

Sycamore Park District  
 Regular Board Meeting  
 December 20, 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: November 22, 2022 (Voice Vote)**  
**Executive Session Minutes: November 22, 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. **Jeff Welcker – Recognizing Citizens**

#### **PUBLIC INPUT:**

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

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

**AGENDA****December 20, 2022, 6:00 PM****Page 2****OLD BUSINESS:****58. Construction Updates: Jeff/Jonelle**

- Reston ponds – design changes
- Memorial Park
- Bridge #1/Hole 10

- Softball field (ES): Jonelle
- GWT Update (ES): Jonelle
- Suspensions (ES): Jonelle

**NEW BUSINESS:****72. Capital Budget approval: Jackie (Roll Call)****76. Operation Budget draft 2: Jackie****79. Ordinance 07-2022: Ordinance for equipment removal and possible sale of surplus property: Jeff/Theresa - (Roll Call)****80. Ordinance 08-2022: An Ordinance, Levying and Assessing Taxes for the Sycamore Park District, DeKalb County, for the Year 2022: Jackie – (Roll Call)****90. Travel Approval: Jackie (Conference) – (Roll Call)****100. Consider next year’s meeting dates and times: Nettie****101. Consider next year’s Holidays: Nettie**

- Evaluate Executive Director: Bill & Ben (ES)

**105. Job postings, Department Restructure outline & New IMRF Position proposal: Jonelle (Roll Call)**

- Superintendent of Golf
- Superintendent of Recreation

- Consider staff compensation and adjustment recommendations: Jonelle (ES)(Roll Call)

**Special Announcements****Study Session January 20, 2023, 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, November 22, 2022**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, November 22, 2022.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Ackmann, Doty, 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, Theresa Tevsh, Lisa Metcalf, and Sarah Rex.

**Guests at the Board meeting were:** There were none.

**Regular and Consent Agenda Approval –**

**Motion**

Commissioner Ackmann moved to approve the Regular Agenda and the Consent Agenda with moving Agenda Item #86 Accept Bid for Annual General Obligation Bond to before Public Input. 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 3-0. Commissioners Graves and Strack were absent.

**Approval of Minutes –**

**Motion**

Commissioner Ackmann moved to approve the October 18, 2022, Regular Meeting Minutes. Commissioner doty seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

**Motion**

Commissioner Ackmann moved to approve the October 18, 2022, Executive Session Meeting Minutes to remain confidential. Commissioner Doty seconded the Motion.

**Voice Vote**

President Kroeger called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

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**Claims and Accounts Approval**

**Motion**

Commissioner Ackmann moved to approve and pay the bills in the amount of \$682,843.58. 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 3-0. Commissioners Graves and Strack were absent.

**Correspondence –**

- Kiwanis Club – Tim Bagby VP

**Accept Bid for Annual General Obligation Bond:** Supt. Hienbuecher noted that Aaron Gold from Spears Financial is here to let us know the results of the bid. Aaron noted there were 4 bids with the lowest being 3.55% net interest cost from Herscher Community School District. They anticipate closing on December 6<sup>th</sup>. He is recommending awarding to Herscher Community School District at a price of \$574,215.00 being at a net interest cost of 3.55%.

**Motion**

Commissioner Ackmann moved to accept the bid from Herscher Community School District with an interest rate of 3.55% with a value of \$574,215.00. Commissioner Doty seconded the Motion.

**Roll Call**

President Kroeger called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

**Public Input – None**

**Positive Feedback –**

- Director Bailey noted we have two commissioners that have been here for 10 and 15 years. She presented Commissioner Kroeger with a 10-year plaque for his service on the board.
- President Kroeger noted going through the minutes and reports, there is an incredible amount of information and he wanted to thank Jackie and the entire staff for putting all together.
- President Kroeger asked about the recreation center passes year to date. Supt. Tevsh noted we are about at the same as 2019. Facilities Manager Metcalf noted about 75% coming back.

**Plan Commission:** Commissioner Strack was absent so no report.



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### **Old Business:**

### **Construction Updates:**

- **Memorial Park:** Director Bailey noted we are waiting on moving of some trees on the main waterline before we get the final permit.
- **North Grove:** Director Bailey noted the survey of property was done and we are waiting for the information. We will be doing the community survey in the new year.
- **Reston Ponds:** Director Bailey showed the new layout. The City would like us to add a path to the curb. There was more discussion on the layout and phases. Once she gets this corrected, she will give the most current version to post to Sarah.

**Riverside – parking lot design:** Director Bailey noted the pricing on this came in at \$658,787.25. The gravel lot only came in at \$545,247.25. She has let the City know we cannot possibly do it this year. She told them our goal will be to have it done by 2025. We are going to have to work with AYSO to have them stagger games. We will only be able to use 11 fields at a time because we cannot use the grass area for parking. AYSO will have to adjust, or the City will pull the occupancy permit. Supt. Donahoe noted we need to meet with them and talk to them about the options. He suggested putting out a good message explaining it all.

**Pool Update** – This will be discussed in Executive Session.

**Bridge #1 Hole 10 Status:** Supt. Donahoe noted they have been delayed. The timing of the bridge being constructed offsite has caused some of the delay. The old one will not come down until the new one is done.

**100<sup>th</sup> Anniversary Events:** Sarah Rex went over the logos and other things that are planned. Supt. Tevsh and Fac. Mgr. Metcalf also went over other events that are being planned.

**Softball Field:** Director Bailey noted the school board voted to add the field to the space allotted. They have about \$330,000 they can donate to this project as of now. They do have a donor that will donate more, but not if at the school. They are short approximately \$250,000. She noted the board asked what our contribution to this field would be. She told them there is none other than maintaining it. Steve Wilder asked that we provide man hours cost for maintaining the field. She is asking our board if they are still in favor of this as long as no park dollars are being contributed.

### **New Business**

**Capital Budget first draft:** Supt. Hienbuecher noted this is just a draft. Staff is meeting again to discuss further what can be moved.

**Operation Budget first draft:** Supt. Hienbuecher noted this is also just a draft. She and Director Bailey will be going over it again next week.

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**Holiday Party Flyer:** Director Bailey noted this is information only.

**RFP for Audit Services:** Supt. Hienbuecher noted she presented the information to the board in her recommendation. She only had 4 firms submit. President Kroeger noted if we go with Lauterbach he wants a whole different team.

**Motion**

Commissioner Ackmann moved to accept Lauterbach as recommended. 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 3-0. Commissioners Graves and Strack were absent.

**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:** Supt. Hienbuecher noted every year we have to do this resolution in November to give an estimate of what we are doing with the levy. She is recommending going with Option 3 which is just under the 5%.

**Motion**

Commissioner Ackmann moved to accept Res. 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 with Option 3. 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 3-0. Commissioners Graves and Strack were absent.

**Bond Ordinance 06-2022: 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:**

**Motion**

Commissioner Ackmann moved to approve Bond Ordinance 06-2022, 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. 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 3-0. Commissioners Graves and Strack were absent.

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**Golf Cart Status:** Supt. Lundbeck noted Director Bailey asked him to let the board know the status of this. There is \$30,000 allotted to trade in as many as he can. He has Harris Golf Carts looking for him now.

**Purchasing Policy Update:**

**Motion**

Commissioner Ackmann moved to approve the Purchasing Policy Update 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 3-0. Commissioners Graves and Strack were absent.

**Special Announcements –**

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

**Public Input –** None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 7:21 pm on a motion made by Commissioner Ackmann for the reasons listed below. The motion was seconded by Commissioner Doty.

**Roll Call**

President Kroeger called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 3-0. Commissioners Graves and Strack were absent.

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 7:23 pm. The roll was called with Commissioners Ackmann, Doty, and Kroeger present along with Director Bailey, Recording Secretary Jeanette Freeman, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Theresa Tevsh, Sarah Rex, and Lisa Metcalf.

**Motion**

The Board adjourned the Executive Session at 7:40 p.m. on a motion made by Commissioner Ackmann. 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 3-0. Commissioners Graves and Strack were absent.

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Sycamore Park District  
Tuesday November 22, 2022  
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The Board reconvened to Regular Session at 7:40 pm. The roll was called with Commissioners Ackmann, Doty, and Kroeger present along with Director Bailey, and Recording Secretary Jeanette Freeman, Jackie Hienbuecher, Jeff Donahoe, Kirk Lundbeck, Theresa Tevsh, Sarah Rex, and Lisa Metcalf.

**Pool Update:**

**Motion**

Commissioner Ackmann moved to approve officially closing the community pool.  
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 3-0. Commissioners Graves and Strack were absent.

**Motion**

The Board adjourned the Regular Session at 7:41 p.m. on a motion made by Commissioner Ackmann. 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 3-0. Commissioners Graves and Strack were absent.

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District

DATE: 12/13/2022  
 TIME: 16:16:58  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #   | ITEM DESCRIPTION              | ACCOUNT NUMBER | INV. DATE | P. O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|-------------|-------------------------------|----------------|-----------|-----------|---------|----------|---------------|--------------------------|
| AFLAC    | 633594      | 01 AFLAC - PRE TAX            | 101000002006   | 11/11/22  |           | 65344   | 12/02/22 | 570.26        | 570.26                   |
|          |             | 02 AFLAC - AFATER TAX         | 101000002007   |           |           |         |          |               | 541.46                   |
|          |             |                               |                |           |           |         |          |               | 28.80                    |
| AIRGAS   |             |                               |                |           |           |         |          | VENDOR TOTAL: | 570.26                   |
|          | 9992890190  | 01 SHOP WELDING - TANK RENTAL | 101500066401   | 11/30/22  |           | 65345   | 12/02/22 | 36.90         | 36.90                    |
|          |             |                               |                |           |           |         |          |               | 36.90                    |
|          |             |                               |                |           |           |         |          | VENDOR TOTAL: | 36.90                    |
| ALARMDET |             |                               |                |           |           |         |          |               |                          |
|          | 219339-1011 | 01 QTRLY ALARM CC             | 207500056300   | 11/06/22  |           | 65364   | 12/07/22 | 473.49        | 473.49                   |
|          |             |                               |                |           |           |         |          |               | 473.49                   |
|          |             |                               |                |           |           |         |          | VENDOR TOTAL: | 473.49                   |
| ANCEL    |             |                               |                |           |           |         |          |               |                          |
|          | 92382       | 01 CORP MATTERS               | 101000036120   | 10/17/22  |           | 65365   | 12/07/22 | 1,792.50      | 900.00                   |
|          |             |                               |                |           |           |         |          |               | 900.00                   |
|          | 92497       | 01 CORP MATTERS               | 101000036120   | 11/03/22  |           | 65365   | 12/07/22 | 1,792.50      | 892.50                   |
|          |             | 02 TAX EXEMPTIONS             | 101000036120   |           |           |         |          |               | 787.50                   |
|          |             |                               |                |           |           |         |          |               | 105.00                   |
|          |             |                               |                |           |           |         |          | VENDOR TOTAL: | 1,792.50                 |
| BANN     |             |                               |                |           |           |         |          |               |                          |
|          | 78930       | 01 YARD SIGNS                 | 206194036216   | 11/11/22  | 00006014  | 65346   | 12/02/22 | 260.00        | 260.00                   |
|          |             |                               |                |           |           |         |          |               | 260.00                   |
|          | 79069       | 01 CC POSTERS                 | 101200046208   | 12/06/22  | 00006023  | 65366   | 12/07/22 | 68.00         | 68.00                    |
|          |             |                               |                |           |           |         |          |               | 68.00                    |
|          |             |                               |                |           |           |         |          | VENDOR TOTAL: | 328.00                   |
| BSN      |             |                               |                |           |           |         |          |               |                          |
|          | 919271025   | 01 BLOCKING SHIELD            | 205231906216   | 11/15/22  | 00005820  | 65347   | 12/02/22 | 257.33        | 257.33                   |
|          |             | 02 PING PONG PADDLES PARKS    | 207500046216   |           | 00005820  |         |          |               | 49.99                    |
|          |             | 03 FREIGHT                    | 205231906216   |           | 00005820  |         |          |               | 99.96                    |
|          |             | 04 PING PONG BALLS            | 207500046216   |           | 00005820  |         |          |               | 39.43                    |
|          |             | 05 BLOCKING SHIELD            | 205231906216   |           | 00005820  |         |          |               | 9.96                     |
|          |             |                               |                |           |           |         |          |               | 57.99                    |

FROM 11/17/2022 TO 12/13/2022

| VENDOR #                      | INVOICE #  | ITEM DESCRIPTION                   | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT |
|-------------------------------|------------|------------------------------------|----------------|-----------|----------|---------|----------|-----------|--------------------------|
| CAPITALO CAPITAL ONE          |            |                                    |                |           |          |         |          |           |                          |
|                               | 1645358500 |                                    |                | 11/19/22  | 00005971 | 65348   | 12/02/22 | 143.91    | 143.91                   |
|                               |            | 01 TOMATO JUICE                    | 303000086636   |           | 00005971 |         |          |           | 4.96                     |
|                               |            | 02 BOWLS (CHILI)                   | 303000086613   |           | 00005971 |         |          |           | 2.57                     |
|                               |            | 03 HOT DOG BUNS                    | 303000086615   |           | 00005971 |         |          |           | 11.00                    |
|                               |            | 04 MUFFINS/OJ/MILK/ (PUMKINBRKFT)  | 303000086610   |           | 00005973 |         |          |           | 25.00                    |
|                               |            | 05 ORANGE JUICE                    | 303000086636   |           | 00005973 |         |          |           | 6.00                     |
|                               |            | 06 COFFEE/CREAMER                  | 303000086632   |           | 00005973 |         |          |           | 13.60                    |
|                               |            | 07 BNS/MEAT/TOMTS/CRCK (CHILI STF) | 303000086613   |           | 00005973 |         |          |           | 80.78                    |
| VENDOR TOTAL:                 |            |                                    |                |           |          |         |          |           | 257.33                   |
| CINTA CINTAS CORPORATION #355 |            |                                    |                |           |          |         |          |           |                          |
|                               | 4136488200 | 01 RAG & RUG SERVICE               | 201000056301   | 11/04/22  |          | 65369   | 12/07/22 | 328.45    | 17.36                    |
|                               | 4136488209 | 01 RAG & RUG SERVICE               | 207500056301   | 11/04/22  |          | 65369   | 12/07/22 | 328.45    | 17.36                    |
|                               | 4136488216 | 01 RAG & RUG SERVICE               | 101500056301   | 11/04/22  |          | 65369   | 12/07/22 | 328.45    | 29.33                    |
|                               |            | 02 RAG & RUG SERVICE               | 504100056301   |           |          |         |          |           | 10.87                    |
|                               |            | 03 RAG & RUG SERVICE               | 201000056301   |           |          |         |          |           | 10.86                    |
|                               |            | 04 RAG & RUG SERVICE               | 101000056301   |           |          |         |          |           | 3.80                     |
|                               | 4137204966 | 01 RAG & RUG SERVICE               | 207500056301   | 11/11/22  |          | 65369   | 12/07/22 | 328.45    | 36.78                    |
|                               | 4137205035 | 01 RAG & RUG SERVICE               | 101500056301   | 11/11/22  |          | 65369   | 12/07/22 | 328.45    | 29.33                    |
|                               |            | 02 RAG & RUG SERVICE               | 504100056301   |           |          |         |          |           | 10.87                    |
|                               |            | 03 RAG & RUG SERVICE               | 201000056301   |           |          |         |          |           | 10.86                    |
|                               |            | 04 RAG & RUG SERVICE               | 101000056301   |           |          |         |          |           | 3.80                     |
|                               | 4137205052 | 01 RAG & RUG SERVICE               | 201000056301   | 11/11/22  |          | 65369   | 12/07/22 | 328.45    | 11.93                    |
|                               | 4137805579 | 01 RAG & RUG SERVICE               | 101500056301   | 11/17/22  |          | 65369   | 12/07/22 | 328.45    | 11.93                    |
|                               |            | 02 RAG & RUG SERVICE               | 504100056301   |           |          |         |          |           | 29.33                    |
|                               |            | 03 RAG & RUG SERVICE               | 201000056301   |           |          |         |          |           | 10.87                    |
|                               |            | 04 RAG & RUG SERVICE               | 101000056301   |           |          |         |          |           | 10.86                    |

