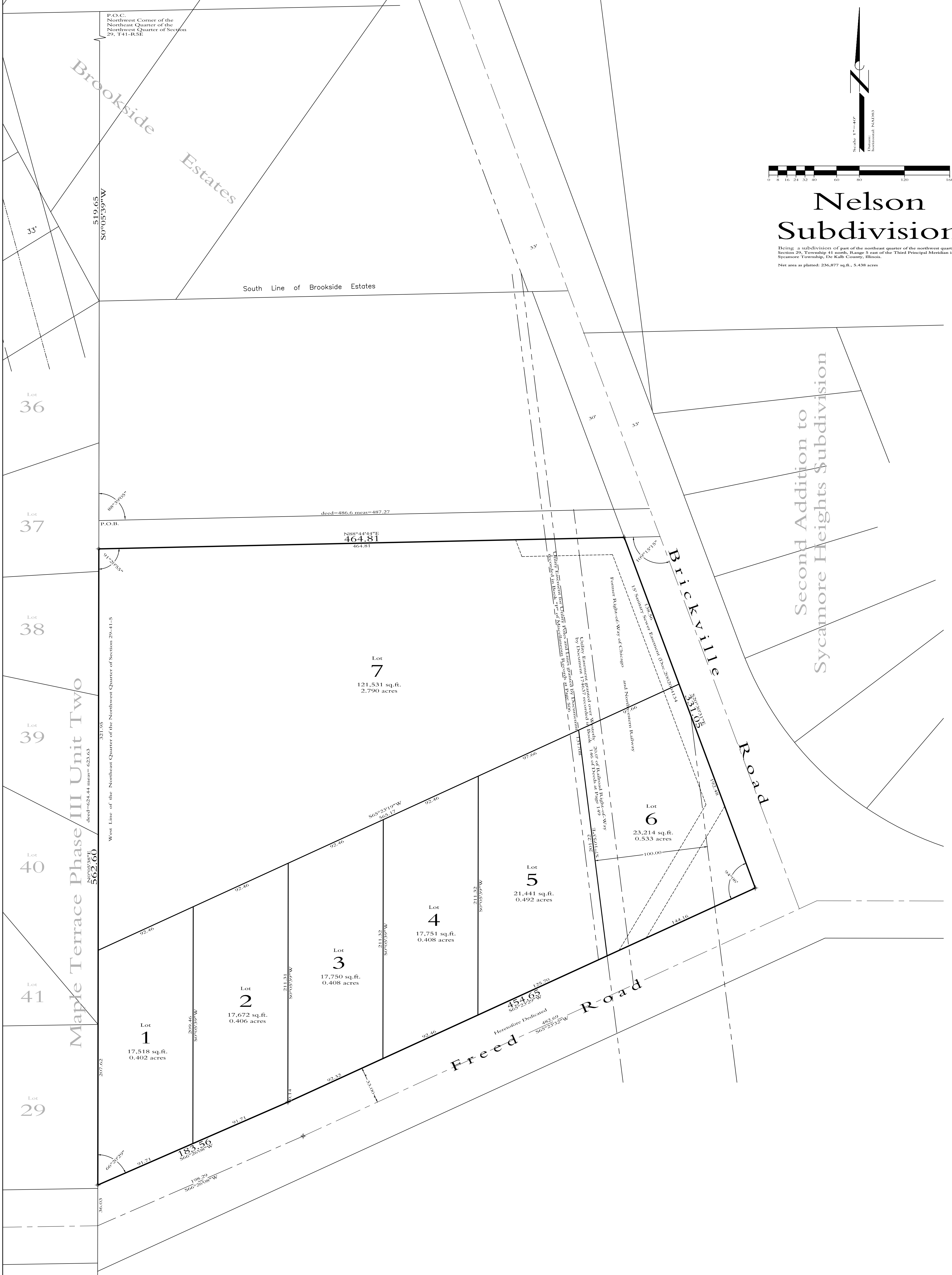
Respectfully,

Steven R. Kudwa, P.E.



Nelson Subdivision

Being a subdivision of part of the northeast quarter of the northwest quarter of Section 29, Township 41 north, Range 5 east of the Third Principal Meridian in Sycamore Township, De Kalb County, Illinois.
 Net area as platted: 236,877 sq.ft., 5.438 acres



Notes:
 3/4" iron pipes at all corners except as noted.
 Basis of bearings: measured relative to NAD83. All dimensions are shown as measured.
 The platted lands are subject to the terms and conditions contained in Document 6384021, which provides for cross-access and stormwater management easement rights among other matters.
 The platted lands do not fall in a designated Flood Hazard Area as defined by the Federal Emergency Management Agency as shown on Flood Insurance Rate Map 17097C0043F effective September 3, 1997.

Plat of Subdivision

Prepared for:
 Ken Nelson
 23737 County Line Road
 Maple Park, Illinois 60151

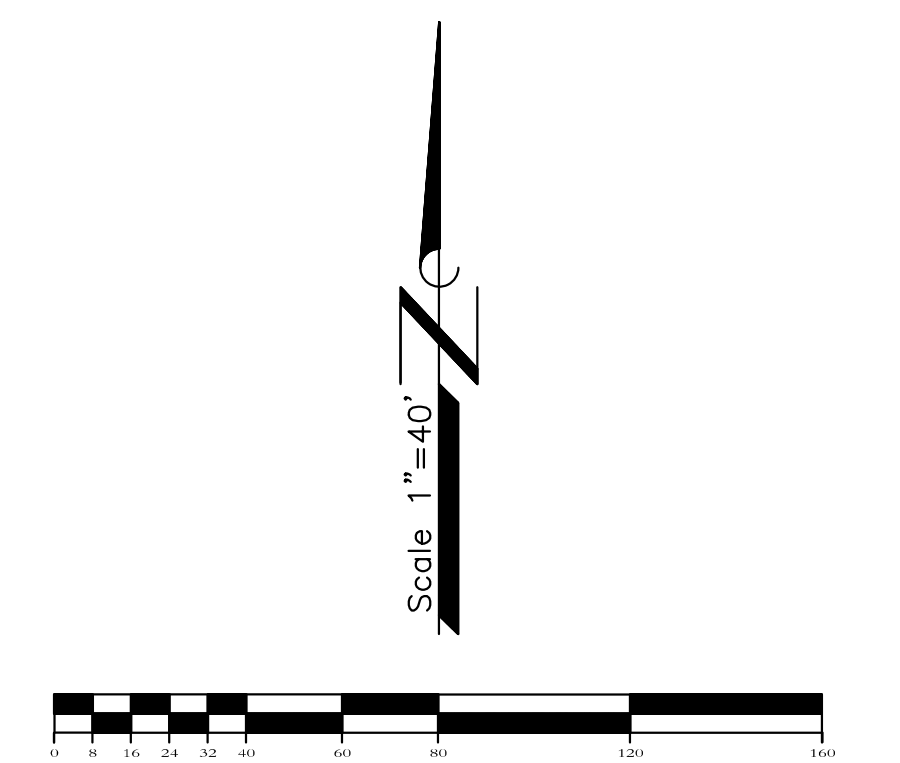


Craig R. Knoche & Associates
Civil Engineers, P.C.
 Registered Design Firm 3763
 24 North Bennett Street • Geneva, Illinois 60134 • phone (630) 845-1270 • fax (630) 845-1273

- Civil Engineers
- Surveyors
- Land Planners

Date: 12-12-20
 File: 20-046RP1
 Job: 20-046

Sheet
 1
 of
 1



SITE DEMOLITION LEGEND

	TO REMAIN	TO BE REMOVED
WATERMAIN	— W —	— W —
STORM SEWER	— S —	— S —
SANITARY SEWER	— S —	— S —
STORM MANHOLE	⊙	⊙
SANITARY MANHOLE	○	○
VALVE VAULT/BOX	⊗	⊗
FIRE HYDRANT	⊕	⊕
UTILITY POLE	⊙	⊙
LIGHT POLE	⊙	⊙
CURB AND GUTTER	—	—
CONTOUR	--- 69.3 ---	---
	■	COLD MILLING - 2" DEPTH

- SITE DEMOLITION NOTES**
- All sewers which are to be abandoned shall be removed and replaced with approved trench backfill and compacted to 95% modified proctor if located in future building areas or 90% in any other location. Plugs shall be on both ends of pipe for a distance of 2' and be made of non-shrink concrete concrete or mortar.
 - Contractor shall field verify all existing conditions prior to demolition and notify engineer of any discrepancies or potential conflicts between existing conditions and proposed design.
 - All excess material shall be hauled offsite and disposed of properly. Demolition debris shall not be buried on site unless soil engineer has approved as allowable backfill.
 - Demolition contractor shall call J.U.L.I.E. prior to any demolition work.
 - Demolition contractor is responsible for demolition permits and associated fees.
 - All utilities to be abandoned shall be capped in accordance with the requirements of the appropriate utility companies and the City of Sycamore.
 - Contractor must barricade (including warning lights) all open excavations to prevent vehicular and pedestrian traffic from entering the area.
 - All excavations to be filled in 9" lifts with approved engineered backfill and compacted to 95% modified proctor.
 - All mud shall be removed from all construction vehicles prior to exiting the construction site. Any dirt and debris deposited on the adjacent roadways shall be immediately removed from said adjacent roadways.
 - All manholes to be abandoned shall have the cone removed and backfilled per the requirements of the appropriate utility company and the City of Sycamore.
 - Demolition drawing is for site demolition work only - building demolition by others.
 - Demolition of all utilities (including but not limited to gas, electric, telephone and cable) shall be coordinated with the City of Sycamore and the utility companies.
 - Abandoned sewers shall be plugged on both sides with a 2' non shrink concrete or mortar plug.
 - Existing crushed stone meeting IDOT specifications shall be reshaped and compacted to meet the requirements of the soil borings.
 - Contractor will be responsible for removal of all visible and underground improvements including but not limited to items shown on these plans.

REVISIONS

NO.	DATE	DESCRIPTION
1	4/01/21	PER CITY COMMENTS




EXISTING CONDITIONS & DEMOLITION PLAN

NELSON SUBDIVISION
 NWC BRICKVILLE RD & FREED RD
 SYCAMORE, ILLINOIS

Craig R. Knoche & Associates Civil Engineers, P.C.
 24 N. Bennett Street • Geneva, IL 60134 • phone (630) 845-1270 • fax (630) 845-1275
 DATE: 2/15/21
 FILE: 21-003 C02
 JOB NO: 21-003
C0.2 SHEET NO.



LEGEND

- 2" BIT. ASPHALT OVERLAY 
- FULL DEPTH BIT. ASPHALT 
- REMOVE AND REPLACE EX. SIDEWALK PER GRADES ON SHEET C2.1 

- NOTES**
1. ALL DIMENSIONS ARE BACK OF CURB UNLESS OTHERWISE NOTED.
 2. ALL CURB RADII ARE BACK OF CURB UNLESS OTHERWISE NOTED.
 3. SEE ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS.
 4. CONTRACTOR TO VERIFY DIMENSIONS PRIOR TO STARTING WORK AND NOTIFY ENGINEER IF ANY DISCREPANCIES ARE FOUND.
 5. CONTRACTOR WILL BE RESPONSIBLE FOR REPAIRING ALL EXISTING PAVEMENT DAMAGED DURING CONSTRUCTION.
 6. SEE DETAIL FOR BITUMINOUS AND CONCRETE PAVEMENT SECTIONS.
 7. CONTRACTOR TO PROVIDE TEMPORARY TRAFFIC CONTROL MEASURES DURING CONSTRUCTION OF ENTRANCE OF R.O.W. IN ACCORDANCE W/ ILLINOIS D.O.T. REQUIREMENTS.
 8. ADA HANDICAP RAMPS SHALL BE INSTALLED AT ALL LOCATIONS DELINEATED ON PLANS AS WELL AS AT ALL LOCATIONS WHERE SIDEWALK ABUTS DRIVES OR ROADWAYS.
 9. CONTRACTOR SHALL COMPARE ARCHITECTURAL AND ENGINEERING PLANS FOR INTERFACE COMPATIBILITY.
 10. ALL CURB AND GUTTER SHALL BE B6:12 UNLESS OTHERWISE NOTED ON PLANS.

REVISIONS

NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION

SITE PLAN

NELSON SUBDIVISION
 NWC FREED RD & BRICKVILLE RD
 SYCAMORE, ILLINOIS

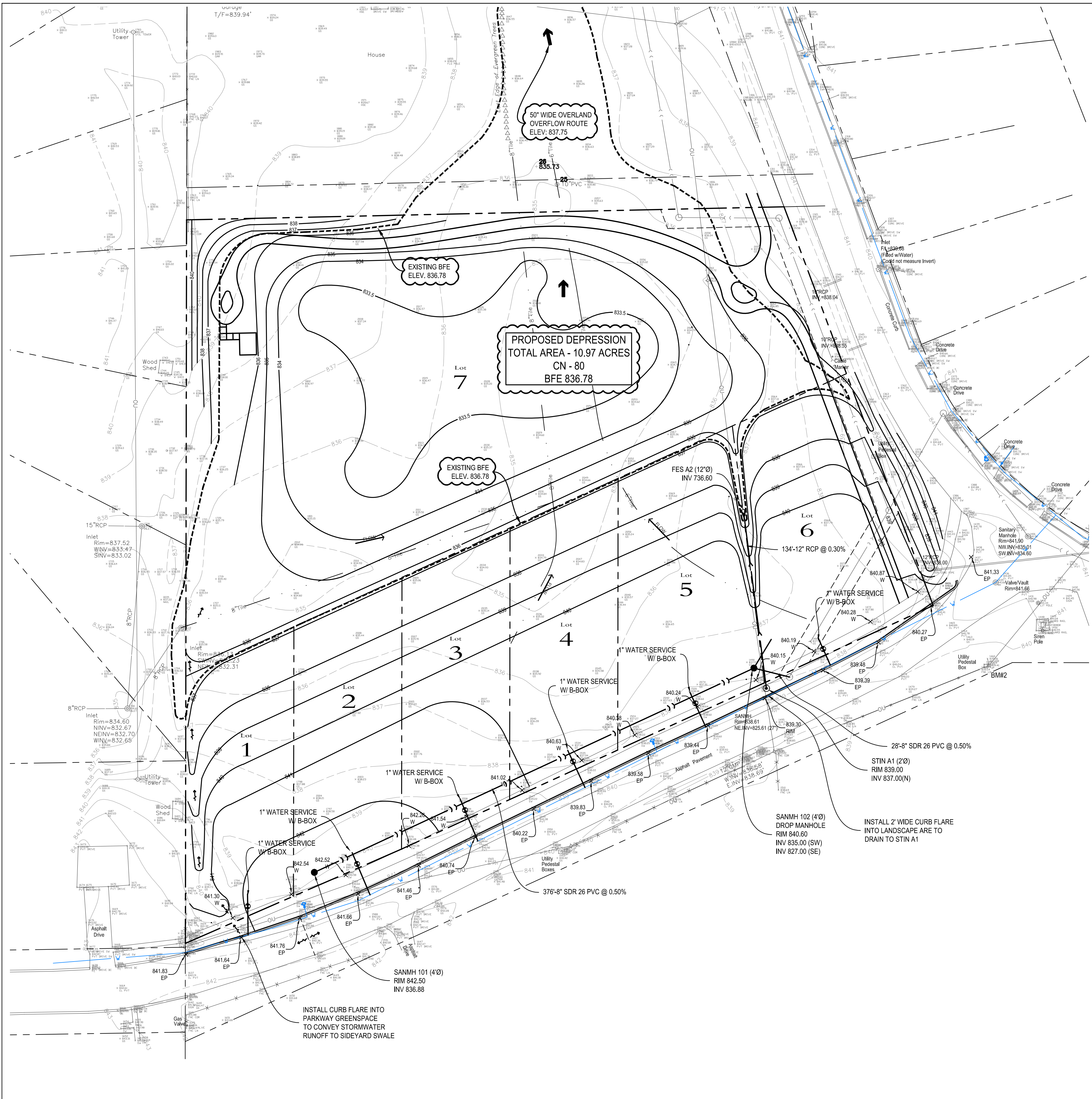


Craig R. Knoche & Associates • Civil Engineers
 • Surveyors
 • Land Planners
 24 N. Bennett Street • Geneva, IL 60134 • phone (630) 845-1270 • fax (630) 845-1275

DATE: 2/15/21
 FILE: 21-003 C10
 JOB NO: 21-003

C1.1
 SHEET NO.

ILLINOIS DESIGN FIRM LICENSE NO. 184.003783

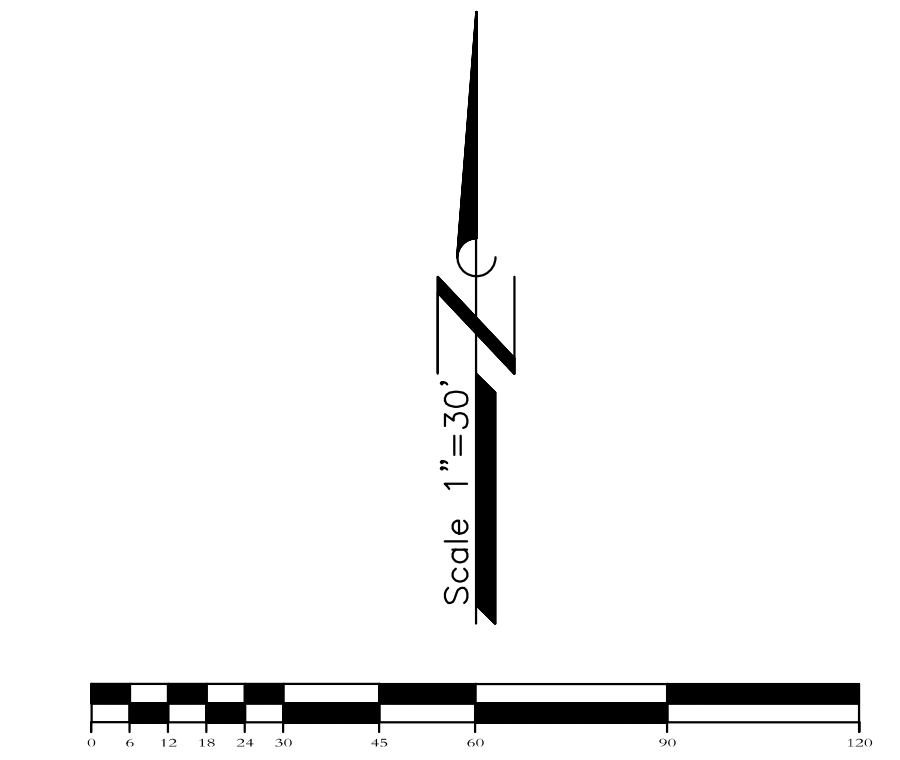


UTILITY NOTES

1. ALL WATERMAIN SHALL BE CLASS 52 DUCTILE IRON PIPE UNLESS OTHERWISE SPECIFIED. FITTINGS SHALL MEET AWWA C110 OR C153. VALVE SHALL MEET AWWA C509-87.
2. ALL STORM SEWER PIPE SHALL MEET IDOT SPECIFICATIONS (ART. 550.03) FOR SELECTING THE PIPE CLASS. STORM PIPE MUST MEET ASTM C75 STANDARDS.
3. PRECAST CONCRETE SECTIONS FOR MANHOLES, CATCH BASINS, INLETS AND VAULTS SHALL MEET ASTM C478.
4. EXISTING UTILITIES SHOWN ARE FOR INFORMATION ONLY AND ARE NOT NECESSARILY EXCLUSIVE. CONTRACTOR SHALL VERIFY UTILITIES WHERE POSSIBLE AND NOTIFY ENGINEER OF DISCREPANCIES, EXCEPTIONS, OR OMISSIONS AS SOON AS POSSIBLE.
5. THE FOLLOWING CASTING, OR APPROVED EQUAL, SHALL BE UTILIZED AS INDICATED:
 - A. SANITARY MANHOLES: EAST JORDAN IRON WORKS #1020, TYPE A HEAVY DUTY WATERTIGHT LID WITH CONCEALED PICK HOLE, O-RING GASKETS, AND "SANITARY" CAST IN LID.
 - B. WATER VALVE VAULTS: EAST JORDAN IRON WORKS #1020, TYPE A HEAVY DUTY WATERTIGHT LID WITH CONCEALED PICK HOLE, O-RING GASKETS, AND "WATER" CAST IN LID.
 - C. STORM MANHOLES: EAST JORDAN IRON WORKS #1020, TYPE A HEAVY DUTY LID WITH CONCEALED PICK HOLE, AND "STORM" CAST IN LID. FOR LIDS INDICATED AS "SOLID" ON PLANS, FOR LIDS INDICATED AS "OPEN" ON PLANS, USE THE SAME CASTING, BUT WITH A TYPE M2 RADIAL FLAT GRATE.
 - D. DRAINAGE STRUCTURES IN OTHER AREAS WITH UNPAVED SURFACES: EAST JORDAN IRON WORKS #1020 WITH M2 RADIAL FLAT GRATE.
 - E. DRAINAGE STRUCTURES IN 86.12 CURB AND GUTTER: EAST JORDAN IRON WORKS #7205 WITH TYPE M1 GRATE.
6. NO FILTER FABRIC ALLOWED UNDER FRAMES OR GRATES. ALL STRUCTURES, EXCLUDING CURB STRUCTURES, SHALL HAVE INLET FILTERS INSTALLED. ALL INLET PROTECTION SHOULD BE IN ACCORDANCE WITH THE APPROVED STORMWATER POLLUTION PREVENTION PLAN.
7. "BEEHIVE" TYPE GRATES SHALL NOT BE USED.
8. GENERAL CONTRACTOR SHALL VERIFY SPECIFIC SIZE AND LOCATION OF CONDUIT FOR GAS, ELECTRIC AND TELEPHONE PRIOR TO INSTALLATION.
9. ALL EXISTING DRAIN TILE LOCATED WITHIN THE SITE BOUNDARY SHALL BE REMOVED OR ABANDONED AS NECESSARY. ALL DRAIN TILE ENTERING SITE SHALL BE INTO PROPOSED STORM LINE OR REROUTED TO MAINTAIN EXISTING DRAINAGE PATTERNS. IN PLACES WHEREBY THE PROPOSED WATERMAIN AND EXISTING ACTIVE DRAIN TILE CROSS, THE WATERMAIN SHALL BE INSTALLED WITH CASING 10 FEET ON EITHER SIDE OF CROSSING.
10. SANITARY PLUGS WILL BE REQUIRED DURING CONSTRUCTION AT ALL EXISTING MANHOLES WHERE PROPOSED CONNECTIONS ARE MADE AND AT THE FIRST MANHOLE OF EACH PROPOSED SANITARY LINE.
11. CONTRACTOR TO SEE LANDSCAPE AND IRRIGATION SPECIFICATIONS IN ARCHITECTURAL PLANS AND CONTRACT DOCUMENTS FOR ADDITIONAL REQUIREMENTS.

