

Sycamore Park District  
 Regular Board Meeting  
 March 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: February 22, 2022 (Voice Vote)**

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

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

#### **CONSENT AGENDA:**

31. **Superintendent of Finance Monthly Report**
33. **Budget Report**
47. **Superintendent of Recreation Monthly Report**
52. **Superintendent of Golf Operations Monthly Report**
55. **Superintendent of Parks and Facilities Monthly Report**
59. **Executive Director Monthly Report**

#### **CORRESPONDENCE:**

61. **SHS Academy Students – Kara Poynter**
62. **IAPD/IPRA Conference Committee re: Theresa Tevsh**
63. **Toys for Tots Thank You**

**PUBLIC INPUT: Introduction of Chris Hoblit – Recreation Specialist**

**POSITIVE FEEDBACK/REPORTS:**

**PLANNING COMMISSION REPORT: Ted**

**AGENDA**

**March 22, 2022, 6:00 PM**

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**OLD BUSINESS:**

- 64. **Construction Updates: Jeff/Jonelle**
  - **Founders Park**
  - **Bridge #1**
  - **Pool**
- **Foundation Update: Jonelle**
- 66. **100<sup>th</sup> Anniversary Update: Sarah/Jonelle**
- 68. **Mask update information**
  - **Action 2020 fund status – in Executive Session**
- 71. **Sports Field Signs – Informational: Theresa**

**NEW BUSINESS:**

- **Open Meetings Act Requirement for Training of Elected Officials**
- **Public Hearing on Budget and Appropriation Ordinance**
- 74. **Vote on Budget and Appropriation Ordinance**
- 86. **Quarterly Capital Funds Update**

**Special Announcements**

**Study Session April 12 at 6:00 PM—940 E. State St.**

**PUBLIC INPUT**

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

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

**Minutes of the Regular Meeting of the Board of Commissioners  
Sycamore Park District  
Tuesday, February 22, 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 6:00 p.m. on Tuesday, February 22, 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 Doty, Graves, Strack and Kroeger. Commissioner Ackmann arrived at 6:15 pm.**

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, Jackie Hienbuecher, Kirk Lundbeck, Sarah Rex, and Theresa Tevsh.

**Guests at the Board meeting were:**

None

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Doty moved to approve the Regular Agenda and the Consent Agenda. Commissioner Graves 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 4-0.

**Approval of Minutes –**

**Motion**

Commissioner Doty moved to approve the January 25, 2022, Regular Meeting Minutes. Commissioner Graves seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Doty moved to approve the January 25, 2022, Executive Session Meeting Minutes to remain confidential. 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 4-0.

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 Sycamore Park District  
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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Strack moved to approve and pay the bills in the amount of \$535,157.11.  
 Commissioner Doty seconded the Motion.

#### **Roll Call**

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

### **Correspondence –**

- Tails Thank You
- Kate & Mike Romano Thank You

### **Public Input –**

- Commissioner Graves commented the board packet is outstanding and he liked the calendar of events.
- Commissioner Strack noted he talked to a business owner regarding granting an easement.
- Commissioner Graves also noted the annual report is really nice and very easy to understand and thanked staff for putting it together.

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

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

### **Old Business:**

### **Pool Updates:**

**Pool Heater Information:** Supt. Donahoe noted the heaters were delivered today and they will start installing them this week. The permit is still in process, but they are allowed to start the install.

### **Construction Updates:**

- **Founders Park:** Director Bailey noted we have a different date for the playground delivery, which is now March 11<sup>th</sup>. Our expected date of having it complete by the end of April is good at this point.
- **Bridge #1:** Director Bailey noted we started the bid process on Monday. She has sent out to thirteen people as of today. It is set for a March 15<sup>th</sup> opening. She will have at the board meeting and go into executive session to address costs.

**Holiday Party:** Director Bailey reminded all with the details.

Commissioner Ackmann arrived at this time (6:15 pm).

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**Policy Manual Status:** Director Bailey noted we have received all the edits back from Ancel Glink. She is going through and putting all in our system. When it is ready, it will be printed out for all superintendents, the different buildings and the board if they wish one.

### **New Business**

**Special Event Update:** Director Bailey noted that last year she asked Supt. Tevsh and staff to put together a calendar of events. This will help with maintenance having a better idea when we need things and avoid conflicts. Commissioner Graves asked about the golf tournaments. Director Bailey noted the golf tournaments will be added and then sent out electronically.

**Sip n' Savor Event Outline:** Director Bailey noted she met Nick Ford from Octane Brew at the closing of Blue Goose, along with some other people to get some good connections for our event. She noted they have a list of all they will be contacting. They will be meeting with the DeKalb County Convention Center on this and our video for our 100-year anniversary. They provided the outline to the city, including the Police Department and Fire Department. No one responded with any comments other than thank you. She will touch base with them again as it gets closer. Director Bailey noted they have reached out to the Kiwanis. Sarah Rex noted that Kiwanis had similar events and she has reached out to Nancy Higdon. Nancy is willing to help us with this event.

**Foundation Update:** Director Bailey noted the Foundation will be having an Imagine the Possibilities Dinner on April 30<sup>th</sup>. She went over some of the details on the event. She and Jackie are working on how to separate the money that was donated into a separate account and figure out the clerical fees part of their budget. Director Bailey noted she will have a more concrete list of events at the next meeting.

**Budget & Appropriation Ordinance - Draft** – Supt. Hienbuecher noted this is just a draft of the ordinance that will be brought to the board at next month's board meeting. The figures are based on the budget the board already passed with a 15% buffer. After the audit and before the next board meeting she will have the fund balance numbers and the totals. Commissioner Strack asked when they would vote on the rate. Supt. Hienbuecher noted it will depend on when she gets the report from the County. So, it could be March or April.

**Final Draft of Annual Report:** Sarah Rex noted that Commissioner Graves reaction is exactly what we were looking for. This is something the public will want to read, and it was compiled with the public in mind. It will be on our transparency portal, and it will be shared electronically. We will also have copies at our facilities. Commissioner Strack noted he feels it is excellent. He suggested adding the number of park acres and comments about the park acres to the report. He also suggested further explanation of the capital and operating budget, etc. Commissioner Strack asked Supt. Lundbeck about the golf numbers in the report. Supt. Lundbeck noted its because the rates went up, we do not use any discount companies and we are marketing more now. Commissioner Strack gave a few more suggestions on the core values connection and the parks progress.

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**Executive Session Minutes 6 Month Review:**

**Motion**

Commissioner Doty moved to approve to keep all confidential. Commissioner Graves seconded the Motion.

**Roll Call**

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

**Special Announcements – None**

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

**Public Input – None**

**Motion**

The Board adjourned the Regular Session at 6:55 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Ackmann.

**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: 03/16/2022  
 TIME: 12:35:42  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 02/17/2022 TO 03/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	ACUSHNET COMPANY								
912572333		01 TITLEIST PRO-V1	501000001300	02/10/22		64243	03/02/22	3,136.08	2,863.56
		02 TITLEIST TOUR SOFT BALL	501000001300						912.00
		03 TITLEIST TRUFEEL BALL	501000001300						106.00
		04 TITLEIST VELOCITY BALL	501000001300						114.00
		05 TITLEIST AVX	501000001300						270.00
		06 TITLEIST PRO-V1X	501000001300						380.00
		07 TITLEIST PRO-V1 YELLOW	501000001300						912.00
		08 DISCOUNT INV 912572333	501000001300						228.00
									-58.44
912581720		01 PINNACLE RUSH YELLOW GOLF BALL	501000001300	02/11/22	00005429	64217	03/01/22	200.98	200.98
		02 INV 912581720 SHIPPING	501000001300		00005429				180.00
									20.98
912607483		01 FOOTJOY WEATHER SOFT GLOVE	501000001301	02/16/22	00005429	64218	03/01/22	1,524.37	1,524.37
		02 FOOTJOY COUTOUR GLOVE	501000001301		00005429				840.00
		03 SHIPPING INV 912607483	501000001301		00005429				714.00
		04 DISCOUNT INV 912607483	501000001301		00005429				16.99
									-46.62
912615498		01 TITL TOUR SOFT - CREDIT	501000001300	02/17/22		64243	03/02/22	3,136.08	-486.00
		02 TITL AVX - CREDIT	501000001300						-106.00
									-380.00
912615499		01 TITL TOUR SOFT - NEW INV	501000001300	02/17/22		64243	03/02/22	3,136.08	758.52
		02 TITL AVX - NEW INV	501000001300						318.00
		03 DISC NEW INV 912615499	501000001300						456.00
									-15.48
912627274		01 PINNACLE RUSH/SOFT BALL	501000001300	02/22/22		64244	03/02/22	394.85	394.85
		02 SHIPPING INV 912627274	501000001300						360.00
									34.85
912659092		01 TITLEIST AVX	501000001300	02/28/22	00005429	64248	03/11/22	470.73	232.21
		02 SHIPPING INV 912659092	501000001300		00005429				228.00
		03 DISCOUNT INV 912659092	501000001300		00005429				8.77
									-4.56
912712652		01 TITLEIST TRU-FEEL LOGO BALL	501000001300	03/08/22	00005429	64248	03/11/22	470.73	238.52
		02 SHIPPING INV 912712652	501000001300		00005429				228.00
		03 DISCOUNT INV 912712652	501000001300		00005429				15.08
									-4.56

VENDOR TOTAL: 5,727.01

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ADVANCE ADVANCE AUTO PARTS									
	2454-462422	01 MOWER TIRE SEAL, FILTER, HORNS	202100066403	02/01/22		64285	03/11/22	868.14	66.21 66.21
	2454-462472	01 MOWER AIR FILTER	101500066403	02/02/22		64285	03/11/22	868.14	16.79 16.79
	2454-462492	01 BRAKE CALIPER LUBE TRUCK	101500066402	02/02/22		64285	03/11/22	868.14	11.49 11.49
	2454-462537	01 BRAKE CAL, HOSE, SML DUMP	101500066402	02/03/22		64285	03/11/22	868.14	161.75 161.75
	2454-462569	01 BOBCAT BATTERY	101500066402	02/04/22		64285	03/11/22	868.14	82.40 82.40
	2454-462592	01 BRAKE HOSE	202100066402	02/04/22		64285	03/11/22	868.14	3.03 3.03
	2454-462594	01 AIR FILTER MOWER	101500066403	02/04/22	00005418	64285	03/11/22	868.14	26.58 26.58
	2454-462642	01 BRAKE LINE CLIP	101500066402	02/07/22		64285	03/11/22	868.14	7.82 7.82
	2454-462644	01 HEADLIGHT TRUCK	101500066402	02/07/22		64285	03/11/22	868.14	3.49 3.49
	2454-462647	01 BRAKE HOSE, UNION, RELAY MOWER	202100066403	02/07/22		64285	03/11/22	868.14	22.38 22.38
	2454-462648	01 TRACTOR OIL FILTER	202100066402	02/07/22		64285	03/11/22	868.14	3.14 3.14
	2454-462649	01 TOGGLE SWITCH MOWERS	202100066403	02/07/22		64285	03/11/22	868.14	18.84 18.84
	2454-462660	01 SPARK PLUGS, BRAKE FLUID	101500066403	02/07/22		64285	03/11/22	868.14	33.75 33.75
	2454-462723	01 TRUCK BRAKE LINE TOOL KIT	202100066402	02/08/22		64285	03/11/22	868.14	121.37 121.37
	2454-462729	01 SPARK PLUGS EQUIPT.	101500066402	02/08/22		64285	03/11/22	868.14	32.28 32.28



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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-462770	01	MOWER OIL FITLER	202100066403	02/09/22		64285	03/11/22	868.14	9.42 9.42
2454-462775	01	FUEL FILTER/PLUGS	101500066403	02/09/22		64285	03/11/22	868.14	26.74 26.74
2454-462777	01	SPARK PLUG UTILITY VEHICLES	101500066402	02/09/22		64285	03/11/22	868.14	17.92 17.92
2454-462782	01	RETURN BRAKE CALIPERS	101500066403	02/09/22		64285	03/11/22	868.14	-50.00 -50.00
2454-462817	01	FILTERS FOR MOWERS/CARTS	202100066403	02/10/22		64285	03/11/22	868.14	31.10 31.10
2454-462821	01	CART BELTS	101500066402	02/10/22		64285	03/11/22	868.14	19.77 19.77
2454-462858	01	RETUNR - BELT	101500066402	02/10/22		64285	03/11/22	868.14	-4.49 -4.49
2454-462875	01	V BELT UTILITY CART	101500066402	02/11/22		64285	03/11/22	868.14	7.25 7.25
2454-462876	01	UTILITY CART OIL FILTERS	202100066402	02/11/22		64285	03/11/22	868.14	9.78 9.78
2454-462887	01	DEERE RAKE RELAYS	202100066403	02/11/22		64285	03/11/22	868.14	37.70 37.70
2454-462889	01	EQUIPT. CLEANER	101500066402	02/11/22		64285	03/11/22	868.14	8.27 8.27
2454-462912	01	CART HYDRAULIC FILTER	101500066402	02/11/22		64285	03/11/22	868.14	10.14 10.14
2454-462970	01	MOWER FILTERS, LUBE	101500066402	02/14/22		64285	03/11/22	868.14	26.22 26.22
2454-462971	01	AIR FILTER MOWER	202100066403	02/14/22		64285	03/11/22	868.14	12.24 12.24
2454-462997	01	VAC BREAKER SMALL DUMP BRAKES	101500066402	02/15/22		64285	03/11/22	868.14	108.94 108.94