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #        | ITEM DESCRIPTION              | ACCOUNT NUMBER | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT                            |
|----------|------------------|-------------------------------|----------------|-----------|----------|---------|---------------|---|
|          | 4137805580       | 01 RAG & RUG SERVICE          | 207500056301   | 11/17/22  | 12/07/22 | 65369   | 328.45        | 36.78<br>36.78                                      |
|          | 4137805599       | 01 RAG & RUG SERVICE          | 201000056301   | 11/17/22  | 12/07/22 | 65369   | 328.45        | 17.36<br>17.36                                      |
|          | 4138492571       | 01 RAG & RUG SERVICE          | 201000056301   | 11/23/22  | 12/07/22 | 65369   | 328.45        | 17.36<br>17.36                                      |
|          | 4138492579       | 01 RAG & RUG SERVICE          | 207500056301   | 11/23/22  | 12/07/22 | 65369   | 328.45        | 36.78<br>36.78                                      |
|          | 4138492593       | 01 RAG & RUG SERVICE          | 101500056301   | 11/23/22  | 12/07/22 | 65369   | 328.45        | 29.33<br>10.87<br>10.86<br>3.80<br>3.80             |
|          |                  |                               |                |           |          |         | VENDOR TOTAL: | 328.45  |
| CINTA2   | CINTAS CORP      |                               |                |           |          |         |               |   |
|          | 5134029681       | 01 1ST AID STOCK - CC         | 207500076513   | 11/22/22  | 12/02/22 | 65349   | 65.61         | 47.75<br>47.75                                      |
|          | 8405960132       | 01 1ST AID - MAINT            | 101500076513   | 11/04/22  | 11/18/22 | 65324   | 30.70         | 30.70<br>15.35<br>15.35                             |
|          |                  | 02 1ST AID - MAINT            | 202100076513   |           |          |         |               |   |
|          | 8405987432       | 01 1ST AID STOCK - MAINT      | 101500076513   | 11/25/22  | 12/02/22 | 65349   | 65.61         | 17.86<br>8.93<br>8.93                               |
|          |                  | 02 1ST AID STOCK - MAINT      | 202100076513   |           |          |         |               |   |
|          |                  |                               |                |           |          |         | VENDOR TOTAL: | 96.31   |
| CITY     | CITY OF SYCAMORE |                               |                |           |          |         |               |   |
|          | OCTOBER 2022     |                               |                |           |          |         |               |   |
|          |                  | 01 CITY SALES TAX - CLUBHOUSE | 303000116852   | 11/18/22  | 11/18/22 | 65325   | 314.00        | 314.00<br>157.00<br>9.00<br>102.00<br>42.00<br>4.00 |
|          |                  | 02 CITY SALES TAX - BEV CART  | 303100116852   |           |          |         |               |   |
|          |                  | 03 CITY SALES TAX - BB CONC   | 303300116852   |           |          |         |               |   |
|          |                  | 04 CITY SALES TAX - CATERING  | 303500116852   |           |          |         |               |   |
|          |                  | 05 CITY SALES TAX - VENDING   | 207500086650   |           |          |         |               |   |
|          |                  |                               |                |           |          |         | VENDOR TOTAL: | 314.00  |
| CITY2    | CITY OF SYCAMORE |                               |                |           |          |         |               |   |
|          | 1420560000-1122  |                               |                |           |          |         |               |   |
|          |                  | 01 WATER/SEWER - POOL         | 518100096704   | 11/30/22  | 12/02/22 | 65350   | 299.32        | 197.10<br>197.10                                    |

DATE: 12/13/2022  
 TIME: 16:16:58  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #              | ITEM DESCRIPTION   | ACCOUNT NUMBER   | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT                         |
|----------|------------------------|--|--|-----------|----------|---------|---------------|--|
|          | 1420565000-11/22       | 01 WATER/SEWER - POOL  | 518100096704   | 11/30/22  | 12/02/22 | 65350   | 299.32        | 102.22<br>102.22                                 |
| CMJ      | CMJ TECHNOLOGIES, INC. |  |  |           |          |         | VENDOR TOTAL: | 299.32   |
|          | 16859                  | 01 OFFICE 365<br>02 OFFICE 365<br>03 MONTHLY MAINT<br>04 MONTHLY MAINT         | 101000046206<br>201000046206<br>101000056304<br>201000056304 | 11/01/22  | 12/07/22 | 65370   | 1,511.75      | 1,511.75<br>255.88<br>255.87<br>500.00<br>500.00 |
| COMCA    | COMCAST                |  |  |           |          |         | VENDOR TOTAL: | 1,511.75   |
|          | 0468024-1122           | 01 CABLE<br>02 INTERNET<br>03 INTERNET   | 207500096705<br>101000096706<br>201000096706                 | 11/10/22  | 12/02/22 | 65351   | 672.99        | 672.99<br>383.03<br>144.98<br>144.98             |
|          | 0468768-1222           | 01 CABLE<br>02 CABLE   | 303000096705<br>504000096705                                 | 11/25/22  | 12/07/22 | 65371   | 178.14        | 178.14<br>89.07<br>89.07                         |
| COMMO    | COMMONWEALTH EDISON    |  |  |           |          |         | VENDOR TOTAL: | 851.13   |
|          | 113022                 | 01 BOYNTON PARK<br>02 KIWANIS PARK<br>03 EMIL CASSIERPARK<br>04 SOCCER COMPLEX | 101500096702<br>101500096702<br>101500096702<br>101500096702 | 11/30/22  | 12/07/22 | 65372   | 113.44        | 113.44<br>13.97<br>47.03<br>18.98<br>33.46       |
| CONS     | CONSERV FS             |  |  |           |          |         | VENDOR TOTAL: | 113.44   |
|          | 40017572               | 01 ROAD SALT FOR WINTER<br>02 ROAD SALT CC                                     | 101500066406<br>207500066401                                 | 11/16/22  | 11/18/22 | 65326   | 306.25        | 306.25<br>150.00<br>156.25                       |
| DEKAM    | DEKALB MECHANICAL INC  |  |  |           |          |         | VENDOR TOTAL: | 306.25   |
|          | 84109                  | 01 SERVICE MULTIPLE FURNACE UNITS  | 101000066401   | 11/09/22  | 11/22/22 | 65335   | 459.00        | 459.00<br>459.00                                 |



FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #    | ITEM DESCRIPTION               | ACCOUNT NUMBER | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|--------------|--------------------------------|----------------|-----------|----------|---------|---------------|--------------------------|
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 459.00                   |
| DOGWASTE | 517651       | 01 DOG WASTE BAGS              | 101500076540   | 11/22/22  | 12/07/22 | 65373   | 121.35        | 121.35                   |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 121.35                   |
| ECO      | 130856-10222 | ECOWATER SYSTEMS, INC.         |                | 10/27/22  | 12/07/22 | 65374   | 198.15        | 198.15                   |
|          |              | 01 SALT-HYDROGEN PER           | 101000056300   |           |          |         |               | 99.08                    |
|          |              | 02 SALT-HYDROGEN PER           | 201000056300   |           |          |         |               | 99.07                    |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 198.15                   |
| FRONTIER | 0670-110722  | FRONTIER                       |                | 11/07/22  | 12/02/22 | 65352   | 771.41        | 593.58                   |
|          |              | 01 ADMIN                       | 101000096700   |           |          |         |               | 296.79                   |
|          |              | 02 ADMIN                       | 201000096700   |           |          |         |               | 296.79                   |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 771.41                   |
|          | 4818-112222  |                                |                | 11/22/22  | 12/02/22 | 65352   | 771.41        | 177.83                   |
|          |              | 01 MAINT                       | 101500096700   |           |          |         |               | 88.92                    |
|          |              | 02 MAINT                       | 504100096700   |           |          |         |               | 88.91                    |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 771.41                   |
| GENOA    | 3839         | GENOA AREA CHAMBER OF COMMERCE |                | 12/06/22  | 12/07/22 | 65375   | 140.00        | 140.00                   |
|          |              | 01 MEMBER DUES 2023            | 101000046204   |           |          |         |               | 70.00                    |
|          |              | 02 MEMBER DUES 2023            | 201000046204   |           |          |         |               | 70.00                    |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 140.00                   |
| GORDH    | 923464       | GORDON HARDWARE                |                | 11/18/22  | 11/22/22 | 65336   | 54.99         | 54.99                    |
|          |              | 01 PAINT-GARBAGE CANS          | 101500066404   |           |          |         |               | 54.99                    |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 54.99                    |
| GRAI     | 9529734569   | GRAINGER                       |                | 12/01/22  | 12/02/22 | 65353   | 175.88        | 175.88                   |
|          |              | 01 WATER BOTTLE FILTERS - CC   | 207500076500   |           |          |         |               | 175.88                   |
|          |              |                                |                |           |          |         | VENDOR TOTAL: | 175.88                   |

FROM 11/17/2022 TO 12/13/2022

| VENDOR #             | INVOICE # | ITEM DESCRIPTION             | ACCOUNT NUMBER | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------------------|-----------|------------------------------|----------------|-----------|----------|---------|---------------|--------------------------|
| GROUP PLAN SOLUTIONS |           |                              |                |           |          |         |               |                          |
| HAGG                 | 3168      | 01 FSA - NOV                 | 101000106801   | 11/02/22  | 12/07/22 | 65376   | 60.50         | 60.50                    |
|                      |           | 02 FSA - NOV                 | 201000106801   |           |          |         |               | 30.25                    |
|                      |           |                              |                |           |          |         |               | 30.25                    |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 60.50                    |
| HAGG                 | 116725    | 01 WINT/SPRING 23 BROCHURE   | 206500046203   | 11/18/22  | 12/07/22 | 65377   | 7,442.00      | 7,442.00                 |
|                      |           |                              |                |           |          |         |               | 7,442.00                 |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 7,442.00                 |
| HAWK                 | 6337424   | 01 DEMURRAGE CHARGE          | 518100076550   | 11/15/22  | 11/18/22 | 65327   | 20.00         | 20.00                    |
|                      |           |                              |                |           |          |         |               | 20.00                    |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 20.00                    |
| ILLFOOD              | 2339      | 01 TRAINING-FOOD SAFETY      | 101000046207   | 11/06/22  | 12/06/22 | 65363   | 850.00        | 850.00                   |
|                      |           | 02 TRAINING-FOOD SAFETY      | 201000046207   |           |          |         |               | 170.00                   |
|                      |           |                              |                |           |          |         |               | 680.00                   |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 850.00                   |
| INTEG                | INV105841 | 01 PRINTER/COPIER - PRO SHOP | 101000056304   | 11/02/22  | 12/07/22 | 65378   | 164.21        | 13.69                    |
|                      |           | 02 PRINTER/COPIER - PRO SHOP | 201000056304   |           |          |         |               | 6.85                     |
|                      |           |                              |                |           |          |         |               | 6.84                     |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 164.21                   |
|                      | INV105842 | 01 PRINTER/COPIER - MAINT    | 101000056304   | 11/02/22  | 12/07/22 | 65378   | 164.21        | 17.32                    |
|                      |           | 02 PRINTER/COPIER - MAINT    | 201000056304   |           |          |         |               | 8.66                     |
|                      |           |                              |                |           |          |         |               | 8.66                     |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 164.21                   |
|                      | INV105843 | 01 PRINTER/COPIER-CC         | 101000056304   | 11/02/22  | 12/07/22 | 65378   | 164.21        | 78.75                    |
|                      |           | 02 PRINTER/COPIER-CC         | 201000056304   |           |          |         |               | 39.37                    |
|                      |           |                              |                |           |          |         |               | 39.38                    |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 164.21                   |
|                      | INV105844 | 01 PRINTER/COPIER - CC       | 101000056304   | 12/07/22  | 12/07/22 | 65378   | 164.21        | 54.45                    |
|                      |           | 02 PRINTER/COPIER - CC       | 201000056304   |           |          |         |               | 27.22                    |
|                      |           |                              |                |           |          |         |               | 27.23                    |
|                      |           |                              |                |           |          |         | VENDOR TOTAL: | 164.21                   |

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #                     | ITEM DESCRIPTION                  | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|-------------------------------|-----------------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| KAR      | KAR-FRE FLOWERS               |                                   |                |           |          |         |          |               |                          |
|          | 359648/1                      | 01 FLOWERS - JERRY D              | 101000046213   | 11/30/22  |          | 65379   | 12/07/22 | 134.00        | 64.00                    |
|          |                               | 02 FLOWERS - JERRY D              | 201000046213   |           |          |         |          |               | 32.00                    |
|          |                               |                                   |                |           |          |         |          |               | 32.00                    |
|          | 359654/1                      | 01 FLOWERS - DAN G.               | 101000046213   | 11/30/22  |          | 65379   | 12/07/22 | 134.00        | 70.00                    |
|          |                               | 02 FLOWERS - DAN G.               | 201000046213   |           |          |         |          |               | 35.00                    |
|          |                               |                                   |                |           |          |         |          |               | 35.00                    |
| KISH     | KISHAUKKEE SPECIAL RECREATION |                                   |                |           |          |         |          | VENDOR TOTAL: | 134.00                   |
|          | 2022-6                        | 01 2022 CONTRIBUTION              | 221000116855   | 11/22/22  |          | 65354   | 12/02/22 | 3,990.35      | 3,990.35                 |
|          |                               |                                   |                |           |          |         |          |               | 3,990.35                 |
| LOWE     | LOWE'S                        |                                   |                |           |          |         |          | VENDOR TOTAL: | 3,990.35                 |
|          | 903065-JZDIQJ                 | 01 TREATED BOARDS FOR PICNIC TABL | 101500066407   | 11/16/22  |          | 65355   | 12/02/22 | 229.10        | 176.50                   |
|          |                               |                                   |                |           |          |         |          |               | 176.50                   |
|          | 903091-JXAFFE                 | 01 PLYWOOD PARKS                  | 101500066407   | 11/02/22  |          | 65355   | 12/02/22 | 229.10        | 38.84                    |
|          |                               |                                   |                |           |          |         |          |               | 38.84                    |
|          | 903968-JXAFFQ                 | 01 SIGN POST                      | 101500066405   | 11/02/22  |          | 65355   | 12/02/22 | 229.10        | 13.76                    |
|          |                               |                                   |                |           |          |         |          |               | 13.76                    |
|          |                               |                                   |                |           |          |         |          | VENDOR TOTAL: | 229.10                   |
| MARK     | MARK'S MACHINE SHOP INC.      |                                   |                |           |          |         |          |               |                          |
|          | 40389                         | 01 MOWERS ARM - WELDING           | 101500066403   | 11/03/22  |          | 65337   | 11/22/22 | 263.10        | 263.10                   |
|          |                               |                                   |                |           |          |         |          |               | 263.10                   |
| MENA     | MENARDS - SYCAMORE            |                                   |                |           |          |         |          | VENDOR TOTAL: | 263.10                   |
|          | 49447                         | 01 SNOW SHOVELS, CC AND SHOP      | 207500066401   | 11/15/22  |          | 65357   | 12/02/22 | 889.68        | 123.89                   |
|          |                               | 02 SNOW SHOVELS SHOP, CLUBHOUSE   | 101000066401   |           |          |         |          |               | 40.00                    |
|          |                               |                                   |                |           |          |         |          |               | 83.89                    |
|          | 78561                         | 01 RETURN - WOOD POST             | 101500066401   | 11/02/22  |          | 65380   | 12/07/22 | 34.11         | -13.97                   |
|          |                               |                                   |                |           |          |         |          |               | -13.97                   |
|          | 78571                         | 01 SHOP PIPE FOR COMPRESS AIR     | 101500066401   | 11/02/22  |          | 65380   | 12/07/22 | 34.11         | 7.76                     |
|          |                               |                                   |                |           |          |         |          |               | 7.76                     |