WATER MAIN NOTES & SPECIFICATIONS

1. ALL WATER SERVICE HORIZONTAL AND VERTICAL SEPARATION FROM SANITARY AND STORM SEWERS SHALL BE THE SAME AS WATER MAIN SEPARATIONS.
2. WATER SERVICES SHALL HAVE A MINIMUM OF 5.5 FEET OF COVER FROM FINISHED GRADE.
3. ANY EXISTING UTILITY STRUCTURES REQUIRING MODIFICATIONS ARE TO BE ADJUSTED (UP TO 12" TOTAL ADJUSTMENT) BY THE CONTRACTOR AS PART OF THE CONTRACT.
4. ALL WATER MAINS SHALL BE CEMENT LINED DUCTILE IRON PIPE, CLASS 52 CONFORMING TO AWWA C-151 WITH PUSH-ON OR MECHANICAL JOINTS AND SHALL HAVE A MINIMUM OF 5 FEET OF COVER AND SHALL BE ENCASED IN POLYETHYLENE FILM IN ACCORDANCE WITH AWWA C-105-92. FITTINGS SHALL BE CEMENT LINED, TAR COATED CAST IRON WITH MECHANICAL JOINTS RATED 250 PSI PER AWWA C110/ANSI 21.20 (CLOW, AMERICAN, U.S. PIPE, OR EQUAL).
5. ALL MATERIALS SHALL BE VERIFIED WITH THE LOCAL AUTHORITY. WATER SERVICES SHALL BE TYPE "K" COPPER WATER TUBE OR THE SIZE SHOWN ON THE PLANS. CORPORATIONS STOP, CURB STOP, AND SERVICE BOX, ALL AS REQUIRED BY THE MUNICIPALITY, AND ALL NECESSARY LABOR, TOOLS, EQUIPMENT, EXCAVATIONS AND BACK FILL, FOR A COMPLETE INSTALLATION AS SHOWN ON THE PLANS.
6. ALL FIRE HYDRANTS SHALL BE CONSTRUCTED ACCORDING TO CITY STANDARDS. SEE DETAIL ON SHEET C7.1.
7. WATER MAINS SHALL BE PROTECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ILLINOIS EPA, WHERE A SEWER (SANITARY OR STORM) CROSSES BELOW A WATER MAIN, A MINIMUM VERTICAL SEPARATION OF 18" SHALL BE PROVIDED BETWEEN THE TOP OF THE SEWER PIPE AND THE BOTTOM OF THE WATER MAIN PIPE. WHEN THE VERTICAL SEPARATION IS NOT PROVIDED AND THE WATER MAINS ABOVE THE SEWER (SANITARY OR STORM), THE SEWER SHALL BE CONSTRUCTED TO WATER MAIN STANDARDS FOR A MINIMUM OF 10 FEET ON EACH SIDE OF THE WATER MAIN UNLESS OTHERWISE NOTED ON THE DRAWINGS. WHEN THE WATER MAIN CROSSES BELOW THE SEWER (STORM ONLY), THE SEWER SHALL BE CONSTRUCTED TO WATER MAIN STANDARDS FOR A MINIMUM OF 10 FEET ON EACH SIDE OF THE WATER MAIN UNLESS OTHERWISE NOTED ON THE DRAWINGS. IF THE WATER MAIN CROSSES BENEATH THE SEWER (STORM ONLY), 18" VERTICAL SEPARATION SHALL BE PROVIDED IN ALL CASES. IN ADDITION, SEWER PIPE SHALL BE SUPPORTED IN ORDER TO PREVENT PIPE FROM SAGGING CLOSER TO THE WATER MAIN. MINIMUM WATER MAIN COVER IS 5-12 FEET. MINIMUM HORIZONTAL SEPARATION OF 10" BETWEEN SEWERS AND WATER MAIN SHALL BE ADHERED TO. PRIOR IRRIGATION APPROVAL IS REQUIRED IN ORDER TO CONSTRUCT WATER MAIN UNDER STORM OR SANITARY SEWERS.
8. ALL HORIZONTAL AND VERTICAL SEPARATION BETWEEN WATER MAIN SERVICES AND STORM SANITARY SEWER SHALL BE THE SAME AS LISTED IN WATER MAIN NOTE.
9. SERVICE LINES (2" AND SMALLER) SHALL BE COPPER WATER TUBE, TYPE K, AND SOFT TEMPER FOR UNDERGROUND SERVICE CONFORMING TO ASTM B-88 AND B-251 AND ALSO CONFORMING TO ALL MUNICIPAL REQUIREMENTS.
10. ALL WATER MAIN TO BE DUCTILE IRON PIPE ASA21.20 (CLASS 52) WITH "PUSH ON" JOINTS. PIPE TO BE LINED ASA 21.40.
11. STERILIZE PIPE PER LOCAL JURISDICTIONAL AGENCY REQUIREMENTS. MINIMUM WATER MAIN CHLORINATION TEST SHALL RESULT IN A CHLORINE WATER MIXTURE OF AT LEAST 50 PARTS PER MILLION AVAILABLE AT EACH OUTLET WHERE SAMPLING CAN BE OBTAINED FROM. TEST PERIODS FOR THE WATER MAIN SHALL BE AT LEAST 24 HOURS AND AT THE END OF THAT TIME THE CHLORINE RESIDUAL SHALL BE AT LEAST 25 PPM AT THE SAMPLING POINTS. IF CHLORINE RESIDUAL IS LESS THAN 25 PPM, ADDITIONAL APPLICATION SHALL BE MADE AND THE RETENTION PERIOD REPEATED UNTIL THE REQUIRED 25 PPM RESIDUAL IS OBTAINED. AFTER OBTAINING SUCCESSFUL TEST RESULTS, FLUSH HEAVILY CHLORINATED WATER FROM THE MAIN UNTIL THE REPLACEMENT WATER IS THE SAME CHEMICAL AND BACTERIOLOGICAL QUALITY AS THE WATER SOURCE. TESTING SHALL BE COMPLETED AT THE OWNER'S EXPENSE AND TO THE CITY'S STANDARDS.
12. ALL VALVES FOR FLUSHING AND FILLING ARE TO BE OPERATED BY WATER DIVISION PERSONNEL.
13. THERE WILL BE NO 45 DEGREE BENDS PERMITTED ON 1" COPPER SERVICE LINES.
14. THERE WILL BE NO 90 DEGREE BENDS PERMITTED ON WATERMAIN INSTALLATIONS.
15. ALL FITTINGS SHALL BE INSTALLED WITH MEGA LUG GLANDS.
16. MANHOLES USED FOR VALVE VAULTS WILL BE A MINIMUM OF FIVE (5) FEET IN DIAMETER.
17. PRESSURE CONNECTIONS SHALL BE MADE WITH THE USE OF A DIP TAPPING SADDLE/SLEEVE.
18. ALL WATERMAIN WORK AND TESTING SHALL BE APPROVED BY THE CITY AND COORDINATED WITH THE CITY WATER DEPARTMENT (815) 895-4516. A MINIMUM NOTICE OF 48 HOURS IS REQUIRED. SHUTDOWNS CAN ONLY BE COMPLETED BETWEEN MONDAY AND THURSDAY.
 - a. WATERMAIN WILL BE TESTED FOR A ONE-HOUR NO LEAK TEST.
 - b. BACTERIA TESTING SHALL BE COORDINATED THROUGH THE CITY'S WATER DEPARTMENT.



LEGEND

	EXISTING	PROPOSED
PAVEMENT GRADE	875.00	875.00
WALK GRADE	875.00 W	875.00 W
GROUND GRADE	875.00 G	875.00 G
RIM GRADE	875.00 R	875.00 R
STORM MANHOLE/CATCH BASIN		
STORM INLET		
FLARED END SECTION		
SANITARY MANHOLE		
FIRE HYDRANT		
VALVE VAULT/B-BOX		
REVERSE CURB & GUTTER		
CONTOURS	--- 875 ---	--- 875 ---
EMERGENCY OVERFLOW		
FLOW DIRECTION		
RIDGELINES		
REVERSE CURB		
STORM SEWER		
SANITARY SEWER		
WATERMAIN	12" D.I.W.M.	8" D.I.W.M.
ELECTRIC	E	E
TELEPHONE	T	T
GAS	G	G
STORM MANHOLE		
FLARED END SECTION		
SANITARY MANHOLE		
VALVE VAULT / B-BOX		
FIRE HYDRANT		
LIGHT POLES		
WATERMAIN TO ABANDON	X X X	X X X

GRADING NOTES

1. GRADING CONTRACTOR SHALL VERIFY EXISTING CONTOURS AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
2. THE GRADING CONTRACTOR SHALL SPREAD SPOILS FROM UTILITY CONTRACTORS WORK TO BALANCE THE SITE TO THE EXTENT POSSIBLE.
3. THE GRADING CONTRACTOR SHALL REMOVE EXCESS SOIL FROM THE SITE.
4. EROSION CONTROL MEASURES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: SILT FENCE AROUND PERIMETER SHALL REMAIN IN PLACE AND BE MAINTAINED UNTIL CONSTRUCTION IS COMPLETED. ALL INLET STRUCTURES SHALL BE PROTECTED WITH INLET BASKETS.
5. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL MEASURES. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION AND MAINTAIN SUCH MEASURES UNTIL GRADING IS COMPLETE AND PARKING LOT IS PAVED. IF THERE IS NO GENERAL CONTRACTOR, IT WILL THEN BE THE RESPONSIBILITY OF THE GRADING CONTRACTOR TO INSTALL AND MAINTAIN EROSION CONTROL MEASURES.
6. THE CONTRACTOR RESPONSIBLE FOR THE INSTALLATION OF THE EROSION CONTROL DEVICES SHALL MAINTAIN ALL STORM WATER POLLUTION DEVICES THROUGHOUT CONSTRUCTION AND UNTIL ALL UNPAVED OR NON-BUILDING AREAS HAVE A UNIFORM PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70 PERCENT OR GREATER. MAINTENANCE INCLUDES WEEKLY INSPECTIONS OR AN INSPECTION FOLLOWING A RAINFALL OF 1/2 INCH IN A 24-HOUR PERIOD. THE CONTRACTOR MUST SUBMIT A COPY OF THE INSPECTION REPORT TO THE OWNER WEEKLY, AND ENGINEER AT THE END OF EACH MONTH AND KEEP A COPY OF THE REPORT ON THE CONSTRUCTION SITE UNTIL THE REQUIRED VEGETATION COVER IS IN PLACE.
8. IF ADDITIONAL EROSION CONTROL MEASURES NOT SHOWN ON THESE DRAWINGS ARE REQUIRED TO STOP OR PREVENT EROSION OR ARE REQUIRED BY ANY AUTHORITY HAVING JURISDICTION, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSTALL SUCH DEVICES. THE OWNER OR ENGINEER SHALL BE NOTIFIED OF THE ADDITIONAL WORK AND COST PRIOR TO INSTALLATION.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER AND ENGINEER, IN WRITING OF ANY ADDITIONAL SOURCES OF STORM WATER POLLUTION OBSERVED DURING CONSTRUCTION AND THE ADDITIONAL COSTS REQUIRED TO PREVENT ADDITIONAL POLLUTION.
10. CONTRACTOR SHALL COMPARE ARCHITECTURAL AND ENGINEERING PLANS FOR INTERFACE COMPATIBILITY.
11. ALL LANDSCAPE AND MASS GRADED AREAS SHALL HAVE AT LEAST SIX (6) INCHES OF TOPSOIL SPREAD PRIOR TO STABILIZATION.

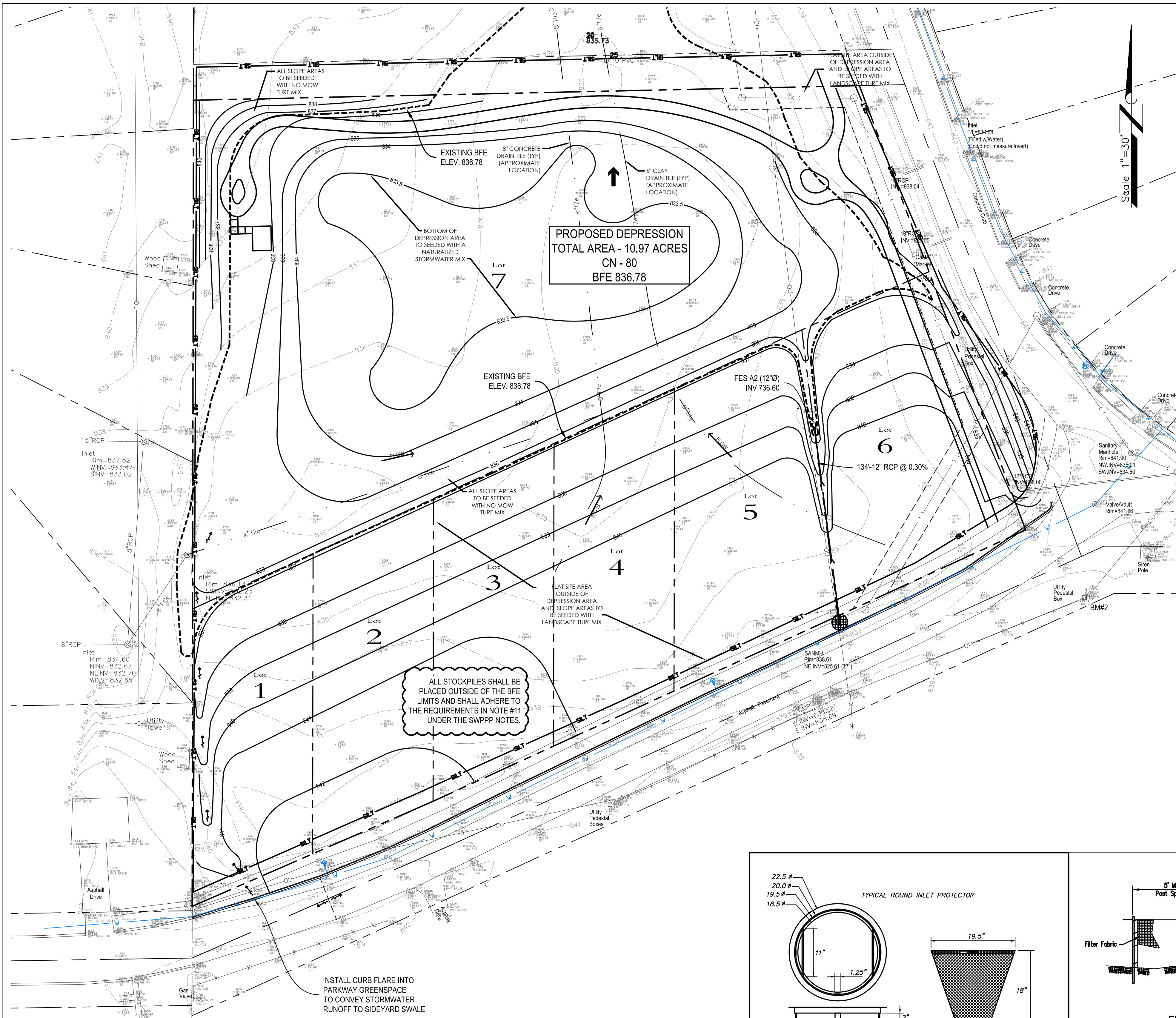
REVISIONS		
NO.	DATE	DESCRIPTION
1	4/01/21	PER CITY COMMENTS

GRADING & UTILITY PLAN

NELSON SUBDIVISION
NWC FREED RD & BRICKVILLE RD
SYCAMORE, ILLINOIS

Craig R. Knoche & Associates • Civil Engineers
• Surveyors
• Land Planners
24 N. Bennett Street • Geneva, IL 60134 • phone (630) 845-1270 • fax (630) 845-1275

DATE:	2/15/21	C2.1
FILE:	21-003 C20	
JOB NO.:	21-003	
SHEET NO.:	21-003	



SWPPP NOTES

- UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES WILL BE CONSTRUCTED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS IN THE ILLINOIS URBAN MANUAL, LATEST EDITION.
- A COPY OF THE APPROVED STORM WATER POLLUTION PREVENTION PLAN SHALL BE MAINTAINED ON THE SITE AT ALL TIMES.
- PRIOR TO COMMENCING LAND-DISTURBING ACTIVITIES IN AREAS OTHER THAN INDICATED ON THESE PLANS (INCLUDING BUT NOT LIMITED TO ADDITIONAL PHASES OF DEVELOPMENT AND OFF-SITE BORROW OR WASTE AREAS), A SUPPLEMENTARY STORM WATER POLLUTION PREVENTION PLAN SHALL BE SUBMITTED BY THE OWNER FOR REVIEW BY CITY OF SYCAMORE AND IEPA.
- EROSION CONTROL MEASURES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: SILT FENCE SHALL BE PLACED AND SHALL REMAIN IN PLACE AROUND EACH STORM STRUCTURE UNTIL CONSTRUCTION IS COMPLETED. A SILT FENCE AROUND PERIMETER SHALL REMAIN IN PLACE AND BE MAINTAINED UNTIL CONSTRUCTION IS COMPLETED. ALL INLET STRUCTURES SHALL BE PROTECTED WITH "CATCH-ALL" INLET BASKETS.
- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL MEASURES. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF LAND DISTURBING ACTIVITY AND MAINTAIN SUCH MEASURES UNTIL VEGETATION STABILIZATION IS 70% COMPLETE AND PARKING LOT IS PAVED. IF THERE IS NO GENERAL CONTRACTOR, IT WILL THEN BE THE RESPONSIBILITY OF THE GRADING CONTRACTOR TO INSTALL AND MAINTAIN EROSION CONTROL MEASURES.
- THE CONTRACTOR RESPONSIBLE FOR THE INSTALLATION OF EROSION CONTROL DEVICES SHALL MAINTAIN ALL STORM WATER POLLUTION DEVICES THROUGHOUT CONSTRUCTION AND UNTIL ALL UNFRAMED OR NON-BUILDING AREAS HAVE A UNIFORM PERMANENT VEGETATIVE COVER WITH A DENSITY OF 70% OR GREATER. MAINTENANCE INCLUDES WEEKLY INSPECTIONS OR AN INSPECTION FOLLOWING A RAINFALL OF 1/2" IN A 24-HOUR PERIOD. THE CONTRACTOR MUST SUBMIT A COPY OF THE INSPECTION REPORT TO THE OWNER AND ENGINEER AT THE END OF EACH MONTH AND KEEP A COPY OF THE REPORT ON THE CONSTRUCTION SITE UNTIL THE REQUIRED VEGETATION COVER IS IN PLACE.
- IF ADDITIONAL EROSION CONTROL MEASURES NOT SHOWN ON THESE DRAWINGS ARE REQUIRED TO STOP OR PREVENT EROSION OR ARE REQUIRED BY ANY AUTHORITY HAVING JURISDICTION, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSTALL SUCH DEVICES. THE OWNER OR ENGINEER SHALL BE NOTIFIED OF THE ADDITIONAL WORK AND COST PRIOR TO INSTALLATION.
- ANY AND ALL INCIDENTS OF NON-COMPLIANCE MUST BE SUBMITTED TO THE CITY OF SYCAMORE AND IEPA.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE OWNER AND ENGINEER, IN WRITING, OF ANY ADDITIONAL SOURCES OF STORM WATER POLLUTION OBSERVED DURING CONSTRUCTION AND THE ADDITIONAL COSTS REQUIRED TO PREVENT ADDITIONAL POLLUTION.
- REFER TO LANDSCAPE PLAN FOR LOCATIONS AND SPECIFICATIONS OF SODDING, SEEDING AND WETLAND PLANTINGS.
- STOCKPILES SHALL NOT EXCEED 2:1 SLOPES. STOCKPILES REMAINING IN PLACE LONGER THAN 14 DAYS SHALL BE REQUIRED TO HAVE I.D.O.T. #7 SEED MIX INSTALLED. ALL STOCKPILES SHALL BE EQUIPPED WITH SILT FENCE PRIOR TO PILING OF EARTHWORK SPOILS. A TEMPORARY SILTATION DITCH SHALL BE INSTALLED AROUND PERIMETER OF STOCKPILE WITH SILT FENCE LOCATED ON BOTH SIDES OF DITCH.
- PRIORITY SHALL BE GIVEN TO THE COMPLETION AND STABILIZATION OF THE DETENTION AREAS. WORK IN THESE AREAS SHALL NOT BE PROLONGED IN AN ATTEMPT TO HAVE FINAL GRADING AND STABILIZATION TAKE PLACE AT ONE TIME.
- ALL ADJACENT STREETS AND ROADWAYS SHALL BE KEPT CLEAR OF DEBRIS. DAILY INSPECTIONS AND CLEANING ARE REQUIRED AS NECESSARY. CLEANING SHALL BE DONE WHEN DEEMED NECESSARY BY AUTHORITIES TO PREVENT HAZARDS TO HEALTH OR DRAINAGE UTILITIES INCLUDING CURBS AND GUTTERS INLETS, DITCHES ETC
- IN AREAS WHERE WORK IS COMPLETE, PERMANENT STABILIZATION SHALL OCCUR WITHIN SEVEN (7) DAYS OF COMPLETION, AND IN AREAS WHERE WORK HAS TEMPORARILY CEASED FOR 14 DAYS OR MORE, TEMPORARY STABILIZATION SHALL OCCUR BY THE 7TH DAY AFTER WORK HAS CEASED.
- DURING DEWATERING OPERATIONS, WATER WILL BE PUMPED INTO SEDIMENT BASINS OR SILT TRAPS. DEWATERING DIRECTLY INTO FIELD TILES OR STORM WATER STRUCTURES IS PROHIBITED.
- THE CONDITION OF THE CONSTRUCTION SITE FOR WINTER SHUTDOWN SHALL BE ADDRESSED EARLY IN THE FALL GROWING SEASON SO THAT SLOPES AND OTHER BARE EARTH AREAS MAY BE STABILIZED WITH TEMPORARY AND/OR PERMANENT VEGETATION COVER FOR PROPER EROSION AND SEDIMENT CONTROL. ALL OPEN AREAS THAT ARE TO REMAIN IDLE THROUGHOUT THE WINTER SHALL RECEIVE TEMPORARY EROSION CONTROL MEASURES INCLUDING TEMPORARY SEEDING, MULCHING AND/OR EROSION CONTROL BLANKET PRIOR TO THE END OF THE FALL GROWING SEASON. THE AREAS TO BE WORKED BEYOND THE END OF THE GROWING SEASON MUST INCORPORATE THE SOIL STABILIZATION MEASURES THAT DO NOT RELY ON VEGETATIVE COVER SUCH AS EROSION CONTROL BLANKET AND HEAVY MULCHING.
- STOCKPILES OF SOIL AND OTHER BUILDING MATERIALS TO REMAIN IN PLACE MORE THAN THREE (3) DAYS SHALL BE FURNISHED WITH EROSION AND SEDIMENT CONTROL MEASURES (I.E., PERIMETER SILT FENCE). STOCKPILES TO REMAIN IN PLACE FOR 14 DAYS OR MORE SHALL RECEIVE TEMPORARY SEEDING.
- COMPLETED SLOPES SHALL BE SEEDDED AND MULCHED (OR BLANKETED), IF APPLICABLE AS THE EXCAVATION PROCEEDS TO THE EXTENT CONSIDERED DESIRABLE AND PRACTICAL. PERMANENT SEEDING SHALL BE USED WHENEVER POSSIBLE UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR PROLONG FINAL GRADING AND SHAPING SO THAT THE ENTIRE PROJECT CAN BE PERMANENTLY SEEDDED AT ONE TIME.
- THE CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY ROCK ISLAND COUNTY
- IT IS THE RESPONSIBILITY OF THE LANDOWNER AND/OR GENERAL CONTRACTOR TO INFORM ANY SUBCONTRACTOR(S) WHO MAY PERFORM WORK ON THIS PROJECT OF THE REQUIREMENTS IN IMPLEMENTING AND MAINTAINING THESE EROSION CONTROL PLANS AND THE NATIONAL POLLUTANT DISCHARGE DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS SET FORTH BY THE ILLINOIS EPA.

LEGEND



SOIL EROSION CONTROL SEQUENCING

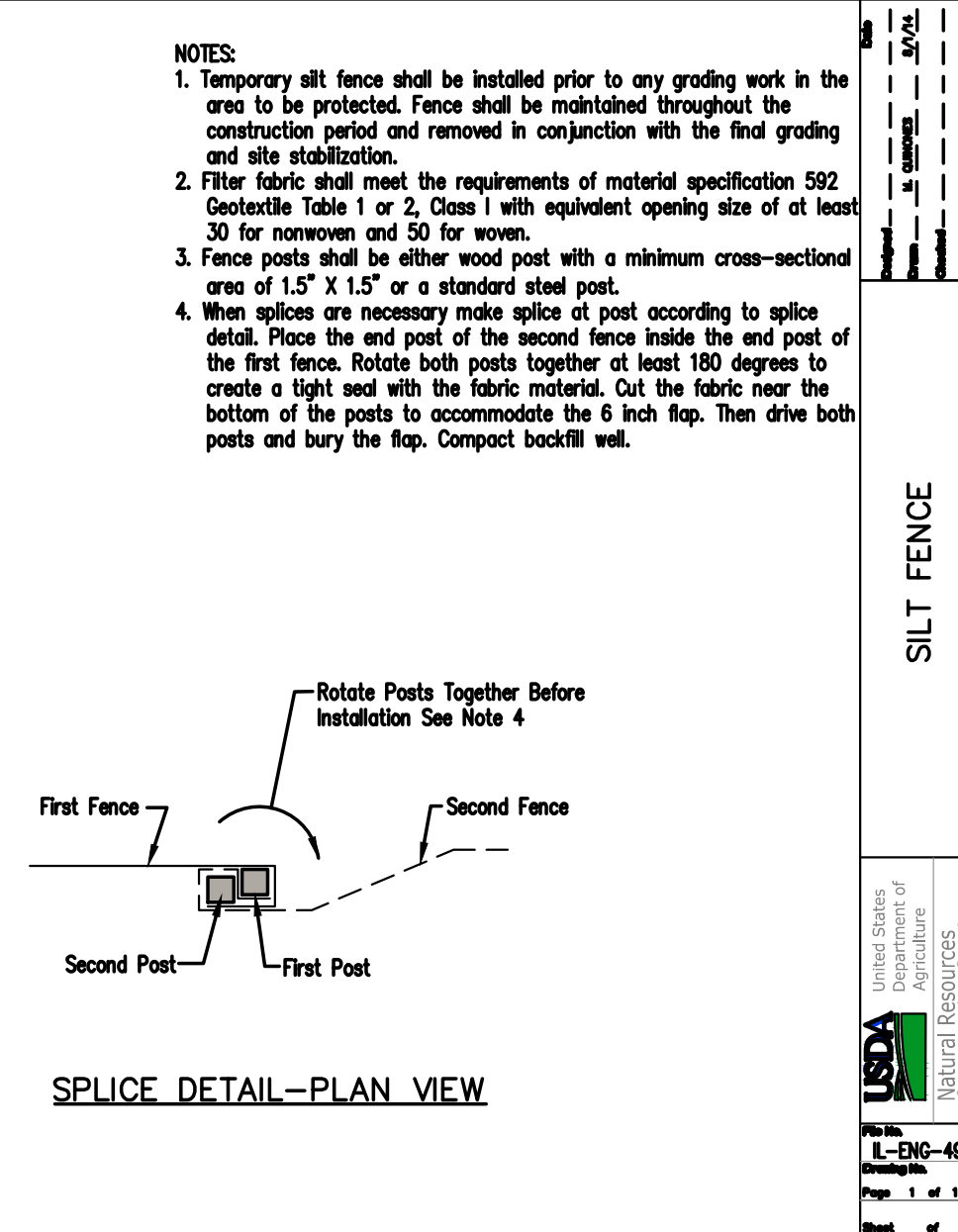
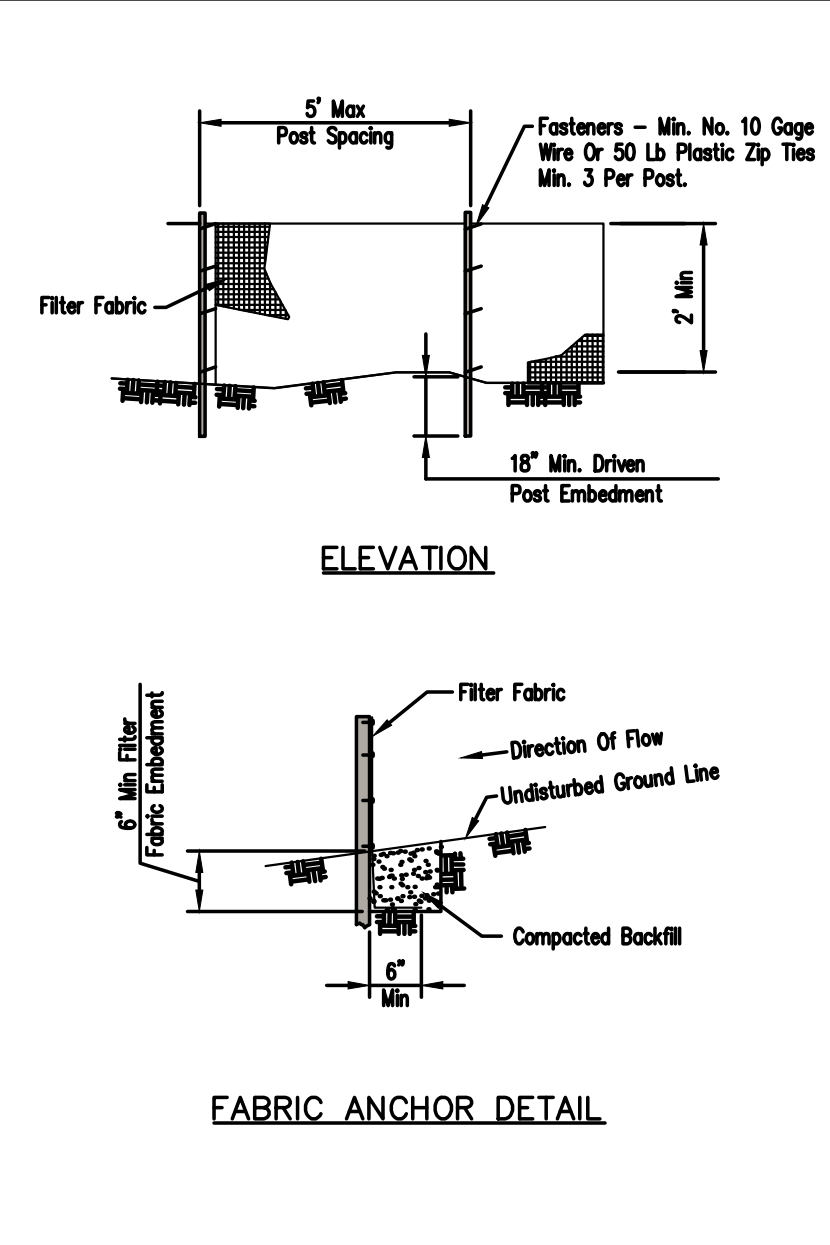
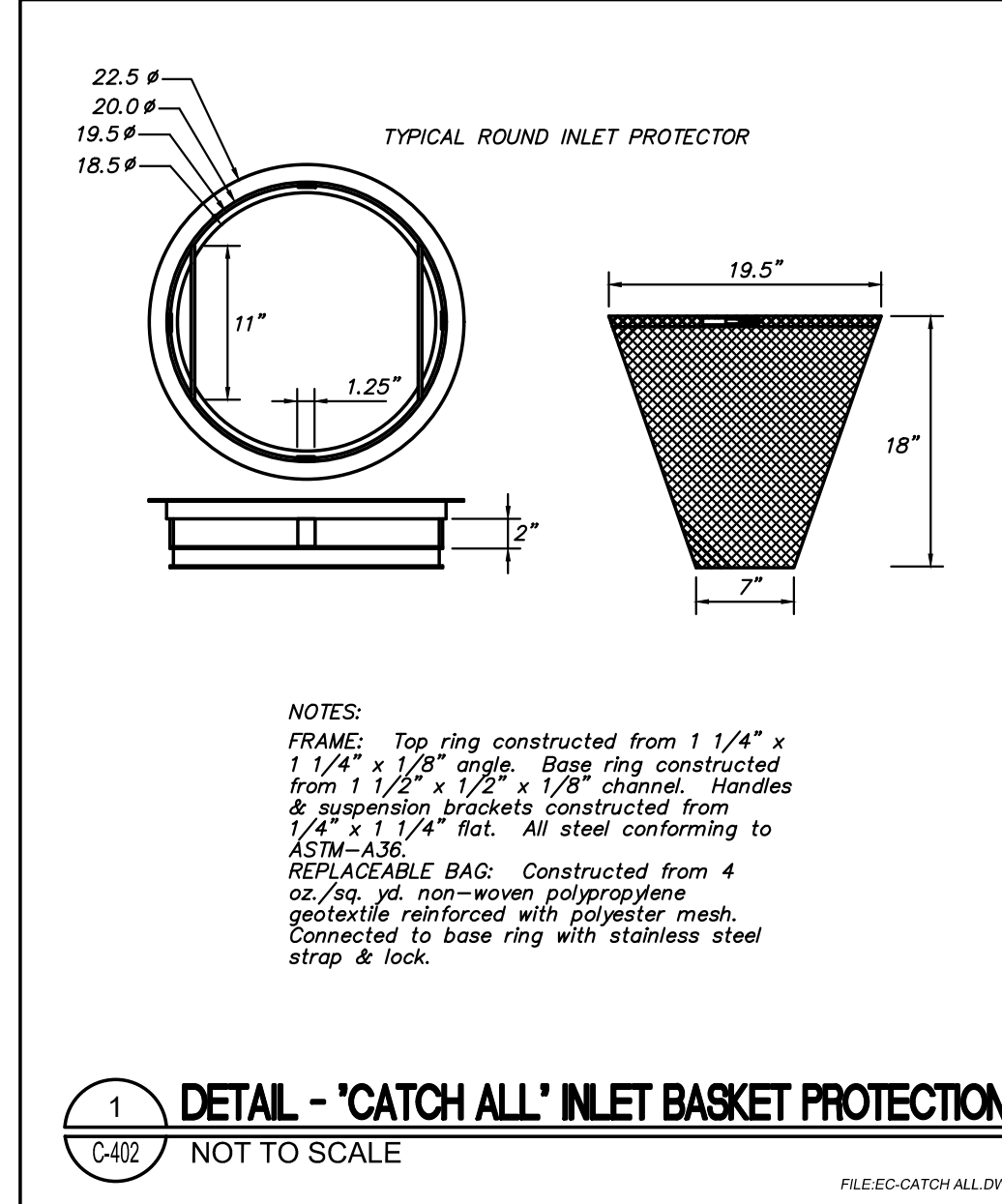
EACH RESPECTIVE CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION, MAINTENANCE, AND ANY NECESSARY CORRECTIVE ACTION ASSOCIATED WITH THE EROSION CONTROL MEASURES SO DESIGNATED FOR THAT CONTRACTOR.

