



Sycamore Park District  
 Regular Board Meeting  
 February 22, 2022  
 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: January 25, 2022 (Voice Vote)**  
**Executive Session Minutes: January 25, 2022 (Voice Vote) to remain confidential**

#### **APPROVAL OF MONTHLY CLAIMS:**

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

#### **CONSENT AGENDA:**

33. **Superintendent of Finance Monthly Report**
35. **Budget Report**
49. **Superintendent of Recreation Monthly Report**
59. **Superintendent of Golf Operations Monthly Report**
62. **Superintendent of Parks and Facilities Monthly Report**
65. **Executive Director Monthly Report**

#### **CORRESPONDENCE:**

67. **Tails Thank You**
68. **Kate & Mike Romano Thank you**

#### **PUBLIC INPUT:**

#### **POSITIVE FEEDBACK/REPORTS:**

#### **PLANNING COMMISSION REPORT: Ted**

**OLD BUSINESS:**

- **Pool Updates: Jeff/Jonelle**
    - **Pool heater information**
  - **Construction Updates:**
    - **Founders Park**
    - **Bridge #1**
- 69. Holiday Party: update**
- 70. Policy Manual Edits: Jonelle (Roll Call if vote needed)**
- **Recommendation**
  - **Table of Contents**
  - **Edited policies – Link provided**

**NEW BUSINESS:**

- 74. Special Event Update – Jonelle**
- **Sip n’ Savor event outline**
  - **Foundation update**
- 81. Budget and Appropriation Ordinance (Draft)– Jackie**
- 92. Final Draft of Annual Report: Sarah**
- 105. Executive Session Minutes 6 month Review – Jonelle (Roll Call)**

**Special Announcements**

**Potential Study Session March 8 at 6:00 PM—940 E. State St.**

**PUBLIC INPUT**

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

- 5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
- 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, January 25, 2022**

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, January 25, 2022.

Will the recording secretary please call the roll.

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

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

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

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

**Guests at the Board meeting were:**

John Mayer, ERA Consultants

**Regular and Consent Agenda Approval –  
Motion**

Commissioner Strack moved to move Executive Session to after Plan Commission Report and pull Supt. Hienbuecher and Donahoe's reports and then approve the Regular Agenda and the Consent Agenda as amended. Commissioner Doty seconded the Motion.

**Roll Call Vote**

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

**Approval of Minutes –**

**Motion**

Commissioner Strack moved to approve the December 21, 2021, Regular Meeting Minutes. Commissioner Doty seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Doty moved to approve the December 21, 2021, Executive Session Meeting Minutes to remain confidential. Commissioner Ackmann 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  
 Tuesday January 25, 2022  
 P 2

### **Claims and Accounts Approval**

#### **Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$222,363.99.  
 Commissioner Ackmann seconded the Motion.

#### **Roll Call**

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

At this time Commissioner Strack had questions on the bills.

- He wanted confirmation on the \$1000 spent for background checks and asked if this was a pool. Recording Secretary Freeman noted that it is a pool of money to have on hand for the background checks.
- He then asked about the \$20,000 paid annually to Vermont Systems for annual maintenance. He wanted clarification if this was in addition to the cost when the system was bought. Director Bailey noted this is for training, changes, and support, etc. throughout the year and noted she can get more details from Supt. Hienbuecher. Supt. Lundbeck noted the golf system is \$10,000 per year.

Commissioner Strack then asked about Supt. Hienbuecher report on page 28 regarding following up with the City of Sycamore on impact fees. Director Bailey noted she will confirm with Supt. Hienbuecher. President Kroeger asked for the answer to be sent out to the board via email.

Commissioner Strack noted he was impressed on Nicholas's report with the amount of detail and tracking and his passion. Supt. Donahoe noted he is doing great, and he has grown the position. He balances all well with helping Recreation with teaching and still taking care of what he needs him to. He is getting help this season and already has found an Intern that will be helping him. The person goes to NIU and has a lot of the knowledge on the same things that Nicholas has.

#### **Correspondence –**

- Chili Cookoff – Daryl Graves

President Kroeger noted it was a good turnout. Supt. Tevsh noted there was twenty-eight paid people through the door. The Charity was Tails, and they will be doing a photo op with them. She feels it went well and hope it will be bigger next year.

#### **Public Input – None**

#### **Positive Feedback – None at this time.**

**Planning Commission Report:** Commissioner Strack noted there was discussion on Spider Tattoos being located in the Old Browns store. There was also discussion on the update to the City UDO related to people being eligible for flood insurance.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 25, 2022  
 P 3

### **Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:25 pm on a motion made by Commissioner Strack for the reasons 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.

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
  
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board reconvened to Regular Session at 7:12 pm. The roll was called with Commissioners Doty, Ackmann, Graves, Strack and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, Supt. Lundbeck, Supt. Donahoe, and Supt. Tevsh.

### **Old Business**

#### **Pool Updates:**

- **Pool Heater Information:** Supt. Donahoe noted we have secured a contractor, we have the permit going to the state and the heaters have been ordered. Clearwater Pool out of Naperville will be doing the work and it is coming in about \$3500 less then the others. The total will be approximately \$18,000 for the labor, the heaters, parts, etc. The lead time is about 4-5 weeks for the heaters.

#### **Construction Updates:**

- **Founders Park:** Director Bailey noted the packet had last months staff recommendation for this. The construction company is saying the playground equipment should be here around February 18<sup>th</sup>. We did make an agreement with Upland and Georges Landscaping to have all complete by May 1<sup>st</sup> if the equipment has been received.
- **Memorial Park:** Director Bailey noted William Charles will continue working on the project.
- **Reston Ponds:** We are waiting to see if we get the OSLAD grant.

**Holiday Party:** Director Bailey noted we are looking at the end of February. She will email all with the final information.

**Policy Manual Status:** Director Bailey noted we have received six chapters updated from Ancel Glink. There are a few more they are reviewing. Once she receives the final changes, she will present to the board for approval.

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 25, 2022  
**P 4**

**Final review of 2022 Annual Operating Budget:** Director Bailey noted this is the final draft. Commissioner Strack asked if the Fiscal Impact Statement is correct. Director Bailey will confirm with Supt. Hienbuecher and let the board know.

**Motion**

Commissioner Strack moved to approve the FY2022 Operating Budget subject to clarification on the Fiscal Impact Statement. 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.

**GWT Seg 2 Properties of Purchase:** This was in Executive Session.

**New Business**

**Open Positions/Job Descriptions:** Direct Bailey noted the Recreation Specialist has left the Park District, so the position is now open. It has been posted in numerous places. Supt. Tevsh noted she compared posting from our competitors for entry level positions. They are all more than our range. Director Bailey noted that Kelsey who was our Intern is filling in. She is going to apply also, so she will be in the interview pool. We are hoping to have interviews in February and finalize in March. We did revise the job description to be more accurate to the job and to what we want them to do. We would like them to be working more with Supt. Donahoe and the affiliates along with the Sports Complex team.

**Ordinance 01-2022** Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois:

**Motion**

Commissioner Strack moved to approve Ordinance 01-2022- Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois in the amount of \$282,075.00. Commissioner Doty seconded the Motion.

**Roll Call**

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

Minutes of the Regular Meeting of the Board of Commissioners  
 Sycamore Park District  
 Tuesday January 25, 2022  
**P 5**

**Ordinance 02-2022** Ordinance abating the tax hereto levied for the year 2021 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois:

**Motion**

Commissioner Strack moved to approve Ordinance 02-2022 Ordinance abating the tax hereto levied for the year 2021 to pay debt service on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois in the amount of \$177,750.00. 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.

**Ordinance 03-2022** Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois:

**Motion**

Commissioner Strack moved to approve Ordinance 03-2022 Ordinance abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois in the amount of \$520,650.00.

**Roll Call**

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

**Organizational Chart:** Director Bailey noted they amended the chart. They moved the IMRF position from the Parks to Golf and reporting to Jeff.

**Motion**

Commissioner Ackmann moved to approve the Organizational Chart as amended and presented. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**First Draft of Executive Summary:** Director Bailey noted the executive summary was cumbersome and wanted something easier to understand. Sarah will be taking this over and it will now be called the Annual Report. It will now be able to be used as a marketing piece and can help with fundraising. She noted there will only be a year comparison in this report. President Kroeger suggested adding 2019 this time to show where we were at before COVID. Director Bailey said she was good this time adding 2019. Everyone liked the new format. Director Bailey noted the final version will be at the February meeting.

Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday January 25, 2022  
**P 6**

**Special Announcements – None**

**February Study Session:** None was scheduled.

**Public Input – None**

**Motion**

The Board adjourned the Regular Session at 7:45 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

**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: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 1

Int e n i m

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1STAYD		1ST AYD CORPORATION							
	PSI506465			01/17/22		64120	02/01/22	225.90	225.90
		01 NITRIL SHOP WORK GLOVES	504100076514						75.30
		02 NITRIL SHOP WORK GLOVES	202100076514						75.30
		03 NITRIL SHOP WORK GLOVES	101500076514						75.30
								VENDOR TOTAL:	225.90
ADVANCE		ADVANCE AUTO PARTS							
	1925-866233			01/05/22		64138	02/07/22	1,115.67	-30.24
		01 OIL FILTER RETURNS	101500066403						-30.24
	2454-461377			01/10/22	00005402	64138	02/07/22	1,115.67	42.24
		01 FORD SMALL DUMP BRAKE CYLNR	101500066402						42.24
	2454-461398			01/10/22	00005401	64138	02/07/22	1,115.67	17.49
		01 LUBE	101500066402						17.49
	2454-461571			01/13/22	00005403	64138	02/07/22	1,115.67	-17.49
		01 RETURN CREDIT LUBE	101500066402						-17.49
	2454-461912			01/20/22		64138	02/07/22	1,115.67	716.54
		01 MULTI MOWER DIFF FILTERS	101500066403						238.84
		02 MULTI MOWER DIFF FILTERS	202100066403						238.84
		03 MULTI MOWER DIFF FILTERS	504100066403						238.86
	2454-461913			01/20/22		64138	02/07/22	1,115.67	102.24
		01 SHOP - BRAKE CLEANER	202100066402						102.24
	2454-461924			01/20/22		64138	02/07/22	1,115.67	-22.00
		01 RETURN - OIL FILTER	101500066403						-22.00
	2454-461929			01/21/22		64138	02/07/22	1,115.67	-11.18
		01 RETURN - LUBE	101500066403						-11.18
	2454-461947			01/21/22		64138	02/07/22	1,115.67	51.74
		01 AIR-OIL FILTERS - MOWERS	202100066403						51.74
	2454-462032			01/24/22		64138	02/07/22	1,115.67	109.15
		01 AIR-FUEL-HYDR FILTERS	202100066403						109.15
	2454-462090			01/25/22		64138	02/07/22	1,115.67	21.52
		01 ROTO-CONTACT SETS- DRUMP TRK	101500066402						21.52
	2454-462115			01/26/22	00005412	64138	02/07/22	1,115.67	9.08
		01 MOWER HYDRAULIC FILTER	101500066403						9.08

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-462125	01 OIL & FUEL FILTERS	1015000066402	01/26/22		64138	02/07/22	1,115.67	12.22 12.22
	2454-462328	01 FUEL FILTER	1015000066403	01/31/22		64138	02/07/22	1,115.67	11.19 11.19
	2454-462353	01 NEW BATTERY MOWER	2021000066403	01/31/22	00005415	64138	02/07/22	1,115.67	103.17 103.17
							VENDOR TOTAL:		1,115.67
AFLAC	861861	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	101000002006 101000002007	01/12/22		64139	02/07/22	570.26	570.26 541.46 28.80
AIRGAS	9985698484	01 RENTAL TANKS - WELDING SHOP	1015000066401	01/31/22		64140	02/07/22	34.47	34.47 34.47
							VENDOR TOTAL:		34.47
BATTERIE	P48377061	01 AAA BATTERIES - CC	207500046200	01/28/22		64114	01/28/22	14.40	14.40 14.40
							VENDOR TOTAL:		14.40
BURRI	PS3006721	01 SPORTS SPRAY PAINTER PARTS	2021000066402	01/24/22		64102	01/25/22	128.80	128.80 128.80
							VENDOR TOTAL:		128.80
CEDAR	872593	01 MOWER TIRES	1015000066402	01/28/22		64121	02/01/22	261.35	261.35 261.35
							VENDOR TOTAL:		261.35
CINTA	4107710800	01 RAG & RUG SERVICE	2075000056301	01/14/22		64143	02/07/22	431.32	54.93 54.93

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FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4107710830				01/14/22		64143	02/07/22	431.32	36.42
		01 RAG & RUG SERVICE	101500056301						14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
4107710883				01/14/22		64143	02/07/22	431.32	16.48
		01 RAG & RUG SERVICE	201000056301						16.48
4108405218				01/21/22		64143	02/07/22	431.32	36.42
		01 RAG & RUG SERVICE	101500056301						14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
4108405304				01/21/22		64143	02/07/22	431.32	16.48
		01 RAG & RUG SERVICE	201000056301						16.48
4108405306				01/21/22		64143	02/07/22	431.32	54.93
		01 RAG & RUG SERVICE	207500056301						54.93
4109095808				01/28/22		64143	02/07/22	431.32	36.42
		01 RAG & RUG SERVICE	101500056301						14.66
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.56
4109095837				01/28/22		64143	02/07/22	431.32	16.48
		01 RAG & RUG SERVICE	201000056301						16.48
4109095846				01/28/22		64143	02/07/22	431.32	54.93
		01 RAG & RUG SERVICE	207500056301						54.93
4109759669				02/04/22		64143	02/07/22	431.32	54.93
		01 RAG & RUG SERVICE	207500056301						54.93
4109759762				02/04/22		64143	02/07/22	431.32	36.42
		01 RAG & RUG SERVICE	101500056301						14.61
		02 RAG & RUG SERVICE	504100056301						14.60
		03 RAG & RUG SERVICE	201000056301						3.60
		04 RAG & RUG SERVICE	101000056301						3.61
4109759774				02/04/22		64143	02/07/22	431.32	16.48
		01 RAG & RUG SERVICE	201000056301						16.48

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SYCAMORE PARK DISTRICT  
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FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CINTA2	CINTAS CORP							431.32
	5092752011	01 CC - 1ST AID	207500076513	01/24/22	02/07/22	64144	10.70	10.70
								10.70
								VENDOR TOTAL: 10.70
CITY	CITY OF SYCAMORE							
	DECEMBER 2021			02/07/22	02/07/22	64145	48.00	14.00
		01 CITY SALES TAX - VENDING	207500086650					3.00
		02 CITY SALES TAX - CLUBHOUSE	303000116852					2.00
		03 CITY SALES TAX - CATERING	303500116852					9.00
	NOV 2021			02/07/22	02/07/22	64145	48.00	34.00
		01 CITY TAX - CH	303000116852					19.00
		02 CITY TAX - CATERING	303500116852					12.00
		03 CITY TAX - VENDING	207500086650					3.00
								VENDOR TOTAL: 48.00
CITY2	CITY OF SYCAMORE							
	14205600/5650-0122			01/31/22	02/07/22	64146	965.82	965.82
		01 WATER (SEWER - POOL)	518100096704					965.82
								VENDOR TOTAL: 965.82
CMJ	CMJ TECHNOLOGIES, INC.							
	15812			01/01/22	02/07/22	64147	5,305.00	1,395.00
		01 OFFICE 365	101000046206					202.50
		02 OFFICE 365	201000046206					202.50
		03 MONTHLY MAINT	101000056304					495.00
		04 MONTHLY MAINT	201000056304					495.00
	15929			02/01/22	02/07/22	64147	5,305.00	1,390.00
		01 OFFICE 365	101000046206					200.00
		02 OFFICE 365	201000046206					200.00
		03 MONTHLY MAINT	101000056304					495.00
		04 MONTHLY MAINT	201000056304					495.00
	15945			02/03/22	02/07/22	64147	5,305.00	2,520.00
		01 PREPAID LABOR	101000056304					1,260.00
		02 PREPAID LABOR	201000056304					1,260.00
								VENDOR TOTAL: 5,305.00

FROM 01/20/2022 TO 02/14/2022

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

COMMO COMMONWEALTH EDISON

010622				01/06/22		64149	02/07/22	8,361.26	1,870.85
	01	FOUNDERS PARK	101500096702						24.48
	02	BOYNTON PARK	101500096702						14.12
	03	KIWANIS PARK	101500096702						30.78
	04	EMIL CASSIER PARK	101500096702						19.08
	05	SYCAMORE LAKE	101500096702						29.24
	06	GOOD TYMES SHELTER	101500096702						36.61
	07	WETZEL PARK	101500096702						40.61
	08	ENTRY PARK	101500096702						23.07
	09	MAINT BLDG	101500096702						798.15
	10	MAINT BLDG	504100096702						798.15
	11	SPORTS COMPLEX	202100096702						12.87
	12	SOCCER COMPLEX	101500096702						43.69

0558722008-0122				01/07/22		64149	02/07/22	8,361.26	6,490.41
	01	BASEBALL CONC	303300096702						54.36
	02	POOL	518100096702						326.61
	03	MAINT	101500096702						76.82
	04	MAINT	504100096702						76.82
	05	CART BLDG	504000096702						1,201.41
	06	CLUBHOUSE	303000096702						57.50
	07	PROSHOP	504000096702						57.50
	08	ADMIN	101000096702						134.18
	09	ADMIN	201000096702						134.18
	10	ELECTRONIC SIGN	101000096702						11.69
	11	ELECTRONIC SIGN	201000096702						11.69
	12	COMM CTR	207500096702						4,347.65

CONS CONSERV FS VENDOR TOTAL: 8,361.26

121017499				02/01/22		64150	02/07/22	1,107.72	1,107.72
	01	GASOLINE - GOLF	504100076515						408.76
	02	GASOLINE - TRUCKS	101500076515						698.96

40014516				01/19/22		64103	01/25/22	273.91	273.91
	01	ROAD SALT	207500066401						136.95
	02		101000066401						136.96

CSR CSR BOBCAT EQUIPMENT CO. VENDOR TOTAL: 1,381.63

01-6433				02/04/22		64151	02/07/22	99.58	60.12
	01	HYD FILTERS-VENT-MINIHOE	101500066402						60.12

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOM

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	01-6438	01 BACKHOE FUEL FILTERS	101500066402	02/04/22		64151	02/07/22	99.58	39.46 39.46
DEKAM		DEKALB MECHANICAL INC						VENDOR TOTAL:	99.58
	80958	01 CC HVAC ALARM SERVICE	207500056300	01/06/22		64104	01/25/22	110.00	110.00 110.00
ENGIN		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	110.00
	W2125500.03	01 BRIDGE REPLACE	101000036125	01/17/22		64152	02/07/22	18,546.44	18,546.44 18,546.44
FOX1		FOX VALLEY FIRE & SAFETY						VENDOR TOTAL:	18,546.44
	IN00493227	01 SHOP SPRINKLER FIRE INSPECTION	101500056300	01/13/22		64105	01/25/22	235.00	235.00 117.50 117.50
	IN00496060	01 CC FIRE ALARM INSP-ELEV PIT	207500056300	01/28/22		64153	02/07/22	946.00	451.00 451.00
FRONTIER		FRONTIER						VENDOR TOTAL:	1,181.00
	IN00496146	01 CH ANNUAL FIRE ALARM INSPEC	101000056300	01/28/22		64153	02/07/22	946.00	210.00 210.00
	IN00496156	01 SHOP ANNUAL FIRE ALARM INSPEC	504100056300	01/28/22		64153	02/07/22	946.00	285.00 142.50 142.50
FRONTIER		FRONTIER						VENDOR TOTAL:	1,181.00
	4818-012222	01 MAINT	101500096700	01/22/22		64154	02/07/22	152.86	152.86 76.43 76.43
GORDH		GORDON HARDWARE						VENDOR TOTAL:	152.86
	914133	01 PAINT-GARBAGE CANS/BALL WASHER	202100076500	01/27/22		64125	02/01/22	43.99	43.99 43.99

