



Sycamore Park District  
 Regular Board Meeting  
 May 24, 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: April 26, 2022 (Voice Vote)**  
**Executive Session Minutes: March 22, 2022 (to remain confidential)**
- 7. Study Session Minutes: April 12, 2022**

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

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

#### **CONSENT AGENDA:**

- 41. Superintendent of Finance Monthly Report**
- 43. Budget Report**
- 57. Superintendent of Recreation Monthly Report**
- 66. Superintendent of Golf Operations Monthly Report**
- 69. Superintendent of Parks and Facilities Monthly Report**
- 73. Executive Director Monthly Report**

#### **CORRESPONDENCE:**

- 75. Bev Schramer email.**
- 76. Riverside Soccer Fields – Denise Setchell**

#### **PUBLIC INPUT:**

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

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

**AGENDA****May 24, 2022, 6:00 PM****Page 2****OLD BUSINESS:****79. Construction Updates: Jeff/Jonelle**

- **Founders Park**
- **Pool**
- **GWT status**
- **Riverside**

**80. Memorial Park**

- *Dirt mound*

**92. SPF Update: Jonelle****NEW BUSINESS:****93. Terminating of MOU with Northwestern Medicine: Theresa****104. Presentation of Audit****112. Annual Meeting**

- Nominations for President
- Elect President
- Nominations for Vice President
- Elect Vice President
- Appoint Secretary
- Appoint Treasurer
- Appoint Legal Services
- Appoint Audit Services
- Appoint IAPD Legislative contact
- Appoint Freedom of Information officers
- Appoint Open Meeting Act official
- Appoint ADA Coordinator
- Appoint PLAN COMMISSION Representative

**113. School District field (ES)****Special Announcements****Study Session June 14, 2022, 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, April 26, 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, April 26, 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, Strack and Kroeger.**  
**Commissioner Graves was absent.**

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

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

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

**Guests at the Board meeting were:**

None

**Regular and Consent Agenda Approval –  
Motion**

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

**Roll Call Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Doty moved to approve the March 22, 2022, Regular Meeting Minutes.  
Commissioner Ackmann seconded the Motion.

**Voice Vote**

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

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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Doty moved to approve and pay the bills in the amount of \$196,391.28.  
 Commissioner Ackmann seconded the Motion.

#### **Roll Call**

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

### **Correspondence –**

- IAPD – Peter Murphy
- DeKalb County History Center – Rob Glover

### **Public Input – None**

### **Positive Feedback –**

- Director Bailey read off Commissioner Graves email to everyone. He wanted to let everyone know how great the new Soccer complex opening day was, and it was great to hear how busy the golf course was over the weekend. He also mentioned that it was great that the Sycamore Park District won a National Award for the bridge project. He was not going to be in attendance at the board meeting but wanted to say that he was in favor of sending all staff to the meetings that are recommended.
- Commissioner Strack mentioned a donation check he saw in the financials. He noted he had called Supt. Hienbuecher on it, so she clarified that it was for the Foundation. Commissioner Stracked noted he hoped they would get financial reports of the Foundation.
- President Kroeger noted that Saturday was wonderful for the opening and that Jeff along with his staff did a great job getting everything ready. He noted that we need to keep our eyes open on the parking situation.

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

### **Old Business:**

#### **Construction Updates:**

- **Founders Park:** Supt. Donahoe noted if you go by it looks completely done but there is still a fence up. There are a couple missing support parts and Little Tykes is waiting for the parts. Our contractor put everything in and then contacted Supt. Donahoe regarding the missing parts. The mulch is in, and it looks great, we are just waiting for the parts. Everyone is having issues like this due to the supply chain shortages and shipping. Direct Bailey noted it is not going to be usable by May 1<sup>st</sup>, which was the intention. She noted they have emailed the homeowners association on this. Supt. Donahoe noted he is keeping in constant contact with the company. President Kroeger suggested finding out exactly what parts are missing and see if we can do research also to find the parts.

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**Construction Updates- cont'd:**

- **Pool Updates:** Supt. Donahoe noted all heaters are in and the electrical is in. We are waiting for the inspection to come through which is the next step. They are hoping to fill the pool on May 16<sup>th</sup>. He also noted they are starting next week with some minor fixes with a major cleaning the week after. President Kroeger asked how it was going with lifeguards. Supt. Tevsh noted going great and Lisa is getting everything set up.
- **GWT Status:** Director Bailey noted they just got the titles cleared up. Roger will be meeting with the owners again and start negotiations so that we can move forward.
- **Memorial Park:** Director Bailey noted construction has started again and they are moving forward. Supt. Donahoe noted the shelter is going up, along with the fences and trees. Director Bailey noted the company is going to be checking the grading on field D to confirm it is good, since it looks off.

**Foundation Updates:** Director Bailey noted the first event will be a grand opening this Saturday from 6:00 to 7:30. She will send out an agenda to everyone. They will be doing a ribbon cutting for the opening of the Chamber next Tuesday on Bridge 15. She noted the foundation website is [sycparksfoundation.org](http://sycparksfoundation.org) and she went over the website. There is also going to be a Foundation golf outing on Friday, July 22<sup>nd</sup>.

**New Business**

**Bridge #1 RFP:**

**Motion**

Commissioner Strack moved to approve Martin & Company in the amount of \$331,260.20. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Training & Travel Recommendations:** There are four different travel recommendations.

**#1 Public Works Project:**

**Motion**

Commissioner Strack moved to approve training and travel for Public Works Project as presented. Commissioner Ackmann seconded the Motion.

**Roll Call**

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

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**Training & Travel Recommendations – cont’d:**

**#2 Non-Profit Story Telling Conference:**

**Motion**

Commissioner Strack moved to approve training and travel for Non-Profit Story Telling Conference as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**#3 National Parks & Recreation Conference:**

**Motion**

Commissioner Ackmann moved to approve training and travel for National Parks & Recreation Conference as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**#4 Vermont Systems Retracting Symposium:**

**Motion**

Commissioner Doty moved to approve training and travel for Vermont Systems Retracting Symposium as presented. Commissioner Ackmann seconded the Motion.

**Roll Call**

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

**Special Announcements –**

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

**Public Input –** None

**Motion**

The Board adjourned the Regular Session at 6:35 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
 Recording Secretary  
 Sycamore Park District

**Minutes of the Special Study Session Meeting  
Of the Board of Commissioners  
Sycamore Park District  
Tuesday, April 12, 2022**

The special study session meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, held at the Sycamore Park District Riverview Room, 940 E. State St. in Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, April 12, 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: **Commissioner Ackmann, Doty, and Strack.**

The following Sycamore Park District Commissioners are not physically present but will be participating in the meeting via video and/or audio conferencing: **Commissioner Kroeger.**

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting at this time: **Commissioner Graves.** Commissioner Graves arrived at 6:28 pm.

Staff members present were Director Bailey, Jeanette Freeman, and Jackie Hienbuecher.

**Motion**

Commissioner Ackmann made a motion to permit Commissioners Kroeger to participate remotely. Commissioner Strack seconded the Motion.

**Roll Call**

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

**Guests: None**

**Banking Request for Proposal:** Supt. Hienbuecher noted it came down to two banks – First Midwest and Resource. The main differences were: Resource charged a \$10/month fee for direct deposit, whereas this is included in First Midwest. Overall, the fees were less with First Midwest. Supt. Hienbuecher noted our relationship with First Midwest is good. She also noted her concern with the fees and costs to make the change, which includes check stock, etc. Also, we have our Visa account through First Midwest and this has worked well, whereas Resource does not offer this. The board suggested to keep monitoring the situation and set up a view in a few years. Director Bailey noted we can set up an RFP every 3-5 years.

**Motion**

Commissioner Ackmann made a motion to stay with First Midwest at this time and to add to strategic plan to do as 5-year review. Commissioner Kroeger seconded the Motion.

**Roll Call**

Vice Pres. Doty called for a roll call to approve the motion. Commissioners Ackmann, Doty and Kroeger voted Aye. Commissioner Strack voted Nay. Motion carried 3-1. Commissioner Graves was absent.

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**Tax Levy:** Director Bailey went over the two different options. Supt. Hienbuecher noted this is the same information she sent out and this is just for ratification of Option 1. She was given the consensus of what to do from 4 board members. Director Bailey went over the two different options.

**Motion**

Commissioner Ackmann made a motion to go with Option 1 to increase the Levy and CPI by 1.4%. Commissioner Kroeger seconded the Motion.

**Roll Call**

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

Commissioner Graves arrived at 6:28 pm.

Director Bailey noted the Foundation is changing their launch party to an open house. She will be sending an email to board and staff that can be shared with anyone. The Foundation will be talking about educational opportunities and educating the public on what the Park District is doing.

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

**Motion**

The Board adjourned the Regular Session at 6:32 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Ackmann.

**Voice Vote**

Vice Pres. Doty 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: 05/16/2022  
 TIME: 11:51:26  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

4 *Interim*

FROM 04/22/2022 TO 05/13/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
912895513		01 CREDIT-RETURN OF CLUBS	504000086602	03/30/22		64431	04/22/22	34.59	-730.56 -730.56
912933969		01 TITLEIST VOKEY SM9 WEDGE	501000001302	04/05/22	00005429	64431	04/22/22	34.59	137.20 140.00 -2.80
		02 DISC INV 912933969	501000001302		00005429				
912986075		01 TITLEIST VOKEY SM9 WEDGE	501000001302	04/11/22	00005429	64431	04/22/22	34.59	137.20 140.00 -2.80
		02 DISCOUNT INV 912986075	501000001302		00005429				
912997131		01 PINNACLE EXCEPTION JAR BALL	501000001300	04/12/22	00005430	64431	04/22/22	34.59	244.77 225.00 -4.50 24.27
		02 DISC INV 912997131	501000001300		00005430				
		03 SHIPPING INV 912997131	501000001300		00005430				
912997134		01 TITLEIST SPORT M	501000001301	04/12/22	00005429	64431	04/22/22	34.59	108.78 111.00 -2.22
		02 DISC INV 912997134	501000001301		00005429				
913023873		01 TITLEIST VOKEY SM9 WEDGE	501000001302	04/14/22	00005429	64431	04/22/22	34.59	137.20 140.00 -2.80
		02 DISC INV 913023873	501000001302		00005429				
913136419		01 TITLEIST TOUR PER VISOR	501000001301	04/27/22	00005429	64461	05/10/22	468.71	57.71 52.50 -1.05 6.26
		02 DISC INV 913136419	501000001301		00005429				
		03 SHIPPING INV 913136419	501000001301		00005429				
913140939		01 PINNACLE GOLF BALLS FOR KSRA	501000001300	04/27/22	00005599	64461	05/10/22	468.71	411.00 387.50 -7.75 31.25
		02 DISC INV 913140939	501000001300		00005599				
		03 SHIPPING INV 913140939	501000001300		00005599				
		ADVANCE						VENDOR TOTAL:	503.30
		ADVANCE AUTO PARTS							
2454-463927		01 HYDRAULIC FILTERS MOWERS	202100066403	03/08/22	00005523	64433	04/22/22	384.51	9.08 9.08
2454-463932		01 EQUIPMENT POLISH	101500076500	03/08/22	00005505	64433	04/22/22	384.51	7.53 7.53
2454-463941		01 MICRO TOWELS, HEADLIGHTS	101500066402	03/08/22	00005500	64433	04/22/22	384.51	45.33 45.33

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 04/22/2022 TO 05/13/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-463972	01 OIL, FUEL, AIR CART FILTERS	101500066403	03/08/22	00005524	64433	04/22/22	384.51	18.97 18.97
	2454-464025	01 CART TUBING, FILTERS	504000066409	03/09/22	00005522	64433	04/22/22	384.51	34.80 34.80
	2454-464074	01 CART FUEL FILTERS, BATT PROTECT	504000066409	03/10/22	00005515	64433	04/22/22	384.51	107.62 107.62
	2454-464077	01 AIR FILTERS UTILITY CARTS	101500066402	03/10/22	00005516	64433	04/22/22	384.51	52.45 52.45
	2454-464105	01 BATTERY TERMINAL COVERS	202100066402	03/11/22	00005517	64433	04/22/22	384.51	24.40 24.40
	2454-464373	01 SHOP LUBRICANT	101500076500	03/16/22		64433	04/22/22	384.51	52.25 52.25
	2454-464407	01 MOWER HYDRAULIC FILTERS	202100066403	03/17/22		64433	04/22/22	384.51	7.36 7.36
	2454-464781	01 GASKET SEALER SHOP	202100066403	03/24/22	00005538	64433	04/22/22	384.51	10.38 10.38
	2454-464998	01 FUEL CAP MOWER	101500066403	03/29/22	00005553	64433	04/22/22	384.51	14.34 14.34
								VENDOR TOTAL:	384.51
ADVANCET		ADVANCED TURF SOLUTIONS							
	S0996306	01 3 APPS-GREENS FERTILIZER	504100076506	04/08/22		64462	05/10/22	1,754.00	1,754.00 1,272.00
		02 HERBICIDE	101500076507						241.00
		03 HERBICIDE	202100076530						241.00
								VENDOR TOTAL:	1,754.00
AFLAC									
	AFLAC								
	014617	01 AFLAC - PRETAX	101000002006	04/12/22		64463	05/10/22	570.26	570.26 541.46
		02 AFLAC - AFTER TAX	101000002007						28.80
								VENDOR TOTAL:	570.26
AIRGAS									
	AIRGAS USA LLC								
	9987883271	01 RENTAL WELDING TANKS	101500066401	04/30/22		64464	05/10/22	36.15	36.15 36.15

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SYCAMORE PARK DISTRICT  
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FROM 04/22/2022 TO 05/13/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ARTHU		ARTHUR CLESEN, INC.							36.15
	367788	01 FAIRWAY FERT/GRUB CONTRL	504100076506	04/14/22	00005580	64434	04/22/22	4,653.00	4,653.00
								VENDOR TOTAL:	4,653.00
BANN		BANNER UP SIGNS							
	77196	01 1/2 GOLF DECAL WALL, COUNTER	101000076500	04/11/22	00005564	64435	04/22/22	135.00	135.00
		02 1/2 GOLF DECAL WALL, COUNTER	201000076500		00005564			67.50	67.50
	77289	01 CLUBHOUSE DOOR DECALS	101000076500	04/20/22	00005595	64465	05/10/22	540.00	90.00
		02 CLUBHOUSE DOOR DECALS	201000076500		00005595			45.00	45.00
	77297	01 DISPLAY BOARDS	101200046214	04/21/22	00005596	64465	05/10/22	540.00	144.00
	77340	01 GC DIRECTION SIGNS	504100076500	04/25/22		64465	05/10/22	540.00	135.00
	77367	01 CITY BANNER AND POSTER SUM 22	101200046203	04/27/22	00005617	64465	05/10/22	540.00	171.00
								VENDOR TOTAL:	675.00
BSN		BSN SPORTS							
	916705417-2ND HALF	01 SOCCER NETS	202100076537	04/07/22		64466	05/10/22	2,505.71	2,505.71
		02 FREIGHT FOR SOCCER NETS	202100076537					898.65	1,607.06
	916705417-HALF	01 SOCCER GOALS	202100076537	04/07/22		64467	05/10/22	8,954.40	8,954.40
	916705419	01 SOCCER GOALS	202100076537	04/07/22		64468	05/10/22	2,313.00	2,313.00
								VENDOR TOTAL:	13,773.11
CCP		CCP INDUSTRIES INC.							
	IN03002529	01 SHOP TOWELS	101500066401	04/18/22		64436	04/22/22	183.22	183.22
		02 SHOP TOWELS	202100066401					91.61	91.61

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CINTA		CINTAS CORPORATION #355						VENDOR TOTAL:	183.22
	4113861140	01 RAG & RUG SERVICE	201000056301	03/18/22		64472	05/10/22	636.84	16.48 16.48
	4113861222	01 RAG & RUG SERVICE	101500056301	03/18/22		64472	05/10/22	636.84	36.42 14.61 14.60
		02 RAG & RUG SERVICE	504100056301						3.60
		03 RAG & RUG SERVICE	201000056301						3.61
		04 RAG & RUG SERVICE	101000056301						
	4113891224	01 RAG & RUG	207500056301	03/18/22		64472	05/10/22	636.84	54.93 54.93
	4114585635	01 RAG & RUG SERVICE	201000056301	03/25/22		64472	05/10/22	636.84	16.48 16.48
	4114585673	01 RAG & RUG SERVICE	101500056301	03/25/22		64472	05/10/22	636.84	36.42 14.61 14.60
		02 RAG & RUG SERVICE	504100056301						3.60
		03 RAG & RUG SERVICE	201000056301						3.61
		04 RAG & RUG SERVICE	101000056301						
	4115421521	01 RAG & RUG SERVICE	207500056301	04/01/22		64472	05/10/22	636.84	54.93 54.93
	4115421586	01 RAG & RUG SERVICE	101500056301	04/01/22		64472	05/10/22	636.84	36.42 14.61 14.60
		02 RAG & RUG SERVICE	504100056301						3.60
		03 RAG & RUG SERVICE	201000056301						3.61
		04 RAG & RUG SERVICE	101000056301						
	4115421642	01 RAG & RUG	201000056301	04/01/22		64472	05/10/22	636.84	16.48 16.48
	411585675	01 RAG & RUG SERVICE	207500056301	03/25/22		64472	05/10/22	636.84	54.93 54.93
	4115916770	01 RAG & RUG SERVICE	101500056301	04/08/22		64472	05/10/22	636.84	36.42 14.61 14.60
		02 RAG & RUG SERVICE	504100056301						3.60
		03 RAG & RUG SERVICE	201000056301						3.61
		04 RAG & RUG SERVICE	101000056301						

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4115916777	01	RAG & RUG SERVICE	201000056301	04/08/22		64472	05/10/22	636.84	16.48 16.48
4115916827	01	RAG & RUG SERVICE	207500056301	04/08/22		64472	05/10/22	636.84	54.93 54.93
4116633510	01	RAG & RUG SERVICE	101500056301	04/15/22		64472	05/10/22	636.84	29.33 10.87 10.86
	02	RAG & RUG SERVICE	504100056301						3.80
	03	RAG & RUG SERVICE	201000056301						3.80
	04	RAG & RUG SERVICE	101000056301						3.80
4116633587	01	RAG & RUG SERVICE	207500056301	04/15/22		64472	05/10/22	636.84	54.93 54.93
4116633607	01	RAG & RUG SERVICE	201000056301	04/15/22		64472	05/10/22	636.84	16.48 16.48
4117293731	01	RAG & RUG SERVICE	207500056301	04/22/22		64472	05/10/22	636.84	58.09 58.09
4117293784	01	RAG & RUG SERVICE	101500056301	04/22/22		64472	05/10/22	636.84	29.33 10.87 10.86
	02	RAG & RUG SERVICE	504100056301						3.80
	03	RAG & RUG SERVICE	201000056301						3.80
	04	RAG & RUG SERVICE	101000056301						3.80
4117293787	01	RAG & RUG SERVICE	201000056301	04/22/22		64472	05/10/22	636.84	17.36 17.36
CINTA2	CINTAS CORP							VENDOR TOTAL:	636.84
5103728422	01	1ST AID STOCK	207500076513	04/12/22		64437	04/22/22	11.16	11.16 11.16
CITY	CITY OF SYCAMORE							VENDOR TOTAL:	11.16
2023-CLLQ-502	01	LIQUOR LICENSE	303000046210	04/01/22		64460	04/29/22	2,200.00	2,200.00 2,200.00
CMJ	CMJ TECHNOLOGIES, INC.							VENDOR TOTAL:	2,200.00
16155	01	OFFICE 365	101000046206	04/01/22		64473	05/10/22	2,645.25	1,472.25 241.13

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16155				04/01/22	05/10/22	64473	2,645.25	1,472.25
		02 OFFICE 365	201000046206					241.12
		03 MONTHLY MAINT	101000056304					495.00
		04 MONTHLY MAINT	201000056304					495.00
16190		01 LAPTOP REPLACEMENT	701000207004	04/21/22	05/10/22	64473	2,645.25	1,173.00
								1,173.00
							VENDOR TOTAL:	2,645.25
COMCA		COMCAST						
	0468024-0422			04/10/22	05/10/22	64474	655.75	655.75
		01 INTERNET	101000096706					136.36
		02 INTERNET	201000096706					136.36
		03 CABLE	207500096705					383.03
							VENDOR TOTAL:	655.75
COMMO		COMMONWEALTH EDISON						
	040822	01 SYCAMORE LAKE	101500096702	04/08/22	05/10/22	64475	26.54	26.54
								26.54
							VENDOR TOTAL:	26.54
CONS		CONSERV FS						
	121017943			04/19/22	05/10/22	64476	3,544.23	1,085.28
		01 DIESEL - GOLF	504100076515					390.26
		02 DIESEL - PARKS	101500076515					293.62
		03 DIESEL -SC	202100076515					401.40
								1,326.35
								397.91
								34.04
								82.58
								811.82
							VENDOR TOTAL:	3,544.23
	40015177			04/19/22	05/10/22	64476	3,544.23	693.00
		01 SC CLAY BRICKS	202100076500					346.50
		02 SC CLAY BRICKS	202100076533					346.50
								439.60
	40015211			04/21/22	05/10/22	64476	3,544.23	219.80
		01 FIELD DRY-BB & SOCCER	202100076533					219.80
		02 FIELD DRY-BB & SOCCER	202100076534					219.80
							VENDOR TOTAL:	3,544.23

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DEKA		DEKALB LAWN & EQUIPMENT CO.							
	83779	01 WEEDETRS/CHAINSAWS PARTS	101500066402	04/08/22	00005583	64438	04/22/22	80.29	80.29
	84119	01 ZERO TURN MOWER PARTS	202100066402	04/27/22	00005611	64477	05/10/22	16.88	10.31 10.31
	84160	01 AIR FILTERS - MOWER	202100066402	04/28/22		64477	05/10/22	16.88	6.57 6.57
DEKALB		DEKALB PARK DISTRICT						VENDOR TOTAL:	97.17
	2637	01 MOVIE SCREEN REPAIR	101500066404	04/13/22		64439	04/22/22	21.75	21.75
DEKAM		DEKALB MECHANICAL INC						VENDOR TOTAL:	21.75
	82380	01 CH REPAIR MAIN FRIDGE	303000056307	04/27/22		64478	05/10/22	413.00	413.00 413.00
DOTY		DOTY & SON CONCRETE PRODUCTS						VENDOR TOTAL:	413.00
	68425	01 SOCC COMPLEX PARKING BLOCKS	711000207037	04/12/22		64452	04/26/22	3,254.80	3,254.80 3,254.80
	68444	01 REPL-CH GARBAGE CAN DOMES	101000066401	04/19/22		64479	05/10/22	360.00	360.00 360.00
FAS		FASTENAL COMPANY						VENDOR TOTAL:	3,614.80
	ILCOR115944	01 CABLE TIES SPORTS NETS	202100076500	04/20/22	00005592	64480	05/10/22	118.48	118.48 118.48
GEHRKE		GEHRKE CONSTRUCTION						VENDOR TOTAL:	118.48
	5606	01 FITNESS ROOM DOOR	207500056300	04/18/22		64440	04/22/22	315.00	315.00 315.00
								VENDOR TOTAL:	315.00

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GENOABU	387925IN	GENOA BUSINESS FORMS						
		01 A/P CHECKS	101000046203	04/20/22	04/22/22	64441	112.01	112.01
		02 A/P CHECKS	** COMMENT **					112.01
								0.00
							VENDOR TOTAL:	112.01
GORDH	916871	GORDON HARDWARE						
		01 FASTENER SCREWS	101500076511	04/27/22	05/10/22	64481	2.58	2.58
								2.58
							VENDOR TOTAL:	2.58
GRAI	9274059360	GRAINGER						
		01 REPL SHOP LIGHTS	101500066401	04/11/22	05/10/22	64482	210.36	300.36
								300.36
							VENDOR TOTAL:	22.44
								22.44
							VENDOR TOTAL:	22.44
								-90.00
								-90.00
							VENDOR TOTAL:	232.80
GROUPPL	2957	GROUP PLAN SOLUTIONS						
		01 FSA - APR	101000106801	04/05/22	05/10/22	64483	60.50	60.50
		02 FSA - APR	201000106801					30.25
								30.25
							VENDOR TOTAL:	60.50
HAGG	115332	HAGG PRESS						
		01 SUMMER 22 BROCHURE PRINT	206500046203	04/14/22	05/10/22	64484	6,442.00	6,442.00
								6,442.00
							VENDOR TOTAL:	6,442.00
HOMER	S174463	HOMER INDUSTRIES						
		01 PLAYGROUND MULCH	101500066407	04/19/22	05/10/22	64485	1,520.00	1,520.00
								1,520.00
							VENDOR TOTAL:	1,520.00
INTEG	INV102749	INTEGRA BUSINESS SYSTEMS, INC.						
		01 PRINTER - CH	701000207004	03/30/22	05/10/22	64486	6,055.68	1,795.00
								1,795.00



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	INV102750	01 PRINTER - MAINT	701000207004	03/30/22		64486	05/10/22	6,055.68	3,995.00 3,995.00
	INV102829	01 PRINTER/COPIER - MAINT	101000056304	04/01/22		64486	05/10/22	6,055.68	53.68 26.84 26.84
	INV102830	02 PRINTER/COPIER - MAINT	201000056304						
		01 PRINTER/COPIER - CC	101000056304	04/01/22		64486	05/10/22	6,055.68	140.76 70.38 70.38
		02 PRINTER/COPIER - CC	201000056304						
	INV102831	01 PRINTER/COPIER - ADMIN	101000056304	04/01/22		64486	05/10/22	6,055.68	71.24 35.62 35.62
		02 PRINTER/COPIER - ADMIN	201000056304						
INTERS		INTERSTATE BATTERIES ROCKFORD						VENDOR TOTAL:	6,055.68
	100282246	01 BATTERY FOR MOWER	202100066402	04/28/22	00005609	64487	05/10/22	53.95	53.95 53.95
KISHFAM		KISHWAUKEE FAMILY YMCA						VENDOR TOTAL:	53.95
	04-20-2022	01 POOL RENTAL LG TRAINING	518000046207	04/20/22		64453	04/26/22	1,000.00	1,000.00 1,000.00
LE PRINT		LE PRINT EXPRESS						VENDOR TOTAL:	1,000.00
	36781	01 2 CC POSTERS	101200046203	04/13/22	00005573	64443	04/22/22	161.20	161.20 161.20
	36922	01 CC POSTER	101200046203	04/28/22	00005619	64488	05/10/22	79.85	79.85 79.85
MART		MARTENSON TURF PRODUCTS						VENDOR TOTAL:	241.05
	84915	01 SEED FOR DOG PARKS	101500076540	04/04/22		64489	05/10/22	622.00	311.00 311.00
	85044	01 SPORTS - GOLF SEED	202100066404	04/12/22		64489	05/10/22	622.00	311.00 150.00 161.00
		02 SPORTS - GOLF SEED	101500076502						

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MEL		MELIN'S LOCK & KEY							622.00
	24996	01 CC KEY COPIES	207500066401	04/14/22	00005576	64444	04/22/22	47.50	47.50
	25147	01 KEYS FOR CONCESSIONS	303300066401	04/29/22	00005601	64490	05/10/22	19.00	19.00
MENA		MENARDS - SYCAMORE							66.50
	65034	01 POTHOLE PATCH,WELD WIRE,PAINT	101500066404	04/05/22	00005557	64445	04/22/22	360.98	94.41 94.41
	65228	01 PAVERS FOR 9 TEE BENCH RAISING	504100076500	04/08/22		64445	04/22/22	360.98	73.92 73.92
	65462	01 TREATED WOOD POSTS	101500066404	04/12/22	00005579	64445	04/22/22	360.98	17.59 17.59
	65478	01 LAVA ROCH FOR FIREPIT	101500076500	04/12/22	00005565	64445	04/22/22	360.98	19.10 19.10
	65539	01 LANDSCAPE TIMBERS	101500066404	04/13/22	00005578	64445	04/22/22	360.98	37.38 37.38
	65613	01 CONCRETE MIX	504100076500	04/14/22	00005575	64445	04/22/22	360.98	89.60 89.60
	65638	01 SHOP PAINT	202100066403	04/14/22	00005585	64445	04/22/22	360.98	28.98 28.98
	65863	01 RIVETS, CABLE TIES SPORTS	202100066404	04/18/22	00005591	64492	05/10/22	616.61	49.23 49.23
	65914	01 YARD BLOWER	207500076500	04/19/22	00005597	64492	05/10/22	616.61	69.99 69.99
	65955	01 SPORTS CONCES. ICE MACH REPR	303300076500	04/20/22	00005593	64492	05/10/22	616.61	15.97 15.97
	66028	01 WOOD/ROOFING FOR 4T SHELTER 02 ROOFING PARTS SHELTER	504100066401 101500066401	04/21/22	00005594 00005594	64492	05/10/22	616.61	296.65 190.00 106.65

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	66045	01 SOCCER GOAL ANCHORS	202100076537	04/21/22		64492	05/10/22	616.61	71.04 71.04
	66103	01 CABLE EYE SNAP-SPRINGS SC	202100076500	04/22/22		64492	05/10/22	616.61	24.43 24.43
	66247	01 SCOOP-SPOONS-REPAIR SLIDES	101500066407	04/25/22		64492	05/10/22	616.61	10.98 10.98
	66304	01 SPRAY PAINT SHOP	202100066404	04/26/22	00005613	64492	05/10/22	616.61	9.03 9.03
	66421	01 TOWELS, SPRAY BOTTLE	303300076510	04/28/22	00005620	64492	05/10/22	616.61	23.30 23.30
	66433	01 HAND RIVETOR TOOL	101500076512	04/28/22	00005612	64492	05/10/22	616.61	36.52 36.52
	66444	01 FASTENERS SHOP	101500076511	04/28/22	00005607	64492	05/10/22	616.61	9.47 9.47
MIDWE		MIDWEST COMMERCIAL FITNESS					VENDOR TOTAL:		977.59
	202369	01 CLEANZ WIPES FOR PATHWAY	207000076510	04/18/22	00005586	64493	05/10/22	1,856.00	1,856.00
		02 DELIVERY OF WIPES	207000076510		00005586				1,584.00 272.00
MROUT		MR OUTHOUSE					VENDOR TOTAL:		1,856.00
	4804	01 PORT-O-POTS- GOLF	504100056309	04/22/22		64494	05/10/22	1,800.00	1,800.00
		02 PORT-O-POTS- PARKS	101500056309						330.00
		03 PORT-O-POTS- PARKS	202100056309						720.00 750.00
NORTTOOL		NORTHERN TOOL					VENDOR TOTAL:		1,800.00
	50045643	01 IMPACT TOOL-GREASE GUNS	101500076512	04/08/22		64495	05/10/22	846.00	846.00 846.00
OCCREATI		OC CREATIVE, INC.					VENDOR TOTAL:		846.00
	2011	01 100 ANN. FILMING APR22	101200046214	04/15/22	00005589	64446	04/22/22	1,300.00	1,300.00 1,300.00

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PDRMA	PDRMA						VENDOR TOTAL:	1,300.00
	MARCH 2022							
		01 HEALTH INS PREM	101000106801	04/26/22	04/26/22	64454	23,578.50	23,578.50
		02 HEALTH INS PREM	101500106801					5,070.42
		03 HEALTH INS PREM	504100106801					2,299.92
		04 HEALTH INS PREM	504000106801					1,851.65
		05 HEALTH INS PREM	201000106801					1,305.84
		06 HEALTH INS PREM	202100106801					5,980.61
		07 HEALTH INS PREM	207500106801					5,722.78
		08 HEALTH INS PREM	303000106801					841.75
								505.53
							VENDOR TOTAL:	23,578.50
PEPSI		PEPSI COLA GEN. BOT.						
	37630756							
		01 20OZ BTL	303000086630	04/18/22	05/10/22	64496	986.34	986.34
		02 5GAL BIB	303000086630					253.44
		03 5GAL BIB	303300086630					180.30
		04 3GAL BIB	303300086630					270.45
		05 3GAL BIB	303000086630					169.29
								112.86
							VENDOR TOTAL:	986.34
PERFOR		PERFORMANCE FOODSERVICE						
	6944329							
		01 BREAKFAST W/BUNNY	206095026216	04/14/22	05/10/22	64497	98.44	98.44
								98.44
REIN		REINDERS, INC.						
	1913385-00							
		01 CREDIT - RETURN OF SEAL	101500066403	04/14/22	04/22/22	64447	253.57	-75.93
								-75.93
	1914223-00							
		01 IRRIGATION PARTS	504100076505	04/27/22	05/10/22	64498	231.61	16.12
								16.12
	6007573-02							
		01 MOWER SEALS	504100066403	04/27/22	05/10/22	64498	231.61	47.32
								47.32
	6009423-01							
		01 COIL IGNITION SPRAYER	504100066402	04/08/22	04/22/22	64447	253.57	329.50
								329.50
	6010216-00							
		01 RETURN- CREDIT	504100066402	04/20/22	05/10/22	64498	231.61	-327.44
								-327.44

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6010472-00	01	MOWERS REPAIR PARTS	504100066403	04/25/22		64498	05/10/22	231.61	272.49 272.49
6010856-00	01	HYDRAULIC HOSES	202100066403	05/02/22		64498	05/10/22	231.61	223.12 223.12
							VENDOR TOTAL:		485.18
REYNOLDS		REYNOLDS, BILL							
		CPR/AED TRAINING		04/26/22		64455	04/26/22	840.00	840.00 720.00 120.00
		01 SERVICE DESK CPR/FIRST AID	201000046207						
		02 POOL FD CPR/FIRST AID TRAINING	518000046207						
							VENDOR TOTAL:		840.00
RINGCEN		RINGCENTRAL INC.							
		CD_000390048		04/21/22		64499	05/10/22	962.47	962.47 481.23 481.24
		01 PHONE SERVICE	101000096700						
		02 PHONE SERVICE	201000096700						
							VENDOR TOTAL:		962.47
SHAW		SHAW SUBURBAN MEDIA							
		032210027030		03/31/22		64448	04/22/22	762.86	762.86 31.93 31.93 175.00 125.00 299.00 100.00
		01 HEARING AD	101000046203						
		02 HEARING AD	201000046203						
		03 DIGITAL DISPLAY	101200046208						
		04 DIGITAL DISPLAY	101200046208						
		05 BRIDAL GUIDE	101200046209						
		06 EBLAST	101200046209						
							VENDOR TOTAL:		762.86
SITE ONE		SITE ONE LANDSCAPE SUPPLY							
		112186479-001		08/18/21		64500	05/10/22	4,661.84	-106.48 -106.48
		01 REBATE GOLF PRODUCTS	504100076507						
		112186575-001		08/18/21		64500	05/10/22	4,661.84	-44.80 -44.80
		01 REBATE - GOLF PRODUCTS	504100076507						
		113477784-001		10/01/21		64500	05/10/22	4,661.84	-212.96 -212.96
		01 REBATE - GOLF PRODUCTS	504100076507						
		113938047-001		11/11/21		64500	05/10/22	4,661.84	5,026.08 5,026.08
		01 FAIRWAY GREEN FUNGICIDE	504100076507						

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SOFT		SOFT WATER CITY					VENDOR TOTAL:	4,661.84
	2652-0322	01 SALT	2075000076500	03/31/22	05/10/22	64501	133.50	133.50
		02 SALT-WATER-RENT	1015000076500					37.96
								95.54
STAPLES		STAPLES BUSINESS ADVANTAGE					VENDOR TOTAL:	133.50
	3504998591	01 COPY PAPER	1010000046200	04/09/22	04/22/22	64449	73.97	73.97
		02 COPY PAPER	2010000046200					19.49
		03 AIR FRESHNERS	2075000076510					19.50
								34.98
	3505959124	01 ENVEL-PAPER CLIPS=FOLDERS	1010000046200	04/23/22	05/10/22	64502	77.48	77.48
		02 ENVEL-PAPER CLIPS=FOLDERS	2010000046200					38.74
								38.74
SUP		SUPERIOR BEVERAGE					VENDOR TOTAL:	151.45
	452452	01 BUDWEISER	303000086634	04/20/22	05/10/22	64503	459.40	459.40
		02 BUD LIGHT	303000086634					35.50
		03 NATURDAYS	303000086634					106.50
		04 SELTZERS	303000086635					31.60
		05 VODKA SELTZERS	303000086635					88.80
		06 KEG BEER	303000086634					90.00
		07 KEG RETURN	303000086634					129.00
		08 DELIVERY CHARGE	303000086634					-30.00
								8.00
SWEDELEC		SWEDEBERG ELECTRIC INC.					VENDOR TOTAL:	459.40
	11528	01 CONC COOLER ELECTRIC-SOCCER	3033000056300	03/25/22	04/26/22	64456	245.21	245.21
								245.21
SYCPK2		SYCAMORE PARK DISTRICT					VENDOR TOTAL:	245.21
		POOL BANKS 2022						400.00
		01 POOL BANK #1 - \$100	5110000001010	05/10/22	05/10/22	64504	400.00	100.00
		02 POOL BANK # 2 - \$300	5110000001010					300.00

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T0001720	WALSH, SAVANNAH							VENDOR TOTAL:	400.00
	REIMB LG CERT			04/26/22		64457	04/26/22	60.00	60.00
	01 LIFEGUARD MGMT CERT REIMB		518000046207						60.00
T0001722	GAUTCHER, DANA							VENDOR TOTAL:	60.00
	REFUND			05/10/22		64505	05/10/22	125.00	125.00
	01 REFUND		201000002150						125.00
TRUGR	TRUGREEN							VENDOR TOTAL:	125.00
	156288484			04/25/22		64506	05/10/22	498.69	498.69
	01 KIWANIS EAST WEED-N-FEED		101500076507						498.69
TYLER	TYLER ENTERPRISES							VENDOR TOTAL:	498.69
	62190			04/30/22		64507	05/10/22	198.20	198.20
	01 GRASS SEED, STARTER FERT PARKS		101500076540		00005602				198.20
UNITREN	UNITED RENTALS (NORTH AMERICA)							VENDOR TOTAL:	198.20
	204811796-001			04/06/22		64450	04/22/22	2,578.68	1,289.34
	01 SC COMMERCIAL ROLLER RENTAL		202100066404						1,289.34
	205059529-001			04/13/22		64450	04/22/22	2,578.68	1,289.34
	01 SC COMMERCIAL ROLLER RENTAL		202100076537						1,289.34
VERM	VERMEER-ILLINOIS INC.							VENDOR TOTAL:	2,578.68
	S71610			04/29/22		64508	05/10/22	492.19	492.19
	01 BRUSH CHIPPER REPAIRS		101500066402						164.06
	02 BRUSH CHIPPER REPAIRS		202100066402						164.06
	03 BRUSH CHIPPER REPAIRS		504100066402						164.07
VULC	VULCAN MATERIALS CO.							VENDOR TOTAL:	492.19
	32719685-CREDIT			09/15/21		64509	05/10/22	289.87	-245.08
	01 CREDIT - OVER PAYMENT		202100076509						-245.08

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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 04/22/2022 TO 05/13/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
32919928		01 STONE FOR SPORTS LOT/-PARKS	202100076509	04/26/22	05/10/22	64509	289.87	534.95
		02 STONE FOR SPORTS LOT/-PARKS	101500076509					267.47
								267.48
WARE		WAREHOUSE DIRECT BUSINESS						VENDOR TOTAL: 289.87
5213036-0		01 CAN LINERS	207500076510	04/11/22	04/22/22	64451	120.92	120.92
		02 MULTI FOLD TOWELS	207500076510					78.93
								41.99
								VENDOR TOTAL: 120.92
WATCHFIR		WATCHFIR SIGNS, LLC						
0136054		01 5 YEARS DATA	101200046214	04/01/22	04/26/22	64458	520.00	520.00
								520.00
								VENDOR TOTAL: 520.00
								TOTAL --- ALL INVOICES: 98,669.92



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SYCAMORE PARK DISTRICT  
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*New*

INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
913205970	05/05/22	01	TITLEIST HYBRID 5 STAND BAG	501000001304	00005433		05/18/22	158.25
		02	SHIPPING INV 913205970	501000001304	00005433			15.00
		03	DISC INV 913205970	501000001304	00005433			-3.17
							INVOICE TOTAL:	170.08
913279081	05/18/22	01	TITLEIST TOUR SPORT MESH CAP	501000001301	00005434		05/18/22	111.00
		02	SHIPPING INV 913279081	501000001301	00005434			12.26
		03	DISC INV 913279081	501000001301	00005434			-2.22
							INVOICE TOTAL:	121.04
							VENDOR TOTAL:	291.12
ADVANCE ADVANCE AUTO PARTS								
2454-465298	04/04/22	01	GOLF CART SWITCH	504000066409			05/18/22	130.00
							INVOICE TOTAL:	130.00
2454-465358	04/04/22	01	EXHAUST PIPE	101500066402			05/18/22	83.99
							INVOICE TOTAL:	83.99
2454-465420	04/06/22	01	BELT FOR MOWER	202100066403	00005563		05/18/22	15.63
							INVOICE TOTAL:	15.63
2454-465448	04/06/22	01	GASKET-UCLAMP - MOWER	101500066402			05/18/22	9.04
							INVOICE TOTAL:	9.04
2454-465458	04/06/22	01	CREDIT EXHAUST PARTS	101500066403	00005582		05/18/22	-93.03
							INVOICE TOTAL:	-93.03
2454-465508	04/07/22	01	SPARK PLUGS -CARTS-SM ENGINES	101500066402			05/18/22	40.40
							INVOICE TOTAL:	40.40
2454-465529	04/08/22	01	SPARK PLUGS SML ENG.	202100066403	00005581		05/18/22	20.20
							INVOICE TOTAL:	20.20
2454-465780	04/13/22	01	BIG DUMP IGN. SWITCH	202100066402	00005577		05/18/22	23.36
							INVOICE TOTAL:	23.36

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCE	ADVANCE	AUTO PARTS						
2454-465920	04/15/22	01	SEALANTS	101500066403			05/18/22	186.75
							INVOICE TOTAL:	186.75
2454-466176	04/21/22	01	SHOP BRAKE CLEANER	101500066402			05/18/22	52.80
							INVOICE TOTAL:	52.80
2454-466180	04/21/22	01	RETURN- SEALANTS	101500066403			05/18/22	-186.75
							INVOICE TOTAL:	-186.75
2454-466491	04/28/22	01	MOWER RELAYS	101500066403	00005606		05/18/22	18.84
							INVOICE TOTAL:	18.84
2454-466516	04/28/22	01	WIRE FOR MOWERS	202100066403	00005604		05/18/22	68.00
							INVOICE TOTAL:	68.00
2454-466524	04/28/22	01	LOOM	101500066402	00005605		05/18/22	3.40
							INVOICE TOTAL:	3.40
2454-466556	04/29/22	01	FUEL HOSE SHOP	202100066403	00005603		05/18/22	32.75
							INVOICE TOTAL:	32.75
							VENDOR TOTAL:	405.38
BANK	THE BANK OF NEW YORK MELLON							
252-2460016	03/28/22	01	AGENT FEES 2015A	101000156902			05/18/22	750.00
							INVOICE TOTAL:	750.00
252-2463568	04/20/22	01	AGENT FEES 2019A	101000156902			05/18/22	750.00
							INVOICE TOTAL:	750.00
							VENDOR TOTAL:	1,500.00
BUCKEYE	BUCKEYE POWER SALES							
PSV274669	03/11/22	01	REPAIR CC GENERATOR	207500066401			05/18/22	3,141.70
							INVOICE TOTAL:	3,141.70
							VENDOR TOTAL:	3,141.70

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CHICA	CHICAGO DISTRICT GOLF ASSOC.							
2116-222	05/02/22	01	CDGA HANDICAP SERVICE	504000036127			05/18/22	940.00
							INVOICE TOTAL:	940.00
							VENDOR TOTAL:	940.00
CINTA	CINTAS CORPORATION #355							
41127996423	04/29/22	01	RAG & RUG SERVICE	207500056301			05/18/22	58.09
							INVOICE TOTAL:	58.09
4117996321	04/29/22	01	RAG & RUG SERVICE	101500056301			05/18/22	10.87
		02	RAG & RUG SERVICE	504100056301				10.86
		03	RAG & RUG SERVICE	201000056301				3.80
		04	RAG & RUG SERVICE	101000056301				3.80
							INVOICE TOTAL:	29.33
4117996376	04/29/22	01	RAG & RUG SERVICE	201000056301			05/18/22	17.36
							INVOICE TOTAL:	17.36
4118674421	05/06/22	01	RAG & RUG SERVICE	101500056301			05/18/22	10.87
		02	RAG & RUG SERVICE	504100056301				10.86
		03	RAG & RUG SERVICE	201000056301				3.80
		04	RAG & RUG SERVICE	101000056301				3.80
							INVOICE TOTAL:	29.33
4118674460	05/06/22	01	RAG & RUG SERVICE	207500056301			05/18/22	58.09
							INVOICE TOTAL:	58.09
4118674471	05/06/22	01	RAG & RUG SERVICE	201000056301			05/18/22	17.36
							INVOICE TOTAL:	17.36
4119400328	05/13/22	01	RAG & RUG SERVICE	201000056301			05/18/22	17.36
							INVOICE TOTAL:	17.36
4119400343	05/13/22	01	RAG & RUG SERVICE	101500056301			05/18/22	10.87

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CINTA CINTAS CORPORATION #355								
4119400343	05/13/22	02	RAG & RUG SERVICE	504100056301			05/18/22	10.86
		03	RAG & RUG SERVICE	201000056301				3.80
		04	RAG & RUG SERVICE	101000056301				3.80
			INVOICE TOTAL:					29.33
4119400393	05/13/22	01	RAG & RUG SERVICE	207500056301			05/18/22	58.09
			INVOICE TOTAL:					58.09
			VENDOR TOTAL:					314.34
CINTA2 CINTAS CORP								
8405646068	04/15/22	01	1ST AID - CH	101500076513			05/18/22	3.96
		02	1ST AID - MAINT	101500076513				34.87
		03	1ST AID - MAINT	202100076513				34.88
			INVOICE TOTAL:					73.71
			VENDOR TOTAL:					73.71
CITY CITY OF SYCAMORE								
APRIL 2022	05/18/22	01	CITY SALES TAX - VENDING	207500086650			05/18/22	5.00
		02	CITY SALES TAX - CATERING	303500116852				5.00
			INVOICE TOTAL:					10.00
			VENDOR TOTAL:					10.00
CITY2 CITY OF SYCAMORE								
1271000000-0422	04/29/22	01	WATER/SEWER - MAINT	101500096704			05/18/22	245.72
			INVOICE TOTAL:					245.72
1271005000-0422	04/29/22	01	WATER/SEWER - CC	207500096704			05/18/22	654.22
			INVOICE TOTAL:					654.22
			VENDOR TOTAL:					899.94
CMJ CMJ TECHNOLOGIES, INC.								

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CMJ	CMJ TECHNOLOGIES, INC.							
16241	05/01/22	01	OFFICE 365	101000046206			05/18/22	256.12
		02	OFFICE 365	201000046206				256.13
		03	MONTHLY MAINT	101000056304				495.00
		04	MONTHLY MAINT	201000056304				495.00
								INVOICE TOTAL: 1,502.25
								VENDOR TOTAL: 1,502.25
COMCA	COMCAST							
0468768-0522	04/25/22	01	CABLE	303000096705			05/18/22	84.07
		02	CABLE	504000096705				84.06
								INVOICE TOTAL: 168.13
								VENDOR TOTAL: 168.13
COMMO	COMMONWEALTH EDISON							
050322	05/03/22	01	FOUNDERS PARK	101500096702			05/18/22	22.40
		02	OLD MILL	101500096702				23.07
		03	BOYNTON PARK	101500096702				14.12
		04	KIWANIS PARK	101500096702				28.60
		05	EMIL CASSIER PARK	101500096702				19.08
		06	SYCAMORE LAKE	101500096702				26.48
		07	GOOD TYMES SHELTER	101500096702				26.53
		08	WETZEL PARK	101500096702				40.61
		09	ENTRY PARK	101500096702				23.07
		10	MAINT BLDG	101500096702				357.34
		11	MAINT BLDG	504100096702				357.34
		12	SPORTS COMPLEX	202100096702				252.24
		13	SOCCER COMPLEX	101500096702				72.49
								INVOICE TOTAL: 1,263.37
0558722008-0522	05/06/22	01	BASEBALL CONC	303300096702			05/18/22	102.82
		02	POOL	518100096702				152.93
		03	MAINT	101500096702				73.56

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0558722008-0522	05/06/22	04	MAINT	5041000096702			05/18/22	73.56
		05	CART BLDG	504000096702				433.93
		06	CH	303000096702				55.41
		07	PROSHOP	504000096702				55.41
		08	ADMIN	101000096702				129.29
		09	ADMIN	201000096702				129.29
		10	ELECTRONIC SIGN	101000096702				7.92
		11	ELECTRONIC SIGN	201000096702				7.92
		12	COMM CTR	207500096702				4,054.71
								5,276.75
								6,540.12
								INVOICE TOTAL:
								VENDOR TOTAL:
121017944	04/19/22	01	GAS - OLD SHOP TANK 4	504000076515			05/18/22	793.20
								INVOICE TOTAL:
								VENDOR TOTAL:
82356	05/05/22	01	CC ROOF UNITS FILTERS & SERVIC	207500056300			05/18/22	640.00
								INVOICE TOTAL:
								VENDOR TOTAL:
5/17/22	05/17/22	01	PARKS/GOLF ANNUAL FLOWERS	101500076502			05/18/22	430.50
								INVOICE TOTAL:
								VENDOR TOTAL:
150711FD.19	04/25/22	01	MEMORIAL PARK	711000207035			05/18/22	895.00
								INVOICE TOTAL:
								VENDOR TOTAL:

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W2125500.06	04/25/22	01	BRIDGE REPLACEMENT	101000036125			05/18/22	3,609.98
							INVOICE TOTAL:	3,609.98
							VENDOR TOTAL:	4,504.98
EUCL	EUCLID BEVERAGE LTD.							
W-2889928	05/06/22	01	BLUE MOON	303000086634	00005643		05/18/22	63.20
		02	HEINEKEN	303000086634	00005643			62.60
		03	COORS LIGHT	303000086634	00005643			262.50
		04	MILLER LITE	303000086634	00005643			175.00
		05	MGD	303000086634	00005643			35.00
		06	ANTI HERO	303000086634	00005643			65.90
		07	FIST CITY	303000086634	00005643			65.90
		08	KEG-HAZY BEER	303000086634	00005643			210.00
		09	KEG RETURN	303000086634	00005643			-30.00
		10	DELIVERY	303000086634	00005643			8.00
							INVOICE TOTAL:	918.10
							VENDOR TOTAL:	918.10

FINN	FINNEY'S ELECTRIC							
24279	05/13/22	01	LIGHT REPAIRS-PONY FIELD	202100076526			05/18/22	270.00
							INVOICE TOTAL:	270.00
							VENDOR TOTAL:	270.00

FOX1	FOX VALLEY FIRE & SAFETY							
IN00496042	01/28/22	01	FIRE ALARM SYS SERVICE	1015000056300			05/18/22	243.50
							INVOICE TOTAL:	243.50
							VENDOR TOTAL:	243.50

FRONTIER FRONTIER								
4818-042222	04/22/22	01	MAINT	1015000096700			05/18/22	77.91

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FRONTIER FRONTIER									
4818-042222		04/22/22	02	MAINT	504000096700			05/18/22	77.91
								INVOICE TOTAL:	155.82
								VENDOR TOTAL:	155.82
GRAI GRAINGER									
9305961485		05/09/22	01	POOL CAULK	518100066410			05/18/22	25.79
								INVOICE TOTAL:	25.79
								VENDOR TOTAL:	25.79
GREATLAK GREAT LAKES TURF									
0001640-IN		05/10/22	01	GOLF GREENS LIQ FERT &	504100076506			05/18/22	631.54
								INVOICE TOTAL:	631.54
								VENDOR TOTAL:	631.54
GROUPPL GROUP PLAN SOLUTIONS									
2982		05/03/22	01	FSA - MAY	101000106801			05/18/22	30.25
			02	FSA - MAY	201000106801				30.25
								INVOICE TOTAL:	60.50
								VENDOR TOTAL:	60.50
HARRG HARRIS GOLF CARS SALES & SERVI									
02-308668		03/22/22	01	GOLF CART REPAIR PARTS	504000066409			05/18/22	159.29
								INVOICE TOTAL:	159.29
								VENDOR TOTAL:	159.29
HORN HORNUNG'S PRO GOLF SALES INC.									
520007		05/09/22	01	WINN EXCEL OVERSIZE GRIPS	501000001303			05/18/22	169.20
			02	WINN DRI TAC LADIES GRIP	501000001303				73.20
			03	GOLF PRIDE TOUR WRAP 2G	501000001303				137.04



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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
HORN HORNUNG'S PRO GOLF SALES INC.								
520007	05/09/22	04	SHIPPING INV 520007	501000001303	00005632		05/18/22	14.31
		05	DISC INV 520007	501000001303	00005632			-7.58
						INVOICE TOTAL:		386.17
520156	05/11/22	01	PROX MARKERS SIGNS-SPORTS/PARK	202100076500			05/18/22	83.80
		02	PROX MARKERS SIGNS-SPORTS/PARK	101500076500				83.80
						INVOICE TOTAL:		167.60
						VENDOR TOTAL:		553.77
HOWARD HOWARD LEE & SONS INC								
70398	05/06/22	01	SHOP FUEL SYS KEYS	101500076515			05/18/22	94.61
						INVOICE TOTAL:		94.61
						VENDOR TOTAL:		94.61
INTEG INTEGRA BUSINESS SYSTEMS, INC.								
INV103346	05/03/22	01	PRINTER/COPIER - PRO SHOP	101000056304			05/18/22	14.18
		02	PRINTER/COPIER - PRO SHOP	201000056304				14.18
						INVOICE TOTAL:		28.36
INV103347	05/02/22	01	PRINTER/COPIER - MAINT	101000056304			05/18/22	18.96
		02	PRINTER/COPIER - MAINT	201000056304				18.96
						INVOICE TOTAL:		37.92
INV103348	05/03/22	01	PRINTER/COPIER/CC	101000056304			05/18/22	57.18
		02	PRINTER/COPIER/CC	201000056304				57.18
						INVOICE TOTAL:		114.36
INV103349	05/03/22	01	PRINTER/COPIER - ADMIN	101000056304			05/18/22	27.73
		02	PRINTER/COPIER - ADMIN	201000056304				27.72
						INVOICE TOTAL:		55.45
						VENDOR TOTAL:		236.09

KAR KAR-FRE FLOWERS

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KAR	KAR-FRE FLOWERS								
353047/1		04/22/22	01	FLOWERS - BROOKE	101000046213			05/18/22	65.45
								INVOICE TOTAL:	65.45
								VENDOR TOTAL:	65.45
KISH	KISHWAUKEE SPECIAL RECREATION								
MAY 27TH GOLF		05/18/22	01	KSRF GOLF OUTING	221000076500			05/18/22	700.00
								INVOICE TOTAL:	700.00
								VENDOR TOTAL:	700.00
LAUTER	LAUTERBACH & AMEN LLP								
65798		04/12/22	01	20212 ACTUARIAL	241000036122			05/18/22	900.00
								INVOICE TOTAL:	900.00
								VENDOR TOTAL:	900.00
LOWE	LOWE'S								
902924-IPNXVF		03/28/22	01	LUMBER FOR SHOP, STORAGE RACK	101500066401	00005552		05/18/22	160.00
			02	LUMBER FOR SHOP, STORAGE RACK	202100066401	00005552			154.92
								INVOICE TOTAL:	314.92
903006-IQVFTJ		04/05/22	01	ROAD PATCH PATHS	101500066406	00005560		05/18/22	159.36
								INVOICE TOTAL:	159.36
903230-ISWCIU		04/19/22	01	CONCESSIONS FILTER	303300056307	00005590		05/18/22	16.61
								INVOICE TOTAL:	16.61
903468-ISGVPI		04/14/22	01	SQUARE STEP STONES	101500066404	00005574		05/18/22	11.04
								INVOICE TOTAL:	11.04
903539-IQHYZ		04/01/22	01	SHOP TOOL RACK SWIVEL WHEELS	101500066401			05/18/22	96.18
								INVOICE TOTAL:	96.18
903721-ISLTOS		04/15/22	01	TRUCK PAINT	101500066402			05/18/22	12.32
								INVOICE TOTAL:	12.32

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LOWE			LOWE'S					
903917-IRRQUN	04/11/22	01	POTTING SOIL	101500076500	00005584		05/18/22	46.29
							INVOICE TOTAL:	46.29
							VENDOR TOTAL:	656.72
MENA			MENARDS - SYCAMORE					
66642	05/02/22	01	SPORTS MEASURE TAPE/HAMMERS	202100076536	00005623		05/18/22	34.72
							INVOICE TOTAL:	34.72
66691	05/03/22	01	BACKPACK SPRAYERS/HOSES	504100076500	00005615		05/18/22	174.93
							INVOICE TOTAL:	174.93
66715	05/03/22	01	SPORTS FIELD WET/DRY VAC	202100076500	00005626		05/18/22	189.99
							INVOICE TOTAL:	189.99
66878	05/06/22	01	CLUBHOUSE LEAF BLOWER	101000066401	00005621		05/18/22	228.89
							INVOICE TOTAL:	228.89
66902	05/06/22	01	SPORTS HOSES	202100076500	00005639		05/18/22	69.99
							INVOICE TOTAL:	69.99
							VENDOR TOTAL:	698.52
NICOR			NICOR GAS					
042922	04/29/22	01	MAINT BLDG	101500096703			05/18/22	335.75
		02	MAINT BLDG	504100096703				335.76
		03	POOL	518100096703				235.87
		04	ADMIN	101000096703				63.77
		05	ADMIN	201000096703				63.77
		06	PRO SHOP	504000096703				27.33
		07	CH	303000096703				27.33
		08	PUMP HOUSE	504100096703				64.41
							INVOICE TOTAL:	1,153.99
							VENDOR TOTAL:	1,153.99

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
PEPSI	PEPSI COLA GEN. BOT.							
80441559	05/03/22	01	20 OZ POP	303000086631	00005645		05/18/22	647.68
		02	WATER	303000086631	00005645			311.20
								958.88
								958.88
PERFOR	PERFORMANCE FOODSERVICE							
6958175	04/29/22	01	POPCORN	303300086621	00005647		05/18/22	26.98
								26.98
								26.98
REIN	REINDERS, INC.							
1915811-00	05/16/22	01	CLAMP MULTIMETER	504100076505			05/18/22	295.24
								295.24
1916009-00	05/17/22	01	COUPLER - IRRIG	202100076500			05/18/22	124.13
								124.13
1916052-00	05/17/22	01	IRRIG IN GRD SURGE PROTECTOR	504100076505			05/18/22	109.42
								109.42
1916054-00	05/17/22	01	IRRIG REPAIRS LABOR	504100056308			05/18/22	315.00
								315.00
6011413-00	05/10/22	01	MOWER SEAL KIT	504100066403			05/18/22	73.36
								73.36
								917.15
ROCHNEW	THE ROCHELLE NEWS-LEADER							
INV131130	04/03/22	01	GOLF GUIDE	101200046208			05/18/22	245.00
								245.00
INV135931	04/30/22	01	DIGITAL ENHANCEMENT	101200046208			05/18/22	20.00
								20.00

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ROCHNEW THE ROCHELLE NEWS-LEADER								
INV136313	04/20/22	01	DEKALB CTY ADS	101200046208			05/18/22	149.00
							INVOICE TOTAL:	149.00
							VENDOR TOTAL:	414.00
SHAW SHAW SUBURBAN MEDIA								
10027030-4/2022	04/30/22	01	DIGITAL DISPLAY	101200046209			05/18/22	300.00
		02	PARENT SOURCE	101200046208				430.00
		03	SC	101200046209				11.44
							INVOICE TOTAL:	741.44
							VENDOR TOTAL:	741.44
SOFT SOFT WATER CITY								
2652-0422	04/30/22	01	WATER	101500076500			05/18/22	48.51
							INVOICE TOTAL:	48.51
							VENDOR TOTAL:	48.51
STAPLES STAPLES BUSINESS ADVANTAGE								
3507448641	05/07/22	01	GLOVES	207500076510			05/18/22	62.99
		02	CALCULATOR	101000046200				17.99
		03	CALCULATOR	201000046200				18.00
		04	KEYBOARD/MOUSE	101000046200				19.99
		05	KEYBOARD/MOUSE	201000046200				20.00
		06	FILE FOLDERS	201000046200				14.05
		07	FILE FOLDERS	101000046200				14.04
							INVOICE TOTAL:	167.06
							VENDOR TOTAL:	167.06
SUP SUPERIOR BEVERAGE								
456196	05/04/22	01	BUD LIGHT	303000086634	00005646		05/18/22	167.50
		02	312 VARIETY SHANDY	303000086634	00005646			61.30

SYCAMORE PARK DISTRICT  
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SUP	SUPERIOR BEVERAGE							
456196	05/04/22	03	BUD LIGHT LIME	303000086634	00005646		05/18/22	40.60
		04	BUSCH LIGHT	303000086634	00005646			198.25
		05	NATURDAYS	303000086634	00005646			59.00
		06	MICH ULTRA	303000086634	00005646			40.80
		07	LEMON SHANDY	303000086634	00005646			53.30
		08	312	303000086634	00005646			53.30
		09	ARNOLD PALMER	303000086631	00005646			66.00
		10	DELIVERY CHARGE	303000086634	00005646			8.00
								748.05
								748.05
T0001723	CAMPBELL, DAVE							
GOLF REFUND	05/13/22	01	PASS REFUND	504000046218			05/18/22	575.00
								575.00
								575.00
T0001724	EDWARDS, DAWN							
REFUND	05/18/22	01	REFUND	201000002150			05/18/22	90.00
								90.00
								90.00
T0001725	MCCARNEY, NICHOLAS							
REIMB-LODGING	05/18/22	01	REIMB LODGING-CONVENTION	1015000046207			05/18/22	214.46
								214.46
								214.46
THELIFE THE LIFEGUARD STORE								
INV0001183716	05/06/22	01	LIFEGUARD APPAREL	518000046215	00005649		05/18/22	760.00
								760.00
INV001186588	05/11/22	01	LIFEGUARD APPAREL	518000046215	00005648		05/18/22	20.00
								20.00
								780.00

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
TRUGR	TRUGREEN							
156523317	04/27/22	01	NEW SOCCER COMPLEX FERTILIZER	202100076528			05/18/22	923.12
								923.12
								923.12
								INVOICE TOTAL:
								VENDOR TOTAL:
TYLER	TYLER ENTERPRISES							
62332	05/16/22	01	SOCCKER FIELD STARTER FERT	202100076528	00005634		05/18/22	349.00
								349.00
								349.00
								INVOICE TOTAL:
								VENDOR TOTAL:
UNUM	UNUM LIFE INSURANCE							
APRIL 2022	05/18/22	01	STD INS PREM	101000106801			05/18/22	45.33
		02	STD INS PREM	101500106801				40.85
		03	STD INS PREM	504100106801				38.00
		04	STD INS PREM	504000106801				14.80
		05	STD INS PREM	201000106801				113.01
		06	STD INS PREM	202100106801				81.59
		07	STD INS PREM	207500106801				12.62
		08	STD INS PREM	303000106801				10.11
								INVOICE TOTAL:
								356.31
								VENDOR TOTAL:
								356.31
VISIONAR	VISIONARY WEBWORKS							
VW-051122-43	05/18/22	01	WEB HOSTING 2022 Q1	201000036130	00005650		05/18/22	225.00
								225.00
								INVOICE TOTAL:
								225.00
VW-051122-44	05/11/22	01	WEB HOSTING 2022 Q2	201000036130	00005651		05/18/22	225.00
								225.00
								INVOICE TOTAL:
								225.00
VW-051122-45	05/11/22	01	WEB PROTECTION	201000036130	00005652		05/18/22	328.00
								328.00
								INVOICE TOTAL:
								328.00
								VENDOR TOTAL:
								778.00

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 05/18/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VULC	VULCAN MATERIALS CO.							
32934627	05/10/22	01	ROAD ROCK STONE-SCREEN-BB	202100076509			05/18/22	237.98
								INVOICE TOTAL: 237.98
								VENDOR TOTAL: 237.98
3672625-2011-0	04/29/22	01	REFUSE - ADMIN	101000056302			05/18/22	62.32
		02	REFUSE - CH	303000056302				62.33
		03	REFUSE -ADMIN	101000056302				8.50
		04	REFUSE -OLD SHOP	504100056302				32.06
		05	REFUSE -SC	202100056302				71.59
		06	REFUSE -PARKS	101500056302				71.60
		07	REFUSE -POOL	518100056302				52.89
		08	REFUSE -PICNIC	101500056302				60.21
		09	REFUSE -CC	207500056302				164.43
		10	CREDIT - PICNIC	101500056302				-48.43
								INVOICE TOTAL: 537.50
								VENDOR TOTAL: 537.50
								TOTAL ALL INVOICES: 38,542.50

*Interim \$ 98,669.92*  
*New \$ 38,542.50*  


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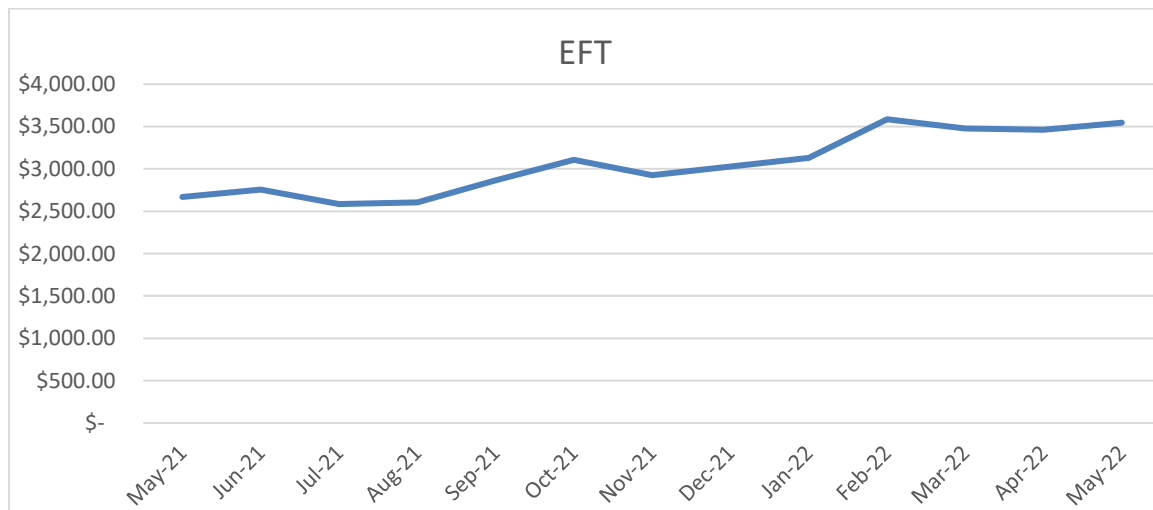
*Total \$ 137,212.42*



To: Board of Commissioners  
 From: Jackie Hienbuecher  
 Subject: Monthly Report  
 Date: May 24, 2022

**Administrative Initiatives** (5/1/22 – 5/31/22)

- 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 May installment was for 171 individuals, an increase of 6 from April. The monthly installment was \$3,390 (\$84 increase) processed through credit cards and \$155 (no change) through ACH transactions. There were 7 households whose credit cards did not process (\$173) due to declined credit cards. 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 and/or Integra to resolution when necessary. Topics: email updates and additions; order replacement computers; phone issues at clubhouse; set up scanning
- Began training of new PT Accountant, Karrie Kirk. Specifically trained on preparing deposits from Rectrac/TeeSnap and processing monthly EFT.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Submit monthly unemployment report to the state.

- Updated pricing in TeeSnap for concessions. Set up new Golf Adult Lessons in TeeSnap.
- Participated in PDRMA Mindful of Mental Health Webinar – Managing Priorities to Maximize Your Day.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Completed Workers Comp Audit for PDRMA.
- Processed pro shop inventory/special orders.
- Performed criminal background checks on new hires and volunteers.
- Attended Pumpkin Festival Committee meeting.
- Input 2022 budget into MSI.
- Ordered tablets from Teesnap for seasonal concessions use.
- Reviewed scholarship assistance requests.

**Administrative Initiatives** (6/1/22 – 6/30/22)

- Attend scheduled Superintendent and Board meetings.
- Continue training of PT Accountant.
- Submit monthly unemployment report to state.
- Prepare and file monthly Sales Tax Return.
- Review deposits for Community Center, Golf, and Concessions. Assist in preparing journal entries to be posted.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly EFT for memberships/passes.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Attend Pumpkin Festival Committee meeting.
- Complete PDRMA Operating Expenditures request.
- Look into RecTrac credit card options.
- Provide data for annual report.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended April 30, 2022

**Corporate Fund (10)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>					
Administration	28,134.45	68,792.11	1,672,035	31,778.78	116.5% (1)
Marketing	-	500.00	-	-	#DIV/0!
Parks	585.00	3,095.00	24,889	3,610.00	-14.3%
	<u>28,719.45</u>	<u>72,387.11</u>	<u>1,696,924</u>	<u>35,388.78</u>	<u>104.5%</u>
<b>Total Revenues</b>	<b>28,719.45</b>	<b>72,387.11</b>	<b>1,696,924</b>	<b>35,388.78</b>	<b>104.5%</b>
<b>Expenses</b>					
Administration	64,019.44	164,600.84	1,297,766	117,387.69	40.2% (2)
Marketing	6,291.92	24,071.74	52,000	6,904.18	248.7% (3)
Parks	17,236.14	66,306.96	324,043	71,158.93	-6.8%
	<u>87,547.50</u>	<u>254,979.54</u>	<u>1,673,809</u>	<u>195,450.80</u>	<u>30.5%</u>
<b>Total Expenses</b>	<b>87,547.50</b>	<b>254,979.54</b>	<b>1,673,809</b>	<b>195,450.80</b>	<b>30.5%</b>
<b>Total Fund Revenues</b>	<b>28,719.45</b>	<b>72,387.11</b>	<b>1,696,924</b>	<b>35,388.78</b>	<b>104.5%</b>
<b>Total Fund Expenses</b>	<b>87,547.50</b>	<b>254,979.54</b>	<b>1,673,809</b>	<b>195,450.80</b>	<b>30.5%</b>
<b>Surplus (Deficit)</b>	<b>(58,828.05)</b>	<b>(182,592.43)</b>	<b>23,115</b>	<b>(160,062.02)</b>	<b>14.1%</b>

(1) Replacement taxes in 2022 greater 154.5% \$37,051.

(2) 2022 includes Bridge Engineering \$15,510; Start up money for foundation \$37,753.

(3) New website and other expenses related to 100th anniversary.

**Recreation Fund (20)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	94.94	210.53	1,043,505	32.59	546.0%
Sports Complex	300.00	450.00	42,018	450.00	0.0%
Sports Complex Maintenance	-	-	40,522	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	-	1,180.86	-100.0%
Programs-Youth	6,889.00	16,083.00	22,634	9,254.50	73.8% (1)
Programs-Tweens	345.00	1,345.00	1,862	10.00	13350.0% (1)
Programs-Adult	4,431.00	7,441.00	14,213	6,557.25	13.5% (1)
Programs-Nature	102.00	648.00	2,350	-	#DIV/0! (1)
Programs-Leagues	-	330.00	11,408	50.00	560.0% (1)
Programs-Youth Athletics	7,309.00	20,033.00	63,320	21,343.00	-6.1% (1)
Programs-Fitness	2,651.20	9,467.96	18,701	6,918.20	36.9% (1)
Programs-Early Childhood	175.00	860.00	407	150.00	473.3% (1)
Programs-Dance	800.00	2,645.00	3,638	1,614.00	63.9% (1)
Programs-Special Events	1,313.00	7,182.00	11,797	3,306.50	117.2% (1)
Programs-Community Events	500.00	5,125.00	11,132	1,900.00	169.7% (1)
Brochure	-	-	4,000	-	#DIV/0!
Weight Room	9,162.00	49,356.70	132,359	33,968.39	45.3% (2)
Community Center	9,204.31	34,107.34	58,968	21,085.55	61.8% (2)
		-			
Total Revenues	43,276.45	155,284.53	1,482,834	107,820.84	44.0%

(1) Revenue from programs increased 39.2%, \$20,057 compared to 2021.

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

Pathway Fitness Membership	40.20% / 168.20%
Pathway Fitness Pass	31.94% / 133.98%
Track Only Pass	47.66% / 137.34%
Pre-pay Card	100.00% / 100.00%
Program Fees	12.2% / 23.80%
Daily Admission Fee	53.00% / 312.38%

Compared to Annual Budget/Compared to 2021 YTD:

Open Gym Daily	70.95% / 131.69%
Open Gym Membership	51.69% / 126.19%
Rentals	79.10% / 238.45%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2022

Expenses

Administration	41,764.84	180,699.39	611,676	162,009.41	11.5%	(2)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	38,913.75	126,931.24	451,086	128,685.18	-1.4%	
Midwest Museum of Natural Hist	-	-	-	8,195.75	-100.0%	
Programs-Youth	667.39	2,149.34	8,952	595.12	261.2%	(1)
Programs-Tweens	75.10	245.57	761	-	#DIV/0!	(1)
Programs-Adult	108.19	486.82	5,858	757.08	-35.7%	(1)
Programs-Nature	-	187.50	1,070	-	#DIV/0!	(1)
Programs-Leagues	89.08	2,829.60	6,852	3,322.73	-14.8%	(1)
Programs-Youth Athletics	2,227.24	4,137.20	39,832	3,551.85	16.5%	(1)
Programs-Fitness	1,298.60	4,662.80	14,037	3,277.03	42.3%	(1)
Programs-Early Childhood	570.00	670.37	280	-	#DIV/0!	(1)
Programs-Dance	122.15	410.84	1,607	251.92	63.1%	(1)
Programs-Special Events	257.30	1,857.06	6,786	630.17	194.7%	(1)
Programs-Community Events	-	-	9,564	15.78	-100.0%	(1)
Brochure	1,673.53	1,673.53	25,500	6,608.02	-74.7%	(4)
Weight Room	196.82	980.34	30,890	1,481.66	-33.8%	
Community Center	15,522.84	68,231.87	228,967	55,918.18	22.0%	(3)
Total Expenses	103,486.83	396,153.47	1,443,718	375,299.88	5.6%	
Total Fund Revenues	43,276.45	155,284.53	1,482,834	107,820.84	44.0%	
Total Fund Expenses	103,486.83	396,153.47	1,443,718	375,299.88	5.6%	
Surplus (Deficit)	(60,210.38)	(240,868.94)	39,116	(267,479.04)	-9.9%	

(1) Expenses for programs increased 42.2%, \$5,235 compared to 2021.

(2) Timing of rec trac invoice \$20,000,

(3) Following expenses greater in 2022: Wages & related taxes 9.8% \$2,611; Utilities 48.2% \$5,865; Health ins 793.5% \$2,332

(4) Timing of brochure printing invoice.

**Donations (21)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	293.99	8,937.16	26,500	16,780.94	-46.7%
Total Revenues	293.99	8,937.16	26,500	16,780.94	-46.7%
Expenses					
Administration	-	-	26,500	-	#DIV/0!
Total Expenses	-	-	26,500	-	#DIV/0!
Total Fund Revenues	293.99	8,937.16	26,500	16,780.94	-46.7%
Total Fund Expenses	-	-	26,500	-	#DIV/0!
Surplus (Deficit)	293.99	8,937.16	-	16,780.94	-46.7%

**Special Recreation (22)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	29.28	58.12	216,000	2.04	2749.0%
Total Revenues	29.28	58.12	216,000	2.04	2749.0%
Expenses					
Administration	-	-	216,000	-	#DIV/0!
Total Expenses	-	-	216,000	-	#DIV/0!
Total Fund Revenues	29.28	58.12	216,000	2.04	2749.0%
Total Fund Expenses	-	-	216,000	-	#DIV/0!
Surplus (Deficit)	29.28	58.12	-	2.04	2749.0%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended April 30, 2022

**Insurance (23)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
<b>Revenues</b>					
Administration	13.27	26.35	60,000	4.50	485.6%
Total Revenues	13.27	26.35	60,000	4.50	485.6%
<b>Expenses</b>					
Administration	-	-	60,815	-	#DIV/0!
Total Expenses	-	-	60,815	-	#DIV/0!
Total Fund Revenues	13.27	26.35	60,000	4.50	485.6%
Total Fund Expenses	-	-	60,815	-	#DIV/0!
Surplus (Deficit)	13.27	26.35	(815)	4.50	485.6%

**Audit (24)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
<b>Revenues</b>					
Administration	-	1.30	14,500	0.86	51.2%
Total Revenues	-	1.30	14,500	0.86	51.2%
<b>Expenses</b>					
Administration	-	11,900.00	15,000	11,900.00	0.0%
Total Expenses	-	11,900.00	15,000	11,900.00	0.0%
Total Fund Revenues	-	1.30	14,500	0.86	51.2%
Total Fund Expenses	-	11,900.00	15,000	11,900.00	0.0%
Surplus (Deficit)	-	(11,898.70)	(500)	(11,899.14)	0.0%

**Paving & Lighting (25)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	18.55	36.82	-	5.11	620.5%
Total Revenues	18.55	36.82	-	5.11	620.5%
Expenses					
Administration	-	-	74,000	-	#DIV/0!
Total Expenses	-	-	74,000	-	#DIV/0!
Total Fund Revenues	18.55	36.82	-	5.11	
Total Fund Expenses	-	-	74,000	-	
Surplus (Deficit)	18.55	36.82	(74,000)	5.11	

**Park Police (26)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	0.13	0.40	5,316	0.01	3900.0%
Total Revenues	0.13	0.40	5,316	0.01	3900.0%
Expenses					
Administration	372.07	1,364.78	4,844	1,418.14	-3.8%
Total Expenses	372.07	1,364.78	4,844	1,418.14	-3.8%
Total Fund Revenues	0.13	0.40	5,316	0.01	3900.0%
Total Fund Expenses	372.07	1,364.78	4,844	1,418.14	
Surplus (Deficit)	(371.94)	(1,364.38)	472	(1,418.13)	-3.8%



**IMRF (27)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	100,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	100,000	-	#DIV/0!
Expenses					
Administration	-	-	100,000	-	#DIV/0!
	<hr/>				
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>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	-	112,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	112,000	-	#DIV/0!
Expenses					
Administration	-	-	112,000	-	#DIV/0!
	<hr/>				
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 April 30, 2022

**Concessions (30)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
<b>Revenues</b>					
Clubhouse Concessions	1,722.01	1,741.31	98,130	8,206.04	-78.8%
Beverage Cart	320.50	320.50	11,184	317.74	0.9%
Sports Complex Concessions	4,833.23	4,833.23	51,766	3,085.75	56.6%
Pool Concessions	-	-	-	-	#DIV/0!
Catering	2,673.50	4,841.00	17,005	2,920.00	65.8%
	<u>9,549.24</u>	<u>11,736.04</u>	<u>178,085</u>	<u>14,529.53</u>	<u>-19.2% (1)</u>
<b>Expenses</b>					
Clubhouse Concessions	8,847.25	17,709.03	100,637	20,956.81	-15.5%
Beverage Cart	88.91	88.91	9,887	82.57	7.7%
Sports Complex Concessions	2,523.16	2,892.56	39,229	1,909.36	51.5%
Pool Concessions	-	-	-	-	#DIV/0!
Catering	354.92	508.33	6,720	259.65	95.8%
	<u>11,814.24</u>	<u>21,198.83</u>	<u>156,473</u>	<u>23,208.39</u>	<u>-8.7%</u>
Total Fund Revenues	9,549.24	11,736.04	178,085	14,529.53	-19.2%
Total Fund Expenses	11,814.24	21,198.83	156,473	23,208.39	-8.7%
Surplus (Deficit)	(2,265.00)	(9,462.79)	21,612	(8,678.86)	9.0%

(1) Colder/Wetter Spring 2022. Increased room rental in 2022.

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended April 30, 2022

**Developer Contributions (32)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	5.48	2,690.77	15,000	1,629.62	65.1%
Total Revenues	5.48	2,690.77	15,000	1,629.62	65.1%
Expenses					
Administration	-	-	15,000	-	#DIV/0!
Total Expenses	-	-	15,000	-	#DIV/0!
Total Fund Revenues	5.48	2,690.77	15,000	1,629.62	65.1%
Total Fund Expenses	-	-	15,000	-	#DIV/0!
Surplus (Deficit)	5.48	2,690.77	-	1,629.62	65.1%

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2022

**Golf Course (50)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
<b>Revenues</b>					
Golf Operations	24,283.40	125,230.41	540,274	151,150.35	-17.1% (2)
Golf Maintenance	-	-	22,239	-	#DIV/0!
<b>Total Revenues</b>	<b>24,283.40</b>	<b>125,230.41</b>	<b>562,513</b>	<b>151,150.35</b>	<b>-17.1%</b>
<b>Expenses</b>					
Golf Operations	14,443.73	58,829.18	276,636	61,947.96	-5.0%
Golf Maintenance	31,339.53	83,366.83	296,816	60,476.31	37.9% (1)
<b>Total Expenses</b>	<b>45,783.26</b>	<b>142,196.01</b>	<b>573,452</b>	<b>122,424.27</b>	<b>16.2%</b>
Total Fund Revenues	24,283.40	125,230.41	562,513	151,150.35	-17.1%
Total Fund Expenses	45,783.26	142,196.01	573,452	122,424.27	16.2%
Surplus (Deficit)	(21,499.86)	(16,965.60)	(10,939)	28,726.08	-159.1%

(1) Golf Maint wages and related payroll taxes increased 18.3% \$7,044. Maintenance Materials increased 132.0% \$15,707.

(2) Daily Greens Fees -63.73% -\$13,586 2022 wet spring

Golf Events & Misc -9.34% -\$450

Carts -82.15 -\$12,754

Season passes 4.61% \$4,658

Pro shop sales -44.97% -\$3,788

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2022

**Aquatics (51)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Pool	6,152.00	6,977.00	64,170	575.00	1113.4%
Swim Lessons	5,661.00	5,661.00	19,567	900.00	
Splashpad	375.00	375.00	13,732	20.00	1775.0%
	<hr/>				
Total Revenues	12,188.00	13,013.00	97,469	1,495.00	770.4% (1)
Expenses					
Pool	1,602.39	2,346.95	72,978	1,470.81	59.6%
Aquatics Maintenance	1,519.66	6,655.15	34,900	2,496.96	166.5%
Swim Lessons			10,427	-	
Splashpad	-	-	1,122	-	#DIV/0!
	<hr/>				
Total Expenses	3,122.05	9,002.10	119,427	3,967.77	126.9%
Total Fund Revenues	12,188.00	13,013.00	97,469	1,495.00	770.4%
Total Fund Expenses	3,122.05	9,002.10	119,427	3,967.77	126.9%
Surplus (Deficit)	9,065.95	4,010.90	(21,958)	(2,472.77)	-262.2%

(1) Season passes and full swim lessons in 2022.

Sycamore Park District  
Summarized Revenue & Expense Report  
Period ended April 30, 2022

**Debt Service (60)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	23.20	46.05	655,000	9.25	397.8%
Total Revenues	23.20	46.05	655,000	9.25	397.8%
Expenses					
Administration	-	-	649,140	-	#DIV/0!
Total Expenses	-	-	649,140	-	#DIV/0!
Total Fund Revenues	23.20	46.05	655,000	9.25	397.8%
Total Fund Expenses	-	-	649,140	-	#DIV/0!
Surplus (Deficit)	23.20	46.05	5,860	9.25	397.8%

**Capital Projects (70)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	114.39	235.77	905,300	40.45	482.9%
Total Revenues	114.39	235.77	905,300	40.45	482.9%
Expenses					
Administration	34,028.06	48,166.90	1,299,230	165,949.82	-71.0%
Total Expenses	34,028.06	48,166.90	1,299,230	165,949.82	-71.0%
Total Fund Revenues	114.39	235.77	905,300	40.45	482.9%
Total Fund Expenses	34,028.06	48,166.90	1,299,230	165,949.82	-71.0%
Surplus (Deficit)	(33,913.67)	(47,931.13)	(393,930)	(165,909.37)	-71.1%

Sycamore Park District  
 Summarized Revenue & Expense Report  
 Period ended April 30, 2022

**Action 2020 (71)**

<u>Department</u>	<u>April Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	244.01	13,497.38	334,802	200,217.28	-93.3%
Total Revenues	244.01	13,497.38	334,802	200,217.28	-93.3%
Expenses					
Administration	3,254.80	49,415.47	835,200	103,301.87	-52.2%
Total Expenses	3,254.80	49,415.47	835,200	103,301.87	-52.2%
Total Fund Revenues	244.01	13,497.38	334,802	200,217.28	-93.3%
Total Fund Expenses	3,254.80	49,415.47	835,200	103,301.87	-52.2%
Surplus (Deficit)	(3,010.79)	(35,918.09)	(500,398)	96,915.41	-137.1%
Total Fund Revenues	118,758.84	403,181.21	6,462,243	529,074.56	
Total Fund Expenses	289,408.81	934,377.10	7,374,608	1,002,920.94	
Surplus (Deficit)	(170,649.97)	(531,195.89)	(912,365)	(473,846.38)	

Sycamore Park District  
Fund Balances

	Unaudited 1/1/2022	Revenues	Expenses	4/30/2022	4/30/2022 Cash balance
10 Corporate	940,955.50	72,387.11	254,979.54	758,363.07	747,843.07
20 Recreation	563,031.39	155,284.53	396,153.47	322,162.45	339,430.04
21 Donations	197,488.00	8,937.16	-	206,425.16	206,425.16
22 Special Recreation	116,450.11	58.12	-	116,508.23	116,508.23
23 Insurance	52,763.34	26.35	-	52,789.69	52,789.69
24 Audit	11,887.69	1.30	11,900.00	(11.01)	(11.01)
25 Paving & Lighting	73,766.08	36.82	-	73,802.90	73,802.90
26 Park Police	1,816.80	0.40	1,364.78	452.42	519.21
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	51,070.89	11,736.04	21,198.83	41,608.10	37,177.75
32 Developer Contributions	19,114.57	2,690.77	-	21,805.34	21,805.34
50 Golf	126,330.35	125,230.41	142,196.01	109,364.75	117,246.48
51 Aquatics	(34,850.41)	13,013.00	9,002.10	(30,839.51)	(30,824.85)
60 Debt Service	92,268.42	46.05	-	92,314.47	92,314.47
70 Capital Projects	499,277.56	235.77	48,166.90	451,346.43	455,146.43
71 Action 2020	931,175.96	13,497.38	49,415.47	895,257.87	970,903.23
	3,642,546.25	403,181.21	934,377.10	3,111,350.36	3,201,076.14

Summary of depository accounts as of

5/18/2022

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
First Midwest Bank	1,003,593.11	0.89
Resource Bank	200,204.31	0.08
IPDLAF	1,980,046.23	0.1800
DCCF - Action 2020	72,800.79	
Dekalb Co. Community Foundation	20,343.41	
	<u>3,276,987.85</u>	



To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Recreation Team Report

Date: April 20, 2022

### **Administrative Initiatives (5/1/22-5/31/22)**

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

- Attended all Board meetings and management team meetings in May.
- Assisted with the Sycamore Chamber Expo on May 7<sup>th</sup>. Everything went smooth with 54 vendors on site. We had the NIU Football team members and Sport Management students volunteer to help with set-up, clean up, moving vendors in/out and greeting visitors. 14 volunteers in total. This was extremely helpful since our custodian was on vacation and no part-time assistance.
- Concluded interviews for three summer camp staff positions with Recreation Specialist Hoblit. New staff will start lesson planning week of May 23.
- Turned in Midwest Museum of Natural History early concept drawings to the Dekalb History center.
- Participated in the NIU virtual job fair on May 6. Interviewed 9 students. One student was asked to come back to interview for customer service position.
- With sadness, I am reporting that 22-year Kajukenbo instructor, Dave Polak, passed away on April 28<sup>th</sup>. He and his wife (and instructor) Betty were recognized in 2020 at a Board meeting for 20 years of service to the Park District. The Polak Family will have a celebration of Life event at the WPA Main shelter on June 26<sup>th</sup>. Betty Polak shared she will continue the classes at the Park District, which would have been Dave's wish. The Kajukenbo classes continue to increase in size this summer, in part of the passion and integrity of Betty & Dave's teachings. Looking ahead to Fall we may have to add 1-2 more classes because the class is at capacity.
- Dancing Through the Decades, a new initiative for adult programming was canceled due to low registration.
- As of May 16, 2022, we have 278 Active Pathway Fitness 24/7 Memberships, 256 Active Pathway Fitness Passes, 45 Active Track 24/7 Memberships, 184 Active Track Passes and 305 Active Open Gym Passes.
- In the month of April, for our Sweat 16 Club, we had 22 people work out at the Community Center at least 16 times! 4 of them were newly entered into the Club for April.
- In the month of April, we sold 117 Aquatics Passes at the Early Bird Rate. As of May 15, so far we have sold 140 Aquatics Passes total.

- Literacy Lane on the Great Western trail has a QRCode at the end of trail message boards to capture data from users of the trail. Collected reports from November(opening date) to April:

**# Visits Each Month to Date:**

- Nov - 1 visitor
- Dec - 9 visitors
- Jan - 0 visitors
- Feb - 5 visitors
- March - 8 visitors
- April - 6 visitors
- May - 3 visitors to date

**Time of Day for Visits (to date)**

- 8 am - 1 visitor
- 9 am - 2 visitors
- 10 am - 2 visitors
- 11 am - 4 visitors
- Noon - 2 visitors
- 1 pm - 4 visitors
- 2 pm - 7 visitors
- 3 pm - 3 visitors
- 4 pm - 3 visitors
- 5 pm - 1 visitor
- 6 pm - 1 visitor
- 7 pm - 1 visitor

**# of People in Party During Visit**

- 1 - 36.5%
- 2 - 46.9%
- 3 - 6.3%
- 4 - 3.1%
- 5 - 6.3%
- 6 - 3.1%

- Splash Fountain opening day will be Saturday, May 28. This will include a Kite Fly and balloon launch at the sled hill.
- Recreation staff will attend/assist at the May 27<sup>th</sup> KSRF golf outing.
- The Part-time custodian position is still vacant. We have had two applications requesting “any” employment, so we will be interviewing them to see if there is interest in the custodian or weekend assist positions.
- Dog Park passes sold to date:228
- April vending sales totaled \$550.50 in product from the Community Center.
- Recreation Specialist Dobberstein had one birthday party rental and 13 facility rentals for the month of May.

- Rockin Moms Softball Tournament on May 7 brought in concession sales of \$5479 compared to \$4000 in 2021.
- Recreation Specialist Dobberstein has reported that the concession cart at soccer complex is doing well. The Sport Complex concessions are averaging \$300/night and the little kids “wrapper sign” continue to be a hit.
- Recreation Specialist Hoblit reports on summer programming:
  - The Cup in Hand tournament scheduled for April 30<sup>th</sup> was canceled due to threat of thunderstorms. The event is rescheduled for July 23 and can take on more teams!
  - Dance classes for the May to June session have seen an unusual registration pattern. Parents had requested more Saturday classes be offered and we obliged their requests, but our registration numbers do not reflect these requests. Our enrollment for the mid-summer sessions is average for two months out. Current session enrollment = 25/42
  - Art Classes are continuing with a strong enrollment. The 11-13 year old age range class is still a work in progress regarding enrollment, but we do know that advertising is effective. They know it’s here, but they aren’t biting. Also, our Art Camps enrollment is full and filled up quickly. More art camp classes could be in our future. Current session enrollment = 15/20
  - Kajukenbo Karate continues to grow and carries strong enrollment numbers. Current session enrollment = 33/40
  - Youth Tennis is seeing numbers rebound and interest grow as we get closer to summer. Numbers are expected to be near capacity for summer classes.
  - All Star Sports upcoming summer session 1 is seeing average numbers but is still a month out and will see enrollment numbers rise.
  - Horseback riding saw enrollment fill up the first week it opened and a demand for more classes is clear, but the farm only has so many horses to use for riding lessons. Maybe another riding farm could be utilized in the future in addition to the current one.
- Recreation & Marketing Supervisor Rex reports:
  - Continued work with OC Creative to schedule B roll filming and testimonial/interview videos for the 100<sup>th</sup> Anniversary.
  - Planned fall programming
  - Created new promotional trifolds for District facilities.
  - Administered winter/spring program participant surveys and spring rental surveys.
  - Created an interpretive sign for the Citizen Memorial Sports Complex development project.
  - Met with the DeKalb County History Center on 100<sup>th</sup> Anniversary to begin research on 100<sup>th</sup> Anniversary projects.
  - Sought sponsorships for the Sycamore Parks Foundation Golf Outing
  - Promotion of Park District and Sycamore Parks Foundation

- KSRA Executive Director Schaefer presented a program proposal for use of space in the northwestern medicine room for a sensory room on April 25<sup>th</sup>. Present were Director Bailey, Facility Supervisor Metcalf, and Superintendent of Recreation Tevsh. The proposal is for a sensory room which can be used by KSRA programs as well as SPD participants. The space has been used over the last two summers of 2021, 2020 for the 2-week KSRA camps held at the Sycamore site. A sensory room is used as a therapeutic intervention which requires specific objectives based on individual needs. It is supervised by trained TR staff. This would be unique to Dekalb County, as the next nearest sensory room is in Kane County at the Fox Valley Park District. Director Shaefer will attend the June Board meeting for a KSRA report and specifics on the sensory room. Use of the room is not exclusive, except during the camp weeks. The Sensory room is a revenue-based space for both KSRA and SPD.
- Recreation staff met on May 11 to review the 2025 Strategic Plan review and updates. \*See attached information.
- See attached daily facility usage and yearly comparison charts.

### **Administrative Initiatives (6/1/22-6/30/22)**

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

- Will attend all Board meetings, any study session, and management team meetings in May
- Will schedule instructor & staff training through Family Service Agency for *Stewards of Children training*. This training is for our SPD staff that work with children under the age of 18.
- First summer concert is June 2<sup>nd</sup>, which is a partnership event with the Sycamore Library.
- First Movie in the Park for the summer will be on June 3. This will have a new location behind the Community Center, since its original location is now a baseball field!
- CASA has requested use of the Park District trail adjoining the Middle School for their COLOR Run 5k fundraiser on June 4<sup>th</sup>.
- SPD will partner with TRIAD for the second year to host a Summer Senior social on June 17 from 4-6pm at the community center.
- The Sycamore Chamber Leadership Academy will attend at the Community Center for a tour and presentation of the 2020 Leaf A Legacy and current Park District successes.
- Staff will prepare for the July Literacy Lane theme boards.
- Will prepare for July- National Parks and Recreation Month activities.
- Will meet with Sycamore Library Director Kim Halsey to discuss a MOU of some type for our partnership of services.
- Will prepare a facility use agreement with Aggression volleyball club.
- Recreation Supervisor Rex will
  - Will identify, photograph, and transcribe memorials and dedications through the parks to guide research for the history component of the 100<sup>th</sup> Anniversary celebration
  - Will attend Summer Concert Series
  - Will prepare Fall 2022 brochure
  - Will work with OC Creative to schedule testimonial/interview videos for the 100<sup>th</sup> Anniversary.

- Will work with the DeKalb County History Center on 100<sup>th</sup> Anniversary research and materials.
- Will seek sponsorships for the Sycamore Parks Foundation Golf Outing
- Promotion of Park District and Sycamore Parks Foundation
- Facility Supervisor Metcalf will conduct an orientation at the Splash Pad and Pool for the OSCAR Counselors and Pool Staff so everyone is on the same page and ready for the summer.

### Recreation Services- Strategic Plan 2025 Review:

To fulfill the Strategic planning 2025, a seasonal survey is emailed out to participants. Program participants receive it at the end of each brochure period (3) and facility renters at the close of each season (4). This was initiated in the spring of 2021. To date, we have completed one full cycle/year of surveys, and the Winter/Spring program survey is our first 2-season comparable.

The Strategic plan identifies **Goal # 2 as Growth** with **Objective 2.3** to address survey assessments of programming & facility usage quarterly and annually. This Goal and objective will be ongoing.

The Strategic plan identifies **Goal # 1 as Funding** with **objective 1.12** to review programming KPI's (key performance indicators) to facilitate growth and marketing needs to produce more revenue. The surveys are providing information needed for staff to adjust programming, in efforts to bring more revenue to the park district. One example is the expansion of tennis from 2021 to 2022 from a summer program, to a year-round program, to multiple days a week. This goal and objective will be on going.

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*The charts below show a summary of the data collected as well as some comparisons between Winter/Spring 2021 to 2022.*

- There were 37% more household participating in 2022.
- There were 43% more household with multiple registrants in 2022.

### Winter/Spring Program Participant Comparison

	WINTER/SPRING		%
	2021	2022	INCREASE
Total Households registered for at least 1 program	293	402	37%
Households with multiple registrations	127	182	43%
<b>Number of Total Registrations Per Household</b>			
1 registrant	166	220	33%
2 registrants	62	99	60%
3 registrants	28	32	14%
4 registrants	18	23	28%
5 registrants	9	9	0%
6 registrants	3	9	200%
7+ registrants	7	10	43%

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### Seasonal Program Survey Results Data

	Number of Surveys Administer by Email	Response Rate
Winter/Spring 21	296	10%
Summer 21	223	14%

Fall 21	404	11%
Winter/Spring 22	385	8%

**Why are people seeking opportunities at the Sycamore Park District?**

Fitness	52%
Personal growth/ enrichment/ education	51%
Social connections	41%
Wellness	25%
Community involvement	20%
Family togetherness	16%
Other	12%
Engagement with nature	11%

**Did they achieve their purpose for registering?** (Scale of 1-10 | 1=No | 10=yes) = **8.52**

**As a result of participating in this program, did they enroll in another class/program?**

Yes	54%
No	46%

**How likely is it that the participant would recommend Sycamore Park District to a friend or colleague** (Scale of 1-10 | 1=Not Likely | 10=Very Likely) = **8.9**

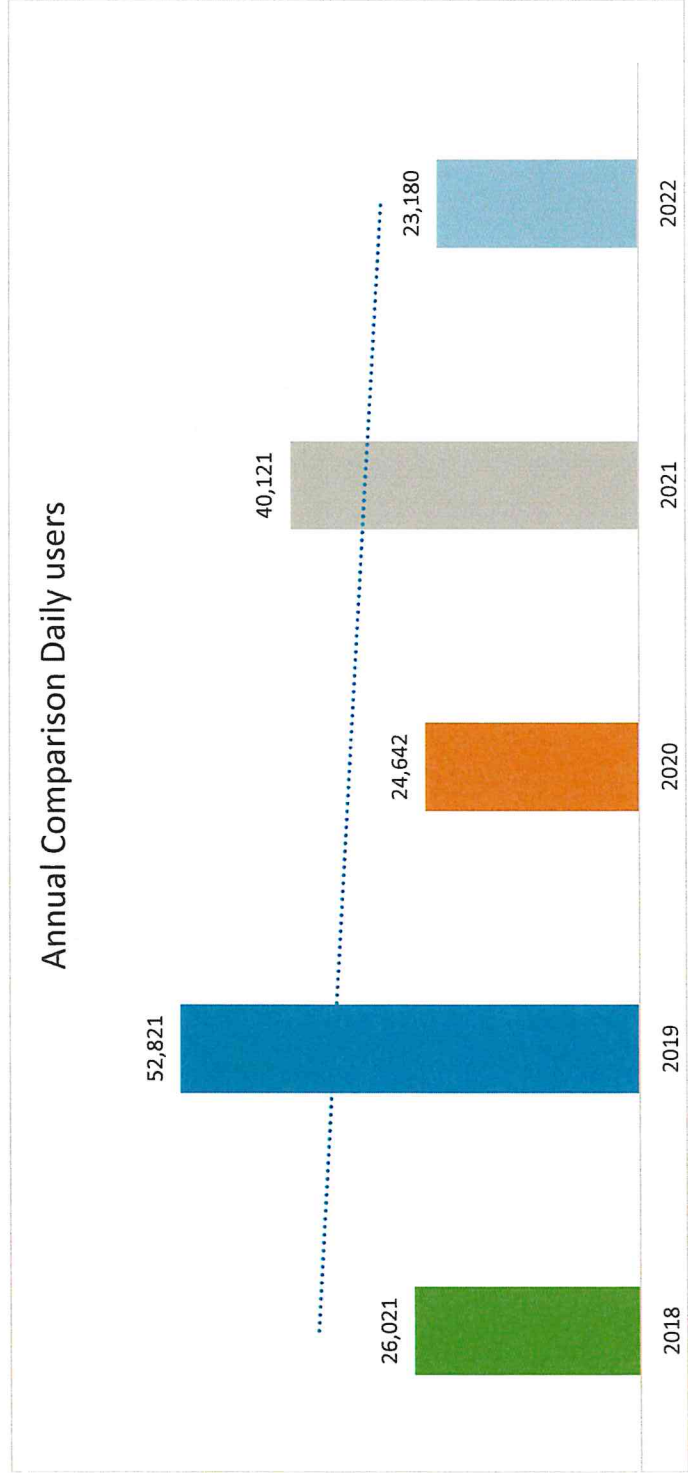
**How well do participants feel the Park District is doing in its effort to be inclusive and engaging with diverse populations?** (Scale of 1-10 | 1=Not well | 10=Very well) = **8.39**

**Participant's satisfaction with their experience**

5=Excellent | 4=Good | 3=Average | 2=Poor | 1=Very Poor | NA

Affordability	4.00
Ease of registration process	4.25
Instructor's level of knowledge/expertise	4.50
Finding information about the opportunities you seek	4.75
Customer service from staff	4.75
Cleanliness of the facility	5.00
Condition of equipment or program materials	5.00

	2018	2019	2020	2021	2022
January		4,950	5,133	3,154	5,326
February		4,595	4,713	3,133	4,888
March		5,462	2,325	2,937	5,184
April	1,005	4,736	0	3,290	4,796
May	1,591	4,265	0	2,986	2,986
June	4,179	5,343	0	3,703	0
July	2,530	5,700	2,520	3,745	0
August	3,986	3,999	2,270	3,829	0
September	2,680	3,157	1,455	2,566	0
October	3,075	3,077	1,871	2,738	0
November	3,274	3,596	1,979	3,864	0
December	3,701	3,941	2,376	4,176	0
	26,021	52,821	24,642	40,121	23,180

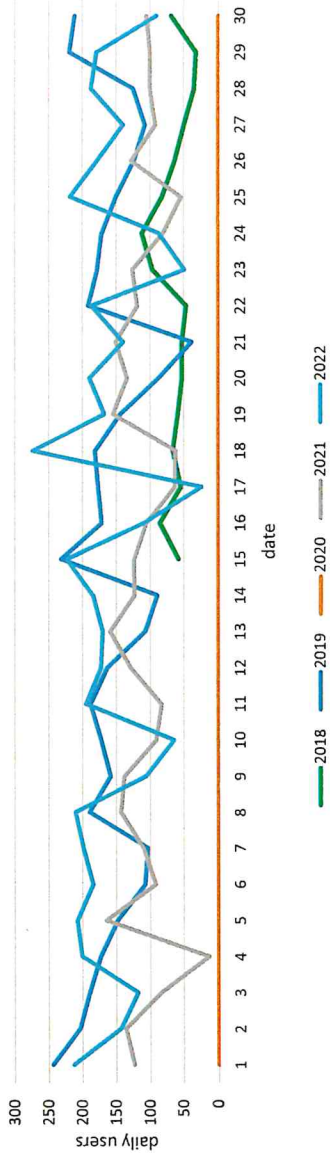




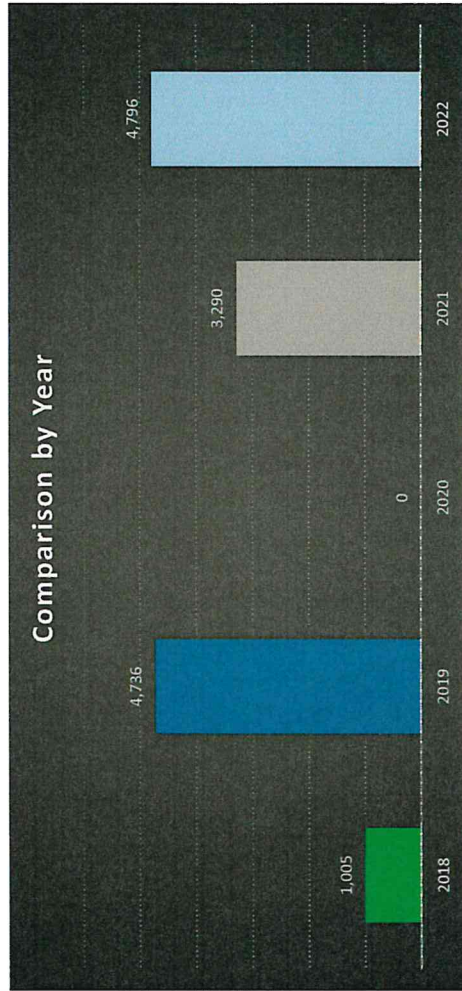
	2018	2019	2020	2021	2022
<b>April</b>					
1		243	0	124	212
2		203	0	136	143
3		189	0	84	118
4		173	0	13	200
5		148	0	165	207
6		107	0	92	184
7	BUILDING	103	0	110	198
8	NOT OPEN	189	0	143	210
9		158	0	138	106
10		172	0	91	64
11		188	0	83	194
12		163	0	129	172
13		107	0	159	170
14		89	0	123	184
15	57	231	0	124	223
16	85	171	0	106	109
17	54	176	0	63	23
18	66	181	0	62	273
19	58	144	0	155	167
20	52	87	0	134	189
21	52	38	0	151	139
22	46	191	0	119	186
23	96	178	0	126	48
24	112	171	0	81	86
25	82	150	0	54	218
26	63	124	0	128	178
27	49	107	0	92	139
28	34	125	0	100	187
29	31	219	0	100	179
30	68	211	0	105	90
<b>TOTALS</b>	<b>1,005</b>	<b>4,736</b>	<b>0</b>	<b>3,290</b>	<b>4,796</b>

\*started including open gym in daily numbers

April Daily Users



Comparison by Year



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: May 24, 2022

**Administrative Initiatives (5/1/22 – 5/31/22)**

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing.
- Began all play of leagues for 2022
- Begin peak season hours of 6:30am to dusk weekdays and 6:00am to dusk weekends. This continues until Labor Day weekend.
- Hired Donald Carlson as our Pro Shop Manager and my Assistant. Donald will assist in all day to day operations, help manage the part-time staffing schedule, the men's leagues, assist in the teaching of the SAY-Golf Junior Program and all logistical aspects of the outing schedule.
- Continued to receive new pro shop product orders, document inventory received and relay that information to the administration office.
- Ordered rental fleet from Players Golf Cars for outings exceeding the number of carts in our fleet.
- Begin accepting registration for SAY-Golf, the Adult Lesson Academy and Corporate Lunch Lessons.

*SAY-Golf Registration is off the charts. Last year, through May 15<sup>th</sup>, we had registered 43 kids for a total of \$4,000.00 in revenue. Through May 15<sup>th</sup> we have registered 72 children for a total of \$9,619.00.*

- Finalized the contract WREX TV for their golf and they are to record the TV commercials during the last week of May.
- Finalized summer staffing schedule once part-time staff is in place. Hired one player assistant, (ranger) and two cart attendants.

- Began preparing and training new part-time staff for outing season.
- Season Pass Sales continue to perform well. In 2021 through May 15<sup>th</sup>, we had sold 260 Season passes for a total of \$103,665.00. So far through May 15<sup>th</sup> this year we have sold 301 Season Passes for a total of \$111,774.25 in revenue.

### **Administrative Initiatives (6/1/22 – 6/30/22)**

- Attend all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing.
- Begin the first series of SAY-Golf instruction as well as the first series of the Adult Lesson Academy.
- Hold Several Large Fundraising Outing Events
  - Friday, June 10<sup>th</sup> - The Shriners Scramble – 144 players expected
  - Friday, June 17<sup>th</sup> – The Chamber Golf Classic – 100+ expected
  - Friday, June 24<sup>th</sup> – The Spartan Open – 100+ expected
  - Wednesday, June 29<sup>th</sup> – The Sycamore Rotary Club – 36 expected.
- Daily League Play Continues with the following leagues:
  - Mondays – Mobile Match Play Men’s League – 5:00pm 8 players
  - Tuesday – Senior Men’s Freedom League – 8:30am – 3 players (NEW)
  - Wednesdays – Ladies “Niners” – 8:30am – 40 players
  - Wednesday s - Men’s Fairway Club – 3:30pm – 56 players
  - Thursdays – Ladies “Chicks with Sticks” 18-hole league – 22 players
  - Sundays – Couples League – 4:00pm - TBA

Corporate and Civic Organization leagues this season:

  - Mondays – Kiwanis – 3:30pm – 20 players
  - Tuesdays – Ideal – 4:00pm – 16 players (NEW)
  - Tuesdays – PJ’s Courthouse – 4:30pm – 24 players
  - Thursdays – Genoa League – 4:30pm – 24 players
  - Thursdays - Bogeys and Beer – 5:00pm - 24 players

- Continue to receive new pro shop product orders, document inventory received and relay that information to the administration office.
- Meet with Jonelle and Sarah to begin possible marketing promotion of existing scoreboard north of the pro shop with new business sponsors.
- Offer Father's Day merchandise and private lesson promotion through Teesnap.
- Begin once per month burger nights for the Razniewski league and luncheons for the 18-hole ladies league.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: May 24th, 2022

**Administrative Initiatives** (5/1/22-5/31/22)

**Golf**

- We received eleven inches of rain from the beginning of March thru May 6<sup>th</sup>. We had the wettest start to spring in the region in sixty-three years. Since the sixth, almost no rain and mid-summer heat dried out the course. We began irrigating the course on the 12<sup>th</sup>.
- The river never came over its' banks during the wet spell. The rains were spaced out enough that the level was higher but not a threat to flood.
- The very quick warm up caused dandelions and other weeds to explode out of the ground. We have been spraying when the wind is down to keep up with the growth.
- We sprayed the first fungicide application on the greens, fertilized the greens, completed sprays for seed heads on the fairways - which is working well at this point. Greens aeration and sand topdressing is planned for May 23<sup>rd</sup> and 24<sup>th</sup> weather permitting.
- Suddenly mowing is the priority as the warmup has the turf growing quickly. Staff is spending most time on the grass, and tree pruning has also been completed by the 9-tee area.
- We were not able to allow carts until consistently until May 10<sup>th</sup>. Several areas of the course just could not firm up enough with the constant rains since

snow melt to allow heavy cart traffic. The large Titans baseball golf outing was able to use carts on April 30<sup>th</sup>.

- I have been contacting seasonal staff from last year and coordinating paperwork for their returns.
- Turned on irrigation system on April 22<sup>nd</sup> and tested system for issues.

### **Sports**

- Collaborating with all user groups as games and practices are happening daily on all fields. Receiving game schedules for our field prep and helping groups work out planning for games, practices, and tournaments daily.
- The Moms' Rock softball tournament on May 7<sup>th</sup> and the Titans Spring Tournament on April 23<sup>rd</sup> went very and avoided the rains.
- AYSO soccer began games and practices in April. The wet fields cancelled a few days of useage. We are having the fields deep solid tine aerified soon to allow the surface water to drain better after construction traffic and rolling had to occur to get the fields built and ready for use. We continue to slit-over- seed several fields and add fertilizer to allow the thinner areas to thicken as they continue to mature.
- Staff has consistently been mowing and trimming all fields, painting lines, adding field mix to ball fields, and keeping up with field preps now that all leagues are playing.
- The pool heater exhaust pipe hook up is completed. The State of Illinois boiler inspector inspected and tagged the new units, so we are ready to go. The pool will be filled the 16<sup>th</sup>. We have acid washed and pressure washed the whole pool, filled in chipped areas of the pool and deck, painted flaked

spots, and received chemicals to start the season. Guard will be in the pool the 31st to train and the pool will open on June 4<sup>th</sup>.

- The splash pad will be open for use on May 28<sup>th</sup>. We have drained the storage tank from winter and will begin assembly of the mechanical system late this week of the 15<sup>th</sup>.
- Met with William Charles several times as the new ball field construction continues. They are still planning on major construction to be completed by the end of next month. Several areas will need to be seeded so use of the fields will not happen this year and until areas are ready next year.

### **Parks**

- I attended staff and Board meetings.
- Founders Park playground installation is complete except for the slide support and spinner shaft Little Tykes did not include in the delivery. This had delayed the use of the playground. We have been told on the 16<sup>th</sup> of May that the missing slide support should be here in a week or two so we can get the playground open while the spinner part will be mid-June so we can close off that separate piece of equipment.
- Staff has been mowing constantly, prepping for shelter rentals, keeping up with garbage, removing bad trees or limbs after wind events, adding mulch to play areas, fixing shelter roofs, and training new seasonal staff.
- Nicholas has begun spraying weeds and invasive plants on all native areas and planter beds. Annual flowers will soon be planted.
- The dog park thin turf areas have been seeded and fenced off.

- Worked with Tyrell Well Service to inspect, repair, calibrate, and chlorinate seasonal wells after spring start up per State regulations. Also sent in water samples for State testing requirements.
- Met with Storm Softball reps to discuss planning of the Storm Dayz Tournament on June 24-26. Once again seventy-two teams will play over two hundred games on ten fields in three days.

### **Administrative Initiatives** (6/1/22-6/30/22)

- Attend all staff, Board, and construction meetings.
- Open pool, splash pad and daily check water quality and cleanliness of the water/facilities.
- Host first concerts in the park and movie in the park. Set up stage and movie screen/sound system. Coordinate with Recreation staff on other events.
- Continue seeding, rolling, mowing of new soccer fields as all user groups continue spring seasons.
- Work with ball field users as daily games and practices continue. Host first Gladiators baseball tournament Father's Day weekend. Host High School Sectional baseball game June 1.
- Prep for and host Storm Dayz tournament June 24-26 with perfect weather each day...
- Begin golf regular fungicide applications on greens, tees, and fairways as disease season continues. Host several outings in the month of June and plan maintenance practices around the play.
- Continue mulching thin playground areas, prepping for shelter rentals, tree planting for memorials, and consistent mowing/trimming.



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

### **Administrative Initiatives (5/1 –5/31/2022)**

- 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
  - Attended Ribbon Cutting ceremony for the Park foundation
  - Sent out Thank you cards
- Attend Rotary and Chamber Meetings
- Attend IPRA meetings: Diversity Section, Membership Council
- Presented and attended WILS (Women in Leisure Services) LeadHERship Conference
- Attend the KSRA Golf Outing
- Continue get to know community members and local businesses.
- Bi-weekly meeting with the Superintendents
- 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.
    - Additional cost for field to be about \$25,000
  - Founders Park Status – install is in progress
  - OSLAD grant status: overall awards have been postponed still waiting on information.
- Sycamore Park District Foundation status
  - Create list of projects:
    - Kick wall at Soccer Complex
    - Bandshell: engineering costs
    - Trails (connections)
  - Work with Sarah on Marketing for events
    - Open house on April 30 6 – 7:30pm – We very well had about 50 people in attendance
    - Give Dekalb – May 5 – we raised \$6,122.74. This does not include what we raised on our donation site.
    - Concert Series – June 30
    - Golf Outing – July 22 1 pm tee time – sponsorship opportunities are available.
- Continuing working on the Sip n’ Savor Event w/Sarah
  - Sent out email applications to 35 providers
  - Need to volunteer(s) to assist with following up.
- Outdoor Pickleball courts: cost for nets with sleeves will cost about \$5200. We are currently waiting on the school for dates regarding surfacing and lines.
- Working with Sarah on 100-year anniversary
  - Testimonials
  - Video creation
  - Projects

### **Administrative Initiatives (6/1 – 6/30/2022)**

- 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.
- Bi-weekly meeting with the Superintendents
- 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.
  - OSLAD grant status: overall awards have been postponed still waiting on information.
- Sycamore Park District Foundation status
  - Planning first year of activities
  - Finalize timeframes
  - Create list of projects
  - Work with Sarah on Marketing for events
    - Give Dekalb – May 5
    - Concert Series – June 30
    - Golf Outing – July 22 1 pm tee time
  - Finalized Banking Services with First Midwest
- Continuing working on the Sip n’ Savor Event w/Sarah
- Met with the School District about putting in outdoor pickleball courts
- Working with Sarah on 100-year anniversary
  - Testimonials
  - Video creation
  - Projects

**Theresa Tevsh**

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**From:** Beverly Schramer <tanner7679@icloud.com>  
**Sent:** Saturday, April 30, 2022 2:23 PM  
**To:** Lisa Metcalf  
**Cc:** Theresa Tevsh  
**Subject:** Our Tai Chi Day.

Hi Lisa ,

I want to thank you for putting our program out for all to participate in and enjoy.

You do an incredible job of getting everything organized.

You make my work at the Center so enjoyable because you are so cheerful and so easy to get along with, whether it's about my classes, or coming up with new ideas, or our International Tai Chi Day.

Thank you so much for all you do.

Bev

Sent from my iPhone

## Jeanette Freeman

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**From:** Jeanette Freeman  
**Sent:** Monday, May 16, 2022 4:13 PM  
**To:** Jeanette Freeman  
**Subject:** FW: Riverside Soccer Fields  
**Attachments:** 3-19-19 Revised plan from Park Dist Mtg.pdf; Concerns for 3-19-19 Park Dist Mtg.doc

**From:** Denise Setchell <denisesetchell@gmail.com>

**Sent:** Monday, May 16, 2022 2:09 PM

**To:** Jonelle Bailey <jonelleb@sycparks.org>

**Cc:** Setchell Dan <dsetch@msn.com>

**Subject:** Riverside Soccer Fields

Hi Jonelle,

As you may know, my husband, Dan, and I reside on Airport Road. The new Riverside Soccer fields are located directly behind us. Our neighborhood worked and met with the Park District Board on a couple of occasions regarding our concerns about this development (Please see attached). During those meetings, the plan presented to us by the Park District was for 11 soccer fields (Please see the attached).

Our major concern was the heavy traffic that 11 fields would bring in allowing us to get in and out of our driveways and, at the time, obtaining our mail which was on the east side of Airport Road. We were all very grateful for the assistance we received from Michelle Schulz and Representative Lauren Underwood in obtaining permission to move our mailboxes to the west side.

In watching the set up, I honestly thought the Park District was doing a "grand opening" to show residents what the field will look like in the future. In reading the newspaper today, I see that is not the Park District's intention, which quite honestly, is disheartening. As you may know, I am very aware of the communications between your former predecessor, Dan Gible, and the City of Sycamore's Building & Engineering Department, regarding the revised plan "because" there was not adequate parking for, at the time, I believe they wanted 21 fields. The current **paved** parking through back and forth communication with the City was based on **11 soccer fields**. By erroneously setting up 18 fields, the Park District has doubled the traffic flow in front of our homes.

When this all started, the phrase "good neighbor" was used frequently. I am writing to you in the spirit of being a "good neighbor" to ask that:

1. The Park District use the "revised" plan that was approved by the City and reduce the soccer fields to 11 fields, and not allow residents to park in the grassy area that was opened up for them to use.
2. The trees that have died to block the soccer fields from our properties, as promised, be removed and re-planted with new trees and that some type of drip system be attached to those trees so that they survive.

Your consideration and response to stick to the original "revised" plan is much appreciated.

Best regards,

**Denise E. Setchell**  
**C#: 815-751-4958**

TO: Park Board Commissioners and Staff of the Sycamore Park District.  
 FROM: Neighbors of Airport Road  
 DATE: March 19, 2019  
 SUBJECT: Riverside Park Plans

NEIGHBORHOOD CONCERNS: Our neighborhood met after receiving the Notice of the Special Meeting and discussed the plans for Riverside Park. Below are our neighborhood concerns, issues and suggestions:

1. **STORMWATER DRAINAGE:** This issue impacts only a few neighbors. We would like to work with the Park District in alleviating the ponding which occurs in those yards by possibly creating a swale to allow the stormwater to drain North.
2. **LANDSCAPING & SCREENING BETWEEN SITE & HOMES:** The plan we all received did not show the landscaping detail clearly. The reason we love living in the country are the beautiful views we are able to see. Our ideas for screening would be to put some sort of dense tree (some sort of evergreen tree, not an arborvitae) in a zig zag pattern along the whole property line. By the time they grow to full height and width, it will create a barrier between our properties and the Park District property. Our concerns and hope would be to eliminate:
  - a. Seeing Park District property.
  - b. Litter blowing in our yards.
  - c. People urinating in our yards.
  - d. People walking on our property.
3. **BATHROOMS:** Where will the bathrooms be located?
4. **LIGHTING:** Where will lighting be located? What is the time line of lights being on at night? What kind of lighting will be used?

PUBLIC SAFETY CONCERNS: Below are Public Safety concerns which we want to bring to your attention. We have emailed Nathan Schwartz, County Engineer and our District 3 Representatives for their assistance and guidance in trying to resolve these concerns:

1. **SPEED LIMIT:** Currently from Rt. 64 to Community Center it is 35mph, it then turns to 45mph in front of our homes. With the entry to the new soccer fields being south of our neighborhood, we are requesting that the speed limit be reduced to 35mph. We discussed in length how dangerous it is to get out of our driveways at the current speed limit. With additional traffic going to the soccer field it will certainly add to the difficulties of getting in and out of our driveways.
2. **MAILBOXES:** Request they be moved to the west side of the road, closer to our homes. Because of the speed limit outlined above, it has become increasingly more difficult and dangerous to cross the road to retrieve our mail. Multiple neighbors have inquired moving the mailboxes through the Postmaster, and it falls on deaf ears. We are seeking your help, and those of our Board Member Representatives in District 3, in moving our mailboxes to the west side of the road.
3. **ENTRANCE INTO SOCCER FIELDS:** Bringing this to your attention, only because of people coming off of Airport Rd into the entrance of soccer field. We feel that the distance from coming over the hill into the entrance could cause a problem due to a possible blind spot. Example: Vehicle traveling south on Airport Rd., and car stalls on west side of road at or near 23479 Airport Rd. In this scenario, because of current speed limit, there would be no time to stop to avoid a possible accident.



DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

**ENGINEERING  
RESOURCE ASSOCIATES**

36704 WEST AVENUE, SUITE 150  
WARRENVILLE, ILLINOIS 60066  
PHONE (800) 893-3080  
FAX (800) 283-2162

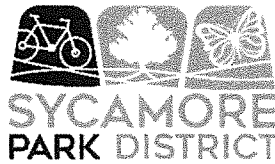
50 S. RIVERSIDE PLAZA, SUITE 276  
CHICAGO, ILLINOIS 60606  
PHONE (312) 474-7041  
FAX (312) 474-6090

2416 GALEN DRIVE  
CHAMPAIGN, ILLINOIS 61821  
PHONE (217) 351-6268  
FAX (217) 356-1902

**SYCAMORE PARK DISTRICT  
RIVERSIDE PARK  
SYCAMORE, ILLINOIS**

**RIVERSIDE PARK  
PHASE 1 SITE PLAN**

SCALE: 1" = 100'  
DATE: MARCH 2019  
JOB NO: 140233.FD



**Board of Commissioners**  
**Date of Board Meeting: May 24, 2022**

**Information Only**

**AGENDA ITEM:**

Construction updates

**BACKGROUND INFORMATION:**

**Founders Park:** Currently we are still waiting on two parts; one for the slide support and one for the spinner. I have been in contact not only with our current provider but with Little Tikes Commercial. I was informed that the slide support was supposed to be sent out on 5/3. I have been contacting LT commercial for updates.

**Pool:** HVAC is up and running, acid washing, and minor repairs completed, pool was filled the week of May 17.

**GWT:** Waiting on information from Roger for next steps

**Riverside:** Fields were a little beat up from soccer due to the rain and amount of play, so one field was closed and re-seeded. A field was created at

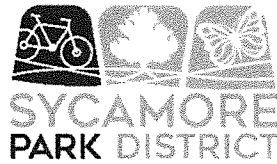
**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

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

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

*JB (JB)*



**Board of Commissioners**  
**Date of Board Meeting: May 24, 2022**

**AGENDA ITEM:**

Memorial Park

**BACKGROUND INFORMATION:**

In the process of creating fields E and D some changes needed to be made due to grading challenges as well as a phone line running through field E. This created a need to block in the ballfields to prevent unevenness and ease of maintenance long term.

Option 1: Concrete Curb (see attachment for detail)

\$24,495.57

- This option provides longest term for the product the least amount of maintenance
- Curb will include concrete ramps
- Includes all grading, reseeding, layout and moving of equipment

Option 2: Timber Curb (see attachment for detail)

\$22,962.17

- These options provide 30-year timber with rebar to secure it
- Timber Curb with concrete ramp
- Includes all grading, reseeding, layout and moving of equipment

There is a difference of \$1,533.40.

**FISCAL IMPACT:** \$24,495.57

**STAFF RECOMMENDATION:** Staff recommendation is to go with Option 1.

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

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

*JB (gld)*





William Charles Construction LLC  
833 Featherstone Road  
Rockford, IL 61107

Sycamore Park District  
Memorial Park OSLAD Development  
Attention: Jonelle Bailey, Executive Director

5/9/2022

RE: Field E Grade Changes

Mrs. Bailey,

Please see below pricing for the grade changes as discussed for field E and regrading of the outfields of both Fields D and E. to correct the unevenness. WCC will offset its own cost for less cut at Field E with the additional grading of outfield E. Attached is a cost breakdown and contractors proposals for their portion of work. Restoration is figured at the contract unit prices and is estimated at 1 acre total. Restoration can be pulled from this estimate and paid as a measured quantity once work is completed and QC can be waived for the PCC curb option. I have only included 10 hrs. of WCC labor and equipment time for it's work.

Concrete Curb Option: \$24,495.57

Timber Curb Option: \$22,962.17

Chris Grzynkowicz  
Project Manager  
William Charles Construction



**9210323 Memorial Park Field E Grade Changes****Concrete Curb Option**

Concrete Curb and Ramps	7014.00	
WCC Outfield Grading	8609.70	
Turf/Seed/Hydromulch	3785.00	1 Acre total/each field is roughly .5 acre
QC for concrete	1500.00	
Layout	860.00	quote from survey
Equipment Mob	500.00	
Subtotal	22268.70	
10%OH&P	2226.87	
Total Costs	24495.57	

**Timber Curb Option w/ramps**

Concrete Ramps	400.00	
Timber Curb Detail	6720.00	
WCC Outfield Grading	8609.70	
Turf/Seed/Hydromulch	3785.00	1 Acre total/each field is roughly .5 acre
Layout	860.00	quote from survey
Equipment Mob	500.00	
QC for concrete	0.00	
Subtotal	20874.70	
10%OH&P	2087.47	
Total Costs	22962.17	

**WCC COSTS**

	\$ per Hour	\$ per 10 Hours
330 Excavator w/Operator	\$204.77	\$2,047.70
D6 Dozer w/Operator	\$196.31	\$1,963.10
Tandem Truck w/Teamster	\$174.64	\$1,746.40
Tandem Truck w/Teamster	\$174.64	\$1,746.40
Labor Foreman	<u>\$110.61</u>	<u>\$1,106.10</u>
TOTALS	<b>\$860.97</b>	<b>\$8,609.70</b>



**Cooling Land Concepts, LLC**

P.O. Box 506 • Cherry Valley, IL 61016 • Phone: 815.332.2380 • Fax: 815.332.3130

**5/4/2022**

**CHRIS GRZYNKOWICZ  
MEMORIAL PARK SYCAMORE  
PRICING FOR A TIMBER CURB**

	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UM</u>	<u>PRICE</u>	<u>EXTENSION</u>
1	SUPPLY & PLACE TIMBER CURB WITH REBAR	240	LF	\$28.00	\$6,720.00

NOTE: TREATED TIMBERS LAST 30 YEARS, THEY WILL BE INSTALLED WITH REBAR TO HOLD IN PLACE. NO CONCRETE IS INCLUDED IN PRICING.

THANK YOU FOR THIS OPPORTUNITY TO ASSIST YOU ON THIS PROJECT. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE AT 815-332-2380.

JAMES ZANT  
PROJECT MANAGER

ACCEPTED BY:

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
DATE

## Sycamore PD Memorial Park 5-2-22

PAUL HERRERA CONST. CO, LTD

	DESCRIPTION	QTY	UNIT	\$/UNIT	TOTAL COST
	<b>Extra Work</b>				
	Concrete Curb @ Ballfields 6"x15" w/2 rebar	240	LF	\$ 28.00	\$ 6,720.00
	PCC Ramp 5" @ Ballfields 2@ 3.5'x6'	42	SF	\$ 7.00	\$ 294.00
	<b>For concrete work, all removals, excavation, layout and furnishing CA-6 Base by others.</b>				
	<b>Concrete Testing, if required, not included.</b>				
	TOTAL				\$ 7,014.00

Sycamore PD Memorial Park 5-5-22

PAUL HERRERA CONST. CO, LTD

	DESCRIPTION	QTY	UNIT	\$/UNIT	TOTAL COST
	<b>Extra Work</b>				
	*contingent on installing at same time as df pads.				
	PCC Ramp 5" @ Ballfields 2@ 3.5'x6' 42 SF	2	EA	\$ 200.00	\$ 400.00
	<b>For concrete work, all removals, excavation, layout and furnishing CA-6 Base by others.</b>				
	<b>Concrete Testing, if required, not included.</b>				
	TOTAL				\$ 400.00

**From:** [Fred Vrtis](#)  
**To:** [Grzynkowicz, Chris](#)  
**Subject:** Re: Memorial Park walkthrough Thursday 4/28  
**Date:** Monday, May 2, 2022 5:01:02 PM

---



Chris,

I saw the last sketch you sent, and I quoted a 6"x15" barrier curb instead of 6"x18".

If we need to provide concrete testing for the latest work please add \$1500.00.

Thank you.

Fred

On Mon, May 2, 2022 at 4:53 PM Grzynkowicz, Chris  
<[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)> wrote:

Thanks, I know and will turn this around quickly, before the end of the week. please give me an adder for testing and confirm you saw the last sketch I sent.

*Chris Grzynkowicz*

224-220-6618

---

**From:** Fred Vrtis <[fmvrtis@gmail.com](mailto:fmvrtis@gmail.com)>  
**Sent:** Monday, May 2, 2022 4:50 PM  
**To:** Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>; Esmeralda <[pherreraconstruction@gmail.com](mailto:pherreraconstruction@gmail.com)>  
**Cc:** Revolinski, Chad <[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>  
**Subject:** Re: Memorial Park walkthrough Thursday 4/28

Chris,

I've reviewed this with Paul.

Unfortunately material and labor prices are rising steadily.

Attached is our quote for the extra work requested.

Please let us know if this is acceptable.

Thank you.

Fred Vrtis

Paul Herrera Const Co.

815 528-4548

On Mon, May 2, 2022 at 4:21 PM Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)> wrote:

Fred, please see attached curb detail which should help with pricing.

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

From: Grzynkowicz, Chris

Sent: Monday, May 2, 2022 3:23 PM

To: Fred Vrtis <[fmvrtis@gmail.com](mailto:fmvrtis@gmail.com)>

Cc: Revolinski, Chad <[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>

Subject: FW: Memorial Park walkthrough Thursday 4/28

Fred,

Please see attached and price up the additional concrete curb and ramps in question. I could use this back fairly quickly and once approved we can tackle the remaining concrete pads for the drinking fountains when you come back.

Chris Grzynkowicz | Project Manager

Office: 815.654.4700

Cell: 224.220.6618

833 Featherstone Road

Rockford, IL 61107

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

From: Andrew Kustusich <[akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com)>

Sent: Thursday, April 28, 2022 2:26 PM

To: Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>; Jeff Donahoe <[jeffd@sycparks.org](mailto:jeffd@sycparks.org)>

Cc: Jonelle Bailey <[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>; Revolinski, Chad <[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>;

Seymour, Eric <[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>

Subject: RE: Memorial Park walkthrough Thursday 4/28



## EXTERNAL EMAIL

Chris,

Per our conversation, please provide a proposal to perform the work in the attachment, which includes:

- Add 240 LF of 6" concrete barrier curb on the backside of the backstop and side fences, meandering around the back side of the player bench areas as well. Note that the curb tapers down gradually on the first base side in order to keep the top of curb close to existing grade.
- Add two 3.5'x6' concrete ramps from the outside aggregate pavement into the player bench area. The player bench area will remain aggregate and will be flush with the infield aggregate.

Please also consider the reduction of excavation volume from the infield with this plan when preparing the change order. Also include a separate proposal for the outfield topsoil/seeding work for the two fields.

Thanks,  
Drew

Drew Kustusich | Project Manager  
Engineering Resource Associates, Inc.  
Office: (303) 790-9500 | Mobile: (630) 441-0497 [akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com) Website | Facebook | LinkedIn

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

From: Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>  
Sent: Wednesday, April 27, 2022 10:00 AM  
To: Andrew Kustusich <[akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com)>; Jeff Donahoe <[jeffd@sycparks.org](mailto:jeffd@sycparks.org)>  
Cc: Jonelle Bailey <[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>; Revolinski, Chad <[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>  
Subject: RE: Memorial Park walkthrough Thursday 4/28

Great, thank you. See you then.

The utility in question is the phone line running along the 3rd base line in Field E. If the field is cut to plan, the line will end up about 2" below top of aggregate-lime surface. We either should try and expose the line and lower it or change the depth of cut on the field.

The outfield in ball field D I believe is very uneven, may be a good location to spread topsoil and even it out. Adds a bit of time in doing so and restoration but may prove better end results.

Chris Grzynkowicz  
224-220-6618

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

From: Andrew Kustusich <<mailto:akustusch@eraconsultants.com>>  
Sent: Wednesday, April 27, 2022 10:28 AM  
To: Jeff Donahoe <<mailto:jeffd@sycparks.org>>; Grzynkowicz, Chris <<mailto:Chris.Grzynkowicz@williamcharles.com>>  
Cc: Jonelle Bailey <<mailto:jonelleb@sycparks.org>>; Revolinski, Chad <<mailto:Chad.Revolinski@williamcharles.com>>; Seymour, Eric <<mailto:Eric.Seymour@williamcharles.com>>  
Subject: RE: Memorial Park walkthrough Thursday 4/28

## EXTERNAL EMAIL

Chris,

Will Wright on our end can be there at 8am. He will need to head out to another site later in the morning but

should have at least an hour or so. What are the conflicting utilities we need to look at?

One note on field E - we took measurements with a smart level last week. The infield was coming in at 1.5-2%. The outfield was higher, in the 3-4% range. Both of those appear to be at what they were designed at. That would be another good area to look over tomorrow.

Drew

Drew Kustusich | Project Manager  
Engineering Resource Associates, Inc.  
Office: (303) 790-9500 | Mobile: (630) 441-0497 mailto:[akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com) Website | Facebook | LinkedIn

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

From: Jeff Donahoe <mailto:[jeffd@sycparks.org](mailto:jeffd@sycparks.org)>  
Sent: Wednesday, April 27, 2022 8:46 AM  
To: Grzynkowicz, Chris <mailto:[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>; Andrew Kustusich <mailto:[akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com)>  
Cc: Jonelle Bailey <mailto:[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>; Revolinski, Chad <mailto:[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <mailto:[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>  
Subject: RE: Memorial Park walkthrough Thursday 4/28

I can be there. Jeff

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

From: Grzynkowicz, Chris <mailto:[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>  
Sent: Wednesday, April 27, 2022 9:33 AM  
To: Andrew Kustusich <mailto:[akustusch@eraconsultants.com](mailto:akustusch@eraconsultants.com)>  
Cc: Jonelle Bailey <mailto:[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>; Jeff Donahoe <mailto:[jeffd@sycparks.org](mailto:jeffd@sycparks.org)>; Revolinski, Chad <mailto:[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <mailto:[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>  
Subject: Memorial Park walkthrough Thursday 4/28

All, would everyone be available to do a job site walkthrough to go over some details so we can have a final plan to wrap this project up. Chad has a few questions regarding finishing up some areas, and we have a utility conflict in ball field E. A visual inspection is probably the best way to handle this. Please confirm availability, 8am if possible.

Chris Grzynkowicz  
224-220-6618

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

**From:** [Eric C. Moe](#)  
**To:** [Grzynkowicz, Chris](#)  
**Cc:** [James A. Gibson](#)  
**Subject:** RE: Memorial Park -- Additional Layout  
**Date:** Monday, May 9, 2022 3:29:11 PM

---

Chris,

Our fee for this extra work is going to be \$860.00. I can get you a formal proposal when I get back early next week.

Thanks,

Eric C Moe, PE  
Client Executive  
IMEG Corp.  
401 E. State St., 4th Floor, Rockford, IL 61104  
tel (815) 965-6400  
single reach (309) 296-0407  
mobile (309) 333-8028  
[Eric.C.Moe@imegcorp.com](mailto:Eric.C.Moe@imegcorp.com)  
<https://www.imegcorp.com>

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

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

From: Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>  
Sent: Tuesday, May 3, 2022 9:50 AM  
To: Eric C. Moe <[Eric.C.Moe@imegcorp.com](mailto:Eric.C.Moe@imegcorp.com)>  
Subject: FW: Memorial Park -- Additional Layout

External Email: Treat links and attachments with caution.

Eric,

Please see attached marked up drawing and below information, we have a bit of additional layout needed due to some elevation changes and the addition of a concrete curb. Could you please get me an estimate for this layout so I can complete pricing.

Chris Grzynkowicz  
224-220-6618

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

From: Andrew Kustusich <[akustusich@eraconsultants.com](mailto:akustusich@eraconsultants.com)>  
Sent: Thursday, April 28, 2022 2:26 PM  
To: Grzynkowicz, Chris <[Chris.Grzynkowicz@williamcharles.com](mailto:Chris.Grzynkowicz@williamcharles.com)>; Jeff Donahoe <[jeffd@sycparks.org](mailto:jeffd@sycparks.org)>  
Cc: Jonelle Bailey <[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>; Revolinski, Chad <[Chad.Revolinski@williamcharles.com](mailto:Chad.Revolinski@williamcharles.com)>; Seymour, Eric <[Eric.Seymour@williamcharles.com](mailto:Eric.Seymour@williamcharles.com)>  
Subject: RE: Memorial Park walkthrough Thursday 4/28

EXTERNAL EMAIL

Chris,

#### April 30 Grand Opening Event:

- We had good attendance of about 50 people for our grand opening event. The event was posted to run from 6 – 7:30pm. We had several people stay later. Chef Rudy Galindo did a great job of laying out an amazing table.
- We raised \$1560 between April 13 and May 3.
- On the Park Foundation site, we raised an additional \$2,375 between May 5 – 16

#### Give Dekalb County

- This was the first year that the Sycamore Park District was able to participate. The Sycamore Parks Foundation ranked 53 out of 140 with 40 donors raising \$6,127.74. This does not include any percentage that we would receive.

In total the Sycamore Parks Foundation raised is \$10,062.74 in two months.

The Sycamore Parks Foundation is currently working on:

- Project list to present to the public areas that the funding will be directed to
  - Outdoor Pickleball Courts: New estimate \$5200
  - Bandshell: engineering costs
  - Kick Wall: design & installation costs
  - Trail Connections: various
  - Memorial Display at Citizens Memorial Park

#### Upcoming Events:

- Sponsor for the Summer Concert Series: June 30
- Sip n' Savor Event: July 9
  - Attendee selling wine glasses
- Inaugural Golf Outing: July 22 @ 1 pm
  - Looking for sponsors

## SYCAMORE PARK DISTRICT

### Board of Commissioners

Date of Board Meeting: May 24, 2022

### STAFF RECOMMENDATION

#### **AGENDA ITEM: Northwestern Medicine Letter of Intent- Review for Termination**

**BACKGROUND INFORMATION:** In 2017, the Sycamore Park District entered into two agreements with Northwestern Medicine Hospital.

- (1) A Letter Of Intent was accepted at the October 2017 Board meeting *for a collaboration to provide community outreach services provided by NMKH to support the fitness programs managed by SPD at its Fitness Center, currently under construction. The present intention of the parties is that upon the opening of the new SPD wellness center (the "Facility") (anticipated to be June of 2018 at the latest), NMKH will provide the services of certified personal trainer ("Personal Trainer") to deliver the proposed fitness education and assessment services ("Services") as indicated on Schedule A during a mutually agreed upon schedule. Both parties will acknowledge in the Agreement that the arrangement between SPD and NMKH will be exclusive such that, during the term of the Agreement, SPD will not enter into agreements with any other providers for similar Services.*
- (2) An In-Kind Donation for Leaf a Legacy was accepted by SPD from NMKH in the amount of \$75,000 for Physical Therapy Support Personnel- valued at \$25,000/year for three years.

The original agreement was a collaboration between SPD Executive Director Gible, Superintendent of Recreation Messerich, and Kish Hospital Project Director Michael Kokott.

In 2019, SPD staff and NMKH saw an immediate need to change NMKH staffing and agreed together, to reduce the number from two to one staff. There were not enough of members using the fitness

assessments to warrant having two NMKH staff per week at the community center.

NMKH staff provided SPD members with 1-2 free lectures per brochure starting in 2018-2022, of which we saw little to no enrollment. SPD then opened the lectures up to anyone to attend, free, and this still did not attract any more registration.

COVID obviously had its impact in 2020, 2021.

In 2021, SPD knew it would be needing extra space for SPD staff growth, so a revised LOI was created with a change from two rooms to one room for NMKH to use. As of 2022, the Superintendent of Recreation Services occupies one room in the NWKH office space. The second room is shared use with KSRA, SPD and NWKH. \*See attached 2021 LOI.

**FISCAL IMPACT:** No impact. This LOI was never intended as an agreement to generate revenue. It was intended to provide additional staff support services at no cost to Sycamore Park District Pathway members and for Northwestern Medicine to fulfill their mission for community involvement.

The Leaf A Legacy In Kind donation has been fulfilled with a three year agreement, ending April 2021.

**STAFF RECOMMENDATION:** The growth of the park district need for more space and the lack of need/request for this fitness assessment service, it is recommended to terminate the agreement with Northwestern Medicine.

Staff are in favor of enacting the 90-day termination as listed in the LOI agreement for the purpose of other needed uses of the space in the community center and a 4-yr evaluation of the program that is failing. See attached chart that compares hours of Northwestern Medicine staff using the room space vs. number of member fitness assessments.

Be it known that the services from the Northwestern Medicine on-site staff at SPD has always been exemplary and consistent over the last four years.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation Services  
Lisa Metcalf, Facilities Supervisor

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

JB (ab)

**BOARD ACTION:**

# Donation Form

Sycamore Park District's historic legacies that residents still enjoy today were made possible through the generosity and giving of individuals, organizations and businesses.

*Now, plans call for the next legacy to begin!*

## Northwestern Medicine Kishwaukee Hospital Foundation

(Donor's Name)

wish(es) to be a part of Leaf a Legacy and commit to:

Naming Rights of \_\_\_\_\_

In the amount of \$ \_\_\_\_\_

To be made in a single payment on or before \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

To be paid in increments of \$ \_\_\_\_\_ over the next \_\_\_\_\_ years

Sponsorship Rights of \_\_\_\_\_

In the amount of \$ \_\_\_\_\_

To be made in a single payment on or before \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

To be paid in increments of \$ \_\_\_\_\_ over the next \_\_\_\_\_ years

General Donation to Leaf a Legacy in the amount of \$ 40,000

To be made in a single payment on or before \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

To be paid in increments of \$ \_\_\_\_\_ over the next \_\_\_\_\_ years

In-kind Donation in the Amount of \$ 75,000

Description of in-kind service or product provided: Physical Therapy Support Personnel as Defined by LOI - valued at \$25,000/year for three years.

In recognition and agreement thereto, I make this commitment to Leaf a Legacy.

NM Kishwaukee Hospital

Name of organization/individual

[Signature] \_\_\_\_\_ 12/07/17 \_\_\_\_\_  
Signature (Individual/Authorized Organization Representative) Date

Projector Director, Kish Hospital

Title, if authorized representative

1 Kish Hospital Drive DeKalb IL 60115  
Address City State Zip

[Signature] \_\_\_\_\_  
Signature of Leaf a Legacy Representative Date

Checks may be made payable to either of the following:

- Sycamore Park District ACTION 2020
  - DeKalb County Community Foundation
- Memo: ACTION 2020 Fund

Mail or drop off to:  
ATTN: Jackie Hienbuecher  
Sycamore Park District  
940 E. State Street | Sycamore, Illinois 60178





Northwestern Medicine Kishwaukee  
Hospital

AND

Sycamore Park District  
**Non-Binding Letter of Intent**

April 2021

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

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

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

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

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

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

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

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

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

The above reflects the understanding of the parties.

Sycamore Park District

Northwestern Medicine Kishwaukee Hospital

\_\_\_\_\_  
Name: Jonelle Bailey

Title: Executive Director

Date: 04/27/2021

\_\_\_\_\_  
Name

Title:

Date:

### Schedule A

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

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

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

### Schedule B

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

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

Equipment Requirements :

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

### **Schedule C**

#### Responsibilities of NM Kishwaukee Hospital :

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

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

#### Responsibilities of Sycamore Park District:

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

and NMKH.

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

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



Kishwaukee Hospital  
1 Kish Hospital Drive  
DeKalb, Illinois 60115  
815.756.1521  
kishhealth.org

April 7, 2022

Theresa Tevsh  
Sycamore Park District  
Airport Road  
Sycamore, IL 60178

Dear Theresa:

In light of the participation in the NM fitness screenings and attendance at the NM seminars, we are proposing a couple changes in the Services Agreement between Northwestern Medicine and Sycamore Park District. Whereas we currently schedule 6 hours per week for fitness screenings and 2-3 educational seminars per year, the new proposal looks at modifications in these two responsibilities.

1. We propose to schedule one three hour session per week for the screenings.
2. We propose replacing the seminars with a monthly fitness/health tip which can be displayed in the center.
3. We propose putting a fitness/health tip article in your quarterly publication.

These changes would allow NM to get fitness/health tips out to the community while still providing fitness screening for the members. Hopefully this is something that you will consider. If this is agreed upon by NM and SPD, we would need to create either an addendum to the current contract or generate a new contract.

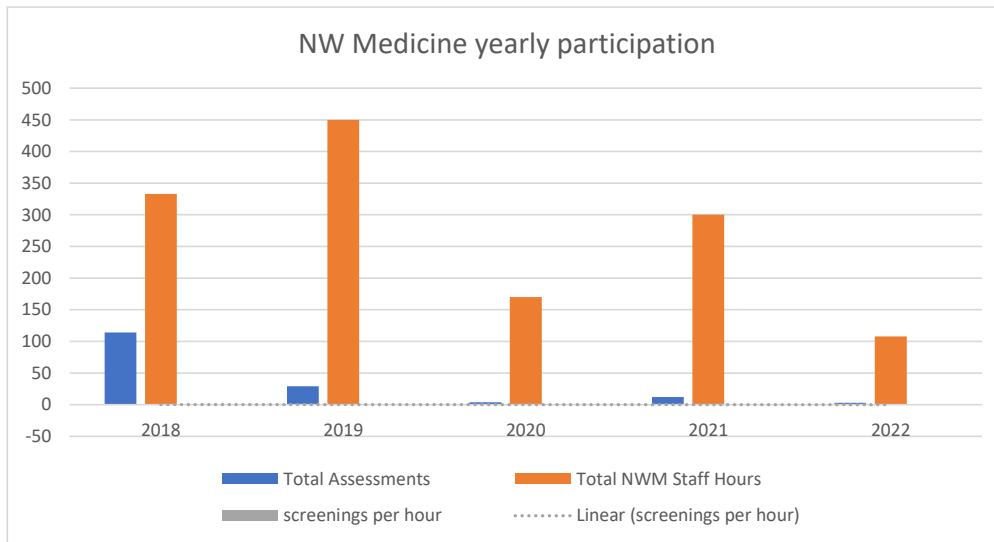
Thanks for your consideration.

Chris Laurent

Northwestern Medicine  
 Fitness Assessments at the  
 Sycamore Park District  
 Community Center  
**2018-2022**

April 14, 2018-May 6, 2022

	Total Assessments	Total NWM Staff Hours	screenings per hour	
2018	114	333	0.34	2 staff
2019	29	450	0.06	reduced to 1 staff due to participation
2020	4	170	0.02	*reduced hours due to covid
2021	12	300	0.04	*reduced hours due to participation
2022	3	108	0.03	



# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: May 24, 2022

### STAFF RECOMMENDATION

#### AGENDA ITEM: ANNUAL AUDIT: PRESENTATION AND ACCEPTANCE OF AUDIT

**BACKGROUND INFORMATION:** I will be providing the Board with hard copies of the following documents at the board meeting:

1. Auditor's Management Letter – Designed to bring attention to any material weaknesses and/or deficiencies as identified during the audit process. Staff uses this letter as a tool to improve financial procedures based upon the auditors' recommendations.
2. Annual Financial Report – These are the financial reports for the year ended December 31, 2021.
3. SAS 114 – Auditors communication to those charged with governance of the audit process.

If you would like the hard copy prior to the meeting, please contact me. Additionally, an electronic copy will be forwarded in a separate email from the board packet. A representative from Lauterbach & Amen will be presenting these documents for your acceptance.

**FISCAL IMPACT:** Not applicable.

**STAFF RECOMMENDATION:** Acceptance of the Annual Audit as presented.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

*JH (JH)*

**BOARD ACTION:**



SYCAMORE PARK DISTRICT,  
ILLINOIS

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MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2021



May 16, 2022

Members of the Board of Commissioners  
Sycamore Park District  
Sycamore, Illinois

In planning and performing our audit of the financial statements of the Sycamore Park District (the District), Illinois, for the year ended December 31, 2021, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Executive Director and senior management of the Sycamore Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire District staff.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

## CURRENT RECOMMENDATION

### 1. GASB STATEMENT NO. 87 LEASES

#### Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relieve to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to the District's financial statements for the year ended December 31, 2022.

#### Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new lease criteria in conjunction with the District's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

#### Management Response

Management acknowledges this comment and, if applicable, will implement it for the year ended December 31, 2022, as required by GASB.

## PRIOR RECOMMENDATION

### 1. FUNDS OVER BUDGET

#### Comment

Previously and during our current year-end audit procedures, we noted that the following funds had an excess of actual expenditures over budget for the fiscal year:

Fund	12/31/2020	12/31/2021
General	\$ —	1,081
Recreation - Concession Subfund	—	6,409
Special Recreation	—	1,754
Donations	—	3,467
Audit	850	—
Park Police	1,554	—

#### Recommendation

We recommended the District investigate the causes of the funds over budget and adopt appropriate future funding measures.

#### Status

This comment has not been implemented and will be repeated in the future.

#### Management Response

Management acknowledges this comment and will work to correct it in the coming year.



May 16, 2022

Members of the Board of Commissioners  
Sycamore Park District  
Sycamore, Illinois

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Sycamore Park District, Illinois for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 16, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2021. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental financial statements were:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets, the net pension (asset) is based on estimated assumptions used by the actuary and the OPEB liability is based on estimated assumptions used by the actuary. We evaluated the key factors and assumptions used to develop the depreciation expense, net pension liabilities, and the OPEB liability estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

Sycamore Park District, Illinois  
May 16, 2022  
Page 2

### Significant Audit Findings - Continued

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 16, 2022.

#### *Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section and statistical section, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, and we do not express an opinion or provide any assurance on it.

Sycamore Park District, Illinois  
May 16, 2022  
Page 3

Restrictions on Use

This information is intended solely for the use of the Board of Commissioners and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Commissioners and staff (in particular the Finance Department) of the Sycamore Park District, Illinois for their valuable cooperation throughout the audit engagement.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP



**Board of Commissioners**

**Date of Board Meeting: May 24, 2022**

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Annual Board Meeting & Election of Officers

**BACKGROUND INFORMATION:**

Each May the Annual Board of Commissioners meeting is held to determine positions, Services, and the Illinois Association of Park Districts Legislative Contact.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:** It is my recommendation that we maintain the following organizations for the various services:

Audit Services: Jackie will be creating an RFP for Audit Services. To be decided upon at the July 2022 meeting.

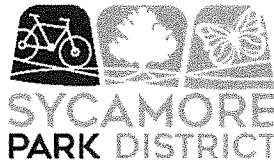
Legal Services: Ancel Glink

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**





**Board of Commissioners**  
**Date of Board Meeting: May 24, 2022**

INFORMATION ONLY

**AGENDA ITEM:**

Memorial Park: School District Field locations

**BACKGROUND INFORMATION:**

Director Bailey met with Superintendent Wilder and Mark Ekstrom on April 13 to discuss the original proposed space for an additional School District field. The District is interested in building a field in the previously dedicated space at Citizens Memorial Park where the new fields are going in. The District has asked ERA to provide some engineering drawings and provided estimated costs for that field.

The school district currently has about \$40,000 dollars raised with an anticipated donation of another \$50,000 to go towards creating that field. They will continue to share information as their planning progresses.

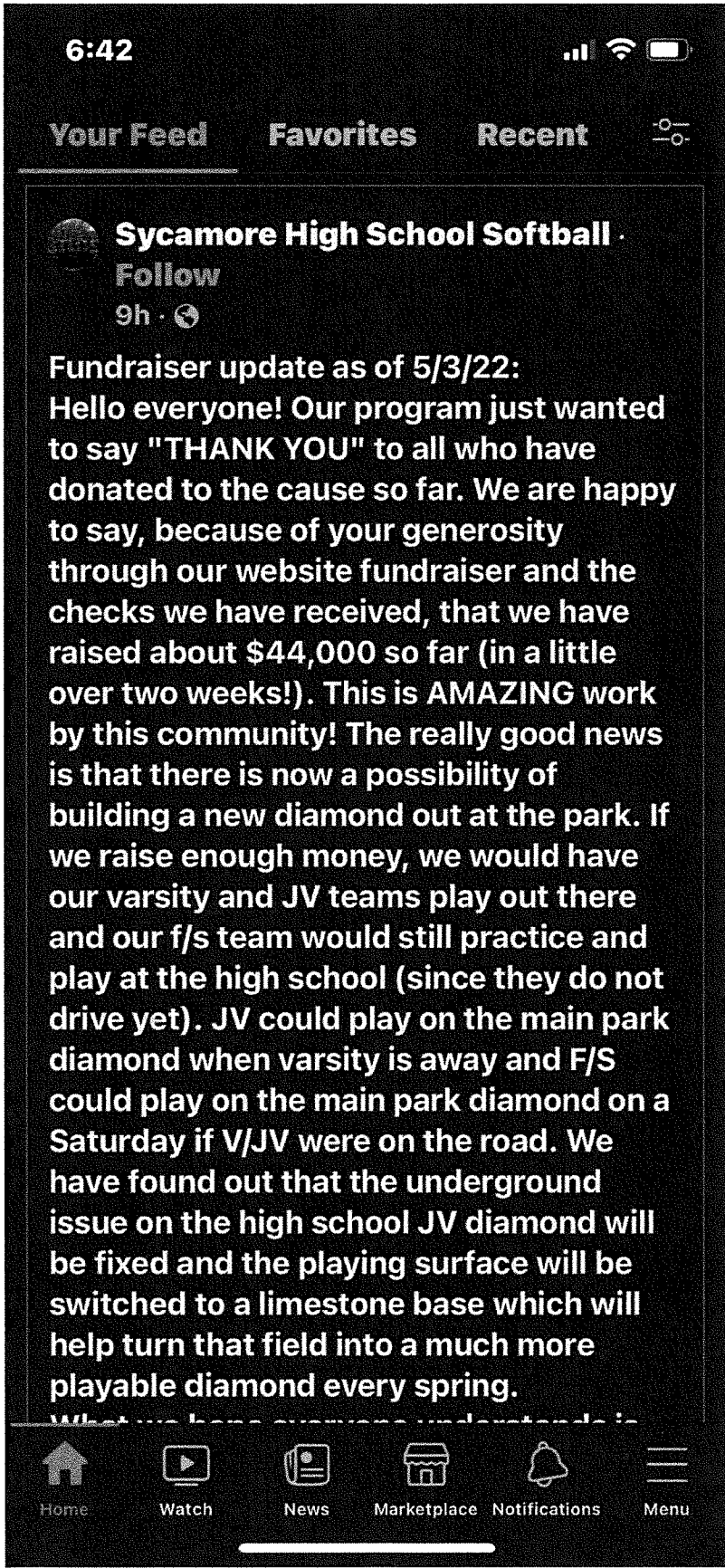
**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

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

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

*JB (gld)*



6:42



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**Sycamore High School Softball**

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**Fundraiser update as of 5/3/22:**  
Hello everyone! Our program just wanted to say "THANK YOU" to all who have donated to the cause so far. We are happy to say, because of your generosity through our website fundraiser and the checks we have received, that we have raised about \$44,000 so far (in a little over two weeks!). This is AMAZING work by this community! The really good news is that there is now a possibility of building a new diamond out at the park. If we raise enough money, we would have our varsity and JV teams play out there and our f/s team would still practice and play at the high school (since they do not drive yet). JV could play on the main park diamond when varsity is away and F/S could play on the main park diamond on a Saturday if V/JV were on the road. We have found out that the underground issue on the high school JV diamond will be fixed and the playing surface will be switched to a limestone base which will help turn that field into a much more playable diamond every spring.



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6:42



playable diamonds every spring.

What we hope everyone understands is that if we move out to the park, this would be a community diamond we would be building. We want this field to be a special place for young softball and baseball players to experience the game. We know this will help the baseball and softball high school programs as well. The high school softball program would use the field during our season but then the community would use it, just like the other diamonds at the park, throughout the rest of the year. It is our hope that we can add to our fundraising dollars to push us up closer to the number we need to move out there. We have challenged our players, parents, alums, anyone who will listen to try to get our fundraising amount as close to \$80,000 as we can. Mr Carrick, our athletic director, has said that businesses who donate \$5,000 or more will be recognized similar to basketball and football games (scoreboard recognition). The program will have a banner recognizing all donors (regardless of amount) as well. If you work for a company that does matching donations, we would encourage you to explore this option and take advantage of that if you can. We KNOW that this community believes in our young people and wants to see them grow and succeed.



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Notifications



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6:42



**This would be a gamechanger for years for so many kids in this town. We know we can do this if everyone gets on board and just chips in what they can!**

**If the move to the park is not feasible, we will use the raised funds to fix many issues at both the high school diamonds. We will do the best we can to address as many of those issues as possible. The ultimate goal is to move to the park, but we know there is work to be done to get there.**

**We have a few days left of our online fundraiser, but we are really encouraging those who want to donate to write a check to "Sycamore High School Softball" and mail it to our attention at the high school (427 Spartan Trail, Sycamore, IL 60178). This way we receive 100% of the money donated. We hope to collect check donations through June 1st. If you have any questions please reach out to Coach Carpenter at [jcarpenter@syc427.org](mailto:jcarpenter@syc427.org)**

**As always, we appreciate a share of this post and your support for this program!**

**Sycamore High School Softball Program  
Past, Present, and Future!**



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Notifications



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