THE FOLLOWING ITEMS ARE TO BE PROVIDED BY THE DESIGNATED CONTRACTOR AT THE TIME AND IN THE GENERAL SEQUENCE INDICATED BELOW.

- MASS GRADING/EARTHWORK CONTRACTOR
 - PROVIDE SILT FENCE PRIOR TO THE START OF CONSTRUCTION.
- UNDERGROUND CONTRACTOR
 - PROVIDE INLET BASKETS AROUND ALL STORM STRUCTURES IMMEDIATELY UPON INSTALLATION OF SAID STRUCTURE(S).
 - PROVIDE CLEANING OF THE STORM SEWER SYSTEM, AND SEWER STRUCTURES.
 - PROVIDE INLET BASKETS AT ALL CURB INLETS DURING CONSTRUCTION. INLET BASKETS SHALL BE MAINTAINED UNTIL ALL "UPSTREAM" AREAS TO A RESPECTIVE INLET HAVE BEEN COMPLETED THROUGH ESTABLISHMENT OF VEGETATIVE COVER.

INSPECTION SCHEDULE

- DIVERSION AND STRUCTURAL MEASURES - WILL BE INSPECTED AT WEEKLY INTERVALS OR AFTER EVERY RAINSTORM PRODUCING RUNOFF.
- SEDIMENT BASINS - WILL BE CHECKED WEEKLY FOR SEDIMENT ACCUMULATION.
- VEGETATIVE PLANTINGS - SPRINGS PLANTINGS WILL BE CHECKED DURING SUMMER OR EARLY FALL.
- REPAIRS - ANY EROSION CONTROL MEASURES, STRUCTURAL MEASURES OR OTHER RELATED ITEMS IN NEED OF REPAIR WILL BE MADE WITHIN 7 DAYS.
- MOVING - DRAINAGEWAYS, DITCHES AND OTHER AREAS THAT SUPPORT A DESIGNATED FLOW OF WATER WILL BE MOVED REGULARLY TO MAINTAIN THAT FLOW.
- RESEEDING - SEEDED AREAS WHERE THE SEED HAS NOT PRODUCED A GOOD COVER WILL BE RESEEDED AND FERTILIZED.



STORMWATER POLLUTION PREVENTION PLAN OWNER CERTIFICATION

STATE OF ILLINOIS
COUNTY OF DEKALB

I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED, BASED ON MY REVIEW OF THE RECORDS OR PERSONS WHO MAKE THE SYSTEM OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPROVEMENT FOR KNOWING VIOLATIONS.

OWNER'S SIGNATURE _____ COMPANY NAME _____
TITLE _____ ADDRESS _____
DATE _____ PHONE NUMBER _____

STORMWATER POLLUTION PREVENTION PLAN CONTRACTOR CERTIFICATION

STATE OF ILLINOIS
COUNTY OF DEKALB

I CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE GENERAL NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT WHICH AUTHORIZES THE STORMWATER DISCHARGE ASSOCIATED WITH INDUSTRIAL ACTIVITY FROM THE CONSTRUCTION SITE IDENTIFIED AS PART OF THIS CERTIFICATION. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR VIOLATING THIS PERMIT, INCLUDING THE POSSIBILITY OF FINE AND IMPROVEMENT FOR KNOWING VIOLATIONS.

CONTRACTOR'S SIGNATURE _____ COMPANY NAME _____
TITLE _____ ADDRESS _____
DATE _____ PHONE NUMBER _____

REVISIONS		
NO.	DATE	DESCRIPTION
1	4/01/21	PER CITY COMMENTS

SWPPP & DETAILS

NELSON SUBDIVISION
NWC FREED RD & BRICKVILLE RD
SYCAMORE, ILLINOIS

Craig R. Knoche & Associates
Civil Engineers, P.C.

DATE: 2/15/21
FILE: 21-003 C20
JOB NO: 21-003
SHEET NO: C2.2

Illinois Design Firm License No. 184.003763

GENERAL NOTES & SPECIFICATIONS

- All roadway and pavement construction shall comply with the requirements of the 2012 Illinois Department of Transportation "Standard Specification for Road and Bridge Construction" or latest edition, except as may be modified by the project plans and specifications.
- All underground construction shall comply with the requirements of the 2012 "Standard Specifications for Water and Sewer Main Construction in Illinois", Illinois municipal league, latest edition, except as may be modified by project plans and specifications.
- All work shall be in accordance with the standard specifications of the City of Sycamore. Each Contractor shall be provided with the applicable sections of this specification in the bid package.
- All elevations shown are plus and are USGS Datum.
- The City of Sycamore building and engineering departments shall be notified at least two (2) working days prior to start construction. The contractor is responsible for notifying all jurisdictional agencies and all utility companies with facilities that may be affected by the proposed construction, and ensuring that all underground lines are located, prior to commencing construction.
- All work to meet the City of Sycamore Supplemental Codes unless the state codes are more restrictive.
- The contractor(s) shall indemnify the owner, the engineer, and the municipality, their agents, etc. and Illinois Department of Transportation. From all liability involved with the construction, installation and testing of the work on this project.
- All work shall comply with the "Illinois Urban Manual." The contractor shall take whatever steps are necessary to control erosion on the site. Erosion control features shall be constructed concurrently with other work on the site. The contractor shall take sufficient precautions to prevent pollution of streams, lakes and reservoirs with fuels, oils, bitumens, calcium chloride or other harmful materials. He shall conduct and schedule his operations so as to avoid or minimize siltation of streams, lakes and reservoirs. Hauling will not be allowed when the work site is too wet to maintain acceptable conditions on adjacent streets. Adjacent streets and driveways shall be manually or mechanically swept periodically as may be responsible for removing sediment resulting from this project from storm sewers and drainage structures at no additional cost.
- The contractor shall be responsible for the compliance with all of the requirements of the occupational safety and health act including those requirements for open cut trenches and sheeting and bracing as required. At no time will the engineer or any of his employees be held liable, either directly or as third party participants to any litigation concerned with construction project.
- All existing field drainage tiles encountered or damaged during construction are to be restored to their original condition, properly rerouted, and/or connected to the storm sewer system. The contractor shall keep a record of all locations of field drainage tile encountered unless otherwise noted.
- Commonwealth Edison, AT&T, NICor gas, and other utility company conduits are not necessarily shown on the drawings and must be located in the field prior to construction.
- The contractor shall field verify the existing conditions and notify Craig R. Knoche & Associates, Civil Engineers P.C. of any discrepancies prior to submitting a bid.
- Contractor will be responsible for repairing all existing pavement damaged during construction that is not specified.
- All concrete used shall be I.D.O.T. class S1.
- Subgrade preparation for all pavements shown on the drawings shall include topsoil stripping and removal of any underlying unstable/deleterious material.
- Apply prime coat uniformly over surface of compacted aggregate base at a rate of 0.40 gal./SY. Apply enough material to penetrate and seal, but not flood surface. Allow prime coat to cure for 72 hours minimum.
- It shall be the responsibility of each contractor to notify J.U.L.I.E prior to performing any excavations.
- Cable routing and specification in accordance with village ordinance.
- The contractor shall provide the municipality and Craig R. Knoche & Associates Civil Engineers, P.C. with a complete set of record drawings within 30 days of completion of the work. Drawings shall include elevations, location of other utilities, services, field tiles, etc.
- All property dimensions and areas are approximate and subject to change per final survey.
- All dimensions are back of curb unless otherwise noted.
- All curb radii are back of curb unless otherwise noted.
- See architectural plans for exact building dimensions.
- Contractors to verify dimensions prior to starting work and notify engineer if any discrepancies are found.
- Sidewalk around perimeter of the building shall be integral curb / walk.
- All pavement markings shall be painted traffic yellow 4" wide and 2 coats
- Contractor to provide temporary traffic control measures during construction of entrances of R.O.W. in accordance with Illinois D.O.T. Requirements.
- Contractor shall verify with local municipality or controlling jurisdiction as to the necessity for and requirements relating to the inspection by an approved on-site engineer.
- The City of Sycamore details shall take precedence. Craig R. Knoche and Associates will not take responsibility for the accuracy of the City of Sycamore details.
- Knoche Engineering PC shall not have control or be in charge of and shall not be responsible for the means, methods, safety, safety precautions techniques, sequence procedures or time of performance of the client, the contractor, other contractors or subcontractors performing any of the work or providing any of the services on the project

EARTHWORK NOTES & SPECIFICATIONS

- All trenching in green / landscape area shall be backfilled with earth compacted to 90%. A minimum of 6" of topsoil shall be provided in green / landscape areas. Trenches in all paved areas, curbed, and sidewalk areas shall be back filled with approved Engineering Backfill compacted as 95% modified Proctor.
- All disturbed areas shall be restored and positive drainage must be maintained.
- All landscaping must be restored to its original condition. Replacement of all black dirt, seed, trees, bushes, etc. shall be provided by the contractor and guaranteed for one year following final inspection by the local governmental agency having jurisdiction. Guarantee shall include repair of trench settlements as needed to bring trench to original grade.
- Existing drainage patterns shall be restored following construction. Positive drainage shall be maintained throughout construction.
- All existing utilities or improvements, including walk, curbs, pavements, driveways, and parkways damaged or removed during construction shall be restored to their original condition.
- After stripping and rough grading is completed, the exposed sub grade should be proof rolled. Proof rolling may be accomplished with a fully loaded, tandem-side dump truck or other equipment providing an equivalent sub grade loading. Unstable areas observed at this time should be improved by scarification and recompaction or by undercutting and replacement with suitable compacted fill.
- State erosion control measures must be implemented and maintained throughout construction.
- Contractor shall provide dust control during site work demolition or removal. Contractor shall control dust created from on-site construction and associated traffic using water or other approved means.
- Protect trees, plant growth, and features designated to remain as final landscaping. Construction equipment shall not travel under drip lines of trees to be protected.
- Protect benchmarks from damage or displacement.
- Remove trees and shrubs, stump, and root system to a minimum depth of 42 inches.
- Moisture Control-Where subgrade or layer of soil material must be moisture conditioned before compaction, uniformly apply water to surface of subgrade or layer of soil material. Apply water in minimum quantity as necessary to prevent free water from appearing on surface during or subsequent to compaction operations.
- Remove and replace, or scarify and air dry, soil material that is too wet to permit compaction to specified density.

TRAFFIC CONTROL NOTES & SPECIFICATIONS

- The contractor in accordance with I.D.O.T. standards shall provide all required traffic control and signs.
- The contractor shall maintain temporary access to all roadways and driveways during construction. The contractor shall notify homeowners at least 24 hours in advance of temporary open cuts required to install utilities across driveways.

GENERAL UTILITY NOTES & SPECIFICATIONS

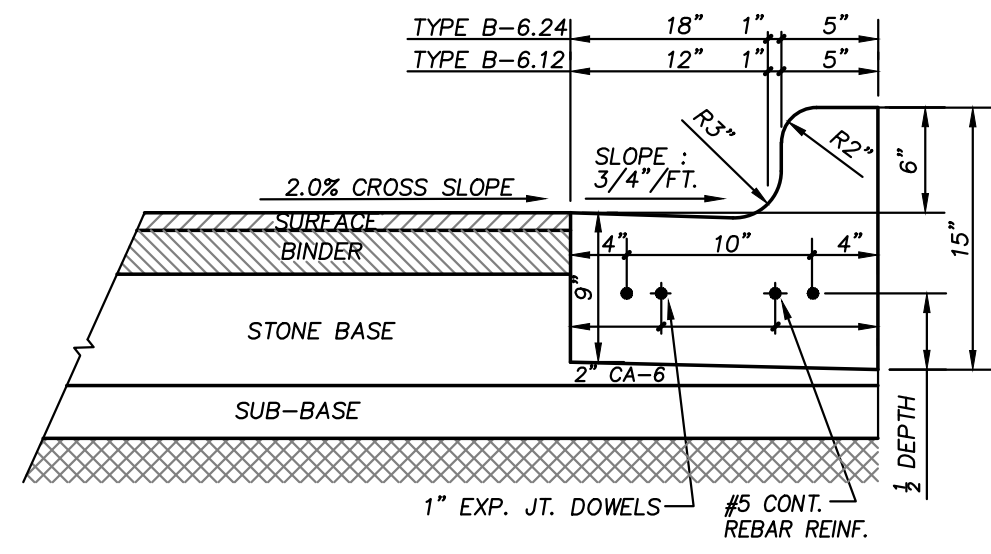
- Water and sewer locations taken from drawings by others and must be located in the field by contractor prior to construction, including all elevations of rims and inverts.
- All sewer and water mains trenches under, crossing under or within five (5) feet of existing or proposed curb & gutter, sidewalk, or pavement shall be back filled.
- Valve Vaults and manholes frames and rings shall be set in workmanlike manner in easy-stick (or equal) bed.
- All stubs to buildings shall end 5 ft. from the building. All stubs shall be right angles to the foundation.
- Contractor shall mark the end of all stubs with a 4" x 4" wood marker extended to 3' minimum above grade. Markers shall be painted as follows: Blue - Water, Green - Sanitary, Yellow - Storm.
- Install conduit free from crimps and dents. Plug ends to prevent entry of dirt or moisture after installed
- Clean out conduit before installation of conductors.
- Conduit outside the building shall be buried minimum 36 inches below grade unless noted otherwise
- Underground conduits shall have a minimum of 2 inch spacing between conduits and be back filled and compacted to the density specified elsewhere to eliminate all air pockets.
- All underground conduits shall be protected against future excavation damage by placing a plastic tape warning marking in each trench during backfill. Install tape full length of the trench.
- Contractor shall verify with local municipality or controlling jurisdiction as to the necessity for and requirements relating to the inspection by an approved on-site engineer.

STORM SEWER NOTES & SPECIFICATIONS

- All storm sewer structures adjustments shall be made with precast concrete adjusting rings set in a full bed of butyl rope joint sealant. No more than 12" of adjusting rings will be permitted, subject to the approval of the agency having jurisdiction. Any adjustment of 2" or less shall use preformed rubber adjusting rings, which are 2" or less in thickness.
- Connection to existing storm sewer structures shall be done by coring the concrete barrel section.
- Storm sewer pipes shall conform to the requirements of AASHTO M 170M (M170) classes I-V per Illinois D.O.T. standard specification for road and bridge construction.
- All storm sewer pipes shall be class IV reinforced concrete pipe and meet ASTM C76. Contractor may substitute HDPE pipe in lieu of Concrete in private parking lots. All storm sewers within the City ROW MUST be RCP and follow the City of Sycamore supplemental specifications.
- Precast concrete sections for manholes, catch basins, inlets shall meet ASTM C 478.
- Prior IEPA approval is required in order to construct storm mains over water mains.

CURB NOTES :

- EXPANSION JOINTS AT ENDS OF RETURNS AND 60' INTERVALS WITH 2-1" DOWELS
- 1" EXPANSION JOINTS AROUND STRUCTURES IN CURB.
- CONTRACTION JOINTS AT 20' INTERVALS.
- COST OF JOINTS TO BE INCL. IN BID PRICE FOR CURBS.
- TRENCH BACKFILL IS REQUIRED WITHIN 2 FEET OF PAVEMENT.



1 DETAIL - CURB AND GUTTER SECTION
C7.1 NOT TO SCALE

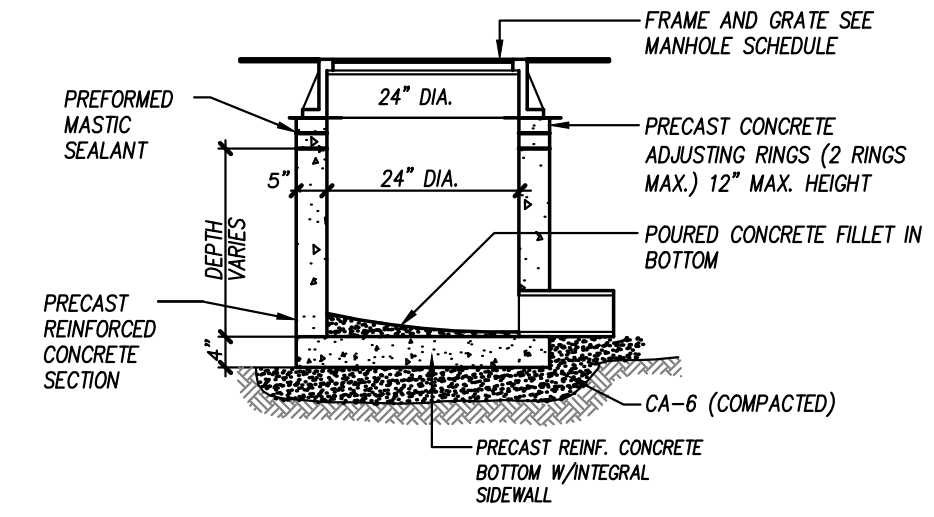
FILE:PV-CURB 86-12.DWG

Section 7-2-4 (cont.)

Street Classification	Minimum R.O.W. (Ft.)	Minimum Street Width (Ft.) Measured Back to Back of Curb	Minimum Structural No. (D.)	Minimum Pavement Construction**
RESIDENTIAL				
Minor	66	35	2.50	10" compacted stone base consisting of 6" of 1" to 4" crushed limestone with limited fines and 4" of CA-6 crushed limestone plus 3" Bit. Concrete Surface Course, Class I, Mixt. C, Type 3 installed in two lifts.
Cul-de-sac	Same as for Minor but with 131 ft diameter at end.	Same as for Minor but with 100 ft diameter at end.	2.50	10" compacted stone base consisting of 6" of 1" to 4" crushed limestone with limited fines and 4" of CA-6 crushed limestone plus 3" Bit. Concrete Surface Course, Class I, Mixt. C, Type 3 installed in two lifts.
Collector	66	35	3.16	12" compacted stone base consisting of 8" of 1" to 4" crushed limestone with limited fines and 4" of CA-6 crushed limestone plus 4" Bit. Concrete Surface Course, Class I, Mixt. C, Type 3 installed in two lifts.
COMMERCIAL				
Minor	66	35	3.16	12" compacted stone base consisting of 8" of 1" to 4" crushed limestone with limited fines and 4" of CA-6 crushed limestone plus 5" Bit. Concrete Surface Course, Class I, Mixt. C, Type 3 installed in two lifts.
Collector	66	35	3.95	15" compacted stone base consisting of 10" of 1" to 4" crushed limestone with limited fines and 5" of CA-6 crushed limestone plus 5" Bit. Concrete Surface Course, Class I, Mixt. C, Type 2 installed in three lifts.

NOTES :

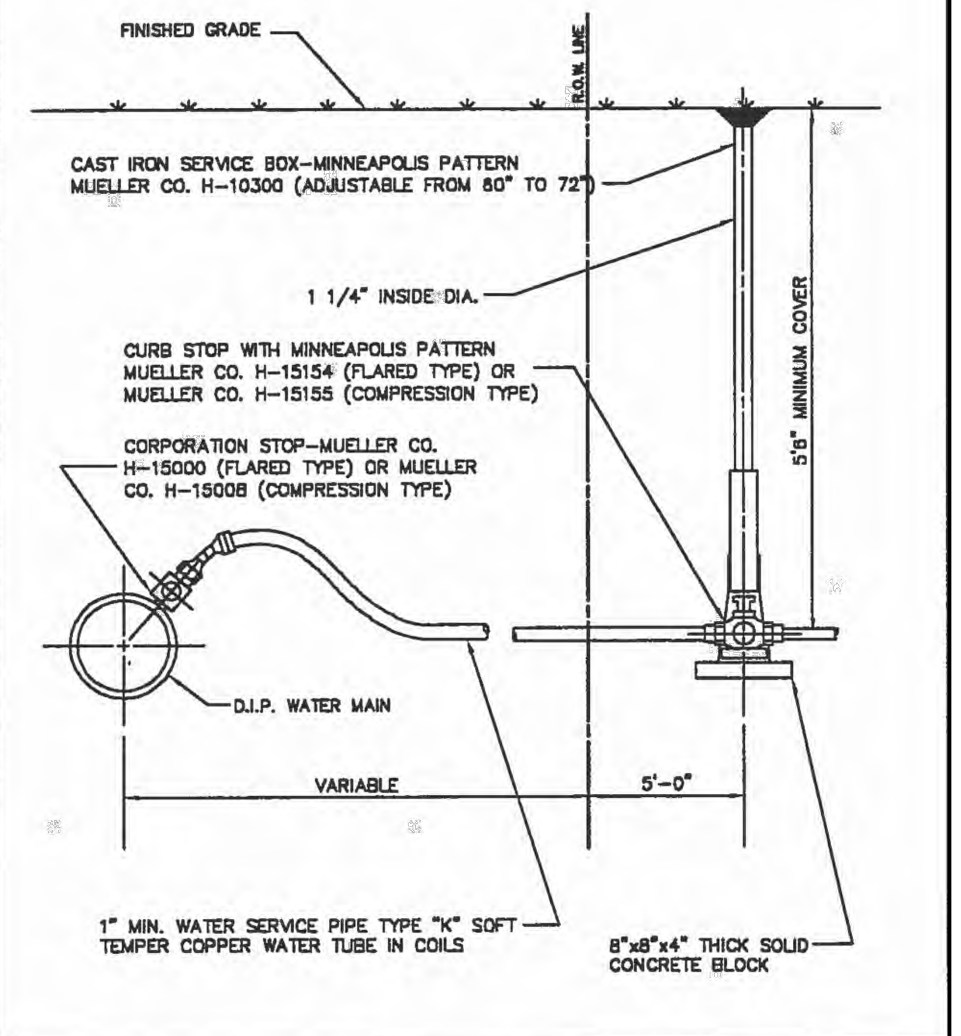
- APPLY A CONTINUOUS LAYER OF NON-HARDENING, PREFORMED BUTYL MATERIAL (E-Z STICK OR EQUAL) TO EACH JOINT, ADJUSTING RINGS AND FRAMES TO PREVENT INFILTRATION.
- IN PAVED AREAS, PROVIDE COMPACTED CA-6 AGGREGATE AROUND INLET TO SUBGRADE ELEVATION.
- NO MORE THAN TWO (2) ADJUSTING RINGS SHALL BE PERMITTED, TWO INCH ADJUSTING RINGS SHALL ONLY BE USED ON ADJUSTMENTS LESS THAN THREE INCHES.
- CONCRETE FILLETS SHALL BE MADE WITH ADDITIONAL MORTAR TO PROVIDE A SMOOTH TRANSITION BETWEEN THE CASING AND ADJUSTING RING (OR TOP OF STRUCTURE).
- "DRESS-UP" INTERIOR JOINTS WITH HYDRAULIC CEMENT.