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL: 43.99									
GROUPPL	GROUP PLAN SOLUTIONS								
2825	01 FSA - DEC		101000106801	12/09/21		64155	02/07/22	88.00	49.50
	02 FSA - DEC		201000106801						24.75
2849	01 FSA - JAN		101000106801	01/07/22		64155	02/07/22	88.00	38.50
	02 FSA - JAN		201000106801						19.25
VENDOR TOTAL: 88.00									
HORN	HORNUNG'S PRO GOLF SALES INC.								
516780	01 Golf Pride MMC Plus 4 Grips		501000001303	01/25/22	00005409	64126	02/01/22	140.19	140.19
	02 DISCOUNT INV 516780		501000001303		00005409				131.32
	03 SHIPPING INV 516780		501000001303		00005409				-2.62
VENDOR TOTAL: 140.19									
ILLAG	ILLINOIS DEPT OF AGRICULTURE								
LC0370005000	PERM 2022			02/03/22		64131	02/03/22	100.00	100.00
	01 LAWN CARE PERMIT 2022		504100046210						100.00
VENDOR TOTAL: 100.00									
INTEG	INTEGRA BUSINESS SYSTEMS, INC.								
INV102035	01 PRINTER/COPIER - MAINT		101000056304	02/01/22		64156	02/07/22	291.09	78.32
	02 PRINTER/COPIER - MAINT		201000056304						39.16
INV102036	01 PRINTER/COPIER - CC		101000056304	02/01/22		64156	02/07/22	291.09	111.38
	02 PRINTER/COPIER - CC		201000056304						55.69
INV102037	01 PRINTE/RCOPIER - ADMIN		101000056304	02/01/22		64156	02/07/22	291.09	101.39
	02 PRINTE/RCOPIER - ADMIN		201000056304						50.70
VENDOR TOTAL: 291.09									
JOEBERO	JOE BERO PLUMBING INC								
15726	01 BACKFLOW ANNUAL TEST		101500056300	02/04/22		64157	02/07/22	1,134.00	1,134.00
	02 CC WATER HEATER INSP-CLEAN		207500056300						210.00
VENDOR TOTAL: 1,134.00									

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JULIEINC	JULIE INC.							VENDOR TOTAL:	1,134.00
	2022-1723	01 JULIE FEE	101500066404	01/10/22		64106	01/25/22	3.06	3.06
KELLEYW	KELLY WILLIAMSON COMPANY							VENDOR TOTAL:	3.06
	IN-281284	01 DRUMS-PARK/SPORT GARBAGE	101500066404	01/26/22		64158	02/07/22	1,316.00	1,316.00
		02 DRUMS-PARK/SPORT GARBAGE	202100066404						329.00
		03 DRUMS-PARK/SPORT GARBAGE	101500066404						329.00
		04 DRUMS-PARK/SPORT GARBAGE	202100066404						329.00
LIFEFIT	LIFE FITNESS							VENDOR TOTAL:	1,316.00
	6964521	01 EQUIPMENT MAINTENANCE	207000056307	01/21/22	00005410	64132	02/03/22	110.00	110.00
	80102491	01 P[REVENTATIVE MAINT FOR 2022	207500056307	01/01/22		64127	02/01/22	2,156.25	2,156.25
LOWE	LOWE'S							VENDOR TOTAL:	2,266.25
	903089-IFWQON	01 POOL-EXTEN CORD-ZIP TIES	518100066401	01/19/22		64159	02/07/22	543.54	113.83
	903144-IFDSXX	01 TRUCK PAINT-WAX-CLEANER	101500066402	01/13/22		64159	02/07/22	543.54	113.83
	903492-IGFPJQ	01 SHOP TOOLS-FASTENERS	101500076512	01/21/22		64159	02/07/22	543.54	29.93
	903734-IDWQML	01 WOOD, SCREWS SHOP	202100066404	01/04/22	00005392	64159	02/07/22	543.54	122.93
	903822-IDCYQT	01 SHOP PAINTS, BRUSHES	101500076500	12/28/21	00005398	64159	02/07/22	543.54	122.93
MARK	MARK'S MACHINE SHOP INC.							VENDOR TOTAL:	151.59
	40005	01 GRAPPLE BUCKET REPAIR	101500066402	01/21/22		64107	01/25/22	980.00	151.59
									125.26
									125.26
									543.54
									980.00
									326.66



SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
40005		02 GRAPPLE BUCKET REPAIR	504100066402	01/21/22		64107	01/25/22	980.00	980.00
		03 GRAPPLE BUCKET REPAIR	202100066402						326.66
									326.68
MENA								VENDOR TOTAL:	980.00
60047		01 DOG BOWLS FOR DOG PARK	101500076540	01/04/22		64115	01/28/22	695.94	53.56
		02 FLOOR CLEANER	101500076510						35.94
		03 MENARDS DISCOUNT	101500076540						23.01
									-5.39
60079		01 TEE MARKER PAINT	504100076500	01/05/22		64108	01/25/22	212.79	8.43
									8.43
60215		01 PATIO HEATERS	303000076500	01/07/22		64115	01/28/22	695.94	607.37
		02 LP TANKS	303000076500						434.97
		03 WINTER FAMILY PLAY DAY SUPPLIE	206095176216						131.46
		04 BULLETIN BOARD DISPLAY CLASSRM	101200046208						21.54
		05 HANDSOAP	207500076510						0.43
									18.97
60382		01 SHOP TOOL CARTS - TOOLS	101500076512	01/11/22		64108	01/25/22	212.79	204.36
									204.36
60491		01 SPRAY PAINT SHOP	101500076500	01/13/22		64096	01/21/22	8.43	8.43
60588		01 Chili Cook-Off supplies	206095196216	01/14/22		64115	01/28/22	695.94	35.01
		02 hand soap, tissue clubhouse	303000076510						15.41
									19.60
60774		01 SUMP PUMP FOR POOL	518100076500	01/18/22		64128	02/01/22	149.46	141.74
									141.74
60903		01 TEE MARKERS PAINT-BRUSHES	504100076500	01/20/22		64128	02/01/22	149.46	7.72
									7.72
61278		01 SHOP WOOD-FAST SHELVING STORAG	202100066401	01/27/22		64160	02/07/22	211.03	93.93
		02 BATTERIES - MARKERS - SHOP	101500076500						77.86
									16.07
61333		01 RETURN-STORAGE BINS - SHOP	202100066401	01/28/22		64160	02/07/22	211.03	-23.98
									-23.98
61334		01 SHOP-HOOKS-HANGERS - STORAGE	202100066401	01/28/22		64160	02/07/22	211.03	141.08
		02 HOOKS-FASTENERS-BRACKETS	101500066401						57.04
									57.04

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
61334		03 HAMMER - DRILL BITS	101500076512	01/28/22		64160	02/07/22	211.03	141.08 27.00
							VENDOR TOTAL:		1,277.65
MOBILERO		MOBILE ROOM ESCAPE, LLC							
22182494		01 RACING CHALL-EGG HUNT	206095206128	02/03/22		64135	02/03/22	695.00	695.00
		02 RACING CHALL - EGG HUNT	206095106128						347.50 347.50
							VENDOR TOTAL:		695.00
MROUT		MR OUTHOUSE							
4484		01 PORT-O-POTS-GOLF	504100056309	12/31/21		64109	01/25/22	780.00	780.00
		02 PORT-O-POTS-PARKS	101500056309						165.00
		03 PORT-O-POTS-SPORTS	202100056309						365.00 250.00
4558		01 PORT-O-POTS-SPORTS	202100056309	01/28/22		64161	02/07/22	485.00	485.00
		02 PORT-O-POTS-PARKS	101500056309						90.00 395.00
							VENDOR TOTAL:		1,265.00
NELSO		NELSON FIRE PROTECTION							
25719		01 CC-ANNUAL FIRE SPRINKLER INSPE	207500056300	01/20/22		64097	01/21/22	355.00	355.00 355.00
							VENDOR TOTAL:		355.00
NICOR		NICOR GAS							
012822		01 MAINT BLDG	101500096703	01/28/22		64162	02/07/22	3,662.47	3,662.47
		02 MAINT BLDG	504100096703						659.00
		03 POOL	518100096703						659.01
		04 UPSTAIRS OFFICE	101000096703						341.54
		05 ADMIN	101000096703						77.75
		06 ADMIN	201000096703						124.72
		07 PRO SHOP	504000096703						124.72
		08 CLUBHOUSE	303000096703						53.45
		09 PUMP HOUSE	504100096703						53.45
		10 AIRPORT RD PROPERTY	207500096703						65.77
							VENDOR TOTAL:		1,503.06
PACKERFA		PACKER FASTENER							
665249		01 FASTENERS-THREADLOCKS- PUMP	101500076511	01/27/22		64129	02/01/22	60.54	60.54 60.54

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PRIN		PRINCIPAL LIFE GROUP							60.54
	FEB 2022			02/07/22		64163	02/07/22	1,400.97	1,400.97
		01 DENTAL INS PREM	101000106801						312.45
		02 DENTAL INS PREM	101500106801						79.15
		03 DENTAL INS PREM	504100106801						92.07
		04 DENTAL INS PREM	504000106801						67.03
		05 DENTAL INS PREM	201000106801						353.10
		06 DENTAL INS PREM	202100106801						317.11
		07 DENTAL INS PREM	207500106801						155.23
		08 DENTAL INS PREM	303000106801						24.83
								VENDOR TOTAL:	1,400.97
REIN		REINDERS, INC.							
	6005457-01	01 FUEL FILTERS	101500066403	01/19/22		64098	01/21/22	765.81	24.68
	6005638-00	01 TORO MOWER PARTS	202100066403	01/20/22		64098	01/21/22	765.81	741.13
		02	504100066403						350.00
	6005638-01	01 GRINDING WHEEL - SHOP	101500076500	01/24/22		64110	01/25/22	1,002.89	391.13
	6005781-00	01 TORO MOWER PARTS	504100066403	01/24/22		64110	01/25/22	1,002.89	147.92
		02 TORO MOWER PARTS	202100066403						147.92
		03 TORO MOWER PARTS	101500066403						854.97
	6005781-01	01 GOLF REEL MOWER UNIT ROLLER SE	504100066403	01/25/22		64116	01/28/22	371.45	284.99
	6005955-*0	01 TORO MOWER REPAIR PARTS	504100066403	01/26/22		64130	02/01/22	1,162.99	284.99
	6005955-01	01 TORO MOWER REPAIR PARTS	101500066403	01/27/22		64130	02/01/22	1,162.99	284.99
		02 TORO MOWER REPAIR PARTS	504100066403						371.45
								VENDOR TOTAL:	3,303.14
REVELS		REVELS TURF & TRACTOR, LLC							
	203607	01 DEERE MOWER RELAY	202100066403	02/04/22		64164	02/07/22	46.52	224.17
									224.17
									938.82
									469.41
									469.41
								VENDOR TOTAL:	3,303.14

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
REYNOLDS	REYNOLDS, BILL							46.52
	JAN. 25 TRAINING							
	01 FIRST AID CPR-AED TRAINING	101000046207	01/25/22	01/28/22	64117	1,020.00	1,020.00	
	02 FIRST AID CPR-AED TRAINING	201000046207					720.00	
							300.00	
								1,020.00
RINGCEN	RINGCENTRAL INC.							
	CD_000324183							
	01 PHONE SERVICE	101000096700	11/21/21	01/21/22	64099	968.94	968.94	
	02 PHONE SERVICE	201000096700					484.47	
							484.47	
	CD_000349746							
	01 PHONE SERVICE	101000096700	01/21/22	01/28/22	64118	962.76	962.76	
	02 PHONE SERVICE	201000096700					481.38	
							481.38	
								1,931.70
RONDO	RONDO ENTERPRISES, INC.							
	159204							
	01 TRAILER PARTS	101500066402	01/26/22	01/28/22	64119	14.52	14.52	
SERVICE	SERVICEMASTER RESTORATION							
	11677							
	01 SHOP OFFICES CARPET CLEANING	101500056300	01/17/22	01/25/22	64111	295.00	295.00	
	02 SHOP OFFICES CARPET CLEANING	504100056300					147.50	
							147.50	
								295.00
T0000581	GRAVES, DARYL							
	CONF REMBIM							
	01 PARKING - CONFERENCE	101000046207	02/01/22	02/01/22	64122	55.88	55.88	
	02 TAXI - CONF	101000046207					3.00	
	03 MEAL - CONF	101000046207					7.00	
	04 METRA CONF	101000046207					36.38	
							9.50	
								55.88
T0001170	METCALF, LISA							
	MILEAGE 2-1-22							
	01 MILEAGE	101000046211	02/01/22	02/01/22	64123	225.80	225.80	
	02 MILEAGE	201000046211					112.90	
							112.90	

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001563	TEVSH, THERESA								225.80
	CONF REIMB 2022								
	01 WATER-ICE FOR STAFF		201000046207	02/07/22		64165	02/07/22	32.49	32.49
	02 VALET TIP		201000046207						12.49
	03 VALET TIP		201000046207						10.00
									10.00
	REIB 2-9-22								
	01 REIMB-PICKLEBALL TOURN		205490066216	02/10/22		64170	02/10/22	11.98	11.98
									11.98
	FURST, JAMIE								44.47
	HOME SCHOOL REIMB								
	01 HOMESCHOOL SUPPLIES - REIMB		205011006216	01/24/22		64112	01/25/22	7.00	7.00
									7.00
	TAILS HUMANE SOCIETY								7.00
	COOKOFF CHARITY								
	01 CHILI COOKOFF CHARITY		206095196216	01/21/22		64100	01/21/22	100.00	100.00
									100.00
	CHILLINI POD								
	01-20-2022								
	01 CHILI COOKOFF EXPENSES		206095196216	01/21/22		64101	01/21/22	100.00	100.00
									100.00
	LYNCH, KELSEY								
	REIMBURSEMENT								
	01 PARKING CONFERENCE		201000046207	02/01/22		64124	02/01/22	118.80	118.80
	02 MS ART SUPPLIES		205121306216						39.50
	03 ELEM ART CLUB		205011306216						23.83
	04 STEM SUPPLIES		205011006216						36.82
	05 STEM SUPPLIES		205011006216						7.66
									10.99
	GILBERT, LAURA								118.80
	7-30-21 PAYROLL								
	01 7-30-21 PAYROLL REPLACEMENT CK 101000001001			02/10/22		64171	02/10/22	14.42	14.42
									14.42

DATE: 02/15/2022  
 TIME: 15:20:51  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/20/2022 TO 02/14/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
TEESNAP	TEESNAP LLC							14.42
	9592022	01 POS	504000046206	01/01/22	02/07/22	64166	10,200.00	10,200.00
							VENDOR TOTAL:	10,200.00
THEW-T	THE W-T GROUP, LLC							10,200.00
	A2100212-03	01 ENGINEERING - POOL HEATER	701000207006	02/01/22	02/03/22	64133	800.00	800.00
							VENDOR TOTAL:	800.00
TREASURE	TREASURER, STATE OF ILLINOIS							800.00
	124167	01 TRAIL WORK	711000207039	10/01/21	02/07/22	64167	43,356.53	43,356.53
							VENDOR TOTAL:	43,356.53
VULC	VULCAN MATERIALS CO.							43,356.53
	32719685-BAL	01 ROAD ROCK BALL FIELDS	202100076509	08/24/21	02/03/22	64134	245.08	245.08
							VENDOR TOTAL:	245.08
WARE	WAREHOUSE DIRECT BUSINESS							245.08
	5160141-0	01 BUS CARDS-REORT COVERS	101000046200	02/01/22	02/07/22	64168	51.92	51.92
		02 BUS CARDS-REORT COVERS	201000046200					25.96
							VENDOR TOTAL:	25.96
WASTE	WASTE MANAGEMENT							51.92
	3662365-2011-5	01 REFUSE - ADMIN	101000056302	01/31/22	02/07/22	64169	575.16	575.16
		02 REFUSE - CH	303000056302					58.22
		03 REFUSE - ADMIN	101000056302					58.23
		04 REFUSE -SC	202100056302					8.50
		05 REFUSE -PARKS	101500056302					143.19
		06 REFUSE -CC	207500056302					143.20
							VENDOR TOTAL:	163.82
WILLCHAR	WILLIAM CHARLES CONSTRUCTION							575.16
	150711-FD-2	01 MEMORIAL PARK	711000207035	01/18/22	01/25/22	64113	344,511.90	344,511.90
							VENDOR TOTAL:	344,511.90

DATE: 02/15/2022  
TIME: 15:20:51  
ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

PAGE: 15

FROM 01/20/2022 TO 02/14/2022

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

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TOTAL --- ALL INVOICES:    461,585.05

VENDOR TOTAL:    344,511.90

*New*

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
912572333	02/10/22	01	TITLEIST PRO-V1	501000001300	00005429		02/15/22	912.00
		02	TITLEIST TOUR SOFT BALL	501000001300	00005429			106.00
		03	TITLEIST TRUFEEL BALL	501000001300	00005429			114.00
		04	TITLEIST VELOCITY BALL	501000001300	00005429			270.00
		05	TITLEIST AVX	501000001300	00005429			380.00
		06	TITLEIST PRO-V1X	501000001300	00005429			912.00
		07	TITLEIST PRO-V1 YELLOW	501000001300	00005429			228.00
		08	INV 912572333 DISCOUNT	501000001300	00005429			-58.44
						INVOICE TOTAL:		2,863.56
912581720	02/11/22	01	PINNACLE RUSH YELLOW GOLF BALL	501000001300	00005429		02/15/22	180.00
		02	INV 912581720 SHIPPING	501000001300	00005429			20.98
						INVOICE TOTAL:		200.98
						VENDOR TOTAL:		3,064.54
ALARMDET ALARM DETECTION SYSTEMS, INC								
219339-1007	02/06/22	01	SERV ALARM CC	207500056300			02/16/22	465.00
						INVOICE TOTAL:		465.00
						VENDOR TOTAL:		465.00
ALL ALL STAR SPORTS INSTRUCTION								
221015	02/07/22	01	CONTRACTED INSTRUTORS	205550026128	00005458		02/15/22	1,405.00
						INVOICE TOTAL:		1,405.00
						VENDOR TOTAL:		1,405.00
ANCEL ANCEL GLINK, P.C.								
86733	01/12/22	01	CORP MATTERS	101000036120			02/16/22	3,405.00
		02	FOUNDATION	101000036120				822.50
						INVOICE TOTAL:		4,227.50
87200	02/10/22	01	CORPORATE	101000036120			02/16/22	157.50



DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ANCEL	ANCEL GLINK, P.C.							
87200	02/10/22	02	FOUNDATION	101000036120			02/16/22	2,780.00
							INVOICE TOTAL:	2,937.50
							VENDOR TOTAL:	7,165.00
BANN	BANNER UP SIGNS							
76700	01/27/22	01	DOG PARK BANNER	101200046203	00005453		02/16/22	160.00
							INVOICE TOTAL:	160.00
76741	02/07/22	01	VALUES TEXT AT CC	101200046214	00005452		02/16/22	50.00
							INVOICE TOTAL:	50.00
76798	02/16/22	01	BOARD FOR JOB FAIR	101200046203	00005468		02/16/22	25.00
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	235.00
CARR	CARROT-TOP INDUSTRIES							
INV102213	02/11/22	01	FLAGS	207500066401			02/16/22	301.00
		02	FLAGS	101500066404				257.40
							INVOICE TOTAL:	558.40
							VENDOR TOTAL:	558.40
CINTA2	CINTAS CORP							
8405520560	01/24/22	01	1ST AIDM REFILL	101500076513			02/16/22	11.87
		02	AED BATTERY	101500076513				14.45
							INVOICE TOTAL:	26.32
							VENDOR TOTAL:	26.32
COMCA	COMCAST							
0468768-0222	01/25/22	01	CABLE	303000096705			02/16/22	89.06
		02	CABLE	504000096705				89.07
							INVOICE TOTAL:	178.13
							VENDOR TOTAL:	178.13

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
020822	02/08/22	01	FOUNDERS PARK	101500096702			02/16/22	24.39
		02	OLD MILL	101500096702				21.57
		03	BOYNTON PARK	101500096702				14.12
		04	KIWANIS PARK	101500096702				30.05
		05	EMIL CASSIER PARK	101500096702				19.37
		06	SYCAMORE LAKE	101500096702				29.80
		07	GOOD TYMES SHELTER	101500096702				33.79
		08	WETZEL PARK	101500096702				41.22
		09	ENTRY PARK	101500096702				23.42
		10	MAINT BLDG	101500096702				551.16
		11	MAINT BLDG	504100096702				551.16
		12	SPORTS COMPLEX	202100096702				8.21
		13	SOCCER COMPLEX	101500096702				28.24
								INVOICE TOTAL:
								1,376.50
0558722008-0222	02/08/22	01	BB CONC	303300096702			02/16/22	45.50
		02	POOL	518100096702				321.86
		03	MAINT	101500096702				75.56
		04	MAINT	504100096702				75.56
		05	CART BLDG	504000096702				1,431.39
		06	CLUBHOUSE	303000096702				48.03
		07	PROSHOP	504000096702				48.03
		08	ADMIN	101000096702				112.08
		09	ADMIN	201000096702				112.08
		10	ELECTRONIC SIGN	101000096702				10.14
		11	ELECTRONIC SIGN	201000096702				10.49
		12	COMM CTR	207500096702				4,496.55
								INVOICE TOTAL:
								6,787.27
								VENDOR TOTAL:
								8,163.77
40014645	02/03/22	01	OIL-GREASE - MOWERS	101500076515			02/16/22	366.40
		02	OIL-GREASE - MOWERS	202100076515				366.40
CONS	CONSERV FS							

DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
40014645	02/03/22	03	OIL-GREASE -- MOWERS	504100076515			02/16/22	366.40
						INVOICE TOTAL:		1,099.20
						VENDOR TOTAL:		1,099.20
DEKA2	DEKALB IMPLEMENT CO.,							
200065	02/07/22	01	CIRCUIT BREAKER DEERE RAKE	202100066403	00005443		02/16/22	35.84
						INVOICE TOTAL:		35.84
						VENDOR TOTAL:		35.84
DTN, LLC DTN, LLC								
6085370	02/11/22	01	WEATHER SYSTEM	101500056307			02/16/22	1,554.00
		02	WEATHER SYSTEM	504000066401				1,554.00
						INVOICE TOTAL:		3,108.00
						VENDOR TOTAL:		3,108.00
ENGIN	ENGINEERING RESOURCE ASSOC							
150711FD.16	01/16/22	01	MEMORIAL PARK 2021	711000207035			02/16/22	6,734.00
						INVOICE TOTAL:		6,734.00
150711FD.17	02/15/22	01	MEMORIAL PARK 2022	711000207035			02/16/22	2,685.00
						INVOICE TOTAL:		2,685.00
W2125500.04	02/15/22	01	BRIDGE REPLACE	101000036125			02/16/22	8,700.00
						INVOICE TOTAL:		8,700.00
						VENDOR TOTAL:		18,119.00
FRONTIER FRONTIER								
0670--020722	02/07/22	01	ADMIN	101000096700			02/16/22	587.32
		02	ADMIN	201000096700				587.32
						INVOICE TOTAL:		1,174.64
						VENDOR TOTAL:		1,174.64

DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GRAI	GRAINGER							
9205822118	02/08/22	01	COTTER PIN FASTERNERS - SHOP	101500076511			02/16/22	6.10
							INVOICE TOTAL:	6.10
							VENDOR TOTAL:	6.10
GROUPPL	GROUP PLAN SOLUTIONS							
2792	11/05/21	01	FSA - NOV	101000106801			02/16/22	24.75
		02	FSA - NOV	201000106801				24.75
							INVOICE TOTAL:	49.50
2885	02/02/22	01	FSA - FEB	101000106801			02/16/22	24.75
		02	FSA - FEB	201000106801				24.75
							INVOICE TOTAL:	49.50
							VENDOR TOTAL:	99.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE							
189345-0222	02/10/22	01	PIZZA AND DELIVERY	205011956216	00005426		02/16/22	30.97
		02	BIRTHDAY CAKE	205011956216	00005408			19.99
		03	PIZZA	205011956216	00005427			21.18
		04	CHARGES	205011956216				0.57
							INVOICE TOTAL:	72.71
							VENDOR TOTAL:	72.71
KAR	KAR-FRE FLOWERS							
349079/1	01/06/22	01	CHAMBER OPEN HOUSE FLOWERS	101200046214	00005446		02/16/22	25.00
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
MENA	MENARDS - SYCAMORE							
60950	01/21/22	01	HAND SOAP CC	207500076510	00005450		02/16/22	14.27
							INVOICE TOTAL:	14.27

SYCAMORE PARK DISTRICT  
DETAIL BOARD REPORT

DATE: 02/16/22  
TIME: 16:07:51  
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA MENARDS - SYCAMORE								
61482	01/31/22	01	SHELF FOR STORAGE IN CLASSROOM	207500076500	00005449		02/16/22	69.99
						INVOICE TOTAL:		69.99
61950	02/09/22	01	PESTICIDE SCALE, PAINT BRUSH	504100076500	00005441		02/16/22	54.34
						INVOICE TOTAL:		54.34
61967	02/09/22	01	SHOP TOOLS, HITCH PINS	101500076512	00005442		02/16/22	59.89
						INVOICE TOTAL:		59.89
62063	02/11/22	01	RETURN-SCALE	504100076500			02/16/22	-32.99
						INVOICE TOTAL:		-32.99
62064	02/11/22	01	GOLF TRASH CANS	504100076500	00005454		02/16/22	31.98
						INVOICE TOTAL:		31.98
						VENDOR TOTAL:		197.48
PDRMA PDRMA								
JAN HEALTH INS PREM	02/16/22	01	HEALTH INS PREM	101000106801			02/16/22	5,070.42
		02	HEALTH INS PREM	101500106801				1,457.67
		03	HEALTH INS PREM	504100106801				1,797.99
		04	HEALTH INS PREM	504000106801				1,305.84
		05	HEALTH INS PREM	201000106801				5,980.61
		06	HEALTH INS PREM	202100106801				5,722.78
		07	HEALTH INS PREM	207500106801				841.75
		08	HEALTH INS PREM	303000106801				505.53
						INVOICE TOTAL:		22,682.59
						VENDOR TOTAL:		22,682.59
R&R R & R PRODUCTS INC.								
CD2636144	01/31/22	01	GOLF GREEN FLAGSTICKS	504100076517			02/16/22	161.50
						INVOICE TOTAL:		161.50
						VENDOR TOTAL:		161.50

DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REIN	REINDERS, INC.							
6004495-01	02/15/22	01	TORO MOWER REEL BED KNIVES	504100066403			02/16/22	239.23
			INVOICE TOTAL:					239.23
6005638-02	02/15/22	01	TORO MOWER WHEEL	101500066403			02/16/22	125.94
			INVOICE TOTAL:					125.94
6006482-00	02/07/22	01	TORO MOWER PARTS	504100066403			02/16/22	500.00
		02	TORO MOWER PARTS	101500066403				211.06
			INVOICE TOTAL:					711.06
6006482-02	02/09/22	01	REEL BED KNIFE SCREWS	504100066403			02/16/22	87.65
			INVOICE TOTAL:					87.65
60065482-01	02/07/22	01	TORO MOWER REPL PARTS	202100066403			02/16/22	200.00
		02	TORO MOWER REPL PARTS	504100066403				165.56
			INVOICE TOTAL:					365.56
6006828-00	02/10/22	01	TORO MOWER PARTS	504100066403			02/16/22	98.32
			INVOICE TOTAL:					98.32
6006828-01	02/11/22	01	MOWER REEL- KNOBS BOLTS	504100066403			02/16/22	72.34
			INVOICE TOTAL:					72.34
			VENDOR TOTAL:					1,700.10
REVELS	REVELS TURF & TRACTOR, LLC							
204359	02/13/22	01	ELECTRIC CONNECTOR SEAL	202100066403			02/16/22	71.63
			INVOICE TOTAL:					71.63
			VENDOR TOTAL:					71.63
SCHINDLE	SCHINDLER ELEVATOR CORP							
8105846178	02/01/22	01	YRLYELVATOR SERVICE AGREEMENT	207500056300	00005448		02/16/22	1,527.99
			INVOICE TOTAL:					1,527.99
			VENDOR TOTAL:					1,527.99

DATE: 02/16/22  
 TIME: 16:07:51  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SELDAL SELDAL PLUMBING								
5285	02/07/22	01	CH PLBG REPAIRS - CEILING	101000056300			02/16/22	394.00
						INVOICE TOTAL:		394.00
						VENDOR TOTAL:		394.00
SERVICE SERVICEMASTER RESTORATION								
11686	01/18/22	01	CARPET CLEAN CLUBHOUSE	504000056301	00005447		02/16/22	480.00
						INVOICE TOTAL:		480.00
						VENDOR TOTAL:		480.00
SPEC SPECIAL FX								
43268	12/21/21	01	FITNESS STAFF UNIFORM 2021	207000046215	00005444		02/16/22	144.00
		02	SPORT COMPLEX SHIRTS 2021	303000046215	00005444			339.00
		03	PROGRAM INSTRUCTOR SHIRTS	101200046215	00005444			238.00
						INVOICE TOTAL:		721.00
						VENDOR TOTAL:		721.00
STAPLES STAPLES BUSINESS ADVANTAGE								
3499565970	02/05/22	01	PENCILS	207500046200			02/16/22	3.98
		02	CHAIRMAT - KL	101000046200				23.74
		03	CHAIRMAT - KL	201000046200				23.75
						INVOICE TOTAL:		51.47
3499565971	02/05/22	01	COPY PAPER	101000046200			02/16/22	36.99
		02	COPY PAPER	201000046200				36.99
						INVOICE TOTAL:		73.98
3500042754	02/12/22	01	PENCILS	207500046200			02/16/22	3.98
		02	CHAIRMAT - KL	101000046200				23.74
		03	CHAIRMAT - KL	201000046200				23.75
						INVOICE TOTAL:		51.47
3500042755	02/12/22	01	COPY PAPER	101000046200			02/16/22	36.99

DATE: 02/16/22  
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SYCAMORE PARK DISTRICT  
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3500042755	02/12/22	02	COPY PAPER	201000046200			02/16/22	36.99
							INVOICE TOTAL:	73.98
							VENDOR TOTAL:	250.90
144788349	02/08/22	01	VELCRO FOR LITERACY LN BOARDS	101200046203	00005451		02/16/22	38.01
							INVOICE TOTAL:	38.01
							VENDOR TOTAL:	38.01
0439956-001	02/16/22	01	STD INS PREM	101000106801			02/16/22	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				94.51
		06	STD INS PREM	202100106801				81.59
		07	STD INS PREM	207500106801				12.62
		08	STD INS PREM	303000106801				10.11
							INVOICE TOTAL:	306.21
							VENDOR TOTAL:	306.21
020822	02/08/22	01	IPASS	101000046207			02/16/22	20.00
		02	IPASS	201000046207				20.00
							INVOICE TOTAL:	40.00
							VENDOR TOTAL:	40.00
							TOTAL ALL INVOICES:	73,572.06

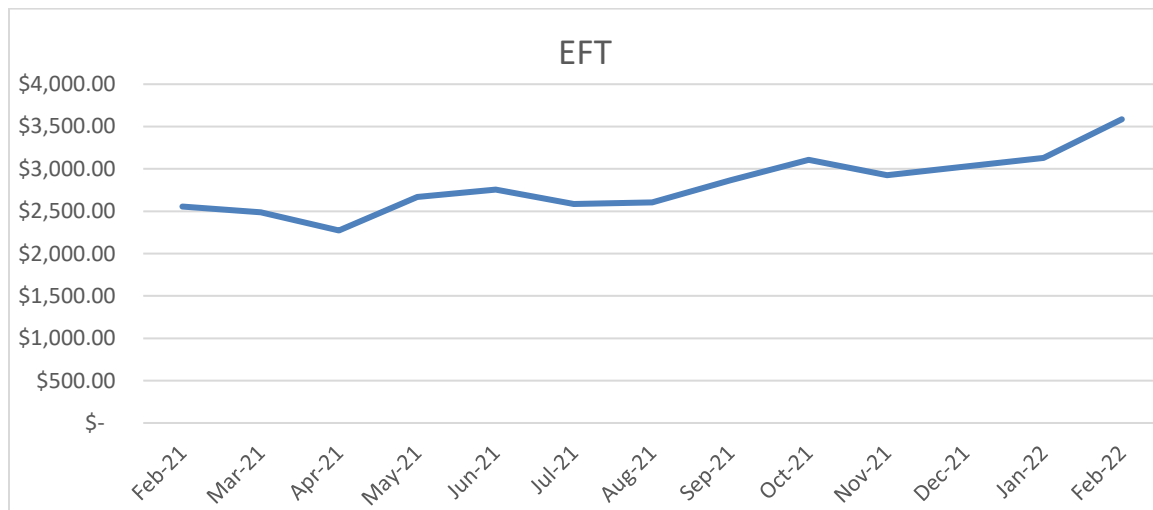
Interim # 461,585.05  
 New # 73,572.06  
 Total # ~~535,722.06~~  
 535,152.11



To: Board of Commissioners  
 From: Jackie Hienbuecher  
 Subject: Monthly Report  
 Date: February 22, 2022

**Administrative Initiatives** (2/1/22 – 2/28/22)

- Attended scheduled Board and leadership/staff meetings.
- Reviewed deposits for Community Center using Rectrac. Prepared general ledger journal entry to be uploaded and posted to MSI, separating out dog park, shelter, and clubhouse rentals to ensure posting to proper fund.
- Reviewed deposits for Golf and Concessions (Clubhouse, Catering, Recreation) in TeeSnap. Prepared general ledger journal entries to be entered and posted to MSI. Adding the cost of goods sold entry for Concessions.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The February installment was for 169 individuals, an increase of 21 from January. The monthly installment was \$3,485 (\$463 increase) processed through credit cards and \$101 (\$5 decrease) through ACH transactions. There were 6 households whose credit cards did not process (\$150) due to declined credit cards. I am following up on each of these and processing the transactions when possible. (See chart below that shows monthly EFT revenue over the last year.)



- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ to resolution when necessary. Topics: email updates and additions; order replacement computers
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed state unemployment report.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.

- Processed pro shop inventory/special orders.
- Performed criminal background checks on new hires and volunteers.
- Attended Pumpkin Festival Committee meeting.
- Updated insurance for changes in staffing.
- Updated job description for part time accountant.
- Facilitated PATH Incentive Payment to eligible employees
- Continued to prepare for 2021 Audit. Fieldwork scheduled 2/21/22 – 2/25/22
- Reviewed attorney updates to personnel manual.
- Organized PATH Biometric Screening.

**Administrative Initiatives** (3/1/22 – 3/31/22)

- Attend scheduled Superintendent and Board meetings.
- File monthly unemployment report with state.
- 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.
- Attend Pumpkin Festival Committee meeting.
- Finalize 2021 Audit.
- Complete workers comp audit.
- Input 2021 budget into MSI.
- Finalize Budget & Appropriation Ordinance. Submit legal notice to newspaper for public hearing. File with County.
- Look into RecTrac credit card options.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2022

**Corporate Fund (10)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	<u>Variance</u>
Revenues				
Administration	15,933.64	1,672,035	8,181.36	94.8% (1)
Marketing	500.00	-	-	#DIV/0!
Parks	1,145.00	24,889	1,310.00	-12.6%
	<u>17,578.64</u>	<u>1,696,924</u>	<u>9,491.36</u>	
Total Revenues	17,578.64	1,696,924	9,491.36	85.2%
Expenses				
Administration	22,945.58	1,297,766	22,865.20	0.4%
Marketing	3,172.87	52,000	345.00	819.7%
Parks	11,996.64	324,043	13,419.30	-10.6%
	<u>38,115.09</u>	<u>1,673,809</u>	<u>36,629.50</u>	
Total Expenses	38,115.09	1,673,809	36,629.50	4.1%
Total Fund Revenues	17,578.64	1,696,924	9,491.36	85.2%
Total Fund Expenses	38,115.09	1,673,809	36,629.50	4.1%
Surplus (Deficit)	(20,536.45)	23,115	(27,138.14)	-24.3%

(1) Replacement taxes in 2022 greater.

**Recreation Fund (20)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u> <u>Actual</u>	
<b>Revenues</b>				
Administration	-	1,043,505	14.67	-100.0%
Sports Complex	-	42,018	-	#DIV/0!
Sports Complex Maintenance	-	40,522	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	580.96	-100.0%
Programs-Youth	2,649.00	22,634	1,632.00	62.3% (1)
Programs-Tweens	(60.00)	1,862	30.00	-300.0% (1)
Programs-Adult	580.00	14,213	1,668.25	-65.2% (1)
Programs-Nature	450.00	2,350	-	#DIV/0! (1)
Programs-Leagues	170.00	11,408	-	#DIV/0! (1)
Programs-Youth Athletics	2,539.00	63,320	4,262.00	-40.4% (1)
Programs-Fitness	2,043.50	18,701	1,871.60	9.2% (1)
Programs-Early Childhood	-	407	150.00	-100.0% (1)
Programs-Dance	745.00	3,638	384.00	94.0% (1)
Programs-Special Events	3,724.00	11,797	2,801.00	33.0% (1)
Programs-Community Events	2,575.00	11,132	1,900.00	35.5% (1)
Brochure	-	4,000	-	#DIV/0!
Weight Room	15,559.39	132,359	9,358.69	66.3% (2)
Community Center	8,452.50	58,968	3,652.91	131.4% (2)
<b>Total Revenues</b>	<b>39,427.39</b>	<b>1,482,834</b>	<b>28,306.08</b>	<b>39.3%</b>

(1) Revenue from programs increased 4.9%, \$717 compared to 2021.