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	2454-463089	01 FUEL FILTER WORKMAN	101500066402	02/16/22		64285	03/11/22	868.14	5.24 5.24
	2454-463175	01 RETURN - VACUUM BREAKER	101500066403	02/18/22		64285	03/11/22	868.14	-75.95 -75.95
	2454-463176	01 EQUIP POLISH-SAND PADS	202100066403	02/18/22		64285	03/11/22	868.14	56.53 56.53
AFLAC	AFLAC							VENDOR TOTAL:	868.14
	254110	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	10100002006 10100002007	02/12/22		64220	03/01/22	570.26	570.26 541.46 28.80
AIRGAS	AIRGAS USA LLC							VENDOR TOTAL:	570.26
	9986419004	01 RENTAL-WELDING CYL SHOP	101500066401	02/28/22		64254	03/11/22	34.19	34.19 34.19
BANN	BANNER UP SIGNS							VENDOR TOTAL:	34.19
	76865	01 SUM BANNER AND POSTER FOR CITY	101200046203	02/24/22	00005490	64255	03/11/22	171.00	171.00 171.00
BC LIMO	BC LIMO							VENDOR TOTAL:	171.00
	LIMO FOR DANCE	01 LIMO FOR SWEETHEART DANCE	206095036216	02/18/22		64205	02/18/22	175.00	175.00 175.00
BURRI	BURRIS EQUIPMENT CO.							VENDOR TOTAL:	175.00
	PS3006874-1	01 JACOBSEN MOWER PARTS	101500066403	02/23/22		64221	03/01/22	70.78	70.78 70.78
CARR	CARROT-TOP INDUSTRIES							VENDOR TOTAL:	70.78
	INV102883	01 FLAGS	202100066404	03/03/22		64256	03/11/22	133.23	133.23 133.23

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CEDAR	876043	CEDAR RAPIDS TIRE							133.23
		01 ENCLOSED TRAILER TIRES	101500066402	03/03/22		64257	03/11/22	428.44	428.44
								VENDOR TOTAL:	428.44
CINTA	840558312	CINTAS CORPORATION #355							428.44
		01 CH - DEFIB PADS	101500076513	02/18/22		64222	03/01/22	146.27	146.27
		02 MAINT- 1ST AID REFILL	101500076513						104.76
									41.51
								VENDOR TOTAL:	146.27
CINTA2	5096255244	CINTAS CORP							557.52
		01 CC - DEFIB PAD SETS	207500076513	02/18/22		64223	03/01/22	557.52	157.14
		02 CC - PEDI DEFIBS	207500076513						394.68
		03 SC	207500076513						5.70
								VENDOR TOTAL:	557.52
CIRCA	QTE 250535920	CIRCA LIGHTING							207.00
		01 FRONT DESK REPL GLASS	207500076500	03/14/22		64289	03/14/22	207.00	207.00
								VENDOR TOTAL:	207.00
CITY2	1271000000-0222	CITY OF SYCAMORE							260.89
		01 WATER/SEWER - MAINT	101500096704	03/15/22		64291	03/15/22	848.51	260.89
		01 WATER/SEWER - CC	207500096704	02/28/22		64291	03/15/22	848.51	587.62
								VENDOR TOTAL:	587.62
COMCA	0468024-0122	COMCAST							848.51
		01 INTERNET	101000096706	01/10/22		64206	02/18/22	1,320.83	657.85
		02 INTERNET	201000096706						134.98
		03 CABLE	207500096705						134.98
								VENDOR TOTAL:	387.89
									662.98
									134.98
									134.98

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0468024-0222	03 CABLE	207500096705	02/10/22		64206	02/18/22	1,320.83	662.98 393.02
	0468768-0322	01 CABLE	303000096705	02/25/22		64292	03/15/22	168.13	168.13
		02 CABLE	504000096705						84.07 84.06
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:		1,488.96
	030422	01 FOUNDERS PARK	101500096702	03/04/22		64294	03/15/22	7,636.65	1,318.85
		02 OLD MILL	101500096702						23.33
		03 BOYNTON PARK	101500096702						23.07
		04 KIWANIS PARK	101500096702						14.12
		05 EMIL CASSIER PARK	101500096702						29.07
		06 SYCAMORE LAKE	101500096702						19.37
		07 GOOD TYMES SHELTER	101500096702						27.66
		08 WETZEL PARK	101500096702						28.04
		09 ENTRY PARK	101500096702						40.61
		10 MAINT BLDG	101500096702						23.07
		11 MAINT BLDG	504100096702						527.25
		12 SPORTS COMPLEX	202100096702						7.91
		13 SOCCER COMPLEX	101500096702						28.10
	0558722008-0322	01 BB CONC	303300096702	03/09/22		64294	03/15/22	7,636.65	6,317.80
		02 POOL	518100096702						43.90
		03 MAINT	101500096702						320.51
		04 MAINT	504100096702						74.99
		05 CART BLDG	504000096702						74.99
		06 CH	303000096702						1,274.09
		07 PROSHOP	504000096702						49.70
		08 ADMIN	101000096702						49.70
		09 ADMIN	201000096702						115.97
		10 ELECTRONIC SIGN	101000096702						115.97
		11 ELECTRONIC SIGN	201000096702						6.35
		12 COMM CTR	207500096702						6.35
COMPLETE	COMPLETE FENCE						VENDOR TOTAL:		4,185.28
	201008	01 SHOP GATE & SENSORS	101500056300	03/01/22		64224	03/01/22	460.00	460.00
		02 SHOP GATE & SENSORS	202100066401						153.33
		03 SHOP GATE & SENSORS	504100066401						153.33

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SYCAMORE PARK DISTRICT  
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CONS							VENDOR TOTAL:	460.00
	121017617	01 GASOLINE - GOLF	504100076515	02/22/22	03/01/22	64225	343.62	343.62
		02 GASOLINE - PARKS	101500076515					70.32
		03 GASOLINE - TRUCKS	101500076515					92.63
								180.67
	121017674	01 GASOLINE - GOLF	504100076511	03/02/22	03/11/22	64258	1,501.95	826.00
		02 GASOLINE - PARKS	101500076511					245.10
		03 GASOLINE - SC	202100076511					39.46
		04 GASOLINE - TRUCKS	101500076511					25.62
								515.82
	65132606	01 HYDRAULIC OIL FOR MOWERS	101500076515	02/25/22	03/11/22	64258	1,501.95	675.95
		02 HYDRAULIC OIL FOR MOWERS	202100076515					225.31
		03 HYDRAULIC OIL FOR MOWERS	504100076515					225.31
								225.33
DEK4		DEKALB COUNTY HEALTH DEPT.					VENDOR TOTAL:	1,845.57
	2022 CH FOOD PERMIT	01 CH - FOOD PERMIT	303000046210	03/10/22	03/11/22	64259	560.00	280.00
								280.00
	2022 FOOD PERMIT	01 SC - CONCESSIONS FOOD PERMIT	303300046210	03/10/22	03/11/22	64259	560.00	280.00
								280.00
DEKA2		DEKALB IMPLEMENT CO.,					VENDOR TOTAL:	560.00
	200584	01 PARTS - DEERE MOWER PARTS	101500066403	02/22/22	03/01/22	64226	974.65	974.65
		02 PARTS - DEERE MOWER PARTS	202100066403					324.88
		03 PARTS - DEERE MOWER PARTS	504100066403					324.88
								324.89
	200906	01	202100066403	03/02/22	03/11/22	64260	36.14	36.14
								36.14
DEKAM		DEKALB MECHANICAL INC					VENDOR TOTAL:	1,010.79
	81968	01 CH CON FRIG REPAIRS	303000056307	02/17/22	03/11/22	64261	548.13	548.13
								548.13

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ENGIN		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	548.13
	160910.P1.37			02/17/22		64207	02/18/22	1,013.93	1,013.93
	01 GWT PHASE 1 ENG		711000207039						1,013.93
FRONTIER		FRONTIER						VENDOR TOTAL:	1,013.93
	0670-030722			03/07/22		64295	03/15/22	740.18	587.32
	01 ADMIN		101000096700						293.66
	02 ADMIN		201000096700						293.66
	4818-022222			02/22/22		64295	03/15/22	740.18	152.86
	01 MAINT		101500096700						76.43
	02 MAINT		504000096700						76.43
GEAR		GEAR FOR SPORTS/UNDER ARMOUR						VENDOR TOTAL:	740.18
	41896161			02/24/22		64227	03/01/22	371.59	371.59
	01 UA WOMEN'S V NECK		501000001301		00005436				349.20
	02 SHIPPING INV 41896161		501000001301		00005436				22.39
HALO		HALOGEN SUPPLY COMPANY, INC.						VENDOR TOTAL:	371.59
	00575830			02/17/22		64228	03/01/22	3,450.05	3,450.05
	01 POOL CHEMICAL READ PROBES		518100076550						301.05
	02 NEW REMOTE POOL VACUUM		518100076500						1,000.00
	03 NEW REMOTE POOL VACUUM		518100066401						537.00
	04 NEW REMOTE POOL VACUUM		518100066410						537.00
	05 NEW REMOTE POOL VACUUM		101500066407						358.33
	06 NEW REMOTE POOL VACUUM		202100066401						358.33
	07 NEW REMOTE POOL VACUUM		101500066404						358.34
HORN		HORNUNG'S PRO GOLF SALES INC.						VENDOR TOTAL:	3,450.05
	517208			02/17/22		64229	03/01/22	83.23	83.23
	01 DRI TEC LADIES GOLF GRIPS		501000001303		00005472				73.20
	02 DISCOUNT INV 517208		501000001303		00005472				-1.46
	03 SHIPPING INV 517208		501000001303		00005472				11.49
								VENDOR TOTAL:	83.23

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-----									
HYVEE	189345-0322	HY-VEE ACCOUNTS RECEIVABLE							
	01	BDAY PIZZA	205011956216	03/10/22		64296	03/15/22	79.94	79.94
	02	PIZZAS FOR BDAY PARTY	205011956216		00005496				39.97
									39.97
								VENDOR TOTAL:	79.94
-----									
ILLIFIRE	9655021	ILLINOIS STATE FIRE MARSHALL	518100056300	12/07/21		64212	02/25/22	210.00	210.00
		01 POOL BOILER INSP-CERT							210.00
								VENDOR TOTAL:	210.00
-----									
KHR	1177	REBUILD MOWER HYD PISTON	101500066403	02/06/22	00005483	64262	03/11/22	212.50	212.50
								VENDOR TOTAL:	212.50
-----									
KUNZ		SWEETHEART DANCE		02/18/22		64208	02/18/22	200.00	200.00
		01 DJ FOR SWEETHEART DANCE	206095036216					VENDOR TOTAL:	200.00
-----									
LOWE				02/18/22		64286	03/11/22	131.56	-123.39
		903050-IKOVJN	101500076512					VENDOR TOTAL:	-123.39
		01 RETURN POLISHER TOOL							
		903052-IJOSGX	101500076512	02/15/22		64286	03/11/22	131.56	45.09
		01 SPORTS - GLUE, WATER PUSH TOOL	202100076512					VENDOR TOTAL:	45.09
		903056-IKOVJQ	101500066402	02/22/22		64286	03/11/22	131.56	15.62
		01 TRAILER - GLUE AND SCREWS						VENDOR TOTAL:	15.62
		903165-IHAANG	101500076511	01/27/22		64286	03/11/22	131.56	40.00
		01 TOOLS-DRILL BITS						VENDOR TOTAL:	40.00
		903537-IKDDWN	101500076512	02/18/22		64286	03/11/22	131.56	155.65
		01 POLISHING TOOL, CLEANING COMPN						VENDOR TOTAL:	155.65
		915727-IHAAMY	101500076511	01/27/22		64286	03/11/22	131.56	-5.91
		01 RETURN						VENDOR TOTAL:	-5.91
		915729-IHAAMZ	101500076511	01/27/22		64286	03/11/22	131.56	4.50
		01 BOLTS-SHOP						VENDOR TOTAL:	4.50

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MENA		MENARDS - SYCAMORE						VENDOR TOTAL:	131.56
62024		01 SHOP-FLOOR SQUEEGEE-POT SOIL	101500076500	02/10/22		64230	03/01/22	221.18	52.96
		02 SHOP-FLOOR SQUEEGEE-POT SOIL	101500076508						24.99
		03 FASTENERS	101500076511						21.98
									5.99
62277		01 LAUNDRY SOAP	207500076510	02/15/22	00005479	64230	03/01/22	221.18	11.94
									11.94
62283		01 BALL FIELD BASE NAILS/SPIKES	202100076500	02/15/22	00005465	64230	03/01/22	221.18	42.88
									42.88
62292		01 CLUBHOUSE LIGHT BUILT BALLASTS	101000066401	02/15/22	00005466	64230	03/01/22	221.18	68.91
									68.91
62399		01 SPRAY PAINT, CLEAR COAT SHOP	202100076500	02/17/22	00005473	64230	03/01/22	221.18	21.15
									21.15
62450		01 HEX HEAD BOLTS, SOCKET	101500076512	02/18/22	00005474	64230	03/01/22	221.18	23.34
									23.34
62703		01 SHOP TOOL HOLDER SET, CLEANER	101500066401	02/23/22		64288	03/11/22	284.27	20.28
									20.28
62745		01 SPRAY PAINT BASES/EQUIP BOXES	202100076500	02/23/22		64288	03/11/22	284.27	21.28
									21.28
62763		01 SHOP TOWELS, RAZORS, CLEANERS	202100066401	02/24/22		64288	03/11/22	284.27	38.90
									38.90
62824		01 SPRAY PAINT-BRUSHES-SC BASES	202100076500	02/25/22		64288	03/11/22	284.27	45.61
									45.61
62975		01 TRAILER SEALER, BRUSHES	101500066402	02/28/22		64288	03/11/22	284.27	59.96
									59.96
63023		01 BELT SANDER PADS	101500066401	03/01/22		64288	03/11/22	284.27	21.96
									21.96
63072		01 XMAS STORAGE TOTES	207500076500						49.42
		02 DRYER SHEETS, TISSUE	207500076510						36.96
									12.46



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63081	01	RETURN TRAILER SEALER	101500066402	03/02/22		64288	03/11/22	284.27	-51.98 -51.98
63082	01	PAINTING TRAYS, BRUSHES TRAILER	101500066402	03/02/22		64288	03/11/22	284.27	12.93 12.93
63238	01	DRILL BIT SETS	101500076512	03/04/22		64288	03/11/22	284.27	65.91 65.91
							VENDOR TOTAL:		505.45
MROUT		MR OUTHOUSE							
4637	01	PORT-O-POTS- SPORTS	202100056309	02/25/22		64266	03/11/22	485.00	485.00
	02	PORT-O-POTS-PARKS	101500056309						90.00 395.00
							VENDOR TOTAL:		485.00
NICOR		NICOR GAS							
022822	01	MAINT BLDG	101500096703	02/28/22		64297	03/15/22	3,380.79	3,380.79
	02	MAINT BLDG	504100096703						680.08 680.08
	03	POOL	518100096703						345.14
	04	ADMIN	101000096703						115.23
	05	ADMIN	201000096703						115.24
	06	PRO SHOP	504000096703						49.38
	07	CH	303000096703						49.38
	08	PUMP HOUSE	504100096703						65.24
	09	AIRPORT RD PROPERTY	207500096703						1,281.02
							VENDOR TOTAL:		3,380.79
NIV		NIVEL PARTS & MANUFACTURING							
100153525	01	EX GO CARTS-FILTERS-ORINGS	101500066402	03/03/22		64267	03/11/22	157.31	157.31
	02	EX GO CARTS-FILTERS-ORINGS	504100066402						78.65 78.66
							VENDOR TOTAL:		157.31
OCCREATI		OC CREATIVE, INC.							
1828	01	BOARD PHOTOS	101200046214	03/01/22	00005507	64268	03/11/22	2,050.00	750.00 750.00
2009	01	100 ANNIVERSARY VIDEOS FEB	101200046214	02/15/22	00005506	64268	03/11/22	2,050.00	1,300.00 1,300.00