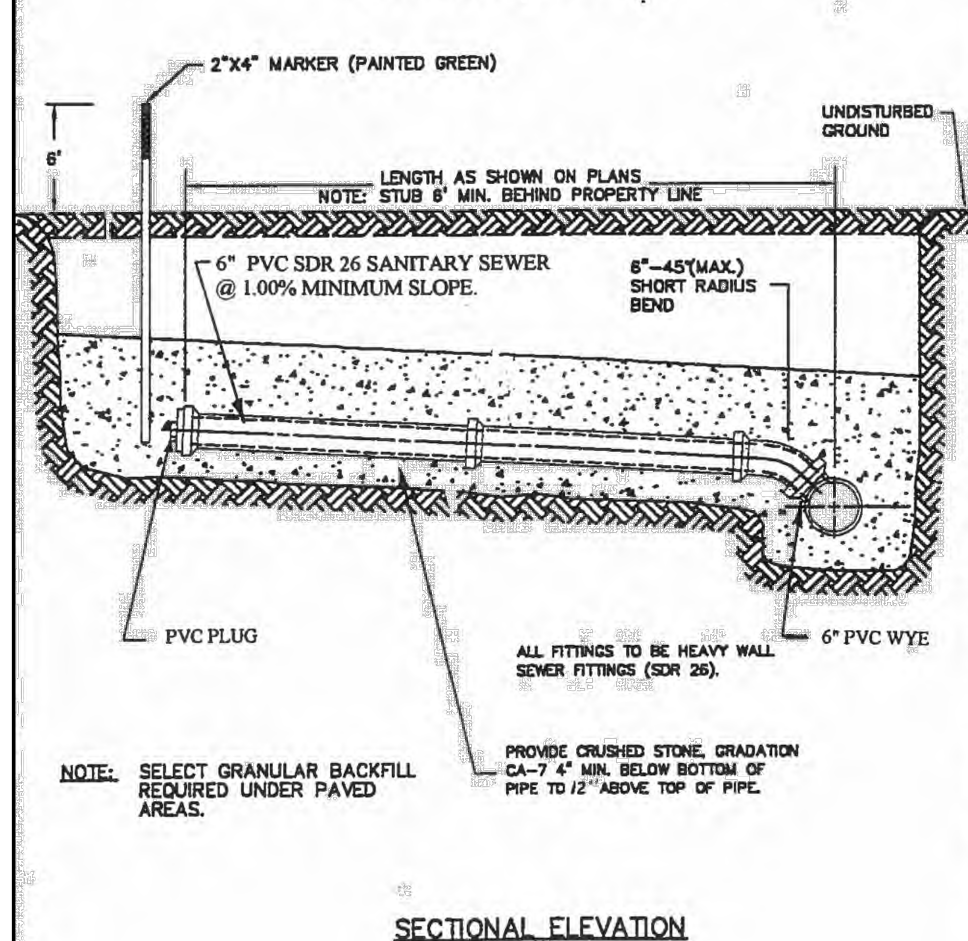
3 DETAIL - TYPICAL INLET
C7.1 NOT TO SCALE

FILE:ST-inlet1.DWG

WATER SERVICE 1" SYCAMORE, ILLINOIS

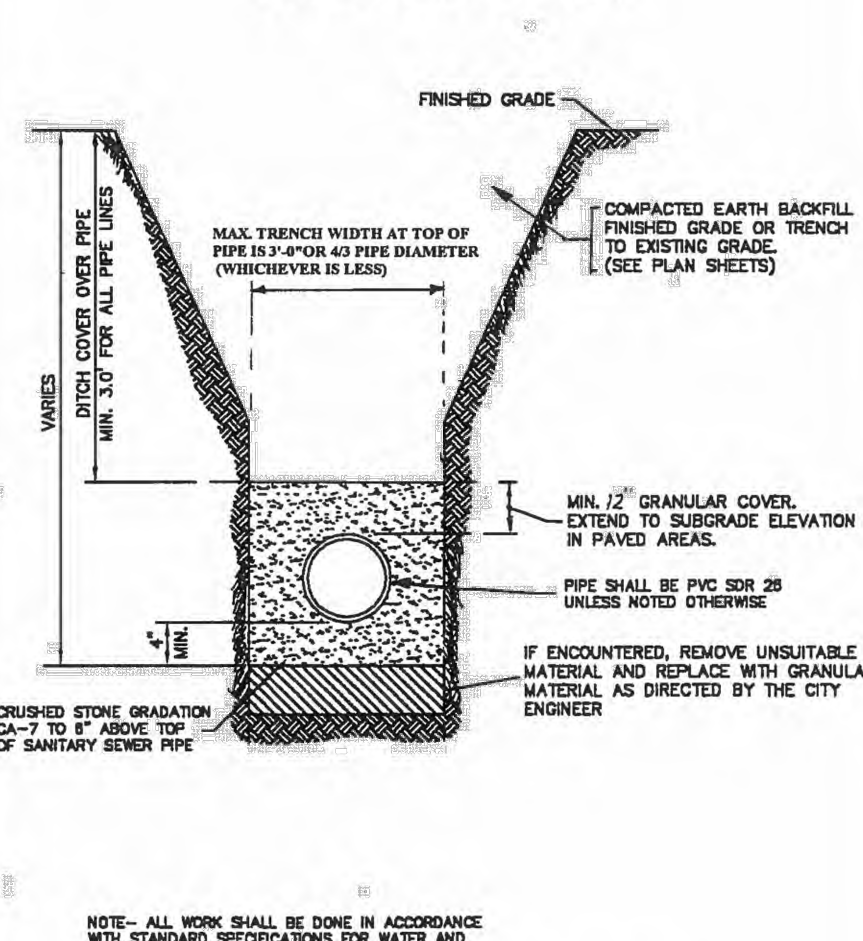


SANITARY SERVICE CONNECTION SYCAMORE, ILLINOIS



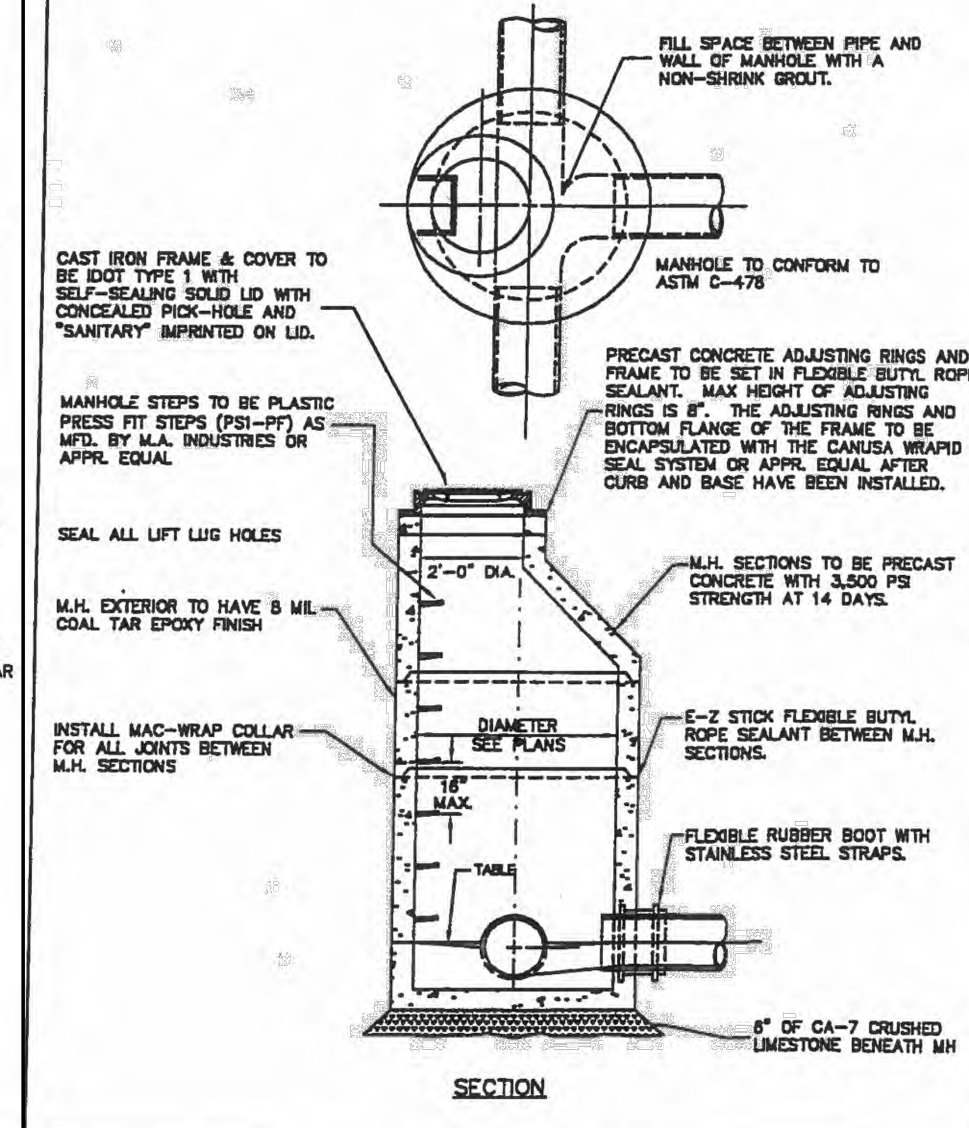
SECTIONAL ELEVATION

TRENCH SECTION FOR SANITARY SEWER



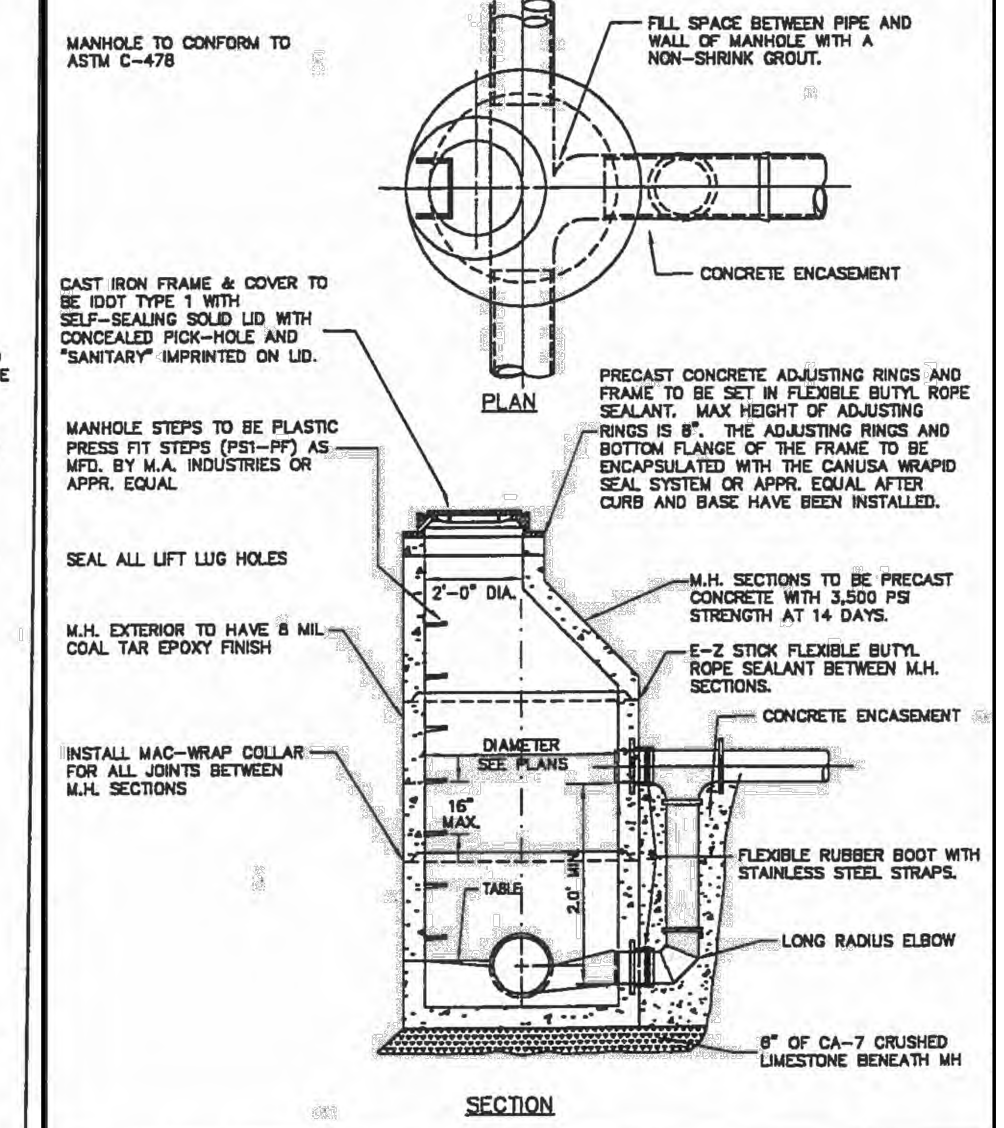
SECTION

STANDARD SANITARY SEWER MANHOLE SYCAMORE, ILLINOIS



SECTION

SANITARY SEWER DROP MANHOLE SYCAMORE, ILLINOIS



SECTION

REVISIONS

NO.	DATE	DESCRIPTION	NO.	DATE	DESCRIPTION

GENERAL NOTES, SPECIFICATIONS & DETAILS

NELSON SUBDIVISION
NWC FREED RD & BRICKVILLE RD
SYCAMORE, ILLINOIS

Craig R. Knoche & Associates • Civil Engineers
 • Surveyors
 • Land Planners
 24 N. Bennett Street • Geneva, IL 60134 • phone (630) 845-1270 • fax (630) 845-1275

DATE: 2/15/21
 FILE: 21-003 C70
 JOB NO: 21-003

C7.1
 SHEET NO.

For Office Use Only	
Permit No: _____	110
Zoning District: _____	
Date: _____	
Fee: \$ _____	
Street / Pkwy Deposit: _____	
Approved: _____	

APPLICATION FOR PERMIT

ONLY LEGIBLE, COMPLETE AND SIGNED
APPLICATIONS WILL BE PROCESSED.

SUBMITTAL REQUIREMENTS

Miscellaneous Construction: See Page 4 for required information and drawings. A site plan is required for all new structures.
New Residential: (1) set of building plans, and (1) site plan.
Commercial/Industrial: (3) sets of building plans bearing the stamp of a licensed architect, and (3) sets of site plans bearing the seal of a licensed civil engineer.

1. PROJECT INFORMATION

Project Site Address: NWC Freed Road & Brickville Road *Lot: 1-7 *Subdivision: Nelson Subdivision
 Office Use Only: Located in Downtown Conservation District? Yes No *Required for New Residential / Commercial Construction Only

Description of work to be performed: mass grading of site

Total Estimated Cost of Project: \$ 85,000.00

2. TYPE OF IMPROVEMENT

Miscellaneous Construction	New Residential / Commercial Construction
<input type="checkbox"/> Addition <input type="checkbox"/> Basement – Finish Existing Square Feet: _____ <input type="checkbox"/> Deck / Gazebo / Pergola <input type="checkbox"/> Demolition of Structure <input type="checkbox"/> Electrical Revision / Repair <input type="checkbox"/> Electrical Service Upgrade Total Amperage: _____ <input type="checkbox"/> Fence Type: Picket Solid Height: _____ <input type="checkbox"/> Fire Alarm Revision / Repair <input type="checkbox"/> Fire Restoration <input type="checkbox"/> Fire Sprinkler Revision / Repair <input type="checkbox"/> Garage / Shed <input type="checkbox"/> Kitchen Hood Revision / Repair	<input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Plumbing Revision / Repair <input type="checkbox"/> Pool / Hot Tub <input type="checkbox"/> Remodel / Alteration <input type="checkbox"/> Sanitary Service Replace / Repair <input type="checkbox"/> Water Service Replace / Repair <input type="checkbox"/> Watermain Tap <input checked="" type="checkbox"/> Other (List): <u>Site mass grading</u> <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Two Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Townhome Residential <input type="checkbox"/> Commercial Build-Out <input type="checkbox"/> Commercial – New <input type="checkbox"/> Factory / Industrial <input type="checkbox"/> Warehouse / Storage <input type="checkbox"/> Public / Institutional <input type="checkbox"/> Educational <input type="checkbox"/> Other: _____ Number Of: Stories: _____ Bedroom(s): _____ Bathroom(s): _____ Off-Street Parking Spaces: _____
	Square Footage 1 st Floor: _____ 2 nd Floor: _____ 3 rd Floor: _____ 4 th Floor: _____ Finished Bsmt: _____ Other(List): _____ Total: _____ Garage: _____

FOR OFFICE USE ONLY

	Is property in a Special Flood Hazard Area (SFHA)? Yes or No Are limits of SFHA shown? Yes or No What is the Base Flood Elevation (BFE)? _____ Top of Foundation or Floor Slab Elevation: _____
--	--

3. CONTACT INFORMATION

<p style="text-align: center;"><u>APPLICANT</u></p> <p>Name: <u>Ken Nelson</u></p> <p>Address: <u>23737 County Line Road</u></p> <p>City, State & Zip Code: <u>Maple Park, IL 60151</u></p> <p>Day Phone: <u>(815) 757-6144</u></p> <p>Cell Phone: <u>(815) 757-6144</u></p> <p>E-Mail: <u>kenkate15@aol.com</u></p>	<p style="text-align: center;"><u>PROPERTY OWNER - REQUIRED</u> <input checked="" type="checkbox"/> Same as Applicant.</p> <p>Name: _____</p> <p>Address: _____</p> <p>City, State & Zip Code: _____</p> <p>Day Phone: _____</p> <p>Cell Phone: _____</p>
<p style="text-align: center;"><u>GENERAL CONTRACTOR</u> <input checked="" type="checkbox"/> Same as Applicant.</p> <p>Name: _____</p> <p>Contact: _____</p> <p>Day Phone: _____</p> <p>Cell Phone: _____</p> <p>E-mail: _____</p>	<p style="text-align: center;"><u>HEATING & VENTILATION CONTRACTOR</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Day Phone: _____</p> <p>Cell Phone: _____</p>
<p style="text-align: center;"><u>ELECTRICAL CONTRACTOR</u> All electrical contractors must be registered with the City of Sycamore to perform work within the city limits.</p> <p>Name: _____</p> <p>Contact: _____</p> <p>Day Phone: _____</p> <p>Cell Phone: _____</p> <p>Sycamore Registration No: _____</p>	<p style="text-align: center;"><u>PLUMBING CONTRACTOR</u> Must provide letter of intent.</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>IL. Plumbing Contractor Reg. No: 055-_____</p> <p>IL. Irrigation Contractor's Reg. No: 060-_____</p>
<p style="text-align: center;"><u>EXCAVATION CONTRACTOR</u></p> <p>Name: _____</p> <p>Contact: _____</p> <p>Day Phone: _____</p> <p>Cell Phone: _____</p>	<p style="text-align: center;"><u>ROOFING CONTRACTOR</u></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>IL. Roofing Contractor No.: _____</p>

EMERGENCY CONTACT DURING CONSTRUCTION
Required in order for permit to be issued.

Name: Ken Nelson

24 Hour Phone Number: (815) 757-6144

4. PLUMBING INFORMATION – COMPLETE ALL THAT APPLIES

If repairing or replacing a **water or sanitary service**, does the scope of work require either of the following: (please circle)

The street to be cut? Yes No **(\$500 deposit required prior to issuance of permit.)**

The parkway to be excavated? Yes No **(\$150 deposit required prior to issuance of permit.)**

Number of New Fixtures – TO BE COMPLETED BY APPLICANT			
Ejector Pit	<input type="text"/>	Garbage Disposal	<input type="text"/>
Sump Pump	<input type="text"/>	Dishwasher	<input type="text"/>
Floor Drain	<input type="text"/>	Ice Maker	<input type="text"/>
Water Heater	<input type="text"/>	Clothes Washer	<input type="text"/>
Water Softener	<input type="text"/>	Laundry / Service Sink	<input type="text"/>
Sill Cock	<input type="text"/>	Lavatory / Clinic Sink	<input type="text"/>
Kitchen / Bar Sink	<input type="text"/>	Shower / Tub	<input type="text"/>
		Water Closet / Toilet	<input type="text"/>
		Urinal	<input type="text"/>
		Grease / Oil Interceptor	<input type="text"/>
		Backflow Preventer	<input type="text"/>
		Drinking Fountain	<input type="text"/>
		Other(List):	<input type="text"/>
		TOTAL FIXTURES:	<input type="text"/>

5. SIGNATURE REQUIRED

As owner or authorized agent of the owner of this project, I hereby certify that the information contained in this application is true and correct, including all dimensions shown on the attached Site Plan. If a permit is issued, I agree to the scope of work set forth in this application, as well as all plans as submitted, and will conform to all codes, laws and ordinances of the City of Sycamore. Any errors or omissions to this application and/or plans as submitted, whether approved by Community Development or not, shall not relieve me or any of the above listed contractors from performing any work in compliance with all codes, laws and ordinances of the City of Sycamore. Furthermore, in signing this application, I do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen and shall schedule all required inspections.

Date: 4-1-2021

Print Name: Ken Nelson

Signature: Ken Nelson

SITE PLAN

No changes to the site plan drawn below may be made without first contacting Community Development at (815) 895-4434. The location of all buildings and structures must be staked out on property as shown below and will be verified at the stake-out inspection.

1. Draw the site plan: If submitting site plans prepared on a separate sheet, write "See Attached" below and attach accordingly.
2. Indicate "north" with an arrow on the site plan.
3. Draw the lot on which the proposed improvement is proposed. Include all lot dimensions.
4. Show all streets and alleys adjacent to the property and label accordingly.
5. Show any public utility and drainage easements. Include all dimensions.
6. Show any existing structures on the lot by drawing a square or rectangle and label them with an "X".
7. Draw the proposed structure on the lot by using the same method and label it with a "P". Include setback dimensions from the proposed improvement to all property lines (front, side and rear), existing structures and public utility and drainage easements.
8. Show all available off-street parking.

STORMWATER REPORT & CALCULATIONS
NELSON SUBDIVISION
NWC FREED RD. & BRICKVILLE RD.

DATE: March 03, 2021

REVISED: April 01, 2021



Craig R. Knoche & Associates
Civil Engineers, P.C.

- *Civil Engineers*
- *Surveyors*
- *Land Planners*

A handwritten signature in blue ink that reads "Steven R. Kudwa".

Steven R. Kudwa, P.E.

KudwaS@crk-eng.com

Nelson Subdivision - Sycamore, Illinois
NWC Freed Road & Brickville Road

Narrative:

The site is located at the northwest corner of the intersection of Freed Road and Brickville Road in Sycamore, Illinois. The proposed subdivision will consist of seven lots totaling 5.438 acres. Six of the seven lots will be single family residential lots while Lot 7 will be a non-buildable lot used for stormwater management. The site is bordered the north and west by single family residences, to the south by Freed road and to the east by Brickville Road. The calculations below include an overview of the regional stormwater runoff as it relates to the existing area of depression on the subject site.

Stormwater Calculations

The development has a minimal amount of existing impervious area as noted by a portion of the existing bike path that clips the southwest corner of the project. Aside from that, the entire parcel is pervious undeveloped farmland. The development parcel does contain an existing area of depression in the middle of the property.

There are no existing wetlands per the USFWS nor is there any ACOE jurisdictional floodplains located on or directly adjacent to the site. See attached USFWS Wetland Map and the FEMA Flood Plain Map for reference. The referenced FIRM map number is 17037C0164E dated January 2, 2009.

An analysis was completed to determine the base flood elevation (BFE) of the existing area of depression and whether overtopping of the depression was present. Based on the calculations included in this report, the existing 100-yr, 24-hr BFE was determined to be 837.32. The curve number for the existing watershed was determined to be 82. A breakdown of the existing hydrologic soil group is included, along with a composite curve number calculation breakdown.

The proposed condition BFE was also calculated in an effort to determine whether or not the with-development condition created an adverse impact on the surrounding property. The proposed BFE was calculated to be 836.78 based on a with-condition CN value equal to 80. With a reduction of the BFE in the proposed condition, this development does not create an adverse impact to the surrounding properties.

Therefore, since the entirety of the development drains to the area of depression, and furthermore does not have any positive discharge via either a pipe discharge, no further detention volume is required other than that which has been created by the proposed subdivision.

The existing depressional area has an overland overflow route which is located just north of the site at the northern limits of the depression at elevation 837.75. This same overflow route will be utilized in the proposed condition. However, as the depressional area on this site fills up, prior to it overflowing to the north, it would overtop the berm that is along the site's west property line near the SW corner that is between the depressional area and the detention basin for the development to the west. The top of

berm elevation near the SW corner is at 837.50. Once both of these areas were to fill up, then they both would overtop and overflow through the site to the north.

Best Management Practices

As part of the Pre-Construction Best Management Practices, silt fence is to be placed around the perimeter of the site. Inlet basket filters will be placed in the proposed storm drain inlets to minimize sedimentation into the downstream watershed. The detention basin is required to be constructed as part of the initial construction phasing. Sedimentation will be removed prior to planting of the detention basin.