(2) Compared to Annual Budget/Compared to 2021 YTD

Pathway Fitness Membership	11.42% / 177.37%
Pathway Fitness Pass	10.35% / 162.63%
Track Only Pass	17.49% / 154.77%
Pre-pay Card	100.00% / 100.00%
Program Fees	6.1% / 52.29%
Daily Admission Fee	16.87% / 829.51%

Compared to Annual Budget/Compared to 2021 YTD:

Open Gym Daily	17.96% / 201.12%
Open Gym Membership	14.11% / 188.65%
Rentals	21.48% / 373.53%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2022

Expenses				
Administration	55,858.76	611,676	54,360.84	2.8%
Sports Complex	-	-	-	#DIV/0!
Sports Complex Maintenance	23,976.52	451,086	25,579.28	-6.3%
Midwest Museum of Natural Hist	-	-	153.83	-100.0%
Programs-Youth	239.24	8,952	21.54	1010.7% (1)
Programs-Tweens	-	761	-	#DIV/0! (1)
Programs-Adult	162.27	5,858	46.30	250.5% (1)
Programs-Nature	-	1,070	-	#DIV/0! (1)
Programs-Leagues	389.19	6,852	245.98	58.2% (1)
Programs-Youth Athletics	225.02	39,832	99.61	125.9% (1)
Programs-Fitness	605.58	14,037	232.82	160.1% (1)
Programs-Early Childhood	-	280	-	#DIV/0! (1)
Programs-Dance	96.23	1,607	13.98	588.3% (1)
Programs-Special Events	529.76	6,786	202.64	161.4% (1)
Programs-Community Events	-	9,564	-	#DIV/0! (1)
Brochure	-	25,500	-	#DIV/0!
Weight Room	545.95	30,890	201.07	171.5%
Community Center	10,651.38	228,967	9,601.49	10.9%
	<u>93,279.90</u>	<u>1,443,718</u>	<u>90,759.38</u>	
Total Expenses	93,279.90	1,443,718	90,759.38	2.8%
Total Fund Revenues	39,427.39	1,482,834	28,306.08	39.3%
Total Fund Expenses	93,279.90	1,443,718	90,759.38	2.8%
Surplus (Deficit)	(53,852.51)	39,116	(62,453.30)	-13.8%

(1) Expenses for programs increased 160.4%, \$1,384 compared to 2021.

**Donations (21)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	<u>8,599.90</u>	<u>26,500</u>	<u>115.13</u>	7369.7%
Total Revenues	8,599.90	26,500	115.13	7369.7%
Expenses				
Administration	<u>-</u>	<u>26,500</u>	<u>-</u>	#DIV/0!
Total Expenses	-	26,500	-	#DIV/0!
Total Fund Revenues	8,599.90	26,500	115.13	7369.7%
Total Fund Expenses	-	26,500	-	#DIV/0!
Surplus (Deficit)	8,599.90	-	115.13	7369.7%

**Special Recreation (22)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	<u>-</u>	<u>216,000</u>	<u>0.69</u>	-100.0%
Total Revenues	-	216,000	0.69	-100.0%
Expenses				
Administration	<u>-</u>	<u>216,000</u>	<u>-</u>	#DIV/0!
Total Expenses	-	216,000	-	#DIV/0!
Total Fund Revenues	-	216,000	0.69	-100.0%
Total Fund Expenses	-	216,000	-	#DIV/0!
Surplus (Deficit)	-	-	0.69	-100.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2022

**Insurance (23)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	60,000	1.52	-100.0%
Total Revenues	-	60,000	1.52	-100.0%
Expenses				
Administration	-	60,815	-	#DIV/0!
Total Expenses	-	60,815	-	#DIV/0!
Total Fund Revenues	-	60,000	1.52	-100.0%
Total Fund Expenses	-	60,815	-	#DIV/0!
Surplus (Deficit)	-	(815)	1.52	-100.0%

**Audit (24)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	14,500	0.47	-100.0%
Total Revenues	-	14,500	0.47	-100.0%
Expenses				
Administration	-	15,000	-	#DIV/0!
Total Expenses	-	15,000	-	#DIV/0!
Total Fund Revenues	-	14,500	0.47	-100.0%
Total Fund Expenses	-	15,000	-	#DIV/0!
Surplus (Deficit)	-	(500)	0.47	-100.0%

**Paving & Lighting (25)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	-	-	1.72	-100.0%
Total Revenues	-	-	1.72	-100.0%
Expenses				
Administration	-	74,000	-	#DIV/0!
Total Expenses	-	74,000	-	#DIV/0!
Total Fund Revenues	-	-	1.72	
Total Fund Expenses	-	74,000	-	
Surplus (Deficit)	-	(74,000)	1.72	

**Park Police (26)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	-	5,316	0.01	-100.0%
Total Revenues	-	5,316	0.01	-100.0%
Expenses				
Administration	299.79	4,844	554.66	-46.0%
Total Expenses	299.79	4,844	554.66	-46.0%
Total Fund Revenues	-	5,316	0.01	-100.0%
Total Fund Expenses	299.79	4,844	554.66	
Surplus (Deficit)	(299.79)	472	(554.65)	-45.9%



Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**IMRF (27)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	-	100,000	-	#DIV/0!
Total Revenues	-	100,000	-	#DIV/0!
Expenses				
Administration	-	100,000	-	#DIV/0!
Total Expenses	-	100,000	-	#DIV/0!
Total Fund Revenues	-	100,000	-	#DIV/0!
Total Fund Expenses	-	100,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	

**Social Security (28)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Administration	-	112,000	-	#DIV/0!
Total Revenues	-	112,000	-	#DIV/0!
Expenses				
Administration	-	112,000	-	#DIV/0!
Total Expenses	-	112,000	-	#DIV/0!
Total Fund Revenues	-	112,000	-	#DIV/0!
Total Fund Expenses	-	112,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**Concessions (30)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u> <u>Actual</u>	
Revenues				
Clubhouse Concessions	-	98,130	-	#DIV/0!
Beverage Cart	-	11,184	-	#DIV/0!
Sports Complex Concessions	-	51,766	-	#DIV/0!
Pool Concessions	-	-	-	#DIV/0!
Catering	150.00	17,005	162.00	-7.4%
	<hr/>	<hr/>	<hr/>	
Total Revenues	150.00	178,085	162.00	-7.4%
Expenses				
Clubhouse Concessions	2,515.82	100,637	2,006.80	25.4%
Beverage Cart	-	9,887	-	#DIV/0!
Sports Complex Concessions	-	39,229	(2.00)	-100.0%
Pool Concessions	-	-	-	#DIV/0!
Catering	-	6,720	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	2,515.82	156,473	2,004.80	25.5%
Total Fund Revenues	150.00	178,085	162.00	-7.4%
Total Fund Expenses	2,515.82	156,473	2,004.80	25.5%
Surplus (Deficit)	(2,365.82)	21,612	(1,842.80)	28.4%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**Developer Contributions (32)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	15,000	0.55	-100.0%
Total Revenues	-	15,000	0.55	-100.0%
Expenses				
Administration	-	15,000	-	#DIV/0!
Total Expenses	-	15,000	-	#DIV/0!
Total Fund Revenues	-	15,000	0.55	-100.0%
Total Fund Expenses	-	15,000	-	#DIV/0!
Surplus (Deficit)	-	-	0.55	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**Golf Course (50)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues				
Golf Operations	-	540,274	707.40	-100.0%
Golf Maintenance	-	22,239	-	#DIV/0!
Total Revenues	-	562,513	707.40	-100.0%
Expenses				
Golf Operations	8,104.24	276,636	7,086.69	14.4%
Golf Maintenance	14,234.84	296,816	12,401.93	14.8%
Total Expenses	22,339.08	573,452	19,488.62	14.6%
Total Fund Revenues	-	562,513	707.40	-100.0%
Total Fund Expenses	22,339.08	573,452	19,488.62	14.6%
Surplus (Deficit)	(22,339.08)	(10,939)	(18,781.22)	18.9%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**Aquatics (51)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u> <u>Actual</u>	
Revenues				
Pool	500.00	64,170	250.00	100.0%
Swim Lessons	-	19,567	-	
Splashpad	-	13,732	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	500.00	97,469	250.00	100.0%
Expenses				
Pool	44.21	72,978	-	#DIV/0!
Aquatics Maintenance	266.03	34,900	-	#DIV/0!
Swim Lessons		10,427	-	
Splashpad	-	1,122	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	310.24	119,427	-	#DIV/0!
Total Fund Revenues	500.00	97,469	250.00	100.0%
Total Fund Expenses	310.24	119,427	-	#DIV/0!
Surplus (Deficit)	189.76	(21,958)	250.00	-24.1%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended January 31, 2022

**Debt Service (60)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	655,000	3.12	-100.0%
Total Revenues	-	655,000	3.12	-100.0%
Expenses				
Administration	-	649,140	-	#DIV/0!
Total Expenses	-	649,140	-	#DIV/0!
Total Fund Revenues	-	655,000	3.12	-100.0%
Total Fund Expenses	-	649,140	-	#DIV/0!
Surplus (Deficit)	-	5,860	3.12	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u>	
			<u>Actual</u>	
Revenues				
Administration	-	905,300	15.28	-100.0%
Total Revenues	-	905,300	15.28	-100.0%
Expenses				
Administration	17,006.49	1,299,230	8,779.28	93.7%
Total Expenses	17,006.49	1,299,230	8,779.28	93.7%
Total Fund Revenues	-	905,300	15.28	-100.0%
Total Fund Expenses	17,006.49	1,299,230	8,779.28	93.7%
Surplus (Deficit)	(17,006.49)	(393,930)	(8,764.00)	94.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended January 31, 2022

**Action 2020 (71)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2021 YTD</u> <u>Actual</u>	
Revenues				
Administration	-	334,802	74.32	-100.0%
	-----	-----	-----	
Total Revenues	-	334,802	74.32	-100.0%
Expenses				
Administration	376,957.91	835,200	-	#DIV/0!
	-----	-----	-----	
Total Expenses	376,957.91	835,200	-	#DIV/0!
Total Fund Revenues	-	334,802	74.32	-100.0%
Total Fund Expenses	376,957.91	835,200	-	#DIV/0!
Surplus (Deficit)	(376,957.91)	(500,398)	74.32	#####
Total Fund Revenues	66,255.93	6,462,243	39,129.65	
Total Fund Expenses	550,824.32	7,374,608	158,216.24	
Surplus (Deficit)	(484,568.39)	(912,365)	(119,086.59)	

Sycamore Park District  
Fund Balances

	Audited 1/1/2022	Revenues	Expenses	Audited 1/31/2022	1/31/2022 Cash balance
10 Corporate	977,748.26	17,578.64	38,115.09	957,211.81	949,870.46
20 Recreation	607,031.48	39,427.39	93,279.90	553,178.97	545,904.82
21 Donations	197,179.86	8,599.90	-	205,779.76	205,779.76
22 Special Recreation	121,039.62	-	-	121,039.62	121,039.62
23 Insurance	52,758.24	-	-	52,758.24	52,758.24
24 Audit	11,886.80	-	-	11,886.80	11,886.80
25 Paving & Lighting	73,760.58	-	-	73,760.58	73,760.58
26 Park Police	1,803.15	-	299.79	1,503.36	1,583.65
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	53,482.17	150.00	2,515.82	51,116.35	46,622.91
32 Developer Contributions	19,113.15	-	-	19,113.15	19,113.15
50 Golf	139,826.06	-	22,339.08	117,486.98	131,903.28
51 Aquatics	(35,049.15)	500.00	310.24	(34,859.39)	(34,053.35)
60 Debt Service	92,258.45	-	-	92,258.45	92,258.45
70 Capital Projects	558,223.85	-	17,006.49	541,217.36	541,217.36
71 Action 2020	987,367.44	-	376,957.91	610,409.53	1,007,322.14
	3,858,429.96	66,255.93	550,824.32	3,373,861.57	3,766,967.87

Summary of depository accounts as of **2/17/2022**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First Midwest Bank	1,443,692.25	0.05
Resource Bank	200,165.71	0.08
IPDLAF	1,979,948.43	varies
DCCF - Action 2020	73,203.55	
Dekalb Co. Community Foundation	<u>23,325.44</u>	
	3,720,335.38	



To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Recreation Team Report

Date: February 17, 2022

### Administrative Initiatives (2/1/22-2/28/22)

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

- Attended all Board meetings and management team meetings in January.
- Attended KSRA and KSRAF meetings February 8 and 22. The KSRA Board was presented with a 5 yr. strategic plan, prepared by Lisa Barns of Blue Pontoon Group. Executive Director Schaefer will present this at a future date with the Park District Board.
- Interim recreation assistant, Kelsey Lynch continues to do outstanding programming work while we search for a Full-time Recreation Specialist person. Lynch has been busy with summer brochure prep, Volleyball league season wrap up and upcoming tournament and wrapping up Winter session I programming. She assisted with the Pickleball tournament and Sweetheart Dance.
- The Part-time custodian position is still vacant. No applications in February to date.
- Dog Park passes sold to date: 96.
- January vending sales totaled \$327.25 in product from the Community Center.
- Recreation Specialist Dobberstein coordinated nine birthday parties for January and February.
- The second annual Self-Care Fair on February 5<sup>th</sup> was successful with 25 vendors (paid) plus Tails and the Library in total. The vendors were spaced on the southeast side of the gym and reserved the opposite side for visitors to tray pickleball for free as well as walking on the track. We had 175 visitors to the event between 9-1pm. We sold two track passes during the event.
- Facility Supervisor Metcalf continues to work in RecTrac to update things as new tasks get added and changed and the summer programming is added.
- Superintendent of Recreation Tevsh along with Superintendent of Parks Donahoe worked on updating the Policy for Advertising in the Parks. We recently had a request from Sport Affiliate to add signs to the new sport complex. The 2015 Guidelines needed revising with the new sport fields going in for 2022, 2023.
- Recreation staff and GA attended the IPRA/IAPD State conference January 27-29. This included Lisa Metcalf, Sarah Rex, Theresa Tevsh, Grad Student Brooke Carter, Interim Recreation Assistant Kelsey Lynch. Report attached.
- Customer Service Specialist Tracy Oczkowski has been working tirelessly to train several fresh staff at the service Desk. In January I listed five fresh staff to the service desk team. This month we welcome another new member, Christy Wynn.
- On February 8<sup>th</sup>, we held part I of the Pickleball Cross Town Tournament which was held in Sycamore. We had 20 players from both Sycamore and Dekalb. Part II will be held March 8 in Dekalb at their Recreation Center. GA Brooke Carter ran the day along with two volunteers from NIU, Dekalb Park District Recreation Supervisor Jeff Myles and an outstanding lunch prepared by Recreation Specialist Mellissa Dobberstein.

- As of February 15, 2022, we have 236 Active Pathway Fitness 24/7 Memberships, 263 Active Pathway Fitness Passes, 39 Active Track 24/7 Memberships, 180 Active Track Passes and 298 Active Open Gym Passes.
- Facility Supervisor Metcalf with Pool manager Savannah, met to continue planning for summer 2022 aquatic programming and the Pool hours.
- Superintendent Tevsh, the Lions club and NIU outdoor adventures will sort through x-country skis on February 18 to use for future events. Outdoor Adventures partnered with the Park District to provide cross country ski lessons on February 6<sup>th</sup> at the Golf Course. We had twelve participants. If we get a fresh base of snow, we will have this again on February 21.
- Superintendent Tevsh spoke with NIU Kinesiology 300 class on February 2<sup>nd</sup> to discuss career in Parks and Recreation and to promote seasonal positions at the Sycamore Park district.
- Recreation Staff will prepare for the annual Sweetheart Dance scheduled for February 20<sup>th</sup>. There are 170 participants registered to date which is lower than expected for attendance.
- KSRA will host a wheelchair basketball clinic, followed by a competitive game on February 23<sup>rd</sup> in the Community Center gym.
- Superintendent Tevsh will conduct the Homeschool class February 23.
- Superintendent Tevsh will attend the virtual NRPA session on "Equity in Practice- What to Expect" on February 24.
- Recreation Specialist Dobberstein and Executive Director Bailey attend the Western Illinois University Job fair in Macomb, to recruit for full-time and seasonal positions at the Park District.
- Superintendent Tevsh and Sycamore Theater owners continue to work on a summer programming partnership. They have been very receptive, and we continue to work on ideas to tie the Park District and theater attendance.
- Recreation staff contributed data to Recreation Supervisor Rex to help finalize the 2021 Annual Report.
- Marketing & Recreation Supervisor Rex coordinated the SPD employee apparel orders.
- Marketing & Recreation Supervisor Rex began working with Visionary webworks to plan the new Park District and Parks Foundation websites.
- Marketing & Recreation Supervisor Rex began working with OC Creative on the 100<sup>th</sup> Anniversary video project
- Marketing & Recreation Supervisor Rex compiled and designed the Spring mailer.
- Marketing & Recreation Supervisor Rex compiled and designed the summer brochure.
- Facility Supervisor Metcalf attended the KSRF Board Meeting on February 8.
- Facility Supervisor Metcalf created a new theme for the Literacy Lane March topic for the Great Western Trail segment. National Parks March Madness Brackets.
- Facility Supervisor Metcalf helped interview potential Assistant Managers for the pool.
- Facility Supervisor Metcalf and Superintendent Tevsh participated in the Health Screening through our health insurance and PATH on February 24.
- Facility Supervisor Metcalf and GA Carter initiated a member retention program called SWEAT 16 CLUB. Anyone who works out at least sixteen times in one month will become a part of our SWEAT 16 CLUB and earn a t-shirt. In January, we had 42 people make it!