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PACKERFA	PACKER FASTENER							VENDOR TOTAL:	2,050.00
670863	01	SHOP FAST-WASH-SAND PAPER	202100076511	02/16/22		64231	03/01/22	82.45	36.67
670864	01	SHOPFAST-WASH, SAND PAPER	202100076511	02/16/22		64231	03/01/22	82.45	36.67
676691	01	FASTENERS FOR SHOP	101500076511	03/08/22		64269	03/11/22	11.48	45.78
PRIN	PRINCIPAL LIFE GROUP							VENDOR TOTAL:	93.93
MARCH 2022									
	01	DENTAL INS PREM	101000106801	03/15/22		64298	03/15/22	1,607.87	1,607.87
	02	DENTAL INS PREM	101500106801						312.45
	03	DENTAL INS PREM	504100106801						161.91
	04	DENTAL INS PREM	504000106801						174.83
	05	DENTAL INS PREM	201000106801						67.03
	06	DENTAL INS PREM	202100106801						394.48
	07	DENTAL INS PREM	207500106801						317.11
	08	DENTAL INS PREM	303000106801						155.23
R&R	R & R PRODUCTS INC.							VENDOR TOTAL:	1,607.87
CD_2638709	01	GOLF GREEN AERATING TINES	504100076517	02/08/22		64232	03/01/22	89.50	89.50
REIN	REINDERS, INC.							VENDOR TOTAL:	89.50
6006482-03	01	TORO MOWER SPACERS	202100066403	03/01/22		64270	03/11/22	126.75	89.80
6007200-00	01	MOWER REEL LINK ASSYS.	504100076500	02/18/22		64233	03/01/22	1,746.53	258.63
6007200-01	01	TORO MOWERS SEAL KITS	504100066403	02/21/22		64233	03/01/22	1,746.53	258.63
	02	TORO MOWERS SEAL KITS	202100066403						91.91
6007200-02	01	BUSHING- TORO MOWER	504100066403	02/23/22		64233	03/01/22	1,746.53	45.95
									45.96
									30.93
									30.93

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	6007331-00	01 WORKMAN SPRAYER MUFFLER PARTS	504100066402	02/23/22		64233	03/01/22	1,746.53	33.95
									33.95
	6007331-01	01 TORO SPRAYER WORKMAN	504100066402	02/24/22		64233	03/01/22	1,746.53	415.66
									415.66
	6007573-00	01 SIDEWINDER, MOWER - PARTS	101500066403	02/28/22		64233	03/01/22	1,746.53	915.45
		02 SIDEWINDER, MOWER - PARTS	202100066403						305.15
		03 SIDEWINDER, MOWER - PARTS	504100066403						305.15
	6007573-01	01 TORO MOWER BELTS	504100066403	03/01/22		64270	03/11/22	126.75	36.95
									36.95
							VENDOR TOTAL:		1,873.28
RINGCEN		RINGCENTRAL INC.							
	CD_000362655	01 PHONE SERVICE	101000096700	02/21/22		64234	03/01/22	962.76	962.76
		02 PHONE SERVICE	201000096700						481.38
									481.38
ROCHNEW		THE ROCHELLE NEWS-LEADER							962.76
	INV120264	01 GETAWAY GUIDE	101200046208	02/27/22		64271	03/11/22	199.00	199.00
									199.00
							VENDOR TOTAL:		199.00
RONDO		RONDO ENTERPRISES, INC.							
	159981	01 TUBING - TRAILER PARTS	101500066402	02/24/22		64235	03/01/22	250.11	221.40
									221.40
	160072	01 ENCLOSED TRAILER PARTS	101500066402	02/28/22		64235	03/01/22	250.11	28.71
									28.71
	160198	01 AXLE SEALS-BRAKES	101500066402	03/03/22		64272	03/11/22	55.36	55.36
									55.36
							VENDOR TOTAL:		305.47
SCHINDLE		SCHINDLER ELEVATOR CORP							
	7153443919	01 ELEVATOR PERSONNEL ON SITE	207500056300	02/09/22		64236	03/01/22	664.50	664.50
									664.50

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							VENDOR TOTAL:	664.50
SELDAL	SELDAL PLUMBING							
	5295	01 HOUSE-SHOWER PIPE REPAIRS	101500056300	02/21/22	64273	03/11/22	128.00	128.00
							VENDOR TOTAL:	128.00
SERVICE	SERVICEMASTER RESTORATION							
	11728	01 STRIP WAX FLOORS AT MAINT SHOP	101500056300	02/22/22	64274	03/11/22	937.50	937.50
							VENDOR TOTAL:	937.50
SOFT	SOFT WATER CITY							
	2652-0122	01 SALT	207500076500	01/31/22	64299	03/15/22	110.78	69.20
		02 RENT-WATER-CUPS	101500076500					18.98
								50.22
	2652-0222	01 WATER	101500076500	02/28/22	64299	03/15/22	110.78	41.58
								41.58
							VENDOR TOTAL:	110.78
SPEC	SPECIAL FX							
	43357	01 SWEAT 16 SHIRTS - JANUARY	101200046214	03/08/22	64275	03/11/22	480.00	480.00
							VENDOR TOTAL:	480.00
STAPLES	STAPLES BUSINESS ADVANTAGE							
	3500548195	01 PENS	101000046200	02/19/22	64237	03/01/22	115.25	115.25
		02 TOILET PAPER	207500076510					5.29
								109.96
							VENDOR TOTAL:	115.25
SUB-SEV	SUB-SEVENTY GOLF							
	1226076	01 SUB-70 DRIVER	501000001302	02/22/22	64209	02/22/22	4,568.78	4,568.78
		02 SUB-70 FAIRWAY	501000001302					987.00
		03 SUB-70 HYBRID	501000001302					756.00
		04 SUB-70 TRADITIONAL PUTTER	501000001302					596.00
		05 SUB-70 Mallet/WIDE BODY	501000001302					477.00
		06 SUB-70 699 IRONS 5-PW	501000001302					507.00
		07 SUB-70 FORGED WEDGE	501000001302					540.00
		08 SUB-70 GOLF BAG	501000001304					1,428.00
							VENDOR TOTAL:	419.97

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	1226076	09 DISCOUNT	501000001302	02/22/22	00005428	64209	02/22/22	4,568.78	4,568.78
									-1,142.19
								VENDOR TOTAL:	4,568.78
SWEDELEC		SWEDBERG ELECTRIC INC.							
	11323	01 CK CC GENERATOR PANEL ISSUE	207500056300	02/11/22		64238	03/01/22	263.86	120.00
	11338	01 REPLACE FIRE PIT TIME CONTROLS	207500056300	02/11/22		64238	03/01/22	263.86	120.00
									143.86
									143.86
								VENDOR TOTAL:	263.86
T0001563		TEVSH, THERESA							
		MILEAGE 3-2022							
		01 MILEAGE REIMB	101000046211	03/14/22		64290	03/14/22	38.61	38.61
		02 MILEAGE REIMB	201000046211						19.30
									19.31
								VENDOR TOTAL:	38.61
T0001644		LAKE-ROGMAN, JENNI							
		REIMB 2-18-22							
		01 MS ART CLASS REIMB	205121306216	02/23/22		64210	02/23/22	8.99	8.99
									8.99
								VENDOR TOTAL:	8.99
T0001655		LEACH, CONNER							
		REIMB 2-23-22							
		01 LIGHT TEST KIT - REIMB	101500066400	02/23/22		64211	02/23/22	99.07	99.07
		02 PRESS WASHER UNDRCRG CLEANER	101500066400						59.40
									39.67
								VENDOR TOTAL:	99.07
T0001710		LYNCH, KELSEY							
		VB PAYOUT-REGULAR							
		01 WOMENS-1ST PLACE PAYOUT	205490016216	03/07/22		64245	03/07/22	525.00	525.00
		02 WOMENS-2ND PLACE PAYOUT	205490016216						100.00
		03 CO-ED RED 1ST PLACE PAYOUT	205490016216						75.00
		04 CO-RED 2ND PLACE PAYOUT	205490016216						100.00
		05 CO-ED BLUE - 1ST PLACE PAYOUT	205490016216						75.00
		06 CO-ED BLUE 2ND PLACE PAYOUT	205490016216						100.00
									75.00
		VOLLEYBALL PAYOUT							
		01 WOMENS TOURN WINNER PAY	205490016216	03/07/22		64246	03/07/22	300.00	300.00
		02 CO-ED RED TOURN PAY	205490016216						100.00
		03 CO-ED BLUE TOURN PAY	205490016216						100.00

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T0001712	DACCARDO, CHRISTINE						VENDOR TOTAL:	825.00
	REFUND	01 REFUND	201000002150	02/28/22	02/28/22	64214	56.00	56.00
							VENDOR TOTAL:	56.00
THEW-T	THE W-T GROUP, LLC							
	A2100212-04	01 POOL HEATER	701000207006	03/01/22	03/11/22	64276	315.21	315.21
							VENDOR TOTAL:	315.21
THIELSEN	THIELSEN, CHRIS							
	2232022	01 LIFT INSPECTION	101500046210	02/23/22	03/01/22	64239	120.00	120.00
							VENDOR TOTAL:	120.00
TYLER	TYLER ENTERPRISES							
	061517	01 GOLF GRUB AND FERT, WEED FERT	504100076506	03/04/22	03/11/22	64277	1,653.50	1,653.50
							VENDOR TOTAL:	1,653.50
UNIT	UNITED LABORATORIES							
	INV341101	01 DRUM SURFACE RENOVATOR	504100076515	02/11/22	03/01/22	64240	1,050.00	1,050.00
		02 DRUM SURFACE RENOVATOR	101500076515					175.00
		03 DRUM SURFACE RENOVATOR	202100076515					175.00
		04 DRUM SURFACE RENOVATOR	101500076515					175.00
		05 DRUM SURFACE RENOVATOR	202100076515					175.00
		06 DRUM SURFACE RENOVATOR	504100076515					175.00
							VENDOR TOTAL:	1,050.00
UNIT2	UNITED STATES POSTAL SERVICE							
	2022 PERMIT #6	01 BULK MAIL RENEWAL	101000046204	02/20/22	02/28/22	64215	265.00	265.00
		02 BULK MAIL RENEWAL	201000046204					132.50
								132.50
	SPRING MAILER	01 POSTAGE FOR SPRING MAILER	101200046203	02/25/22	02/25/22	64213	1,615.82	1,615.82
							VENDOR TOTAL:	1,615.82

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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FROM 02/17/2022 TO 03/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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		UNUM LIFE INSURANCE						VENDOR TOTAL:	1,880.82
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FEB 2022		01 STD INS PREM	101000106801	03/15/22		64300	03/15/22	337.81	337.81
		02 STD INS PREM	101500106801						45.33
		03 STD INS PREM	504100106801						40.85
		04 STD INS PREM	504000106801						38.00
		05 STD INS PREM	201000106801						14.80
		06 STD INS PREM	202100106801						94.51
		07 STD INS PREM	207500106801						81.59
		08 STD INS PREM	303000106801						12.62
								VENDOR TOTAL:	10.11

VISIONAR		VISIONARY WEBWORKS						VENDOR TOTAL:	337.81
VW-020422-01		1ST CHECK							
		01 2022 WEBSITE 1/2 DEPOSIT	101200046214	02/04/22	00005488	64278	03/11/22	5,657.25	5,657.25
VW-020422-01		2ND CHECK							
		01 2022 WEBSITE 1/2 DEPOSIT	101200046214	02/04/22	00005488	64279	03/11/22	5,657.25	5,657.25
								VENDOR TOTAL:	11,314.50

VULC		VULCAN MATERIALS CO.							
32719685-BAL REPL									
		01 ROAD ROCK-REPLACEMENT CHECK	202100076509	03/07/22		64247	03/07/22	245.08	245.08
								VENDOR TOTAL:	245.08

WARE		WAREHOUSE DIRECT BUSINESS							
5173866-0									
		01 MULTI FOLD TOWELS	207500076510	02/18/22		64241	03/01/22	134.33	121.53
		02 COPY PAPER	101000046200						99.28
		03 COPY PAPER	201000046200						11.12
									11.13
5180412-0									
		01 PENS	101000046200	02/28/22		64241	03/01/22	134.33	12.80
									12.80
								VENDOR TOTAL:	134.33

WASTE		WASTE MANAGEMENT							
3666048-2011-3									
		01 REFUSE - ADMIN	101000056302	02/28/22		64280	03/11/22	432.33	432.33
		02 REFUSE -CH	303000056302						60.92
		03 REFUSE -ADMIN	101000056302						60.92
		04 REFUSE -SC	202100056302						8.50
									71.60

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SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

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FROM 02/17/2022 TO 03/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3666048-2011-3			02/28/22		64280	03/11/22	432.33	432.33
		05 REFUSE -PARKS	101500056302						71.60
		06 REFUSE -CC	207500056302						158.79
TOTAL --- ALL INVOICES:									67,470.71
VENDOR TOTAL:									432.33

Interim \$ 67,470.71  
New \$ 53,757.03  
Total \$ 121,227.74



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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/16/2022