COMPASS GIS Map

Community Online Map Property And Search Site

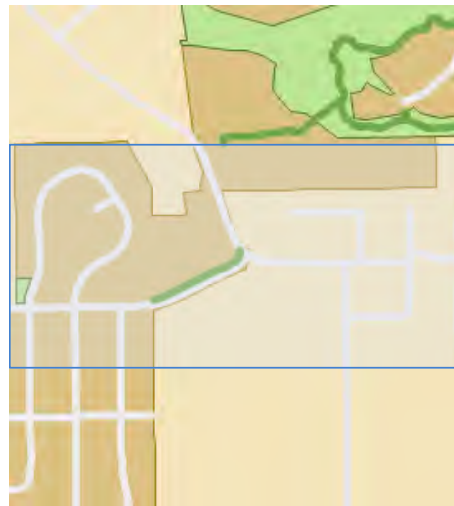


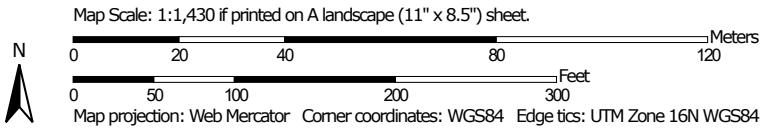
Map Content

Categories

































- Aerials
- Base Map
- Census Blocks
- Enterprise Zone
- Fiber
- Political Areas
- Sex Offender Info
- Soils
- Topography

Settings





MAP LEGEND

- Area of Interest (AOI)**
 -  Area of Interest (AOI)
- Soils**
 - Soil Rating Polygons**
 -  A
 -  A/D
 -  B
 -  B/D
 -  C
 -  C/D
 -  D
 -  Not rated or not available
 - Soil Rating Lines**
 -  A
 -  A/D
 -  B
 -  B/D
 -  C
 -  C/D
 -  D
 -  Not rated or not available
 - Soil Rating Points**
 -  A
 -  A/D
 -  B
 -  B/D
- Water Features**
 -  Streams and Canals
- Transportation**
 -  Rails
 -  Interstate Highways
 -  US Routes
 -  Major Roads
 -  Local Roads
- Background**
 -  Aerial Photography
- Other**
 -  C
 -  C/D
 -  D
 -  Not rated or not available

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.
 Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: DeKalb County, Illinois
 Survey Area Data: Version 15, May 29, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Aug 3, 2019—Aug 24, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
152A	Drummer silty clay loam, 0 to 2 percent slopes	B/D	3.6	70.7%
668B	Somonauk silt loam, 2 to 5 percent slopes	C	1.5	29.3%
Totals for Area of Interest			5.0	100.0%

Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

Rating Options

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher

Project: Nelson Subdivision
Location: NWC Freed Road & Brickville Road
Sycamore, Illinois
Project No.: 21-003

Date: 3/31/2021
By: MTE

Pre-Developed
 Developed
 Subarea: Existing Condition

Composite Curve Number (CN)

Soil Name and Hydrologic Group	Cover Description (cover type, treatment, and hydrologic condition; percent impervious; connected/unconnected impervious area ratio)	CN			Area (acres)	Product of CN x area
		Table 2-2	Fig. 2-3	Fig. 2-4		
Type C	Pervious- Open Space - Good Condition	74			5.32	393.68
	Impervious Area	98			2.05	200.90
Type D	Pervious- Open Space - Fair Condition	84			3.60	302.40
Totals =					10.97	896.98

CN (weighted) = $\frac{\text{total product}}{\text{total area}} = \frac{896.98}{10.97} = \underline{81.77}$ Use CN **82**

Project: Nelson Subdivision
Location: NWC Freed Road & Brickville Road
Sycamore, Illinois
Project No.: 21-003

Date: 3/31/2021
By: MTE

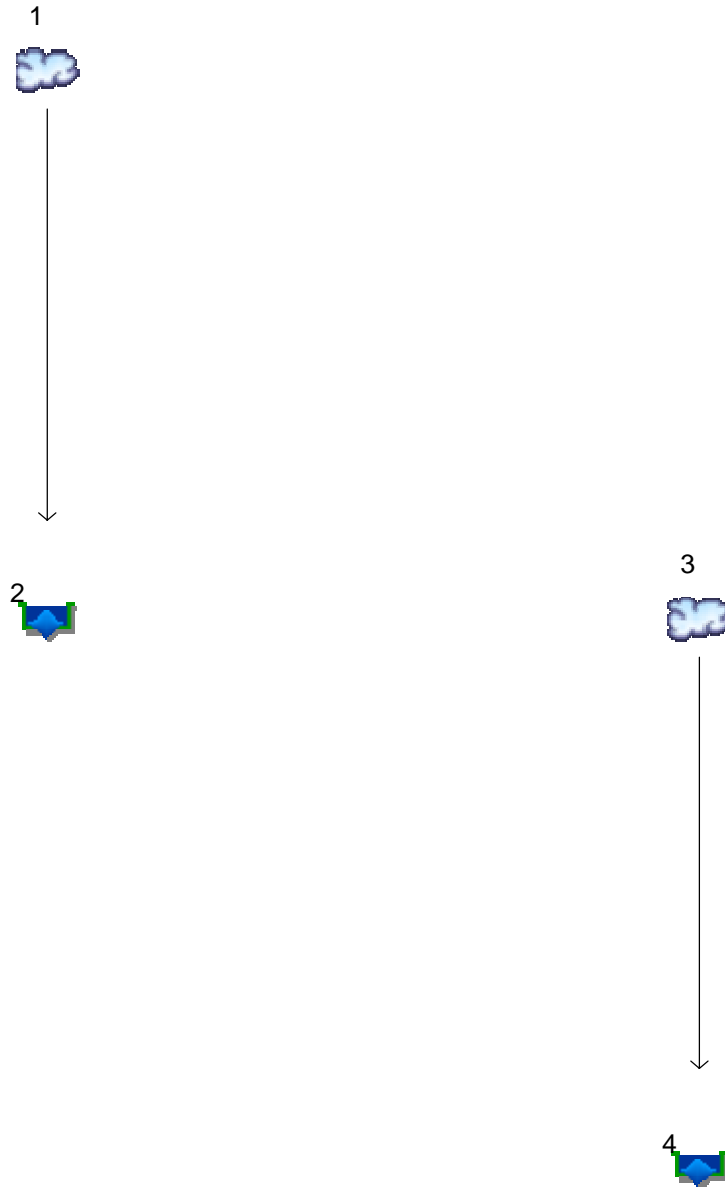
Pre-Developed Developed Subarea: Proposed Condition

Composite Curve Number (CN)

Soil Name and Hydrologic Group	Cover Description (cover type, treatment, and hydrologic condition; percent impervious; connected/unconnected impervious area ratio)	CN			Area (acres)	Product of CN x area
		Table 2-2	Fig. 2-3	Fig. 2-4		
Type C	Pervious- Open Space - Good Condition	74			6.22	460.28
	Impervious Area	98			2.19	214.62
Type C	1/2 Acre Residential Lot	80			2.56	204.80
Totals =					10.97	879.70

$$CN \text{ (weighted)} = \frac{\text{total product}}{\text{total area}} = \frac{879.70}{10.97} = \underline{80.19} \quad \text{Use CN } \boxed{80}$$

Watershed Model Schematic



Legend

<u>Hyd. Origin</u>	<u>Description</u>
1	SCS Runoff Ex. Trib 1
2	Reservoir Ex. Depression BFE
3	SCS Runoff PR TRIB 2
4	Reservoir PR COMP BASIN

Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	SCS Runoff	5.203	5	935	131,967	-----	-----	-----	Ex. Trib 1	
2	Reservoir	0.000	5	n/a	0	1	836.45	131,967	Ex. Depression BFE	
3	SCS Runoff	4.992	5	935	124,187	-----	-----	-----	PR TRIB 2	
4	Reservoir	0.000	5	n/a	0	3	835.55	124,187	PR COMP BASIN	
Comp Storage Calcs.gpw					Return Period: 10 Year			Monday, 04 / 5 / 2021		

Hyd. No. 1

Ex. Trib 1

Hydrograph type	= SCS Runoff	Peak discharge	= 5.203 cfs
Storm frequency	= 10 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 131,967 cuft
Drainage area	= 10.970 ac	Curve number	= 82*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 5.15 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.050 x 98) + (3.600 x 84) + (5.320 x 74)] / 10.970

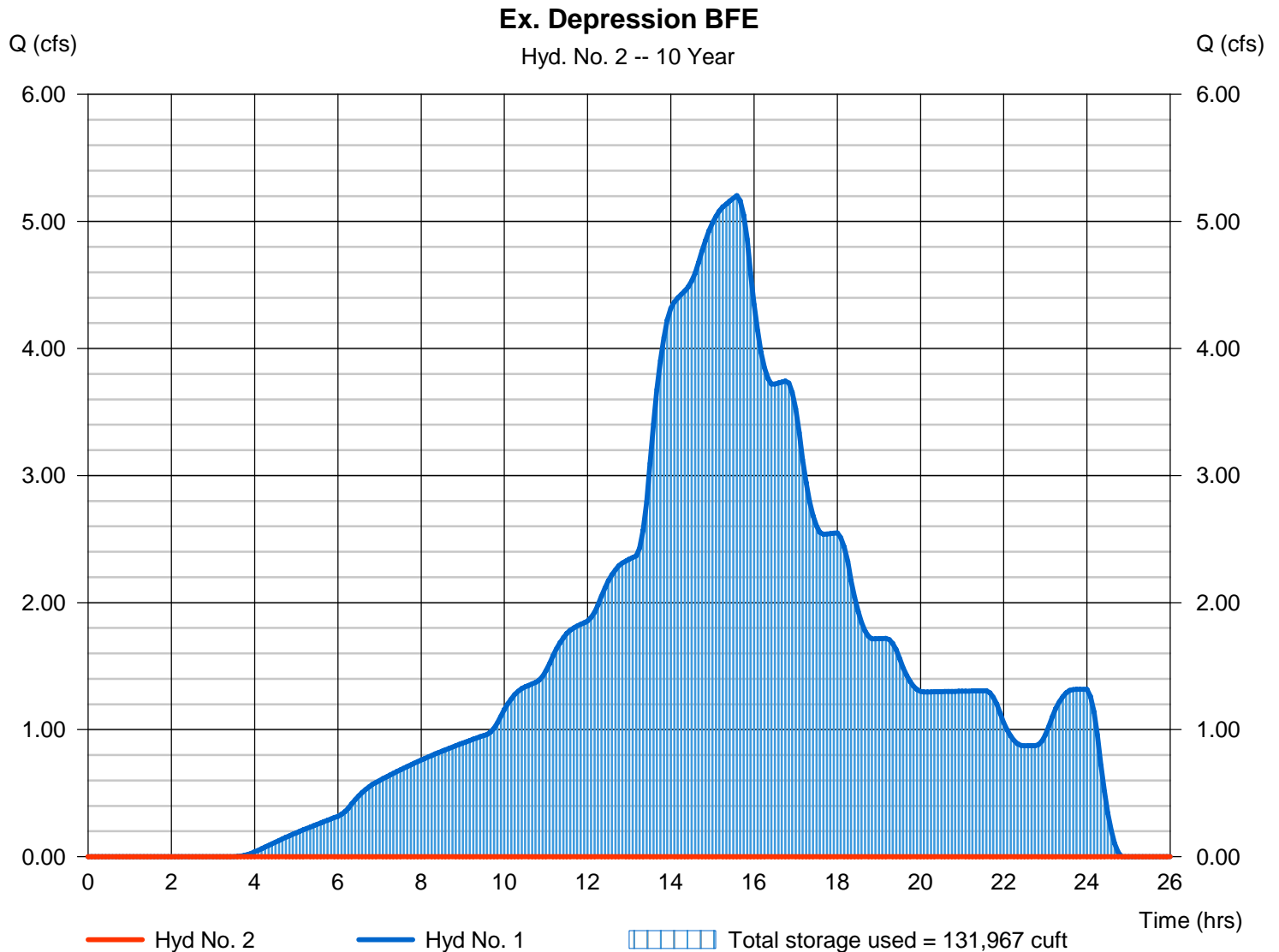


Hyd. No. 2

Ex. Depression BFE

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 10 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 1 - Ex. Trib 1	Max. Elevation	= 836.45 ft
Reservoir name	= Ex. Comp Storage Basin	Max. Storage	= 131,967 cuft

Storage Indication method used.



Hyd. No. 3

PR TRIB 2

Hydrograph type	= SCS Runoff	Peak discharge	= 4.992 cfs
Storm frequency	= 10 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 124,187 cuft
Drainage area	= 10.970 ac	Curve number	= 80*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 5.15 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.190 x 98) + (6.220 x 74) + (2.560 x 80)] / 10.970



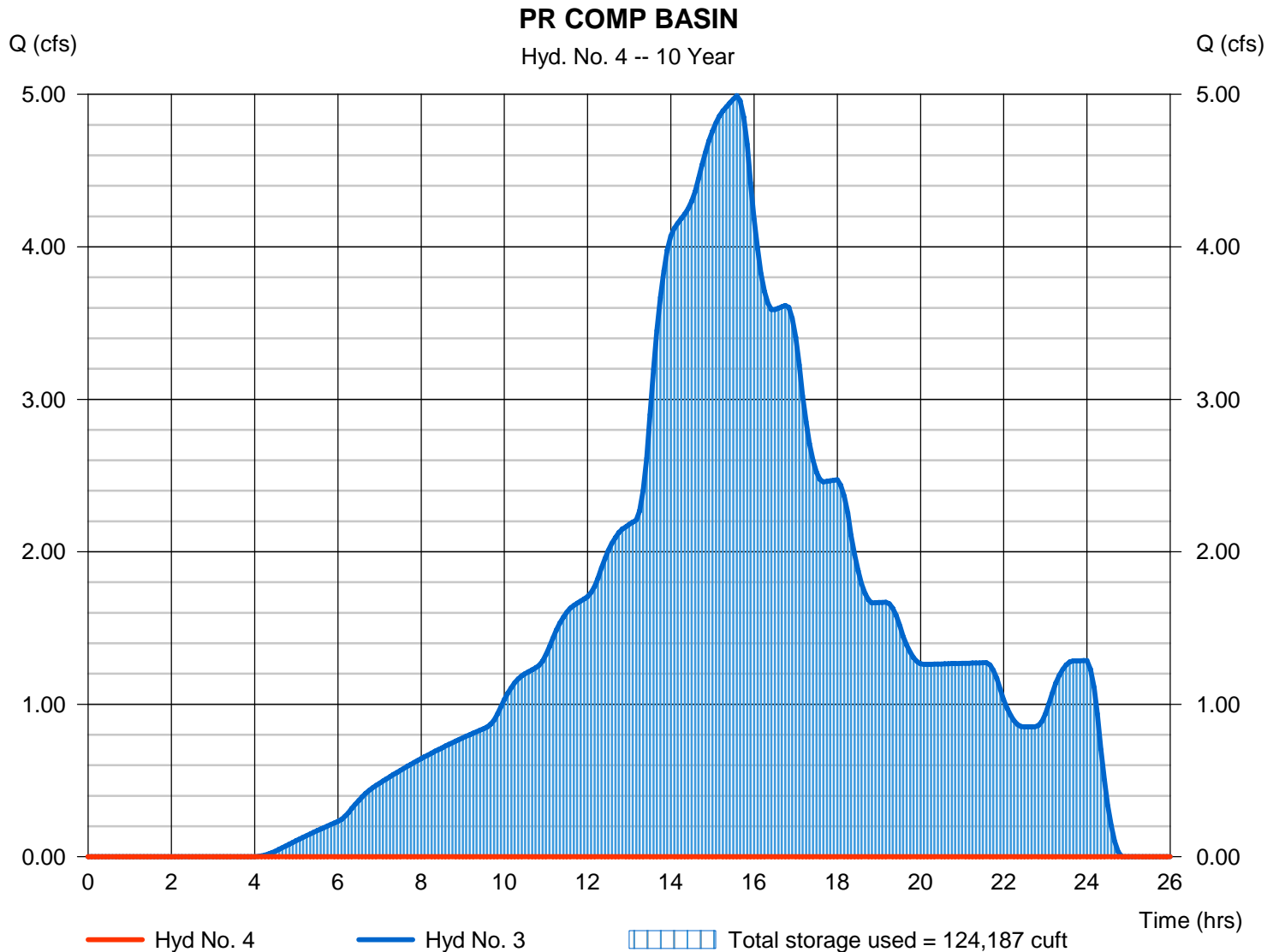
Hydrograph Report

Hyd. No. 4

PR COMP BASIN

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 10 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 3 - PR TRIB 2	Max. Elevation	= 835.55 ft
Reservoir name	= PR COMP STORAGE BASIN	Max. Storage	= 124,187 cuft

Storage Indication method used.



Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	SCS Runoff	6.901	5	935	180,813	-----	-----	-----	Ex. Trib 1	
2	Reservoir	0.000	5	n/a	0	1	836.81	180,813	Ex. Depression BFE	
3	SCS Runoff	6.690	5	935	172,050	-----	-----	-----	PR TRIB 2	
4	Reservoir	0.000	5	n/a	0	3	836.09	172,050	PR COMP BASIN	
Comp Storage Calcs.gpw					Return Period: 25 Year			Monday, 04 / 5 / 2021		

Hyd. No. 1

Ex. Trib 1

Hydrograph type	= SCS Runoff	Peak discharge	= 6.901 cfs
Storm frequency	= 25 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 180,813 cuft
Drainage area	= 10.970 ac	Curve number	= 82*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 6.45 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.050 x 98) + (3.600 x 84) + (5.320 x 74)] / 10.970

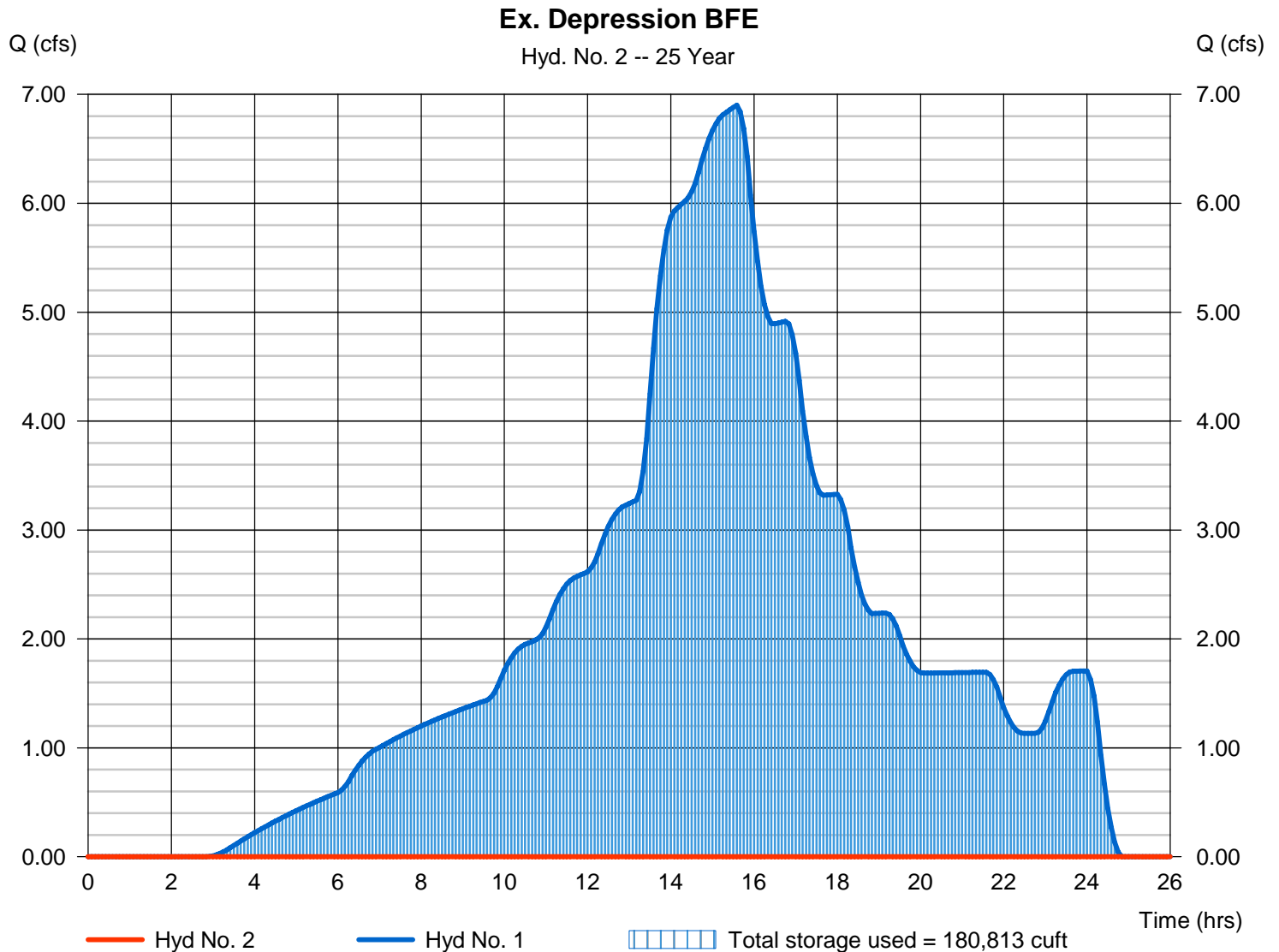


Hyd. No. 2

Ex. Depression BFE

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 25 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 1 - Ex. Trib 1	Max. Elevation	= 836.81 ft
Reservoir name	= Ex. Comp Storage Basin	Max. Storage	= 180,813 cuft

Storage Indication method used.

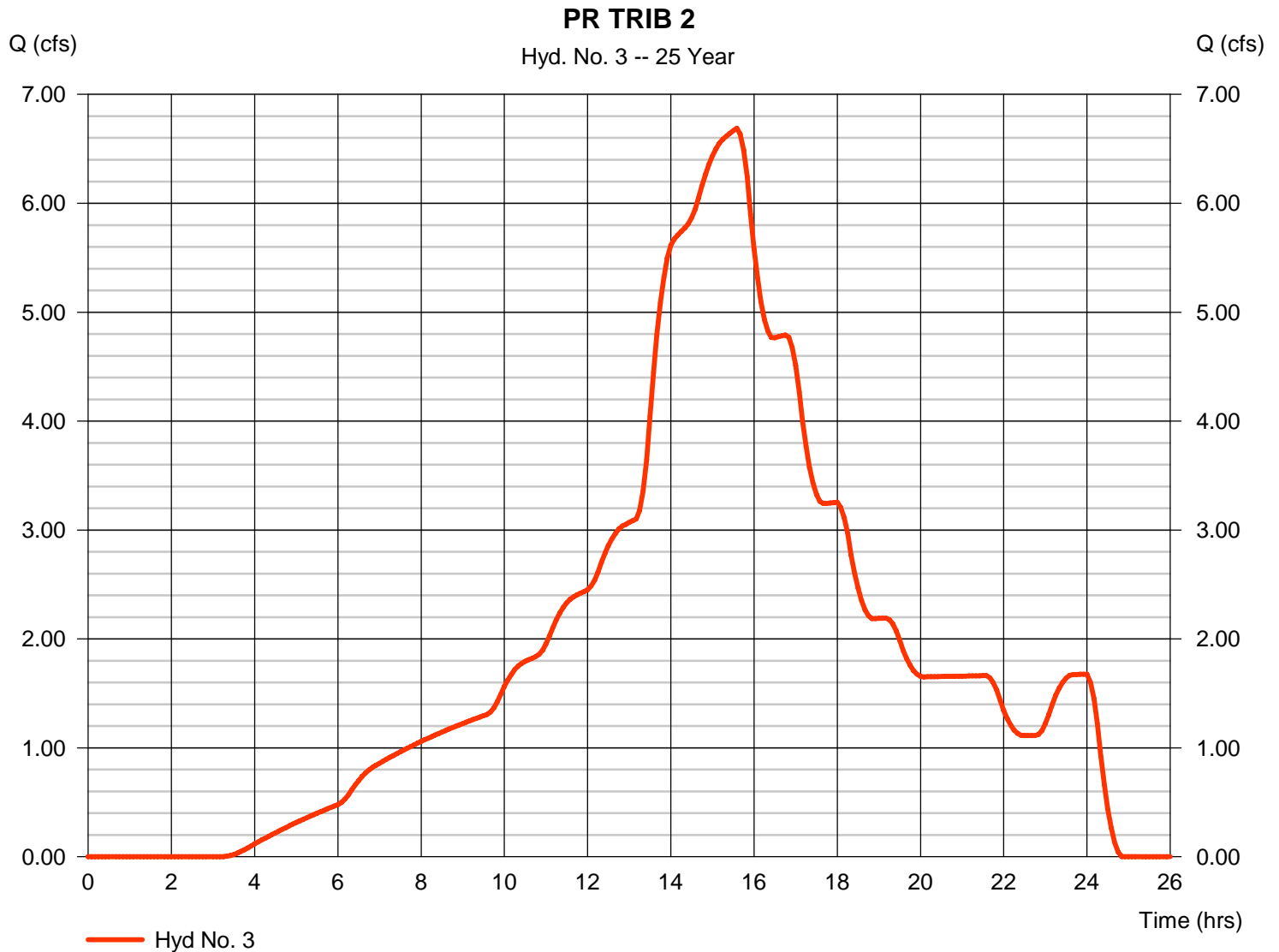


Hyd. No. 3

PR TRIB 2

Hydrograph type	= SCS Runoff	Peak discharge	= 6.690 cfs
Storm frequency	= 25 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 172,050 cuft
Drainage area	= 10.970 ac	Curve number	= 80*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 6.45 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.190 x 98) + (6.220 x 74) + (2.560 x 80)] / 10.970

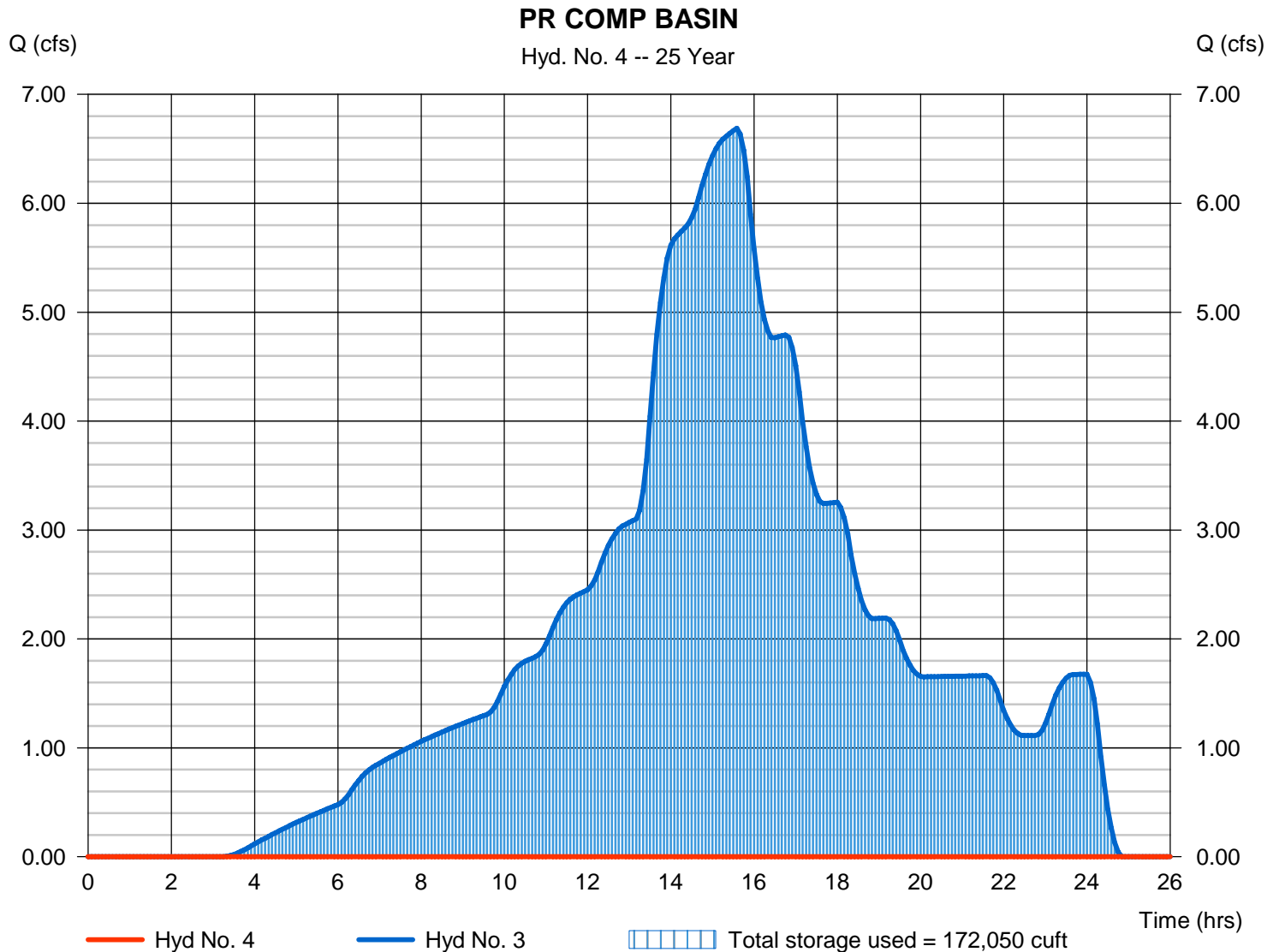


Hyd. No. 4

PR COMP BASIN

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 25 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 3 - PR TRIB 2	Max. Elevation	= 836.09 ft
Reservoir name	= PR COMP STORAGE BASIN	Max. Storage	= 172,050 cuft

Storage Indication method used.



Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	SCS Runoff	8.268	5	935	221,197	-----	-----	-----	Ex. Trib 1	
2	Reservoir	0.000	5	n/a	0	1	837.08	221,197	Ex. Depression BFE	
3	SCS Runoff	8.061	5	935	211,812	-----	-----	-----	PR TRIB 2	
4	Reservoir	0.000	5	n/a	0	3	836.43	211,812	PR COMP BASIN	
Comp Storage Calcs.gpw					Return Period: 50 Year			Monday, 04 / 5 / 2021		

Hyd. No. 1

Ex. Trib 1

Hydrograph type	= SCS Runoff	Peak discharge	= 8.268 cfs
Storm frequency	= 50 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 221,197 cuft
Drainage area	= 10.970 ac	Curve number	= 82*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 7.50 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.050 x 98) + (3.600 x 84) + (5.320 x 74)] / 10.970

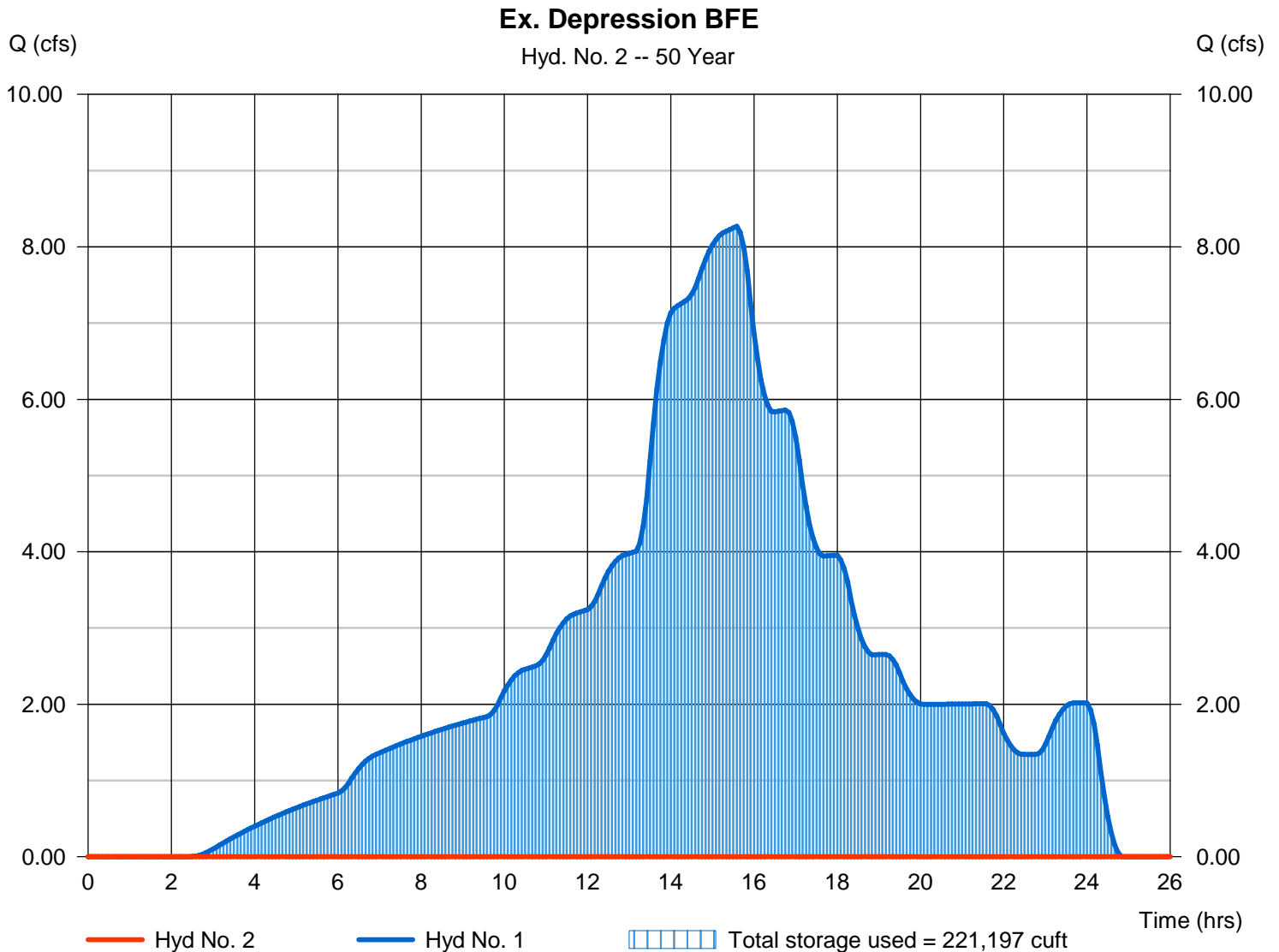


Hyd. No. 2

Ex. Depression BFE

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 50 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 1 - Ex. Trib 1	Max. Elevation	= 837.08 ft
Reservoir name	= Ex. Comp Storage Basin	Max. Storage	= 221,197 cuft

Storage Indication method used.



Hyd. No. 3

PR TRIB 2

Hydrograph type	= SCS Runoff	Peak discharge	= 8.061 cfs
Storm frequency	= 50 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 211,812 cuft
Drainage area	= 10.970 ac	Curve number	= 80*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 7.50 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.190 x 98) + (6.220 x 74) + (2.560 x 80)] / 10.970

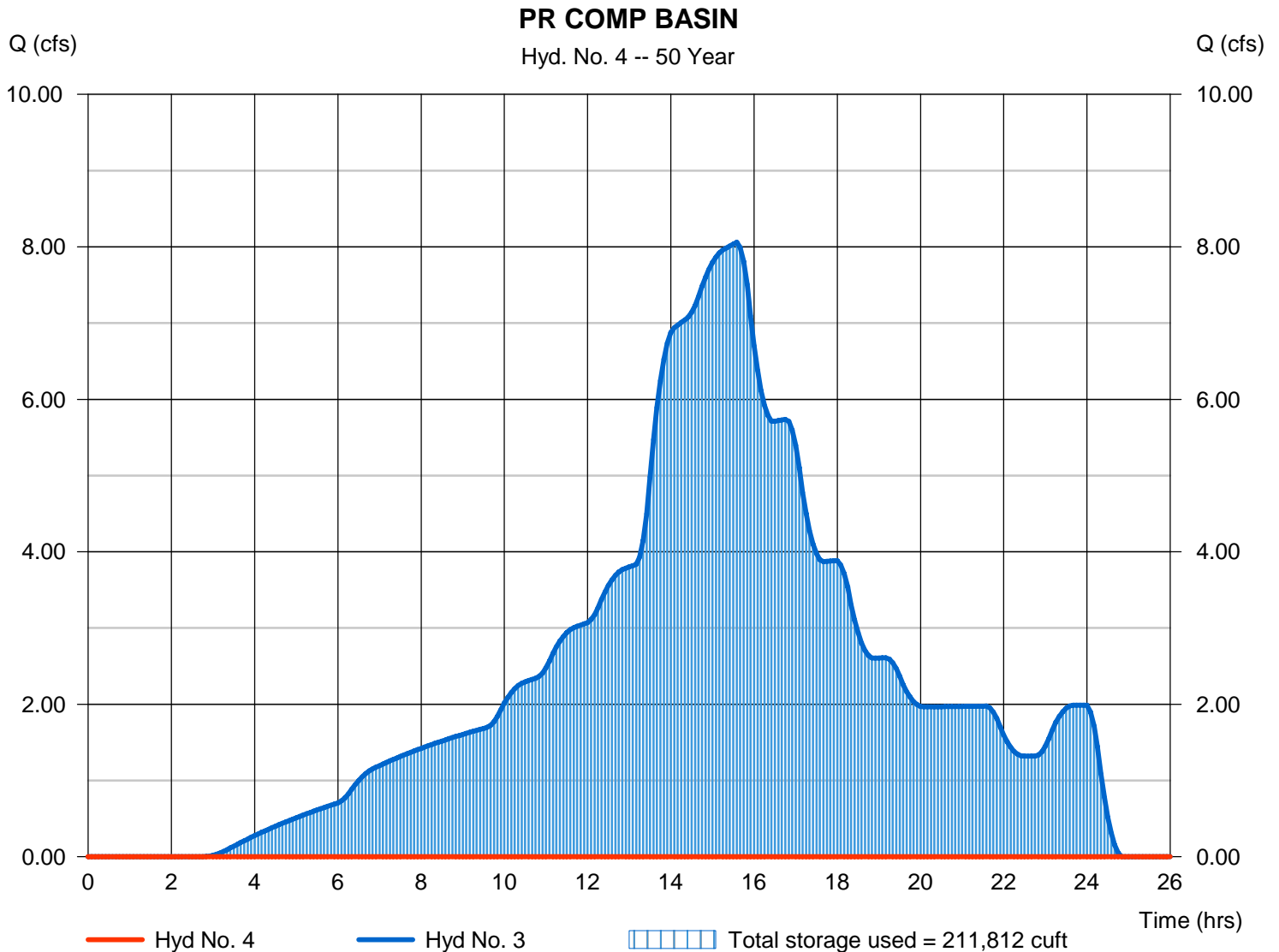


Hyd. No. 4

PR COMP BASIN

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 50 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 3 - PR TRIB 2	Max. Elevation	= 836.43 ft
Reservoir name	= PR COMP STORAGE BASIN	Max. Storage	= 211,812 cuft

Storage Indication method used.



Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® 2019 by Autodesk, Inc. v12

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description	
1	SCS Runoff	9.655	5	935	262,921	-----	-----	-----	Ex. Trib 1	
2	Reservoir	0.000	5	n/a	0	1	837.32	262,921	Ex. Depression BFE	
3	SCS Runoff	9.453	5	935	253,017	-----	-----	-----	PR TRIB 2	
4	Reservoir	0.000	5	n/a	0	3	836.78	253,017	PR COMP BASIN	
Comp Storage Calcs.gpw					Return Period: 100 Year			Monday, 04 / 5 / 2021		

Hyd. No. 1

Ex. Trib 1

Hydrograph type	= SCS Runoff	Peak discharge	= 9.655 cfs
Storm frequency	= 100 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 262,921 cuft
Drainage area	= 10.970 ac	Curve number	= 82*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 8.57 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.050 x 98) + (3.600 x 84) + (5.320 x 74)] / 10.970



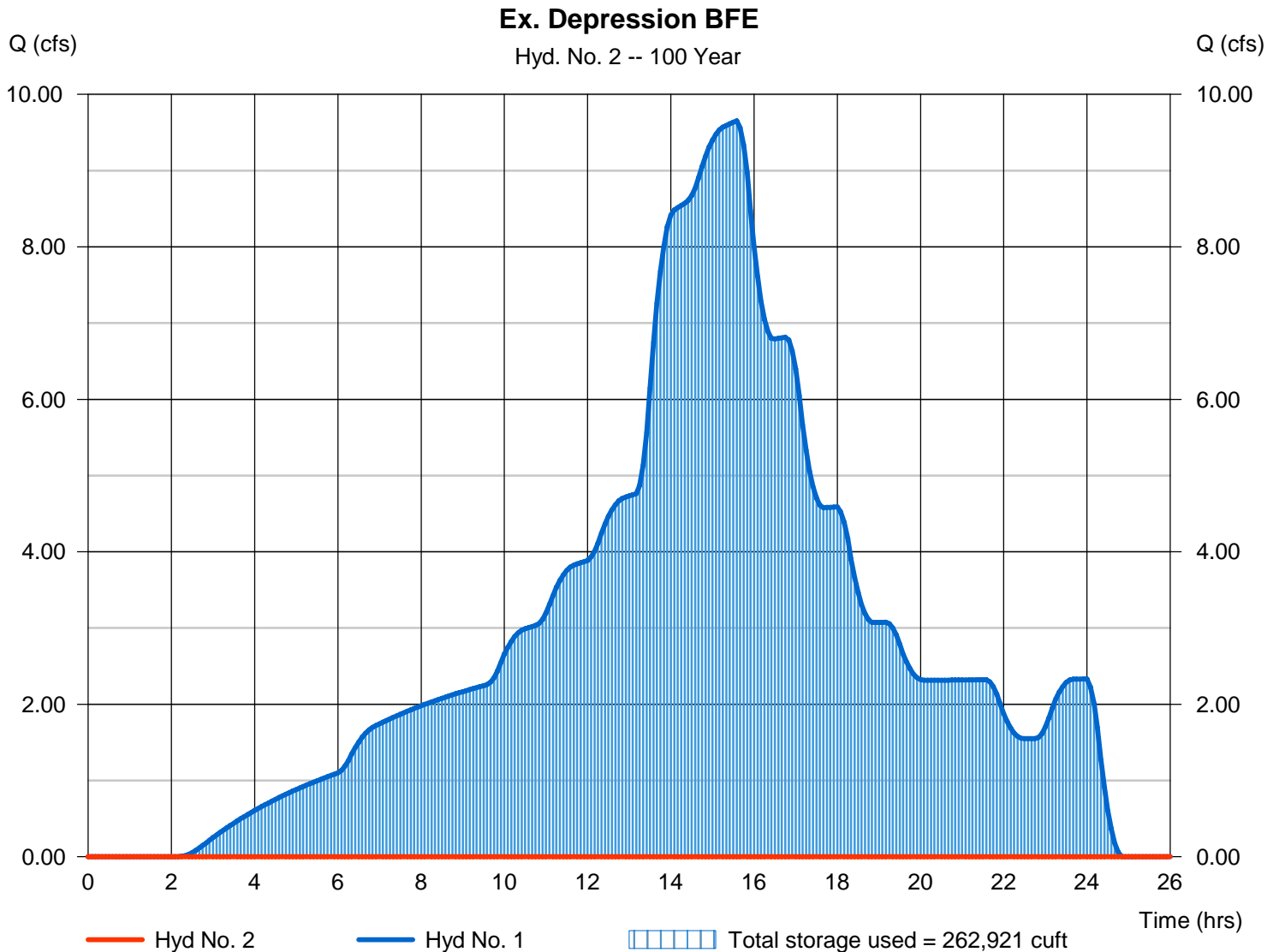
Hydrograph Report

Hyd. No. 2

Ex. Depression BFE

Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 100 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 1 - Ex. Trib 1	Max. Elevation	= 837.32 ft
Reservoir name	= Ex. Comp Storage Basin	Max. Storage	= 262,921 cuft

Storage Indication method used.



Hyd. No. 3

PR TRIB 2

Hydrograph type	= SCS Runoff	Peak discharge	= 9.453 cfs
Storm frequency	= 100 yrs	Time to peak	= 15.58 hrs
Time interval	= 5 min	Hyd. volume	= 253,017 cuft
Drainage area	= 10.970 ac	Curve number	= 80*
Basin Slope	= 0.0 %	Hydraulic length	= 0 ft
Tc method	= User	Time of conc. (Tc)	= 25.00 min
Total precip.	= 8.57 in	Distribution	= Huff-3rd
Storm duration	= 24.00 hrs	Shape factor	= 484

* Composite (Area/CN) = [(2.190 x 98) + (6.220 x 74) + (2.560 x 80)] / 10.970



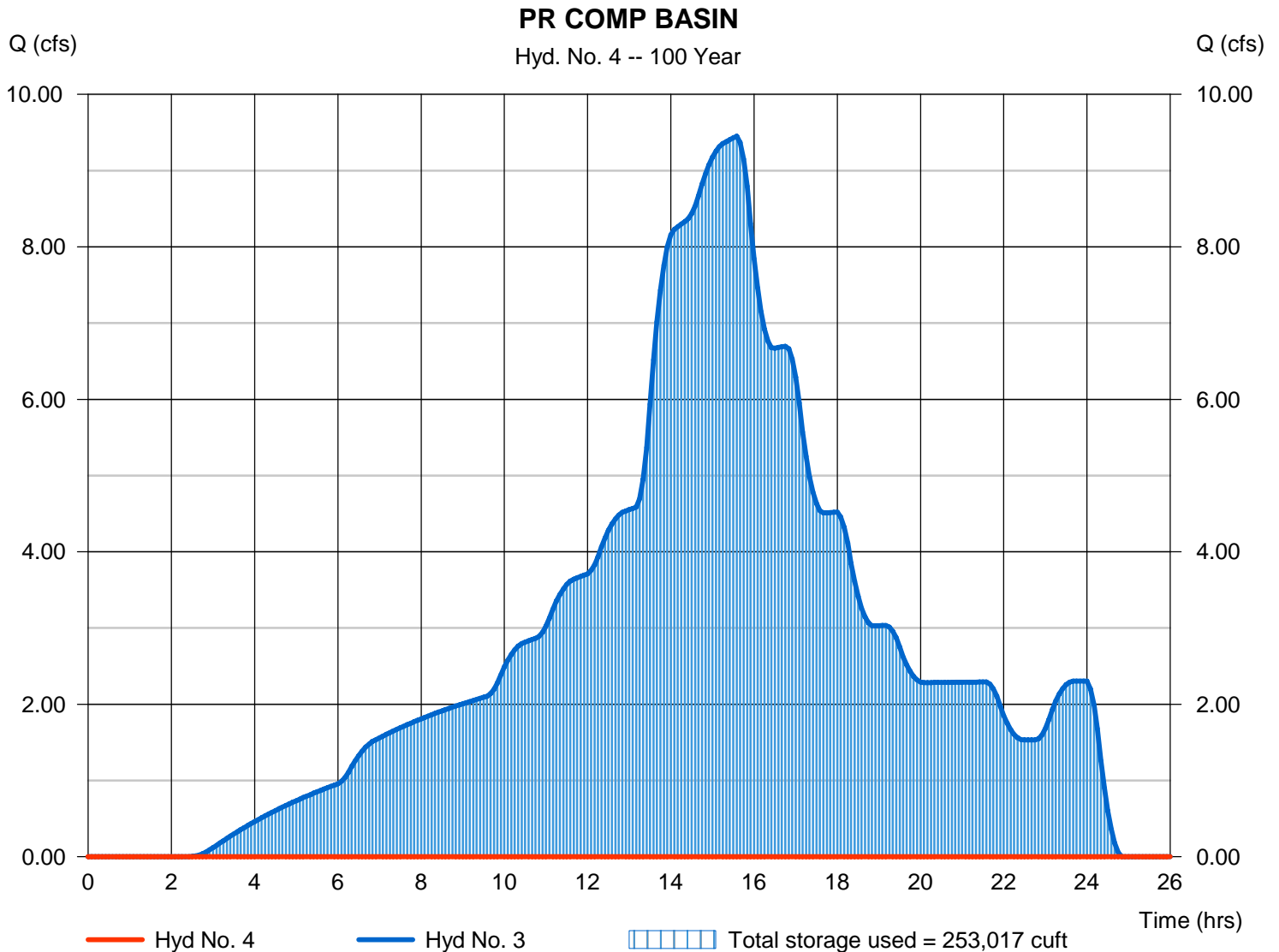
Hydrograph Report

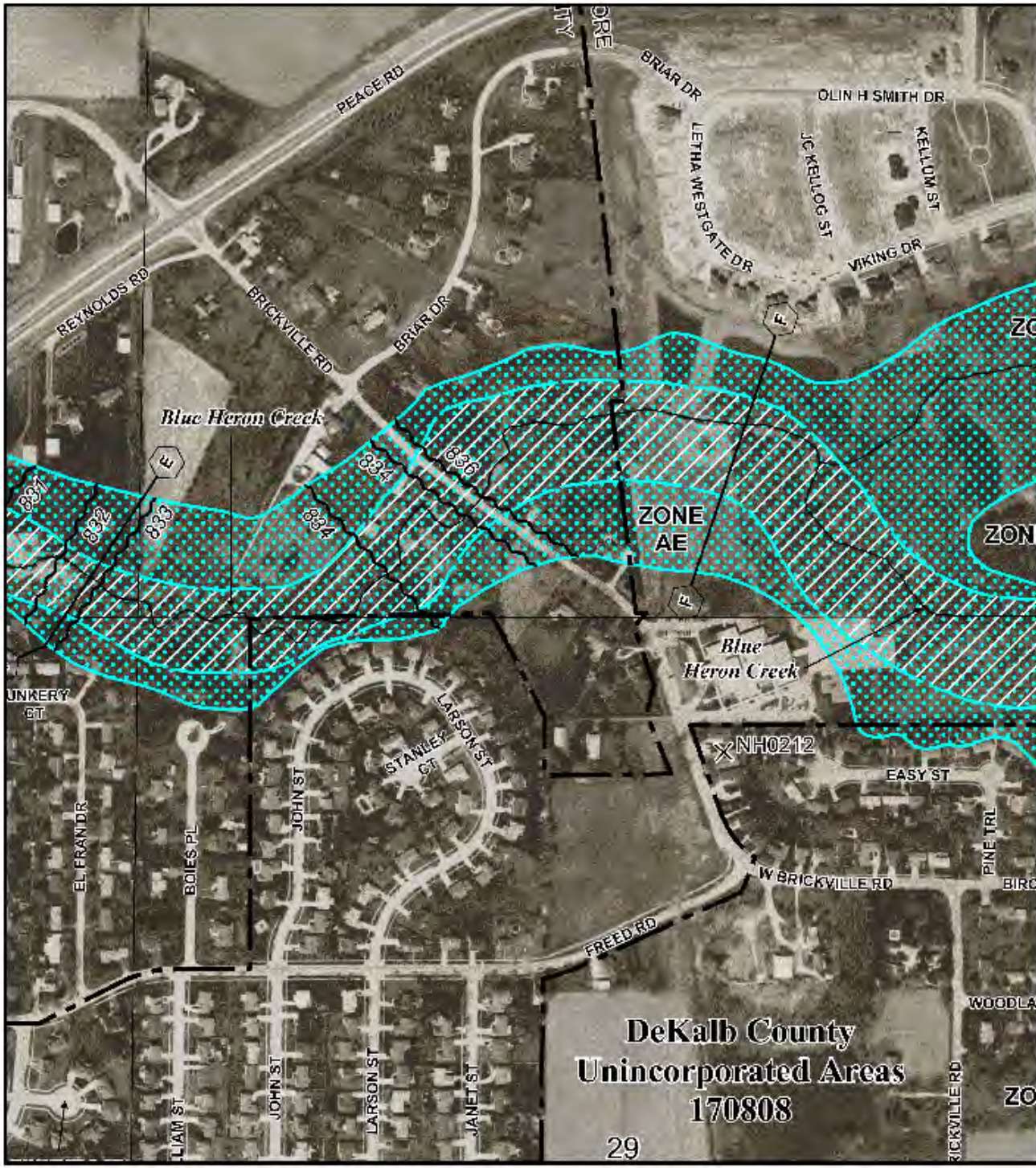
Hyd. No. 4

PR COMP BASIN

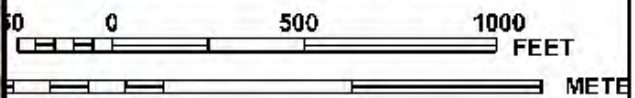
Hydrograph type	= Reservoir	Peak discharge	= 0.000 cfs
Storm frequency	= 100 yrs	Time to peak	= n/a
Time interval	= 5 min	Hyd. volume	= 0 cuft
Inflow hyd. No.	= 3 - PR TRIB 2	Max. Elevation	= 836.78 ft
Reservoir name	= PR COMP STORAGE BASIN	Max. Storage	= 253,017 cuft

Storage Indication method used.