### Administrative Initiatives (3/1/22-3/31/22)

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

- Will attend all Board meetings, any study session, and management team meetings in March.
- Weill work with the School District to negotiate shared bussing for new proposed summer programming.
- Superintendent Tevsh and GA Carter will attend the Northwestern Medicine lecture at the Community Center, My Fitness Program” on March 2.
- Will apply for the IAPD Power Play Grant
- Will apply for the Wurlitzer Foundation Music grant.
- Will attend the Fox Valley Branch Awards Program in Aurora on March 8.
- Will conduct interviews for hiring a new Recreation Specialist. To date we have received eleven applications.
- Will conduct interviews for Summer Interns and seasonal staff.
- Will assist with the March 8 Pickleball Tournament in Dekalb.
- Will co-lead with instructor Furst, a new program, “Tea for Three” event on March 18 at the clubhouse. This is a new program for adult/child participation.
- Will attend the Wheelchair basketball event March 23 at the Community Center Gym, Hosted by KSRA.
- Recreation Specialist Dobberstein will work on upcoming events: Employee Party, Tween Gym Jam, Family Dance Party.
- Recreation Specialist Dobberstein will work on recruitment for seasonal Food & Beverage staff and setting staff trainings.
- Marketing & Recreation Supervisor Rex will continue development of Park District website for mid-March launch.
- Marketing & Recreation Supervisor Rex will finalize Foundation website for March 1 launch.
- Marketing & Recreation Supervisor Rex will submit the summer brochure to the printer.
- Marketing & Recreation Supervisor Rex will aid the Natural Areas Specialist at the Middle School’s Science Olympiad
- Facility Supervisor Metcalf and Superintendent Tevsh, Donahoe, Lundbeck and Executive Director Bailey will meet with our new Risk Management Consultant, Kyle Saros, from PDRMA on March 9.
- Facility Supervisor Metcalf will participate PATH webinar.
- Facility Supervisor Metcalf will take the CPO class to renew certification for another year.
- Facility Supervisor Metcalf will attend the FM section meeting through IPRA.
- **\*See attached Facility usage report with yearly comparison.**
- **\*See attached Conference report from Recreation Staff.**

**IPRA/IAPD Conference Report 2022  
Recreation Staff**

*Thank you to the Board for allowing the Full-time staff to attend the annual conference in Chicago January 27-29. This opportunity for continuing education helps to rejuvenate staff, gain new perspectives and ideas in Parks and Recreation, along with networking with professionals and vendors. It also helps to bond the working relationships between our own staff and Board members that attend. This was a positive year to finally be back in person and see our fellow peers. Below, the staff have listed the classes attended and a summary if they felt they gained something from attending.*

**Theresa Tevsh, Superintendent of Recreation**

**Thursday, January 27**

**#314 It's a Brave New E-World: From Online Meetings to E-Sports**

One of the speakers, our attorney Derke Price. Interesting points about how our park district transparency makes us vulnerable. As a government agency we are required to provide our minutes, our budget our financial reports with vendors names, our bid documents...all which gives enough information for hackers and scammers to get just enough information to send us fake invoices or emails.

**#304 Cooperative Purchasing 101**

What I learned- Cooperative purchasing is not just for big ticket items like trucks or playgrounds. Some can provide custodial services, office supplies, first aid products. Do we have a policy/resolution in place to use the coop contracts? It may benefit the district.

**Exhibit Hall**

Goal was to track down contacts to use for bidding on the clubhouse assessment RFQ which has been pushed to 2023. I also did some comparison shopping on fitness wipe vendors. Our GA Brooke Carter will do a sample test with Pathway members to see if they can tell the difference between our current wipe and a wipe made from bamboo. This new wipe still provides the effective ingredient to kill SARS-CoV-2 but the wipe 100% biodegradable within a year.

**Friday, January 28**

**#416 Senior Smorgasbord and Active Adult Tidbits**

The only reason I ended up in this classroom is because the class I wanted to attend was standing room only, which was- **#207 Repurposed sand Unexpected Parks and Rec- When Space is Limited, Where Can Communities Play?** I guess it was a very popular topic. But Kelsey & I ended up in the Senior programming class. My takeaway- Seniors like picnic, but not outside in the heat. Hold it indoors!

**#616 Facility and Park Maintenance Roundtable**

I attended this to ask for tips on recruiting part-time custodial. No help, everyone is in the same boat with lack of staffing.

**#137 Read Beyond the Beaton Path: Parks and Libraries Collaborating on Summer Reading**

Many other park districts collaborate with their libraries, which is where we are at. This reaffirmed that we should have an MOU or intergovernmental agreement in place.

**IPRA Annual Business Meeting**

Our Executive Director received an award for assisting in the hiring process of the current, IPRA Executive Director.

**Saturday, January 29**

**Keynote Speaker: Scott Christopher**

**The Levity Effect: It Pays to Lighten Up**

I liked the phrase he used- "Let you do you".

**#511 Be A Goal Getter**

Bobbi Nance has been a presenter for many years for IPRA and came to the Sycamore Park District to help us with programming the assets we already have. I liked her style, so I wanted to attend this class, which I took as a topic for me rather than the district in mind. It may have been only an hour, but I used a whole hour to reflect on "just me" and set goals for myself for the year. Much needed!

**#607 Planning for Tomorrow and Making It Happen**

Takeaway- Don't say "senior center" use "adult center" instead.

**#19 Accountability: The Cornerstone of Success**

This was a great topic for working with the millennials and Gen Z, new hires and seasonal staff. The older generation is a mindset of work long hours to be noticed and you will move up. But the newer generation work less but be productive in your time. So which is right? This was discussed to help us understand work ethics but using accountability measures to develop trust in staff.

**Lisa Metcalf, Facilities Supervisor**

**Thursday, January 27**

**#615 Aquatics Roundtable**

This was an interactive discussion of topics to help everyone with aquatic operations. The main topic we discussed in my group was training. I left with a few tips:

Start training early.

Develop a Leadership Program for staff to present a topic once a week to their peers.

Lifeguards can "scan in and out" for each shift so they know what is happening on the deck/water before they start.

Use a headlight in the dark to show correct scanning patterns.

When lifeguards think they are manager material, have them submit an essay saying why. This can weed out those who do not have what it takes.

**#605 Do You Know What You Have? Understanding and Assessing Your System Assets**

We went over how to create a spreadsheet of everything the district has in order to know when things need to be replaced. Start with doing an inventory, then rate the condition of everything, prioritize, estimate the replacement cost, and date when it needs to be replaced.

**Exhibit Hall** – I attended in the afternoon.

**Friday, January 28**

**#407 Marketing Best Practices for Non-Marketers: Bridging the Gap Between Marketing and Recreation (the Sequel)**

As a recreation professional, it was good to hear how the minds of our marketers work and learn how to provide them with the materials they need to successfully market our programs. A "style sheet" was

handed out so we can create one similar for our district. This helps with uniformity in our brochures and handouts.

#### **#418 Deal Me In: Impactful Training Activities with Only a Deck of Cards**

This was a highly interactive session all done with a deck of cards. We learned new ways to do icebreakers, how to split people into groups, and training activities. The presenters emailed us a link to all of the “games” so we can use them when we want.

#### **#17 Congrats – You’re a Full-Time Supervisor!**

This session discussed ways to be a successful supervisor of full-time staff. We learned how everyone is different and you may have to change your approach depending on which staff you are managing. As their supervisor, you will learn how often you need to meet with them and how they accept praise. There was also discussion of how to be a mid-level leader and “manage up” to your supervisor to suggest things and take advice from.

**Saturday, January 29**

#### **Keynote General Session with Scott Christopher**

Scott, through humor, presented on how to be in touch with your lighter side in the workplace. When there his humor, there is more fun.

**Sarah Rex, Recreation Supervisor**

**Thursday, January 27**

#### **Surviving or Thriving; Sponsorship Amid a Pandemic**

The sponsorship coordinator from Naperville Park District shared some tips as well as examples of sponsorship initiatives she has done. The discussion barely touched on the pandemic and instead gave me lots of great inspiration and ideas to develop a sponsorship program here, for which I was grateful. We are on the right track with the Corporate Connection program that began in 2021, but I am excited to review it after attending this session to make some adjustments and get creative!

#### **Solve Those Problem and Elevate Your Customer Experience**

I love hearing about the different takes people have on customer service – there is always a takeaway. Through interactive exercises and demonstrations, the instructors helped us experience the barriers that inhibit clear communication. I really liked their approach of thanking the upset customer for bringing the issue at hand to one’s attention. In the right circumstance, it turns the complaint into a conversation while showing that the issue is important.

**Exhibit Hall**

**Friday, January 28**

#### **Marketing Best Practices for NonMarketers: Bridging the Gap Between Marketing and Recreation**

This was an interesting peek into the marketing culture of other districts. I saw how their recreation staff take an active role in marketing their programs and facilities and how the marketing staff support them

and keep the district brand/image consistent and on point. The main takeaway for me is to observe and try to define what our marketing culture is here so that as we grow, I can understand how my position fits in and perhaps help move us towards some of the methods and practices I learn about here.

#### **Girl Power IV: Growing Your Confidence**

I thought this one would offer some fun inspiration but was a bit disappointed. Much of the content focused on having the confidence to apply for a new job and move up in the field. I had hoped for some encouragement and comradery on a more personal or day-to-day level but mostly felt like I was on a different page than the presenters who were career focused.

#### **Planning and Preparing for Grant Submissions**

This session was great and included straightforward tips from a contracting firm that prepares a wide array of grants. Something I was interested to learn was the importance of reaching out to the grant administrator to make a connection, get them familiar with your project, and discuss whether it is a good fit for their grant. Also, they reiterated that having a project first and then finding funding is so much more effective and uses resources, time, and money more efficiently than finding a grant first and then enhancing a project or developing something from scratch just to make it fit.

#### **Saturday, January 29**

##### **Keynote Speaker: The Levity Effect: It Pays to Lighten Up**

The presenter was entertaining, and his message offered an interesting perspective on humor and levity within a work or family setting. An important takeaway was the importance and ease of spreading positivity in everyday life and how little things can make a big difference. Also, he pointed out that you do not always have to be the one delivering the humor to create an environment that embraces it – we all play a role when we laugh at ourselves and when we simply allow others to laugh and create levity around us.

**Kelsey Lynch, Interim Recreation Assistant**

#### **Thursday, January 27**

##### **# 415 - Vetting and Training Youth Coaches: The Bar Has Been Raised**

This session discussed the different requirements for each level of sports leagues, such as recreation to affiliated teams. Each level has different requirements to meet as in certifications and training for the coaches, players, and parents. One key take away I took from the session is providing coaches, parents, and players a basic understanding of concussion signs and symptoms.

##### **# 405 - Program Evaluation – Obtaining the Information You Really Want to know Part II**

During this session, the speakers focused on how to grab the attention of our members and participants. How can we get them to complete the survey? And when to complete the survey? Two of the most important take aways would be the way we get the survey to them and when we get them out. One

suggestion is utilizing the parks app to give a notification to the member or participant to submit their responses, versus sending it to email graveyard. Another option is always having a QR code present within the facility so members can submit improvements or comments in the now versus later. More likely to remember what they wanted to say or respond.

**Exhibit Hall** – I attended in the afternoon.

**Friday, January 28**

**# 416 - Senior Smorgasbord and Active Adult Tidbits**

This session was interesting and full of ideas and knowledge. During the class I learned creative ways to hold events, trips, or experiences for the senior population. Gave us tips on how to keep cost down and provide consistent events so they feel a part of the community and our building.

**# 17 - Congrats – You're a Full Time Supervisor!**

This session was remarkably interesting. Although the focus was more of the vision of a superintendent or director, it still provided me key points to mold into my way of working as I grow as an individual. The speaker talked about including your staff in meetings, setting one on one meetings to discuss certain topics each week and how to establish a balance relationship with your coworkers when in a higher management position.

**# 420 - How to Make Live Music the Pulse of Your Park District**

This presentation was talking about the journey Decatur Park District went through to reach the level they are at with live entertainment. During their journey of creating a brand-new facility to host their concerts, plays and other entertainment they had to start from bottom. Talked about understanding your community and your target audience when selecting bands or entertainment. Make sure to have a balance of free entertainment and ticket pricing entertainment. And most importantly do not create a lineup that is based on your likes and wants, instead base it off your community wants.

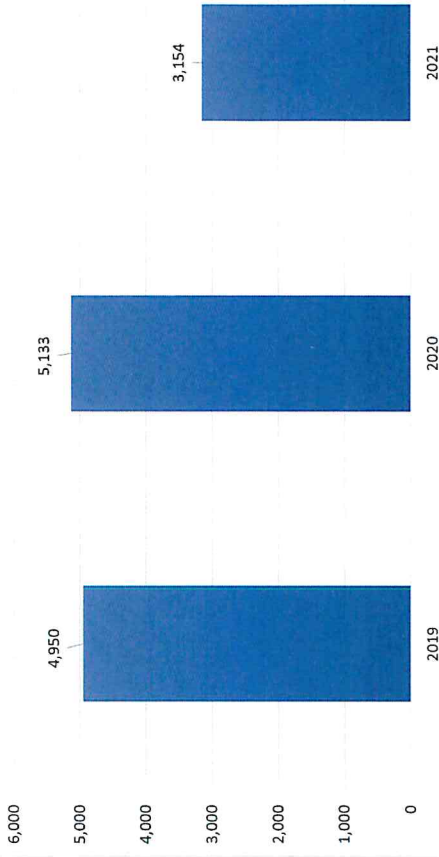
**Friday, January 28**

**Attended IPRA Annual Business Meeting**



	2018	2019	2020	2021	2022
January		58	53	21	22
2		203	175	65	89
3		210	153	38	207
4		145	118	123	205
5		119	131	131	140
6		129	241	111	152
7		252	202	107	194
8		218	204	115	133
9		207	193	81	95
10		212	164	64	203
11		172	105	142	218
12		126	113	128	211
13		130	223	131	198
14		273	202	113	215
15		225	172	100	153
16	Building	238	198	63	115
17	Not Open	236	148	70	276
18		170	84	123	222
19		82	122	147	200
20		154	238	147	200
21		240	205	129	212
22		147	205	137	153
23		144	170	85	102
24		189	152	81	174
25		118	83	152	187
26		140	130	77	201
27		118	210	116	184
28		117	206	127	200
29		66	185	89	138
30		0	207	102	111
31		112	141	39	216
<b>TOTALS</b>		4,950	5,133	3,154	5,326

Comparison by Year





From: Kirk T. Lundbeck

Subject: Monthly Report

Date: February 22, 2022

**Administrative Initiatives (2/1/22 – 2/28/22)**

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing.
- Attended holiday party.
- Finalized Swing into Spring Sale information and flyers.
- Promoted Assistant Professional/Apprentice or Pro Shop Manager job description and began promoting the acceptance of applications including all 19 Professional Golf Management Universities.
- Met with Teesnap Marketing and planned update of golf website with new pictures.
- Continued to work with Jonelle, Jeff, Steve and ERA on Bridge number 1 preconstruction plans and timeline.
- Continued to meet with sales representatives for pro shop merchandise for 2022.
- Prepare cart barn for the 2022 golf season.
- Met with some of the 2021 part-time staff and begin to set the work schedule for 2022 filling part-time positions as needed.
- Completed final preparation of the Swing into Spring Sale.
- Continued to update the tournament schedule with new added events.

### **Administrative Initiatives (3/1/22 – 3/31/22)**

- Attend all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing.
- Hold Swing into Spring Sale Friday, March 4<sup>th</sup> through Sunday, March 6<sup>th</sup>.
- Finalize all vendors who need the new golf logo, including, Players Golf Cars, Benchcraft Scorecards and Yardage Books, Titleist, Under Armour and Footjoy.
- Meet with Jonelle and Sarah to begin possible marketing promotion of existing scoreboard north of the pro shop with new business sponsors.
- Begin promotion of summer lesson programs including, the SAY-Golf Junior Lesson Program, The Adult Lesson Academy and the Corporate Lunch Lesson Program.
- Finalize Tee Snap tee sheets for 2022.
- Finalize rosters and schedules for the Mobile Match Play League, The Razniewski Fairway Club Men's League and the 18 Hole Ladies Chicks with Sticks League.
- Obtain league schedules for all private, corporate and private leagues including Kiwanis, PJ's Courthouse, Ladies 9 Holers, Genoa League, Bogey's and Beer League.
- Finish cart barn set up once carts are returned from winter maintenance.
- Clean and prepare Lockers for spring rentals.
- Continue to receive spring orders, document inventory received and relay that information to the administrative office.

- Continue to update the 2022 Tournament schedule as new events are added.
- Begin interviewing prospective candidates for the Pro Shop Manager/Assistant PGA Professional Position and available part-time positions.
- Finalize early season part-time staff schedule

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: February 22nd, 2022

**Administrative Initiatives** (2/1/22-2/28/22)

**Golf**

- Snow cover and winter precipitation continue to be lower than average, but more rain and snow are expected in the next two weeks.
- Staff has plowed and salted as needed. Indoor work is now taking place repainting ball washers, flag sticks, tee markers, etc., equipment fluid/filter/lube changes, mower reel and blade sharpening, and repairs as well.
- Working on pesticide application schedules and product pricing for the season.
- Working with government public auction web site for potential future surplus equipment sale of Park goods.
- Communicating with Kirk on outing and tournament schedules for the season.

**Sports**

- Communicating with user groups on ball field tournaments and field use for the spring.
- Ordering spring field products: chalk, paint, equipment for field maintenance.

- William Charles continues work inside on power and water hook ups from the maintenance shop for the new fields. Water fountains are currently being installed by the plumbers out by the fields.
- Pool heater replacement: permit request for replacement has been filed with the IDPH by W-T Engineering. Clearwater Pools has ordered the heaters and needed pipes/connections. Looking for this work to be completed in April/early May.
- Preparing for Certified Pool Operator class and exam in early March to renew license.

### **Parks**

- I attended staff and Board meetings.
- Attend engineering meeting about ten bridge bid details.
- All required compliance inspections have been completed for all buildings: fire alarm, fire sprinkler, elevator, backflow preventors, water heaters, aerial bucket lift.
- Expecting delivery of new playground equipment for Founders Park in a week or two with installation in the early spring.
- Staff is plowing/salting as needed and working on equipment inside. Golf cart maintenance will begin at the end of the month.
- All maintenance staff completed First Aid/CPR/AED training on January 25<sup>th</sup>.
- Talked to Sycamore High School FFA group on their visit about my career history and options in the field at large.

**Administrative Initiatives** (3/1/22-3/31/22)

- Attend all staff, Board, and project planning meetings.
- Open golf course once turf thawed and dry/firm enough to support our cleanup/prep traffic, and temperatures allow for turf green-up and growth to handle golfer traffic.
- Continue pool heater replacement planning.
- Continue project planning, materials ordering for season.
- Begin to prep ball fields for early spring practices and possible high school games if weather allows.
- Begin field layouts for new soccer complex along with rolling and mowing of turf when weather allows.
- Work with Rec. staff on sports field user group planning.
- Continue working on equipment and eventually golf carts along with plowing and salting as required. When weather improves, put out cans and tables to shelters, parks. Clean winter debris/garbage from parks, trails, and ponds.