*New*

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
912744990	03/11/22	01	PINNACLE RUSH GOLF BALLS	501000001300	00005429		03/16/22	360.00
		02	SHIPPING INV 912744990	501000001300	00005429			34.89
							INVOICE TOTAL:	394.89
							VENDOR TOTAL:	394.89
ALARMDET ALARM DETECTION SYSTEMS, INC								
219337-1006	03/06/22	01	CH ALARM - 2ND QTR	1010000056300			03/16/22	151.88
		02	CH ALARM - 2ND QTR	2010000056300				151.87
							INVOICE TOTAL:	303.75
							VENDOR TOTAL:	303.75
ANCEL ANCEL GLINK, P.C.								
87647	03/08/22	01	CORP MATTERS	1010000036120			03/16/22	281.25
		02	FOUNDATION	1010000036120				168.75
							INVOICE TOTAL:	450.00
							VENDOR TOTAL:	450.00
BANK THE BANK OF NEW YORK MELLON								
252-2455178	03/07/22	01	AGENT FEE 2017A	101000156902			03/16/22	750.00
							INVOICE TOTAL:	750.00
							VENDOR TOTAL:	750.00
BUCKEYE BUCKEYE POWER SALES								
PSV274669	03/11/22	01	REPAIR - CC GENERATOR	2075000066401			03/16/22	3,141.70
							INVOICE TOTAL:	3,141.70
							VENDOR TOTAL:	3,141.70
CEDAR CEDAR RAPIDS TIRE								
876737	03/11/22	01	GOLF CART TIRES	5040000066409			03/16/22	279.83
							INVOICE TOTAL:	279.83
							VENDOR TOTAL:	279.83

INVOICES DUE ON/BEFORE 03/16/2022

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTA CINTAS CORPORATION #355								
4110423638	02/11/22	01	RAG & RUG SERVICE	101500056301			03/16/22	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
			INVOICE TOTAL:					36.42
4110423756	02/11/22	01	RAG & RUG SERVICE	201000056301			03/16/22	16.48
			INVOICE TOTAL:					16.48
4110423765	02/11/22	01	RAG & RUG SERVICE	207500056301			03/16/22	54.93
			INVOICE TOTAL:					54.93
4111163348	02/18/22	01	RAG & RUG SERVICE	207500056301			03/16/22	54.93
			INVOICE TOTAL:					54.93
4111163408	02/18/22	01	RAG & RUG SERVICE	201000056301			03/16/22	16.48
			INVOICE TOTAL:					16.48
4111163424	02/18/22	01	RAG & RUG SERVICE	101500056301			03/16/22	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
			INVOICE TOTAL:					36.42
4111818120	02/25/22	01	RAG & RUG SERVICE	207500056301			03/16/22	54.93
			INVOICE TOTAL:					54.93
4111818138	02/25/22	01	RAG & RUG SERVICE	101500056301			03/16/22	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
			INVOICE TOTAL:					36.42
4111818262	02/25/22	01	RAG & RUG SERVICE	201000056301			03/16/22	16.48
			INVOICE TOTAL:					16.48

INVOICES DUE ON/BEFORE 03/16/2022

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTA CINTAS CORPORATION #355								
4112511095	03/04/22	01	RAG & RUG SERVICE	101500056301			03/16/22	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
			INVOICE TOTAL:					36.42
4112511129	03/04/22	01	RAG & RUG SERVICE	207500056301			03/16/22	54.93
			INVOICE TOTAL:					54.93
4112511135	03/04/22	01	RAG & RUG SERVICE	201000056301			03/16/22	16.48
			INVOICE TOTAL:					16.48
4113187048	03/11/22	01	RAG & RUG SERVICE	207500056301			03/16/22	54.93
			INVOICE TOTAL:					54.93
4113187077	03/11/22	01	RAG & RUG SERVICE	201000056301			03/16/22	16.48
			INVOICE TOTAL:					16.48
4113187104	03/11/22	01	RAG & RUG SERVICE	101500056301			03/16/22	14.61
		02	RAG & RUG SERVICE	504100056301				14.60
		03	RAG & RUG SERVICE	201000056301				3.60
		04	RAG & RUG SERVICE	101000056301				3.61
			INVOICE TOTAL:					36.42
			VENDOR TOTAL:					539.15
16019	03/01/22	01	OFFICE 365	101000046206			03/16/22	197.50
		02	OFFICE 365	201000046206				197.50
		03	MONTHLY MAINT	101000056304				495.00
		04	MONTHLY MAINT	201000056304				495.00
			INVOICE TOTAL:					1,385.00
16035	03/04/22	01	REPLACEMENT WORKSTATION	701000207004			03/16/22	1,876.99
			INVOICE TOTAL:					1,876.99
			VENDOR TOTAL:					3,261.99

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/16/2022

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
41898464	03/07/22	01	UA MENS' GARMENT WASHED CAP	501000001301	00005436		03/16/22	279.36
		02	SHIPPING INV 41898464	501000001301	00005436			17.50
							INVOICE TOTAL:	296.86
							VENDOR TOTAL:	296.86
GRAI								
92406171413	03/10/22	01	GOLF CART BATTERY-TERM PROTECT	504000066409			03/16/22	37.58
							INVOICE TOTAL:	37.58
							VENDOR TOTAL:	37.58
GROUPPL								
2926	03/02/22	01	FSA - MAR	101000106801			03/16/22	30.25
		02	FSA - MAR	201000106801				30.25
							INVOICE TOTAL:	60.50
							VENDOR TOTAL:	60.50
IL								
			IL ASSOC. OF PARK DISTRICTS					
DUES2022	01/01/22	01	2022 DUES	101000046200			03/16/22	1,965.98
		02	2022 DUES	201000046200				1,965.99
							INVOICE TOTAL:	3,931.97
							VENDOR TOTAL:	3,931.97
INTEG								
			INTEGRA BUSINESS SYSTEMS, INC.					
INV102493	03/02/22	01	PRINTER/COPIER - MAINT	101000056304			03/16/22	15.72
		02	PRINTER/COPIER - MAINT	201000056304				15.71
							INVOICE TOTAL:	31.43
INV102494	03/02/22	01	PRINTER/COPIER - CC	101000056304			03/16/22	53.07
		02	PRINTER/COPIER - CC	201000056304				53.07
							INVOICE TOTAL:	106.14

INVOICES DUE ON/BEFORE 03/16/2022

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
INTEG			INTEGRA BUSINESS SYSTEMS, INC.					
INV102495	03/02/22	01	PRINTER/COPIER - ADMIN	101000056304			03/16/22	38.10
		02	PRINTER/COPIER - ADMIN	201000056304				38.11
								76.21
								213.78
								11,900.00
								11,900.00
								11,900.00
LAUTER			LAUTERBACH & AMEN LLP					
64777	03/07/22	01	2021 AUDIT SERVICES	241000036122			03/16/22	11,900.00
								11,900.00
								11,900.00
PDRMA			PDRMA					
FEB 2022	03/16/22	01	HEALTH INS PREM	101000106801			03/16/22	5,070.42
		02	HEALTH INS PREM	101500106801				2,299.92
		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
								23,524.84
								23,524.84
PROVIDEN			PROVIDENT DIRECT					
23867	03/09/22	01	SPRING MAILER	101200046203	00005514		03/16/22	2,067.00
								2,067.00
								2,067.00
REVELS			REVELS TURF & TRACTOR, LLC					
207379	03/11/22	01	TURF GREEN ROLLER	504100066402			03/16/22	1,200.00
		02	TURF GREEN ROLLER	504100066403				617.91
								1,817.91
								1,817.91

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/16/2022

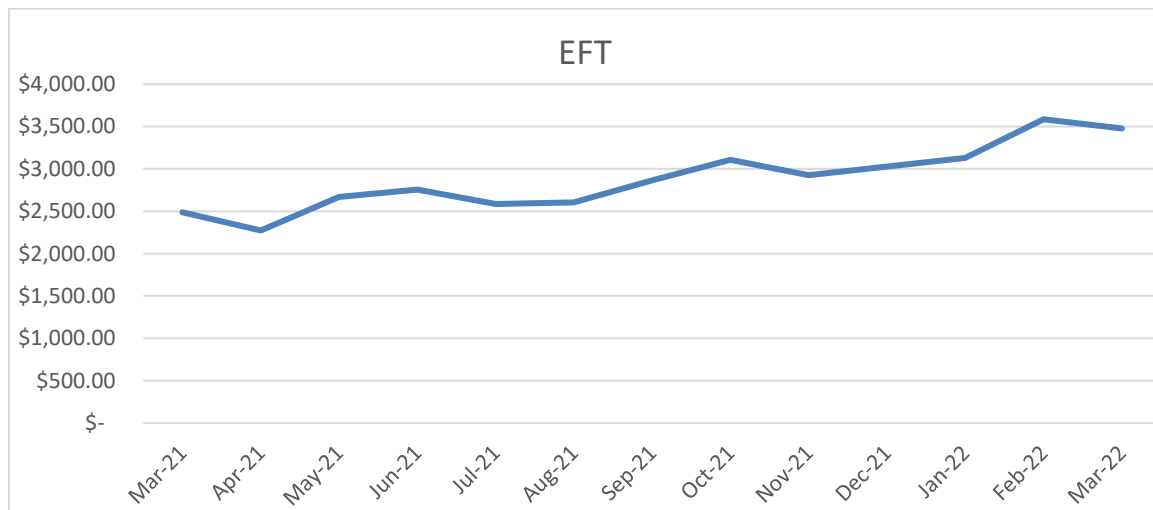
INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
T0000738			HAMMON, ROB					
	03/16/22	01	VBALL LEAGUE THURS - 1 GAME	205490016128			03/16/22	20.00
							INVOICE TOTAL:	20.00
							VENDOR TOTAL:	20.00
T0000847			HORST, PHYLLIS					
	03/16/22	01	STORYTELLER -TEA PARTY	205771106128			03/16/22	60.00
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	60.00
T0001713			HAMMON, ROB					
	03/16/22	01	VBALL LEAGUE - THURS - 3 GAMES	205490016128			03/16/22	60.00
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	60.00
T0001715			GODDARD, LESLIE					
	03/16/22	01	NATURE HISTORY SPKR-1/2 LIBRAR	205340096128			03/16/22	187.50
							INVOICE TOTAL:	187.50
							VENDOR TOTAL:	187.50
USFOODS			US FOODS INC					
	02/18/22	01	16 OZ CUPS	303000076550			03/16/22	59.78
		02	24 OZ CUPS	303000076550				181.60
		03	POP LIDS	303000076550				53.60
							INVOICE TOTAL:	294.98
	02/18/22	01	CHIPS	303000086622			03/16/22	30.82
		02	16 OZ CUPS	303000076550				59.78
		03	24 OZ CUPS	303000076550				45.40
		04	POP LIDS	303000076550				26.80
							INVOICE TOTAL:	162.80
							VENDOR TOTAL:	457.78
							TOTAL ALL INVOICES:	53,757.03

*Entenim # 67,470.71*  
*New \$ 53,757.03*  
*Total \$ 121,227.74*

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

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

- 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 as needed.
- Updated EFTs. Performed installment billing for Pathway Fitness memberships and passes. The March installment was for 166 individuals, a decrease of 3 from February. The monthly installment was \$3,359 (\$126 decrease) processed through credit cards and \$119 (\$18 increase) through ACH transactions. There were 4 households whose credit cards did not process (\$97) 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; update 2 factor authorization
- 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.
- Continued work on 2021 Audit.
- Finalized Budget & Appropriation Ordinance. Submitted legal notice to newspaper for public hearing. To be filed with County.
- Assisted in onboarding of new Recreation Specialist.
- Worked with ERA on trail billing status. Provided Forest Preserve estimate of completion cost.
- Submitted requested information for additional CURE distribution on COVID related expenses.
- Responded to questions on Banking Services RFP. Began review of submittals.
- Updated wages for short term disability.

#### **Administrative Initiatives** (4/1/22 – 4/30/22)

- Attend scheduled Superintendent and Board meetings.
- Interview part time accountant candidates.
- Learn about Foundation accounting setup.
- Finalize selection of financial institution.
- Prepare quarterly payroll taxes.
- Prepare and file monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Prepare journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Work with CMJ on technology as needed.
- Attend Pumpkin Festival Committee meeting.
- Finalize 2021 Audit.
- Complete workers comp audit.
- Input 2021 budget into MSI.
- Look into RecTrac credit card options.
- Provide data for annual report.
- Finalize tax levy computation.



Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended February 28, 2022

**Corporate Fund (10)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	462.00	16,395.64	1,672,035	8,349.79	96.4% (1)
Marketing	-	500.00	-	-	#DIV/0!
Parks	575.00	1,720.00	24,889	1,735.00	-0.9%
	<u>1,037.00</u>	<u>18,615.64</u>	<u>1,696,924</u>	<u>10,084.79</u>	<u>84.6%</u>
Total Revenues	1,037.00	18,615.64	1,696,924	10,084.79	84.6%
Expenses					
Administration	41,275.60	63,800.76	1,297,766	46,183.42	38.1% (2)
Marketing	1,515.98	1,536.37	52,000	862.96	78.0%
Parks	18,896.69	29,294.36	324,043	30,199.34	-3.0%
	<u>61,688.27</u>	<u>94,631.49</u>	<u>1,673,809</u>	<u>77,245.72</u>	<u>22.5%</u>
Total Expenses	61,688.27	94,631.49	1,673,809	77,245.72	22.5%
Total Fund Revenues	1,037.00	18,615.64	1,696,924	10,084.79	84.6%
Total Fund Expenses	61,688.27	94,631.49	1,673,809	77,245.72	22.5%
Surplus (Deficit)	(60,651.27)	(76,015.85)	23,115	(67,160.93)	13.2%

(1) Replacement taxes in 2022 greater.

(2) 2022 includes Bridge Engineering \$8700, legal fees \$2938 and timing of health insurance approx \$5,000

**Recreation Fund (20)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	1,043,505	23.00	-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	2,011.00	6,903.00	22,634	1,774.00	289.1% (1)
Programs-Tweens	35.00	35.00	1,862	25.00	40.0% (1)
Programs-Adult	695.00	2,225.00	14,213	2,453.25	-9.3% (1)
Programs-Nature	14.00	464.00	2,350	-	#DIV/0! (1)
Programs-Leagues	150.00	320.00	11,408	50.00	540.0% (1)
Programs-Youth Athletics	3,641.00	9,195.00	63,320	7,008.00	31.2% (1)
Programs-Fitness	1,135.20	5,913.30	18,701	2,270.80	160.4% (1)
Programs-Early Childhood	70.00	70.00	407	150.00	-53.3% (1)
Programs-Dance	500.00	1,565.00	3,638	794.00	97.1% (1)
Programs-Special Events	1,466.00	5,518.00	11,797	3,172.00	74.0% (1)
Programs-Community Events	-	2,575.00	11,132	1,900.00	35.5% (1)
Brochure	-	-	4,000	-	#DIV/0!
Weight Room	11,846.48	27,405.87	132,359	18,991.71	44.3% (2)
Community Center	8,809.18	17,261.68	58,968	10,565.34	63.4% (2)
		-			
<b>Total Revenues</b>	<b>30,372.86</b>	<b>79,450.85</b>	<b>1,482,834</b>	<b>49,758.06</b>	<b>59.7%</b>

(1) Revenue from programs increased 77.57%, \$15186 compared to 2021.