MAP SCALE 1" = 500'



PANEL 0164E

FIRM
FLOOD INSURANCE RATE MAP
DEKALB COUNTY,
ILLINOIS
AND INCORPORATED AREAS

PANEL 164 OF 500

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS

COMMUNITY	NUMBER	DATE	SUFFIX
DEKALB COUNTY	170808	01-84	E
BYCAVORE, CITY OF	170101	01-84	E

Notice to User: The Map Number shown below should be used when ordering maps, unless the Community Number or map source should be used for more specific location for the subject community.



MAP NUMBER
 17037C0164E

MAP REVISED
 JANUARY 2, 2009

Federal Emergency Management Agency

NATIONAL FLOOD INSURANCE PROGRAM






DeKalb County
 Unincorporated Areas
 170808

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MII C-1-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msu.fema.gov



March 8, 2021

Wetlands

- | | | | | | |
|---|--------------------------------|---|-----------------------------------|---|----------|
|  | Estuarine and Marine Deepwater |  | Freshwater Emergent Wetland |  | Lake |
|  | Estuarine and Marine Wetland |  | Freshwater Forested/Shrub Wetland |  | Other |
| | |  | Freshwater Pond |  | Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM: MARKETING UPDATE: For Information Only

BACKGROUND INFORMATION: Recent initiatives at the District have provided new avenues to connect with the community and park district users. We would like to share some of these new marketing items within the context of the facilities and services they promote:

New Mission, Vision, and Core Value Statements

- The new mission and core values will be displayed in public areas at the Community Center and Clubhouse for visitors and staff to see.
- The Park District website has been given a refresher to mark the adoption of the new mission statement and modernize its look.



Improvements at the Clubhouse

(Riverview Room and patio),

- A TV in the Clubhouse shows promotional slides and the tournament schedule.
- Directional signs identify the Caddyshack Grill and point visitors to the restrooms and Pro Shop (May).
- Caddyshack Grill rebranding includes a new logo, updated signs, menus, and graphics on the baseball concessions building to identify it and make it fun and inviting (May)
- This summer, a drone pilot will take a variety of images of the course to use in promotional items and to display in the Clubhouse.



New Recreation Program Planning and Budgeting Process

- Beginning with the Winter/Spring 2021 brochure period, surveys will be sent at



the end of each season to those who participated in a program or rented a facility. Questions are designed to measure:

- participants' satisfaction with each step of their experience/journey at the district.
- how well the mission and core values are being fulfilled through the opportunities and facilities we maintain.
- operational and planning details related to programming and rentals.
- Recreation staff's marketing requests will be formalized. While helping create efficient and organized communication, request forms also encourage program supervisors to think through marketing goals and potential opportunities – better reaching their target audiences and increasing outreach.
- New program and budget timelines will allow for a more proactive sponsorship effort. Staff are identifying opportunities within the district where businesses can maximize their connection with the community and associating sponsorship perks and/or advertising fees. Outlets staff are considering include:
 - Program sponsorships with promotion/recognition through the event.
 - Banner sponsorship program in the gym (partnering with OLT Marketing and Banner Up to produce professional and uniform banners)
 - Promotional slides on lobby screens
 - Booth space at an event
 - Park District brochure ads

Facility Rental Forms

Staff have combined all facility rental opportunities onto one form to streamline the rental process and cross promote all rental opportunities at the district.

FISCAL IMPACT:

STAFF RECOMMENDATION: For Information Only.

PREPARED BY: Sarah Rex, Recreation Supervisor

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

2/1/21

BOARD ACTION: None

Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW OF PARK DISTRICT MOU'S: Recommend Approval

BACKGROUND INFORMATION: The Park District values the partnerships and relationships with area Sycamore agencies and volunteer groups and the value it brings to the park district services. Through these partnerships, we continually strive to cultivate and grow quality recreation experiences and opportunities for our participants and the community.

The Park District has established the following agreements with these Organizations for review tonight. The changes to agreements are highlighted in yellow on the individual agreement and is described below:

- Kishwaukee Special Recreation Association
- Northwestern Medicine Kishwaukee Hospital
- Northern Illinois University- Department of Kinesiology

Kishwaukee Special Recreation Association: KSRA has shown growth in programming in the Sycamore area, due to the availability of the new Community Center. Dawn Schaefer became the new Executive Director in 2019.

Significant Changes:

- 2-week long summer camps added in 2020
- After school program added in 2020
- Walking Club added in 2020
- 4 Storage cabinets added to MOU
- Key FOB for KSRA staff added to MOU
- Expensing of facility rental fees for longer KSRA programs to be added to the Park District ADA Funds, when needed

Northwestern Medicine Kishwaukee Hospital: This letter of Intent was approved in October of 2017, and services began April 2018 when the Community Center was opened. The Letter of Intent ends April 2021 with a three- year agreement and will now be reviewed yearly.

Significant changes:

- Use of one room, previously two rooms.
- One NWKH Athletic trainer vs two staff previously.
- Three hours per week staffing vs 3 days per week previously.
- Elimination of Lecture Series for SPD Members.

With the newly built Northwestern Medicine Kishwaukee Health and Wellness Center in Dekalb in 2019, the concentration of services went towards their own facility, and SPD was not producing the members that would warrant two of their staff per week, nor the need for two rooms.

Northern Illinois University- Department of Kinesiology: This MOU was last updated in May of 2020 and will be in place through 2024.

Significant changes:

- Tuition fee per student for academic year will increase to \$14,000-\$15,000, previously \$8000-\$10,000. The park district budgets \$20,000 to have two graduate students simultaneously. With this increase, the park district will consider only one grad student per year starting in 2022.

FISCAL IMPACT: Northern Illinois University's increase in tuition will either limit a Graduate Student to the district or the park district would need to increase the budget by \$10,000.

STAFF RECOMMENDATION: I recommend the Board approve the ongoing partnership and memorandums as presented.

I also recommend keeping the Graduate Student budget at \$20,000 in 2022, 2023 and consider the rest to be used toward undergraduate internships to assist within the Park District.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

2/6/24

BOARD ACTION:

Northwestern Medicine Kishwaukee
Hospital

AND

Sycamore Park District
Non-Binding Letter of Intent

April 2021

This non-binding letter of intent ("LOI") is intended to memorialize the understanding of the Sycamore Park District ("SPD") and Northwestern Medicine Kishwaukee Hospital ("NMKH") to enter into a definitive agreement ("Agreement") for a collaboration to provide community outreach services provided by NMKH to support the fitness programs managed by SPD at its Fitness Center, completed in April 2018.

The present intention of the parties is that upon the opening of the new SPD Pathway fitness center (the "Facility") NMKH will provide the services of certified athletic trainer ("Athletic Trainer") to deliver the proposed fitness education and assessment services ("Services") as indicated on Schedule A during a mutually agreed upon schedule. Both parties will acknowledge in the Agreement that the arrangement between SPD and NMKH will be exclusive such that, during the term of the Agreement, SPD will not enter into agreements with any other providers for similar Services. Both parties acknowledge that a relationship with the NIU Department of Kinesiology exists for educational purposes, which will require on-site presence of NIU students and faculty. The Agreement and the Services will be structured to comply with all applicable legal and regulatory requirements and will address additional issues including, but not limited to insurance, confidentiality, construction code, membership waivers of liability, and indemnification.

As part of the collaboration, SPD will provide NMKH with the following: (1) exclusive access (during NMKH onsite hours) to **1 private evaluation room** set aside for established appointments for evaluations, (2) access to classrooms for scheduled educational programs mutually agreed upon, (3) access to commons space including the reception area, fitness room, restroom and parking, (4) ability to display Northwestern Medicine Kishwaukee Hospital literature and mutually agreed-upon NMKH signage that will appropriately reflect the relationship between SPD and NMKH, (5) storage area for miscellaneous supplies necessary for NMKH to provide the Services, (6) SPD-furnished fitness equipment for the SPD fitness room (includes SPD maintenance and cleaning of equipment), (7) SPD management of the daily operations of the

fitness center and its membership, including scheduling of member evaluations (8) SPD responsibility for maintaining the confidential information related to its members, including personal trainer evaluations by NMKH Personal Trainers, (9) Orientation to the Facility. Prior to commencement of the Services, it is the parties understanding that SPD and NMKH will collaboratively determine the marketing and promotion for services provided under the Agreement.

SPD will provide room signage consistent with SPD sign standards which include NMKH branding.

SPD and NMKH will work together to promote awareness of the services to the community and SPD Facility membership.

SPD will promote collaboration of services through signage on room in Community Center, in park district promotional pieces, services communicated by park district personnel, and on park district website, which will be subject to NMKH's prior written approval.

As opportunities arise, SPD and NMKH will collaboratively promote program in media outlets with mutually agreed subject and content approval by SPD and NMKH.

The parties agree that the term of the Agreement will be three years and automatically renew each year. This LOI is non-binding and may be terminated on 90-day written notice by either SPD or NMKH with written notice. The initial commitments of NMKH and SPD, based upon Schedules C or other factors, may be more clearly defined in the Agreement within one of the aforementioned "Schedules".

The above reflects the understanding of the parties.

Sycamore Park District

Northwestern Medicine Kishwaukee Hospital

Name: Jonelle Bailey

Title: Executive Director

Date: 04/27/2021

Name

Title:

Date:

Schedule A

NMKH proposes the following Services to be covered under the Agreement*:

1. **New member health and fitness screening.** All current SPD fitness center members and future SPD fitness center members will, with an active membership, receive a single scheduled fitness assessment from a NMKH Athletic Trainer, including height, weight, BMI, Body Fat percentage, waist measurements, flexibility screening, and manual muscle strength assessment. Upon renewal of membership, the member will be entitled to the same fitness screening, an annual basis. The member will be entitled to bi-annual scheduled reassessments to measure progress and update or change the fitness program once every six months with the condition that the membership is active.
2. **Wellness Initiatives.** NM Kishwaukee Health and Wellness Center may want to encourage shared lectures, activities, programs, fitness challenges, events through mutual agreement and planning.

* In the event an assigned NMKH Athletic Trainer is unavailable due to absence, NMKH will promptly inform SPD and reasonable efforts will be made by NMKH to provide a substitute NMKH Athletic Trainer.

Schedule B

Sycamore Park District Building NMKH Requests for Improvements to proposed NMKH space:

1. Office 114 - Enclose the office with a wall/ door to provide member privacy.
 - a. Install a corner floor mount cabinet with countertop. The undercabinet should have doors and a lock. Cabinet ~ 24" x 24'.
 - b. Wall mirror - 5' x 14" .
 - c. Wall mounted hand sanitizer.
 - d. Light in rooms on dimmers.

Equipment Requirements :

1. Plinth (~ 72" x 30") with open shelf below.
2. 1 rolling stools
3. 1 chair
4. Access to copier/ phone in reception area.
5. Access to non-public Wi-Fi.
6. AED in Facility.

Schedule C

Responsibilities of NM Kishwaukee Hospital :

1. Provide services according to Schedule A.
2. NMKH Athletic Trainer will be on site weekly, no less than 3 hours per week with a set schedule one month in advance. Any changes to the schedule to be mutually agreed by SPD and NMKH. Appointments may be scheduled during nonscheduled on-site hours subject to availability of NW staff. Established hours may change as mutually agreed by both parties. In the case that regularly scheduled staff is not available, NMKH will promptly inform SPD and all efforts will be made to secure substitute staffing to provide service during the regularly scheduled hours.
3. A NMKH Athletic Trainer will provide a scheduled fitness assessment to all new SPD members. Based on the results of this assessment the NMKH Athletic Trainer will relay the information to the SPD/ NIU Kinesiology Grad students so that the SPD staff can instruct the new member on a safe and appropriate fitness program that will maximize their potential and meet the new member's needs.

NMKH staff will abide by SPD policies and procedures while on park district premises so long as such policies and procedures do not conflict with NMKH policies, procedures, values, and applicable practice acts.

Responsibilities of Sycamore Park District:

1. Classes offered by NMKH will be promoted by SPD in the printed and on-line versions of the Sycamore Park District Registration publication. Other specific co-promotion initiatives will be determined and agreed upon by SPD

and NMKH.

Requests to post non-cooperative NMKH and SPR programs, educational and event promotional pieces must be submitted to the Superintendent of Recreation, for approval and will follow the park district sign policy.

2. Sycamore Park District will register participants for NMKH classes offered at the Pathway Fitness Center or Community Center. Access to the lists of scheduled participants for each class will be granted to NMKH staff.
 - Collecting day/time/activity age range/minimum and maximum registration/description information from NMKH within timeframe as outlined in the SPD Program Guide schedule.
 - Listing of information accurately in activity guide and other promotional materials, agreed with NMKH.
 - Stipulate maximum registration for each non-host district and work accordingly to revise activity maximum registration through start of program to not exceed maximum registration number agreed with NMKH.
 - Sharing information, including all updates, with NMKH programming contact.
 - Confirming activity information and enrollment with contractor/instructor leading up to the start of, immediately
 - Collecting rosters, including fees paid and contact information, from both SPD and NMKH.
 - Sharing all rosters with NMKH program contact before the first class.
 - Addressing/responding to all issues regarding the instructor, site, cancellations etc. posed by all participants. This may include speaking to NMKH directly regarding concerns brought to him/her.

Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on this 27th day of April, 2021, by and between the **Department of Kinesiology and Physical Education** of Northern Illinois University, DeKalb, IL 60115, herein referred to as KNPE, and the **Sycamore Park District** of 480 S. Airport Road, Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various aims, goals, and objectives relating to the development of graduate assistantship positions with KNPE graduate students and the SPD, herein referred to as GA Positions.

WHEREAS KNPE and SPD are desirous to enter into a MOU between them, setting out the working arrangements that each of the partners agree are necessary to complete and continue the GA Positions.

Purpose

The purpose of this MOU is to provide the framework for any future binding contract regarding GA Positions between KNPE and SPD, herein jointly referred to as the Partners.

Obligations of the Partners

The Partners acknowledge that no contractual relationship is created between them by this MOU but agree to work together in the true spirit of partnership to ensure that there is a united, visible, and responsive leadership of and commitment to the Project; and to demonstrate a financial, administrative, and managerial commitment to the GA Positions by means of the following individual services.

Cooperation

Key points of the external assistantship:

- SPD intends to employ two graduate assistant positions concurrently, although this number is subject to change with appropriate and timely communication between the Partners.
- NIU graduate school will provide a tuition remission per their policies and procedures.
- SPD pays the assistantship stipend - which is set by the NIU Graduate School - typically between \$14,000 - \$15,000 for the academic year.
- Partners work together to select the best applicant for the position out of our KNPE graduate assistantship application pool. SPD would have the ability to meet with finalist(s) and can approve/reject that selection. This would take place in the spring and conclude no later than July 1 of each year.
- Assistantships are typically for two years, although if it does not work out in the first year, the Partners would have the ability to not renew for the GA’s second year.
- Billing for the graduate assistantship stipend would be on a semester-by-semester basis.
- If the graduate assistant works during winter, spring, and summer breaks they are paid extra (this would be a separate billing).
- This agreement is for a “full-time” graduate assistantship, which is limited to 20 hours per week of SPD duties. Partial school year arrangements are highly discouraged but may be considered in extreme cases.
- Graduate assistant must be on payroll before they can start those duties.
- GA responsibilities are outlined and set prior to employment.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Partners. This MOU shall become effective upon signature by the authorized officials from the Partners and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Partners, this MOU shall end on May 15, 2024.

Contact Information

Partner Name: Department of Kinesiology & PE (KNPE)
Partner Representative: Todd A. Gilson
Position: Department Chair
Address: Northern Illinois University
Telephone: (815) 753-3656
E-mail: tgilson@niu.edu

Partner Name: Sycamore Park District (SPD)
Partner Representative: Jonelle Bailey
Position: Executive Director SPD
Address: 480 Airport Road, Sycamore, IL 60178
Telephone: (815) 895-3365
E-mail: Jonelleb@sycamoreparkdistrict.com

 Partner signature

 Partner name, organization, position

 Date

 Partner signature

 Partner name, organization, position

 Date

This Memorandum of Understanding (MOU) is made on this April 27, 2021, by and between the **Kishwaukee Special Recreation Association**, 1403 Sycamore Rd., DeKalb, IL 60115, herein referred to as KSRA, and **the Sycamore Park District**, 480 S. Airport Road, Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various goals, objectives, and mission relating to accommodating of KSRA programs to be held at SPD facilities; Community Center, Club House, Community Pool, Splash Fountain, Shelters, and Athletic Fields.

SPD values the relationship and intergovernmental service agreement with Kishwaukee Special Recreation Association (KSRA) in providing inclusion services for registrants in Sycamore Park District programs.

The Sycamore Park District core values include Equity, Transparency, Sustainability and Connections through partnerships. Through our relationship with KSRA, we continually strive to cultivate and grow quality recreation experiences and have identified KSRA's ability to offer specialized programs for participants with special needs.

SPD has developed the following guidelines to expand the relationship with KSRA for use of SPD facilities; Community Center, Club House, Community Pool, Splash Fountain, Shelters, and Athletic Fields for KSRA operated programs.

Sycamore Park District Rental Request: KSRA will submit a Rental Request email for KSRA managed programs and outings for review and approval of use by the Superintendent of Recreation Services. The request will also be reviewed by the assigned staff per space.

- Community Center: Superintendent of Recreation
Approved Space: Amphitheater, Back Patio, Multi-Purpose Room A, B, C, Group Fitness/Dance Studio, Gym
- Aquatics: Facility Supervisor
Approved Space: Outdoor Pool and Splash Fountain
- Club House: Recreation Specialist, Facility Rentals
Approved Space: Clubhouse, Riverview Room
- Shelters: Customer Service Specialist
Approved Space: Shelters
- Athletic Fields: Recreation Supervisor
Approved Space: Sport Complex

Access to Park District Facilities: SPD may assign a Key FOB to full-time KSRA staff to access the Community Center during altered or non- building hours so KSRA can conduct their programming. Assigned KSRA staff will sign off that they are a key/FOB holder and will carry the same responsibility as SPD staff in securing the facility.

Rental Fees:

No fee charged for:

- Rental requests received for use of park district facilities during regularly scheduled business hours.
- No fee for consecutive blocks of time 120 minutes or less.

Fee charged for:

- Rental requests received for use of park district facilities outside of regularly scheduled building hours at \$25/hr.
- Consecutive blocks of time exceeding 120 minutes may be charged the District's Non-Profit rate.
- Long term space reservation expenses (KSRA Play afterschool, Camp Adventure- 2 weeks, Adult Day Program) can use the SPD ADA Levied Funds of the district.
- Any additional cleaning that may occur due to KSRA Programs will incur a fee of \$25/hr.

Rental Request & Communication

- SPD Superintendent of Recreation will share SPD Seasonal Brochure Planning Schedule by December 1 of each year.
- KSRA Rental Requests will be accepted and reviewed following the SPD Seasonal Brochure Planning Schedule.
- SPD programs take priority. SPD will not displace SPD programs, activities, and services to accommodate KSRA programs.
- KSRA submit KSRA Rental Request to Superintendent of Recreation Services.
- Appropriate SPD staff will confirm usage request and any conflicting dates with KSRA.
- Submittal of the Request does not condone use of space requested until an Approved Rental Request acknowledgment is received from the Superintendent of Recreation Services.

On-Site Supply/Equipment Storage

- KSRA is responsible for providing program equipment and supplies for KSRA programs.
- KSRA is not guaranteed storage space for program equipment and supplies.
- Requests for storage space may be included in the Rental Request Form for consideration by SPD.
- Requested storage space may not be used to store non-perishable, non-consumable supplies onsite during duration of agreement.
- KSRA may use the Classroom C- 2 lower cabinets and 2 upper drawers for use during long term programming.

Should storage be approved by SPD:

- KSRA is responsible for ensuring equipment and supplies are organized.
- KSRA is responsible for securing and labeling storage containers, as needed, to store in storage space provided.
- Sycamore Park District is not responsible for loss or use of items.
- Sycamore Park District is not responsible for damaged equipment.

The above reflects the understanding of the parties.

Sycamore Park District

Kishwaukee Special Recreation Association

Name: **Jonelle Bailey**
Title: Executive Director
Date: April 27, 2021

Name: **Dawn Schaefer**
Title: Executive Director
Date: April 27, 2021



REGALIS
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HOLIDAY LIGHTSHOW 2021
PUBLIC RELATIONS & MARKETING
STRATEGY OVERVIEW
for
SYCAMORE PARK DISTRICT

APRIL 2021

EXECUTIVE SUMMARY	The Sycamore Park District is looking for a proven external consultant to provide strategic branding, creative development, planning, and execution of highly desired campaign to launch a “Holiday Lightshow” during the holiday/winter season through the new year. Consultation and development services would encompass all aspects of marketing and corporate sponsorship materials.
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STRATEGIC SERVICES

SERVICES OFFERED	<ol style="list-style-type: none"> 1. Expert consultation and development of overall pr & marketing strategy that include media engagement. 2. Expert consultation, development, and guidance on how to better engage new and idle corporate partners. 3. Experienced event planning and implementation to ensure a successful, impactful, and community-demanded event.
THE PROBLEM IT SOLVES	The Sycamore Park District has underutilized space that has the potential to be highly successful and competitive in creating unique lightshow attraction – supported by corporate sponsors, individual sales, and create increase positive community engagement, which includes corporate stakeholders. With surrounding areas currently capturing on this sustaining audience and revenue, the Sycamore Park District is missing these segments. In order to be successful, strategic planning should begin as soon as possible.
THE SOLUTION IT PROVIDES	By better positioning the Sycamore Park District as a stand-out, innovative park district that makes vision and mission into engaging community engagement opportunities, it renews the appreciation from residents, businesses, and attracting increased corporate partnerships.
UNIQUE VALUE PROPOSITION	An opportunity for us to engage our neighbors, support our local businesses and charities, and giving everyone a reason to smile. Happiness that shines brighter than the Lightshow.

MARKETING AND AWARENESS PLAN

KEY STAKEHOLDERS	Executive Director (Sycamore Park District), Park District Board of Commissioners, <i>Selected Lighting and Event Management Company</i> , Media Contacts, Identified Corporate/Businesses.
HOW THEY'LL HEAR ABOUT US	Regalis Mgmt will closely work with Executive Director Bailey and staff to develop strategic communications and outreach strategies across all channels: Earned, Owned, Paid Media; and evangelism with key community organizations, sponsorship packages, social and email marketing, and more.

KEY CAMPAIGN PHASES & HIGH-LEVEL ACTIVITY

CAMPAIGN PHASES	HIGH-LEVEL ACTIVITY
PHASE 1: CREATIVE PLANNING	Staff brainstorming sessions, SWOT analysis/competitor analysis, branding, etc.
PHASE 2: DESIGN & DEVELOPMENT	Custom, internal partner portal that serves as a hub for all phases, created assets, and at-a-glance reporting throughout the entire campaign.
PHASE 3: PRESENTATION & TESTING	Present complete campaign with rationale to Executive Director and staff; Walk-through on how to use custom built tools.
PHASE 4: DEPLOYMENT	Using Identified campaign start and end dates, start campaign with media, social, email, and corporate engagement.
PHASE 5: POST-CAMPAIGN REPORTING	A detailed postmortem (post-campaign report) will be produced and explained to staff and stakeholders on overall successes, lessons learned, and key takeaways to strengthen year two.

REGALIS MANAGEMENT EXPERTS

WHO	ROLE AT REGALIS	EXPERIENCE SNIPPET
Hon. Chez Ordoñez	Founder, Principal Consultant	As a former head commissioner of human rights, and with vast experience in government and nonprofit pr/marketing leadership roles, he formed Regalis Mgmt to amplify worthy causes and campaigns.
REDACTED	Brand & Digital Marketing Strategist	Experienced in planning, developing, implementing and managing the overall results-driven digital marketing strategies.
REDACTED	Corporate & Non-profit Relations Leader	Experienced in leading multi-sector corporate sponsorship and event planning, value propositions, and innovative tactics that include research vetting, and more.



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 27, 2021STAFF RECOMMENDATION

AGENDA ITEM: RESERVATION POLICY/TERMS/FEEs for LEGACY CAMPUS/POOL/ SHLETTERS and CLUB HOUSE: Updates-Recommended Approval

BACKGROUND INFORMATION: The Reservation Policy/Terms/fees were last presented to the board at the January 2018 Board meeting. This would set the new rules to incorporate the new construction of Legacy Campus and the existing park district facilities.

To streamline the application process, staff have developed two documents which will be available on-line and in a "fillable" format. These documents contain all the general information along with the rental application in one document.

See attached Documents:

Rental Application

Field Application

A few changes to the 2018 reservation policy:

Cancellations:

2021 Policy will read:

For all Facilities-Prior to 10 days, full refund minus \$25 cancellation fee

2018 Policy:

Shelters 50% refund 7 days prior

Pool 50% refund 7 days prior

Clubhouse 50% refund 15-30 days prior

Community Center 50% refund 15-30 days prior

Liability and Damages:

2021 Policy will read:

Organizations not part of the Sycamore park district, participating in a high-risk activity, must provide a certificate of insurance as evidence of general liability insurance with at least the following limits: \$2,000,000 combined single limit for bodily injury & Property

2018 Policy:
\$1,000,000

STAFF RECOMMENDATION: Staff requests approval of the updated Rental Applications for Facilities and Fields. Staff requests approval to the updates in reservation policies, terms, and conditions, to be effective May 1, 2021.

FISCAL IMPACT: None.

PREPARED BY: Theresa Tevsh, Superintendent of Recreation Services, Sarah Rex, Recreation and Marketing Supervisor, Melissa Dobberstein, Facility Specialist, Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

Handwritten signature in black ink, appearing to be 'JB' followed by a stylized flourish.