SYCAMORE PARK DISTRICT  
PAID INVOICE LISTING

DATE: 12/13/2022  
TIME: 16:16:58  
ID: AP450000.WOW

FROM 11/17/2022 TO 12/13/2022

| VENDOR #     | INVOICE #                   | ITEM DESCRIPTION                  | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK #       | CHK DATE | CHECK AMT | INVOICE AMT/<br>ITEM AMT           |
|--------------|-----------------------------|-----------------------------------|----------------|-----------|----------|---------------|----------|-----------|------------------------------------|
| 78592        |                             | 01 ANTI FREEZE FOR SHELTERS/TOILT | 101500066401   | 11/02/22  | 00005976 | 65380         | 12/07/22 | 34.11     | 40.32<br>40.32                     |
| 79382-NEW    |                             | 01 SHOP HEAVY PLASTIC ROLL        | 101500066401   | 11/14/22  | 00005998 | 65357         | 12/02/22 | 889.68    | 37.99<br>37.99                     |
| 79393        |                             | 01 SHELTER BULBS,ANTIFREEZE       | 101500066404   | 11/14/22  | 00006003 | 65357         | 12/02/22 | 889.68    | 42.89<br>42.89                     |
| 79459        |                             | 01 MOUSE TRAPS/BAIT SHOP          | 101500066401   | 11/15/22  | 00006002 | 65357         | 12/02/22 | 889.68    | 10.72<br>10.72                     |
| 79520        |                             | 01 WOOD STAIN, BOLTS, NUTS PICNIC | 101500066404   | 11/16/22  | 00006000 | 65357         | 12/02/22 | 889.68    | 100.70<br>100.70                   |
| 79548-NEW    |                             | 01 PAVING STONES -GOLF BENCH      | 504100066408   | 11/16/22  | 00005995 | 65357         | 12/02/22 | 889.68    | 70.56<br>70.56                     |
| 79594        |                             | 01 CC - OUTLET REPLACEMENTY       | 207500066401   | 11/17/22  |          | 65357         | 12/02/22 | 889.68    | 29.98<br>29.98                     |
| 79639        |                             | 01 DOG TREATS                     | 101500076540   | 11/17/22  | 00006013 | 65357         | 12/02/22 | 889.68    | 262.59<br>19.97<br>62.68<br>179.94 |
|              |                             | 02 HOLIDAY DECORATIONS FOR CC     | 207500076500   |           | 00006013 |               |          |           |                                    |
|              |                             | 03 OUTDOOR HOLIDAY LIGHTS         | 207500076500   |           | 00006013 |               |          |           |                                    |
| 79875        |                             | 01 LIGHT BALLAST AND BULBS OLD SH | 101500066401   | 11/21/22  | 00006007 | 65357         | 12/02/22 | 889.68    | 61.97<br>61.97                     |
| 79914        |                             | 01 OLD SHOP REPL CEILING LIGHT    | 101500066401   | 11/22/22  |          | 65357         | 12/02/22 | 889.68    | 140.62<br>70.31<br>70.31           |
|              |                             | 02 OLD SHOP REPL CEILING LIGHT    | 504000066401   |           |          |               |          |           |                                    |
| 79924        |                             | 01 WIRE AND TAPE SHOP             | 101500066403   | 11/22/22  | 00006008 | 65357         | 12/02/22 | 889.68    | 7.77<br>7.77                       |
| MRPAINC      | MRPA, INC.                  |                                   |                |           |          | VENDOR TOTAL: |          |           | 923.79                             |
| 20007901     |                             | 01 THINK TANK CLASS               | 101000046207   | 10/10/22  |          | 65358         | 12/02/22 | 249.00    | 249.00<br>249.00                   |
| NATBUSI      | NATIONAL BUSINESS FURNITURE |                                   |                |           |          | VENDOR TOTAL: |          |           | 249.00                             |
| ZK191291-HNP |                             | 01 4-LEG CAFE HT STOOL CC LOBBY   | 701000207007   | 11/11/22  | 00006012 | 65359         | 12/02/22 | 2,979.72  | 1,773.52<br>1,105.88               |

DATE: 12/13/2022  
 TIME: 16:16:58  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 11/17/2022 TO 12/13/2022

| VENDOR #       | INVOICE #                    | ITEM DESCRIPTION              | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------------|------------------------------|-------------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| ZK191291       | HNP                          | 02 SHIPPING                   | 701000207007   | 11/11/22  | 00006012 | 65359   | 12/02/22 | 2,979.72      | 1,773.52                 |
|                |                              | 03 SQ TOP TABLES FOR CC LOBBY | 207500066401   |           | 00006012 |         |          |               | 100.00                   |
|                |                              | 04 SHIPPING                   | 207500066401   |           | 00006012 |         |          |               | 100.00                   |
| ZK191291       | TRE                          | 01 TABLE BASES                | 207500076500   | 11/18/22  | 00006015 | 65359   | 12/02/22 | 2,979.72      | 1,206.20                 |
|                |                              | 02 SHIPPING                   | 207500076500   |           | 00006015 |         |          |               | 1,006.20                 |
| NICOR          | NICOR GAS                    |                               |                |           |          |         |          | VENDOR TOTAL: | 2,979.72                 |
| 113022         |                              | 01 MAINT BUILDING             | 101500096703   | 11/30/22  |          | 65381   | 12/07/22 | 1,994.10      | 1,994.10                 |
|                |                              | 02 MAINT BUILDING             | 504100096703   |           |          |         |          |               | 391.66                   |
|                |                              | 03 POOL                       | 518100096703   |           |          |         |          |               | 182.86                   |
|                |                              | 04 UPSTAIRS OFFICE            | 101000096703   |           |          |         |          |               | 60.32                    |
|                |                              | 05 ADMIN                      | 101000096703   |           |          |         |          |               | 49.23                    |
|                |                              | 06 ADMIN                      | 201000096703   |           |          |         |          |               | 49.24                    |
|                |                              | 07 PRO HSOP                   | 504000096703   |           |          |         |          |               | 21.10                    |
|                |                              | 08 CLUBHOUSE                  | 303000096703   |           |          |         |          |               | 21.10                    |
|                |                              | 09 PUMP HOUSE                 | 504100096703   |           |          |         |          |               | 67.68                    |
|                |                              | 10 AIRPORT RD PROPERTY        | 207500096703   |           |          |         |          |               | 759.25                   |
| NORTHERC       | NORTHERN ILLINOIS UNIVERSITY |                               |                |           |          |         |          | VENDOR TOTAL: | 1,994.10                 |
| 20221115-00004 |                              | 01 FEB 23 JOB FAIR            | 101200046214   | 11/15/22  | 00006004 | 65328   | 11/18/22 | 25.00         | 25.00                    |
| OCCREATI       | OC CREATIVE, INC.            |                               |                |           |          |         |          | VENDOR TOTAL: | 25.00                    |
| 2018           |                              | 01 10/14 110HT ANNIV VIDEOS   | 101200046214   | 11/15/22  | 00005993 | 65329   | 11/18/22 | 1,300.00      | 1,300.00                 |
| PDRMA          | PDRMA                        |                               |                |           |          |         |          | VENDOR TOTAL: | 1,300.00                 |
| OCT 2022       |                              | 01 HEALTH INS PREM            | 101000106801   | 11/22/22  |          | 65338   | 11/22/22 | 25,212.94     | 25,212.94                |
|                |                              | 02 HEALTH INS PREM            | 101500106801   |           |          |         |          |               | 5,071.23                 |
|                |                              | 03 HEALTH INS PREM            | 504100106801   |           |          |         |          |               | 2,300.08                 |
|                |                              | 04 HEALTH INS PREM            | 504000106801   |           |          |         |          |               | 2,640.46                 |
|                |                              | 05 HEALTH INS PREM            | 201000106801   |           |          |         |          |               | 1,306.08                 |
|                |                              | 06 HEALTH INS PREM            | 202100106801   |           |          |         |          |               | 6,824.31                 |
|                |                              | 07 HEALTH INS PREM            | 207500106801   |           |          |         |          |               | 5,723.30                 |
|                |                              | 08 HEALTH INS PREM            | 303000106801   |           |          |         |          |               | 841.95                   |
|                |                              |                               |                |           |          |         |          | VENDOR TOTAL: | 505.53                   |

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| VENDOR # | INVOICE #    | ITEM DESCRIPTION                 | ACCOUNT NUMBER | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|--------------|----------------------------------|----------------|-----------|----------|---------|---------------|--------------------------|
| PRIN     |              | PRINCIPAL LIFE INS GROUP         |                |           |          |         | VENDOR TOTAL: | 25,212.94                |
|          | DEC 2022     |                                  |                | 12/02/22  | 12/02/22 | 65360   | 1,566.49      | 1,566.49                 |
|          |              | 01 DENTAL INS PREM               | 101000106801   |           |          |         |               | 312.45                   |
|          |              | 02 DENTAL INS PREM               | 101500106801   |           |          |         |               | 120.53                   |
|          |              | 03 DENTAL INS PREM               | 504100106801   |           |          |         |               | 133.45                   |
|          |              | 04 DENTAL INS PREM               | 504000106801   |           |          |         |               | 67.03                    |
|          |              | 05 DENTAL INS PREM               | 201000106801   |           |          |         |               | 435.86                   |
|          |              | 06 DENTAL INS PREM               | 202100106801   |           |          |         |               | 317.11                   |
|          |              | 07 DENTAL INS PREM               | 207500106801   |           |          |         |               | 155.23                   |
|          |              | 08 DENTAL INS PREM               | 303000106801   |           |          |         |               | 24.83                    |
| PROVIDEN |              | PROVIDENT DIRECT                 |                |           |          |         | VENDOR TOTAL: | 1,566.49                 |
|          | 24113        | 01 DISTANCE MARKERS              | 101200046203   | 06/10/22  | 12/07/22 | 65382   | 139.00        | 139.00                   |
| RESOUR   |              | RESOURCE BANK                    |                |           |          |         | VENDOR TOTAL: | 139.00                   |
|          | 2017B-121522 |                                  |                | 11/02/22  | 11/22/22 | 65339   | 83,690.00     | 83,690.00                |
|          |              | 01 PRINCIPAL                     | 601000156901   |           |          |         |               | 80,000.00                |
|          |              | 02 INTEREST                      | 601000156900   |           |          |         |               | 3,690.00                 |
| RINGCEN  |              | RINGCENTRAL INC.                 |                |           |          |         | VENDOR TOTAL: | 83,690.00                |
|          | CD_000493849 |                                  |                | 11/21/22  | 12/02/22 | 65361   | 971.80        | 971.80                   |
|          |              | 01 TELEPHONE                     | 1010000096700  |           |          |         |               | 485.90                   |
|          |              | 02 TELEPHONE                     | 2010000096700  |           |          |         |               | 485.90                   |
| RONDO    |              | RONDO ENTERPRISES, INC.          |                |           |          |         | VENDOR TOTAL: | 971.80                   |
|          | 168368       | 01 LIGHT BAR FOR TRUCK/PLOWING   | 202100066402   | 11/16/22  | 11/18/22 | 65330   | 119.00        | 119.00                   |
| RPLUMB   |              | R.P. LUMBER COMPANY              |                |           |          |         | VENDOR TOTAL: | 119.00                   |
|          | 549205       |                                  |                | 12/02/22  | 12/02/22 | 65362   | 179.97        | 179.97                   |
|          |              | 01 GARBAGE CAN/BALL WASHER PAINT | 101500066404   |           |          |         |               | 59.99                    |
|          |              | 02 GARBAGE CAN/BALL WASHER PAINT | 202100066404   |           |          |         |               | 59.99                    |
|          |              | 03 GARBAGE CAN/BALL WASHER PAINT | 504100076517   |           |          |         |               | 59.99                    |

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 TIME: 16:16:58  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

PAGE: 11

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #    | ITEM DESCRIPTION                  | ACCOUNT NUMBER | INV. DATE | P.O. NUM | CHECK # | CHK DATE | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|--------------|-----------------------------------|----------------|-----------|----------|---------|----------|---------------|--------------------------|
| SAF      |              | SAFETY-KLEEN CORP.                |                |           |          |         |          |               |                          |
|          | 90376567     | 01 SHOP PARTS WASHER SERVICE      | 101500076515   | 12/05/22  | 00006018 | 65383   | 12/07/22 | 310.90        | 310.90                   |
|          | 90528935     | 01 WASTE OIL REMOVAL - SHOP       | 101500076515   | 11/17/22  |          | 65340   | 11/22/22 | 170.00        | 170.00                   |
|          |              |                                   |                |           |          |         |          | VENDOR TOTAL: | 179.97                   |
| SHAW     |              | SHAW SUBURBAN MEDIA               |                |           |          |         |          |               |                          |
|          | 102210027030 | 01 DIGITAL DISPLAY                | 101200046208   | 10/31/22  |          | 65331   | 11/18/22 | 851.76        | 851.76                   |
|          |              | 02 BD MTG & ELECTION NOTICES      | 101000046203   |           |          |         |          | 760.00        | 760.00                   |
|          |              | 03 BD MTG & ELECTION NOTICES      | 201000046203   |           |          |         |          | 45.88         | 45.88                    |
|          |              |                                   |                |           |          |         |          | 45.88         | 45.88                    |
|          | 112210027030 | 01 NOV ADS                        | 101200046209   | 11/30/22  | 00006025 | 65384   | 12/07/22 | 400.00        | 400.00                   |
|          |              |                                   |                |           |          |         |          | 400.00        | 400.00                   |
|          |              |                                   |                |           |          |         |          | VENDOR TOTAL: | 1,251.76                 |
| SKYLINE  |              | SKYLINE PUBLISHING                |                |           |          |         |          |               |                          |
|          | 141688       | 01 RELOCATION GUIDE               | 101200046203   | 11/30/22  | 00006024 | 65385   | 12/07/22 | 500.00        | 500.00                   |
|          |              |                                   |                |           |          |         |          | 500.00        | 500.00                   |
|          |              |                                   |                |           |          |         |          | VENDOR TOTAL: | 500.00                   |
| SOFT     |              | SOFT WATER CITY                   |                |           |          |         |          |               |                          |
|          | 2652-1022    | 01 SALT                           | 207500076500   | 10/31/22  |          | 65386   | 12/07/22 | 71.86         | 71.86                    |
|          |              | 02 WATER                          | 101500076500   |           |          |         |          | 9.49          | 9.49                     |
|          |              |                                   |                |           |          |         |          | 62.37         | 62.37                    |
|          |              |                                   |                |           |          |         |          | VENDOR TOTAL: | 71.86                    |
| ST.JAMES |              | ST. JAMES & SONS POWERWASHING     |                |           |          |         |          |               |                          |
|          | 000062       | 01 INTERIOR-EXTERIOR WINDOWS - CC | 207500056300   | 11/21/22  |          | 65334   | 11/21/22 | 1,185.75      | 1,185.75                 |
|          |              |                                   |                |           |          |         |          | 1,185.75      | 1,185.75                 |
|          |              |                                   |                |           |          |         |          | VENDOR TOTAL: | 1,185.75                 |
| STAPLES  |              | STAPLES BUSINESS ADVANTAGE        |                |           |          |         |          |               |                          |
|          | 3523536288   | 01 TOILET PAPER - CC              | 207500076510   | 11/19/22  |          | 65387   | 12/07/22 | 53.48         | 53.48                    |
|          |              |                                   |                |           |          |         |          | 53.48         | 53.48                    |

DATE: 12/13/2022  
 TIME: 16:16:58  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 11/17/2022 TO 12/13/2022

| VENDOR # | INVOICE #               | ITEM DESCRIPTION                 | ACCOUNT NUMBER | INV. DATE | CHK DATE | CHECK # | CHECK AMT     | INVOICE AMT/<br>ITEM AMT |
|----------|-------------------------|----------------------------------|----------------|-----------|----------|---------|---------------|--------------------------|
|          | 3523536290              | 01 TOILET PAPER - CC -           | 207500076510   | 11/19/22  | 12/07/22 | 65387   | 53.48         | 53.48                    |
|          | 3524821936              | 01 RETURN - TOILET PAPER         | 207500076510   | 12/03/22  | 12/07/22 | 65387   | 53.48         | -53.48                   |
| T0000566 | HUBER, TIM              |                                  |                |           |          |         | VENDOR TOTAL: | 53.48                    |
|          | SANTA CLAUS             | 01 SANTA FOR COOKIES WITH SANTA  | 206095016216   | 12/08/22  | 12/08/22 | 65388   | 200.00        | 200.00                   |
| T0001655 | LEACH, CONNER           |                                  |                |           |          |         | VENDOR TOTAL: | 200.00                   |
|          | REIMB 11-29-22          | 01 REIMB-PALLET JACK FOR SHOP    | 101500066401   | 11/29/22  | 11/29/22 | 65343   | 200.00        | 200.00                   |
| T0001751 | DOBIE, TABITHA          |                                  |                |           |          |         | VENDOR TOTAL: | 200.00                   |
|          | VB REFEREE FOR DEC. 8TH | 01 VB REFEREE PAY FOR CO ED 12-8 | 205490016020   | 12/08/22  | 12/08/22 | 65389   | 75.00         | 75.00                    |
| UNUM     | UNUM LIFE INSURANCE     |                                  |                |           |          |         | VENDOR TOTAL: | 75.00                    |
| OCT 2022 |                         |                                  |                |           |          |         |               |                          |
|          | 01 STD INS PREM         |                                  | 101000106801   |           |          |         |               | 359.34                   |
|          | 02 STD INS PREM         |                                  | 101500106801   |           |          |         |               | 45.33                    |
|          | 03 STD INS PREM         |                                  | 504100106801   |           |          |         |               | 41.52                    |
|          | 04 STD INS PREM         |                                  | 504000106801   |           |          |         |               | 38.00                    |
|          | 05 STD INS PREM         |                                  | 201000106801   |           |          |         |               | 14.80                    |
|          | 06 STD INS PREM         |                                  | 202100106801   |           |          |         |               | 113.36                   |
|          | 07 STD INS PREM         |                                  | 207500106801   |           |          |         |               | 81.59                    |
|          | 08 STD INS PREM         |                                  | 303000106801   |           |          |         |               | 14.28                    |
|          |                         |                                  |                |           |          |         | VENDOR TOTAL: | 10.46                    |
| WAGN     | WAGNER AGGREGATE, INC.  |                                  |                |           |          |         | VENDOR TOTAL: | 359.34                   |
| 37467    | 01 BALLFIELD AGLIME     |                                  | 202100076533   | 11/05/22  | 11/22/22 | 65342   | 222.40        | 222.40                   |
|          |                         |                                  |                |           |          |         | VENDOR TOTAL: | 222.40                   |





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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 12/14/2022

| INVOICE #                          | INVOICE DATE | ITEM # | DESCRIPTION                   | ACCOUNT #    | P.O. #   | PROJECT | DUE DATE       | ITEM AMT |
|------------------------------------|--------------|--------|-------------------------------|--------------|----------|---------|----------------|----------|
| ADVANCE ADVANCE AUTO PARTS         |              |        |                               |              |          |         |                |          |
| 2454-476533                        | 11/16/22     | 01     | CART OIL                      | 101500076515 | 00005996 |         | 12/14/22       | 15.15    |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 15.15    |
| 2454-476579                        | 11/17/22     | 01     | LT RACK PARTS DUMP TRUCK      | 101500066403 |          |         | 12/14/22       | 64.77    |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 64.77    |
|                                    |              |        |                               |              |          |         | VENDOR TOTAL:  | 79.92    |
| COMPLETE COMPLETE FENCE            |              |        |                               |              |          |         |                |          |
| 202108                             | 09/28/22     | 01     | SHOP GATE REPAIR              | 101500056300 |          |         | 12/14/22       | 290.00   |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 290.00   |
|                                    |              |        |                               |              |          |         | VENDOR TOTAL:  | 290.00   |
| DEKGAR DEKALB GARAGE DOORS, LLC    |              |        |                               |              |          |         |                |          |
| 12-6-22                            | 12/06/22     | 01     | SERVICE-REPAIR SHOP GAR DOORS | 504100056300 |          |         | 12/14/22       | 100.00   |
|                                    |              | 02     | SERVICE-REPAIR SHOP GAR DOORS | 101500056300 |          |         |                | 100.00   |
|                                    |              | 03     | SERVICE-REPAIR SHOP GAR DOORS | 202100066401 |          |         |                | 100.00   |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 300.00   |
|                                    |              |        |                               |              |          |         | VENDOR TOTAL:  | 300.00   |
| FINN FINNEY'S ELECTRIC             |              |        |                               |              |          |         |                |          |
| 24617                              | 12/13/22     | 01     | SECURITY LIGHTS - WPA         | 101500056300 |          |         | 12/14/22       | 140.00   |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 140.00   |
|                                    |              |        |                               |              |          |         | VENDOR TOTAL:  | 140.00   |
| HORN HORNUNG'S PRO GOLF SALES INC. |              |        |                               |              |          |         |                |          |
| 526275                             | 12/12/22     | 01     | GOLF PRIDE TOUR WRAP 2G       | 501000001303 | 00006029 |         | 12/14/22       | 137.04   |
|                                    |              | 02     | DISC INV 526275               | 501000001303 | 00006029 |         |                | -2.74    |
|                                    |              | 03     | SHIPPING INV 526275           | 501000001303 | 00006029 |         |                | 12.69    |
|                                    |              |        |                               |              |          |         | INVOICE TOTAL: | 146.99   |
|                                    |              |        |                               |              |          |         | VENDOR TOTAL:  | 146.99   |

SYCAMORE PARK DISTRICT  
DETAIL BOARD REPORT

DATE: 12/14/22  
TIME: 15:16:35  
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 12/14/2022

| INVOICE #               | INVOICE DATE | ITEM # | DESCRIPTION                    | ACCOUNT #    | P.O. #   | PROJECT        | DUE DATE | ITEM AMT |
|-------------------------|--------------|--------|--------------------------------|--------------|----------|----------------|----------|----------|
| MENARDS - SYCAMORE      |              |        |                                |              |          |                |          |          |
| 80784                   | 12/05/22     | 01     | CC REPLACEMENT WALL OUTLETS    | 207500066401 | 00006020 |                | 12/14/22 | 48.95    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 48.95    |
| 80816                   | 12/05/22     | 01     | DROP CLOTHS FOR CC             | 207500076500 | 00006034 |                | 12/14/22 | 26.61    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 26.61    |
| 80851                   | 12/06/22     | 01     | PICNIC TABLE BOLTS, NUTS, WASR | 101500066404 | 00006021 |                | 12/14/22 | 42.24    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 42.24    |
| 80858                   | 12/06/22     | 01     | BB STORAGE BOXES CONCRETE      | 202100076500 |          |                | 12/14/22 | 25.69    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 25.69    |
| 80920                   | 12/07/22     | 01     | SHOP-CABINET CASTER WHEELS     | 101500076500 |          |                | 12/14/22 | 42.32    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 42.32    |
| 80943                   | 12/07/22     | 01     | OLD SHOP-GAR DOOR TRIM/SEALER  | 101500066401 |          |                | 12/14/22 | 50.80    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 50.80    |
| 81039                   | 12/09/22     | 01     | BALL WASHER PAINT-BRUSHES      | 504100076517 |          |                | 12/14/22 | 49.90    |
|                         |              | 02     | SPRAYER-ANTI FREEZE            | 504100066403 |          |                |          | 29.94    |
|                         |              | 03     | PRIMER-PAINT CABINET-FASTENERS | 101500066401 |          |                |          | 79.54    |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 159.38   |
|                         |              |        |                                |              |          | VENDOR TOTAL:  |          | 395.99   |
| MIDWEST IRRIIGATION LLC |              |        |                                |              |          |                |          |          |
| 31644                   | 11/16/22     | 01     | GOLF/SPORTS LINE IRRIG SYSTEM  | 504100076505 |          |                | 12/14/22 | 1,400.00 |
|                         |              | 02     | GOLF/SPORTS LINE IRRIG SYSTEM  | 101500076505 |          |                |          | 500.00   |
|                         |              |        |                                |              |          | INVOICE TOTAL: |          | 1,900.00 |
|                         |              |        |                                |              |          | VENDOR TOTAL:  |          | 1,900.00 |
| MR OUTHOUSE             |              |        |                                |              |          |                |          |          |
| 5830                    | 11/04/22     | 01     | PORT-O-POTS- GOLF              | 504100056309 |          |                | 12/14/22 | 330.00   |

DATE: 12/14/22  
 TIME: 15:16:35  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/14/2022

| INVOICE #                   | INVOICE DATE           | INVOICE ITEM # | DESCRIPTION                    | ACCOUNT #    | P.O. #   | PROJECT | DUE DATE | ITEM AMT                   |
|-----------------------------|------------------------|----------------|--------------------------------|--------------|----------|---------|----------|----------------------------|
| MROUT                       | MR OUTHUSE             |                |                                |              |          |         |          |                            |
| 5830                        | 11/04/22               | 02             | PORT-O-POTS- PARKS             | 101500056309 |          |         | 12/14/22 | 640.00                     |
|                             |                        | 03             | PORT-O-POTS- SPORTS            | 202100056309 |          |         |          | 1,100.00                   |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>2,070.00 |
|                             |                        |                |                                |              |          |         |          | VENDOR TOTAL:<br>2,070.00  |
| 3525301307                  | 12/10/22               | 01             | PENS-DESP PAD-ENVELOPES        | 101000046200 |          |         | 12/14/22 | 27.66                      |
|                             |                        | 02             | PENS-DESP PAD-ENVELOPES        | 201000046200 |          |         |          | 27.67                      |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>55.33    |
|                             |                        |                |                                |              |          |         |          | VENDOR TOTAL:<br>55.33     |
| T0000024                    | DOBERSTEIN, MELISSA    |                |                                |              |          |         |          |                            |
| PUMPKIN SCRAMBLE            | 12/14/22               | 01             | TIP FOR PUMPKIN SCRAMBLE       | 303000003090 |          |         | 12/14/22 | 42.00                      |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>42.00    |
|                             |                        |                |                                |              |          |         |          | VENDOR TOTAL:<br>42.00     |
| T0001653                    | CHELSEA MCGHEE STUDIOS |                |                                |              |          |         |          |                            |
| HOUSE DECORATING            | 12/14/22               | 01             | HHDC AWARD                     | 206194036216 | 00006030 |         | 12/14/22 | 80.00                      |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>80.00    |
|                             |                        |                |                                |              |          |         |          | VENDOR TOTAL:<br>80.00     |
| VERMONT VERMONT SYSTEMS INC |                        |                |                                |              |          |         |          |                            |
| VS006631                    | 11/30/22               | 01             | TEXT MESSAGING                 | 201000076500 | 00006028 |         | 12/14/22 | 30.15                      |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>30.15    |
|                             |                        |                |                                |              |          |         |          | VENDOR TOTAL:<br>30.15     |
| VISIONAR VISIONARY WEBWORKS |                        |                |                                |              |          |         |          |                            |
| VW-120922-01                | 12/09/22               | 01             | NEW WEB FEATURES FINAL PAYMENT | 101200046214 | 00006033 |         | 12/14/22 | 8,689.50                   |
|                             |                        |                |                                |              |          |         |          | INVOICE TOTAL:<br>8,689.50 |

INVOICES DUE ON/BEFORE 12/14/2022

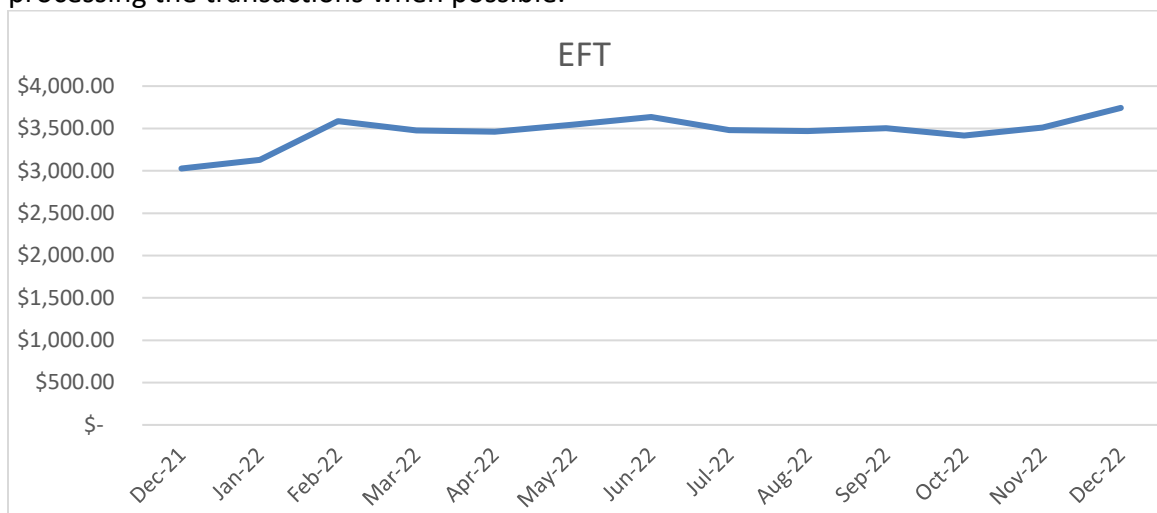
| INVOICE #                      | INVOICE DATE | ITEM # | DESCRIPTION         | ACCOUNT #    | P.O. #   | PROJECT | DUE DATE | ITEM AMT  |
|--------------------------------|--------------|--------|---------------------|--------------|----------|---------|----------|-----------|
| VISIONAR VISIONARY WEBWORKS    |              |        |                     |              |          |         |          |           |
| VW-120922-02                   | 12/09/22     | 01     | WEB HOSTING Q3      | 201000036130 | 00006032 |         | 12/14/22 | 225.00    |
|                                |              |        | INVOICE TOTAL:      |              |          |         |          | 225.00    |
| VW-120922-03                   | 12/09/22     | 01     | WEB SERVICES Q4     | 201000036130 | 00006031 |         | 12/14/22 | 225.00    |
|                                |              |        | INVOICE TOTAL:      |              |          |         |          | 225.00    |
|                                |              |        | VENDOR TOTAL:       |              |          |         |          | 9,139.50  |
| WARE WAREHOUSE DIRECT BUSINESS |              |        |                     |              |          |         |          |           |
| 5389142-0                      | 12/07/22     | 01     | PENS                | 101000046200 |          |         | 12/14/22 | 12.80     |
|                                |              | 02     | CAN LINERS          | 207500076510 |          |         |          | 43.26     |
|                                |              | 03     | PAPER TOWELS        | 207500076510 |          |         |          | 49.98     |
|                                |              |        | INVOICE TOTAL:      |              |          |         |          | 106.04    |
|                                |              |        | VENDOR TOTAL:       |              |          |         |          | 106.04    |
| WASTE WASTE MANAGEMENT         |              |        |                     |              |          |         |          |           |
| 3690440-2011-2                 | 12/05/22     | 01     | REFUSE - ADMIN      | 101000056302 |          |         | 12/14/22 | 68.87     |
|                                |              | 02     | REFUSE - CH         | 303000056302 |          |         |          | 68.88     |
|                                |              | 03     | REFUSE - ADMIN      | 101000056302 |          |         |          | 8.50      |
|                                |              | 04     | REFUSE - SC         | 202100056302 |          |         |          | 18.03     |
|                                |              | 05     | REFUSE - PARKS      | 101500056302 |          |         |          | 18.04     |
|                                |              | 06     | REFUSE - COMM CTR   | 207500056302 |          |         |          | 190.62    |
|                                |              |        | INVOICE TOTAL:      |              |          |         |          | 372.94    |
|                                |              |        | VENDOR TOTAL:       |              |          |         |          | 372.94    |
|                                |              |        | TOTAL ALL INVOICES: |              |          |         |          | 15,148.86 |

Interim # 147,116.32  
 New # 15,148.86  
 Total # 162,265.18

To: Board of Commissioners  
 From: Jackie Hienbuecher  
 Subject: Monthly Report  
 Date: December 20, 2022

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

- Attended scheduled Board and leadership/staff meetings.
- Installment billing for Pathway Fitness memberships and passes. The December installment was for 175 individuals, an increase of 7 from November. The monthly installment was \$3,547 (\$233 increase) processed through credit cards and \$196 (no change) through ACH transactions. There were 7 households whose credit cards did not process (\$199) 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 with assistance from CMJ when necessary. Topics: email updates and additions, password resets, new equipment.
- 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:
  - Illinois Department of Revenue Year End Update
  - 2023 PDRMA PATH Essentials Webinar

- Is Your Agency REDI? Amplifying Racial Equity, Diversity, and Inclusion
- 2023 PDRMA PATH Webinar
- PDRMA Legal Update and Discussion
- Met with Jonelle to review FY 2023 Operating Budget. Updated figures and developed questions for staff.
- Updated 2023 Capital Budget to present final draft for board.
- Provided staff with open enrollment information on Flex Spending Account. Gathered applications and submitted.
- Met with broker from Progressive Energy and Park District staff regarding solar options.
- Worked with broker on contract pricing for electric.
- Obtained updated estimated EAV from the county. Prepared Tax Levy Ordinance.
- Reviewed scholarship applications.
- Communicated with Vermont Systems regarding credit card processing options. Obtained a quote for PayTrac. This will better integrate our credit card data with recreation software. Slightly higher cost but better customer service and easier reconciliation and review.
- Completed ACA Employer information for PDRMA.
- Contacted city regarding documentation for 2022 Impact Fees received.
- Prepared travel expenditure request (State Conference) for Board approval.

#### **Administrative Initiatives** (1/1/23 – 1/31/23)

- Attend scheduled Superintendent and Board meetings.
- Prepare quarterly PR Taxes.
- 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.
- Finalize consolidated FY 2023 Operating Budget and present to board for approval.
- Prepare draft Budget & Appropriation Ordinance.
- Train staff to input the new budget into MSI.
- Process W2s, 1099s. File with IRS and state.
- Coordinate year end pro shop inventory.
- Prepare Employee Value Statements.
- Prepare tax abatement ordinances.
- Attend IAPD/IPRA State Conference.
- Attend Pumpkin Festival Committee meeting.
- Facilitate PATH Incentive Payment to eligible employees.
- Begin preparation for 2022 audit.
- Update COBRA administrator with 2023 premiums.

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

**Corporate Fund (10)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u>   | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> | <u>Variance</u> |
|---------------------|----------------------------|---------------------|----------------------|----------------------------|-----------------|
| <b>Revenues</b>     |                            |                     |                      |                            |                 |
| Administration      | 61,566.75                  | 1,710,509.88        | 1,672,035            | 1,660,114.82               | 3.0% (1)        |
| Marketing           | -                          | 900.00              | -                    | 1,000.00                   | -10.0%          |
| Parks               | 1,477.71                   | 21,816.75           | 24,889               | 20,394.27                  | 7.0%            |
|                     | <u>63,044.46</u>           | <u>1,733,226.63</u> | <u>1,696,924</u>     | <u>1,681,509.09</u>        | <u>3.1%</u>     |
| Total Revenues      | 63,044.46                  | 1,733,226.63        | 1,696,924            | 1,681,509.09               | 3.1%            |
| <b>Expenses</b>     |                            |                     |                      |                            |                 |
| Administration      | 33,598.39                  | 641,153.76          | 1,297,766            | 593,154.42                 | 8.1% (2)        |
| Marketing           | 2,360.00                   | 51,400.80           | 52,000               | 28,481.05                  | 80.5% (3)       |
| Parks               | 18,191.58                  | 289,860.16          | 324,043              | 239,948.34                 | 20.8% (4)       |
|                     | <u>54,149.97</u>           | <u>982,414.72</u>   | <u>1,673,809</u>     | <u>861,583.81</u>          | <u>14.0%</u>    |
| Total Expenses      | 54,149.97                  | 982,414.72          | 1,673,809            | 861,583.81                 | 14.0%           |
| Total Fund Revenues | 63,044.46                  | 1,733,226.63        | 1,696,924            | 1,681,509.09               | 3.1%            |
| Total Fund Expenses | 54,149.97                  | 982,414.72          | 1,673,809            | 861,583.81                 | 14.0%           |
| Surplus (Deficit)   | 8,894.49                   | 750,811.91          | 23,115               | 819,925.28                 | -8.4%           |

(1) Replacement tax 2022 is higher 100.1% \$76,014

(2) Start up money for foundation \$37,753. Wages/taxes increased 8.8% \$19,379 due to wage increases and addition of PT position.

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

(4) Wages, related taxes and insurance increased 28.6% \$35,754 due to new FT position. Play Area Maint increased \$7,614, mulch and bench



**Recreation Fund (20)**

| <u>Department</u>              | <u>November<br/>Actual</u> | <u>YTD Actual</u>   | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |             |
|--------------------------------|----------------------------|---------------------|----------------------|----------------------------|-------------|
| <b>Revenues</b>                |                            |                     |                      |                            |             |
| Administration                 | 41,718.58                  | 1,056,969.47        | 1,043,505            | 1,019,233.23               | 3.7%        |
| Sports Complex                 | 9,516.00                   | 39,292.00           | 42,018               | 24,474.50                  | 60.5% (1)   |
| Sports Complex Maintenance     | 3,130.99                   | 36,705.56           | 40,522               | 38,757.90                  | -5.3%       |
| Midwest Museum of Natural Hist | -                          | -                   | -                    | 1,780.76                   | -100.0%     |
| Programs-Youth                 | 1,021.87                   | 36,576.02           | 22,634               | 21,504.77                  | 70.1% (2)   |
| Programs-Tweens                | -                          | 4,421.90            | 1,862                | 548.79                     | 705.8% (2)  |
| Programs-Adult                 | 635.38                     | 14,628.72           | 14,213               | 21,543.10                  | -32.1% (2)  |
| Programs-Nature                | -                          | 746.00              | 2,350                | -                          | #DIV/0! (2) |
| Programs-Leagues               | 88.28                      | 10,346.03           | 11,408               | 14,990.41                  | -31.0% (2)  |
| Programs-Youth Athletics       | 159.58                     | 43,643.82           | 63,320               | 55,125.80                  | -20.8% (2)  |
| Programs-Fitness               | 575.49                     | 21,810.23           | 18,701               | 18,630.00                  | 17.1% (2)   |
| Programs-Early Childhood       | 117.36                     | 2,491.79            | 407                  | 150.00                     | 1561.2% (2) |
| Programs-Dance                 | (149.45)                   | 3,922.86            | 3,638                | 2,994.02                   | 31.0% (2)   |
| Programs-Special Events        | (105.00)                   | 8,722.00            | 11,797               | 5,512.57                   | 58.2% (2)   |
| Programs-Community Events      | (645.00)                   | 13,735.47           | 11,132               | 11,418.09                  | 20.3% (2)   |
| Brochure                       | -                          | -                   | 4,000                | 4,050.00                   | -100.0%     |
| Weight Room                    | 17,843.43                  | 130,922.23          | 132,359              | 108,406.66                 | 20.8% (3)   |
| Community Center               | 8,456.26                   | 79,018.83           | 58,968               | 57,163.11                  | 38.2% (3)   |
|                                |                            | -                   |                      |                            |             |
| <b>Total Revenues</b>          | <b>82,363.77</b>           | <b>1,503,952.93</b> | <b>1,482,834</b>     | <b>1,406,283.71</b>        | <b>6.9%</b> |

- (1) Primarily due to timing of receipts. Billing sent out sooner in 2022.
- (2) Revenue from programs increased 5.7%, \$8,627 compared to 2021.
- (3) Compared to Annual Budget/Compared to 2021 YTD
  - Pathway Fitness Membership 110.85% / 122.82%
  - Pathway Fitness Pass 90.47% / 118.33%
  - Track Only Pass 104.49% / 135.58%
  - Pre-pay Card 350.00% / 350.00%
  - Program Fees 12.20% / 15.02%
  - Daily Admission Fee 90.10% / 159.85%
 Compared to Annual Budget/Compared to 2021 YTD:
  - Open Gym Daily 145.44% / 121.45%
  - Open Gym Membership 101.94% / 111.28%
  - Rentals 151.20% / 175.44%

Sycamore Park District  
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## Expenses

|                                |             |              |           |              |             |
|--------------------------------|-------------|--------------|-----------|--------------|-------------|
| Administration                 | 42,599.66   | 516,737.52   | 611,676   | 499,216.88   | 3.5% (1)    |
| Sports Complex                 | -           | -            | -         | -            | #DIV/0!     |
| Sports Complex Maintenance     | 31,785.34   | 409,370.17   | 451,086   | 374,335.99   | 9.4% (2)    |
| Midwest Museum of Natural Hist | -           | -            | -         | 13,858.36    | -100.0%     |
| Programs-Youth                 | 740.01      | 13,818.07    | 8,952     | 7,687.85     | 79.7% (3)   |
| Programs-Tweens                | -           | 478.24       | 761       | 246.62       | 93.9% (3)   |
| Programs-Adult                 | 628.88      | 5,874.62     | 5,858     | 9,785.20     | -40.0% (3)  |
| Programs-Nature                | -           | 727.50       | 1,070     | -            | #DIV/0! (3) |
| Programs-Leagues               | 1,241.78    | 4,737.81     | 6,852     | 4,496.66     | 5.4% (3)    |
| Programs-Youth Athletics       | 254.77      | 20,290.54    | 39,832    | 34,597.87    | -41.4% (3)  |
| Programs-Fitness               | 1,089.99    | 12,974.69    | 14,037    | 12,299.75    | 5.5% (3)    |
| Programs-Early Childhood       | 258.36      | 3,211.23     | 280       | -            | #DIV/0! (3) |
| Programs-Dance                 | 77.74       | 1,215.19     | 1,607     | 981.90       | 23.8% (3)   |
| Programs-Special Events        | 67.69       | 3,845.71     | 6,786     | 2,329.13     | 65.1% (3)   |
| Programs-Community Events      | -           | 11,867.46    | 9,564     | 9,230.08     | 28.6% (3)   |
| Brochure                       | 1,738.69    | 18,577.21    | 25,500    | 18,629.00    | -0.3%       |
| Weight Room                    | 85.00       | 9,440.98     | 30,890    | 24,324.59    | -61.2% (4)  |
| Community Center               | 13,751.69   | 183,258.69   | 228,967   | 172,125.49   | 6.5% (5)    |
|                                |             |              |           |              |             |
| Total Expenses                 | 94,319.60   | 1,216,425.63 | 1,443,718 | 1,184,145.37 | 2.7%        |
| Total Fund Revenues            | 82,363.77   | 1,503,952.93 | 1,482,834 | 1,406,283.71 | 6.9%        |
| Total Fund Expenses            | 94,319.60   | 1,216,425.63 | 1,443,718 | 1,184,145.37 | 2.7%        |
| Surplus (Deficit)              | (11,955.83) | 287,527.30   | 39,116    | 222,138.34   | 29.4%       |

- (1) Wages/taxes are higher in 2022 by 1.8% \$6,775. Education/Training increased 272.6% \$7,669 due to SOR attending NRPA and Staff attending RecTrac training.
- (2) Increased exp: 84.7% \$17,218 materials & supplies (soccer nets/goals,field marking, trees,seed); 90.8% \$3,249 Shelters/Open Prop Maint; 1.5% \$4,087 payroll/taxes; 72.7% \$4,896 contracted services (tree removal)
- (3) Expenses for programs decreased 3.2%, \$2,614 compared to 2021.
- (4) Reduction of Grad Assistant cost 74.0% \$16,223 due to lack of availability.
- (5) Following expenses greater in 2022: Health ins 1016.0% \$7,889; first aid 261.5% \$819; Credit card processing fees (due to increased registrations) 13.1% \$1,033

**Donations (21)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |         |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|---------|
| Revenues            |                            |                   |                      |                            |         |
| Administration      | 16,000.00                  | 26,661.98         | 26,500               | 32,320.36                  | -17.5%  |
| Total Revenues      | 16,000.00                  | 26,661.98         | 26,500               | 32,320.36                  | -17.5%  |
| Expenses            |                            |                   |                      |                            |         |
| Administration      | -                          | -                 | 26,500               | 1,827.00                   | -100.0% |
| Total Expenses      | -                          | -                 | 26,500               | 1,827.00                   | -100.0% |
| Total Fund Revenues | 16,000.00                  | 26,661.98         | 26,500               | 32,320.36                  | -17.5%  |
| Total Fund Expenses | -                          | -                 | 26,500               | 1,827.00                   | -100.0% |
| Surplus (Deficit)   | 16,000.00                  | 26,661.98         | -                    | 30,493.36                  | -12.6%  |

**Special Recreation (22)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |      |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|------|
| Revenues            |                            |                   |                      |                            |      |
| Administration      | 8,148.92                   | 218,706.84        | 216,000              | 207,836.98                 | 5.2% |
| Total Revenues      | 8,148.92                   | 218,706.84        | 216,000              | 207,836.98                 | 5.2% |
| Expenses            |                            |                   |                      |                            |      |
| Administration      | -                          | 106,834.88        | 216,000              | 103,613.81                 | 3.1% |
| Total Expenses      | -                          | 106,834.88        | 216,000              | 103,613.81                 | 3.1% |
| Total Fund Revenues | 8,148.92                   | 218,706.84        | 216,000              | 207,836.98                 | 5.2% |
| Total Fund Expenses | -                          | 106,834.88        | 216,000              | 103,613.81                 | 3.1% |
| Surplus (Deficit)   | 8,148.92                   | 111,871.96        | -                    | 104,223.17                 | 7.3% |

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**Insurance (23)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |            |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|------------|
| Revenues            |                            |                   |                      |                            |            |
| Administration      | 2,261.36                   | 60,798.76         | 60,000               | 71,038.72                  | -14.4% (1) |
| Total Revenues      | 2,261.36                   | 60,798.76         | 60,000               | 71,038.72                  | -14.4%     |
| 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 | 2,261.36                   | 60,798.76         | 60,000               | 71,038.72                  | -14.4%     |
| Total Fund Expenses | -                          | 28,927.18         | 60,815               | 30,707.82                  | -5.8%      |
| Surplus (Deficit)   | 2,261.36                   | 31,871.58         | (815)                | 40,330.90                  | -21.0%     |

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

**Audit (24)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |         |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|---------|
| Revenues            |                            |                   |                      |                            |         |
| Administration      | 562.32                     | 15,046.39         | 14,500               | 14,963.75                  | 0.6%    |
| Total Revenues      | 562.32                     | 15,046.39         | 14,500               | 14,963.75                  | 0.6%    |
| 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 | 562.32                     | 15,046.39         | 14,500               | 14,963.75                  | 0.6%    |
| Total Fund Expenses | -                          | 14,800.00         | 15,000               | 16,500.00                  | -10.3%  |
| Surplus (Deficit)   | 562.32                     | 246.39            | (500)                | (1,536.25)                 | -116.0% |

**Paving & Lighting (25)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |            |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|------------|
| Revenues            |                            |                   |                      |                            |            |
| Administration      | -                          | 482.51            | -                    | 24,958.72                  | -98.1% (1) |
| Total Revenues      | -                          | 482.51            | -                    | 24,958.72                  | -98.1%     |
| Expenses            |                            |                   |                      |                            |            |
| Administration      | -                          | 27,350.00         | 74,000               | -                          | #DIV/0!    |
| Total Expenses      | -                          | 27,350.00         | 74,000               | -                          | #DIV/0!    |
| Total Fund Revenues | -                          | 482.51            | -                    | 24,958.72                  |            |
| Total Fund Expenses | -                          | 27,350.00         | 74,000               | -                          |            |
| Surplus (Deficit)   | -                          | (26,867.49)       | (74,000)             | 24,958.72                  |            |

(1) Did not levy in 2022.

**Park Police (26)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |        |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|--------|
| Revenues            |                            |                   |                      |                            |        |
| Administration      | 196.98                     | 5,240.33          | 5,316                | 5,265.89                   | -0.5%  |
| Total Revenues      | 196.98                     | 5,240.33          | 5,316                | 5,265.89                   | -0.5%  |
| Expenses            |                            |                   |                      |                            |        |
| Administration      | 133.49                     | 3,098.81          | 4,844                | 3,920.35                   | -21.0% |
| Total Expenses      | 133.49                     | 3,098.81          | 4,844                | 3,920.35                   | -21.0% |
| Total Fund Revenues | 196.98                     | 5,240.33          | 5,316                | 5,265.89                   | -0.5%  |
| Total Fund Expenses | 133.49                     | 3,098.81          | 4,844                | 3,920.35                   |        |
| Surplus (Deficit)   | 63.49                      | 2,141.52          | 472                  | 1,345.54                   | 59.2%  |

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**IMRF (27)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |       |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|-------|
| Revenues            |                            |                   |                      |                            |       |
| Administration      | 3,929.79                   | 104,787.99        | 100,000              | 110,609.36                 | -5.3% |
| Total Revenues      | 3,929.79                   | 104,787.99        | 100,000              | 110,609.36                 | -5.3% |
| Expenses            |                            |                   |                      |                            |       |
| Administration      | 7,693.33                   | 88,140.52         | 100,000              | 97,507.72                  | -9.6% |
| Total Expenses      | 7,693.33                   | 88,140.52         | 100,000              | 97,507.72                  | -9.6% |
| Total Fund Revenues | 3,929.79                   | 104,787.99        | 100,000              | 110,609.36                 | -5.3% |
| Total Fund Expenses | 7,693.33                   | 88,140.52         | 100,000              | 97,507.72                  | -9.6% |
| Surplus (Deficit)   | (3,763.54)                 | 16,647.47         | -                    | 13,101.64                  |       |

**Social Security (28)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |       |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|-------|
| Revenues            |                            |                   |                      |                            |       |
| Administration      | 4,192.62                   | 111,796.55        | 112,000              | 100,112.77                 | 11.7% |
| Total Revenues      | 4,192.62                   | 111,796.55        | 112,000              | 100,112.77                 | 11.7% |
| Expenses            |                            |                   |                      |                            |       |
| Administration      | 8,346.90                   | 103,667.37        | 112,000              | 95,729.60                  | 8.3%  |
| Total Expenses      | 8,346.90                   | 103,667.37        | 112,000              | 95,729.60                  | 8.3%  |
| Total Fund Revenues | 4,192.62                   | 111,796.55        | 112,000              | 100,112.77                 | 11.7% |
| Total Fund Expenses | 8,346.90                   | 103,667.37        | 112,000              | 95,729.60                  | 8.3%  |
| Surplus (Deficit)   | (4,154.28)                 | 8,129.18          | -                    | 4,383.17                   |       |

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**Concessions (30)**

| <u>Department</u>          | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |                 |
|----------------------------|----------------------------|-------------------|----------------------|----------------------------|-----------------|
| <b>Revenues</b>            |                            |                   |                      |                            |                 |
| Clubhouse Concessions      | 1,142.86                   | 91,404.50         | 98,130               | 97,485.11                  | -6.2%           |
| Beverage Cart              | 16.40                      | 9,784.42          | 11,184               | 10,718.11                  | -8.7%           |
| Sports Complex Concessions | 33.42                      | 63,586.63         | 51,766               | 48,638.63                  | 30.7%           |
| Pool Concessions           |                            | -                 | -                    | -                          | #DIV/0!         |
| Catering                   | 1,312.85                   | 20,151.84         | 17,005               | 15,725.59                  | 28.1%           |
| <b>Total Revenues</b>      | <b>2,505.53</b>            | <b>184,927.39</b> | <b>178,085</b>       | <b>172,567.44</b>          | <b>7.2% (1)</b> |
| <b>Expenses</b>            |                            |                   |                      |                            |                 |
| Clubhouse Concessions      | 4,629.34                   | 102,997.74        | 100,637              | 92,252.61                  | 11.6% (2)       |
| Beverage Cart              | 275.78                     | 8,309.51          | 9,887                | 9,165.88                   | -9.3%           |
| Sports Complex Concessions | 2,629.88                   | 48,199.37         | 39,229               | 35,894.71                  | 34.3% (3)       |
| Pool Concessions           | -                          | -                 | -                    | -                          | #DIV/0!         |
| Catering                   | 488.96                     | 5,809.93          | 6,720                | 4,760.52                   | 22.0%           |
| <b>Total Expenses</b>      | <b>8,023.96</b>            | <b>165,316.55</b> | <b>156,473</b>       | <b>142,073.72</b>          | <b>16.4%</b>    |
| <b>Total Fund Revenues</b> | <b>2,505.53</b>            | <b>184,927.39</b> | <b>178,085</b>       | <b>172,567.44</b>          | <b>7.2%</b>     |
| <b>Total Fund Expenses</b> | <b>8,023.96</b>            | <b>165,316.55</b> | <b>156,473</b>       | <b>142,073.72</b>          | <b>16.4%</b>    |
| <b>Surplus (Deficit)</b>   | <b>(5,518.43)</b>          | <b>19,610.84</b>  | <b>21,612</b>        | <b>30,493.72</b>           | <b>-35.7%</b>   |

(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

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**Developer Contributions (32)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |         |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|---------|
| Revenues            |                            |                   |                      |                            |         |
| Administration      | -                          | 7,712.39          | 15,000               | 3,621.52                   | 113.0%  |
| Total Revenues      | -                          | 7,712.39          | 15,000               | 3,621.52                   | 113.0%  |
| Expenses            |                            |                   |                      |                            |         |
| Administration      | -                          | -                 | 15,000               | -                          | #DIV/0! |
| Total Expenses      | -                          | -                 | 15,000               | -                          | #DIV/0! |
| Total Fund Revenues | -                          | 7,712.39          | 15,000               | 3,621.52                   | 113.0%  |
| Total Fund Expenses | -                          | -                 | 15,000               | -                          | #DIV/0! |
| Surplus (Deficit)   | -                          | 7,712.39          | -                    | 3,621.52                   | 113.0%  |



Sycamore Park District  
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**Golf Course (50)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |           |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|-----------|
| Revenues            |                            |                   |                      |                            |           |
| Golf Operations     | 16,824.68                  | 603,336.45        | 540,274              | 610,768.50                 | -1.2% (1) |
| Golf Maintenance    | 1,776.63                   | 20,476.10         | 22,239               | 19,461.53                  | 5.2%      |
| Total Revenues      | 18,601.31                  | 623,812.55        | 562,513              | 630,230.03                 | -1.0%     |
| Expenses            |                            |                   |                      |                            |           |
| Golf Operations     | 17,507.55                  | 245,810.70        | 276,636              | 227,397.36                 | 8.1% (2)  |
| Golf Maintenance    | 21,563.78                  | 282,729.44        | 296,816              | 254,202.32                 | 11.2% (3) |
| Total Expenses      | 39,071.33                  | 528,540.14        | 573,452              | 481,599.68                 | 9.7%      |
| Total Fund Revenues | 18,601.31                  | 623,812.55        | 562,513              | 630,230.03                 | -1.0%     |
| Total Fund Expenses | 39,071.33                  | 528,540.14        | 573,452              | 481,599.68                 | 9.7%      |
| Surplus (Deficit)   | (20,470.02)                | 95,272.41         | (10,939)             | 148,630.35                 | -35.9%    |

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

|                    |                   |                 |
|--------------------|-------------------|-----------------|
| Daily Green Fees   | 105.38% / 97.50%  | 2022 wet spring |
| Golf Events & Misc | 112.62% / 116.18% |                 |
| Lessons            | 142.94% / 171.85% |                 |
| Carts              | 118.09% / 94.94%  |                 |
| Season Passes      | 123.01% / 108.74% |                 |
| Pro Shop sales     | 96.44% / 84.77%   |                 |

(2) Wages/taxes 2022 greater 5.4% \$7,299. Cart repairs up 139.6% \$3,477.

(3) Golf Maint wages, payroll taxes and benefits increased 12.1% \$19,781, primarily due to new FT position.  
Vehicles/tractors/mowers increased 132.5% \$9,822

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

**Aquatics (51)**

| <u>Department</u>    | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>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                 | (1,696.00)                 | 57,759.58         | 72,978               | 48,504.35                  | 19.1%     |
| Aquatics Maintenance | 252.31                     | 40,858.63         | 34,900               | 28,841.56                  | 41.7%     |
| Swim Lessons         | -                          | 5,230.23          | 10,427               | 821.09                     | 537.0%    |
| Splashpad            | -                          | 585.91            | 1,122                | 55.93                      | 947.6%    |
|                      |                            |                   |                      |                            |           |
| Total Expenses       | (1,443.69)                 | 104,434.35        | 119,427              | 78,222.93                  | 33.5%     |
| Total Fund Revenues  | -                          | 70,463.15         | 97,469               | 42,868.85                  | 64.4%     |
| Total Fund Expenses  | (1,443.69)                 | 104,434.35        | 119,427              | 78,222.93                  | 33.5%     |
| Surplus (Deficit)    | 1,443.69                   | (33,971.20)       | (21,958)             | (35,354.08)                | -3.9%     |

(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 November 30, 2022

**Debt Service (60)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |        |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|--------|
| Revenues            |                            |                   |                      |                            |        |
| Administration      | 24,542.38                  | 658,107.65        | 655,000              | 644,199.17                 | 2.2%   |
| Total Revenues      | 24,542.38                  | 658,107.65        | 655,000              | 644,199.17                 | 2.2%   |
| Expenses            |                            |                   |                      |                            |        |
| Administration      | 645,449.88                 | 649,139.88        | 649,140              | 558,333.21                 | 16.3%  |
| Total Expenses      | 645,449.88                 | 649,139.88        | 649,140              | 558,333.21                 | 16.3%  |
| Total Fund Revenues | 24,542.38                  | 658,107.65        | 655,000              | 644,199.17                 | 2.2%   |
| Total Fund Expenses | 645,449.88                 | 649,139.88        | 649,140              | 558,333.21                 | 16.3%  |
| Surplus (Deficit)   | (620,907.50)               | 8,967.77          | 5,860                | 85,865.96                  | -89.6% |

**Capital Projects (70)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |         |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|---------|
| Revenues            |                            |                   |                      |                            |         |
| Administration      | -                          | 2,737.72          | 905,300              | 77.23                      | 3444.9% |
| Total Revenues      | -                          | 2,737.72          | 905,300              | 77.23                      | 3444.9% |
| Expenses            |                            |                   |                      |                            |         |
| Administration      | -                          | 156,392.33        | 1,299,230            | 421,125.36                 | -62.9%  |
| Total Expenses      | -                          | 156,392.33        | 1,299,230            | 421,125.36                 | -62.9%  |
| Total Fund Revenues | -                          | 2,737.72          | 905,300              | 77.23                      | 3444.9% |
| Total Fund Expenses | -                          | 156,392.33        | 1,299,230            | 421,125.36                 | -62.9%  |
| Surplus (Deficit)   | -                          | (153,654.61)      | (393,930)            | (421,048.13)               | -63.5%  |

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

**Action 2020 (71)**

| <u>Department</u>   | <u>November<br/>Actual</u> | <u>YTD Actual</u> | <u>Annual Budget</u> | <u>2021 YTD<br/>Actual</u> |        |
|---------------------|----------------------------|-------------------|----------------------|----------------------------|--------|
| Revenues            |                            |                   |                      |                            |        |
| Administration      | -                          | 42,504.18         | 334,802              | 292,396.74                 | -85.5% |
| Total Revenues      | -                          | 42,504.18         | 334,802              | 292,396.74                 | -85.5% |
| Expenses            |                            |                   |                      |                            |        |
| Administration      | -                          | 755,787.65        | 835,200              | 803,467.98                 | -5.9%  |
| Total Expenses      | -                          | 755,787.65        | 835,200              | 803,467.98                 | -5.9%  |
| Total Fund Revenues | -                          | 42,504.18         | 334,802              | 292,396.74                 | -85.5% |
| Total Fund Expenses | -                          | 755,787.65        | 835,200              | 803,467.98                 | -5.9%  |
| Surplus (Deficit)   | -                          | (713,283.47)      | (500,398)            | (511,071.24)               | 39.6%  |
| Total Fund Revenues | 226,349.44                 | 5,370,965.94      | 6,462,243            | 5,440,860.33               |        |
| Total Fund Expenses | 855,744.77                 | 4,931,270.01      | 7,374,608            | 4,880,358.36               |        |
| Surplus (Deficit)   | (629,395.33)               | 439,695.93        | (912,365)            | 560,501.97                 |        |

Sycamore Park District  
Fund Balances

|                            | Audited<br>1/1/2022 | Revenues     | Expenses     | 11/30/2022   | 11/30/2022<br>Cash balance |
|----------------------------|---------------------|--------------|--------------|--------------|----------------------------|
| 10 Corporate               | 940,955.50          | 1,733,226.63 | 982,414.72   | 1,691,767.41 | 1,682,700.79               |
| 20 Recreation              | 563,031.39          | 1,503,952.93 | 1,216,425.63 | 850,558.69   | 868,737.89                 |
| 21 Donations               | 197,488.00          | 26,661.98    | -            | 224,149.98   | 224,149.95                 |
| 22 Special Recreation      | 116,450.11          | 218,706.84   | 106,834.88   | 228,322.07   | 228,322.07                 |
| 23 Insurance               | 52,763.34           | 60,798.76    | 28,927.18    | 84,634.92    | 84,634.92                  |
| 24 Audit                   | 11,887.69           | 15,046.39    | 14,800.00    | 12,134.08    | 12,134.08                  |
| 25 Paving & Lighting       | 73,766.08           | 482.51       | 27,350.00    | 46,898.59    | 46,898.59                  |
| 26 Park Police             | 1,816.80            | 5,240.33     | 3,098.81     | 3,958.32     | 4,025.11                   |
| 27 IMRF                    | -                   | 104,787.99   | 88,140.52    | 16,647.47    | 16,647.47                  |
| 28 Social Security         | -                   | 111,796.55   | 103,667.37   | 8,129.18     | 8,129.18                   |
| 30 Concessions             | 51,070.89           | 184,927.39   | 165,316.55   | 70,681.73    | 66,526.10                  |
| 32 Developer Contributions | 19,114.57           | 7,712.39     | -            | 26,826.96    | 26,826.96                  |
| 50 Golf                    | 126,330.35          | 623,812.55   | 528,540.14   | 221,602.76   | 239,790.49                 |
| 51 Aquatics                | (34,850.41)         | 70,463.15    | 104,434.35   | (68,821.61)  | (68,806.95)                |
| 60 Debt Service            | 92,268.42           | 658,107.65   | 649,139.88   | 101,236.19   | 101,236.19                 |
| 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        | 5,370,965.94 | 4,931,270.01 | 4,082,242.18 | 4,076,431.72               |

Summary of depository accounts as of

12/15/2022

| <u>Location</u>                 | <u>Balance</u>      | <u>Interest</u> |
|---------------------------------|---------------------|-----------------|
| Old National Bank               | 806,294.74          | 1.25            |
| Resource Bank                   | 200,298.68          | 0.08            |
| IPDLAF                          | 2,288,560.65        | 3.74            |
| DCCF - Action 2020              | 71,965.29           |                 |
| Dekalb Co. Community Foundation | 19,682.08           |                 |
|                                 | <u>3,386,801.44</u> |                 |

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: Monthly Recreation Team Report

Date: December 15, 2022

### **Administrative Initiatives (12/1/22-11/31/22)**

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

- Attended all staff and Board meetings as scheduled.
- Facility Custodian Dobson returned to work on December 13<sup>th</sup>. Big thanks to part-time staff Reanna Padilla for working the extra hours with Dobson who was on medical leave.
- Kishwaukee Special Recreation Foundation had their last meeting of the year on December 13<sup>th</sup> and reported the following Fundraiser profits for the year: May Golf outing at Sycamore Park District \$7046, Sycamore Culvers Dinner Night Out \$324, October Cotton Candy at Pumpkin Festival \$720, and November 5<sup>th</sup> Donut Dash Donut dash in Dekalb \$215.
- Kishwaukee Special Recreation Association held their last Board meeting of the year on December 13<sup>th</sup>. They are currently advertising to hire for the Therapeutic Recreation Specialist position and a part-time adult day Care site director.
- 2022 Dog Park Memberships, to date, 380. 2021 memberships for the year were 467. I think the numbers are lower in 2022 due to the added vaccination requirement for three, instead of two vaccinations. The addition of the Bordetella vaccination must have worked as we have not had to shut down our Dog Park, as did our neighboring Dekalb Dog Park.  
Current and past Dog park members will be given the opportunity to buy their 2023 memberships at the 2022 rates, if purchased between December 19 through December 30<sup>th</sup>.  
The Dog park will remain open to 6pm (beyond the hours of “dusk”) so that working folks can still get their dog outside for exercise and play. Dog Patrol staff do report attendance in the park between 4:45-6pm.
- Community Center adjusted hours through the holidays will be:
  - Closed December 25, January 1
  - Holiday Hours Dec 24, 8am-1pm, Dec 26 7am-1pm, Dec 31 8am-1pm
- Thank you to Recreation Specialists Dobberstein & Hoblit for setting up holiday decorations at the community center. Rex & Tevsh completed the display under the stairs to reflect on the 100<sup>th</sup> Anniversary Celebration with the history of sledding and ice skating in Sycamore.

- Preschool classes have seen consistent registration and our teacher, Julie, is looking forward to continuing our classes through the spring and possibly expanding class offerings in the summer.
- A 20% off membership sale was held November 26 – December 4 for anyone to purchase or renew (paid in full) their Pathway Fitness Pass/Membership at the current rate before fees go up in January. We had 60 take advantage of this sale. 39 of them were new members.
- Facility Supervisor Metcalf met with staff from Genoa Park District at the pool to see if they could use any of our equipment.
- 
- As of December 12, 2022, we have 303 Active Pathway Fitness 24/7 Memberships, 264 Active Pathway Fitness Passes, 51 Active Track 24/7 Memberships, 209 Active Track Passes and 301 Active Open Gym Passes. The recent November membership sales boosted memberships.
- Recreation staff Tevsh, Dobberstein and Metcalf attended the ServeSafe Food Sanitation Training and exam on December 6<sup>th</sup>.
- Recreation staff and Sycamore Lions club conducted the annual Cookies with Santa on December 9, 10. We had a handful of Furry friends that came in for a photo with Mr. & Mrs. Claus and saw over 500 people over the two days. Toys were collected for the Toys for Tots program and canned goods for the Methodist church food pantry.
- Superintendent Tevsh and Facility Supervisor Metcalf will attend a PATH 2023 Webinar.
- The recreation team is working on the new and improved Winter Festival: Fire & Ice. The Lion's club has offered to assist with more cookies and hot chocolate and will be celebrating their 75<sup>th</sup> anniversary. We are still recruiting more chili cooks and judges.
- Superintendent Tevsh updated the SOR job description and will review the remaining Recreation team descriptions.
- Community Center November vending sales totaled \$423.25.
- Recreation Specialist Dobberstein had 10 Birthday Party packages in December.
- With the closing of the Clubhouse, several of the golf members who also play cards, mahjong or just want to gather for social hour, have now migrated over to the community center. They have been told that the space is still priority to the park district for rentals and programming, and that their requested time, date and space is not guaranteed. So far, the Monday & Wednesday mornings in room B have not conflicted with any other programming.
- Recreation and Marketing Supervisor Rex
  - Coordinated with OC Creative to film interviews with some of the people in the Community that Sycamore Park District is connected with.
  - Worked with the Natural Areas Specialist to develop a conservation-focused symposium hosted at the Community Center and in conjunction with IPRA's new Forest Preserve and Conservation Section.

- Worked with Upstaging to light the Community Center for the holidays. They will be donating the up lights to the Park District. We are also coordinating a projected 100th-anniversary design on the front of the building in January.
  - Researched Park District history in preparation for the 100<sup>th</sup> Anniversary and to fill the new historic timeline on the Sycamore Parks Foundation website.
- See attached daily, monthly and annual facility usage comparison charts through November 2022.

### **Administrative Initiatives (1/1/23-1/31/23)**

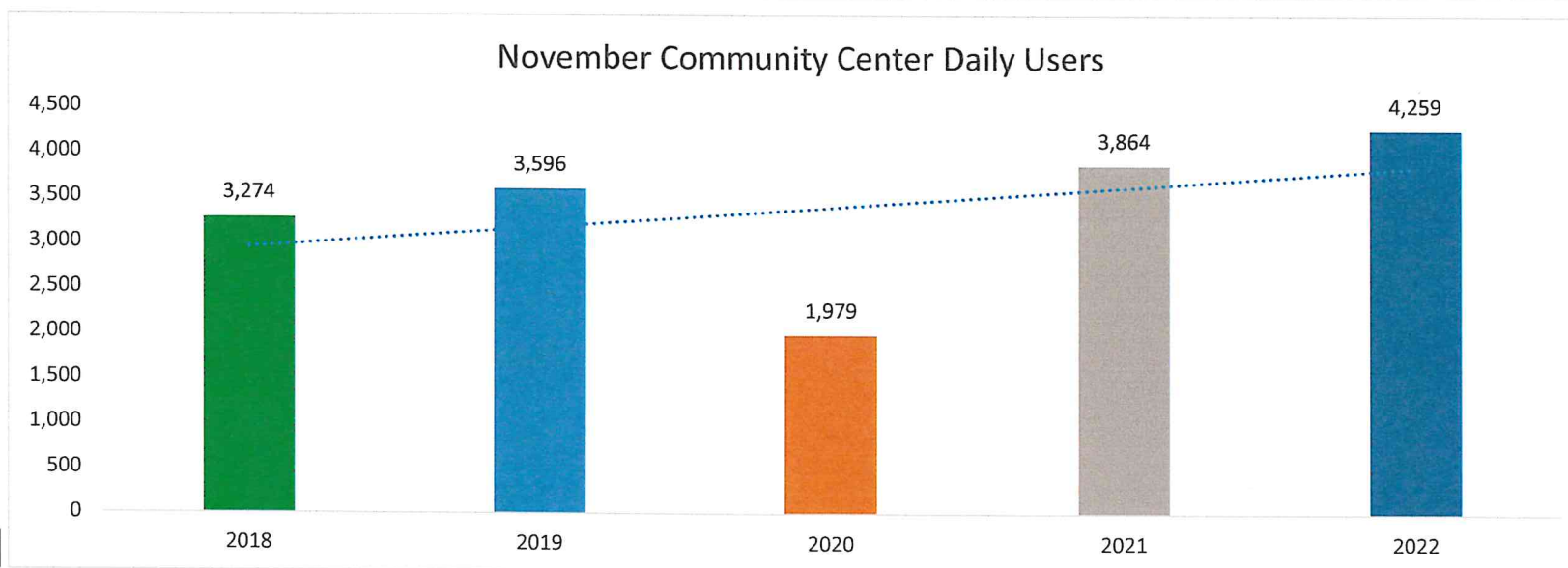
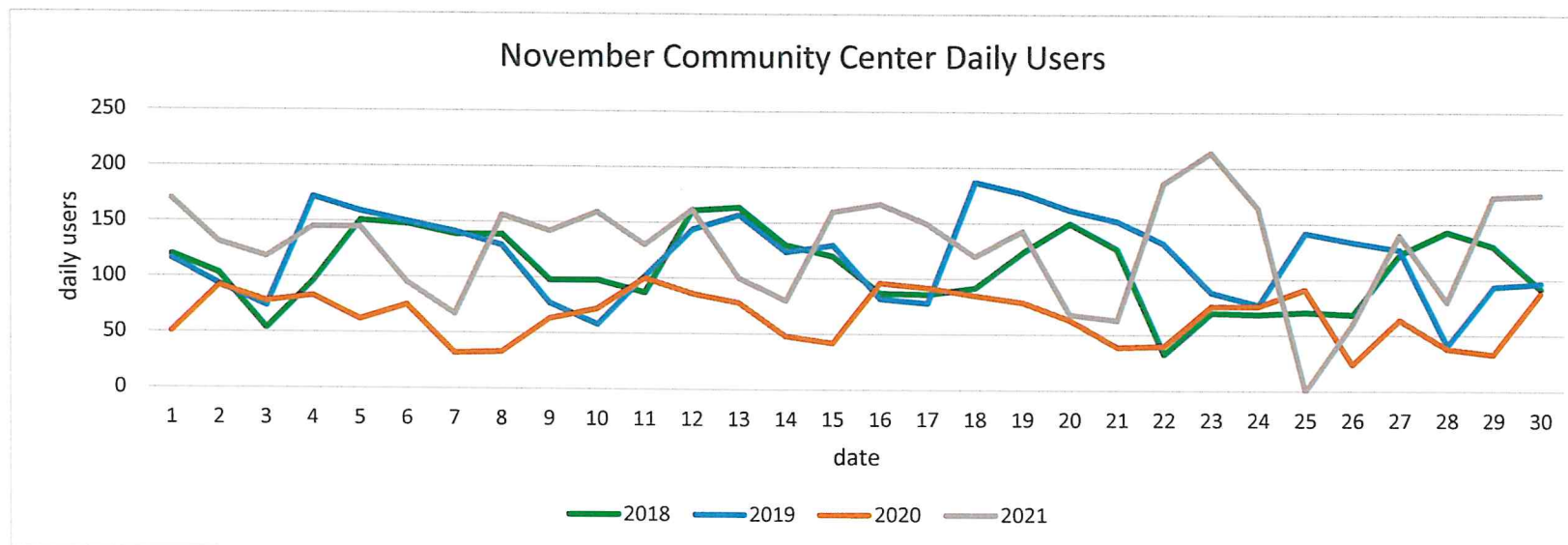
#### **Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff**

- The Community Center will return to pre-Covid Saturday hours starting January 7, 2023, 8am-6pm.
- The Community Center Gym (only) will be closed January 6-10 to repaint the original 2 pickleball court lines to 2" and touch up sport court lines that or peeling away.
- Will attend all staff and Board meetings.
- Facility Supervisor Metcalf will update all memberships fees in rectrac for 2023 to reflect all approved fee increases.
- All Recreation staff will attend the Winter Festival, Fire & Ice on January 14<sup>th</sup>.
- Recreation staff will attend the January 6<sup>th</sup> employee Dinner
- Recreation staff will attend the IPRA/IAPD Conference January 25-28.
- Superintendent Tevsh will wrap up Dekalb County Foundation music grant for Ukulele event.
- Superintendent Tevsh and Facility Supervisor Metcalf will prepare the new Aquatic pass fees for 2023.
- Superintendent Tevsh will work on the Library and Aggression Club Memorandum of Understanding for 2023.
- Recreation Dobberstein will work on the Self- Care fair for February.
- Now that the clubhouse is empty, the Recreation Specialist will do a complete cleaning of Food and storage areas.
- Recreation and Marketing Supervisor Rex
  - Will continue working with OC Creative and DeKalb County History Center on the 100<sup>th</sup> Anniversary celebration and informational materials.
  - Will help at the Winter Family Play Day
  - Will develop sponsorship opportunities for 2023 and begin promoting them
  - Update all trifolds and promotional materials due to new rates and the pool closing.