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

Pathway Fitness Membership	20.78% / 154.92%
Pathway Fitness Pass	16.66% / 123.08%
Track Only Pass	33.85% / 166.46%
Pre-pay Card	100.00% / 100.00%
Program Fees	12.2% / 68.67%
Daily Admission Fee	31.13% / 327.72%

Compared to Annual Budget/Compared to 2021 YTD:

Open Gym Daily	35.89% / 127.65%
Open Gym Membership	28.35% / 153.02%
Rentals	39.40% / 209.28%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2022

## Expenses

Administration	41,788.41	98,088.36	611,676	71,456.72	37.3%	(2)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	31,644.72	56,144.99	451,086	51,214.89	9.6%	(3)
Midwest Museum of Natural Hist	-	-	-	1,891.12	-100.0%	
Programs-Youth	677.57	916.81	8,952	234.49	291.0%	(1)
Programs-Tweens	128.76	128.76	761	-	#DIV/0!	(1)
Programs-Adult	144.24	306.51	5,858	188.40	62.7%	(1)
Programs-Nature	-	-	1,070	-	#DIV/0!	(1)
Programs-Leagues	817.20	1,206.39	6,852	1,158.35	4.1%	(1)
Programs-Youth Athletics	1,647.94	1,872.96	39,832	1,281.30	46.2%	(1)
Programs-Fitness	1,527.31	2,132.89	14,037	636.53	235.1%	(1)
Programs-Early Childhood	-	-	280	-	#DIV/0!	(1)
Programs-Dance	148.04	244.27	1,607	69.96	249.2%	(1)
Programs-Special Events	1,070.00	1,599.76	6,786	271.96	488.2%	(1)
Programs-Community Events	-	-	9,564	15.78	-100.0%	(1)
Brochure	-	-	25,500	-	#DIV/0!	
Weight Room	69.98	634.67	30,890	462.65	37.2%	
Community Center	21,305.26	29,510.77	228,967	25,123.24	17.5%	
Total Expenses	100,969.43	192,787.14	1,443,718	154,005.39	25.2%	
Total Fund Revenues	30,372.86	79,450.85	1,482,834	49,758.06	59.7%	
Total Fund Expenses	100,969.43	192,787.14	1,443,718	154,005.39	25.2%	
Surplus (Deficit)	(70,596.57)	(113,336.29)	39,116	(104,247.33)	8.7%	

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

(2) Timing of rec trac invoice \$20,000, 2022 Conference exp \$1900, Health insurance bill timing \$6000

(3) Timing of health insurance bill \$5700

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended February 28, 2022

**Donations (21)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	8,599.90	26,500	153.61	5498.5%
Total Revenues	-	8,599.90	26,500	153.61	5498.5%
Expenses					
Administration	-	-	26,500	-	#DIV/0!
Total Expenses	-	-	26,500	-	#DIV/0!
Total Fund Revenues	-	8,599.90	26,500	153.61	5498.5%
Total Fund Expenses	-	-	26,500	-	#DIV/0!
Surplus (Deficit)	-	8,599.90	-	153.61	5498.5%

**Special Recreation (22)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	216,000	1.16	-100.0%
Total Revenues	-	-	216,000	1.16	-100.0%
Expenses					
Administration	-	-	216,000	-	#DIV/0!
Total Expenses	-	-	216,000	-	#DIV/0!
Total Fund Revenues	-	-	216,000	1.16	-100.0%
Total Fund Expenses	-	-	216,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	1.16	-100.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended February 28, 2022

**Insurance (23)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	60,000	2.55	-100.0%
Total Revenues	-	-	60,000	2.55	-100.0%
Expenses					
Administration	-	-	60,815	-	#DIV/0!
Total Expenses	-	-	60,815	-	#DIV/0!
Total Fund Revenues	-	-	60,000	2.55	-100.0%
Total Fund Expenses	-	-	60,815	-	#DIV/0!
Surplus (Deficit)	-	-	(815)	2.55	-100.0%

**Audit (24)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	14,500	0.79	-100.0%
Total Revenues	-	-	14,500	0.79	-100.0%
Expenses					
Administration	-	-	15,000	-	#DIV/0!
Total Expenses	-	-	15,000	-	#DIV/0!
Total Fund Revenues	-	-	14,500	0.79	-100.0%
Total Fund Expenses	-	-	15,000	-	#DIV/0!
Surplus (Deficit)	-	-	(500)	0.79	-100.0%

**Paving & Lighting (25)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	-	2.89	-100.0%
	<hr/>				
Total Revenues	-	-	-	2.89	-100.0%
Expenses					
Administration	-	-	74,000	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	74,000	-	#DIV/0!
Total Fund Revenues	-	-	-	2.89	
Total Fund Expenses	-	-	74,000	-	
Surplus (Deficit)	-	-	(74,000)	2.89	

**Park Police (26)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	5,316	0.01	-100.0%
	<hr/>				
Total Revenues	-	-	5,316	0.01	-100.0%
Expenses					
Administration	283.66	583.45	4,844	733.90	-20.5%
	<hr/>				
Total Expenses	283.66	583.45	4,844	733.90	-20.5%
Total Fund Revenues	-	-	5,316	0.01	-100.0%
Total Fund Expenses	283.66	583.45	4,844	733.90	
Surplus (Deficit)	(283.66)	(583.45)	472	(733.89)	-20.5%

**IMRF (27)**

<u>Department</u>	<u>February Actual</u>	<u>YTD 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>February Actual</u>	<u>YTD 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 February 28, 2022

**Concessions (30)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Clubhouse Concessions	-	-	98,130	346.50	-100.0%
Beverage Cart	-	-	11,184	-	#DIV/0!
Sports Complex Concessions	-	-	51,766	-	#DIV/0!
Pool Concessions	-	-	-	-	#DIV/0!
Catering	708.50	858.50	17,005	647.00	32.7%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	708.50	858.50	178,085	993.50	-13.6%
Expenses					
Clubhouse Concessions	2,750.72	5,182.96	100,637	4,359.54	18.9%
Beverage Cart	-	-	9,887	-	#DIV/0!
Sports Complex Concessions	45.50	45.50	39,229	27.46	65.7%
Pool Concessions	-	-	-	-	#DIV/0!
Catering	43.82	43.82	6,720	62.50	-29.9%
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	2,840.04	5,272.28	156,473	4,449.50	18.5%
Total Fund Revenues	708.50	858.50	178,085	993.50	-13.6%
Total Fund Expenses	2,840.04	5,272.28	156,473	4,449.50	18.5%
Surplus (Deficit)	(2,131.54)	(4,413.78)	21,612	(3,456.00)	27.7%



Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended February 28, 2022

**Developer Contributions (32)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	15,000	0.92	-100.0%
	<hr/>				
Total Revenues	-	-	15,000	0.92	-100.0%
Expenses					
Administration	-	-	15,000	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	15,000	-	#DIV/0!
Total Fund Revenues	-	-	15,000	0.92	-100.0%
Total Fund Expenses	-	-	15,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	0.92	-100.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2022

**Golf Course (50)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Golf Operations	164.15	164.15	540,274	891.16	-81.6%
Golf Maintenance	-	-	22,239	-	#DIV/0!
Total Revenues	164.15	164.15	562,513	891.16	-81.6%
Expenses					
Golf Operations	22,268.39	30,015.82	276,636	16,661.62	80.1% (1)
Golf Maintenance	18,422.42	32,021.63	296,816	24,284.28	31.9% (2)
Total Expenses	40,690.81	62,037.45	573,452	40,945.90	51.5%
Total Fund Revenues	164.15	164.15	562,513	891.16	-81.6%
Total Fund Expenses	40,690.81	62,037.45	573,452	40,945.90	51.5%
Surplus (Deficit)	(40,526.66)	(61,873.30)	(10,939)	(40,054.74)	54.5%

(1) Timing of Teesnap \$10,200 (paid later in 2021) and health insurance timing

(2) Golf Maint wages and related payroll taxes increased 23.5% \$4,129. Health insurance timing.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2022

**Aquatics (51)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Pool	325.00	825.00	64,170	250.00	230.0%
Swim Lessons	-		19,567	-	
Splashpad	-	-	13,732	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Revenues	325.00	825.00	97,469	250.00	230.0%
Expenses					
Pool	147.35	191.56	72,978	36.60	423.4%
Aquatics Maintenance	2,094.79	2,094.79	34,900	588.06	256.2%
Swim Lessons			10,427	-	
Splashpad	-	-	1,122	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Expenses	2,242.14	2,286.35	119,427	624.66	266.0%
Total Fund Revenues	325.00	825.00	97,469	250.00	230.0%
Total Fund Expenses	2,242.14	2,286.35	119,427	624.66	266.0%
Surplus (Deficit)	(1,917.14)	(1,461.35)	(21,958)	(374.66)	290.0%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended February 28, 2022

**Debt Service (60)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	655,000	5.24	-100.0%
Total Revenues	-	-	655,000	5.24	-100.0%
Expenses					
Administration	-	-	649,140	-	#DIV/0!
Total Expenses	-	-	649,140	-	#DIV/0!
Total Fund Revenues	-	-	655,000	5.24	-100.0%
Total Fund Expenses	-	-	649,140	-	#DIV/0!
Surplus (Deficit)	-	-	5,860	5.24	-100.0%

**Capital Projects (70)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	905,300	25.22	-100.0%
Total Revenues	-	-	905,300	25.22	-100.0%
Expenses					
Administration	800.00	11,812.10	1,299,230	15,906.74	-25.7%
Total Expenses	800.00	11,812.10	1,299,230	15,906.74	-25.7%
Total Fund Revenues	-	-	905,300	25.22	-100.0%
Total Fund Expenses	800.00	11,812.10	1,299,230	15,906.74	-25.7%
Surplus (Deficit)	(800.00)	(11,812.10)	(393,930)	(15,881.52)	-25.6%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended February 28, 2022

**Action 2020 (71)**

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	334,802	200,125.57	-100.0%
Total Revenues	-	-	334,802	200,125.57	-100.0%
Expenses					
Administration	3,698.93	3,698.93	835,200	-	#DIV/0!
Total Expenses	3,698.93	3,698.93	835,200	-	#DIV/0!
Total Fund Revenues	-	-	334,802	200,125.57	-100.0%
Total Fund Expenses	3,698.93	3,698.93	835,200	-	#DIV/0!
Surplus (Deficit)	(3,698.93)	(3,698.93)	(500,398)	200,125.57	-101.8%
Total Fund Revenues	32,607.51	108,514.04	6,462,243	262,295.47	
Total Fund Expenses	213,213.28	373,109.19	7,374,608	293,911.81	
Surplus (Deficit)	(180,605.77)	(264,595.15)	(912,365)	(31,616.34)	

Sycamore Park District  
Fund Balances

	Unaudited 1/1/2022	Revenues	Expenses	2/28/2022	2/28/2022 Cash balance
10 Corporate	940,955.50	18,615.64	94,631.49	864,939.65	856,050.27
20 Recreation	563,031.39	79,450.85	192,787.14	449,695.10	436,895.98
21 Donations	197,488.00	8,599.90	-	206,087.90	206,087.90
22 Special Recreation	116,450.11	-	-	116,450.11	116,450.11
23 Insurance	52,763.34	-	-	52,763.34	52,763.34
24 Audit	11,887.69	-	-	11,887.69	11,887.69
25 Paving & Lighting	73,766.08	-	-	73,766.08	73,766.08
26 Park Police	1,816.80	-	583.45	1,233.35	1,300.14
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	51,070.89	858.50	5,272.28	46,657.11	42,226.76
32 Developer Contributions	19,114.57	-	-	19,114.57	19,114.57
50 Golf	126,330.35	164.15	62,037.45	64,457.05	75,102.85
51 Aquatics	(34,850.41)	825.00	2,286.35	(36,311.76)	(36,417.10)
60 Debt Service	92,268.42	-	-	92,268.42	92,268.42
70 Capital Projects	503,077.56	-	11,812.10	491,265.46	491,265.46
71 Action 2020	931,175.96	-	3,698.93	927,477.03	999,800.34
	3,646,346.25	108,514.04	373,109.19	3,381,751.10	3,438,562.81

Summary of depository accounts as of

3/17/2022

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First Midwest Bank	1,296,943.54	0.38
Resource Bank	200,177.99	0.08
IPDLAF	1,979,948.43	varies
DCCF - Action 2020	73,203.55	
Dekalb Co. Community Foundation	<u>23,325.44</u>	
	3,573,598.95	

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Recreation Team Report

Date: March 16, 2022

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

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

- Attended all Board meetings and management team meetings in March.
- The Part-time custodian position is still vacant. No applications in March to date.
- Dog Park passes sold to date 136.
- February vending sales totaled \$395 in product from the Community Center.
- Recreation Specialist Dobberstein had five birthday party rentals and four room rentals for the month of March. Allied Security has been renting a classroom weekly from 8-3pm to conduct interviews for Dekalb county.
- Recreation Specialist Dobberstein has met with ice cream and beer vendors to select product and start placing orders for the season.
- On March 8<sup>th</sup> , we held part II of the Pickleball Cross Town Tournament which was held in Dekalb. We had 24 players from both Sycamore and Dekalb. GA Brooke Carter ran the day along with one volunteer from NIU and Dekalb Park District Recreation Supervisor Jeff Myles.
- As of March 15, 2022, we have 250 Active Pathway Fitness 24/7 Memberships, 253 Active Pathway Fitness Passes, 42 Active Track 24/7 Memberships, 187 Active Track Passes and 301 Active Open Gym Passes. Numbers going up slowly!
- In the month of February, for our Fitness Sweat 16 Club, we had 36 people work out at the Community Center at least 16 times! 18 of them were newly entered into the club for February.
- Second session of Winter/Spring Fitness classes started. We have 11 Fitness Classes running.
- Changed the Lap Swim fees to RES \$2/NR \$5. Lap Swim will be included in Pathway Fitness Members/Pass holders passes as a new incentive.
- The park district hosted the IPRA Facility Management section meeting on March 10<sup>th</sup>. 22 park Districts were represented at the meeting.
- Facility Supervisor Metcalf & Parks Superintendent Donahoe installed the updated panels for the Literacy Lane. March topic: National Parks March Madness Brackets.
- KSRA will host a wheelchair basketball clinic, followed by a competitive game on March 23<sup>rd</sup> in the Community Center gym.
- Communications with the School District are looking favorable to see four (4) pickleball courts painted at West elementary school for this summer.
- Will meet with the School District March 31 to negotiate shared bussing for new proposed summer and fall programming.
- Attended the Fox Valley Branch Awards Program in Aurora on March 8. And will attend the APWA Awards luncheon on March 18. Both in recognition of the Greta Western Trail project.

- Interim Recreation Assistant, Kelsey Lynch, completed her work agreement with us on March 12<sup>th</sup>. We are very grateful for her work to keep the programs running over the last 2.5 months.
- Conducted interview process for hiring a new Recreation Specialist:
  - Position was posted from January 24-February 24.
  - Round One: 12 candidates received a questionnaire to complete and email back by Feb 26.
  - Round two: 6 candidates chosen for zoom interviews on March 1, 2, 3 with Bailey, Tevsh, Metcalf, Rex and Dobberstein.
  - Round Three: 4 candidates chosen for in-person, 1.5 hour interview & tour March 5, 9. Interviews conducted by Tevsh, Donahoe, Metcalf.
  - Background checks and reference checks completed March 11. Staff involved Tevsh, Hienbuecher, Freeman.
  - Position accepted by Chris Hoblet. He will attend and be introduced at the March 22 Board meeting.

I list all this out so that is it noted the amount of staffing hours it takes to on-board from start to finish, a new full-time position. We have done all our due diligence to find the right qualifications and the right fit so that we can keep the employee a long time!

- Will conduct via zoom/Handshake platform a virtual job fair with western Illinois University on March 28 to recruit for a Summer Interns and seasonal staff.
- 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. To date there our 10 families registered.
- Both Tween Gym Jam and Family Dance Party were canceled in March due to low enrollment. This may have been contributed to not having the full-time Recreation Specialist hired to focus on marketing the events. We will get it back next year!
- Recreation Specialist Dobberstein will conduct seasonal Food & Beverage staff training on March 30.
- Marketing & Recreation Supervisor Rex will submit the summer brochure to the printer on March 28.
- Marketing & Recreation Supervisor Rex will aid the Natural Areas Specialist at the Middle School’s Science Olympiad on March 17.
- Facility Supervisor Metcalf and Superintendents Tevsh, Donahoe, Lundbeck and Executive Director Bailey met with our new Risk Management Consultant, Kyle Saros, from PDRMA on March 9.
- Facility Supervisor Metcalf completed the CPO class.
- Recreation Supervisor Rex Continued development of Park District and Parks Foundation websites for April 1 launch
- Recreation Supervisor Rex will work with OC Creative to begin filming onsite in preparation for the district’s 100<sup>th</sup> Anniversary video series.
- Recreation Supervisor Rex booked the Summer Concert Series lineup. The series will return to an 8-show lineup this year. As of 3/15/22, \$6,675 in sponsorship support has been secured with four other potential sponsors in communication. Band and licensing fees = \$7,600.

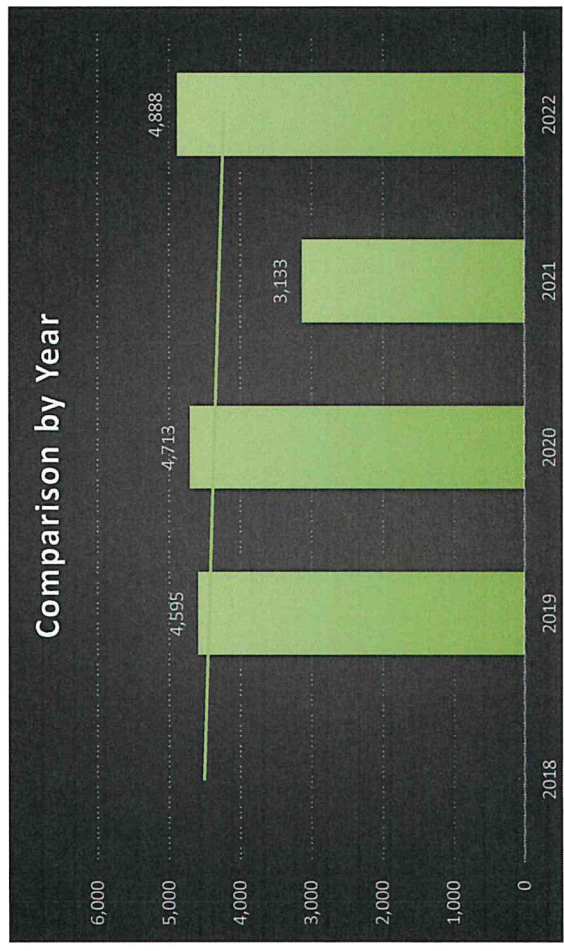
#### Administrative Initiatives (4/1/22-4/30/22)



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

- Will attend all Board meetings, any study session, and management team meetings in April.
- Will attend the Customer Service staff training on April 3.
- Will assist with the Sycamore Masters Chip Challenge on April 10<sup>th</sup>.
- Will attend the KSRA & KSRF meetings on April 12.
- Will conduct the Dog Park Egg hunt on April 13.
- Will assist the library partner to host a speaker to discuss “the Life of Rachel Carson”.  
Maintenance Specialist Nicholas McCarney will lead with information on the park district greenhouse. If weather cooperates, we will use the amphitheater.
- Will assist the Recreation staff with the Tween Flashlight Egg Hunt April 14.
- Recreation Staff will bring back (after 2 years break due to COVID), the Breakfast with the Bunny annual event. The Police Dept will then sponsor the egg hunt at the sport complex afterwards.
- Will work with the Sycamore Daisy Troop to coordinate planting the planters at the clubhouse.
- Reaction Team will conduct the Cup in Hand tournament on April 30<sup>th</sup>. Need to register more teams!
- Will work with the Chamber to prepare for the Chamber Expo on May 7<sup>th</sup>.
- Recreation Supervisor Rex will launch the new Park District and Parks Foundation websites in April.
- Recreation Staff will assist with the grand opening of the Riverside Sport Complex April 23.
- Recreation Supervisor Rex will assist with the Sycamore Parks Foundation Launch event April 30.
- Facility Supervisor Metcalf will attend an IPRA Aquatics Round Table and two Webinars to help prepare for summer pool opening.
- Facility Supervisor Metcalf will coordinate and attend the Tai Chi for Health & Wellness workshop on April 30
  
- **\*See attached Facility usage report with yearly comparison.**
- **\*See attached Conference report from Recreation Staff.**

	2018	2019	2020	2021	2022
February		129	122	152	223
		145	107	148	140
		110	213	144	195
		200	209	100	191
		173	190	98	104
		160	168	88	125
		167	147	63	226
		136	124	109	195
		162	84	141	211
		133	242	154	196
		194	196	143	215
		118	169	114	108
		148	132	81	110
		167	122	60	208
		112	107	120	232
		143	118	113	174
		138	211	139	152
		204	218	126	241
		237	197	106	84
		152	184	95	103
		187	170	84	266
		179	125	142	204
		129	92	134	204
		94	229	133	196
		226	190	119	164
		225	179	106	119
		204	177	65	111
		223	154	56	191
			137		
<b>TOTALS</b>		<b>4,595</b>	<b>4,713</b>	<b>3,133</b>	<b>4,888</b>



BUILDING  
NOT OPEN

	Building Hours	After Hours	Splash Fountain	Open Gym	Total Users	Other Comments
<b>February</b>						
1	173	10		40	223	
2	120	3		17	140	
3	150	15		30	195	
4	130	10		51	191	
5	74	21		9	104	
6	45	40		40	125	
7	161	15		50	226	
8	158	17		20	195	
9	161	15		35	211	
10	137	13		46	196	
11	141	11		63	215	
12	58	29		21	108	
13	54	32		24	110	
14	164	13		31	208	
15	163	13		56	232	
16	128	16		30	174	
17	103	12		37	152	
18	139	13		89	241	No School
19	47	15		22	84	
20	43	24		36	103	
21	142	11		113	266	No School
22	143	23		38	204	
23	145	17		42	204	
24	133	13		50	196	
25	105	6		53	164	
26	59	20		40	119	
27	35	31		45	111	
28	142	13		36	191	

Community Center Daily Usage

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: March 22, 2022

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

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing.
- Held Swing into Spring Sale Friday, March 4<sup>th</sup> through Sunday, March 6<sup>th</sup>.

*Total revenue received - \$95,472.17 – over \$7,200.00 more than last year's sale.*

*233 – Total Season Passes sold*

*22 – out of district sold – including 2 from Bartlett, 3 from St. Charles, 7 from Dekalb, 3 from Elburn, 4 from Genoa, 3 from Cortland.*

*35 – Total new pass holders so far.*

*Wednesday Razniewski Men's league has 27 teams of 2 signed up so far, last year a total of 22 teams competed.*

*Lots of interest in the 9-hole and 18-hole ladies leagues, as well as the couples league.*

*Sub-70 Products – sold a bag, a putter, a wedge so far and I'm hold a hybrid for someone to pick up Thursday.*

- Finalized all vendors who need the new golf logo, including, Players Golf Cars, Benchcraft Scorecards and Yardage Books, Titleist, Under Armour and Footjoy.
- Began promotion of summer lesson programs including, the SAY-Golf Junior Lesson Program, The Adult Lesson Academy and the Corporate Lunch Lesson Program.
- Finalized Tee Snap tee sheets for 2022.
- Continue to accept players and teams for the Mobile Match Play League, The Razniewski Fairway Club Men's League and the 18 Hole Ladies Chicks with Sticks League.

- Obtained league schedules for all private, corporate and private leagues including Kiwanis, PJ's Courthouse, Ladies 9-holers, Genoa League, Bogey's and Beer League.
- Finished cart barn set up once carts are returned from winter maintenance.
- Began to clean and prepare lockers for spring rentals as weather permits.
- Continued to receive spring orders, document inventory received and relay that information to the administrative office.
- Continued to update the 2022 Tournament schedule as new events are added.
- Have yet to receive any prospective candidates for the Pro Shop Manager/Assistant PGA Professional Position and available part-time positions.
- Finalized early season part-time staff schedule.
- Finalized golf section of the brochure with Sarah Rex.

#### **Administrative Initiatives (4/1/22 – 4/30/22)**

- Attend all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing.
- Open golf course for the 2022 golfing season.
- Finalize league rosters and schedules.
- Complete Teesnap tee sheets with all leagues, outings and events listed on the tee sheet and website.
- Continue to accept applications for employment for part-time staff as well as Pro Shop Manager/Assistant Professional positions.

- Continue to receive new pro shop product orders, document inventory received and relay that information to the administration office.
- Work with Melissa Dobberstein to set up food schedule for the 18-hole ladies, the couples league and various golf outings requesting food.
- Meet with Jonelle and Sarah to begin possible marketing promotion of existing scoreboard north of the pro shop with new business sponsors.
- Finalize promotional schedule of events through Teesnap.
- Prepare all registration forms for the Corporate Lesson Program, Adult Lesson Academy and SAY-Golf Junior Lessons.
- Set up TV commercials with WREX in Rockford with the acceptance of the WREX Golf Card.
- Finish cleaning and preparing the cart barn once carts are returned from yearly maintenance. Begin weekly cart rotation schedule once carts are allowed on the course.
- Meet with Sub-70 Golf to set up a possible demo day at Sycamore Family Sports Center to promote sales for both the golf course as well as the Sycamore based golf company.
- Begin to plan summer staffing schedule once part-time staff is in place.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: March 22nd, 2022

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

**Golf**

- After the last snow on March 11<sup>th</sup>, the weather has changed for the better quickly. The long-range forecast has some temperature dips, but true winter weather seems to be finished.
- Staff has plowed and salted as needed, they are now in the process of finishing winter maintenance on all equipment. Golf carts should be completed soon along with weed eaters, blowers, etc.
- We are planning to open the course at the end of the third week/beginning of the fourth week of the month if weather conditions allow. We will wait until the course can handle golf carts to allow their use. As always, we like to wait until the course has thawed, firmed up enough to allow our vehicles to drive without damage for cleanup/prep, and the turf to start turning green so it can recover from the traffic, divots, ball marks, and use it will receive.
- Receiving early order deliveries for fertilizer and pesticides.
- Staff is getting outside when the weather is nice to start cleaning debris and fixing plow damaged areas. Soon ropes will be taken down from the greens and the greens rolled and mowed when dry enough prior to opening day.
- I have been contacting seasonal staff from last year and coordinating paperwork for their returns.

- Will participate in the 10-tee bridge replacement bid opening on March 29<sup>th</sup>.

### **Sports**

- Collaborating with user groups as the quick warm up has the groups getting teams organized for April practices. Will soon receive schedules for field prep.
- This week we have been on the new soccer complex fields laying and measuring out the new fields according to age group. We have also started to mow down the grass height to get to play height. We will soon roll all the fields with a heavy turf roller to help smooth all areas. Prior to use and all spring, we be filling in any low or thin spots where soil has washed during winter or where turf is thin. The first games will be on April 23<sup>rd</sup> with practices a week or two before that. We will review the fields prior to use with AYSO. Parking blocks will also be installed soon on the west side of the lot.
- Have been receiving deliveries of chalk, paint, and other supplies.
- Completed the Certified Pool Operator two-day classroom and exam to renew the certificate along with Lisa Metcalf.
- Participated in the final interviews for the Recreation Specialist position.
- William Charles will resume work on the new baseball fields soon when dry enough.
- Pool heater replacement: the two replacement heaters have been installed and piped into the existing pool plumbing system. The remaining work is to complete the hook up of the exhaust pipes to the existing system and the wiring. We will then get the heaters examined and certified by the State.



- I have been in touch with our pool chemical suppliers and the products we need will be in supply for use this May. At this point, the pool will be ready for guards to use on May 31<sup>st</sup> with the public use on June 4<sup>th</sup>. We will have the splash pad ready for the May 28<sup>th</sup> weekend.

### **Parks**

- I attended staff and Board meetings.
- Attend engineering meeting about ten bridge bid details.
- Finally expecting delivery of new playground equipment for Founders Park the week of March 21st with installation in the early spring.
- Completed inspections of shop equipment lift and aerial boom lift for staff.
- Staff finishing equipment and cart repairs, working on cleaning of parks from winter debris and garbage as weather allows.
- Finalizing seasonal staff with most returning from last season.

### **Administrative Initiatives** (4/1/22-4/30/22)

- Attend all staff, Board, and project planning meetings.
- Open golf course and continue cleaning/prep then mowing.
- Complete pool heater installment. Begin pool repairs, paint touch ups, chemical ordering.
- Continue prep of new soccer fields and get ready for spring season. Hook up water lines for fountains.

- Begin to prep ball fields for early spring practices as weather allows. April will also see a few small softball round robin tournaments and the Titan baseball tournament on April 23<sup>rd</sup>.
- Work with Rec. staff on sports field user group planning.
- Put tables and can out at parks, the tennis nets are up already. Clean tree debris and trash then begin regular mowing schedules.
- Mulch in front of the Comm Center and over seed the dog park when soil warm enough to begin growth.
- Work with William Charles as the new field construction continues.
- Turn on golf irrigation system and charge the lines to check for leaks/issues.

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

**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 Park Foundation meetings as scheduled
- Attend Rotary and Chamber Meetings
  - Rotary Reader program with the School
- Attend IPRA meetings: Diversity Section, Membership Council
- Continue get to know community members and local businesses.
  - Attended Dekalb Salvation Army Corps board meetings as scheduled
- Attended the Fox Valley Branch Awards for the GWT
- Attended the APWAA Awards for GWT
- 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
  - Memorial Park Development timeline and construction update: estimated date of completion May 27 – June 10.
  - Founders Park Status – still waiting on delivery of playground. Looking to have it in by April.
  - OSLAD grant status: overall awards have been postponed still waiting on information.
- 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 – April 30 at the Community Center. Last minute change of venue.
  - Finalize timeframes
  - Create list of projects
  - Finalize budget for 2022
- Work with ERA on Bid packet for Bridge #1 – Bid opening delayed to 3/29/2022
- Finalize Banking Services with Jackie
- Continuing working on the Sip n’ Savor Event w/Sarah

**Administrative Initiatives (4/1 – 4/30/2022)**

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Park Foundation meetings as scheduled
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings: Diversity Section, Membership Council
- Continue get to know community members and local businesses.

- Attended Dekalb Salvation Army Corps board meetings as scheduled
- 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
  - Memorial Park Development timeline and construction update: estimated date of completion May 27 – June 10.
  - Founders Park Status – still waiting on delivery of playground. Looking to have it in by April.
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- 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 – April 30 at the Community Center. Last minute change of venue.
  - Finalize timeframes
  - Create list of projects
  - Finalize budget for 2022
- Work with ERA on Bid packet for Bridge #1 – Bid opening delayed to 3/29/2022
- Finalize Banking Services with Jackie
- Continuing working on the Sip n’ Savor Event w/Sarah

Theresa,

Thank you to you and your crew for speaking to my senior academy students. It was great for them to see the scope of Parks + Recreation. Thanks Again,  
Kara Bynter

**Theresa Tevsh**

---

**From:** Leesa Kuo Johnson <leesa@ilipra.org>  
**Sent:** Thursday, February 17, 2022 4:36 PM  
**To:** Theresa Tevsh  
**Subject:** Thank You for Moderating!  
**Attachments:** image001.emz



Dear Theresa:

On behalf of the 2022 IAPD/IPRA Joint Conference Committee, thank you for your invaluable contributions as a workshop/session Moderator at the 2022 IAPD/IPRA *Soaring to New Heights Conference*, held January 27-29 at the Hyatt Regency Chicago.

Based on preliminary feedback, the conference was a great success! A big part of this success is due to the role you played in ensuring a smooth and successful workshop/session. Our sincere appreciation goes out to you for your time and efforts in helping to provide a quality educational opportunity for you and your colleagues!

Thank you once again – we could not do this without you! Be sure to save the date for the 2023 conference scheduled to be held next January 26-28. We look forward to your continued participation and support!

Sincerely,



Sue Triphahn, CMP  
Director of Education & Conferences  
Illinois Association of Park Districts



Leesa Kuo Johnson, CMP  
Conference & Meetings Director  
Illinois Park and Recreation Association

February 15, 2022

DeKalb County IL Toys for Tots  
P.O. Box 729  
Sycamore, IL 60178-0729

Sycamore Park District  
940 E. State Street  
Sycamore, IL 60178



Dear Sycamore Park District;

Thank you for your support of Toys for Tots 2021 campaign by having one or more of our boxes in your establishment and/or having a special promotion. It is the generosity of businesses such as yours along with the entire community that made Christmas 2021 merrier for more than 3500 less fortunate children of DeKalb County. This was the most children we have supported since we began as coordinators in 2013. The need was great.

Thanks to the donations we received in 2021, we were again able to meet the need of our toy distribution. We distributed to The Salvation Army, Hope Haven, and several others. Each family had an opportunity to receive a game to promote family unity. Each child received an age-appropriate book to promote literacy along with at least two toys and a stocking stuffer.

Our 2022 campaign will run from September 17<sup>th</sup> starting with the American Legion Riders Toy Run until December 10<sup>th</sup>. We will be contacting you again at that time. We need to end our campaign earlier than most expect so that we can get the toys to the agencies, and they can get them to the parents before Christmas. It is a massive operation counting and sorting over 12,000 toys, books, and stocking stuffers! And then sorting into what each agency needs and distributing to them! Luckily, we have many great volunteers that step up to do the work. For anyone interested in assisting, please contact Kathi at the numbers below.

However, you don't have to wait until the fall to do something for Toys for Tots. *Anytime* you wish to run a special promotion please contact us so that we may assist you in advertising, boxes, promotional items, and spreading the word—whatever you might need.

Thanks so much, again,

Kara E Eckhardt

Kathi and Kara

Kathi Hogshead Davis, PhD  
Coordinator

Kara E. Eckhardt  
Assistant Coordinator

U.S. Marine Corps Reserve Toys for Tots Program

DeKalb County IL Toys for Tots

[dekalb.il@toysfortots.org](mailto:dekalb.il@toysfortots.org)

[dekalb-il.toysfortots.org](http://dekalb-il.toysfortots.org)

[www.facebook.com/toysfortots60115](https://www.facebook.com/toysfortots60115)

779-777-5896

March 9, 2022

Dear Applicants:

This letter is to all Open Space Lands Acquisition and Development (OSLAD) and Land and Water Conservation Fund (LWCF) applicants that submitted an FY22 grant application for the Notice of Funding Opportunities (NOFO) 2022 OSLAD and 2022 LWCF that were posted on 7/15/2021.

The Illinois Department of Natural Resources (IDNR) Office of Grant Management and Assistance (OGMA) received 154 applications requesting over \$48.4 million in funds. The amount available for grant awards is \$28 million. Due to the large volume of applications and highly competitive grant program, in conjunction with limited staff levels, the FY22 OSLAD/LWCF grant awards will be delayed.

To expedite processing of applications in-person pre-site inspections were not conducted. We ask for your assistance by sending us multiple pictures of your proposed project site to [DNR.Grants@Illinois.gov](mailto:DNR.Grants@Illinois.gov). Please identify your email and pictures with your name as the applicant, and the project name identified in your application. Descriptions of the pictures is appreciated.

Due to limited staff we do not anticipate announcing grant awards until late summer or fall of 2022, and don't anticipate executing Grant Agreements until winter of 2022. Grant implementation and project construction is anticipated to begin in the Spring of 2023. To determine grant awards, the following steps must be taken in processing the 154 OSLAD and LWCF grant applications. This is a very detailed and time consuming process.

- OSLAD Applications currently being reviewed
- Applications will be scored, and an award determination meeting will be scheduled
- Application packages will be prepared for presentation to the Natural Resources Advisory Board (NRAB) sub-committee
- An NRAB Meeting will be scheduled for the presentation of the scored applications (At this time, we are unsure of the format of this meeting in terms of it being virtual or in person)
- Following the NRAB meeting, applications recommended for the award of funds will be provided to the Director of IDNR for Approval.
- OSLAD applicants will be notified of award/non-award of funding along with a Press Release
- Successful applicants will be notified, and negotiation and execution of Grant Agreements will be conducted



Your understanding of our staffing issues and the process required for determining OSLAD/LWCF awards is appreciated. Thank you for your interest in the OSLAD and LWCF grant programs. I sincerely appreciate your patience as we work to complete processing of the applications.

Thank you for your patience.

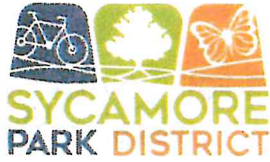
A handwritten signature in blue ink, appearing to read 'G. Eicken', is positioned above the typed name.

Gary K. Eicken  
Chief  
Office of Grant Management and Assistance

GKE:af

CURRENT INDOOR PROGRAMS	Programs	Time Range	Location	Notes
Tuesdays	Cheer, Tumbling, Youth Basketball, Middle School Art	4:45-7pm	Community Center	
Wednesdays	Youth Football, Karate, Adult Volleyball League	5:15-7:30pm	Community Center	March 23
Thursdays	Youth Dance, Adult Volleyball League Elementary Art	4:30-6:30pm	Community Center	March 17
Monday-Friday	Pickleball	9-11am	Community Center	
FACILITIES & PARKS	Busiest Time 1	Busiest Time 2	Hours	
Pathway Fitness	Mon-Thu 5-8pm	Mon-Fri 6-9am	M-F 6am-9pm, Sa 8am-3pm, Su 10am-2pm	Thursday, March 17
Indoor Track	Mon-Thu 5-8pm	Mon-Fri 6-9am		Wednesday, March 23
Dog Park	Weekday Evenings   5-7pm	Weekends	Dawn to Dusk	Thursday, April 14
Sled Hill	As soon as there's enough snow :)	Weekends	Dawn to Dusk	
Parks	Weekends		Dawn to Dusk	April 30
Great Western Trail Extension	Early Mornings	Weekends	Dawn to Dusk	April 30 -Good place for trail shots! Park at Sycamore Forest Preserve
Sycamore Golf Club				Mid- to Late-summer is a great time...in between droughts and floods
Splash Fountain Splashpad				May 28-Sep 25
Community Pool				Jun 4-Aug 16
2022 EVENTS				
Sweetheart Dance	Feb 20	4-6pm	Community Center Gym	
Family/Dance	Mar 11	6-7pm	Community Center Gym	
Tween Gym Jam	Mar 11			
Dog Egg Hunt	Apr 13	6-6:30pm	Brian Bemis Family Dog Park	
Tween Flashlight Egg Hunt	Apr 14	7-8:30pm	Community Center Gym	April 14
Breakfast with the Bunny	Apr 16	7-9:30am	Community Center Gym	
Cup in Hand Kickball Tourn.	Apr 30	10am start	Grass fields behind the pool	April 30
Tai Chi Workshop	Apr 30	10:30am-12pm	Community Center Gym	April 30
Foundation Launch Event	Apr 30	6-9pm	Egg Toy Studio	April 30
Sycamore Chamber Expo	May 7	9am-2pm	Community Center Gym	
Summer Concert Series	Jun 2, 9, 16, 30	7-8:30pm	GoodTymes Shelter	
Movie in the Park	Jun 3	Dark	Behind Community Center	
Summer Concert Series	Jul 7, 14, 21, 28	7-8:30pm	GoodTymes Shelter	
Sip 'n' Savor	Jul 9		Community Park	
Movie in the Park	Aug 5	Dark	Behind Community Center	
Junk in Your Trunk Sale	Sep 11			
Pumpkin Rol'Down	Oct 22	2-5pm	Sled Hill & Gym	
Tween Gym Jam	Nov 4			
Hoop Shoot	Nov 26	12-2pm		

Cookies with Santa	Dec 9   10	4-7pm   9am-12pm	Community Center	
<b>Non-District Events and Park Usage</b>	<b>Date</b>	<b>Time</b>		
Storm Dayz Tournament			Sports Complex	
AYSO		Saturdays	Riverside Sports Complex	
Syc Girls Softball				
Syc Youth Baseball				
Service Club Meetings			Clubhouse	
Shelter Rentals				
Juneteenth Program	Jun 12		Legacy Campus	Sycamore Public Library
Senior Picnic	Jun 17		Legacy Campus	DeK Co Family Service Agency



## Employee Expectations for Covid-19

February 2022

### Covid-19 Guidelines

Covid is a constantly changing thing as are the mandates that we as a public agency are required to follow. The state of Illinois is expected to lift its mask mandate starting on Monday February 28, 2022, as long as the metrics for positive cases has a continual downward trend. If the mandate is lifted, the following will be in place.

#### Public & Sports:

- Masking is optional
- Those who are NOT vaccinated are recommended to continue to mask.
- Social distancing is in place where possible for your safety.
- Safety Panels will remain in place for employee and public safety where they come in close contact.
- Cleaning protocols will remain in place for shared use of facility equipment
- As always if you do not feel well, please stay home.

#### Staff:

- A mask **is recommended** for *unvaccinated employees* in all common areas indoors or when unable to maintain a six-foot distance.
- Things to remember:
  - Staff should continue to carry masks on their person for the comfort of the public or other staff members.
  - Acceptable forms of face masks cover the nose and mouth and are as follows:
    - Cloth masks
    - Medical masks
    - Spray/painter masks
    - Fold-down/fixed clear face shield (full face)
    - N95 masks
    - Bandanas/neck gaiters

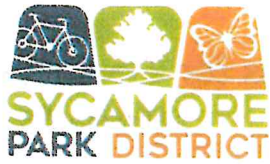
#### Sycamore Park District will continue to:

- Leave doors open whenever possible.
- Have safety partitions at all public counters
- Maintain a disciplined sanitation routine based on recommendations and best practices.
- Post signs throughout the buildings reminding staff/visitors of the measures we are taking as a community to keep everyone healthy.

#### Covid Protocols:

- If you test positive for COVID-19:
  - Regardless of vaccination status, you must isolate for 5 days.
  - If you have no symptoms or your symptoms are resolving after 5 days, you can return to work.
  - If you still have symptoms and/or fever isolate until you are symptom or fever free for 24 hours.
  - You should follow strict mask use for additional 5 days.
- If you are in contact with someone infected with Covid-19 you do not need to quarantine if:
  - You are 18+ years old and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people, OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months, OR completed the primary series of J&J vaccine within the last 2 months.
  - You are ages 5-17 years and completed the primary series of Covid-19 vaccines
  - You had confirmed Covid-19 within the last 90 days (you tested positive using a viral test)

\*Based upon IDPH and CDC guidelines



## Employee Expectations for Covid-19

February 2022

- You should also follow strict mask use for 10 days after exposure.
- You should quarantine for five days if you are exposed to someone with COVID-19 if:
  - You are not vaccinated or have not completed the primary vaccine series.
  - You are 18+ years old and completed the primary series of the recommend vaccine, but have not received the recommend booster.
  - You have received the single-dose Johnson & Johnson vaccine over 2 months ago and have not received a recommended booster shot.
  - You should also follow strict mask use for 10 days after exposure.
- If you develop symptoms, get tested and isolate until you receive your results.
  - if you test positive isolate for at least 5 days from the day your symptoms began. You can return to work with 24 hours symptom and fever free.
- If you were exposed to Covid-19 and are up-to-date with vaccination OR had confirmed Covid-19 within the past 90 days (you tested positive using a viral test)
  - No quarantine: you do not need to stay home **unless** you develop symptoms.
  - Get tested: Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with Covid-19.
  - Watch for symptoms: Watch for symptoms until 10 days after you last had close contact with someone with Covid-19.

If you come into contact with someone infected with Covid-19, test positive or have symptoms and are waiting to be tested – **notify your supervisor and Jackie Hienbuecher** ([jackieh@sycparks.org](mailto:jackieh@sycparks.org)) by email or text to assist us with following protocols.

We look forward to working with you during these transition periods and hope that there will eventually be an elimination of mask guidelines. We will continue the cleaning procedures and protocols. Until then, please follow and encourage others to follow the above guidelines. Adherence to the policy is an essential job performance requirement that needs to be followed or receive disciplinary actions. Thank you for your assistance in maintaining a health-conscious environment. Please let me know if you have any comments or questions.

Jonelle Bailey, Executive Director  
[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)



Welcome to  
the Community  
Center.

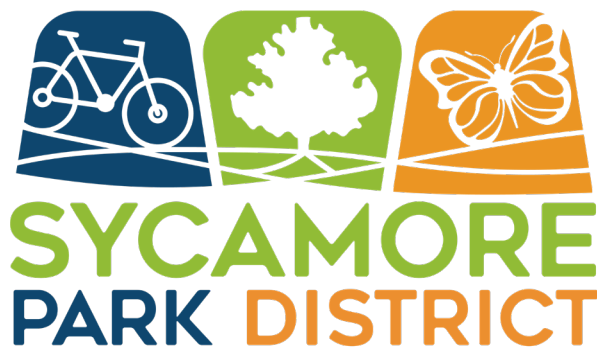
In accordance  
with State and  
local guidelines,  
masks are:

**OPTIONAL**

if you are **FULLY VACCINATED**

**RECOMMENDED**

if you are **NOT VACCINATED**



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 22, 2022

### STAFF RECOMMENDATION

#### **AGENDA ITEM: Sport Facilities: Promotion and Advertising in the Parks- For Information Only**

**BACKGROUND INFORMATION:** This is an update to rules and guidelines established in 2015.

With the addition of the Riverside Sport Complex and new ballfields at Ron Johnson Fields of the Citizens Memorial Sports Complex, a few changes needed to be made to the advertising signage at the fields.

The main change was omitting wooden signs to a vinyl sign and omitting Football which is not an Affiliate group of the sport field space.

Staff have not made a decision for location of advertising at Riverside Sport Complex, but will keep it on our radar. AYSO has indicated they have no requests for advertising.

Having this information in place assists the District with controlling the content and amount of signs that may be seen in the parks.

The attached document shows the changes or updates.

**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** For Information Only.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation; Jeff Donahoe, Superintendent of Parks.

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:** None

## Policy on Promotion and Advertising in Parks

### Key Guidelines and Rules:

1. SPD Approves all banners, signs, or other items that will be affixed to, or placed on/in park district facilities other than those that are temporary signs (see #2).
2. Temporary signs/banners/items are those that do not require being affixed to/in/on any park district property and will only be “up” during the actual game(s) or tournament. For the time being, if they meet all other sign/banner/item requirements, do not require prior approval, but cannot be affixed.
3. Signs/banners/other items will NEVER be allowed to be posted on baseline fences, dugouts, backstops, batting cages goal posts, restrooms, bleachers/other seating, roofing, or with temporary or permanent stand-alone posts of any sort.
4. Materials Allowed:  
Minimum of 13-ounce outdoor vinyl with hemmed edges with minimum of 12 grommets per banner—5 on top and 5 on bottom with one in the middle on each side-- for affixing to fences.  
Manufacture:  
As long as user groups follow the requirements we set for size and quality/type of material, they are able to purchase the sign at the “maker” of their choice, as the affiliate must pay for the cost of the manufacture.
5. Size: All signs, banners or other permitted items for advertising will be a standard size of 3’ x 5’
6. Space for each affiliate group will be allocated on the basis of their total use as determined by a percentage agreed to by the SPD management team. Staff will meet with the affiliates to define this.
7. Since there is no fencing to hang banners on for soccer, a Single Display Board for soccer will be created at their site on which banners can be posted. That display board will not accommodate large banners. In that case 2’ x 4’ signs may be affixed to the display board which will be no larger than 8’ x 8’—which accommodates up to 16 signs, each. The park district reserves the right to locate this display board at Riverside Sports Complex.
8. References to alcohol/tobacco/weapons will not be permitted, nor Graphics for the same.
9. No display of or references to profane language, nudity, death, political or violence shall be permitted.
10. Any advertising banner must be installed and removed by Sycamore Park District personnel(or their designee). Banners will be placed on a specific field fence and location on said fence requested by the user group if space is available. Otherwise, the banners will be placed on another outfield fence by the Park District. There will be a fee of time and materials for installation and removal of banners. Any non-advertising signs (such as team logo signs) affixed to home run fences continuously during the user groups’ season will be installed and removed by public volunteers under Park District supervision, if approved, on a case-by-case basis by the Sycamore Park District. These will be counted against the affiliate’s allotment of other space/percentage for banners/signs, as detailed elsewhere in this policy. Space is only available on outfield fences of fields 2, 3, 4 and 9 through 12. The fences on fields 2 and 3 would be able to hold 19 of the 5 foot by 3 foot signs each; field 4 can hold 29 signs; and fields 9 through 12 can hold 30 banners each. Nothing can be affixed to a temporary fence, anywhere.
11. Banners can only be up a maximum of the season of the organization selling the banner-- as defined in their affiliate agreement. The exception to this is if the Sycamore Park District, at its own discretion, determines that the banner has reached a point as defined in #16. If the organization determines that it wishes to replace a removed banner, it must do so at its own cost, and present the banner to the Sycamore Park District for re-installation at a fee of time and materials.



12. Signs and other more permanent, long-term promotion/advertising cannot cover more than 50% of the surface area of any item to which it is affixed. Examples: If the park district has 900 square feet of fence surfacing on all its fields, only 450 square feet may be covered. If there is 2,000 square feet of external wall surface exists on all buildings, then only 1,000 can be covered.
14. Soccer should coordinate the sale of their display board space so that their price structure is agreed to, and consistent with each other. That structure must then be presented to their Fundraising Committee for approval.
15. Girls Softball and Youth Baseball should coordinate the sale of their display board space so that their price structure is agreed to, and consistent with each other. That structure must then be presented to the Fundraising Committee for approval.
16. Replacement of Banners when worn out: The user group providing the initial sign will be responsible for replacement of worn, torn, or visually unappealing signs due to any reason including but not limited to vandalism, physical or environmental reasons. The Sycamore Park District will determine when signs need to be replaced by the user group, and the affiliate must pay the cost of the new banner and the time and materials cost of park district staff.
17. No sale of space by affiliate groups can extend a commitment, of any kind, beyond a single season for banners. All others are the domain of the Sycamore Park District.
18. All these items, above, are considered a part of all Affiliate MOU Agreements.

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: March 22, 2022

### STAFF RECOMMENDATION

#### AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE 04-2022: Recommended Approval

**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 tentative form and was made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which was 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 approximately a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law. The ordinance has been available, now, for 30 days, and we are able to act upon it at this meeting.

**FISCAL IMPACT:** Documents upper limits of what may be spent. These figures are based upon the Operating and Capital Budgets already approved by the board.

**STAFF RECOMMENDATION:** Recommend approval of Ordinance 04-2022.

**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	\$ 940,956
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	\$ 2,892,419
Total Estimated Expenditures	<u>\$ 1,924,881</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 967,538</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	\$ 528,301
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	\$ 2,233,560
Total Estimated Expenditures	<u>\$ 1,661,505</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 572,055</b>

**III. RESTRICTED CONTRIBUTIONS**

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

Fund Balance January 1, 2022	\$ 197,488
Donations	<u>\$ 50,000</u>
Total Estimated Available Revenues	\$ 247,488
Total Estimated Expenditures	<u>\$ 247,488</u>
<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	\$ 116,450
Estimated 2021 Property Taxes & Interest	<u>\$ 248,400</u>
Total Estimated Available Revenues	\$ 364,850
Total Estimated Expenditures	<u>\$ 364,850</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</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	<u>\$ 115,000</u>
Total Estimated Available Revenues	\$ 115,000
Total Estimated Expenditures	<u>\$ 115,000</u>
<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	\$ 52,763
Estimated 2021 Property Taxes & Interest	<u>\$ 69,000</u>
Total Estimated Available Revenues	\$ 121,763
Total Estimated Expenditures	<u>\$ 69,937</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 51,826</b>

**VIII. AUDIT FUND**

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

Fund Balance January 1, 2022	\$ 11,888
Estimated 2021 Property Taxes & Interest	<u>\$ 16,675</u>
Total Estimated Available Revenues	\$ 28,563
Total Estimated Expenditures	<u>\$ 17,250</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 11,313</b>

**IX. PAVING & LIGHTING FUND**

<b>Expenses</b>	<b>\$ 73,766</b>
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**PAVING & LIGHTING FUND SUMMARY**

Fund Balance January 1, 2022	\$ 73,766
Estimated 2021 Property Taxes & Interest	\$ <u>0</u>
Total Estimated Available Revenues	\$ 73,766
Total Estimated Expenditures	\$ <u>73,766</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 0</b>

**X. POLICE FUND**

<b>Expenses</b>	<b>\$ 5,571</b>
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**POLICE FUND SUMMARY**

Fund Balance January 1, 2022	\$ 1,817
Estimated 2021 Property Taxes & Interest	\$ <u>6,113</u>
Total Estimated Available Revenues	\$ 7,930
Total Estimated Expenditures	\$ <u>5,571</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 2,359</b>

**XI. DEVELOPMENT CONTRIBUTION FUND**

<b>Expenses</b>	<b>\$ 36,365</b>
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**DEVELOPMENT CONTRIBUTION FUND SUMMARY**

Fund Balance January 1, 2022	\$ 19,115
Development Contributions	\$ 17,250
Miscellaneous revenue	\$ <u>-</u>
Total Estimated Available Revenues	\$ 36,365
Total Estimated Expenditures	\$ <u>36,365</u>
<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>\$ 103,278</u>
Total Estimated Expenditures	\$ 759,472

**GOLF FUND SUMMARY**

Fund Balance, January 1, 2022	\$ 126,330
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	\$ 773,220
Total Estimated Expenditures	<u>\$ 759,470</u>
<b>Estimated Fund Balance, December 31, 2021</b>	<b>\$ 13,750</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	\$	0
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	\$	<u>2,461</u>
Total Estimated Available Revenues	\$	112,090
Total Estimated Expenditures	\$	<u>137,342</u>
<b>Estimated Fund Balance, December 31, 2022</b>	<b>\$</b>	<b>(25,252)</b>

**XIV. CONCESSIONS**

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

**CONCESSIONS FUND SUMMARY**

Fund Balance January 1, 2022	\$	51,071
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	\$	<u>2,872</u>
Total Estimated Available Revenues	\$	255,867
Total Estimated Expenditures	\$	<u>179,858</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$</b>	<b>76,009</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	\$ 92,268
Estimated 2021 Property Taxes & Interest	<u>\$ 753,250</u>
Total Estimated Available Revenues	\$ 845,518
Total Estimated Expenditures	<u>\$ 746,511</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 99,007</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	\$ 2,454,594

**CAPITAL FUND SUMMARY**

Fund Balance January 1, 2022	\$ 1,434,254
Grant Income	\$ 633,767
Bond Proceeds	\$ 649,750
Miscellaneous revenue	<u>\$ 115,000</u>
Total Estimated Available Revenues	\$ 2,832,771
Total Estimated Expenditures	<u>\$ 2,454,594</u>
<b>Estimated Fund Balance December 31, 2022</b>	<b>\$ 378,177</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	\$ 4,236,756
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 6,949,703
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 8,347,940
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 2,838,519
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 4,136,338

**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

State of Illinois        )  
                                  ) SS  
County of DeKalb        )

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 04-2022 entitled “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 (1<sup>st</sup>) of January, 2022 and ending on the thirty-first (31<sup>st</sup>) day of December, 2022” enacted by the Board at a March 22, 2022, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 22nd day of March, 2022.

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Jonelle Bailey

(SEAL)

# SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 22, 2022

## STAFF RECOMMENDATION

**AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only**

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

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

Attached is that report.

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

**STAFF RECOMMENDATION:** Information only.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

*JEB*

PROJECT	2022	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
PC Replacement/Upgrades	\$11,800	\$1,877				December
Copier	\$6,000					April
Clubhouse assessment	\$15,000					2023
Bridge on 10	\$337,300					December
Greensmower	\$46,000					2023
Pool heater	\$30,000	\$12,127		\$17,873		May
cabinets for class rooms	\$5,000					June
Founders Park Playground	\$87,005					April
third shed old maint	\$20,000					Late Fall 2022
Resurface basketball court	\$10,000					June
Reston Ponds	\$500,000					2023
Partial Roof WPA Main	\$5,000					July
North Grove Assessment	\$18,250					Fall 2022
	\$1,121,355	\$14,004	\$0	\$17,873	\$0	