BOARD ACTION:



_____ EVENT DATE

_____ APPROVAL

____ / ____ / ____ DATE

RENTAL APPLICATION | SPORTS COMPLEX FIELDS

____ / ____ / ____ DATE CREATED

CONTACT INFORMATION

ORGANIZATION NAME _____

CONTACT NAME _____ PHONE _____

EMAIL ADDRESS _____

RENTAL INFORMATION

TYPE OF FIELD TO RENT (CHECK ALL BOXES THAT APPLY)

BASEBALL SOFTBALL SOCCER FOOTBALL OTHER _____

NUMBER OF FIELDS NEEDED _____ APPROXIMATE NUMBER OF PLAYERS _____

RENTAL DATE(S) _____ TIME FROM ____:____ TO ____:____

RENTAL DATE(S) _____ TIME FROM ____:____ TO ____:____

GAME TIMES _____

SPECIFIC FIELD NUMBERS YOU ARE REQUESTING _____

AMENITIES NEEDED

- LIGHTS
- BASES
- DRAG & LINED FIELD
- GOALS
- SPECIAL FIELD MARKINGS
- OTHER NEEDS _____

FEES

BASEBALL FEES				SOCCKER FEES
FIELD 1 \$58 PER GAME	FIELDS 2-3 & 5-8 \$25 PER GAME	FIELDS 4 & 9-12 \$30 PER GAME	FIELDS 13-16 \$18 PER GAME	ALL FIELDS \$35 PER GAME

LIGHT FEES: \$25 PER GAME (YOU WILL BE CHARGED THE GREATER AMOUNT BETWEEN THE EQUIVALENT OF FOUR GAMES OF \$100 SHOULD YOUR LEAGUE LEAVE THE LIGHTS ON ALL NIGHT)

CONTRIBUTION RATE: \$15 PER GAME GOES TOWARDS \$3.5 MIL. IN SPORTS COMPLEX IMPROVEMENTS (2017-2021)

NOTE: UMPIRES/OFFICIALS, SCORE KEEPERS, BALLS, GLOVES, HELMETS, NETS, FLAGS, AND OTHER EQUIPMENT ARE NOT FURNISHED BY THE PARK DISTRICT

IF YOU HAVE ANY QUESTIONS ABOUT THE FIELD RENTALS OR PROCEDURES, CONTACT LISA METCALF AT 815-895-3365 OR LISAM@SYCAMOREPARKDISTRICT.COM.

FOR OFFICE USE ONLY

FEES		TURNED IN
BASEBALL/SOCCER FIELD	\$ _____	INSURANCE FORM _____
LIGHT FEE (\$25 PER GAME)	\$ _____	SCHEDULES _____
CONTRIBUTION RATE	\$ _____	
TOTAL RENTAL FEE	\$ _____	DATE PAID _____

INSURANCE

Field users must provide a "Certificate of Insurance" naming Sycamore Park District as "Additionally Insured" as follows:

Sycamore Park District
 480 S. Airport Road
 Sycamore, IL 60178
 Attn: Jackie Hienbuecher

The following coverages must be stated on the Certificate

Commercial General Liability:

1. \$2,000,000.00 General Aggregate
2. \$1,000,000.00 Products Completed Operations Aggregate
3. \$1,000,000.00 Personal and Advertising Injury
4. \$1,000,000.00 Each Occurrence
5. \$50,000.00 Fire Damage (any one fire)
6. \$5,000.00 Medical Expense (any one person)

SCHEDULES

- A. To ensure that fields will be ready for play, it is the league coordinator's responsibility to submit final league schedules to the Park District. These schedules should be turned in no later than two weeks prior to the start of the season.
- B. Please email your schedules to lisam@sycamoreparkdistrict.com and jeffd@sycamoreparkdistrict.com.
- C. Your schedule must contain the following information:
 1. Name of the league
 2. Days and dates of play
 3. Field numbers being used (designations of the N/S fields are not acceptable)

CANCELLATIONS

- A. On days of inclement weather, please call the parks office at (815)895-3403 for updated information. This number should be used by coaches only.
- B. **IMPORTANT:** Please call the Parks Department to reschedule any rain out games that are to be made up. If you wish to make up games on days other than those which you normally play, please call Lisa at (815)895-3365 to check on field availability.

Special requests/tournaments: Storm Dayz – The last FULL weekend in June

ALCOHOL POLICY

Alcohol is allowed on fields 13-16 by permit only. Alcohol is not allowed on any of the other soccer fields or any of the other ball fields. Permits are issued to the group renting the fields. Any person or organization furnishing alcohol for a group must provide the Sycamore Park District with proof of liability insurance (host liquor liability). Must provide a Certificate of Insurance with at least the following limits: \$2,000,000 combined single limit for bodily injury and property damage.

Do you plan to serve alcohol? YES NO

Will people be bringing their own alcohol? YES NO

PLEASE READ THE FOLLOWING THOROUGHLY BEFORE SIGNING

Waiver and Release of All Claims

Please read this form carefully and be aware in renting the above field for use by yourself, your minor child/ward, or your guest you will be waiving and releasing all claims for injuries you, your minor child/ward, or guest might sustain arising from the use of the above field/park.

I recognize and acknowledge that there are certain risks of physical injury to persons utilizing the above field/area and I agree to assume full risk of any such injuries, damage, or loss regardless of severity which I, my minor child/ward or my guest may sustain as a result of participating in any and all activities connected with or associated with the field/park.

I further agree to indemnify, hold harmless and defend the district and its officers, agents, servants, and employees from any claim resulting from injuries, including death, damages, and losses sustained by me, my minor child/ward or my guest arising out of, connected with, or in any way associated with the use of the above field/park.

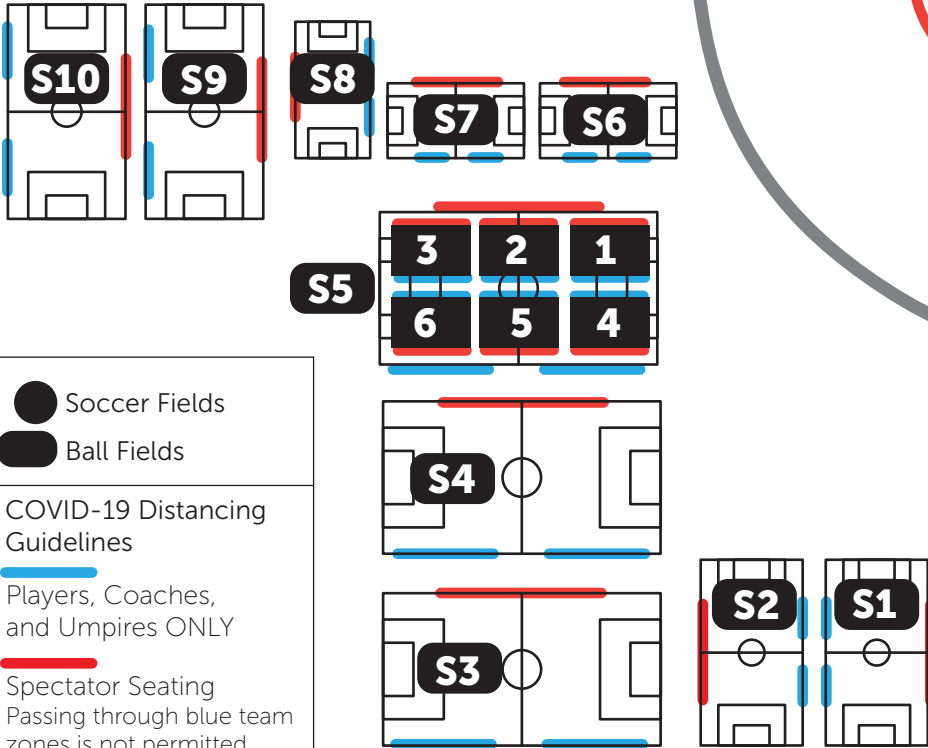
In the event of emergency, I authorize District officials to secure from any licensed hospital, physician, and or medical personnel treatments deemed necessary for immediate care and agree that I will be responsible for payment of any and all medical services rendered.





I have read and fully understand the above Program Details, Waiver, Release of All Claims and Permission to Secure Treatment. Renter is 21 years or older.

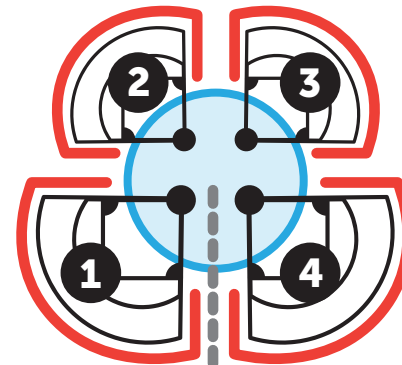
NAME OF ORGANIZATION _____

NAME OF PERSON RESPONSIBLE FOR RENTAL _____

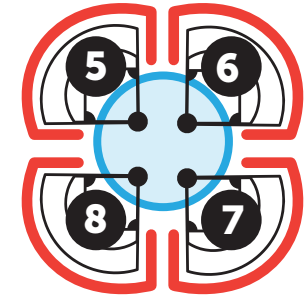
SIGNATURE _____ DATE _____



-  Soccer Fields
 -  Ball Fields
- COVID-19 Distancing Guidelines
-  Players, Coaches, and Umpires ONLY
 -  Spectator Seating
- Passing through blue team zones is not permitted. Please walk around.



Concessions



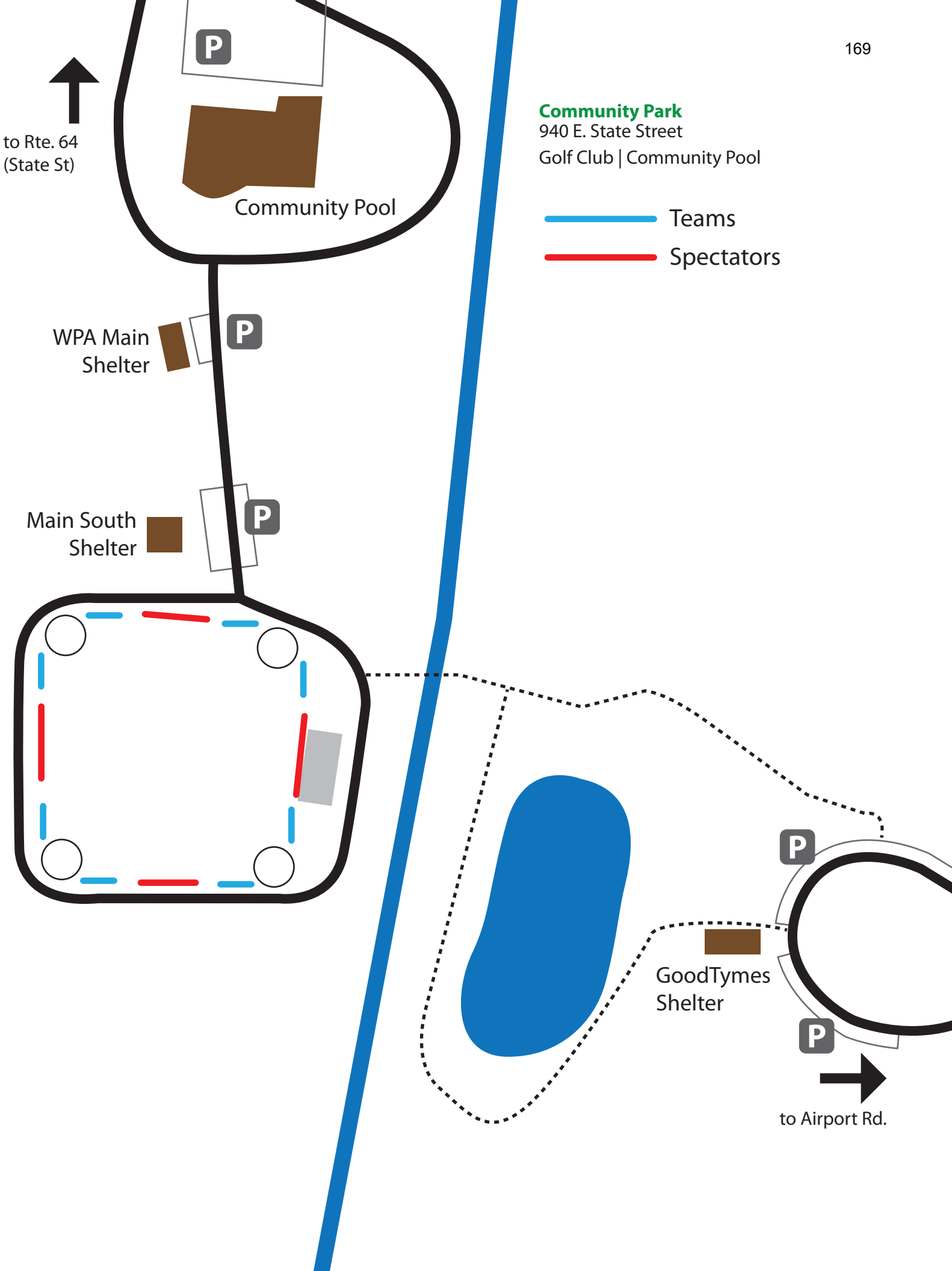
Maintenance Building

Sports Complex
435 S Airport Road

Legacy Campus
480 S. Airport Road
Community Center | Brian Bemis Family Dog Park,
Splash Fountain | Northwestern Medicine Sled Hill

Airport Road

Rte. 64 (State Street)



to Rte. 64
(State St)

P

Community Pool

Community Park

940 E. State Street

Golf Club | Community Pool

— Teams

— Spectators

WPA Main
Shelter

P

Main South
Shelter

P

GoodTymes
Shelter

P

P

to Airport Rd.

RENTAL APPLICATION | EVENTS & MEETINGS

CONTACT INFORMATION

ORGANIZATION NAME _____

CONTACT NAME _____ PHONE _____

ALTERNATE CONTACT NAME _____ PHONE _____

BILLING ADDRESS _____

EMAIL ADDRESS _____

BUSINESS TYPE	EXEMPT? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ RESIDENT	_____ NON-RESIDENT
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EVENT INFORMATION

DATE(S) 1ST CHOICE _____ DAY OF WEEK _____ TIME _____

DATE(S) 2ND CHOICE _____ DAY OF WEEK _____ TIME _____

SETUP TIME _____ CLIENT ACCESS TIME _____

TYPE OF EVENT _____

ESTIMATED ATTENDANCE: ADULTS 18+ _____ KIDS 0-17 _____

VENUE			
COMMUNITY CENTER <input type="radio"/> MULTIPURPOSE A <input type="radio"/> PATIO <input type="radio"/> MULTIPURPOSE B <input type="radio"/> FULL GYM <input type="radio"/> MULTIPURPOSE AB <input type="radio"/> FULL COURT <input type="radio"/> MULTIPURPOSE C <input type="radio"/> HALF COURT	CLUBHOUSE <input type="radio"/> MAIN ROOM <input type="radio"/> RIVERVIEW ROOM	OUTDOOR VENUES <input type="radio"/> SHELTER → <input type="radio"/> COMMUNITY POOL <input type="radio"/> SPLASH FOUNTAIN	1 ST SHELTER CHOICE _____ 2 ND SHELTER CHOICE _____

CATERING INFORMATION

PLEASE NOTE THAT OUTSIDE FOOD MUST BE APPROVED BY EVENT COORDINATOR.
FINAL GUARANTEE AND SELECTION DUE 7 BUSINESS DAYS BEFORE EVENT.

TIME OF FOOD SERVICE _____

SPECIAL INSTRUCTIONS _____

ADDITIONAL INFORMATION

WILL ADMISSION BE CHARGED? YES NOWILL MERCHANDISE BE SOLD? YES NO

EXPLAIN _____

WILL BANNERS OR ITEMS BE DISPLAYED? YES NO

NO TACKING, TAPING OR ATTACHING TO WALLS, WINDOWS, OR CEILING. NO OPEN FLAME.

ADDITIONAL RESOURCES NEEDED (REGISTRATION TABLES, ETC.) _____

INITIALS: _____

ROOM DIAGRAM

RENTAL \$ _____	SUBTOTAL \$ _____	INSURANCE REQUIRED _____
FOOD + BEVERAGE \$ _____	DISCOUNTS \$ _____	ACCOUNT BALANCE \$ _____
OVERTIME \$ _____	TOTAL \$ _____	FINAL BALANCE \$ _____
SECURITY \$ _____		PAYMENT RECEIVED _____
SERVICE CHARGE (20%) \$ _____		DATE ___ / ___ / ___
TAX (9.25%) \$ _____		

FULL PAYMENT IS DUE AT TIME OF APPLICATION APPROVAL (NO EXCEPTIONS)

PAYMENT ACCEPTED BY CREDIT OR CHECK. IF PAYING BY CHECK AN ADDITIONAL \$100 SECURITY DEPOSIT MUST ACCOMPANY FINAL PAYMENT.

INITIALS: _____

CLUBHOUSE	RATE PER HOUR		CAPACITY			
	RESIDENT	NONRESIDENT	ROUND TABLES		LECTURE	CLASSROOM
MAIN ROOM	\$75	\$113	4/TABLE 60	6/TABLE 90	1/TABLE 15	2/TABLE 30 CHAIRS ONLY 90
RIVERVIEW ROOM	\$50	\$75	6/TABLE 36	8/TABLE 48	10 LECTURE TABLES 40 CHAIRS ONLY 48	
SETUP FEE	\$25-\$150					
CLEANING FEE	\$50					

COMMUNITY CENTER	RATE PER HOUR		CAPACITY			CLASSROOM
	RESIDENT	NONRESIDENT	ROUND TABLES	6' RECTANGLE TABLES	6' LECTURE TABLES	
MULTIPURPOSE A	\$45	\$68	8/TABLE 48	8/TABLE 48	24	CHAIRS ONLY 49
MULTIPURPOSE B	\$45	\$68	8/TABLE 32	8/TABLE 40	24	CHAIRS ONLY 47
MULTIPURPOSE C	\$45	\$68	8/TABLE 48	8/TABLE 48	24	CHAIRS ONLY 49
MULTIPURPOSE AB	\$90	\$135	8/TABLE 96	8/TABLE 96	24	CHAIRS ONLY 96
PATIO	\$15	\$23	6/TABLE 30 8/TABLE 40	8/TABLE 48		CHAIRS ONLY 50
FULL GYM	\$120	\$180	Gym capacity is based on activity. Call for details 815-895-3365			
FULL COURT	\$60	\$90				
HALF COURT	\$30	\$45				
ACTIVITY LEADER (PER HOUR)	\$15	\$23				
AFTER HOURS (PER HOUR)	\$25	\$38				

OUTDOOR SHELTER	RATE PER HOUR	
	RESIDENT	NONRESIDENT
FULL DAY	\$75	\$112
ALCOHOL PERMIT	\$50	
PICNIC TABLE*	\$10 EACH	

* FEE PER PICNIC TABLE BEYOND THE 6 THAT ARE PROVIDED SHELTER-SPECIFIC GUIDELINES WILL BE PROVIDED.

COMMUNITY POOL	RATE PER HOUR
	MINIMUM 2 HOUR RENTAL
1-50 PEOPLE	\$130 per hour
51+ PEOPLE	\$2 per additional person
SPLASH FOUNTAIN	MINIMUM 2 HOUR RENTAL
BUILDING HOUR FEE	\$75 per hour

Your event may require insurance, security, equipment, and staff charges -please check with our events staff. After our rentals are available upon request and approval by events committee.

No alcohol or smoking allowed in or around the building. Rental includes tables, chairs, house linens and venue space. Please request a buffet catering menu should you be interested in serving food at your event. Please schedule an appointment to meet, view the spaces and review rental application/ contract. We require at least 10 business days to prepare for your event (we request additional time for larger events such as weddings and concerts).

Please note that the date will not be guaranteed until the rental application is returned, and full payment is secured. Prices are subject to change without notice. Be sure to read and sign the Event Guidelines before signing the rental application. If you have any questions, please do not hesitate to contact our event staff. We look forward to hosting your event.

INITIALS: _____

ALCOHOL & TOBACCO

The **Sycamore Park District Community Center** at Legacy Campus is drug, alcohol, weapons, and tobacco free facility and campus. Guests should be informed prior to arrival.

The **Sycamore Golf Club (SGC)** is a drug and weapons free facility and campus. Alcohol must be purchased from the SGC authorized staff only, parties must be 21 years or older to drink. Smoking is permitted outside, 15 or more feet from any entrance way or eating area.

Picnic shelter renters and event attendees may not bring alcoholic beverages onto park district property unless an alcohol permit has been obtained. A permit may be obtained through the Park District at the time of your reservation and no later than one week prior to your rental date. A permit is not valid without the proper proof of insurance and payment of the \$50 permit fee. No alcohol permits will be issued on the day of your rental. Police will check each picnic for alcohol permits.

FOOD & BEVERAGES

All food and beverage must be approved or supplied by the Sycamore Park District except for specialty cakes. Special dietary needs can be accommodated with advance notice. Any prepared food left over from your event cannot be taken from the facility due to health department safety guidelines. All in house service include a 20% service charge and a 8% sales tax. We cannot be held liable for any outside food.

DELIVERIES

Please have all vendors call the Sycamore Park District Event Coordinator to schedule their delivery and pick up times and confirm delivery location. No deliveries will be accepted earlier than two (2) hours prior to the reservation time unless special arrangements have been approved by the Event Coordinator. All items are to be removed from the function space immediately after the event. The Sycamore Park District does not accept responsibility for receiving or removing the property of the Renter, or the Renter's guests and will not provide any services in connection with deliveries and pickups.

FEES & PAYMENTS

For events utilizing the Sycamore Park District for events and rentals food, beverage and amenities fees are due within seven (10) days of contract approval. Guaranteed guest count, final room set up, menu, audio visual/ technical must be confirmed and paid ten (10) business days prior to the event. No reduction in

the guaranteed numbers will be accepted after this date. Any changes are subject to additional charges. All final changes to your contract/reservation must be submitted 72 hours prior to your event. Changes after this time cannot be guaranteed.

TAX EXEMPT

Any group wishing to claim tax-exempt status must provide a hard copy of their tax-exempt letter (Federal IRS 501c3) upon confirming the reservation. Non-profit organizations utilizing the space for a discounted rate may not use the facility for personal, private, or commercial gain.

SET UP AND CLEAN UP

Renters can arrive no sooner than 15 minutes prior to their agreed time and must vacate the space no more than 15 minutes from agreed end times. Any additional time, if approved by rental coordinator, will incur additional fees.

The rental agreement only grants renters exclusive access to designated room, facility, space. Adjacent amenities, restrooms, additional park district spaces and amenities remain open to the public and/or use of other renters.

Exceptional services, activities, needs must be disclosed at time of reservation. Some requests will be subject to approval of a special use permit by the executive director. Examples: Live music, bounce houses, tents, extended rental times beyond park district hours.

Tables, chairs, wireless internet, set up and tear down of furniture are included with your indoor room rental. Please note that it is expected for the room(s) or shelter to be left in the same condition it was in prior to the rental. The Sycamore Park District staff will not be responsible for equipment or other items left in the building.

CANCELLATION

- Prior to 10 days, full refund minus \$25 cancellation fee.
- All sales and bookings are final if cancellation is within 5days of the event.

AUDIO-VISUAL NEEDS

The use of any audio visual/technical equipment owned by the Sycamore Park District is available for indoor rentals and must be agreed upon prior to your event and will be quoted on an individual basis. Testing of the audio/visual technical equipment by the speaker/site contact must be set up prior to the event with the Event Coordinator. The Sycamore Park District is not responsible for the

incompatibility of any presentation to our equipment. Audio/visual technical professionals are not available.

Replacement fees will be assessed for any damaged equipment.

Only music suitable for a public facility will be allowed and its volume is subject to control by the Sycamore Park District staff.

DECORATIONS

Indoor decorations should be free-standing. No open candle flames are allowed. No glitter allowed inside the banquet rooms, gym, or hallways. Decorations may not be taped, pinned, thumbtacked or in any way adhered to the walls, ceilings, floors, or furnishings (painters' tape and poster putty are allowed).

The Sycamore Park District does not allow the placement of signs, placards or postcards around the facility promoting events held on the premises.

LIABILITY & DAMAGES

Renter is liable for theft and damage to the Sycamore Park District premises, equipment, and property because of the event provided under this contract. The Renter will not hold the Sycamore Park District or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies, or threats to the community. The Renter will be required to sign a Hold Harmless Agreement (included) in which the renter or renter's organization assumes the risk of injury to all persons who are on Sycamore Park District property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises. The Sycamore Park District reserves the right to exclude or terminate any group or individual deemed to be inimical to, or is at risk to, the Sycamore Park District, its property, interests, and mission. Organizations not a part of Sycamore Park District or one of its programs, and participating in a high-risk activity (i.e. swimming and pool activities, fitness center, organized athletic event or theatrical/ dance performance) on an exclusive basis must provide a Certificate of Insurance as evidence of general liability insurance with at least the following limits: \$2,000,000 Combined Single Limit for Bodily Injury & Property Damage.

I have read the above event guidelines on page 4 and agree to its terms and conditions, as well as any other contract addendum which I may sign. Renter is 21 years or older.

CLIENT SIGNATURE _____ DATE _____

MANAGER SIGNATURE _____ DATE _____

May staff take picture for use in promotional materials such as the Sycamore Park District website, social media, printed items, etc.?

YES NO If yes, then you assume responsibility for informing your guests that you are representing the group and all guests have approved the release.

INITIALS: _____

HOLD HARMLESS & INDEMNIFICATION AGREEMENT

In consideration of the privilege of using Sycamore Park District property; We agree to assume the risk for any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Sycamore Park District, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs and any other sums which The Sycamore Park District, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of Sycamore Park District or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Sycamore Park District. I hereby certify that I have the authority to sign this agreement for the organization identified above.

I hereby certify that I have the authority to sign this agreement for the organization identified above.

CLIENT SIGNATURE _____ DATE _____



Board of Commissioners

Date of Board Meeting: April 27, 2021

STAFF RECOMMENDATION

AGENDA ITEM:

Diversity, Equity, and Inclusion training: For Information Only

BACKGROUND INFORMATION:

To support the recent District initiatives in looking at new ways to connect with the community and staff we are providing Safe Zone Conversations through the Illinois Parks and Recreation Association.

These conversations are defined as dialogue amongst a group of people purposely engineered to discuss human topics that can be deemed sensitive, uncomfortable, or complex in nature. It is an environment of mutual respect and inclusivity, a safe place for people to speak their minds. All comments and questions are welcomed. No judgements.

Safe Zone Conversations are generously facilitated by members of IPRA's Diversity Leadership Task Force, or individuals specifically trained and approved by the group. Each event has a lead and supportive facilitators for large and small group discussions.

Each SZC has a lead facilitator that coordinates introductions and presents a grounding question about a specific topic. Each participant shares their response to the question with the group, which allows time to get more acclimated with the topic. From there, participants are broken down into smaller groups where supporting facilitators lead more specific discussions about the same topic. Each event concludes with a debriefing with the entire group. The Safe Zone Conversation platform promotes safe and purposeful conversation that might otherwise not take place in the workplace because people are uncertain of how to start the conversation, fearful of offending others or how they might respond, uncomfortable talking about the topic, or simply do not understand what needs to be discussed.

We will be holding three of these trainings:

April 23: LBGTQ+

June 18: Racism

July 30: Latin & Hispanic Cultures

FISCAL IMPACT:

STAFF RECOMMENDATION: For Information Only

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

JB/gb

BOARD ACTION: