



Sycamore Park District
 Regular Board Meeting
 November 22, 2022
 6:00 PM

Sycamore Golf Club, A Facility of the Sycamore Park District
 Riverview Room
 940 E. State Street, Sycamore, IL

AGENDA

CALL TO ORDER (Roll Call Vote)

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

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES: (Voice Vote)

- 3. Regular Minutes: August 23, 2022 (Voice Vote)**
Executive Session Minutes: August 23, 2022 (to remain confidential)

APPROVAL OF MONTHLY CLAIMS:

- 09. Claims Paid Since Board Meeting (Roll Call Vote)**
- 28. Claims Presented (Roll Call Vote)**

CONSENT AGENDA:

- 30. Superintendent of Finance Monthly Report**
- 33. Budget Report**
- 47. Superintendent of Recreation Monthly Report**
- 51. Superintendent of Golf Operations Monthly Report**
- 53. Superintendent of Parks and Facilities Monthly Report**
- 55. Executive Director Monthly Report**

CORRESPONDENCE:

- 57. Kiwanis Club - Tim Bagby VP**

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT: Ted

AGENDA

November 22, 2022, 6:00 PM

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OLD BUSINESS:

- 58. Construction Updates: Jeff/Jonelle**
- Reston ponds – design changes
 - Memorial Park
- 60. Riverside – parking lot design: Jonelle**
--- **Pool Update: Staff (ES)**
- 65. Bridge #1/Hole 10 Status.**
- New schedule
- 68. 100th anniversary events: Staff**
--- **Softball Field: Jonelle**

NEW BUSINESS:

- 72. Capital Budget first draft: Jackie**
- 76. Operation Budget first draft: Jackie**
- 78. Holiday Party Flyer: Jonelle**
- 79. RFP for Audit Services: Jackie (Roll Call)**
- 81. Resolution 03-2022: A resolution determining the amounts of money exclusive of election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District – Jackie (Roll Call)**
- 86. Accept Bid for Annual General Obligation Bond (Roll Call): Jackie**
- 87. Bond Ordinance 06-2022 (Roll Call): An Ordinance providing for the issue of approximately \$576,990 General Obligation Limited Tax Park Bonds, Series 2022, for the payment of land for parks, for the building, maintaining, improving and protecting the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.: Jackie**
--- **Golf Cart Status: Kirk**
- 107. Purchasing Policy update: Jonelle/Jackie**

Special Announcements

Study Session December 6, 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, October 18, 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, October 18, 2022.

Will the recording secretary please call the roll.

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

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

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

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

Guests at the Board meeting were: There were none.

Regular and Consent Agenda Approval –

Motion

Commissioner Graves moved to approve the Regular Agenda and the Consent Agenda with Commissioner Strack requesting pulling of Supt. Hienbuecher report for discussion. Commissioner Doty seconded the Motion.

Voice Vote

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

Approval of Minutes –

Motion

Commissioner Strack moved to approve the August 23, 2022, Regular Meeting Minutes. Commissioner Graves seconded the Motion.

Voice Vote

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

Motion

Commissioner Doty moved to approve the August 23, 2022, Executive Session Meeting Minutes to remain confidential. Commissioner Ackmann seconded the Motion.

Voice Vote

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

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Claims and Accounts Approval

Motion

Commissioner Doty moved to approve and pay the bills in the amount of \$276,934.05.
 Commissioner Strack seconded the Motion.

Roll Call

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

Correspondence –

- Reston Ponds Neighbors.
- Marge Johnson & Family
- Sue Spahr – Swanhills GC
- Valerie Myers - Preschool

Public Input – None

Positive Feedback –

- President Kroeger thanked all for getting the pickleball courts done at west school.

Plan Commission: Commissioner Strack noted there is a small revision in the City UDO.

Supt. of Finance Report: Commissioner Strack asked about the financial reports and the difference in the YTD actual budget and annual budget. Supt. Hienbuecher noted there are some things that are still coming.

Old Business:

Construction Updates:

- **Great Western Trail:** Director Bailey noted segment 1 is closed out with the City and the EPA. She confirmed is it officially closed as of today.
- **Memorial Park:** Director Bailey noted we closed our segment of Memorial Park for IEPA. ERA and William Charles still have a few things they need to get to the City.
- **North Grove:** Director Bailey noted they are surveying Reston Ponds and North Grove Park between October 24th and November 11th. Then we will be doing a survey of the neighborhood.

Pool Update: Supt. Donahoe noted it will be approximately \$20,000 to fix the pump which \$4000 is the labor. We are able to save the existing motor and use it. Facility Manager Metcalf noted we are still lower in attendance then 2020. She is not sure what the reasons are for the low attendance – if COVID still has something to do with it. Commissioner Strack noted an amazing job was done opening the pool and staffing it. Commissioner Strack noted the \$20,000 repair bill does not dissuade him from trying to open the pool next year. Supt. Tevsh noted there will also be approximately \$35,000 operating loss for this year. President Kroeger then noted that it looks like there is a \$56,500 projected loss for next year and then add the \$20,000 pump repair cost. The total net loss would be around \$76,500 for 2023.

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Pool Update – Cont’d: Director Bailey noted our limit for the pool loss was \$25,000 for repairs. President Kroeger noted that we know now that we have a pump problem, but we do not know what else could happen next year. Supt. Tevsh reminded everyone of the list that WT Engineering gave us of what should be looked at in the coming years. President Kroeger asked the board if they would like a study session to discuss the pool. Director Bailey noted we would need to know something by February for the spring mailer. Supt. Donahoe noted he would need to know as soon as possible due to the lead times for the repair of the pump. Facility Manager Metcalf also noting she starts hiring staff in January. Commissioner Strack noted his threshold was \$50,000 for the year and now it looks like it will be over \$75,000 next year. President Kroeger asked for the pool to be put on the agenda for November. Commissioner Graves noted that we need to explain to the community the reasons. All the commissioners felt that the sooner we communicate to the community, the better. President Kroeger asked if Sarah could put together something that we can release to the public and let the board see it before it goes out. Director Bailey noted she can reach out to Belvidere Park District to see how they handled it. They were in the same situation last year as we are now. Supt. Donahoe noted it is important to let the community know what is next, since he feels there will be those questions.

Reston Ponds: Director Bailey went over the design and the parking lot requirements and where we are moving it to. There was more discussion on this.

Bridge #1 Hole 10 Status: Director Bailey noted that construction should start around November 1st and the construction schedule is in the packet.

Riverside Soccer Complex: Director Bailey noted the quote is just engineering cost and not any construction fees are included. The city wants us to have this done by August 2023. There was more discussion on this.

Motion

Commissioner Doty moved to move forward with the engineering for the parking lot.
 Commissioner Ackmann seconded the Motion.

Roll Call

President Kroeger called for a roll call to approve the motion. Commissioners Doty, Graves, Ackmann and Kroeger voted Aye. Commissioner Strack vote Naye. Motion carried 4-1.

New Business

2023 Park Board Elections: Director Bailey noted the packets are ready for pickup.

Health Insurance Recommendation: Supt. Hienbuecher noted her recommendation is in the packet.

Motion

Commissioner Strack moved to approve the Health Insurance as recommended.
 Commissioner Graves seconded the Motion.

Roll Call

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

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IAPD Annual Business meeting Delegates: There was no delegate nominated at this meeting.

Quarterly Capital Fund Update: Supt. Hienbuecher noted this is just an update.

2023 Golf Rates:

Motion

Commissioner Strack moved to approve 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 5-0.

2023 Membership/Rental Rates: There was discussion on this.

Motion

Commissioner Strack moved to approve as presented at 5% increase overall with current dog park members being able to lock in at the current rate. Commissioner Doty seconded the Motion.

Roll Call

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

Evaluation format review: Director Bailey noted this is just for the board to see the form being used.

Unscheduled Travel:

Motion

Commissioner Doty moved to approve option one. Commissioner Ackmann seconded the Motion.

Roll Call

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

Special Announcements –

November Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:15 pm on a motion made by Commissioner Strack for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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

The Board convened to Executive Session at 7:21 pm. The roll was called with Commissioners Ackmann, Doty, Graves, Strack, and Kroeger present along with Director Bailey, and Recording Secretary Jeanette Freeman.

Motion

The Board adjourned the Executive Session at 7:30 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 5-0.

The Board reconvened to Regular Session at 7:30 pm. The roll was called with Commissioners Ackmann, Doty, Graves, Strack and Kroeger present along with Director Bailey, and Recording Secretary Jeanette Freeman.

Removal of Merry Oaks from Lease: This was discussed in Executive Session. Then a motion was made in regular session.

Motion

Commissioner Strack moved to remove the property south of Merry Oaks from the lease. Commissioner Doty seconded the Motion.

Roll Call

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

Resolution 02-2022: A Resolution Making Certain Findings of Fact & Authorizing the Sale of Certain Property:

Motion

Commissioner Strack moved to approve Resolution #02-2022: A Resolution Making Certain Findings of Fact & Authorizing the Sale of Certain Property. Commissioner Doty seconded the Motion.

Roll Call

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

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Merry Oaks Property:

Motion

Commissioner Strack moved to approve selling of the Merry Oaks Property.
Commissioner Doty seconded the Motion.

Roll Call

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

Acceptance of Property Offer:

Motion

Commissioner Doty moved to approve and accept the offer in the amount of \$20,000.
Commissioner Ackmann seconded the Motion.

Roll Call

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

Motion

The Board adjourned the Regular Session at 7:31 p.m. on a motion made by
Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

DATE: 11/15/2022
 TIME: 16:05:58
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 10/13/2022 TO 11/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ISTAYD	1ST AYD CORPORATION								
	PSI566024			10/12/22		65272	11/02/22	247.46	247.46
	01 PENETRANT-CLEANERS-SHOP		101500076500						123.73
	02 PENETRANT-CLEANERS-SHOP		202100076500						123.73
							VENDOR TOTAL:		247.46
	ACUSHNET ACUSHNET COMPANY								
	914380836			10/17/22		65263	10/28/22	284.17	284.17
	01 TITLEIST 15 FAIRWAY		501000001302						275.00
	02 DISC INV 914380836		501000001302						-5.50
	03 SHIPPING INV 914380836		501000001302						14.67
							VENDOR TOTAL:		284.17
	ADVANCE ADVANCE AUTO PARTS								
	2454-474471			10/04/22		65302	11/08/22	281.82	154.02
	01 VAN BRAKE PADS, ROTORS		101500066402						154.02
	2454-474490			10/04/22		65302	11/08/22	281.82	100.08
	01 VAN BRAKE CALIPERS		101500066402						100.08
	2454-474527			10/05/22		65302	11/08/22	281.82	7.90
	01 VAN OIL FILTER		101500066402						7.90
	2454-474878			10/12/22		65302	11/08/22	281.82	13.32
	01 GLASS CLEANER SHOP		101500076500						13.32
	2454-475744			10/31/22		65302	11/08/22	281.82	6.50
	01 FUEL LINE HOSE		101500066403						6.50
							VENDOR TOTAL:		281.82
	AFLAC AFLAC								
	257037			10/12/22		65258	10/25/22	570.26	570.26
	01 AFLAC- PRE TAX		101000002006						541.46
	02 AFLAC- AFTER TAX		101000002007						28.80
							VENDOR TOTAL:		570.26
	AIRGAS AIRGAS USA LLC								
	9991457867			09/30/22		65247	10/20/22	36.90	36.90
	01 SHOP WELDING TANK RENTAL-FILL		101500066401						36.90
	9992154473			10/31/22		65303	11/08/22	37.88	37.88
	01 SHOP WELDING TANK FUEL		101500066401						37.88

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BREAK		BREAKTHRU BEVERAGE ILLINOIS LL						VENDOR TOTAL:	74.78
	346082957	01 CHAMPAGNE	3035000086640	10/14/22		65259	10/25/22	809.26	809.26
		02 BOURBON	303000086636						120.00
		03 CROWN ROYAL	303000086636						378.00
		04 SHIPPING	303000086636						306.26
									5.00
BURRI		BURRIS EQUIPMENT CO.						VENDOR TOTAL:	809.26
	PS3010388-1	01 MOWER WHEEL MOTOR REPL	504100066403	10/20/22		65264	10/28/22	162.53	162.53
CAPITALO		CAPITAL ONE						VENDOR TOTAL:	162.53
	1644795996	01 GATORADE	303000086631	10/19/22		65273	11/02/22	214.73	214.73
		02 COFFEE	207500076555						51.84
		03 COFFEE/CREAMER	303000086632						10.92
		04 HOT CHOCOLATE	303300086632						15.60
		05 HOT DOG BUNS	303000086615						39.80
		06 ENGLISH MUFFINS	303000086610						10.00
		07 LETTUCE	303000086629						2.96
		08 BREAD/BRN SUGAR	303500086640						4.48
		09 NAPKINS	205011956216						7.29
		10 HOT CHOCOLATE	303300086632						1.94
		11 CREAMER	303300086632						39.80
		12 LIMES	303000086636						4.68
		13 COFFEE/CREAMER	303000086632						1.90
		14 COFFEE	303000086632						12.60
									10.92
								VENDOR TOTAL:	214.73
CCP		CCP INDUSTRIES INC.							
	IN03122615	01 SHOP TOWELS	101500076500	10/11/22		65237	10/18/22	201.22	201.22
									201.22
								VENDOR TOTAL:	201.22
CEDAR		CEDAR RAPIDS TIRE							
	890765	01 MOWER TIRES	101500066403	08/26/22		65265	10/28/22	118.35	118.35
									118.35

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	890765	-BALANCE		10/25/22	11/02/22	65274	384.49	72.12
		01 MOWER/CART TIRES	202100066402					72.12
	895707	01 PARKS ROUGH MOWER TIRES	101500066403	11/01/22	11/02/22	65274	384.49	312.37
								312.37
CHICA		CHICAGO DISTRICT GOLF ASSOC.					VENDOR TOTAL:	502.84
	2116-227	01 CDGD HANDICAP SERVICE	504000036127	11/01/22	11/02/22	65275	720.00	720.00
								720.00
CINTA		CINTAS CORPORATION #355					VENDOR TOTAL:	720.00
	4133740115	01 RAG & RUG SERVICE	101500056301	10/07/22	10/17/22	65221	166.94	29.33
		02 RAG & RUG SERVICE	504100056301					10.87
		03 RAG & RUG SERVICE	201000056301					10.86
		04 RAG & RUG SERVICE	101000056301					3.80
	4133740116	01 RAG & RUG SERVICE	207500056301	10/07/22	10/17/22	65221	166.94	36.78
								36.78
	4133740122	01 RAG & RUG SERVICE	201000056301	10/07/22	10/17/22	65221	166.94	17.36
								17.36
	4134375653	01 RAG & RUG SERVICE	207500056301	10/14/22	10/17/22	65221	166.94	36.78
								36.78
	4134375675	01 RAG & RUG SERVICE	101500056301	10/14/22	10/17/22	65221	166.94	29.33
		02 RAG & RUG SERVICE	504100056301					10.87
		03 RAG & RUG SERVICE	201000056301					10.86
		04 RAG & RUG SERVICE	101000056301					3.80
	4134375686	01 RAG & RUG SERVICE	201000056301	10/14/22	10/17/22	65221	166.94	17.36
								17.36
	4135105927	01 RAG & RUG SERVICE	101500056301	10/21/22	11/02/22	65277	166.94	29.33
		02 RAG & RUG SERVICE	504100056301					10.87
		03 RAG & RUG SERVICE	201000056301					10.86
		04 RAG & RUG SERVICE	101000056301					3.80

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SYCAMORE PARK DISTRICT
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FROM 10/13/2022 TO 11/15/2022

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4135105929	01	RAG & RUG SERVICE	207500056301	10/21/22		65277	11/02/22	166.94	36.78
4135105998	01	RAG & RUG SERVICE	201000056301	10/21/22		65277	11/02/22	166.94	17.36
4135761656	01	RAG & RUG SERVICE	201000056301	10/28/22		65277	11/02/22	166.94	17.36
4135761664	01	RAG & RUG SERVICE	101500056301	10/28/22		65277	11/02/22	166.94	29.33
	02	RAG & RUG SERVICE	504100056301						10.87
	03	RAG & RUG SERVICE	201000056301						10.86
	04	RAG & RUG SERVICE	101000056301						3.80
4135761665	01	RAG & RUG SERVICE	207500056301	10/28/22		65277	11/02/22	166.94	36.78
CINTA2	CINTAS CORP								36.78
5127043176	01	1ST AID - COMM CTR	207500076513	10/03/22		65222	10/17/22	190.89	44.87
5130862635	01	1ST AID STOCK - CC	207500076513	10/31/22		65278	11/02/22	27.73	44.87
8405873793	01	1ST AID - MAINT	101500076513	09/09/22		65222	10/17/22	190.89	27.73
	02	1ST AID - MAINT	202100076513						27.73
8405914052	01	1ST AID GUIDE - CC	101500076513	10/07/22		65222	10/17/22	190.89	43.65
	02	1ST AID SUPPLIES - MAINT	202100076513						21.82
	03	1ST AID SUPPLIES - MAINT	101500076513						21.83
CITY	CITY OF SYCAMORE								102.37
SEPT 2022	01	CITY SALES TAX - CLUBHOUSE	303000116852	10/18/22		65238	10/18/22	336.00	15.25
	02	CITY SALES TAX - BEV CART	303100116852						43.56
	03	CITY SALES TAX - BB CONC	303300116852						43.56
	04	CITY SALES TAX - CATERING	303500116852						43.56
	05	CITY SALES TAX - VENDING	207500086650						218.62
									336.00
									188.00
									25.00
									88.00
									26.00
									9.00

VENDOR TOTAL:

VENDOR TOTAL:

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CITY2	CITY OF SYCAMORE						VENDOR TOTAL:	336.00
	1271000000-1022	01 WATER/SEWER - MAINT	101500096704	10/31/22	11/02/22	65279	215.52	215.52
	1271005000-1022	01 WATER/SEWER-CC	207500096704	10/31/22	11/10/22	65313	1,469.85	1,469.85
	P420560000-0922	01 WATER/SEWER - POOL	518100096704	09/30/22	10/14/22	65215	1,304.90	1,304.90
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:	2,990.27
	16636	01 PREPAID LABOR	101000056304	09/13/22	11/02/22	65280	2,520.00	2,520.00
		02 PREPAID LABOR	201000056304					1,260.00
	16736	01 OFFICE 365	101000046206	10/01/22	10/17/22	65223	1,511.75	1,511.75
		02 OFFICE 365	201000046206					255.87
		03 MONTHLY MAINT	101000056304					500.00
		04 MONTHLY MAINT	201000056304					500.00
COMCA	COMCAST						VENDOR TOTAL:	4,031.75
	0468024-1022	01 INTERNET	101000096706	10/10/22	10/17/22	65224	682.99	682.99
		02 INTERNET	201000096706					144.98
		03 CABLE	207500096705					144.98
								393.03
	0468768-1122	01 CABLE	303000096705	10/25/22	11/02/22	65281	168.14	168.14
		02 CABLE	504000096705					84.07
								84.07
COMMO	COMMONWEALTH EDISON						VENDOR TOTAL:	851.13
	0558722008-1022	01 BASEBALL CONCESSIONS	303300096702	10/05/22	10/17/22	65226	3,779.49	2,844.69
		02 POOL	518100096702					63.85
		03 MAINT	101500096702					63.17
		04 MAINT	504100096702					35.24
		05 CART BLDG	504000096702					35.24
		06 CLUBHOUSE	303000096702					20.24
								62.29

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	0558722008-1022			10/05/22		65226	10/17/22	3,779.49	2,844.69
		07 PROSHOP	504000096702						62.29
		08 ADMIN	101000096702						145.34
		09 ADMIN	201000096702						145.33
		10 ELEC SIGN	101000096702						5.21
		11 ELEC SIGN	201000096702						5.21
		12 COMM CTR	207500096702						2,201.28
	0558722008-1122			11/03/22		65305	11/08/22	3,946.47	2,920.82
		01 BASEBALL CONCESSIONS	303300096702						65.24
		02 POOL	518100096702						60.70
		03 MAINT	101500096702						21.66
		04 MAINT	504100096702						21.66
		05 PUMP HOUSE	504100096702						1.10
		06 CART BLDG	504000096702						116.94
		07 CLUBHOUSE	303000096702						41.64
		08 PROSHOOP	504000096702						41.64
		09 ADMIN	101000096702						97.17
		10 ADMIN	201000096702						97.17
		11 ELECTRONIC SIGN	101000096702						5.81
		12 ELECTRONIC SIGN	201000096702						5.81
		13 COMM CTR	207500096702						2,344.28
	100422			10/04/22		65226	10/17/22	3,779.49	934.80
		01 FOUNDERS PARK	101500096702						19.32
		02 OLD MILL	101500096702						22.91
		03 BOYNTON PARK	101500096702						13.97
		04 KIWANIS PARK	101500096702						26.81
		05 EMIL CASSIER PARK	101500096702						18.98
		06 SYCAMORE LAKE	101500096702						20.23
		07 GOOD TYMES SHELTER	101500096702						24.77
		08 WETZEL PARK	101500096702						40.51
		09 ENTRY PARK	101500096702						22.91
		10 MAINT BLDG	101500096702						129.52
		11 MAINT BLDG	504100096702						129.52
		12 SPORTS COMPLEX	202100096702						427.83
		13 SPORTS COMPLEX	101500096702						37.52
	1100222			11/02/22		65305	11/08/22	3,946.47	1,025.65
		01 FOUNDERS PARK	101500096702						22.27
		02 OLD MILL	101500096702						23.25
		03 BOYNTON PARK	101500096702						13.97
		04 KIWANIS PARK	101500096702						36.27
		05 EMIL CASSIER PARK	101500096702						19.26
		06 SYCAMORE LAKE	101500096702						20.02
		07 GOOD TYMES SHELTER	101500096702						26.31
		08 WETZEL PARK	101500096702						41.12
		09 ENTRY PARK	101500096702						23.25

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	1100222			11/02/22		65305	11/08/22	3,946.47	1,025.65
		10 MAINT BLDG	101500096702						156.91
		11 MAINT BLDG	504100096702						156.91
		12 SPORTS COMPLEX	202100096702						455.08
		13 SOCCER COMPLEX	101500096702						31.03
CONLEY	CONLEY, JEN							VENDOR TOTAL:	7,725.96
	216	01 UKELELE LESSONS	205231006128	10/30/22		65282	11/02/22	412.50	412.50
CONS	CONSERV FS							VENDOR TOTAL:	412.50
	121019346	01 DIESEL - GOLF	504100076515	10/21/22		65266	10/28/22	2,578.95	1,917.03
		02 DIESEL - PARKS	101500076515						846.42
		03 DIESEL - SC	202100076515						775.53
	121019347	01 GASOLINE - GOLF	504100076515	10/21/22		65266	10/28/22	2,578.95	661.92
		02 GASOLINE - PARKS	101500076515						333.93
		03 GASOLINE -SC	202100076515						27.42
		04 GASOLINE -TRUCKS	101500076515						27.42
	121019483	01 DIESEL - GOLF	504100076515	11/03/22		65306	11/08/22	3,417.24	656.55
		02 DIESEL - PARKS	101500076515						287.25
		03 DIESEL - SC	202100076515						339.52
	121019484	01 GASOLINE -GOLF	504100076515	11/03/22		65306	11/08/22	3,417.24	668.69
		02 GASOLINE -PARKS	101500076515						332.86
		03 GASOLINE -SC	202100076515						25.52
		04 GASOLINE -TRUCKS	101500076515						44.65
	121019485	01 GAS - OLD SHOP TANK 4	504000076515	11/03/22		65306	11/08/22	3,417.24	265.66
	121019486	01 DIESEL - OLD SHOP TANK 3	504100076515	11/03/22		65306	11/08/22	3,417.24	1,433.27
	40017148	01 CHALK FOR BALL FIELDS	202100076523	10/17/22	00005955	65239	10/18/22	72.50	72.50

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DEKA		DEKALB LAWN & EQUIPMENT CO.						VENDOR TOTAL:	6,068.69
	87496	01 EDGER GEAR BOX	101500066402	10/11/22	00005954	65240	10/18/22	117.39	60.00
	87550	01 REWIND STARTER MOWER	101500066402	10/14/22	00005958	65240	10/18/22	117.39	60.00
DEKAM		DEKALB MECHANICAL INC						VENDOR TOTAL:	117.39
	83482	01 CC - HVAC SERVICE/REPAIR	207500056300	09/27/22		65248	10/20/22	1,760.00	1,760.00
DNM SEAL		DNM SEALCOATING, INC						VENDOR TOTAL:	1,760.00
	19162	01 ASPHALT OVERLAY	251000066406	09/14/22		65241	10/18/22	27,350.00	27,350.00
DOGWASTE		DOG WASTE DEPOT						VENDOR TOTAL:	27,350.00
	514052	01 DOG PARK BAGS	101500076540	10/31/22		65283	11/02/22	121.35	121.35
ECO		ECOWATER SYSTEMS, INC.						VENDOR TOTAL:	121.35
	130856-1022	01 SALT	101000056300	10/01/22		65227	10/17/22	43.20	43.20
		02 SALT	201000056300						21.60
ENGIN		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	43.20
	150711CT.01	01 GOOD Tymes STAGE	101000036125	10/19/22		65284	11/02/22	2,185.53	960.00
	W2125500.10	01 BRIDGE REPLACEMENT	101000036125	10/20/22		65284	11/02/22	2,185.53	960.00
								VENDOR TOTAL:	1,225.53
								VENDOR TOTAL:	1,225.53
								VENDOR TOTAL:	2,185.53

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	MSNMN0000396	02 ANNUAL MAINT	101000046206	08/25/22		65229	10/17/22	3,450.69	3,450.69
	MSNMN0000396	01 ANNUAL MAINT - BALANCE	101000046206	08/25/22		65249	10/20/22	3,000.00	3,000.00
HAWK	6313452	HAWKINS INC						VENDOR TOTAL:	6,450.69
		01 SPLASH PAD CHEM	518100076550	10/15/22		65230	10/17/22	20.00	20.00
		INTEGRA BUSINESS SYSTEMS, INC.						VENDOR TOTAL:	20.00
INTEG	INV105441	01 PRINTER/COPIER - CH	101000056304	10/04/22		65231	10/17/22	179.44	26.44
		02 PRINTER/COPIER - CH	201000056304						13.22
									13.22
	INV105442	01 PRINTER/COPIER - MAINT	101000056304	10/04/22		65231	10/17/22	179.44	17.65
		02 PRINTER/COPIER - MAINT	201000056304						8.83
									8.82
	INV105443	01 PRINTER/COPIER - CC	101000056304	10/04/22		65231	10/17/22	179.44	102.61
		02 PRINTER/COPIER - CC	201000056304						51.30
									51.31
	INV105444	01 PRINTER/COPIER - ADMIN	101000056304	10/04/22		65231	10/17/22	179.44	32.74
		02 PRINTER/COPIER - ADMIN	201000056304						16.37
									16.37
INTEGRIT		INTEGRITY CONCRETE COATINGS						VENDOR TOTAL:	179.44
	595	01 SC BATH FLOORS	303300056300	10/31/22		65288	11/02/22	1,500.00	1,500.00
									1,500.00
INTERS		INTERSTATE BATTERIES ROCKFORD						VENDOR TOTAL:	1,500.00
	400450314	01 MOWER BATTERY	202100066403	11/03/22	00005985	65307	11/08/22	182.90	94.95
									94.95
	500518128	01 MOWER BATTERY	101500066403	11/01/22	00005982	65307	11/08/22	182.90	96.95
									96.95

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	980985030	01 CORE CHARGE REFUND	202100066403	09/14/22		65307	11/08/22	182.90	-9.00 -9.00
JADEHAN	JADE HANNA SURVEYORS							VENDOR TOTAL:	182.90
	29449	01 LEGAL DESC - MERRY OAKS	101000036125	10/26/22		65289	11/02/22	25.00	25.00 25.00
	29449--BALANCE	01 LEGAL DESC-MERRY OAKS	101000036125	11/07/22		65301	11/07/22	225.00	225.00 225.00
KIWANIS	KIWANIS CLUB							VENDOR TOTAL:	250.00
	PUMPKIN INCOME								
	01 CUT OF ROLL DOWN INCOME		206194044100	11/02/22		65290	11/02/22	670.00	670.00 670.00
LARSONEQ	LARSON EQUIPMENT & FURNITURE							VENDOR TOTAL:	670.00
	8306	01 BUBBLE BOYNTON PLYGRD EQUIP	101500066407	10/26/22		65267	10/28/22	345.00	345.00 345.00
LOWE	LOWE'S							VENDOR TOTAL:	345.00
	903220-JSJDWB								
	01 LIGHTS/PLUG/FASTENER SHOP		101500076500	10/03/22	00005940	65291	11/02/22	154.78	25.90 25.90
	903388-JRRFCG								
	01 ROAD PATCH		504100066406	09/28/22	00005925	65291	11/02/22	154.78	108.22 108.22
	903974-JTZNEU								
	01 RACHET WRENCH		101500076512	10/13/22	00005966	65291	11/02/22	154.78	20.66 20.66
MART	MARTENSON TURF PRODUCTS							VENDOR TOTAL:	154.78
	87104								
	01 SPORTS-PARKS-NAT AREA ROUNDUP		101500076507	08/23/22		65250	10/20/22	470.00	470.00 235.00 235.00
	02 SPORTS-PARKS-NAT AREA ROUNDUP		202100076530					VENDOR TOTAL:	470.00

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MENA	MENARDS - SYCAMORE								
76454	01	TOOLS, GRINDING DISK SHOP	101500076511	10/03/22	00005939	65217	10/14/22	120.10	43.34 43.34
76677	01	ROAD PATCH	101500066406	10/06/22	00005941	65217	10/14/22	120.10	47.88 47.88
76728	01	ROAD PATCH FOR PARK PATH	101500066406	10/07/22	00005938	65217	10/14/22	120.10	28.88 28.88
77012	01	SHOP DRILL BITS/FASTENERS	101500076511	10/11/22	00005948	65251	10/20/22	144.63	44.20 44.20
77067	01	BOARDS - PLAYGROUNDS	101500066407	10/12/22		65292	11/02/22	3.48	3.48 3.48
77084	01	REBAR SPORTS FIELD EDGING	202100076500	10/12/22	00005957	65251	10/20/22	144.63	22.87 22.87
77110	01	WELDING ROD SHOP	101500076500	10/12/22	00005959	65251	10/20/22	144.63	11.54 11.54
77160	01	DOOR REPAIR PARTS RIVERSD ROOM	101000066401	10/13/22	00005950	65251	10/20/22	144.63	66.02 66.02
77438	01	TREATED LUMBER-BB BACKSTOPS	202100076500	10/17/22		65269	10/28/22	1,018.16	415.84 207.92 207.92
77499	01	LIGHTS FOR OLD SHOP	504100066401	10/18/22	00005961	65269	10/28/22	1,018.16	79.90 79.90
77547	01	PORTABLE AIR COMPRESSOR	101500066400	10/19/22		65269	10/28/22	1,018.16	369.97 123.32 123.32 123.33
77555	01	WASHER FLUID-BALLWASHERS	504100076500	10/19/22		65269	10/28/22	1,018.16	88.38 44.82 43.56
77589	01	CANDY FOR PUMKINFEST	101200046214	10/19/22	00005969	65269	10/28/22	1,018.16	7.19 7.19
77630	01	CH-FENCE POSTS-TREATED WOOD	504100076500	10/20/22		65269	10/28/22	1,018.16	56.88 56.88

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102822		01 MAINT BLDG	1015000096703	10/28/22		65309	11/08/22	1,056.94	1,056.94
		02 MAINT BLDG	504100096703						205.21
		03 POOL	518100096703						205.21
		04 UPSTAIRS OFFICE	101000096703						171.61
		05 PUMP HOUSE	504100096703						54.47
		06 AIRPORT RD PROPERTY	207500096703						61.33
								VENDOR TOTAL:	359.11
									1,820.29
OCCREATI	OC CREATIVE, INC.								
2017		01 OC CREATIVE 9/14	1012000046214	10/17/22	00005962	65252	10/20/22	1,300.00	1,300.00
									1,300.00
								VENDOR TOTAL:	1,300.00
PDRMA	PDRMA								
1657648919		01 CHAINSAW CLASS STAFF	1015000046207	10/03/22	00005953	65242	10/18/22	500.00	500.00
									500.00
SEPT 2022				10/17/22		65233	10/17/22	24,397.52	24,397.52
		01 HEALTH INS PREM	101000106801						5,071.23
		02 HEALTH INS PREM	101500106801						2,300.08
		03 HEALTH INS PREM	504100106801						1,825.04
		04 HEALTH INS PREM	504000106801						1,306.08
		05 HEALTH INS PREM	201000106801						6,824.31
		06 HEALTH INS PREM	202100106801						5,723.30
		07 HEALTH INS PREM	207500106801						841.95
		08 HEALTH INS PREM	303000106801						505.53
								VENDOR TOTAL:	24,897.52
PERFOR	PERFORMANCE FOODSERVICE								
7113045		01 SCRAMBLED EGGS	303000086610	10/26/22	00005972	65310	11/08/22	229.47	229.47
		02 POTATOES	303000086610		00005972				49.60
		03 SAUSAGE	303000086610		00005972				25.34
		04 SCRAMBLED EGGS	206095026216		00005972				36.16
		05 POTATOES	303000086617		00005972				49.61
		06 SAUSAGE	206095026216		00005972				50.68
								VENDOR TOTAL:	18.08
PLAY	PLAYERS GOLF CARS								
24314		01 10-29 CART RENTAL	504000036126	11/01/22		65311	11/08/22	1,440.00	1,440.00
									1,440.00

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PRIN	NOV 2022	PRINCIPAL LIFE INS GROUP						VENDOR TOTAL:	1,440.00
		01 DENTAL INS PREM	101000106801	11/02/22		65294	11/02/22	1,566.49	1,566.49
		02 DENTAL INS PREM	101500106801						312.45
		03 DENTAL INS PREM	504100106801						120.53
		04 DENTAL INS PREM	504000106801						133.45
		05 DENTAL INS PREM	201000106801						67.03
		06 DENTAL INS PREM	202100106801						435.86
		07 DENTAL INS PREM	207500106801						317.11
		08 DENTAL INS PREM	303000106801						155.23
									24.83
REIN		REINDERS, INC.						VENDOR TOTAL:	1,566.49
	6022273-00	01 OIL FILTER ROUGH MOWER	504100066403	10/17/22		65243	10/18/22	37.15	37.15
RESOUR		RESOURCE BANK						VENDOR TOTAL:	37.15
	2021-G.O. BOND	01 PRINCIPAL	601000156901	11/01/22		65297	11/02/22	561,759.88	561,759.88
		02 INTEREST	601000156900						559,795.00
									1,964.88
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	561,759.88
	CD_000478336	01 PHONE SERVICE	101000096700	10/21/22		65270	10/28/22	971.80	971.80
		02 PHONE SERVICE	201000096700						485.90
									485.90
SITE ONE		SITE ONE						VENDOR TOTAL:	971.80
	124372432-001	01 2021 GOLF REBATES	504100076507	10/13/22		65295	11/02/22	275.92	-274.08
									-274.08
	124628998-001	01 GOLF SNOW MOLD FUNGICIDE	504100076507	10/31/22		65295	11/02/22	275.92	550.00
									550.00
SOFT		SOFT WATER CITY						VENDOR TOTAL:	275.92
	2652-0922	01 WATER-RENT	101500076500	09/30/22		65234	10/17/22	78.37	78.37
									78.37

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								VENDOR TOTAL:	78.37
STAPLES	STAPLES BUSINESS ADVANTAGE								
3515784146	01 REFUND DUPL ORDER	101000046200	08/20/22	65235	10/17/22	35.22		-162.94	
	02 REFUND DUPL ORDER	201000046200						-81.47	
3519637680	01 TOILET PAPER	207500076510	10/01/22	65235	10/17/22	35.22		119.65	
	02 CLIPS-MARKERS	101000046200						107.97	
	03 CLIPS-MARKERS	201000046200						5.84	
3520154786	01 ENVELOPES	101000046200	10/08/22	65235	10/17/22	35.22		37.02	
	02 STAPLES-BINDER CLIPS	101000046200						27.44	
	03 STAPLES-BINDER CLIPS	201000046200						4.79	
3520634874	01 COPY PAPER	101000046200	10/15/22	65235	10/17/22	35.22		41.49	
	02 COPY PAPER	201000046200						20.74	
3521828515	01 KEYBOARD	101000046200	10/29/22	65296	11/02/22	27.30		27.30	
	02 KEYBOARD	201000046200						13.65	
SUP	SUPERIOR BEVERAGE							VENDOR TOTAL:	62.52
502879	01 BUD LIGHT	303000086634	10/26/22	65312	11/08/22	268.95		268.95	
	02 BUSCH LIGHT	303000086634						92.25	
	03 NUTRL	303000086635						79.00	
	04 KEG RETURN	303000086634						119.70	
	05 DELIVERY CHARGE	303000086634						-30.00	
SUPERIND	SUPERIOR INDUSTRIAL EQUIPMENT							VENDOR TOTAL:	268.95
22-3743	01 FIELD SERVICE-POOL PUMP	518100066410	10/20/22	65253	10/20/22	2,000.00		2,000.00	
T0000234	LUNDBECK, KIRK							VENDOR TOTAL:	2,000.00
REIMB 10-20-22	01 REIMB-PUMPKINS	504000076500	10/20/22	65254	10/20/22	99.00		99.00	

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T0001333	HORN, BRENT						VENDOR TOTAL:	99.00
	REIMB - BOOTS			10/18/22	10/18/22	65244	111.00	111.00
	01 REIMBURSEMENT-BOOT ALLOW		101500046215					111.00
T0001529	ELM REX, SARAH						VENDOR TOTAL:	111.00
	REIMB 10-25-22			10/25/22	10/25/22	65260	60.90	60.90
	01 REIMB-PUMPKIN ROLLDOWN SUPPLIE		206194036216					60.90
T0001745	CROUCH, TOM						VENDOR TOTAL:	60.90
	REFUND			10/20/22	10/20/22	65255	85.00	85.00
	01 BASKETBALL LEAGUE REFUND		201000002150					85.00
T0001746	JOHNSON, DIRK						VENDOR TOTAL:	85.00
	REFUND			10/20/22	10/20/22	65256	47.60	47.60
	01 REFUND		201000002150					47.60
T0001747	MITACEK, LAUREN						VENDOR TOTAL:	47.60
	REFUND			10/25/22	10/25/22	65261	20.00	20.00
	01 BASKETBALL REFUND		201000002150					20.00
T0001748	HAHN, KATHLEEN						VENDOR TOTAL:	20.00
	REIMBURSEMENT			10/25/22	10/25/22	65262	39.71	39.71
	01 PRESCHOOL SUPPLIES-HOBBY LOBBY		205771106216					23.71
	02 PRESCHOOL SUPPLIES-WAL-MART		205771106216					16.00
T0001749	CARTER, GARY						VENDOR TOTAL:	39.71
	REFUND			10/28/22	10/28/22	65271	35.00	35.00
	01 REFUND		201000002150					35.00
							VENDOR TOTAL:	35.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/13/2022 TO 11/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
TRUGR	TRUGREEN							
	1682315174	01 SOCCER FIELD FERTILIZER	202100076528	11/08/22	11/02/22	65298	923.12	923.12
								923.12
							VENDOR TOTAL:	923.12
TYLER	TYLER ENTERPRISES							
	63600	01 GRUB CONTROL GOLF COURSE	504100076507	10/12/22	10/14/22	65218	50.10	50.10
								50.10
							VENDOR TOTAL:	50.10
ULINE	ULINE							
	155107162	01 DRY ERASE BOARD/ERASER	101500066401	10/13/22	10/18/22	65245	286.65	286.65
		02 DRY ERASE BOARD/ERASER	202100066401					143.32
								143.33
	155205495	01 DRY ERASE BOARDS-SHOP	101500066401	10/17/22	10/18/22	65245	286.65	281.50
		02 DRY ERASE BOARDS - SHOP	202100066401					140.75
								140.75
	155270489	01 CREDIT-BROKEN ITEM	101500066401	10/17/22	10/18/22	65245	286.65	-281.50
		02 CREDIT-BROKEN ITEM	202100066401					-140.75
								-140.75
							VENDOR TOTAL:	286.65
UNIT2	UNITED STATES POSTAL SERVICE							
	W/S BROCHURE POSTAGE							
		01 W/S BROCHURE POSTAGE	206500046202	11/15/22	11/15/22	65315	1,738.69	1,738.69
								1,738.69
							VENDOR TOTAL:	1,738.69
UPLAND	UPLAND DESIGN LTD							
	21-932-02	01 FOUNDERS RENOVATION	101000036125	10/20/22	11/02/22	65299	2,943.36	2,943.36
								2,943.36
							VENDOR TOTAL:	2,943.36
VERIZON	VERIZON							
	9918280392	01 DATA PLAN TABLETS	504100096700	10/15/22	11/02/22	65300	108.03	108.03
		02 DATA PLAN TABLETS	303000096700					36.02
								72.01
							VENDOR TOTAL:	108.03

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/13/2022 TO 11/15/2022

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
VERMONT		VERMONT SYSTEMS INC						
	VS005912	01 SYMPOSIUM	101000046207	10/18/22	10/18/22	65246	1,900.00	1,900.00
		02 SYMPOSIUM	201000046207					950.00
								950.00
VULC		VULCAN MATERIALS CO.						
	33066898	01 SCREENINGS - SPORTS FIELDS	202100076533	10/12/22	10/14/22	65219	226.28	226.28
								226.28
								VENDOR TOTAL: 1,900.00
WARE		WAREHOUSE DIRECT BUSINESS						
	5350059-0	01 MIULTI FOLD - CC	207500076510	10/14/22	10/17/22	65236	99.96	99.96
		02 MIULTI FOLD - CH	303000076510					49.98
								49.98
								VENDOR TOTAL: 99.96
								TOTAL --- ALL INVOICES: 680,460.22

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 11/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DEKA2	DEKALB IMPLEMENT CO.,							
222484	11/11/22	01	RADIATOR BLOW GUN	101500066402	00005990		11/16/22	46.49
							INVOICE TOTAL:	46.49
							VENDOR TOTAL:	46.49
GORDH	GORDON HARDWARE							
923050	11/04/22	01	SCREWS, FASTENERS	101500076500	00005991		11/16/22	1.98
							INVOICE TOTAL:	1.98
923130	11/08/22	01	FASTENERS SHOP	101500076500	00005989		11/16/22	10.37
							INVOICE TOTAL:	10.37
							VENDOR TOTAL:	12.35
MEL	MELIN'S LOCK & KEY							
111322-4	11/13/22	01	PATHWAY ACCESS DSOOR	207000056307	00005992		11/16/22	85.00
		02	GYM MAINT CLOSET 2ND DOOR LOCK	207500066401	00005992			17.00
							INVOICE TOTAL:	102.00
							VENDOR TOTAL:	102.00
NEWV	NEW VALUES MAGAZINE							
5109	11/10/22	01	NOV PATHWAY AD	101200046208	00005987		11/16/22	275.00
							INVOICE TOTAL:	275.00
							VENDOR TOTAL:	275.00
T0001655	LEACH, CONNER							
REIMB - 9-30-22	11/16/22	01	REIMB - BUCKEL STRAPS 9-30-22	101500076514			11/16/22	10.71
							INVOICE TOTAL:	10.71
							VENDOR TOTAL:	10.71
TYLER	TYLER ENTERPRISES							
63792	11/14/22	01	SNOW MOLD APPLICATION - GC	504100076507			11/16/22	1,360.00
							INVOICE TOTAL:	1,360.00
							VENDOR TOTAL:	1,360.00

DATE: 11/16/22
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SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/16/2022

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
212841881-001	11/09/22	01	AIR COMPRESS RENTAL-GOLF IRRIG	504100076505			11/16/22	576.81
								576.81
								576.81
								TOTAL ALL INVOICES: 2,383.36

UNITREN UNITED RENTALS (NORTH AMERICA)

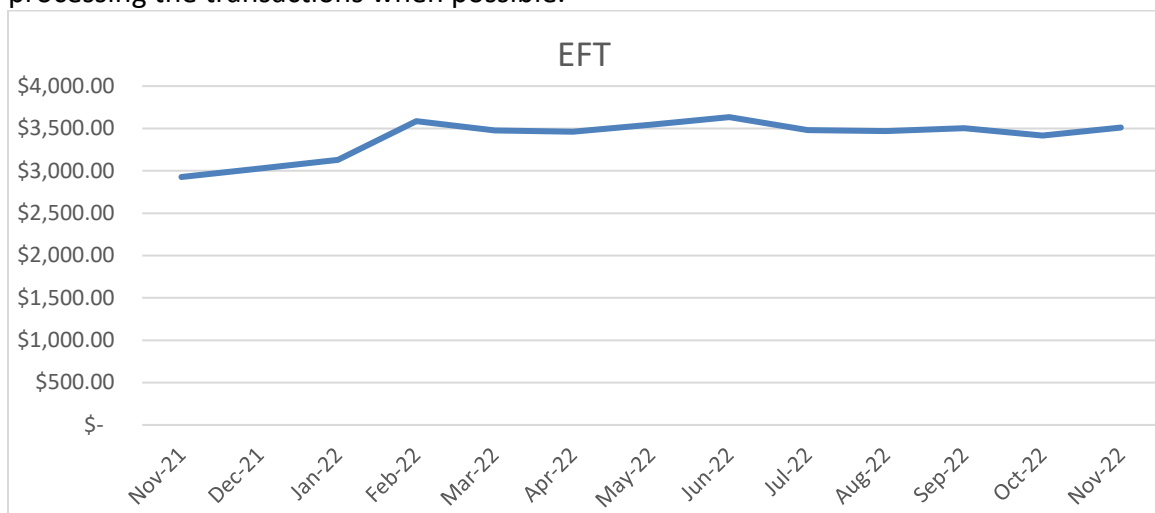
Interim \$ 680,460.22
New \$ 2,383.36

Total \$ 682,843.58

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

Administrative Initiatives (11/1/22 – 11/30/22)

- Attended scheduled Board and leadership/staff meetings.
- Installment billing for Pathway Fitness memberships and passes. The November installment was for 165 individuals, no change from August. The monthly installment was \$3,314 (\$92 increase) processed through credit cards and \$196 (no change) through ACH transactions. There were 5 households whose credit cards did not process (\$150) due to declined credit cards. Following up on each of these and processing the transactions when possible.



- 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. Notify appropriate staff when there are duplicate households.
- Assisted staff with technology problems/concerns/needs. Coordinated assistance from CMJ and/or Integra to resolution when necessary. Topics: email updates and additions, password resets.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Submitted monthly unemployment report.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Allocated IMRF and SS tax levy received.
- Performed criminal background checks on new hires and volunteers.
- Assisted with matching visa receipts and posted to general ledger.
- Performed Bank reconciliations and posted related entries.
- Participated in the following webinars:
 - PDRMA 2023 Open Enrollment Benefits Coordinator Workshop
 - PDRMA 2023 PATH On-site Screening

- PDRMA Mindful of Mental Health – Trauma and the Workplace
- LERN Annual Virtual Conference – various sessions
- Attended Pumpkin Festival Committee meeting.
- Completed first draft of FY 2023 Operating Budget. Scanned for missing data and prepared for board presentation.
- Updated 2023 Capital Budget to present first draft for board.
- Followed up on Audit RFPs. Reviewed submissions and prepared recommendation to the board.
- Complete staff evaluations.
- Met with staff regarding open enrollment for insurance benefits. Assist as needed to complete.
- Attended Vermont Systems Rectrac User Group Meeting.
- Attended IAPD Legal Symposium.
- Attended PDRMA Risk Management Institute.
- Attended 100th Anniversary planning meeting.
- Met with broker from Progressive Energy regarding upcoming electric and natural gas contracts and pricing.
- Obtained estimated EAV from the county. Used to calculate options for the tax levy. Prepared resolution for the estimated levy.
- Participated in conversation with city regarding additional parking at Riverside Park.
- Meet with CMJ regarding pricing for 2023 budget and hardware needs.
- Meet regarding solar energy options.
- Renewed Illinois Liquor License.
- Staff has been going through records and organizing for future disposal.
- Worked with Speer Financial on annual rollover bond. Award bid. Complete Bond Ordinance.
- Completed reservations for IAPD/IPRA State Conference.
- Reviewed updated Purchasing Policy.

Administrative Initiatives (12/1/22 – 12/31/22)

- Attend scheduled Superintendent and Board meetings.
- Submit monthly state unemployment report.
- Prepare and file monthly Sales Tax Return.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly ACH EFT for memberships/passes. Review credit card and assist in collection of declined transactions.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Look into RecTrac credit card options.
- Review consolidated FY 2023 Operating Budget and discuss with staff.
- Finalize FY 2023 Capital Budget.
- Complete open enrollment process with employees. Submit necessary forms.

- Prepare final Tax Levy Ordinance with updated estimated EAV and board guidance.
- Continue to work with Speer Financial and Chapman & Cutler on annual rollover bond. Finalize paperwork and file with county.
- Participate in PATH 2023 Webinar.
- Submit enrollment in 2023 Flex Spending.

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

Corporate Fund (10)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	43,750.05	1,648,943.13	1,672,035	1,622,022.66	1.7%
Marketing	-	900.00	-	1,000.00	-10.0%
Parks	2,257.86	20,339.04	24,889	18,963.04	7.3%
Total Revenues	46,007.91	1,670,182.17	1,696,924	1,641,985.70	1.7%
Expenses					
Administration	36,523.31	607,555.37	1,297,766	565,098.38	7.5% (1)
Marketing	5,531.38	49,040.80	52,000	24,597.47	99.4% (2)
Parks	27,083.41	271,668.58	324,043	220,489.77	23.2% (3)
Total Expenses	69,138.10	928,264.75	1,673,809	810,185.62	14.6%
Total Fund Revenues	46,007.91	1,670,182.17	1,696,924	1,641,985.70	1.7%
Total Fund Expenses	69,138.10	928,264.75	1,673,809	810,185.62	14.6%
Surplus (Deficit)	(23,130.19)	741,917.42	23,115	831,800.08	-10.8%

- (1) Start up money for foundation \$37,753. Wages/taxes increased 8.3% \$16,803 due to wage increases and addition of PT position.
- (2) New website and other expenses related to 100th anniversary.
- (3) Wages, related taxes and insurance increased 30.6% \$34,651 due to new FT position. Play Area Maint increased \$7,614, mulch and bench

Recreation Fund (20)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	12,629.85	1,015,250.89	1,043,505	990,036.47	2.5%
Sports Complex	42.00	29,776.00	42,018	23,784.50	25.2% (1)
Sports Complex Maintenance	4,760.63	33,574.57	40,522	35,433.89	-5.2%
Midwest Museum of Natural Hist	-	-	-	1,780.76	-100.0%
Programs-Youth	2,570.25	35,554.15	22,634	20,681.25	71.9% (2)
Programs-Tweens	(160.00)	4,421.90	1,862	691.51	539.5% (2)
Programs-Adult	1,090.23	13,993.34	14,213	21,630.26	-35.3% (2)
Programs-Nature	-	746.00	2,350	-	#DIV/0! (2)
Programs-Leagues	34.06	10,257.75	11,408	15,074.23	-32.0% (2)
Programs-Youth Athletics	942.20	43,484.24	63,320	54,802.90	-20.7% (2)
Programs-Fitness	2,330.53	21,234.74	18,701	18,355.17	15.7% (2)
Programs-Early Childhood	(241.37)	2,374.43	407	150.00	1483.0% (2)
Programs-Dance	156.36	4,072.31	3,638	3,028.20	34.5% (2)
Programs-Special Events	105.00	8,827.00	11,797	4,903.50	80.0% (2)
Programs-Community Events	850.00	14,380.47	11,132	11,333.80	26.9% (2)
Brochure	-	-	4,000	4,050.00	-100.0%
Weight Room	20,080.30	113,078.80	132,359	98,829.38	14.4% (3)
Community Center	5,767.83	70,562.57	58,968	48,655.21	45.0% (3)
		-	-	-	
Total Revenues	50,957.87	1,421,589.16	1,482,834	1,353,221.03	5.1%

- (1) Primarily due to timing of receipts. Billing sent out sooner in 2022.
 (2) Revenue from programs increased 5.8%, \$8,696 compared to 2021.
 (3) Compared to Annual Budget/Compared to 2021 YTD
- | | |
|----------------------------|-------------------|
| Pathway Fitness Membership | 97.59% / 118.03% |
| Pathway Fitness Pass | 76.50% / 106.65% |
| Track Only Pass | 88.25% / 136.81% |
| Pre-pay Card | 350.00% / 350.00% |
| Program Fees | 12.20% / 19.22% |
| Daily Admission Fee | 81.00% / 168.17% |
- Compared to Annual Budget/Compared to 2021 YTD:
- | | |
|---------------------|-------------------|
| Open Gym Daily | 131.70% / 128.34% |
| Open Gym Membership | 91.68% / 119.14% |
| Rentals | 128.53% / 185.06% |

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

Expenses

Administration	47,711.55	474,137.86	611,676	457,026.85	3.7%	(1)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	34,842.12	377,584.83	451,086	339,870.72	11.1%	(2)
Midwest Museum of Natural Hist	-	-	-	13,858.36	-100.0%	
Programs-Youth	450.94	13,078.06	8,952	6,382.13	104.9%	(3)
Programs-Tweens	-	478.24	761	98.35	386.3%	(3)
Programs-Adult	241.00	5,245.74	5,858	9,660.86	-45.7%	(3)
Programs-Nature	-	727.50	1,070	-	#DIV/0!	(3)
Programs-Leagues	479.06	3,496.03	6,852	3,565.48	-1.9%	(3)
Programs-Youth Athletics	2,658.92	20,035.77	39,832	27,999.58	-28.4%	(3)
Programs-Fitness	1,220.19	11,884.70	14,037	10,942.07	8.6%	(3)
Programs-Early Childhood	889.28	2,952.87	280	-	#DIV/0!	(3)
Programs-Dance	125.86	1,137.45	1,607	900.45	26.3%	(3)
Programs-Special Events	-	3,778.02	6,786	2,091.43	80.6%	(3)
Programs-Community Events	78.90	11,867.46	9,564	9,162.55	29.5%	(3)
Brochure	-	16,838.52	25,500	12,597.75	33.7%	(4)
Weight Room	-	9,355.98	30,890	10,535.27	-11.2%	(5)
Community Center	15,283.58	169,507.00	228,967	157,417.43	7.7%	(6)
Total Expenses	103,981.40	1,122,106.03	1,443,718	1,062,109.28	5.6%	
Total Fund Revenues	50,957.87	1,421,589.16	1,482,834	1,353,221.03	5.1%	
Total Fund Expenses	103,981.40	1,122,106.03	1,443,718	1,062,109.28	5.6%	
Surplus (Deficit)	(53,023.53)	299,483.13	39,116	291,111.75	2.9%	

- (1) Wages/taxes are higher in 2022 by 1.7% \$5,677. Education/Training increased 272.6% \$7,669 due to SOR attending NRPA and Staff attending RecTrac training.
- (2) Increased exp: 95.9% \$17,966 materials & supplies (soccer nets/goals,field marking, trees,seed); 156.4% \$4,165 Shelters/Open Prop Maint; 1.6% \$4,041 payroll/taxes; 95.8% \$4,921 contracted services (tree removal)
- (3) Expenses for programs increased 5.5%, \$3,879 compared to 2021.
- (4) Brochure printing costs increased 29.5% \$1,467 for the first two brochures of the year.
- (5) Reduction of Grad Assistant cost 31.9% \$2,663 due to lack of availability.
- (6) Following expenses greater in 2022: Health ins 1034.4% \$7,106; Building Maint 78.6% \$4,723; first aid 262.8% \$800; Credit card processing fees (due to increased registrations) 29.7% \$2,042

Donations (21)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	316.71	10,661.95	26,500	32,313.73	-67.0%
Total Revenues	316.71	10,661.95	26,500	32,313.73	-67.0%
Expenses					
Administration	-	-	26,500	-	#DIV/0!
Total Expenses	-	-	26,500	-	#DIV/0!
Total Fund Revenues	316.71	10,661.95	26,500	32,313.73	-67.0%
Total Fund Expenses	-	-	26,500	-	#DIV/0!
Surplus (Deficit)	316.71	10,661.95	-	32,313.73	-67.0%

Special Recreation (22)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	377.40	210,557.92	216,000	202,546.62	4.0%
Total Revenues	377.40	210,557.92	216,000	202,546.62	4.0%
Expenses					
Administration	43,573.87	106,834.88	216,000	103,613.81	3.1%
Total Expenses	43,573.87	106,834.88	216,000	103,613.81	3.1%
Total Fund Revenues	377.40	210,557.92	216,000	202,546.62	4.0%
Total Fund Expenses	43,573.87	106,834.88	216,000	103,613.81	3.1%
Surplus (Deficit)	(43,196.47)	103,723.04	-	98,932.81	4.8%

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

Insurance (23)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	141.20	58,537.40	60,000	69,229.21	-15.4% (1)
Total Revenues	141.20	58,537.40	60,000	69,229.21	-15.4%
Expenses					
Administration	-	28,927.18	60,815	30,707.82	-5.8%
Total Expenses	-	28,927.18	60,815	30,707.82	-5.8%
Total Fund Revenues	141.20	58,537.40	60,000	69,229.21	-15.4%
Total Fund Expenses	-	28,927.18	60,815	30,707.82	-5.8%
Surplus (Deficit)	141.20	29,610.22	(815)	38,521.39	-23.1%

(1) Reduced tax levy due to high fund balance.

Audit (24)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	19.83	14,484.07	14,500	14,582.76	-0.7%
Total Revenues	19.83	14,484.07	14,500	14,582.76	-0.7%
Expenses					
Administration	-	14,800.00	15,000	16,500.00	-10.3%
Total Expenses	-	14,800.00	15,000	16,500.00	-10.3%
Total Fund Revenues	19.83	14,484.07	14,500	14,582.76	-0.7%
Total Fund Expenses	-	14,800.00	15,000	16,500.00	-10.3%
Surplus (Deficit)	19.83	(315.93)	(500)	(1,917.24)	-83.5%

Paving & Lighting (25)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	80.39	482.51	-	24,321.63	-98.0% (1)
Total Revenues	80.39	482.51	-	24,321.63	-98.0%
Expenses					
Administration	27,350.00	27,350.00	74,000	-	#DIV/0!
Total Expenses	27,350.00	27,350.00	74,000	-	#DIV/0!
Total Fund Revenues	80.39	482.51	-	24,321.63	
Total Fund Expenses	27,350.00	27,350.00	74,000	-	
Surplus (Deficit)	(27,269.61)	(26,867.49)	(74,000)	24,321.63	

(1) Did not levy in 2022.

Park Police (26)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	36.43	5,043.35	5,316	5,112.93	-1.4%
Total Revenues	36.43	5,043.35	5,316	5,112.93	-1.4%
Expenses					
Administration	216.91	2,965.32	4,844	3,553.94	-16.6%
Total Expenses	216.91	2,965.32	4,844	3,553.94	-16.6%
Total Fund Revenues	36.43	5,043.35	5,316	5,112.93	-1.4%
Total Fund Expenses	216.91	2,965.32	4,844	3,553.94	
Surplus (Deficit)	(180.48)	2,078.03	472	1,558.99	33.3%

IMRF (27)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	100,858.20	100,000	107,796.08	-6.4%
Total Revenues	-	100,858.20	100,000	107,796.08	-6.4%
Expenses					
Administration	7,698.41	80,447.19	100,000	89,038.89	-9.6%
Total Expenses	7,698.41	80,447.19	100,000	89,038.89	-9.6%
Total Fund Revenues	-	100,858.20	100,000	107,796.08	-6.4%
Total Fund Expenses	7,698.41	80,447.19	100,000	89,038.89	-9.6%
Surplus (Deficit)	(7,698.41)	20,411.01	-	18,757.19	

Social Security (28)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	-	107,603.93	112,000	97,566.42	10.3%
Total Revenues	-	107,603.93	112,000	97,566.42	10.3%
Expenses					
Administration	17,552.99	95,320.47	112,000	87,950.23	8.4%
Total Expenses	17,552.99	95,320.47	112,000	87,950.23	8.4%
Total Fund Revenues	-	107,603.93	112,000	97,566.42	10.3%
Total Fund Expenses	17,552.99	95,320.47	112,000	87,950.23	8.4%
Surplus (Deficit)	(17,552.99)	12,283.46	-	9,616.19	

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

Concessions (30)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Clubhouse Concessions	9,443.63	90,261.64	98,130	95,974.60	-6.0%
Beverage Cart	575.46	9,768.02	11,184	10,713.27	-8.8%
Sports Complex Concessions	5,952.26	63,553.21	51,766	48,598.39	30.8%
Pool Concessions		-	-	-	#DIV/0!
Catering	4,721.40	18,838.99	17,005	14,742.10	27.8%
Total Revenues	20,692.75	182,421.86	178,085	170,028.36	7.3% (1)
Expenses					
Clubhouse Concessions	7,510.69	98,368.40	100,637	87,034.46	13.0% (2)
Beverage Cart	697.33	8,033.73	9,887	9,038.79	-11.1%
Sports Complex Concessions	4,066.65	45,569.49	39,229	34,615.78	31.6% (3)
Pool Concessions		-	-	-	#DIV/0!
Catering	1,966.56	5,320.97	6,720	4,477.02	18.9%
Total Expenses	14,241.23	157,292.59	156,473	135,166.05	16.4%
Total Fund Revenues	20,692.75	182,421.86	178,085	170,028.36	7.3%
Total Fund Expenses	14,241.23	157,292.59	156,473	135,166.05	16.4%
Surplus (Deficit)	6,451.52	25,129.27	21,612	34,862.31	-27.9%

(1) Colder/Wetter Spring 2022. Increased room rental in 2022. Significant increase in Sports Complex revenue.

(2) 2022 includes reffridgerator/freezer repairs \$2,168, new kegerator/lines \$3,504, fridge/freezer \$6,114

(3) Increased sales result in increased COGS. Also includes new fridge \$1,880

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

Developer Contributions (32)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	45.98	7,712.39	15,000	3,620.80	113.0%
Total Revenues	45.98	7,712.39	15,000	3,620.80	113.0%
Expenses					
Administration	-	-	15,000	-	#DIV/0!
Total Expenses	-	-	15,000	-	#DIV/0!
Total Fund Revenues	45.98	7,712.39	15,000	3,620.80	113.0%
Total Fund Expenses	-	-	15,000	-	#DIV/0!
Surplus (Deficit)	45.98	7,712.39	-	3,620.80	113.0%

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

Golf Course (50)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Golf Operations	47,430.79	586,511.77	540,274	597,772.96	-1.9% (1)
Golf Maintenance	2,860.84	18,699.47	22,239	17,767.47	5.2%
Total Revenues	50,291.63	605,211.24	562,513	615,540.43	-1.7%
Expenses					
Golf Operations	19,376.42	228,303.15	276,636	212,310.58	7.5% (2)
Golf Maintenance	34,331.13	261,165.66	296,816	231,168.14	13.0% (3)
Total Expenses	53,707.55	489,468.81	573,452	443,478.72	10.4%
Total Fund Revenues	50,291.63	605,211.24	562,513	615,540.43	-1.7%
Total Fund Expenses	53,707.55	489,468.81	573,452	443,478.72	10.4%
Surplus (Deficit)	(3,415.92)	115,742.43	(10,939)	172,061.71	-32.7%

(1) Compared to Annual Budget/Compared to 2021 YTD:

Daily Green Fees	101.74% / 96.45%	2022 wet spring
Golf Events & Misc	112.62% / 116.18%	
Lessons	142.94% / 171.85%	
Carts	113.73% / 93.82%	
Season Passes	123.01% / 108.74	
Pro Shop sales	95.05% / 86.14%	

(2) Wages/taxes 2022 greater 4.2% \$5,227. Cart repairs up 150.1% \$3,582.

(3) Golf Maint wages, payroll taxes and benefits increased 11.6% \$17,250, primarily due to new FT position.
Vehicles/tractors/mowers increased 191.7% \$11,328

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

Aquatics (51)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Pool	-	44,991.65	64,170	26,961.77	66.9%
Swim Lessons	-	13,621.00	19,567	2,666.08	410.9%
Splashpad	-	11,850.50	13,732	13,241.00	-10.5%
Total Revenues	-	70,463.15	97,469	42,868.85	64.4% (1)
Expenses					
Pool	14.81	59,455.58	72,978	48,504.35	22.6%
Aquatics Maintenance	3,748.15	40,606.32	34,900	28,574.47	42.1%
Swim Lessons	420.00	5,230.23	10,427	821.09	537.0%
Splashpad	10.77	585.91	1,122	55.93	947.6%
Total Expenses	4,193.73	105,878.04	119,427	77,955.84	35.8%
Total Fund Revenues	-	70,463.15	97,469	42,868.85	64.4%
Total Fund Expenses	4,193.73	105,878.04	119,427	77,955.84	35.8%
Surplus (Deficit)	(4,193.73)	(35,414.89)	(21,958)	(35,086.99)	0.9%

(1) Season passes and full swim lessons in 2022. 2021 started with time slots and tiny tots swim lessons.

Went and compared to 2019, last normal pool season:

Daily Fees	-26.29%	-\$6,554
Season passes	-47.54%	-\$15,412
Misc/rentals	-30.27%	-\$2,326
Swim lessons	-34.58%	-\$7,020
Splash pad daily	-13.10%	-\$1,594
Splash pad rental	23.61%	\$244

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

Debt Service (60)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	<u>1,237.82</u>	<u>633,565.27</u>	<u>655,000</u>	<u>627,809.67</u>	0.9%
Total Revenues	1,237.82	633,565.27	655,000	627,809.67	0.9%
Expenses					
Administration	<u>-</u>	<u>3,690.00</u>	<u>649,140</u>	<u>558,333.21</u>	-99.3%
Total Expenses	-	3,690.00	649,140	558,333.21	-99.3%
Total Fund Revenues	1,237.82	633,565.27	655,000	627,809.67	0.9%
Total Fund Expenses	-	3,690.00	649,140	558,333.21	-99.3%
Surplus (Deficit)	1,237.82	629,875.27	5,860	69,476.46	806.6%

Capital Projects (70)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	<u>592.43</u>	<u>2,737.72</u>	<u>905,300</u>	<u>77.21</u>	3445.8%
Total Revenues	592.43	2,737.72	905,300	77.21	3445.8%
Expenses					
Administration	<u>31,601.94</u>	<u>156,392.33</u>	<u>1,299,230</u>	<u>259,172.86</u>	-39.7%
Total Expenses	31,601.94	156,392.33	1,299,230	259,172.86	-39.7%
Total Fund Revenues	592.43	2,737.72	905,300	77.21	3445.8%
Total Fund Expenses	31,601.94	156,392.33	1,299,230	259,172.86	-39.7%
Surplus (Deficit)	(31,009.51)	(153,654.61)	(393,930)	(259,095.65)	-40.7%

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

Action 2020 (71)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2021 YTD Actual</u>	
Revenues					
Administration	<u>323.72</u>	<u>42,504.18</u>	<u>334,802</u>	<u>292,344.24</u>	-85.5%
Total Revenues	323.72	42,504.18	334,802	292,344.24	-85.5%
Expenses					
Administration	<u>-</u>	<u>755,787.65</u>	<u>835,200</u>	<u>803,467.98</u>	-5.9%
Total Expenses	-	755,787.65	835,200	803,467.98	-5.9%
Total Fund Revenues	323.72	42,504.18	334,802	292,344.24	-85.5%
Total Fund Expenses	-	755,787.65	835,200	803,467.98	-5.9%
Surplus (Deficit)	323.72	(713,283.47)	(500,398)	(511,123.74)	39.6%
Total Fund Revenues	171,122.07	5,144,616.47	6,462,243	5,300,965.67	
Total Fund Expenses	373,256.13	4,075,525.24	7,374,608	4,481,234.25	
Surplus (Deficit)	(202,134.06)	1,069,091.23	(912,365)	819,731.42	

Sycamore Park District
Fund Balances

	Audited 1/1/2022	Revenues	Expenses	10/31/2022	10/31/2022 Cash balance
10 Corporate	940,955.50	1,670,182.17	928,264.75	1,682,872.92	1,672,341.38
20 Recreation	563,031.39	1,421,589.16	1,122,106.03	862,514.52	879,549.44
21 Donations	197,488.00	10,661.95	-	208,149.95	208,149.95
22 Special Recreation	116,450.11	210,557.92	106,834.88	220,173.15	220,173.15
23 Insurance	52,763.34	58,537.40	28,927.18	82,373.56	82,373.56
24 Audit	11,887.69	14,484.07	14,800.00	11,571.76	11,571.76
25 Paving & Lighting	73,766.08	482.51	27,350.00	46,898.59	46,898.59
26 Park Police	1,816.80	5,043.35	2,965.32	3,894.83	3,961.62
27 IMRF	-	100,858.20	80,447.19	20,411.01	20,411.01
28 Social Security	-	107,603.93	95,320.47	12,283.46	12,283.46
30 Concessions	51,070.89	182,421.86	157,292.59	76,200.16	72,044.53
32 Developer Contributions	19,114.57	7,712.39	-	26,826.96	26,826.96
50 Golf	126,330.35	605,211.24	489,468.81	242,072.78	258,981.38
51 Aquatics	(34,850.41)	70,463.15	105,878.04	(70,265.30)	(70,250.64)
60 Debt Service	92,268.42	633,565.27	3,690.00	722,143.69	722,143.69
70 Capital Projects	499,277.56	2,737.72	156,392.33	345,622.95	345,622.95
71 Action 2020	931,175.96	42,504.18	755,787.65	217,892.49	188,855.93
	3,642,546.25	5,144,616.47	4,075,525.24	4,711,637.48	4,701,938.72

Summary of depository accounts as of

11/16/2022

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	1,588,105.24	1.26
Resource Bank	200,285.51	0.08
IPDLAF	2,282,062.03	3.47
DCCF - Action 2020	71,965.29	
Dekalb Co. Community Foundation	18,524.08	
	<u>4,160,942.15</u>	

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Recreation Team Report

Date: November 17, 2022

Administrative Initiatives (11/1/22-11/30/22)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended all staff meetings as scheduled.
- Facility Custodian on medical leave for the month of November.
- KSRA Fundraiser Donut dash on November 5th was adjusted due to the rain. Track passes were given to registered runners so they could complete their 5k in the Community Center and a later date.
- Recreation Supervisor Rex
 - Continues working with DeKalb County History Center on the 100th Anniversary celebration and informational materials.
 - Worked with OC Creative to film testimonial interviews for the 100th Anniversary celebration videos.
 - Continued working with Visionary Webworks on the Park District's virtual timeline, app, and forms builder.
 - Completed submission of Winter/Spring 2023 brochure.
 - Secured Upstaging to donate holiday lighting for the community center.
- Recreation Specialist Chris Hoblit attended the booth at the Library's Pumpkin Celebration on October 27th and saw over 400 visitors.
- Fall Volleyball has exceeded last year's registration numbers and is running smoothly with the expanded number of teams.
- Recreation Specialist Chris Hoblit has met with All Star Sports, our sports class contractor, for new ideas that may expand our current offerings to a wider demographic and provide new programming opportunities.
- Chris Hoblit, and Mellissa Dobberstein, Recreation Specialist, currently working on a continuing education course, The Certified Program Planner program through LERN
- Superintendent Tevsh assisted with Hunting Dog demonstration at the dog park on November 13.
- Dog Park Memberships to date: 375.
- Superintendent Tevsh will wrap up building projects for 2022 to include: carpet cleaning, exterior window cleaning, gym sport court lines painted, installation new lobby furniture, glass inserts added to office doors.
- Superintendent Tevsh contacted Affiliate groups to gain ideas for the 100th anniversary opening day event 2023.
- Superintendent Tevsh assisted with Wednesday Homeschool program due to loss of GA position.

- Superintendent Tevsh prepared for the 2nd scheduled pickleball clinic, again at capacity of 14 players.
- Purchased a new gym game system, 9-Square in the air, which will be used for birthday parties, gym jams and corporate events. 8 staff trained for the new event.
- Recreation staff attended the virtual LERN (Learning Resources Networks) virtual conference November 14-17th.
- Recreation Specialist Dobberstein closed and cleaned kitchen and clubhouse in November.
- Recreation Specialist Dobberstein will prepare and set-up holiday decorations at the community center.
- Recreation Supervisor Rex will
 - Continue working with OC Creative and DeKalb County History Center on the 100th Anniversary celebration and informational materials.
 - Will submit the Winter/Spring 2023 brochure to the printer. New this brochure we will include two full pages of Library programs. They in turn will give us a page in their mailing.
- As of November 15, 2022, we have 264 Active Pathway Fitness 24/7 Memberships, 238 Active Pathway Fitness Passes, 46 Active Track 24/7 Memberships, 200 Active Track Passes and 302 Active Open Gym Passes.
- A 20% off sale was held October 19 – 31 for any current and past member to renew their Pathway Fitness Memberships/Passes. We had 37 people renew. Also, in the month of October, we had 11 new memberships/passes paying in full.
- Facility Supervisor Metcalf attended the State of the School District Luncheon.
- Session II of fall Group Fitness Classes started. We have 12 classes running.
- Facility Supervisor Metcalf attended the following continuing education classes:
 - Attended a Webinar on the 2022 State of the Industry for fitness centers.
 - Attended the Illinois RecTrac User Group.
 - Attended a few sessions of the LERN Virtual Conference.
 - PDRMA Mental Health Webinar.
- Recreation staff filled out and conducted evaluations for part-time staff and full-time staff.
- Recreation Specialist Metcalf and Customer Service Specialist Oczkowski prepared the agenda and conducted a staff meeting for the Service Desk Staff on November 20th. We lost 5 staff in the month of October.
- Recreation Specialist Hoblit and Facility Supervisor Metcalf attended the PDRMA Supervisors Workshop in Flagg-Rochelle.
- Will hold a 20% off sale, November 26-December 4, for new and returning Pathway Fitness Members/Pass Holders to purchase a membership/pass at the current rate before fees go up January 1, 2023.
- See attached daily facility usage and yearly comparison charts.

Administrative Initiatives (12/1/22-12/31/22)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Recreation Specialist Hoblit will prepare for holiday class offerings in December.

- Recreation staff will attend the ServeSafe Food Sanitation Training.
- Recreation staff help with Cookies with Santa on December 9, 10. This year we are adding an early timeslot for Dog Park members to bring their pets.
- Superintendent Tevsh and Facility Supervisor Metcalf will attend KSRA and KRSF Board Meeting.
- Superintendent Tevsh and Facility Supervisor Metcalf will attend a PATH 2023 Webinar.
- Superintendent Tevsh will work on the Library's Memorandum of Understanding for 2023.
- Superintendent Tevsh will work on the Aggression volleyball agreement for 2023.
- Superintendent Tevsh will work on Winter Festival: Fire & Ice.

Community Center	Building Hours	After Hours	Spalshpad Daily Fee	Splashpad Pass	Open Gym	Total Users	Other Comments
October							
1	27	12	CLOSED		4	43	
2	23	20			9	52	
3	78	9			36	123	
4	74	13			56	143	
5	68	12			31	111	
6	75	18			55	148	
7	76	7			29	112	
8	32	19			19	70	
9	16	13			17	46	
10	73	7			49	129	
11	93	9			64	166	
12	86	13			61	160	
13	87	12			53	152	
14	78	7			74	159	
15	36	14			10	60	
16	24	20			17	61	
17	119	12			62	193	
18	101	11			59	171	
19	119	14			56	189	
20	79	12			33	124	
21	76	10			51	137	
22	32	11			20	63	
23	10	12			11	33	
24	102	10			38	150	
25	107	11			46	164	
26	105	11			35	151	
27	97	9			32	138	
28	70	11			86	167	
29	29	7			13	49	
30	13	0			0	13	Closed
31	77	6			54	137	
	2082	352	0	0	1180	3614	

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: November 22, 2022

Administrative Initiatives (11/1/22 – 11/30/22)

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing.
- Continued succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- Held The Frozen Fingers Open scheduled for Saturday, November 12th. 24, two-man teams expected. 28 Teams registered. Due to the cold conditions 22 teams played. Everyone had a great time and we received many compliments.
- Continue to wait for bridge #1 construction to begin due to delays.
- Began preparation of cart barn and golf carts for winter storage. We have already placed all but 24 carts in the barn for winter storage.
- Close the golf course on Thursday, November 24th for the Thanksgiving holiday. Reopening, weather permitting on Friday, November 25th.
- Continued to work with Harris Golf Cars on trade in details of as many carts for newer vehicles as the capitol budget line of \$30,000.00 will allow.
- Prepared thank you eblasts to our database on the closing of the 2022 golf season.
- Set up “Black Friday” Sale through Teesnap marketing. Offering 25% off all remaining pro shop inventory and offering gift card purchases through the website.
- Reduced remaining part-time staff to Donald Carlson only.
- Attend 100 Anniversary meetings as scheduled.
- Finalize staff evaluations and submit them to Jonelle for review.

Administrative Initiatives (12/1/22 – 12/31/22)

- Attending all Administrative Team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing. Begin planning next season’s schedule of eblasts.
- Update patrons about the bridge #1 construction project through eblasts, Facebook postings and flyers as construction begins.

- Close Golf Course for the season and send thank eblasts to all patrons.
- Move all remaining carts and push carts into the cart barn for winter storage.
- Lay off remaining part-time staff until spring.
- Continue succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- Continue to work with Harris Golf Cars on trade in details of as many carts for newer vehicles as the capitol budget line of \$30,000.00 will allow.
- Begin preparing 2023 Tournament and Outing Schedule.
- Schedule carpet cleaning of pro shop and plan on the week between Christmas and New Year's Day. Move all fixtures and inventory into the clubhouse.
- Update golf operations website and Teesnap Ipads with 2023 golf rates.

To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: November 22nd, 2022

Administrative Initiatives (11/1/22-11/30/22)

Golf

- After a nice start to November, including a 75-degree day on the 10th, winter temperatures and some snows have suddenly arrived. Rain amounts have been light since October with just a half inch since the beginning of November not counting the snow amounts.
- The irrigation system was winterized on November 8th.
- Staff is finally winding down with leaf blowing and mulching which has been the main activity the past few weeks.
- The back nine greens were aerated the week of Oct. 17th which was a week later than the front nine due to weather.
- I have been meeting with sales reps for early order discounts for next season.
- We are waiting for the bridge company to begin the 10-tee project. They had a delay but still plan to stay on schedule this fall.

Sports

- All fall sports have been completed with the last softball games on November 5th.
- I met with baseball and softball representatives recently to discuss the new ball fields and their readiness for next spring. We will use the three more north fields in the spring and still allow the outfields of the two south fields to mature as their outfields had to be completely reseeded.
- Staff has been taking down the remaining soccer and batting cage nets, mowing and mulching leaves, repairing infields, and added new additional infield mix to the high school field which the high school supplied.
- I completed billing info for fall field prep for the user groups to supply to the rec. staff.
- I have already been working with all the field user groups for spring sport planning and tournament dates.

Parks

- I attended staff, Board, and budgeting meetings.
- Attending Certified Playground Safety Inspector renewal class and exam the week of October 10th, found out recently I have passed the exam.
- Attending the PDRMA Risk Management Institute Day on November 18th in Tinley Park.
- We completed winterizing all water lines for drinking fountains, shelters, and the sports concessions building.
- Staff is completing mowing, trimming of grass at all parks along with leaf mulching. Also consistently blowing off all trails around town, bringing in garbage cans and picnic tables. Getting plows and salting equipment ready has started earlier than planned.
- Been working on Capital budget pricing and projects for next year and meeting with staff on the budget. Also working on operating budgets for next year for each maintenance area.
- Continue to inspect playground equipment and make repairs as needed. Replaced border pieces at Ovitz that had torn, and the plastic bubble outlook unit at Boynton.

Administrative Initiatives (12/1/22-12/31/22)

- Attend all staff, Board meetings.
- Finalize Capital and operating budget planning.
- Work with ERA engineers and contractor for ten tee bridge construction and scheduling as the project continues.
- Spray final fungicide application for snow mold disease on the golf course at end of November/beginning of December.
- Attend a PDRMA staff safety seminar at the end of November in Rochelle.
- Close the golf course when snow arrives or when just too cold to continue. Bring in all course equipment and begin refurbishing process.
- Bring in cans, picnic tables for refurbishing.
- Work on on-line auction of surplus equipment.
- Perform snow removal/salting as needed.

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

Administrative Initiatives (11/1 – 11/30/2022)

- 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 a meeting with the Library regarding
- Attend IPRA meetings: Diversity Section, Membership Council
 - Presented at the Professional Development School w/Dr. Bailey
- Attended GP RED Think Tank in Raleigh North Carolina
- Budget review for Capital and Operational
- Evaluation preparation – all evaluations are due 11/28
- 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:
 - Reston Ponds – present new plan, updated costs and timeline for construction
 - Bridge #1 – construction starts 11/30
 - Riverside Soccer Complex – review for parking lot
 - North Grove – plan to start survey of neighborhood to get information on park features
 - Survey of property – contacted Hanna Surveyors for the property for the community gardens. Still waiting on survey
- Working with Sarah on 100-year anniversary
 - Projects - finalizing events

Administrative Initiatives (12/1 – 12/31/2022)

- Attend all Staff, Board and Planning meetings.
- Attend all administrative staff meetings as scheduled.
- Attend ALL-Staff meetings when scheduled.
- Attend Park Foundation meetings as scheduled
- Attend Rotary and Chamber Meetings
- Attend a meeting with the Library regarding
- Attend IPRA meetings: Diversity Section, Membership Council
- Budget review for Capital and Operational finalization
- Evaluation review – and approval
- 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:
 - Reston Ponds – present new plan, updated costs and timeline for construction
 - Bridge #1 – status review
 - Riverside Soccer Complex – review for parking lot
 - North Grove – plan to start survey of neighborhood to get information on park features

- Survey of property – contacted Hanna Surveyors for the property for the community gardens. Hoping to have this for the December meeting
- Working with Sarah on 100-year anniversary: prepping the launch of activities for 2023

Jeanette Freeman

From: Jeanette Freeman
Sent: Wednesday, November 16, 2022 7:01 AM
To: Jeanette Freeman
Subject: FW: Outdoor Musical Instrument for Park District

Get [Outlook for iOS](#)

From: Tim Bagby <tbbagby@yahoo.com>
Sent: Tuesday, November 15, 2022 3:48:58 PM
To: Jonelle Bailey <jonelleb@sycparks.org>
Subject: Outdoor Musical Instrument for Park District

Jonelle:

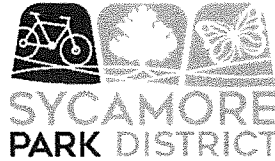
Just a short note to summarize our conversation a few days ago. The Kiwanis Club of Sycamore is interested in obtaining a giant wooden (or aluminum if acceptable) xylophone for kids. You suggested that you have access to an online catalog of outdoor playthings that would have, among other advantages, options for installation as well as warranty coverage.

My understanding is that you would need to run any project past your Park District Board. We do not yet have a timetable, a supplier, a budget (though the Sycamore Kiwanis Club has sufficient funds to cover a variety of options), nor a specific design as yet, but we hope to move the project along for a possible spring installation.

Please send me the link to the online catalog you mentioned and, if you have one, a contact with the vendor.

Thank you,

Tim Bagby, Vice President
 Kiwanis Club of Sycamore
 1909 Ford Street
 Sycamore, IL 60178
 815-641-5253 (m)
tbbagby@yahoo.com



Board of Commissioners
Date of Board Meeting: November 22, 2022

Information Only

AGENDA ITEM:

Construction updates

BACKGROUND INFORMATION:

Memorial Park:

- Waiting on the final approval of the punch list closures. We have permits for the parking lot, playground, and Disc Golf.
- We are waiting for the final permit for the baseball fields and shelter from the City.
- Signs are being designed for the overview of the course and pricing is being gathered for tee signs as well. We plan to have the scorecard be digital through a QR code.

North Grove: working with Upland Designs, who will complete the survey of that property between October 24 and November 11. Waiting on the schedule

Reston Ponds: See attached updated design plan

Riverside Park: See attached updated design plan.

FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

JB (JB)

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

Trail Connection - FUTURE

Native Experience

- Native Prairie Restoration Area
- Educational Signage



Open Lawn

- New Soccer Goals
- Multi-Use Space for Practice and Pickup Games

Seating

- Accessible Picnic Tables
- Benches with Companion Seating



Picnic Shelter 20' x 30'

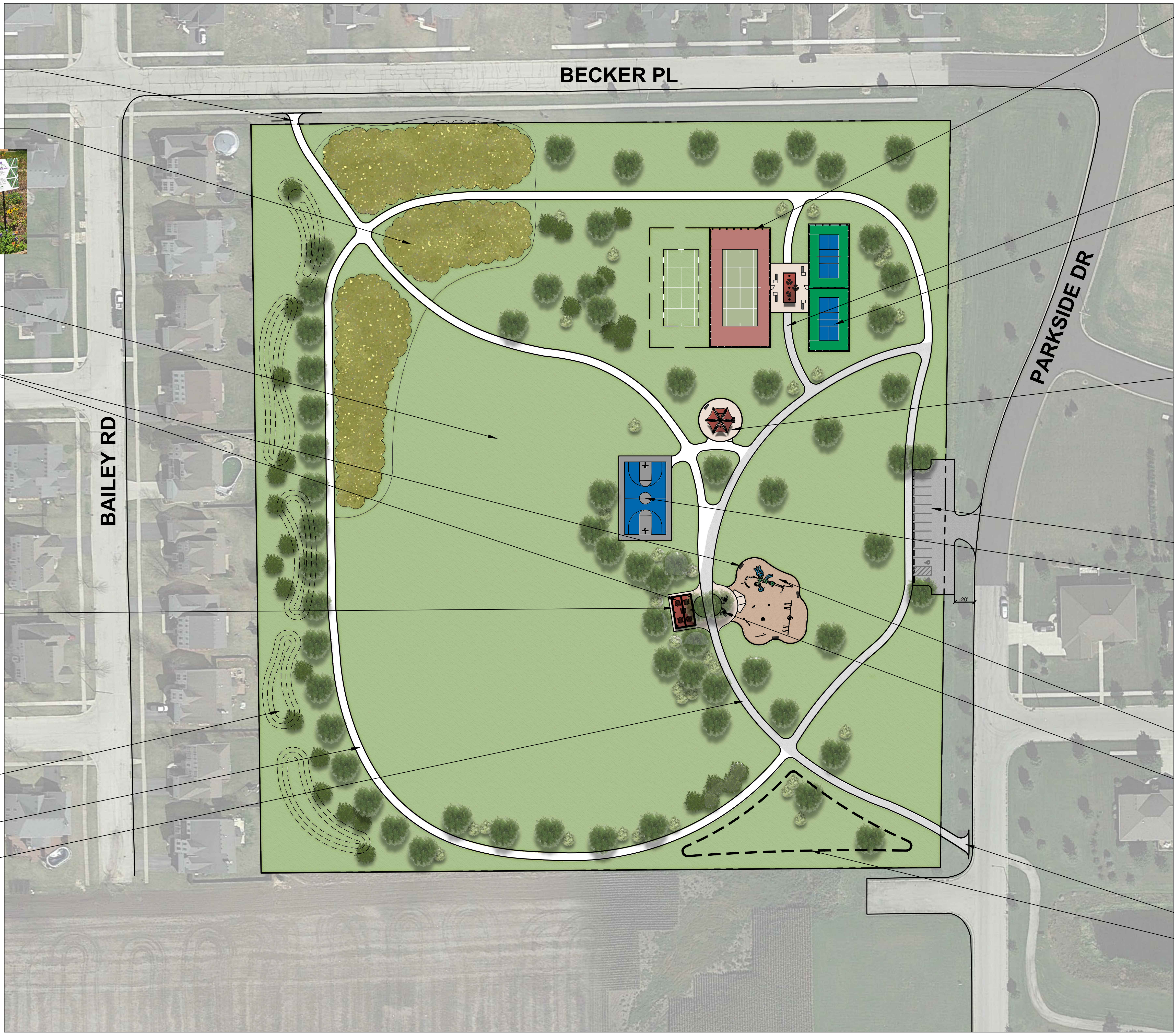
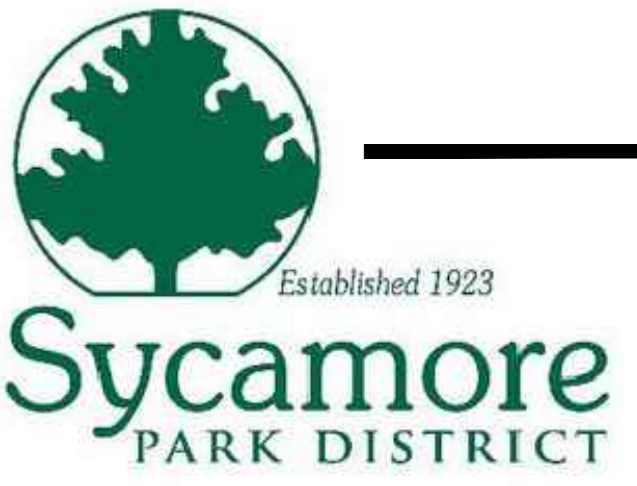


Lawn Berms - FUTURE

- Created as development occurs

Large Limestone Gravel Trail - FUTURE

Small Limestone Gravel Trail



Tennis Courts - FUTURE

- One Full Size Tennis Courts
- Space for Potential Future Court (Dashed Lines)
- 10' Height Perimeter Fence



Accessible Route

Pickleball Courts

- Two Full Size Pickleball Courts: 1 New, 1 FUTURE
- 10' Height Perimeter Fence and 4' Height Tall Fence Between Courts



Fitness Station Area - FUTURE

- Central Group Fitness Station
- Wood Mulch Safety Surfacing



Parking Lot

- 10 Parking Spaces
- 2 ADA Parking Spaces

Basketball Court - FUTURE

- Full Size Basketball Court
- Color Coat



Playground Area

- 2-12 Age Group Playground Equipment
- Wood Mulch Safety Surfacing
- Swings: 2 belt, 1 tot, 1 ADA and 1 Friendship Swing

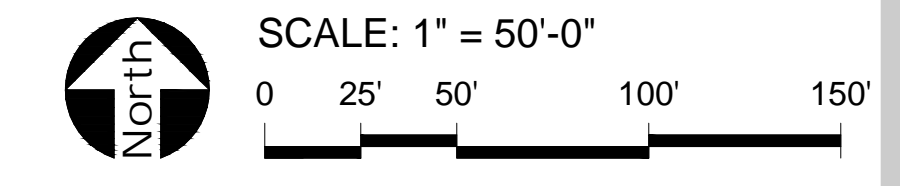
Game Table Area



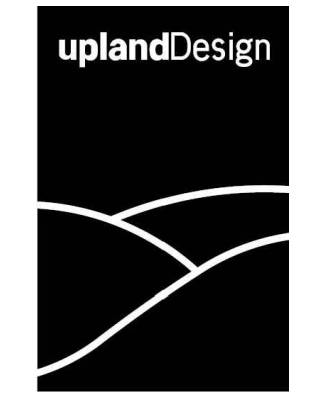
Trail Connection

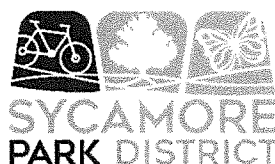
Amend Area for Proper Drainage

- Area to be graded to prevent flooding at location



MASTER PLAN





Board of Commissioners
Date of Board Meeting: November 22, 2022

AGENDA ITEM:

Riverside Sports Complex Parking Lot

BACKGROUND INFORMATION:

The initial plan presented to the City with the creation of Riverside Sports Complex indicated 11 fields and parking to accommodate those fields. The plan for the complex included 18 fields with the mini fields. There complex itself still contains 11 full size fields, but some were rearranged to accommodate younger age groups. Due to this arrangement and the AYSO scheduling there is constant use of the grass overflow parking.

Due to this consistent parking, there have been complaints to the city. The city has indicated that the park district needs to create a secondary parking lot to accommodate the number of fields. The attached documents show the parking design and two cost outlines.

FISCAL IMPACT:

Complete parking project: \$658,787.75

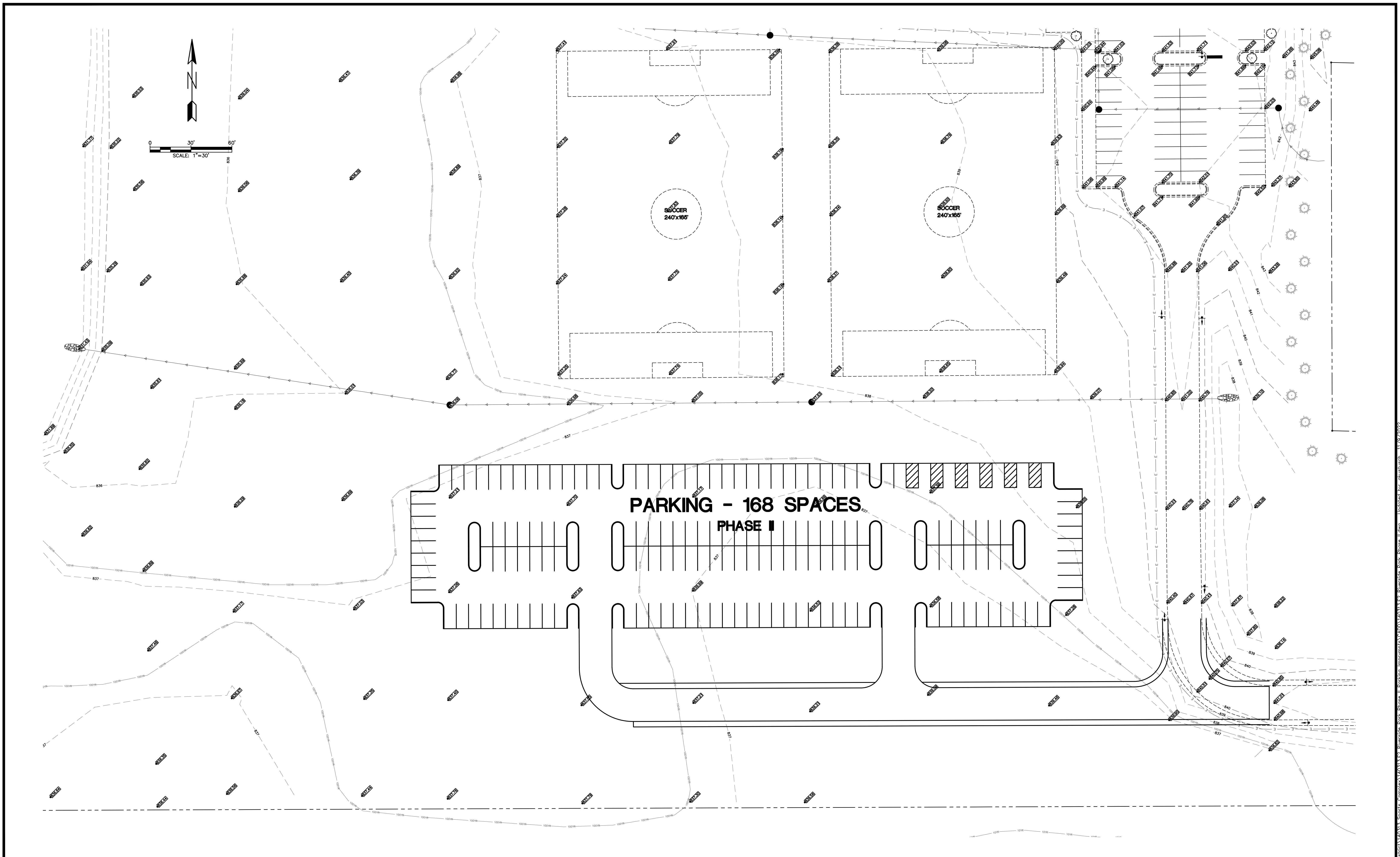
Aggregate parking alternative: \$547,247.25

STAFF RECOMMENDATION: Recommendation is to move to the aggregate parking alternative and combine this bid with the alternate bid for the parking at Reston Ponds.

PREPARED BY: Jonelle Bailey, Executive Director

JB (gib)

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



REVISIONS:					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

DRAWN BY: ---
 CHECKED BY: ---
 APPROVED BY: ---



35701 WEST AVENUE, SUITE 150
 WARRENVILLE, ILLINOIS 60555
 PHONE (630) 393-3060
 FAX (630) 393-2152

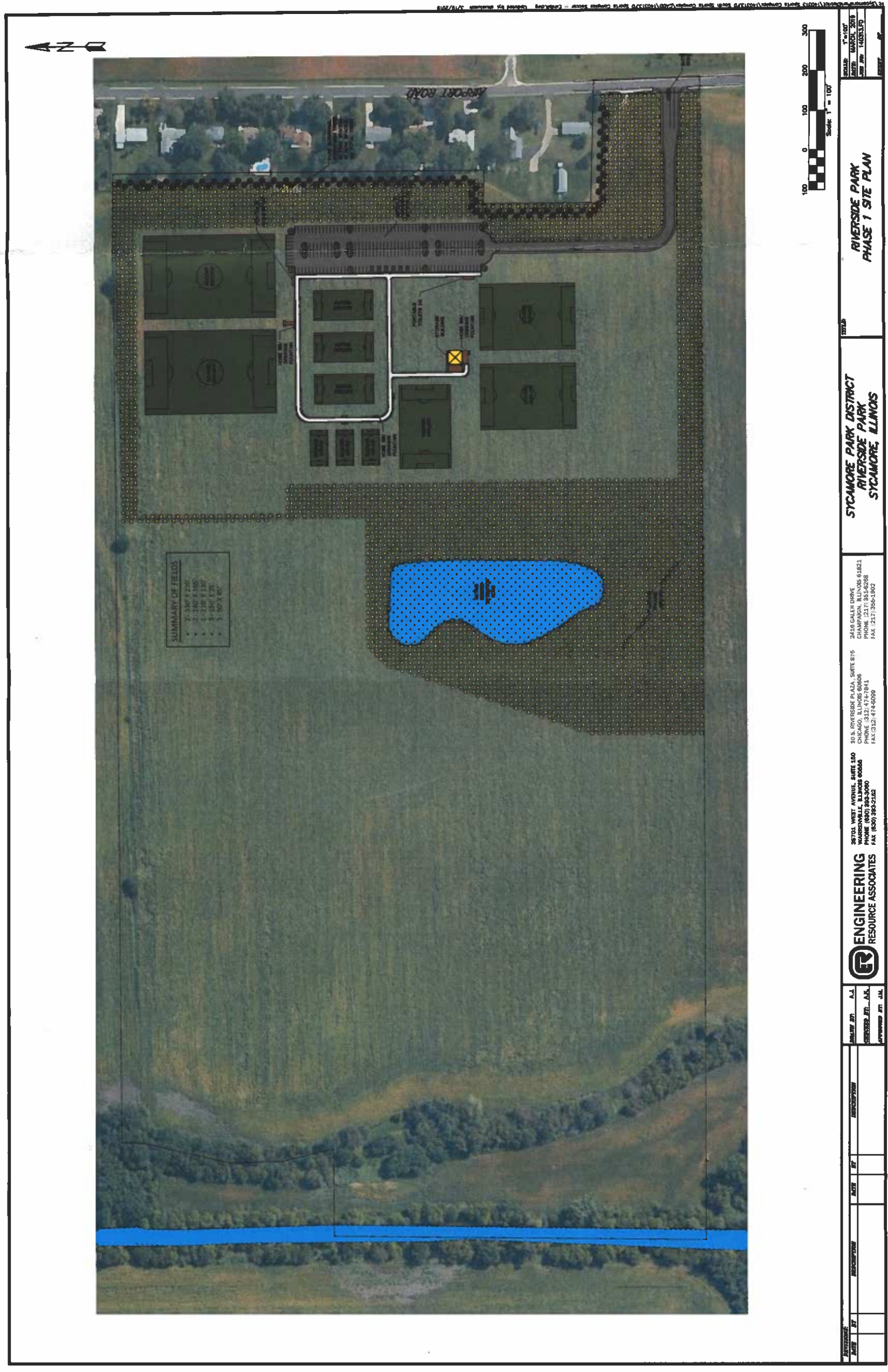
10 S. RIVERSIDE PLAZA, SUITE 875
 CHICAGO, ILLINOIS 60606
 PHONE (312) 474-7841
 FAX (312) 474-6099

2416 GALEN DRIVE
 CHAMPAIGN, ILLINOIS 61821
 PHONE (217) 351-6268
 FAX (217) 355-1902

**RIVERSIDE PARK PHASE 2 PARKING
 SYCAMORE PARK DISTRICT**

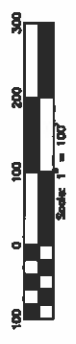
TITLE: **CONCEPT PLAN**

SCALE: 1"=30'
 DATE: OCT, 2022
 JOB NO: 140313.F2
 SHEET 1 OF 1



SUMMARY OF FIELDS

- 2 - 330' x 220'
- 2 - 240' x 165'
- 2 - 150' x 100'
- 1 - 150' x 80'



ENGINEERING RESOURCE ASSOCIATES 8574 WEST MARINE, SUITE 150 WAUWATOSA, ILLINOIS 60086 PHONE (800) 283-3080 FAX (800) 283-3123		40 S. RIVERSIDE PLAZA, SUITE 815 CHICAGO, ILLINOIS 60608 PHONE (312) 474-7841 FAX (312) 474-6099		2410 GALEN DRIVE CHAMPAIGN, ILLINOIS 61821 PHONE (217) 351-8288 FAX (217) 356-1802	
PREPARED BY: JLL CHECKED BY: A.J. DESIGNED BY: A.J.	DATE: 10/20/2010	DATE: 10/20/2010	DATE: 10/20/2010	DATE: 10/20/2010	DATE: 10/20/2010
SYCAMORE PARK DISTRICT RIVERSIDE PARK SYCAMORE, ILLINOIS					
RIVERSIDE PARK PHASE 1 SITE PLAN					

Riverside Park - Phase 2 Parking
Sycamore Park District



Updated: 2022.11.14

By: ARK

PRELIMINARY ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

14-Nov-22

PLAN

ITEM	QUANTITY	UNIT	UNIT COST	TOTAL COST
MOBILIZATION	L SUM	1	\$42,000.00	\$42,000.00
CONSTRUCTION LAYOUT AND AS-BUILT SURVEY AND DRAWINGS	L SUM	1	\$12,000.00	\$12,000.00
TRAFFIC CONTROL & PROTECTION	L SUM	1	\$2,000.00	\$2,000.00
CONSTRUCTION ENTRANCE	EACH	1	\$3,500.00	\$3,500.00
SILT FENCE	FOOT	1000	\$3.00	\$3,000.00
EARTHWORK: EARTH EXCAVATION, TOPSOIL STRIPPING, PLANT REMOVAL, PLACEMENT, COMPACTION, FINE GRADING, HAUL-OFF	L SUM	1	\$70,000.00	\$70,000.00
TURF SEED	ACRE	1.75	\$3,500.00	\$6,125.00
INLET PROTECTION	EACH	14	\$300.00	\$4,200.00
ROCK OUTLET PROTECTION	CY	4.0	\$850.00	\$3,400.00
TEMPORARY EROSION CONTROL BLANKET	SY	8250	\$2.25	\$18,562.50
RESTORATION	L SUM	1	\$6,000.00	\$6,000.00
18" STORMSEWER	FOOT	1100	\$42.00	\$46,200.00
CATCH BASIN, 4' DIA. TYPE 1 FRAME & GRATE, O.L.	EACH	10	\$2,200.00	\$22,000.00
18" FLARED END SECTION	EACH	4	\$1,000.00	\$4,000.00
B-6.12 CURB AND GUTTER	FOOT	400	\$35.00	\$14,000.00
HMA BINDER COURSE, 2.5"	SY	7800	\$12.00	\$93,600.00
HMA SURFACE COURSE, 1.5"	SY	7800	\$9.00	\$70,200.00
COMPACTED FA-5 AGGREGATE, 3"	SY	380	\$6.00	\$2,280.00
CA-6 AGGREGATE BASE COURSE, 6"	SY	380	\$7.50	\$2,850.00
CA-6 AGGREGATE BASE COURSE, 9"	SY	7800	\$9.50	\$74,100.00
AGGREGATE SHOULDER, FULL DEPTH	SY	380	\$14.00	\$5,320.00
BOULDERS	EACH	45	\$300.00	\$13,500.00
PARKING BLOCKS	EACH	8	\$120.00	\$960.00
ADA SIGN AND POST	EACH	6	\$300.00	\$1,800.00
STOP SIGN AND POST	EACH	2	\$300.00	\$600.00
NO PARKING SIGN AND POST	EACH	4	\$300.00	\$1,200.00
SHADE TREE	EACH	10	\$400.00	\$4,000.00
REMOVAL & OFFSITE DISPOSAL OF UNSUITABLE MATERIAL (ALLOWANCE)	CY	1300	\$25.00	\$32,500.00
POROUS GRANULAR EMBANKMENT (ALLOWANCE)	CY	1300	\$30.00	\$39,000.00

10% CONTINGENCY: \$59,889.75
BASE BID TOTAL: \$658,787.25

Riverside Park - Phase 2 Parking
Sycamore Park District



Updated: 2022.11.15

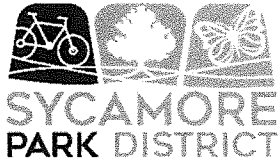
By: ARK

PRELIMINARY ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST Aggregate Parking Lot Alternate

15-Nov-22

ITEM	PLAN QUANTITY	UNIT	UNIT COST	TOTAL COST
MOBILIZATION	L SUM	1	\$42,000.00	\$42,000.00
CONSTRUCTION LAYOUT AND AS-BUILT SURVEY AND DRAWINGS	L SUM	1	\$12,000.00	\$12,000.00
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TURF SEED	ACRE	1.75	\$3,500.00	\$6,125.00
INLET PROTECTION	EACH	14	\$300.00	\$4,200.00
ROCK OUTLET PROTECTION	CY	4.0	\$850.00	\$3,400.00
TEMPORARY EROSION CONTROL BLANKET	SY	8250	\$2.25	\$18,562.50
RESTORATION	L SUM	1	\$6,000.00	\$6,000.00
18" STORMSEWER	FOOT	1100	\$42.00	\$46,200.00
CATCH BASIN, 4' DIA. TYPE 1 FRAME & GRATE, O.L.	EACH	10	\$2,200.00	\$22,000.00
18" FLARED END SECTION	EACH	4	\$1,000.00	\$4,000.00
B-6.12 CURB AND GUTTER	FOOT	400	\$35.00	\$14,000.00
COMPACTED FA-5 AGGREGATE, 3"	SY	380	\$6.00	\$2,280.00
COMPACTED FA-5 AGGREGATE, 4"	SY	7800	\$8.00	\$62,400.00
CA-6 AGGREGATE BASE COURSE, 6"	SY	380	\$7.50	\$2,850.00
CA-6 AGGREGATE BASE COURSE, 9"	SY	7800	\$9.50	\$74,100.00
AGGREGATE SHOULDER, FULL DEPTH	SY	380	\$14.00	\$5,320.00
BOULDERS	EACH	45	\$300.00	\$13,500.00
PARKING BLOCKS	EACH	8	\$120.00	\$960.00
ADA SIGN AND POST	EACH	6	\$300.00	\$1,800.00
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POROUS GRANULAR EMBANKMENT (ALLOWANCE)	CY	1300	\$30.00	\$39,000.00

10% CONTINGENCY: \$49,749.75
BASE BID TOTAL: \$547,247.25



Board of Commissioners

Date of Board Meeting:
November 22, 2022

Information Only

AGENDA ITEM:

Bridge Replacement

BACKGROUND INFORMATION:

Superintendent Donahoe and Asst. Superintendent of Golf Tritt and I met with ERA and Martin & Company Representatives regarding the timeline for Bridge construction. We also walked the site and confirmed access points, tree removals and confirmed that Martin would work with Midwest Irrigation to ensure a smooth transition from one bridge to another.

Construction for the bridge was set start on Tuesday November 1st. It has now been delayed starting until November 30. The old bridge will remain open until next spring with the current timeline.

The aggregate base for the new bridge and adjusted paths around is planned to be completed prior to the winter shut down.

Spring start up is planning for early to mid April.

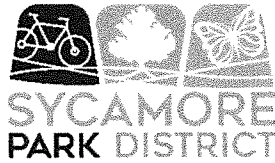
FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

JB (GWD)

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



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

Information Only

AGENDA ITEM:

100th Anniversary

BACKGROUND INFORMATION:

2023 is the Sycamore Park Districts 100th Anniversary and we have some fun things planned.

Attached we have a list of activities that we currently have planned.

FISCAL IMPACT:

STAFF RECOMMENDATION: Board comments and approval requested.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

JB (JB)



Partnerships/Community Celebrations

Kishwaukee Valley Art League

- New art display in Community Center
- Possible KVAL program themes in 2023
 - o Park District theme for artists' challenge
 - o Park District as the location for their Second Sunday plein air program
- Future partnership for larger plein air event committee

DeKalb County History Center

- History research and support
- Brown Bag Lunch
 - o Panel of three answering questions prepared by DCHC
 - o Moderator: Jonelle
 - o Date TBD | Free Program at Park District, Thursday at 12pm

Apparel/Promo Items

Staff Jacket – Full-time staff & Board | full-color logo ready in time for January 6 holiday party

Word Cloud T-shirt – One color for staff, one color for sale to public

Reusable popcorn bucket – Sold at concerts

Reusable fountain drink cup – Sold at Clubhouse

Commemorative cup – Cup in hand and 100 holes of golf

T-shirt – 100 holes of golf participants

Promotion

Website Timeline

OC Creative Videos

Community Center Lobby

- New logos, bulletin board, and area for promotional materials
- Awards wall along MPR hallway
- Newspaper stories rotated out on a display board under stairs

City Winter Banners

- 4 banners based on brochure design with old and new photos
- Summer banner will include concert series

Pumpkin Fest Parade

- Invite all staff and families to participate
- Matching sweatshirts for all who walk?

Events

“Opening Day”

- Sunday, April 30 or May 7
- Softball game/tournament, Picnic, Fireworks

Park District Birthday Party

- Monday, November 27
- Staff, Board, and families
- Time capsule dedication – each department presents their contribution
- Birthday cake

Staff Activities

- Staff Volunteer Days throughout the year

January:

- Adult Sock Hop
- Sweating through the decades

March:

- Spring Mailer highlighting 100 years

April:

- Scavenger Hunt: details to come
- Birthday sales: April 14-16 membership sales

June:

- Concerts in the park – commemorative popcorn bucket/cup

Aug:

- Concert in the park – last date will be a DJ hosting various gaming competitions
 - Bags
 - Horseshoes
 - Volleyball
 - Ladder Golf
 - Ping Pong

Oct:

- Pumpkin Fest activities

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF FY2023 CAPITAL BUDGET:
Review and comment only

BACKGROUND INFORMATION: Attached you will find a draft of the 2023 Capital Budget. The report I am presenting includes the approved 2022 budget, as well as the projected final numbers for 2022. Some items of note:

- Funding – OSLAD grant for Reston Ponds was approved but we will not received those funds until 2023 or 2024.
- Contingency – At this point we have not used the contingency. There were some significant emergency equipment purchases in concessions. We may choose to move some or all of that to contingency.
- Workman – was not originally budgeted in 2022 but was going to be budgeted in 2023. Since the greensmower was being delayed delivery until 2023, and we were notified of an available workman, we opted to move the purchase up.
- Clubhouse Assessment – the decision has been made to postpone this.
- Greensmower – delivery not available until 2023.
- Third shed old maint – postponed until 2023
- Resurface basketball court, Partial road WPA Main – postponed
- Reston Ponds – OSLAD grant approved, work not started in 2022

Staff has worked on prioritizing the projects and equipment needs for 2023. We are still waiting on some quotes. I anticipate that once we have them there will need to be some items further delayed or paid for out of the operating budget.

- Included estimated stage grant and expenditures.
- Concessions items are from the Equipment Replacement Schedule. These are being evaluated to determine the likelihood of actually needing replacement.
- Ceiling in clubhouse is needing some significant patching and painting. This may be moved to operating expenses.
- Community Center parking lot needs sealcoating and lines. This likely will be moved to operating.

- We are waiting on estimates for the required parking lots for Reston Ponds and Riverside Park.

In previous years this report would show a five year list of items from the Equipment Lifecycle and Capital Expenditure spreadsheets. I have not had the time to update these reports, however, with the hiring of part time staff I will be able to spend time in the first quarter of 2023 to complete the updates. Then this will be updated to be a five year capital plan.

FISCAL IMPACT: Total 2023 Budgeted Capital Revenue = \$854,580, Total 2023 Budgeted Capital Expenditures = \$1,020,163.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board. Adjustments, if needed, will be made and then be brought back to the Board for review and approval at December's meeting.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

20 (gub)

BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	2022 Budget	Projected 2022	2023
Funding	Balance forward (approximate)	510,005	499,278	479,204
	Golf Course	100,000	100,000	
	OSLAD (pending) Reston Ponds	240,300		240,300
	Stage grant			21,000
	General Obligation Bond	565,000	576,000	593,280
	Funding available	1,415,305	1,175,278	1,333,784
Administration	CONTINGENCY	30,000		30,000
	bond issue costs	11,500	11,500	11,500
	alternate bond payment	166,375	166,375	168,663
	PC Replacement/upgrades	11,800	11,800	17,100
	copier (2025 CC)	6,000	5,790	
	Total Administration	225,675	195,465	227,263
Concessions	Beverage cart (med cart, small cart)			10,500
	ice machine (clubhouse)			4,000
	Total Concessions	-	-	14,500
Maintenance	WORKMAN		30,952	
	Ford 2005 flat bed			6,000
	Large dump 2007 bed replacement			6,000
	Total Maintenance	-	30,952	12,000
Clubhouse	ceiling repairs			
	assessment POSTPONED FROM 2021	15,000		
	Total Clubhouse	15,000	-	-
Golf Course	golf carts			30,000
	Bridge on 10	337,300	337,300	

Sycamore Park District
Capital Funding Plan

Department	Item	2022 Budget	Projected 2022	2023
	shelter 1: 8th tee - structure			11,000
	greensmower 3250 greens	46,000		46,000
	Total Golf Course	383,300	337,300	87,000
Aquatics	Pool Heater Pump	30,000	21,102	21,000
	Total Pool	30,000	21,102	21,000
Community Center	parking lot sealcoating/lines cabinets of class rooms (5K)	5,000	5,000	15,000
	Total Community Center	5,000	5,000	15,000
Parks & grounds	Founders Park Playground carryover from 2021 + third shed old maint (15-20k) resurface basketball court (10k) RESTON PONDS addl reston ponds (parking) ADDL PARKING RIVERSIDE PARK Partial Roof WPA Main North Grove Assessment SIGNAGE brothers park - playground - surfacing MULCH LIGHTENING DETECTION SYSTEM NATURE EDUCATION AREA PARKING BLOCKS/BASEBALL BLEACHERS NEW BASEBALL FIELD STAGE GOOD TYMES SHELTER	87,005 20,000 10,000 500,000 5,000 18,250	87,005 19,250	20,000 500,000 2,400 9,000 50,000 12,000 3,000 5,000 42,000
	Total Parks & Grounds	640,255	106,255	643,400
	Total Capital Expenses	1,299,230	696,074	1,020,163
	Ending balance	116,075	479,204	313,621

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF OPERATING BUDGET FOR F.Y. 2023: Discussion and Comment Only

BACKGROUND INFORMATION: Staff has spent the last couple of months working on 2022 year-end projections and 2023 budget requests..

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

- I have not recorded 2022 projections or proposed 2023 budget figures for Capital Fund and Action 2020. They will be updated as a part of the Capital budget process.
- No full-time salary increases are in your draft.
- Tax levy reflects only capturing new growth (approx. \$49,000), which is typically used for wage increases for full-time staff.
- We have received notification of increases in Waste Management that have not been added yet.

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

On the last page of the summary, I have highlighted the total of all funds, and added a section that is the total of all funds minus the capital so that we have a clearer picture of the operating accounts.

FISCAL IMPACT: The projected surplus is estimated at approx. \$77,000 greater than budget. Some of this is due to the delayed hiring of new staff. (Recreation Specialist, Part Time accountant)

The 2023 requested budget is currently showing a loss of \$17,249.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

g.b. (g.b.)

BOARD ACTION:

SYCAMORE PARK DISTRICT ANNUAL

Winter onderland

HOLIDAY PARTY

Agenda

6:30 - 7:30 pm *Arrive*

Enjoy appetizers, Music, and each other

7:30 - 8:30 pm *Eat*

· Buffet

8:30 - 9:30 pm *Play*

FRIDAY

JANUARY 6, 2023

6:00 PM - 10:00 PM

MVP SPORTS BAR

124 S. CALIFORNIA ST. SYCAMORE IL 60178

DINNER - BOTTLE EXCHANGE - MUSIC

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

PLEASE RSVP TO MELISSA @ MELISSAD@SYCPARKS.ORG

RSVP #



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: AWARD PROPOSAL FOR AUDIT SERVICES: Discussion and Approval

BACKGROUND INFORMATION: I have been asked to request RFP for audit services. An RFP was sent electronically to 15 audit firms on October 14th.

- 1 email was returned. Unable to find a replacement.
- 3 firms responded that they did not have the staffing to take on any new clients.
- 5 firms indicated that they would be submitting proposals.
- 6 firms did not respond at all.

Responses were to be received by 10:00 am, November 14th. Four (4) proposals were received. They are listed with their fees for 2022/2023.

Costabile & Steffens P.C.	\$13,000/\$13,400
Lauterbach & Amen LLP	\$14,320/\$14,720
Sikich LLP	\$22,000/\$23,100
PKF Mueller	\$34,800/\$36,200

Costabile & Steffens is a significantly smaller firm than the other three. While the president of the firm indicated that he has worked on over a dozen park districts, the firm **has not worked with any park districts in the last five years.**

An option for the District would be retain Lauterbach & Amen and request an entirely new team to perform the audit.

FISCAL IMPACT: The first draft of the FY 2023 operating budget included \$14,000 for the audit, based upon previous years billings.

STAFF RECOMMENDATION: Staff has reservations with the low bid from Costabile & Steffens due to no recent work with park districts. Therefore, staff

recommends retaining Lauterbach & Amen with an entirely new team to perform the audit.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

LB (JH)

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 03-2022 REGARDING ESTIMATE OF LEVY: Recommend approval

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. The District is currently able to levy and collect taxes for the following funds:

- Corporate
- Recreation
- Playground/Recreation
- Audit
- Special Recreation
- IMRF
- Social Security
- Tort and Workers Compensation
- Paving & Lighting
- Police
- Debt Service (Not included in the calculation for Truth-in-taxation.)

In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the end of the year. The Truth-in-taxation Act requires park districts to determine the estimated amount to be levied not less than 20 days prior to the adoption of such ordinance. A resolution is done to formally document the estimated increase. If this increase is greater than 5% over the previous year's extension, the District would be required to have a public hearing on the issue prior to passing the Tax Levy Ordinance. The amounts included in this resolution are based upon calculations using the estimated EAV figures provided to us by the county. The total increase for the purpose of this resolution is just under the 5%.

Regarding the breakdown by fund, the amounts for the Special Funds are fairly easy to estimate as they are for very specific costs. Any "excess" funds are put into the Corporate and/or Recreation Funds.

At this meeting the board is required to pass a resolution estimating an increase in the levy. The board can discuss further what option they would like to take in determining the final tax levy ordinance which will need to be adopted at December's meeting. The estimate in this Resolution is non-binding.

As in previous years, I would like to take this opportunity to share options for consideration. Assumptions used on both options (based on the most recent numbers provided by the county):

- EAV on existing property has increased from \$544,294,828 to \$581,118,096 (6.77%)
- New Construction is currently \$10,281,611
- Holds the Special Recreation Levy at .04
- Includes increasing the debt service rate by the CPI of 5.0%.
- 2021 Total Extension (excluding debt service) was \$3,011,311.15
- 2021 Total Extension (including debt service) was \$3,667,023.13

Option 1: Increase Levy Using maximum CPI of 5.0% and Capture New Growth

Estimated Impact:

- Decrease the overall tax rate from .67372 to approximately .65803.
- Increase the total levy approximately \$241,540 (6.62%) of which \$32,288 is attributed to debt service. Special Recreation would increase \$18,842.
- A \$200,000 home (in 2021) would have an approximate tax increase of \$18.93 for the year.
- This would require a truth in taxation publication and hearing.

Option 2: Maintain Levy for Existing Property and Apply Rate to New Construction

Estimated Impact:

- Decrease the overall tax rate from .67372 to .63414.
- Increase the total levy approximately \$100,256 (1.62%) of which \$32,288 is attributed to debt service. Special Recreation would increase \$18,842.
- A \$200,000 home (in 2021) would have an approximate tax increase of \$1.94 for the year.

Option 3: Somewhere in the middle.

FISCAL IMPACT: There is no direct impact of the resolution itself. However, the fiscal impact will depend on the option the board chooses for the Tax Levy Ordinance to be passed in December.

STAFF RECOMMENDATION: Recommend approval of Resolution 03-2022 as it is required not less than 20 days prior to adopting the final Tax Levy Ordinance. Further discussion by the board will determine the final Tax Levy however. While I truly understand the desire of some to have no increase, there are many costs that we have no control over that are increasing.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

RESOLUTION 03-2022

SYCAMORE PARK DISTRICT

A RESOLUTION DETERMINING THE AMOUNTS OF MONEY EXCLUSIVE OF ELECTION COSTS ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION PURSUANT TO THE PROPOSED LEVY OF THE SYCAMORE PARK DISTRICT

WHEREAS, the Truth in Taxation Act requires that not less than 20 days prior to the adoption of its aggregate levy the corporate authority of each taxing district shall determine the amounts of money, exclusive of levies for election costs, estimated to be necessary to be raised by taxation for that year upon taxable property in its district.

NOW, THEREFORE, BE IT AND THE SAME IS HEREBY RESOLVED by the Sycamore Park District and the Board of Park Commissioners thereof as follows:

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2022 are as follows:

General Corporate Fund	\$1,599,000
Recreation Fund	\$500,000
Playground/Recreation Fund	\$533,000
Police Fund	\$ 5,000
Audit Fund	\$ 16,000
Liability Insurance Fund	\$ 61,000
Paving and Lighting Fund	\$ 0
Social Security Fund	\$115,000
Special Recreation Fund	\$237,000
Illinois Municipal Retirement Fund	<u>\$ 78,000</u>
	\$3,144,000

The total property taxes extended or abated on the aggregate levy for 2021 were \$2,994,329.15. The estimated total property taxes to be levied for 2022 are \$3,144,000.00. This represents a 4.998% increase over the previous year.

Adopted by roll call vote this 22nd day of November, 2022.

Ayes:

Nays:

President
Board of Park Commissioners
Sycamore Park District

Secretary
Board of Park Commissioners
Sycamore Park District

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: AWARD BID FOR ANNUAL GENERAL OBLIGATION BOND: Recommend Approval

BACKGROUND INFORMATION: Each year the District issues General Obligation Bonds for the purpose of funding capital expenses related to the upkeep of the District's parks and to support the capital budget. Additionally, proceeds are used for the installment payment for the 2015 Alternate Revenue Bonds.

The sale was Thursday, November 17th. Speer Financial is scheduled to attend our Tuesday board meeting to present the bids and answer any questions. The following are the results of the sale:

Speerbids.com Sale Summary

Issuer: Sycamore Park District, DeKalb County, Illinois

Sale: \$576,990.00 General Obligation Limited Tax Park Bonds, Series 2022

Sale Date: November 17, 2022

Name of Bank	Name of Banker	Interest Rate	Interest Cost	Bid	Held or re-offered
Herscher CUSD No. 2	Rich Decman	3.5500%	\$18,491.73	Par	Held
1st Secure Community Bank	Michael Rittorf	3.5900%	\$18,700.09	Par	Held
Peoples National Bank of Kewanee	Charles Eastman	4.4300%	\$23,075.59	Par	Held
Baystone Government Finance	Karen Neathery	4.8800%	\$25,419.62	Par	Held

FISCAL IMPACT: The District will receive approximately \$574,215 for the purposes previously stated. The issue has been resized based upon the low bid.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 22, 2022

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF ORDINANCE 06-2022 FOR ANNUAL G.O. BONDS: Recommend Approval

BACKGROUND INFORMATION: The ordinance is the legal document that the District must pass to authorize any issuance of bonds or notes. The board must have its secretary properly certify and file a copy of the ordinance with the county clerk. This then allows the District to levy under the Bond Fund and collect the taxes for repayment of the bond.

Attached is a DRAFT of the ordinance. The details will be completed/updated after the sale, November 17, and a final ordinance will be provided for signatures.

FISCAL IMPACT: Allows the District to levy taxes in the bond fund for repayment in 2023.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

ORDINANCE NO. 06-2022

AN ORDINANCE providing for the issue of \$_____ General Obligation Limited Tax Park Bonds, Series 2022, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

WHEREAS the Sycamore Park District, DeKalb County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Park Code*”); and

WHEREAS the needs of the District require the expenditure of not less than the sum of \$_____ for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the “*Project*”), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the “*Board*”) and now on file in the office of the Secretary of the Board (the “*Secretary*”); and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$_____, and that it is necessary and for the best interests of the District that it borrow the sum of \$_____ and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board (the “*President*”), on the 28th day of September, 2021, executed an Order calling a public hearing (the “*Hearing*”) for the

26th day of October, 2021, concerning the intent of the Board to sell bonds in the amount of not to exceed \$1,800,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Chronicle*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 26th day of October, 2021, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 26th day of October, 2021; and

WHEREAS, the District has previously issued bonds on December 7, 2021, in the amount of \$559,795 for the Project pursuant to the Hearing and the District does hereby find and determine that it is authorized at this time to issue additional bonds in the amount of \$1,240,205 for the Project and paying the expenses incident thereto; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that \$_____ of the bonds so authorized for the Project be issued at this time; and

WHEREAS the District has issued and now has outstanding and unpaid its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A (the "*Prior Bonds*"); and

WHEREAS the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 15, 2022; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial, and other expenses, will not be less than \$166,375 and that it is necessary and for the best interests of the District that it borrow the sum of \$166,375 and issue bonds of the District to evidence the borrowing; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$_____ for the Project and bonds in the amount of \$166,375 for the purpose of providing for the payment of the Prior Bonds, together as one issue of bonds in the aggregate amount of \$_____; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$_____ General Obligation Limited Tax Park Bonds, Series 2022, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$ _____ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project and for the purpose of providing for the payment of the Prior Bonds, and expenses incidental thereto, and it is necessary and for the best interests of the District that there be issued at this time \$ _____ of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$ _____ for the purposes aforesaid; and that bonds of the District (the “Bonds”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2022.” The Bonds shall be dated December 6, 2022, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5.00 or authorized integral multiples thereof, shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on November 1, 2023, and bear interest at the rate of ____% per annum.

The Bonds shall bear interest from their date, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2023. Interest on each Bond shall be paid by check or draft of the _____, _____, Illinois (the “Bond Registrar”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on October 15, 2023. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the President and Secretary, and shall be countersigned by the Treasurer of the Board (the “*Treasurer*”), and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory

to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2023, and ending at the opening of business on November 1, 2023.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend “See Reverse Side for Additional Provisions,” shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

(Form of Bond - Front Side)

REGISTERED
NO. 1REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2022

See Reverse Side for
Additional ProvisionsInterest
Rate: ____%Maturity
Date: November 1, 2023Dated
Date: December 6, 2022

Registered Owner: _____

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 1, 2023. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of _____, _____, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2023, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America,

mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof, and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). Payments on the Bonds from the Base will be made on a parity with payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

(Form of Bond - Reverse Side)

SYCAMORE PARK DISTRICT

DEKALB COUNTY, ILLINOIS

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2022

[6] This Bond is issued by the District (i) for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, and for the payment of the expenses incident thereto, and (ii) to provide the revenue source for the payment of certain principal and interest to become due on the presently outstanding and unpaid General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the District. This Bond is issued pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in _____, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5.00 or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond

Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2023, and ending at the opening of business on November 1, 2023.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes; and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns, and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

as attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer, and be by the Treasurer delivered to _____, _____, Illinois, the purchaser thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being par; the contract for the sale of the Bonds heretofore entered into (the "Purchase Contract") is in

all respects ratified, approved and confirmed, it being hereby found and determined that the Bonds have been sold at such price and bear interest at such rates that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the District the Term Sheet related to the Bonds, in substantially the form now before the Board (the "*Term Sheet*"), is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the Term Sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX TO PRODUCE THE SUM OF:

2022

\$ for interest and principal up to and including November 1, 2023

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy; and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended, and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of DeKalb, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk in and for the year 2022, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and

Interest Fund of 2022” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds from the Base will be made on a parity with the payments on the District’s outstanding General Obligation Limited Tax Park Bonds, Series 2017B. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

Section 10. Use of Bond Proceeds. Accrued interest (if any) received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds in the amount of \$ _____ are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). Principal proceeds of the Bonds in the amount of \$166,375 are hereby appropriated for the purpose of paying the principal and interest due on the Prior Bonds on

December 15, 2022. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

Section 11. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make

such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 12. Reimbursement. With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

Section 13. Designation of Issue. The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 14. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;

(d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding, and payments made with respect to interest on the Bonds.

Section 16. Record-Keeping Policy and Post-Issuance Compliance Matters. On April 28, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 17. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

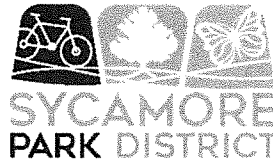
Section 18. Repeal. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted: November 22, 2022.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners



Board of Commissioners
Date of Board Meeting: November 22, 2022

AGENDA ITEM:

Purchasing policy

BACKGROUND INFORMATION:

On May 6, 2022, Governor J.B. Pritzker signed into law Public Act 102-0728 which amended the Township Code to increase the competitive bidding threshold for township purchases from \$20,000 to \$30,000.

This amendment allows for purchases under \$30,000 without letting the contract to the lowest responsible bidder after publishing and advertisement for bids, including purchases related to construction.

This change requires a modification of the Purchasing Policy to be adopted by the board.

Attached in the current policy with the changes highlighted for review.

FISCAL IMPACT: None currently

STAFF RECOMMENDATION: Recommend approval of the changes.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

JB (JB)



SYCAMORE PARK DISTRICT

Purchasing Policy

I. Overview

The purpose of this document is to provide staff with guidelines for Sycamore Park District purchasing and bidding procedures.

II. Purchases Under \$30,000

Purchases less than \$30,000 are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

A. General Policies

1. Purchases less than \$1,000 shall be handled through normal District purchasing procedures and **do not** require informal bid quotations unless specifically requested by the Department Head or Executive Director.
2. All Purchases require Purchase Order, receipt, or formal documentation, even if using a park district credit card or charge account. If the purchase is for the Concession or Pro Shop inventory, the Order must first be signature-approved by the Superintendent of Recreation, Superintendent of Finance or Executive Director before the order is placed. In all cases the documentation must be sent to the Office Manager for processing within 24 hours of affecting the purchase (not receipt of the product). All invoices/billing addresses must be:

Sycamore Park District
Superintendent of Finance
480 S. Airport Road
Sycamore, IL 60178.

3. Approval authorization levels for purchases are as follows:

<u>Dollar amount</u>	<u>Authorization Level</u>
\$0 - \$1,000	Mechanic Food & Beverage Manager (other than inventory) Office Manager
\$1001 - \$5,000 (two informal quotes)	Assistant Golf Course Superintendent Program Supervisor
\$5,001 - \$15,000 (minimum of two written quotes)	Any Superintendent
\$15,001-\$29,999 (minimum of two written quotes)	Executive Director
\$30,000 or greater	Formal Bid Situation: Board of Commissioners

This means that corresponding documentation must be attached to a Purchase Order and receive the appropriate level of signature authorization prior to effecting the purchase.

4. All checks greater than \$10,000 require two manual signatures. One of the signatures must be a Board Member.
5. When quotes are called for, the award is made to the lowest responsible, qualified quote meeting the specifications, delivery date, and other required terms and conditions of purchase. When requiring an informal or written quote, it is advised to give any business/organization that is providing a quote, an identical written description of the work for which you wish to receive a quote, AND the Independent Contractors Agreement, so they are quoting on the same information.
6. Signatures of the purchaser and the appropriate individual from the defined authorization level must appear on the Purchase Order before the purchase is made.

III. Purchases of \$30,000 or more

A. Procedure

1. Requirement

The Park District Code requires that all contracts for supplies, materials or work involving an expenditure of \$30,000 or more shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability.

2. Bid/No bid approval

Professional services, such as technology firms, architects, engineers, etc. are exempt from the formal bidding process. All other work more than \$29,999 requires formal bidding. Before concluding that a purchase more than \$29,999 is exempt from competitive bidding, obtain approval from the Executive Director. The Park District's attorney shall review and confirm that the purchase is exempt from bidding should the Executive Director feel that is necessary.

3. General Guidelines

- a. Carefully schedule your procurement process. At the beginning of the project, work backward and develop a timeline for all process steps - from contact with public, bid steps, attorney review, action request from board, etc.
- b. Complete one of the following applicable checklists:
 - Checklist For Purchases over \$29,999 – Bid Contract (Attachment B)
 - Checklist For Purchases over \$29,999 – Non-Bid Contract (Attachment C)

4. Bidding Process

a. Public Advertisement

The **minimum** requirements for all contracts subjected to bid requirements is for the District to place at least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due to the District.

b. Bid Notice

The bid notice should include the following items:

1. General description of the work to be performed or articles to be purchased.
2. Where specifications may be obtained.
3. Time, place, and location for opening bids.
4. Bid bond/deposit, if required.
5. Performance bond and labor and material payment bond requirements.
6. Deadline and location for submission of bids.
7. Other information necessary to enable intelligent and cost-effective bid.

Staff should maintain a written list of all entities/individuals obtaining bid packets.

c. Bid Opening

Mandatory protocol for the bid opening procedure includes:

1. Accepting only sealed bids from the bidder.
2. Opening of bids in public by an employee of the District and at least one witness.
3. Announcing contents of each bid.
4. Recording bid information on a "bid tabulation" form.
5. Notifying each bidder of the time and place of bid opening at least three (3) days in advance, if changed.

d. Bid Analysis

Each bid should be analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.

e. Lowest Responsible Bidder

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the contract. Reference checks, and prior experience by Sycamore Park District working with a bidder is acceptable in determining a responsible bidder. Written record of those reference checks should be kept with all bid records.

Make sure there is a sound and reasonable basis for the award.

If awarding (or recommending award) to a bidder that is not the lowest, document the decision, supporting rational, etc. consult with department head or attorney before finalizing decision/recommendation.

f. Items to Include in the Board Packet (For Bid Items)

To ensure consistent presentation of information to Board for their review and approval, the staff person coordinating the work of the bid shall present the information as demonstrated in the "SAMPLE" found in Attachment A.

g. Record Keeping By Superintendent of Finance (For Bid Items)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Bid tabulation form
2. Notice to bidders
3. Proof of publication
4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
5. Completed checklist (See Attachment B or C)
6. Any change orders from throughout the project.
7. Notes from written reference checks.

5. Non-Bidding "Negotiated, or Open Market" Procurement Process

a. Documentation

Establish that no bid is required and document the exception. Review with counsel, if necessary.

b. Request for Proposal

Solicit Requests for Proposals (RFP) or quotes with a goal of two, at minimum, but at least three (3) preferred. Notify vendors/suppliers in a consistent, similar manner (i.e.: writing, orally, etc.).

c. Evaluate Proposals

Interview, negotiate, and thoroughly evaluate proposals with vendor/suppliers on services, cost, etc.

d. Award

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the RFP. If awarding (or recommending award) to a vendor whose proposal is not the lowest, document the decision, supporting rationale, etc. consult with Executive Director and/or attorney before finalizing decision/recommendation.

e. Items to Include in the Board Packet for contracts **\$30,000 and over that are not subject to bid (Non-Bid Contracts) should use the same format for formally bid items outlined in Attachment A.**

f. Record Keeping By Superintendent of Finance (For No-Bid Contracts)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.

4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

6. Non-Bidding “Emergency” Procurement Process

a. Emergency Defined:

For purposes of this Ordinance, “emergency” shall mean a situation in which the delay caused by adherence to the applicable requirements of this Ordinance would threaten the public health, safety, or welfare, such that the immediate purchase of supplies, materials, or work is necessary.

b. Emergency Procurement Process:

In case of an emergency, the President shall be empowered to procure supplies, material, or work more than \$29,999 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. A declaration that such an emergency exists shall be made in writing, signed by the President, and communicated to the Board of Commissioners. When necessary to effectuate the provisions of this Section, waiver of any provisions of this Ordinance may be made in writing and signed by the President. In the event the President is not available, then such authority as is given to the President in this Section shall devolve upon the Vice-President of the District. In the absence of the President and the Vice-President, such authority shall devolve upon the Treasurer.

IV. Processing/Requesting Payment to Vendor/Supplier

When completing a purchase order for work/services performed under a board-approved contract, please write “Board Approved **and the date of board approval**” on the PO for the item. The Executive Director is authorized to sign these Purchase Orders and Contracts upon approval of the Bid Recommendation at a Board Meeting.

V. Change Orders

The Park District is subject to the Public Contract statute (720 ILCS 5/33E-9) and will abide as follows:

Any change order or series of change orders which necessitate an increase or decrease in either a) the cost of a public contract by a total of \$15,000 or more, or b) the time of completion by a total of 30 days or more must be in writing and accompanied by a written finding by a designee of the public entity stating that a) the change was not reasonably foreseeable, b) the change is germane to the contract as signed and c) the change is in the best interest of the public entity.

Unless otherwise allowed by action of the Board for a specific contract, the staff will also inform the Board through the above required written document of any change orders between \$15,000 and \$29,999, or those change orders that will increase the completion time by 30 days.

After compliance with the provisions of this Article V, in addition, the staff will also have the Board approve any change orders more than \$29,999 not originally included in the project contract. Change orders less than \$30,000 can be approved according to the Purchase Order Authorization levels listed under II.A.4. on page 1 of this document.

*Attachment A***SAMPLE Memorandum**

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: January 22, 2013

STAFF RECOMMENDATION**AGENDA ITEM: TOPIC: Recommended Approval**

BACKGROUND INFORMATION: Bids were advertised in early March and opened on March 18, 2013. Six contractors attended the mandatory pre-bid meeting, but only two firms submitted bids in the end. Engineer estimates of the cost of work was \$126,692.00. A summary of the bids are as follows:

Meyer Paving, Inc.	\$139,339.15
Evans & Son Blacktop, Inc.	\$119,789.25

References have been checked by our Engineering Firm and are satisfactory for both contractors.

FISCAL IMPACT: Staff has set aside the funds for this work with authorization by the Board in adopting our current capital budget. There is \$85,000 allocated for the Tennis Courts and Parking Lot, specifically. Additionally, 10% of the cost will come from our ADA Budget, for a total of another \$12,000.

STAFF RECOMMENDATION: It is recommended that the Board approve the low bidder and authorize the Executive Director to execute/sign any contractual documents for:

Evans & Son Blacktop, Inc. in the amount of \$119,789.25.

PREPARED BY: Name, Title

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Attachment B

Checklist
For purchases over \$29,999
Bid Contracts

Indicate that you have complied with all procedures regarding the competitive bidding process by checking the boxes below.

1. Public Advertisement.

- At least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due.

2. Bid notice included:

- General description of the work to be performed or articles to be purchased.
- Where specifications may be obtained.
- Time, place, and location for bid opening.
- Bid deposit, if required.
- Performance bond and labor and material payment bond requirements.
- Deadline and location for submission of bids.
- Other information necessary to enable intelligent and cost-effective bid.

A list of all entities/individuals that obtained bid packets was recorded.

3. Bid Opening. Mandatory protocol for the bid opening procedure included:

- Accepted only sealed bids from the bidder.
- Opened bids in public by an employee of the District and at least one witness.
- Employee: _____ Witness: _____
- Announced contents of each bid.
- Recorded bid information on a “bid tabulation” form.
- Notified each bidder of the time and place of bid opening at least three (3) days in advance, if changed.

4. Bid Analysis

- Each bid was analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.

5. Lowest Responsible Bidder

- Recommending award to the lowest bidder.

Or

- Recommending award to another bidder. Reasons:

6. Board Packet Items Include:

- Staff Recommendation (See Attachment A)

7. Items to be kept by Superintendent of Finance include:

1. Bid tabulation form

2. Notice to bidders
3. Proof of publication
4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
5. Completed checklist (See Attachment B or C)
6. Any change orders from throughout the project.
7. Notes from written reference checks.

Completed checklist

- _____
- _____
- _____

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____

Checklist
For purchases over \$29,999
Non-Bid Contracts

- Before concluding that a purchase is exempt from competitive bidding, obtained Department Head, Superintendent of Finance and/or attorney review and approval.
- Solicited Requests for Proposals (RFP) or quotes from at least three (3) vendors/suppliers.
- Evaluated Proposals. Interviewed and negotiated.
- Awarding contract to lowest cost quote which meets objectives set forth in RFP.

Or

- Awarding contract to another vendor based on

Board Packet items include:

- Staff Recommendation to Board (See Attachment A).

Items to be Kept by Superintendent of Finance include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____