To: Board of Commissioners  
 From: Jonelle Bailey  
 Subject: Monthly Report  
 Date: February 2022

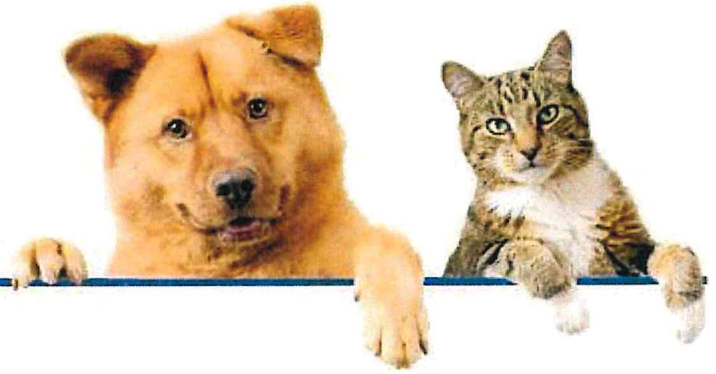
### **Administrative Initiatives (2/1-2/28/2022)**

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings: Diversity Section, Membership Council
- Present to NRPA regarding DEI trainings
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Continue to monitor COVID-19 State and Federal compliance plans and modification of guidelines.
- Training:
  - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Sarah Rex.
- Review all construction projects and next steps:
  - Memorial Park Development timeline and construction update
- Started process to create the Sycamore Park District Foundation
  - Planning first year of activities
  - Official roll-out of launch scheduled
  - Creating a working Budget for the Foundation
  - Create invitation for Possibilities Dinner
  - Finalize timeframes
  - Create list of projects
- Working on RFP for Banking Services

### **Administrative Initiatives (3/1 – 3/31/2022)**

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings: Diversity Section, Membership Council
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- Training:
  - Attend Legal Conference in Springfield
  - Continuing Education Benefits for all staff
- Review Marketing needs and timelines with Recreation Staff & Marketing
- Review all construction projects and next steps:
  - GWT parcel purchase overview for Phase/Segment 2 of the trail: in the process of negotiation
  - Memorial Park Development timeline and construction update
  - Founders Park Status
  - OSLAD grant status?
- Final draft to board for the update of the Employee Manual with Staff
- Started process to create the Sycamore Park District Foundation
  - Planning first year of activities

- Official roll-out of launch scheduled
- Creating a working Budget for the Foundation
- Create invitation for Possibilities Dinner
- Finalize timeframes
- Create list of projects
- Finalize budget for 2022
- Work with ERA on Bid packet for Bridge #1 – present to Board for review
- Continue working on Banking Services with Jackie



January 25, 2022

Dear Theresa,

Thank you for your recent donation! As a non-profit organization, Tails Humane Society relies on contributions from animal lovers like you to change the lives of homeless pets who come through our doors.

One of those pets earlier this year was Charlotte. This sweet girl was pregnant when she arrived and looking for a safe place to have her kittens. Because of support from our amazing community, Tails was able to provide that for her.

Charlotte spent a couple of months in a comfortable foster home with her kittens until they were old enough to be on their own. After making sure her babies all found a forever family, it was Charlotte's turn to find a cozy place to call home! Luckily for her, it didn't take long to find one.

Every adoption means the world to us here at Tails. We may see it happen every day, but each and every case means a second chance for a deserving animal. **And it is only possible because of kindhearted people like you!**

Thank you for believing in our mission of building a compassionate community through the care of companion animals. We couldn't do it without you.



Sincerely,

*Michelle Groeper*

Michelle Groeper, Executive Director

*What a fun event and donation!*

**Thank you for your donation**

Received: \$100.00

Date: 1/24/2022

*Thank you so much!*

*No goods or services were provided in exchange for this contribution. Tails Humane Society is a 501(c)3 charitable organization designated by the IRS. Tax ID #36-4334785.*

**From:** Kate Romano <[kromano59@gmail.com](mailto:kromano59@gmail.com)>

**Sent:** Monday, February 7, 2022 12:56 PM

**To:** Sarah Rex <[sarahr@sycparks.org](mailto:sarahr@sycparks.org)>

**Subject:** This weekend's wellness fair

Sarah -

Mike and I just wanted to send a sincere "thanks" for all the work you and the team put into getting this weekend's wellness fair together. We enjoyed it thoroughly and I really appreciated watching (from the walking track), the logistics you and your team navigated getting everyone in and situated. Very good selection of vendors and well laid out for distance and safety. Thank you for your work.

-Kate and Mike Romano

# SYCAMORE PARK DISTRICT ANNUAL

## Winter underland

### HOLIDAY PARTY

#### Agenda

6:30 - 7:30 pm *Arrive*

Enjoy appetizers, Music, and each other

7:30 - 8:30 pm *Eat*

- Buffet: BBQ pulled pork, Pot Roast, Grilled Chicken Breast
- Fried Potato Salad, Garlic Mashed Potatoes, California Medley
- Make your own Sundae-Bar

8:30 - 9:30 pm *Play*

**FRIDAY**

**FEBRUARY 25, 2021**

**6:30 PM - 9:30 PM**

**FATTY'S PUB AND GRILLE**

**1312 W LINCOLN HWY, DEKALB, IL 60115**

**DINNER - BOTTLE EXCHANGE - MUSIC**

(Wine, Baileys, Captain, Sparkling Apple Cider, etc...)

**PLEASE RSVP TO MELISSA @ [MELISSAD@SYCPARKS.ORG](mailto:MELISSAD@SYCPARKS.ORG)**

**RSVP# \_\_\_\_\_**





**Board of Commissioners**  
**Date of Board Meeting: February 22, 2022**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Policy Manual Review

**BACKGROUND INFORMATION:**

We have received the review of the policy manual from Ancel Glink. Attached is the table of contents and the link to the policy manual. The highlighted items on the Table of Contents document are the updated policies. Once final approval has been provided by the board, hard copies will be made for the leadership team and each facility. The policies will be available via the employee portal online.

<https://sycamoreparkdist.sharepoint.com/>

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** That the board approve the final changes to the policy manual

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

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

## **INTRODUCTION AND AT-WILL DISCLAIMER**

## **EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT**

## **WHAT SPD EXPECTS FROM YOU/OPEN COMMUNICATION POLICY**

## **PREFACE**

### **SECTION 1: EMPLOYMENT POLICIES**

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

### **SECTION 2: COMPENSATION POLICIES**

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

### **SECTION 3: EMPLOYEE CONDUCT POLICIES**

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

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

#### **SECTION 4: EMPLOYEE LEAVE POLICIES**

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



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

#### **SECTION 5: DISTRICT PROPERTY & FACILITIES**

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

#### **SECTION 6: EMPLOYEE BENEFITS**

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

#### **SECTION 7: WORKPLACE MATTERS**

- 7-1 General Workplace Matters
- 7-2 Your Right to Know
- 7-3 Notice of Video Surveillance System
- 7-4 Open Door Policy
- 7-5 Suggestion System Policy
- 7-6 Whistleblower Reporting



**Board of Commissioners**  
**Date of Board Meeting: February 22, 2022**

**INFORMATION ONLY**

**AGENDA ITEM:**

Special Events upcoming

**BACKGROUND INFORMATION:**

We wanted to include the updated Event Schedule for 2022 and the outline of our new food and beverage event (Sip n' Savor) for the boards review.

**FISCAL IMPACT:** N/A

**STAFF RECOMMENDATION:** N/A

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

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

Lead Staff	Date		Event	Fee	Estimated Attendance	Location	Maintenance Requests	Notes Setup
SR/LM	Jan	6	<b>Wnt-Spr Launch Party/Open House 4-6pm &amp; Chamber Business After Hours</b>	Free	50	CC		
TT	Jan	15	<b>Chili cook off/beer tasting</b>	\$10/\$15 w Beer Chefs \$20/\$25 day of	200	CL& Riverview room	<ul style="list-style-type: none"> <li>Set-up TBA</li> <li>Tables/chairs from clubhouse</li> <li>Cones</li> <li>Outdoor seating area cleared of snow</li> <li>Clear parking lot if snow</li> <li>Extra garbage cans</li> <li>Set up patio heaters</li> </ul>	<ul style="list-style-type: none"> <li>Tables/chairs</li> <li>Portable speaker</li> <li>Indoor signs</li> <li>Use of kitchen space</li> </ul>
TT		23	<b>Winter Family Play Day 12-3pm</b>	Free	150	LC	<ul style="list-style-type: none"> <li>2 green metal garbage cans at the bottom of sled hill by light post</li> <li>2 dry bales of hay</li> <li>10 Large cones to block off parking lot</li> <li>Salt and spreader (just in case)</li> <li>Clear path along Airport Road</li> <li>Clear patio and firepit area</li> <li>Sled hill Closed sign</li> </ul>	<ul style="list-style-type: none"> <li>Block off employee parking lot</li> <li>Table for vendor booths: Library, NIU OA</li> <li>Table for hot chocolate setup</li> </ul>
Rec Staff	JAN		<b>Literacy Lane- Great Western Trail "Winter Olympics"</b>				<ul style="list-style-type: none"> <li>Truck</li> <li>Battery drill</li> </ul>	<ul style="list-style-type: none"> <li>Towels</li> <li>boards</li> </ul>
MD	FEB	5	<b>Self-Care Fair 9-1pm</b>	Free	200	CC	<ul style="list-style-type: none"> <li>Moving tables &amp; chairs from buildings</li> </ul>	<ul style="list-style-type: none"> <li>Tables and Chairs</li> <li>Photo booth</li> <li>DJ table</li> <li>Food and beverage</li> <li>Stations/activities</li> </ul>
MD		20	<b>Sweetheart Dance 4-6pm</b>	\$28/\$33 per couple	150	CC	<ul style="list-style-type: none"> <li>Moving tables and chairs between buildings(if needed)</li> <li>Move tables from clubhouse to CC on Friday, return on Monday</li> <li>Rent additional chairs??</li> <li>Clear parking lot, sidewalk if snow</li> </ul>	<ul style="list-style-type: none"> <li>Tables and Chairs</li> <li>Photo booth</li> <li>DJ table</li> <li>Food and beverage</li> </ul>
JD	MAR	11	<b>Teen Gym Jam 7:30-9pm</b>	\$5/\$6	30	CC	<ul style="list-style-type: none"> <li>Stage set-up for DJ(if needed)</li> <li>Clear parking lot &amp; sidewalk of snow if needed</li> </ul>	<ul style="list-style-type: none"> <li>Tables and Chairs</li> <li>DJ table</li> <li>Food and beverage</li> <li>Kitchen area for food</li> </ul>
Rec Staff	MAR		<b>Literacy Lane- Great Western Trail "National Parks"</b>				<ul style="list-style-type: none"> <li>Truck</li> <li>Battery Drill</li> </ul>	<ul style="list-style-type: none"> <li>Towels</li> <li>Boards</li> </ul>
JD		11	<b>Family Fitness Dance Night 6pm-7pm</b>	\$6/\$8	100	CC	<ul style="list-style-type: none"> <li>Stage</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>sound system</li> <li>Goodie bags</li> </ul>
TT		19	<b>Children's Tea Party 10:30-Noon</b>	\$14/\$20 per couple	40	CL	<ul style="list-style-type: none"> <li>Parking lot clear of snow, salted</li> <li>Use tables/chairs in clubhouse</li> </ul>	<ul style="list-style-type: none"> <li>Decorate Clubhouse</li> <li>Food &amp; beverage</li> <li>Photo booth</li> </ul>

								<ul style="list-style-type: none"> <li>• Display table</li> </ul>	76
LM/SR	APR	3	<b>Cross-park Challenge 5:30-7:30pm</b> <b>Library, downtown, Clubhouse</b>	\$30/\$40	50	CL, Riverside room, Pool	<ul style="list-style-type: none"> <li>• Help with setting up stations TBD</li> <li>• Lead a challenge the day of at the shop TBD</li> <li>• Gators for staff</li> </ul>	<ul style="list-style-type: none"> <li>• Rotaract volunteers?</li> </ul>	
TT		10	<b>Sycamore Masters Chip Challenge</b>	\$20/\$30	30	Sled hill, CL	<ul style="list-style-type: none"> <li>• Truck tire place bottom of hill, remove after event</li> <li>• Spray paint distance markers</li> <li>• TV in clubhouse</li> </ul>	<ul style="list-style-type: none"> <li>• cross country flags</li> <li>• baby pool</li> <li>• garbage can</li> <li>• extra wedge clubs from Kirk</li> <li>• golf balls from Kirk</li> <li>• goody bags</li> <li>• lunch at Caddyshack grill</li> </ul>	
TT		13	<b>Dog Egg Hunt 6pm</b>	Free member only	50	DP	<ul style="list-style-type: none"> <li>• safety check of grounds</li> <li>• empty garbage cans</li> <li>• poop bags</li> </ul>	<ul style="list-style-type: none"> <li>• Table</li> <li>• Stuffed eggs, prizes</li> <li>• Speaker system</li> <li>• Dog Patrol staff</li> </ul>	
JD		14	<b>Tween Egg Hunt 7-8:30pm</b>	\$15/\$20	50	LC	<ul style="list-style-type: none"> <li>• Cones</li> <li>• Glow in dark spray paint??</li> <li>• Turn off outdoor lights for egg hunt</li> </ul>	<ul style="list-style-type: none"> <li>• Tables, bleachers</li> <li>• Turn off campus lights 15 min</li> <li>• RC cars at patio</li> </ul>	
MD		16	<b>Breakfast with the Bunny 7-9:30am</b> <b>&amp; Legacy Campus Egg Hunt Week</b>	\$7/\$8	150	CC	<ul style="list-style-type: none"> <li>• Bring 2 stage pieces to CC Fri afternoon</li> </ul>	<ul style="list-style-type: none"> <li>• Set up tables, chairs</li> <li>• Decorate</li> <li>• Set up photo area</li> <li>• Prepare breakfast</li> </ul>	
LM		30	<b>Tai Chi for Health &amp; Wellness</b> <b>Workshop 10:30-noon</b>	\$10/\$15	40	CC	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Set up chairs</li> <li>• Speakers</li> <li>• Tables</li> <li>• ½ gym space</li> </ul>	
		18	<b>Summer Registration Begins</b>						
Park Staff?		23	<b>Earth Day Park Cleanup ?</b>	Free	60		<ul style="list-style-type: none"> <li>• List of projects</li> <li>• Possibly some setup/prep during the week</li> <li>• Pick up trash bags Monday</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision at parks as needed</li> </ul>	
JD		30	<b>Cup-in-Hand Tournament 10-3pm</b>	\$135/team	96	SC	<ul style="list-style-type: none"> <li>• Measure out and spray mark 60ft base marks</li> <li>• Make sure fields are cut and prepped for games</li> <li>• Move picnic tables near benches</li> <li>• Extra garbage cans potentially</li> <li>• Check porta potties to be sure they are all set</li> <li>• 3 maintenance carts gassed up and ready for use</li> </ul>	<ul style="list-style-type: none"> <li>• Put bases in marked spots</li> <li>• Setup tent in between fields</li> <li>• Setup table and chairs under tent</li> <li>• Kickball, rosters, rules</li> <li>• Meet with team captains under tent</li> <li>• Beverage cart</li> </ul>	
TT	MAY	7	<b>Sycamore Chamber Expo 9-2pm</b>		300	CC	<ul style="list-style-type: none"> <li>• Move tables/chairs from clubhouse to CC on Friday, return on Monday</li> </ul>	<ul style="list-style-type: none"> <li>• Table, chairs, tablecloths</li> <li>• <del>Alcohol permit, provide drinks</del></li> <li>• Attend SPD vendor booth</li> </ul>	

MD/LM		13	<b>Community Adult Dance (w alcohol)</b>	\$	50	CC	<ul style="list-style-type: none"> <li>• Stage?</li> </ul>	<ul style="list-style-type: none"> <li>• Tables and Chairs</li> <li>• Photo booth</li> <li>• DJ table</li> <li>• Food and beverage, alcohol permit</li> </ul>	77
TT		28	<b>IAPD Kite Fly/Opening Day Splash Fountain 10am</b>	\$5	75	LC	<ul style="list-style-type: none"> <li>• Install stakes for balloon launch</li> <li>• Spray paint markings on grass for kite areas</li> <li>• Splash Pad ready to open to public</li> <li>• Garden areas manicured</li> </ul>	<ul style="list-style-type: none"> <li>• Speaker system</li> <li>• Balloons, kites</li> <li>• cones</li> </ul>	
SR-ALL	JUN	2 9 16 30	<b>Summer Concert Series</b>	Free	300-500/concert	SC	<ul style="list-style-type: none"> <li>• Electricity checked before first concert</li> <li>• State set up and picnic tables arranged each Thursday</li> <li>• 3 100-foot extension cords for the season</li> <li>• Review and potentially add extra porta potties</li> </ul>	<ul style="list-style-type: none"> <li>• Meet band and hook up power</li> <li>• Concessions operations</li> </ul>	
JD		3	<b>Movie</b>	Free	50	LC	<ul style="list-style-type: none"> <li>• Screen setup the day of</li> <li>• Parks staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff on duty</li> <li>• 1<sup>st</sup> aid kit</li> </ul>	
TT		11	<b>NRPA Family Fitness Day(Ovitz) 9am</b>	Free	25	Ovitz Park	<ul style="list-style-type: none"> <li>• Rec staff need vehicle to haul supplies to park</li> </ul>	<ul style="list-style-type: none"> <li>• Speaker</li> <li>• Prizes</li> <li>• Exercise equipment</li> </ul>	
Library		12	<b>Juneteenth Celebration</b>	Free	50	LC	<ul style="list-style-type: none"> <li>• Park District EZUp tent</li> </ul>	<ul style="list-style-type: none"> <li>• Speaker</li> <li>• table</li> </ul>	
Family Services Agency		17	<b>Senior Picnic- hosted by Dekalb County TRIAD, Family Services, SPD</b>	Free	50	LC	<ul style="list-style-type: none"> <li>• stage back side of CC for band</li> <li>• extension cords</li> <li>• ADA porta potty</li> <li>• Extra green garbage cans</li> <li>• 6 picnic tables</li> </ul>	<ul style="list-style-type: none"> <li>• EZUp tent</li> <li>• Tables/chairs</li> <li>• Sound system</li> <li>• Outdoor lawn games</li> </ul>	
SR-All	JUL	7 14 21 28	<b>Summer Concert Series</b>	Free	300-500/concert	SC	<ul style="list-style-type: none"> <li>• Electricity checked before first concert</li> <li>• State set up and picnic tables arranged each Thursday</li> <li>• 3 100-foot extension cords for the season</li> <li>• Review and potentially add extra porta potties</li> </ul>	<ul style="list-style-type: none"> <li>• Meet band and hook up power</li> </ul>	
Rec Staff	JUL		<b>Literacy Lane- Great Western Trail “NRPA July Is Park &amp; Rec Month”</b>				<ul style="list-style-type: none"> <li>• Truck</li> <li>• Battery drill</li> </ul>	<ul style="list-style-type: none"> <li>• Towels</li> <li>• boards</li> </ul>	
JB ALL STAFF		July 9	<b>Sip &amp; Savor Community Event</b>		500	SC	<ul style="list-style-type: none"> <li>• TBA</li> </ul>	<ul style="list-style-type: none"> <li>• TBA</li> </ul>	
Library		29	<b>End of Summer Reading Party</b>	Free	350	LC, Splash Fountain	<ul style="list-style-type: none"> <li>• Extra green garbage cans</li> <li>• Safety cones</li> <li>• Hand wash sink and 2 porta potties</li> <li>• EZUp tent</li> <li>• Stage for band</li> <li>• Garden areas manicured, no weeds</li> </ul>	<ul style="list-style-type: none"> <li>• Custodial staff</li> <li>• Outdoor lawn games</li> <li>• Sound system</li> </ul>	
All		All month	<b>NRPA July Parks and Rec Month</b>					<ul style="list-style-type: none"> <li>•</li> </ul>	
TT		20	<b>National Hot Dog Day</b>	\$Food	100	DP	<ul style="list-style-type: none"> <li>• safety check of grounds</li> <li>• empty garbage cans</li> <li>• poop bags</li> </ul>	<ul style="list-style-type: none"> <li>• Special Price Hot dogs all day</li> <li>• Dog Park Demo</li> </ul>	
JD& Library	AUG	5	<b>Movie- The Mummy</b>	Free	50	SC	<ul style="list-style-type: none"> <li>• No soccer/baseball games scheduled after 5pm</li> <li>• Arrange screen pickup</li> <li>• Screen setup the day of</li> <li>• Park Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff on duty</li> </ul>	

KISH Get Outside Week		6	<b>Camp Out(NIU Outdoor Adventures)</b>	\$	50	Good Tymes Shelter	<ul style="list-style-type: none"> <li>TBA</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> </ul>	78
Library		12	<b>Night Sky Observation w Fox Valley Astronomical Society 8:30pm-11pm</b>	Free	50	Riverside Sport Complex	<ul style="list-style-type: none"> <li>Porta potty</li> <li>Electric</li> <li>EZUp tent</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Tables</li> <li>Access to truck to haul equipment to Soccer complex</li> </ul>	
LM		15	<b>Back to School Splash Party ages 3-? 6pm</b>	\$	75	Splash Fountain	<ul style="list-style-type: none"> <li>Safety checks</li> <li>Garden areas manicured</li> </ul>	<ul style="list-style-type: none"> <li>DJ or Portable sound system</li> </ul>	
		8	<b>Fall Registration Begins</b>				<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
	Sept						<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
MD		11(Sunday)	<b>Junk in Trunk</b>	\$	350	Riverside Sport Complex	<ul style="list-style-type: none"> <li>Set up picnic tables</li> <li>Review and potentially add extra porta potties</li> <li>Gator or truck</li> </ul>	<ul style="list-style-type: none"> <li>Staff on duty</li> <li>Food truck?</li> <li>First aid kit</li> <li>tables</li> </ul>	
LM/MD		30	<b>Adult Community Dance (Oktoberfest beer tasting)</b>	\$	100	TBA	<ul style="list-style-type: none"> <li>TBA</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> </ul>	
Rec Staff	OCT		<b>Literacy Lane- Great Western Trail "TBA"</b>				<ul style="list-style-type: none"> <li>Truck</li> <li>Battery Drill</li> </ul>	<ul style="list-style-type: none"> <li>Towels</li> <li>Boards</li> </ul>	
MD/TT	OCT	8	<b>Scout &amp; Family Campout</b>	\$		Good Tymes	<ul style="list-style-type: none"> <li>TBA</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> </ul>	
SR/MD		22	<b>Pumpkin Rol-Down &amp; Gym events 2- 5pm</b>	\$5	150	LC	<ul style="list-style-type: none"> <li>Forklift to help with pumpkin delivery</li> <li>Paint grid at the base of the sled hill</li> <li>Setup water balloon launch posts</li> <li>2 extra garbage cans near the employee parking area</li> </ul>		
Library		TBA	<b>Adult Ghost Stories</b>	Free	50	Good Tymes	<ul style="list-style-type: none"> <li>TBA</li> </ul>	<ul style="list-style-type: none"> <li>TBA</li> </ul>	
MD	NOV	4	<b>Gym Jam 7:30-9pm</b>	\$5/\$6	50	CC	<ul style="list-style-type: none"> <li>Stage set-up for DJ(if needed)</li> <li>Clear parking lot &amp; sidewalk of snow if needed</li> </ul>	<ul style="list-style-type: none"> <li>Tables and Chairs</li> <li>DJ table</li> <li>Food and beverage</li> <li>Kitchen area for food</li> </ul>	
SR/TT	DEC	8	<b>House Decorating Contest</b>	\$20	500 visits		<ul style="list-style-type: none"> <li>Van</li> </ul>	<ul style="list-style-type: none"> <li>Deliver prize to winners by Dec 6</li> <li>Tour of Homes starts Dec 8</li> </ul>	

								<ul style="list-style-type: none"> <li>Advertising starts Oct 31</li> </ul>	79
TT		8	<b>Community Tree Decorating</b>	free	10 trees, 500 visitors	CC	<ul style="list-style-type: none"> <li>Put lights on Trees by Oct 30</li> <li>Remove lights, electrical cords Jan 6 (if not frozen to ground)</li> <li>11 wood stakes for signs (before Ground freezes (Oct 30))</li> </ul>	<ul style="list-style-type: none"> <li>Decorate SPD tree</li> <li>Marketing starts in Oct 31</li> </ul>	
		6	<b>Winter-Spring Registration Begins</b>						
SR/LM		Dec/Jan TBA	<b>Winter-Spring Launch Party</b>						
MD		9-10	<b>Cookies with Santa</b>	Free	600	CC	<ul style="list-style-type: none"> <li>Large holiday decorations brought to CC Thanksgiving weekend</li> <li>Move Kirk's chair (Jerry)</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Decorate window display</li> </ul>	

## Sip ‘n’ Savor Taste Event

Taste your way through the park as you sample local libations and enjoy culinary creations. Some vendors will have larger samples available for purchase and bottles or cans to take home.

Saturday, July 9 11am-5pm

Sycamore Community Park – parking at the pool and GoodTymes Shelter event to the south

### TICKETS

Participants will receive a color-coded wristband based on their ticket (tasting or DD).

\$30 – Tasting Ticket (# Drink Samples) | **Min 50/Max 150**

\$15 – Designated Driver Ticket (includes soda and water) | **Min 50/Max 150**

### PRE-SALE TICKETS

\$25 – Tasting Ticket (# Drink Samples) .....

\$10 – Designated Driver Ticket (includes soda and water)

### PAIRING EXPERIENCE

Includes general admission plus an exclusive pairing experience at the event. Seats are limited.

\$50 – Tasting Ticket + Pairing Dinner (Pre-sale Tickets only) **Min 10/Max 20**

### VENDORS

Vendors Registration: Collect vendor information through Survey Monkey and provide a printable form. Set up online payment through SPD Credit Card portal linked from the website.

- Breweries, Distilleries, Wineries
- Restaurants, Food Trucks
- Local Artisans

**Tasting Vendors\***: Be prepared to provide # number of # oz. tastes.

**Selling Vendors**: \$30 for a 10x10 space.

\*On-site sales are permitted. See vendor guidelines.

Table Rental: \$10

Electrical: **Will this be an option?**

### PARTNERS

- Sycamore Parks Foundation
- City of Sycamore
- Sycamore Public Library
- Sycamore Whiskey Club
- Kiwanis Club of Sycamore?

### OTHER ACTIVITIES AND GROUPS TO REACH OUT TO

- Amplified music
- Demonstrations: Cooking, art, craters, etc.
- Educational Presentation(s)
- Kishwaukee Valley Art League
- DeKalb County History Center

**Commented [SR1]:** [Sycamore/DeKalb Summer Events 2022](#)

Jun 4-5 | Northern IL Art Show

Jun 24-26 | Storm Dayz

July 2 | 4th of July Weekend (Monday is July 4)

Jul 31 | Turning Back Time Car Show

Aug 11-14 | Northern IL Steam Show & Threshing Bee

Aug 26-28 | Corn Fest

Aug 27 | Ribs, Rhythm, and Brews

**Commented [JB2]:** I'm not sure. we could provide a generator and have a small location for electric, but we can talk to Jeff about this.



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: February 22, 2022

### STAFF RECOMMENDATION


#### **AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE:** **Draft**

**BACKGROUND INFORMATION:** The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year. The ordinance is first prepared in **DRAFT** form and made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which is published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** This is a draft of the Ordinance that will be presented at the March Board meeting for approval. All Fund Balance and cash numbers as of January 1, 2022 will be entered after completion of the audit.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

**ORDINANCE NO. 04-2022**  
**BUDGET AND APPROPRIATION ORDINANCE**

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 OF JANUARY, 2022 AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2022.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the "District"), DEKALB COUNTY, ILLINOIS:

**Section I.** It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 22nd day of March, 2022 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2022 and ending December 31, 2022 have heretofore been performed.

**Section II.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2022 and ending on the thirty-first (31st) day of December, 2022.

**I. CORPORATE FUND**

Salaries, Wages and Taxes	\$ 510,797
Professional and Contracted Services	\$ 126,500
Administrative Supplies and Expenses	\$ 120,057
Repairs and Maintenance	\$ 100,797
Utilities	\$ 34,957
Insurance	\$ 92,971
Debt Service	\$ 938,802
Transfer of funds	\$ <u>0</u>
Total Estimated Expenditures	\$ 1,924,881

**CORPORATE FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	\$ 1,662,900
Estimated transfer of IMRF/SS tax levy	\$ 71,165
Estimated 2022 Corporate Replacement	\$ 80,500
Estimated transfer from other funds	\$ 115,000
Miscellaneous revenue	<u>\$ 21,898</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 1,924,881</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**II. RECREATION FUND**

Salaries, Wages and Taxes	\$ 1,011,868
Professional and Contracted Services	\$ 137,694
Supplies	\$ 158,269
Repairs and Maintenance	\$ 62,043
Utilities	\$ 98,955
Insurance	<u>\$ 192,676</u>
Total Estimated Expenditures	\$ 1,661,505

**RECREATION FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	\$ 1,136,200
Estimated transfer of IMRF/SS tax levy	\$ 123,522
League & Sports Fees	\$ 48,321
Programs/Events	\$ 171,036
Fitness	\$ 151,970
Community Center Services	\$ 54,286
Miscellaneous revenue	<u>\$ 19,924</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 1,661,505</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**III. RESTRICTED CONTRIBUTIONS**

<b>Expenses</b>	<b>\$ 225,000</b>
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**RESTRICTED CONTRIBUTIONS SUMMARY**

Fund Balance January 1, 2022	\$
Donations	\$ 50,000
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 250,000
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**IV. SPECIAL RECREATION FUND**

<b>Expenses</b>	<b>\$ 248,400</b>
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**SPECIAL RECREATION FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	\$ 248,400
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 248,400
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**V. IMRF FUND**

<b>Expenses</b>	<b>\$ 115,000</b>
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**IMRF FUND SUMMARY**

Fund Balance January 1, 2022	\$ 0
Estimated 2021 Property Taxes & Interest	\$ 115,000
Total Estimated Available Revenues	\$ 115,000
Total Estimated Expenditures	\$ 115,000
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**VI. SOCIAL SECURITY FUND**

<b>Expenses</b>	<b>\$ 128,800</b>
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**SOCIAL SECURITY FUND SUMMARY**

Fund Balance January 1, 2022	\$ 0
Estimated 2021 Property Taxes & Interest	<u>\$ 128,800</u>
Total Estimated Available Revenues	\$ 128,800
Total Estimated Expenditures	<u>\$ 128,800</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**VII. LIABILITY TORT FUND**

<b>Expenses</b>	<b>\$ 69,937</b>
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**LIABILITY TORT FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	<u>\$ 69,000</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 69,937</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**VIII. AUDIT FUND**

<b>Expenses</b>	<b>\$ 17,250</b>
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**AUDIT FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 17,250</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**IX. PAVING & LIGHTING FUND**

<b>Expenses</b>	<b>\$ 85,100</b>
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**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	\$ <u>0</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 85,100
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**X. POLICE FUND**

<b>Expenses</b>	<b>\$ 5,571</b>
-----------------	-----------------

**POLICE FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	\$ <u>6,113</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 5,571
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

<b>Expenses</b>	<b>\$ 33,000</b>
-----------------	------------------

**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2022	\$
Development Contributions	\$ 17,250
Miscellaneous revenue	\$ <u>-</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 33,000
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**XII. GOLF COURSE FUND**

Salaries, Wages and Taxes	\$ 410,455
Professional and Contracted Services	\$ 28,233
Supplies	\$ 51,003
Repairs and Maintenance	\$ 86,768
Utilities	\$ 21,775
Insurance	\$ 57,960
Misc.	<u>\$ 3,278</u>
Total Estimated Expenditures	\$ 659,472

**GOLF FUND SUMMARY**

Fund Balance, January 1, 2022	\$
Estimated transfer of IMRF/SS tax levy	\$ 7,498
Estimated transfer of funds	\$
Daily Fees	\$ 253,000
Season Passes	\$ 114,327
Carts	\$ 171,753
Golf Events & Programs	\$ 16,905
Miscellaneous	\$ 37,950
Pro Shop Sales	<u>\$ 45,457</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 659,470</u>
<b>Estimated Fund Balance, December 31, 2021</b>	<b>\$ 0</b>

**XIII. AQUATICS FUND**

Salaries, Wages and Taxes	\$ 88,156
Professional and Contracted Services	\$ 1,955
Supplies	\$ 9,051
Repairs and Maintenance	\$ 16,905
Utilities	<u>\$ 21,275</u>
Total Estimated Expenditures	\$ 137,342

**AQUATICS FUND SUMMARY**

Fund Balance, January 1, 2022	\$
Estimated transfer of IMRF/SS tax levy	\$ 5,751
Daily Fees	\$ 35,593
Season Passes	\$ 42,525
Special Events & Programs	\$ 4,025
Lessons	\$ 21,735
Miscellaneous	\$ 2,461
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 137,342
<b>Estimated Fund Balance, December 31, 2022</b>	<b>\$</b>

**XIV. CONCESSIONS**

Salaries, Wages and Taxes	\$ 73,004
Supplies	\$ 75,174
Repairs and Maintenance	\$ 1,265
Utilities	\$ 5,825
Insurance	\$ 7,466
Misc.	\$ 17,124
Total Estimated Expenditures	\$ 179,858

**CONCESSIONS FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated transfer of IMRF/SS tax levy	\$ 6,752
Sports Complex	\$ 58,386
Clubhouse	\$ 104,949
Beverage Cart	\$ 12,402
Catering	\$ 19,435
Pool	\$
Marketing Fund	\$ 2,872
Total Estimated Available Revenues	\$
Total Estimated Expenditures	\$ 179,858
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>



**XV. BOND AND INTEREST FUND**

Interest	\$ 10,747
Principal	<u>\$ 735,764</u>
<b>Total Expenses</b>	<b>\$ 746,511</b>

**BOND AND INTEREST FUND SUMMARY**

Fund Balance January 1, 2022	\$
Estimated 2021 Property Taxes & Interest	<u>\$ 753,250</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 746,511</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

**XVI. CAPITAL FUND**

Buildings & Structures	\$ 17,250
Equipment/Furnishings	\$ 54,970
Golf Course	\$ 440,795
Action 20/20	\$ 960,480
Pool	\$ 34,500
Community Center	\$ 5,750
Parks & Grounds	\$ 736,293
Miscellaneous	<u>\$ 204,556</u>
Total Estimated Expenditures	<b>\$ 2,454,594</b>

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2022	\$
Grant Income	\$ 633,767
Bond Proceeds	\$ 649,750
Miscellaneous revenue	<u>\$ 115,000</u>
Total Estimated Available Revenues	\$
Total Estimated Expenditures	<u>\$ 2,454,594</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2022 and ending December 31, 2022 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2021 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

**Section III.** The following determinations have been made and are hereby made a part of the aforesaid budget:

- |     |  |    |
|-----|--|----|
| (a) | An estimate of the cash on hand at the beginning of the fiscal year is expected to be      | \$ |
| (b) | An estimate of the cash expected to be received during the fiscal year from all sources is | \$ |
| (c) | An estimate of the expenditures contemplated for the fiscal year is                        | \$ |
| (d) | An estimate of the cash expected to be on hand at the end of the fiscal year is            | \$ |
| (e) | An estimate of the amount of taxes to be received during the fiscal year is                | \$ |

**Section IV.** The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

**Section V.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



**Board of Commissioners**  
**Date of Board Meeting: February 22, 2022**

**INFORMATION ONLY**

**AGENDA ITEM:**

Executive Summary vs Annual Report

**BACKGROUND INFORMATION:**

Annually we prepare a document that provides an in-depth review of the information that has been submitted in our board reports. While the information is important it does not allow easy sharing of the information. We are proposing an updated format that will assist the District and the Foundation with promoting the Mission, Vision and Core Values of the district.

Final draft of the annual report, not including the budget numbers is included. The complete document will be available after the audit is complete.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

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

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



**SYCAMORE  
PARK DISTRICT**

*Annual Report 2021*



**A YEAR OF  
GROWTH • COMMUNITY INPUT • PARTNERSHIPS**



# SYCAMORE PARK DISTRICT

## MISSION

Connecting Sycamore to wellness, nature, and each other.

## 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.

## 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.

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

**Sustainability** and are committed to the conservation of Sycamore's greenspace for recreation and the well-being of the community today and for future generations.

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

## ABOUT THIS REPORT

This report provides highlights of the Sycamore Park District's finances, significant projects and initiatives, facility usage, and community relationships in 2021. It is also a chance to reflect on goals and values as we look towards the coming year.

Complete budget reports and other District information can be found on the Transparency Portal at [sycparks.org](http://sycparks.org). Questions and feedback regarding the information in this document can be sent to Jonelle Bailey, Executive Director, at [jonelleb@sycparks.org](mailto:jonelleb@sycparks.org) or 815-895-3365. You may obtain a paper copy at the Sycamore Park District Community Center, 480 Airport Road, Sycamore.

## ABOUT THE DISTRICT

The Park District, established in 1923, is in the process of acquiring and developing park sites and open spaces to serve a growing community. Park sites include neighborhood parks, community parks, athletic fields, and natural areas. The Park District also maintains a Community Center, 18-hole golf course, dog park, community pool, and splashpad. In addition, staff provides recreational and wellness programming throughout the parks and facilities.

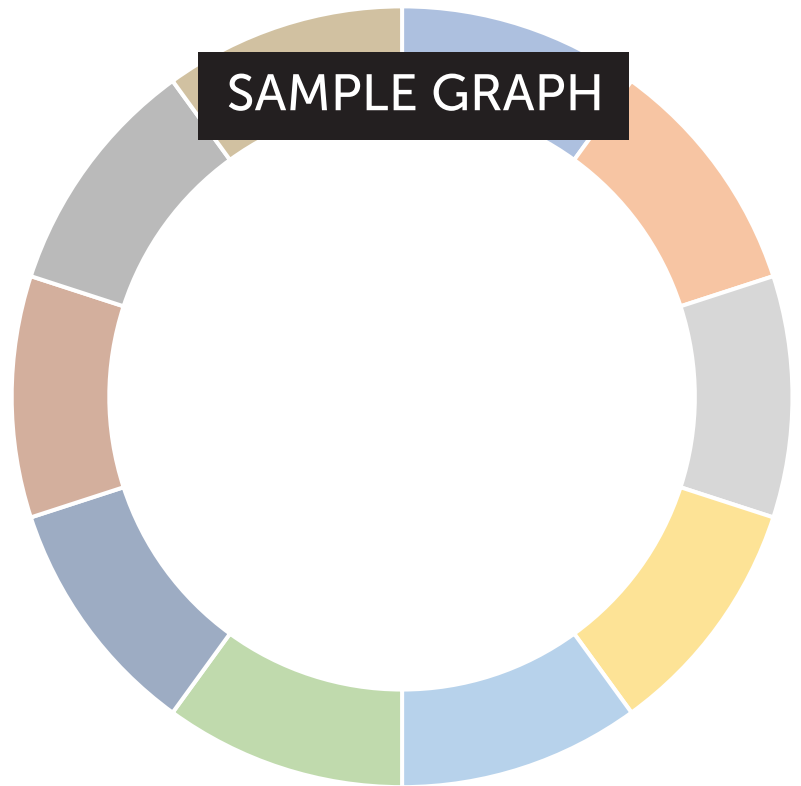
Through the support of tax dollars, the Sycamore Parks Foundation, and partners, which include community groups and local bodies of government, the Sycamore Park District keeps Sycamore connected to wellness, nature, and each other.

# OPERATING BUDGET

## Revenue

FISCAL YEAR 2021

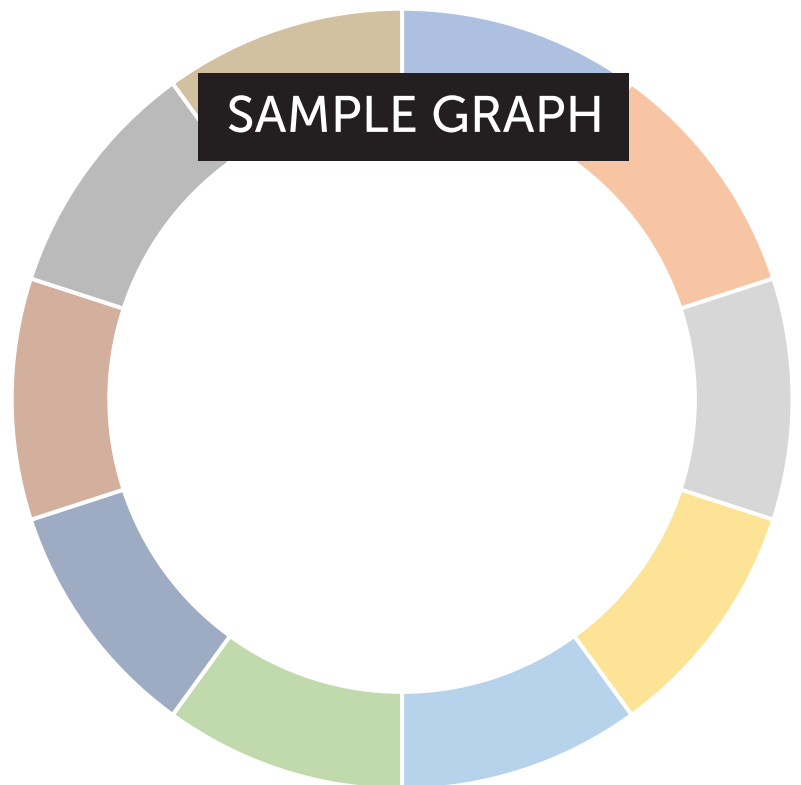
- Property Tax Receipts.....% ..... \$
- Program Fee.....% ..... \$
- Aquatics.....% ..... \$
- Golf.....% ..... \$
- Pathway Fitness/Gym.....% ..... \$
- Dog Park.....% ..... \$
- Concessions.....% ..... \$
- Rentals.....% ..... \$
- Misc.....% ..... \$
- Grants & Donations.....% ..... \$
- Interest.....% ..... \$



## Expense

FISCAL YEAR 2021

- Salaries & Wages.....% ..... \$
- Special Recreation.....% ..... \$
- Debt Service.....% ..... \$
- Contractual.....% ..... \$
- Employment Expenses.....% ..... \$
- Materials & Supplies.....% ..... \$
- Utilities.....% ..... \$
- Misc.....% ..... \$
- Insurance.....% ..... \$



# YOUR TAX DOLLARS



The graph on the left shows how your 2020 tax bill (paid in 2021) is allocated among the various taxing districts in Sycamore.

- School District 427 ..... 61.80%
- DeKalb County ..... 10.90%
- Sycamore Park District ..... 7%
- CC 523 Kishwaukee ..... 6.70%
- City of Sycamore ..... 6.60%
- Sycamore Road & Bridge ..... 2.60%
- Sycamore Library ..... 2.50%
- Sycamore Township ..... 1.30%
- DeKalb Count Forest Preserve . 0.80%

## CAPITOL BUDGET & ALLOCATING RESOURCES

The District has \$350,000 available annually for the maintenance and upkeep of parks and facilities. The Board focuses funds on the highest priorities and most impactful ways to achieve sustainability. Areas where these funds are divided among include:

- NEIGHBORHOOD PARKS**
- GOLF COURSE AND CLUBHOUSE**
- TRAILS**
- SPLASHPAD**
- COMMUNITY CENTER**
- SPORTS COMPLEXES**
- COMMUNITY POOL**
- EQUIPMENT**
- UPKEEP OF EQUIPMENT**





# FACILITY OVERVIEWS

## SYCAMORE GOLF CLUB

- SAY Golf youth golf program returned after 8 years
- New bridge installed at hole 15 tee
- 7 new outings
- New outside seating area adjacent to clubhouse deck
- New Teesnap POS System
- New website: playgolfsycamore.com
- Increased marketing through eblasts and social media

Sycamore Golf Club	2019	2020	2021
Pass Holders	285	303	368
Rounds Sold	28,509	32,593	28,352
Outings	23	26	41
Total Revenue	\$369,765	\$450,285	\$607,255



## PATHWAY FITNESS

- The special Fit in 5 Pass (July-November) was created to encourage people to return to fitness as COVID-19 restrictions were lifted in the summer months. 45 passes were sold over a 2-day sale.

Pathway Fitness	2019	2020	2021
24/7 Members	437	320	244
Building Hours Pass Holders	374	333	258
Track Only Passes	261	263	197
Open Gym Passes	237	266	251

\*Average Active Members/Pass Holders per month



## AQUATICS

### COMMUNITY POOL & SPLASH FOUNTAIN

- With COVID-19 restrictions loosening mid-season a new "mini" aquatics pass, Splash Pass, was offered from June 25-September when Splash Fountain closed.
- A community focus group met once a month from September-December to discuss and evaluate the aging community pool's lifespan and next steps for aquatic recreation in Sycamore.

Aquatics	2019	2020	2021
Community Pool Visits	9,996	0	4,773
Splash Fountain Visits	6,070	2,395	2,437
Aquatic Pass Holders	688	0	88



# 2021-2025 Master Plan Summary

## CRITICAL SUCCESS FACTORS

1. Continue to seek and carry out more efficient and effective ways to manage the park district to improve its financial position.
2. Keep the current outdoor pool open if fiscally responsible.
3. Continue to work with the City and neighborhoods to transition park dedications in developing neighborhoods.
4. Work toward being the most recognized provider of recreation opportunities in Sycamore.
5. Grow the District's endowment and define how its proceeds will be used.

### GOAL 1 FUNDING

Identify and prioritize new positions

Review and determine use and life of Community Pool

Create a plan of improvement for current facilities and signage throughout the agency: lighting, signs, landscaping, trails

Develop a new modern website that better connects the community to the services and opportunities at the Park District

Create a foundation to assist with sustaining the Park District's legacy.

### GOAL 2 GROWTH

Identify opportunities to program with other agencies

Consistently send a seasonal packet of information to schools within the District

Rebranding of the Park District

100-year anniversary celebration

Community Events

### GOAL 3 SUSTAINABILITY

Promote and encourage staff training and engagement

Create a memorial display at the Sports Complex to highlight District supporters, Board, and staff members

Assess current green space to determine appropriate programming, accessibility, and growth for the community

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

# Core Values

## EQUITY

**15** staff members participated in the IL Association of Park District's Safe Zone Conversations. The three-part series opened up discussions about racism, LGBTQ+, and Latinx matters tying them into the park and recreation field and workplace.

Began using pronouns (he/she/they/prefer not to say) in place of gender on public forms.

Transitioning to program designs that recognize the community's diverse family structures, being more inclusive to the various gender and family roles.



## SUSTAINABILITY

**750** native plants were grown in the new indoor growing system thanks to a donation from Innovative Growers Equipment LLC.

**3** acres of native wetland was established at the new Riverside Sports Complex. This resulted in staff observing an increase in the amount and diversity of wildlife visiting the site.

Staff initiated the first vegetable garden to provide fresh tomatoes and cucumbers for the Caddyshack Grill.



## TRANSPARENCY

The District adopted new Mission, Vision, and Core Value Statements to better define the District's focus, planning, and role within the community.

**56** average monthly visits to the online Transparency Portal. The transparency portal webpage keeps the community updated with construction projects, fiscal stability, community surveys, and important information about the agency.

### Board of Commissioners

- Contact Information
- Meeting Information and Current Agenda
- Board Packet Archive
- Board Meeting Minutes Archive
- 2020 Executive Summary
- ADA Transition Plan
- Press Release: April 6, 2021 Consolidated

### Park District Staff

- Contact Information
- Organizational Chart
- Employee Salaries and Benefits Archived
- IMRF Employer Cost and Participation Rates

### Lobbying Association Meetings

- Illinois Association of Park Districts
- National Recreation and Park Association
- Sycamore Chamber of Commerce

### Open Bids, Requests for Proposals

- Memorial Park OS/LSAD Development
  - Re-Bidding Advertisement | p
  - Advertisement posted: 4/1/21
  - UPDATE 4/13/21: Bid Openin
  - Bid awarded to William Char

### Closed Bids, Requests for Proposals

- Brickville Road to Route 23 Trail I
  - Ranking of Firms Considered
  - Advertisement – RFQ for Bri
  - RFQ for Brickville to Route 23
  - Ranking of Firms Considered

### Great Western Trail Expansion –

## CONNECTIONS

**1,200+** community members attended the Summer Concert Series after returning from a hiatus in 2020 due to COVID-19.

**340** households on average participated in one or more Park District program each season.

**41** businesses attended the first Sycamore Community Expo held in the Community Center. This was a joint event between the Sycamore Chamber of Commerce and Sycamore Park District.



# Parks in Progress

## ACTION 2020 PROJECTS

**Riverside Sports Complex** was completed in the spring of 2021 and play will begin in spring 2022. The site includes soccer fields, a shelter, natural area, and walking path.

In the summer of 2021 construction began on the **Sports Complex development project**. The project includes five new ball diamonds, disk golf course, playground, shelter, bocce ball court, and a native prairie with interpretive signs. This project is funded by a \$400,000 OSAD (Open Space Land Acquisition and Development) Grant.

The **Great Western Trail Extension: Phase I** was completed and opened in fall 2021. This trail connection between the Sycamore Forest Preserve and Page Street was made possible through an intergovernmental agreement with the DeKalb County Forest Preserve District. In the summer of 2021, the Park District received an Illinois Transportation Enhancement Program Grant for \$1,748,149 to complete Phase II and continue the trail to Old Mill Park.



## SPORTS COMPLEX RENAMED

The Sycamore Sports Complex was renamed Citizens Memorial Sports Complex celebrating all of the groups and individuals who have made an impact on youth athletics in Sycamore and/or helped enhance this park over the years.

The new ball diamonds will be named the Ron Johnson Fields and the existing diamonds will become the Volunteer Fields.

## NEW BRANDING

The Park District adopted a new logo and domain name. The previous logo has been in use since 1984.

## NEIGHBORHOOD PARKS

Development of designated park space in the Reston Ponds neighborhood began moving forward with the property being graded and transferred to the District. A public input meeting was held on August 3 to start working with the community to develop the space.

After a 5-year phased cooperative plan with the Sycamore Creek HOA the final park feature, a new playground, was installed at Dr. John Ovitz Park.

Other neighborhood park improvements include new playground surfacing at Old Mill Park and the beginning of a playground replacement project at Founders Park.

## SYCAMORE PARKS FOUNDATION

Sycamore Parks Foundation was created in 2021 to secure philanthropic support for the rapidly growing Sycamore Park District with a focus on promoting social equity, health and wellness, and conservation. The foundation graciously receives various donations on behalf of the Park District and responsibly administers them for the greater good or according to the donor's specific request. It is a not-for-profit IRS 501(c)(3) organization comprised of members from the community at large and Park District staff.

Mission: To make connections between resources and the essential needs of a vibrant park system.

# Natural Areas

## SEED COLLECTION

Several dozen species of seed were collected through the 2021 year. Values in seed quantity alone represent estimates of several hundred to several thousand dollars.

## PARTNERSHIPS

Park District staff work with the DeKalb County Forest Preserve District to share resources related to natural area management.

## VIRTUAL OUTREACH

A new component of environmental education programming and outreach has been to offer virtual options. The District's YouTube series Nature Hotline began in the fall and the District participated in the virtual Science Olympiad at the Sycamore Middle School by submitting a video.

## GROW ROOM

An indoor grow room was acquired through Park District partner Innovative Growers Equipment LLC. The equipment, valued at \$5,757, allowed staff to successfully grow 750 native plants in one season – Roughly a \$9,000 value in native plant material and labor (Estimates based on past contracts with restoration firms and plug values of identical plant species of similar sizes).



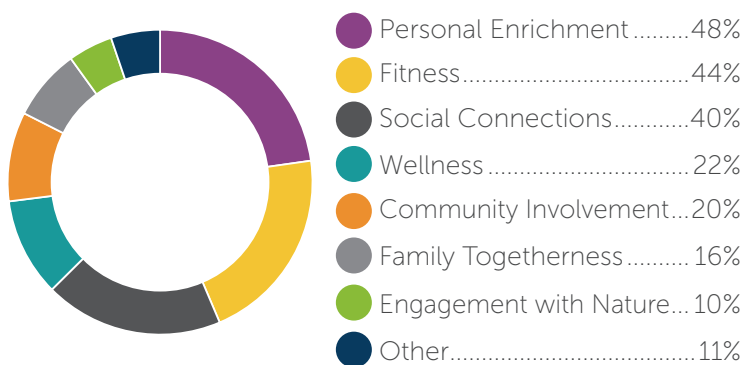
# Programming

While spacing and safety protocols regarding COVID-19 may have contributed to fewer memberships and indoor facility attendance, the Park District saw individual programs flourish in 2021! More programs and events were added and the brochure page size increased to 40 pages.

Legacy Campus Usage	2019	2020	2021
Daily visits to Community Facilities: Pathway, Track, Open Gym, Splash Fountain	50,589	24,642	38,531
Dog Park Members	197*	447	468

\*Opened May 2019

## Why did people choose Sycamore Park District for recreation programming in 2021?



When asked to rank how well these benefits were achieved, participants gave their experience 8.67 out of 10. They ranked their likelihood of referring a friend or colleague a 9 out of 10.

**On average 340 households register for at least one recreational program each season.**

# of Registrations Per Season Per Household	# of Households
1 registration	178
2-6 registrations	151
7+ registrations	11

Data based on seasonal program survey results.



# Community Feedback

## COMMUNITY POOL FOCUS GROUP

A Community Pool Focus Group was established to provide input to the staff and Board regarding the feasibility of maintaining the aging pool and assessment of potential future aquatic opportunities in Sycamore. The group met four times in the fall and through discussions, review of the current pool’s lifespan, and a community survey, the following key points were drawn:

- Users and nonusers place a high value on having a public pool
- The community is in favor of exploring opportunities for a joint aquatic facility with one or more local community.



## PUBLIC INPUT MEETINGS

- Founders Park Park Development Public Input Meeting ..... May 2021
- Reston Ponds Park Development Public Input Meeting ..... Aug 2021



## PUBLIC SURVEYS

To help plan and improve programs and facilities, the staff and Board use surveys to evaluate user experiences as well as needs. These public surveys were administered in 2021.

- Basketball League Participant Satisfaction Survey ..... Mar 2021
- Seasonal Program Evaluation Surveys ..... Apr, Aug, Dec 2021
- Seasonal Facility Rental Survey ..... Apr, Sep 2021, Jan 2022
- Home School Needs Evaluation Survey ..... Aug 2021
- Sycamore Golf Club Satisfaction Survey ..... Sep 2021
- Aquatic Needs Survey ..... Dec 2021

# Community Connections

## INTERGOVERNMENTAL AGREEMENTS

City of Sycamore

Sycamore CUSD 427

Kishwaukee Special Recreation Association

The Adult Bocce Ball team competed in its first, Special Olympic competition which was hosted in Sycamore.

Established the Kishwaukee Special Recreation Foundation, which hosted 2 large fundraisers to raise over \$14,000 for program scholarships and the development of a sensory room.

## AFFILIATES

AYSO Soccer

Kishwaukee Valley Storm

Sycamore Youth Baseball

Sycamore Girls Softball

## PARTNERS

DeKalb County Forest Preserve District

Family Service Agency of DeKalb County

Kish Kids Outside

Northwestern Medicine

NIU Department of Kinesiology & Physical Education

NIU Outdoor Adventures

Sycamore Public Library

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## FRIENDS, SPONSORS, & DONORS

Banner Up Signs

Blain's Farm & Fleet

Blush Beauty Shop

Bowman-Maness Tree Service

Boy Scouts

Chuck Schramer and Family

CMJ Technologies

Connie Clarner

Dairy Ripple

DeKalb Park District

Doty and Sons Concrete Products, Inc.

Engineering Resource Associates

First Midwest Bank

Harold Overton

Hauser-Ross Eye Institute

Heaven Scent Stables

Ideal Industries

Innovative Growers Equipment, Inc.

Kar-Fre Flowers

Keep Rentals

Kiwanis Club of Sycamore

Midwest Irrigation

Northern Illinois Cyclery

OLT Marketing

Raising Cane's

Ralph's Car Wash

Resource Bank

Robert Dobberstein

ServiceMaster Restoration and Cleaning by Skip

Suter Company

Sycamore Lions Club

Tim and Pam Huber

Upstaging

Weaver Construction



## BOARD OF COMMISSIONERS



Bill Kroeger  
President



Ben Doty  
Vice President



Ted Strack  
Commissioner



Daryl Graves  
Commissioner



Denise Ackmann  
Commissioner

## PARK BOARD MEETINGS

The Board of Commissioners meets on the 4th Tuesday of each month at 6pm in the Sycamore Golf Club Clubhouse, 940 E. State Street, unless otherwise noted at [sycparks.org](http://sycparks.org). The public is invited to attend.

January 25	May 24	September 27
February 22	June 28	October 25
March 22	July 26	November 22
April 26	August 23	December 20

## LEADERSHIP TEAM

Jonelle Bailey..... Executive Director, CPRP  
 Jackie Hienbuecher.....Superintendent of Finance & Business Services, CPA & CPRP  
 Kirk Lundbeck.....Superintendent of Golf Operations Class A, PGA Professional  
 Theresa Tevsh.....Superintendent of Recreation Services, CPRP  
 Jeff Donahoe.....Superintendent of Parks & Facilities, GCSAA, CPO, CPSI

ESTABLISHED  
**1923**

**20**  
PARKS

**9.8**  
MILES  
TRAILS

COMMUNITY CENTER  
GOLF COURSE  
SPLASHPAD • POOL  
DOG PARK • SLED HILL





**Board of Commissioners**  
**Date of Board Meeting: February 22, 2022**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Executive Session Meeting Notes

**BACKGROUND INFORMATION:**

Bi-annually we review the confidential executive session meeting notes to see which session can be released.

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** Not to release any executive session meeting notes at this time.

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

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