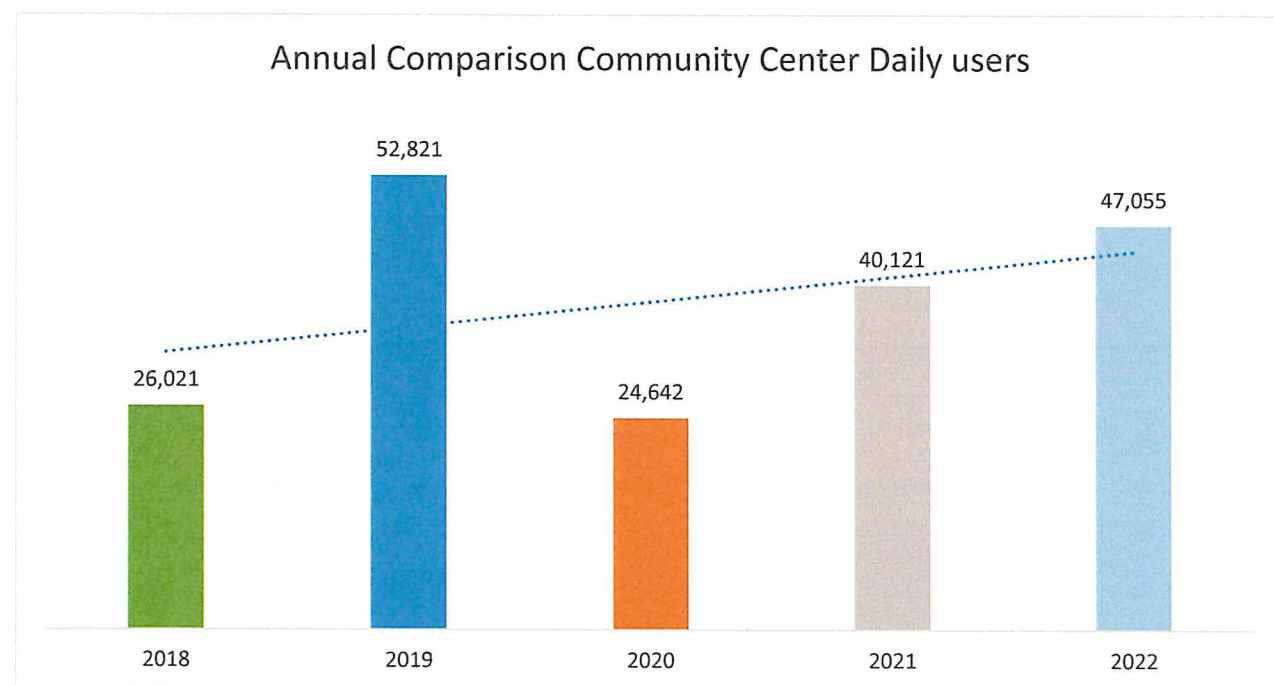


| November | Building Hours | After Hours | Spalshpad Daily Fee | Splashpad Pass | Open Gym | Total Users | Other Com |
|----------|----------------|-------------|---------------------|----------------|----------|-------------|-----------|
| 1        | 77             | 8           |                     |                | 26       | 111         |           |
| 2        | 75             | 8           |                     |                | 43       | 126         |           |
| 3        | 55             | 11          |                     |                | 51       | 117         |           |
| 4        | 82             | 2           |                     |                | 87       | 171         |           |
| 5        | 60             | 8           |                     |                | 18       | 86          |           |
| 6        | 27             | 27          |                     |                | 28       | 82          |           |
| 7        | 132            | 12          |                     |                | 49       | 193         |           |
| 8        | 131            | 12          |                     |                | 104      | 247         |           |
| 9        | 84             | 12          |                     |                | 30       | 126         |           |
| 10       | 62             | 13          |                     |                | 36       | 111         |           |
| 11       | 112            | 11          |                     |                | 61       | 184         |           |
| 12       | 58             | 15          |                     |                | 7        | 80          |           |
| 13       | 41             | 21          |                     |                | 28       | 90          |           |
| 14       | 125            | 14          |                     |                | 45       | 184         |           |
| 15       | 108            | 14          |                     |                | 33       | 155         |           |
| 16       | 113            | 17          | CLOSED              |                | 26       | 156         |           |
| 17       | 104            | 12          |                     |                | 44       | 160         |           |
| 18       | 103            | 8           |                     |                | 52       | 163         |           |
| 19       | 67             | 16          |                     |                | 30       | 113         |           |
| 20       | 51             | 28          |                     |                | 30       | 109         |           |
| 21       | 144            | 8           |                     |                | 103      | 255         |           |
| 22       | 105            | 10          |                     |                | 90       | 205         |           |
| 23       | 94             | 10          |                     |                | 64       | 168         |           |
| 24       | 0              | 24          |                     |                | 0        | 24          | Closed    |
| 25       | 0              | 34          |                     |                | 0        | 34          | Closed    |
| 26       | 51             | 10          |                     |                | 34       | 95          |           |
| 27       | 38             | 28          |                     |                | 54       | 120         |           |
| 28       | 141            | 18          |                     |                | 51       | 210         |           |
| 29       | 128            | 9           |                     |                | 40       | 177         |           |
| 30       | 155            | 18          |                     |                | 34       | 207         |           |
|          | 2523           | 438         | 0                   | 0              | 1298     | 4259        |           |

|               |    | 2018         | 2019         | 2020         | 2021         | 2022         |
|---------------|----|--------------|--------------|--------------|--------------|--------------|
| November      | 1  | 120          | 116          | 51           | 170          | 111          |
|               | 2  | 103          | 93           | 92           | 131          | 126          |
|               | 3  | 54           | 74           | 78           | 118          | 117          |
|               | 4  | 96           | 172          | 83           | 145          | 171          |
|               | 5  | 151          | 159          | 62           | 145          | 86           |
|               | 6  | 148          | 150          | 75           | 95           | 82           |
|               | 7  | 139          | 141          | 32           | 67           | 193          |
|               | 8  | 139          | 129          | 33           | 156          | 247          |
|               | 9  | 98           | 77           | 63           | 142          | 126          |
|               | 10 | 98           | 58           | 72           | 159          | 111          |
|               | 11 | 87           | 102          | 100          | 130          | 184          |
|               | 12 | 161          | 144          | 86           | 162          | 80           |
|               | 13 | 164          | 157          | 78           | 100          | 90           |
|               | 14 | 130          | 124          | 48           | 80           | 184          |
|               | 15 | 120          | 130          | 42           | 160          | 155          |
|               | 16 | 87           | 82           | 96           | 167          | 156          |
|               | 17 | 86           | 78           | 92           | 149          | 160          |
|               | 18 | 92           | 187          | 85           | 120          | 163          |
|               | 19 | 124          | 177          | 79           | 143          | 113          |
|               | 20 | 150          | 162          | 63           | 68           | 109          |
|               | 21 | 127          | 152          | 39           | 63           | 255          |
|               | 22 | 33           | 132          | 40           | 186          | 205          |
|               | 23 | 70           | 88           | 76           | 214          | 168          |
|               | 24 | 69           | 77           | 76           | 164          | 24           |
|               | 25 | 71           | 142          | 91           | 0            | 34           |
|               | 26 | 69           | 134          | 24           | 60           | 95           |
|               | 27 | 123          | 127          | 64           | 140          | 120          |
|               | 28 | 143          | 41           | 38           | 80           | 210          |
|               | 29 | 130          | 94           | 33           | 174          | 177          |
|               | 30 | 92           | 97           | 88           | 176          | 207          |
| <b>TOTALS</b> |    | <b>3,274</b> | <b>3,596</b> | <b>1,979</b> | <b>3,864</b> | <b>4,259</b> |



|           | 2018   | 2019   | 2020   | 2021   | 2022   |
|-----------|--------|--------|--------|--------|--------|
| January   |        | 4,950  | 5,133  | 3,154  | 5,326  |
| February  |        | 4,595  | 4,713  | 3,133  | 4,888  |
| March     |        | 5,462  | 2,325  | 2,937  | 5,184  |
| April     | 1,005  | 4,736  | 0      | 3,290  | 4,796  |
| May       | 1,591  | 4,265  | 0      | 2,986  | 2,986  |
| June      | 4,179  | 5,343  | 0      | 3,703  | 4,720  |
| July      | 2,530  | 5,700  | 2,520  | 3,745  | 4118   |
| August    | 3,986  | 3,999  | 2,270  | 3,829  | 4,078  |
| September | 2,680  | 3,157  | 1,455  | 2,566  | 3,086  |
| October   | 3,075  | 3,077  | 1,871  | 2,738  | 3,614  |
| November  | 3,274  | 3,596  | 1,979  | 3,864  | 4,259  |
| December  | 3,701  | 3,941  | 2,376  | 4,176  | 0      |
|           | 26,021 | 52,821 | 24,642 | 40,121 | 47,055 |



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 20, 2022

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

- Attended all Administrative Team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing. Begin planning next season's schedule of eblasts.
- Updated patrons about the bridge #1 construction project through eblasts, Facebook postings and flyers as construction begins.
- Closed Golf Course for the season on November 30th and send thank eblasts to all patrons.
- Moved all remaining carts and push carts into the cart barn for winter storage.
- Laid off all remaining part-time staff, except Donald Carlson until spring.
- Continued succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- 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.
- Began preparing 2023 Tournament and Outing Schedule.
- Scheduled carpet cleaning of pro shop and plan on the week between Christmas and New Year's Day. Plan to move fixtures and inventory into the clubhouse first week on January.
- Began coordinating the update of the golf operations website and Teesnap Ipad with 2023 golf rates with Tee snap.

### **Administrative Initiatives (1/1/23 – 1/31/23)**

- Attending all administrative teak meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing. Continue planning next season's schedule of eblasts.
- Begin distributing outing contracts to outing planners for 2023.
- Continue succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- Continue preparing the 2023 Tournament and Outing Schedule.
- Move pro shop displays and merchandise into the clubhouse for carpet cleaning.
- Continue coordinating the update of the golf operations website and Teesnap I pads with 2023 golf rates with Tee snap.
- Begin accepting applications for part-time staff for the 2023 season.
- Continue to meet with merchandise sales representatives for pro shop merchandise for the 2023 season.
- Send an eblast to all patrons in the database with an update on the Bridge number 1 construction and replacement.
- Begin Teesnap Tee sheet preparation for the 2023 season.
- Offer winter golf instruction through the Mason Golf Simulator in DeKalb.
- Remove reader board from wall behind the pro shop counter and paint wall in preparation a TV monitor system.
- Touch up walls and ceiling in the pro shop and do normal winter cleaning
- Attend Soaring to New Heights Conference in Chicago.

To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: December 20th, 2022

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

#### **Golf**

- The last day the course was opened was November 30<sup>th</sup>.
- Final mowing of all turf and snow mold preventive fungicide applications were made just before and after Thanksgiving.
- Staff completed leaf blowing and mulching which has been the main activity the past few weeks.
- All course equipment (ball washers, flags, cups, tee markers, rakes) have been brought in and are currently being painted/refurbished.
- Ropes were placed around all the greens west of the river with the east side bridges chained off. Signs for snow mobile traffic have been installed thru the course.
- When able with the weather, staff continues to prune trees and shrubs throughout the course.
- I have been meeting with sales reps and ordering turf products for early order discounts for next season.
- The 10-tee bridge project is well underway. Pilings have been installed and concrete is being poured this week for the bridge support system.

#### **Sports**

- Staff has been taking down the remaining soccer and batting cage nets, completed mowing and mulching leaves, repairing infields, and added new additional infield mix to the high school field which the high school supplied. The backstop wall for the high school field is being rebuilt and the safety pads covers replaced which the School District is splitting the cost with the Park District.
- Staff is cleaning the old shop, painting park garbage cans, and recycling collected old metals.
- Already working with all user groups on main event/tournament planning and dates for next season.

#### **Parks**

- I attended staff, Board, budget, and park planning meetings.
- Attended a PDRMA staff safety training meeting in Rochelle.
- Been working with engineers/contractors as the bridge project continues.

- Worked on operating and capital budget planning.
- Completed full-time and IMRF staff annual performance written and in-person reviews.
- Met with fire alarm company and elevator inspectors as we start annual inspection and compliance season at all buildings. Scheduling other buildings inspections.
- Staff continues to check parks, empty garbage, performed final leaf mulching, fixing dog park dig holes, brought in splash pad shade covers and tree work.
- All picnic tables are now in the shop being inspected and where needed, fixed with new boards and stain.
- Plows and the salt spreader have been put on trucks and checked.
- Organizing/cleaning office files and updating park playground equipment files.
- I will be taking time off from Christmas Eve thru Jan. 3<sup>rd</sup>.

**Administrative Initiatives (1/1/23-1/31/23)**

- Attend all staff, Board, planning meetings.
- Finalize Capital and operating budget planning if needed.
- Work with ERA engineers and contractor for ten tee bridge construction and scheduling as the project continues.
- Work on sports group field scheduling and material orders.
- Attend Park Conference in Chicago.
- Work on all equipment as winter service continues. Plow and salt as needed – schedule off hour shifts with staff.
- Organize building compliance annual inspections. Plan PDRMA staff trainings for the year.

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

**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

**Administrative Initiatives (1/1 – 1/31/2023)**

- 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
  - 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**

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**From:** Jeanette Freeman  
**Sent:** Monday, December 5, 2022 3:26 PM  
**To:** Jeanette Freeman  
**Subject:** FW: Citizen recognition

**From:** Bill Kroeger <[bkroeger@bulley.com](mailto:bkroeger@bulley.com)>  
**Sent:** Monday, December 5, 2022 8:47 AM  
**To:** Jeffrey Welcker <[principalmoose@gmail.com](mailto:principalmoose@gmail.com)>  
**Cc:** Jonelle Bailey <[jonelleb@sycparks.org](mailto:jonelleb@sycparks.org)>  
**Subject:** Re: Citizen recognition

Jeff,  
First of all I would like to thank you for reaching out to me/the Park District in making sure that we recognize individuals that have worked with and supported the Park District over the many years of existence. As we roll into 2023, our staff is working on a number of events for the 100 year anniversary and as part of that we will be expressing our appreciation to those individuals that have served on the Board as well as those that contributed in other ways.

I'm sharing this message with our Executive Director, Jonelle Bailey, to make sure we show recognition to John Boies and include him in a manner that reflects our appreciation for everything he has done to the Sycamore Park District.

Sincerely,

William Kroeger

On Fri, Dec 2, 2022 at 6:18 PM Jeffrey Welcker <[principalmoose@gmail.com](mailto:principalmoose@gmail.com)> wrote:

Dear Mr. Kroeger,

It has been a really nice initiative of the Park Board to recognize citizens who have made outstanding commitments and efforts to support Sycamore's recreation programs and golf course. The purpose of this letter is to suggest another individual who is immensely deserving to be part of the names which you have enshrined in various aspects of the park's planning.

The announcement of the decommissioning of the pool brought to mind a community member who was instrumental in building the pool. John Boies served on the Sycamore Park Board for many years and was president during the complex process of replacing an unsafe and subpar pool that previously existed adjacent to the Kishwaukee River. He and the board worked extremely hard to bring the current pool into existence. I don't recall the details at the time, except a general recollection that financing was a huge hurdle, but John mobilized resources and support to build it.

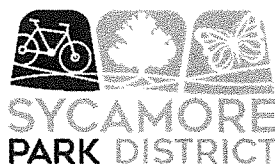
John and his father before him, Edward, were also avid golfers and supporters of the Sycamore Golf Club. You'll find John's modest presence, community spirit and competent participation everywhere in the Sycamore Community. He has served on hospital boards, Kishwaukee College Board, long-time president of Elmwood Cemetery, Sycamore Historical Society and other committees and boards over a lifetime which have all focused on and benefitted Sycamore.

So as you move toward completion of your current plans and begin to formulate others, I would urge you to consider the recognition of John

Boies . I have lived in Sycamore for over fifty years and I know of many individuals who are deserving of recognition because of their commitment to our community. Honestly, I know of no one who has had the scope and impact as that of John Boies.

Sincerely,

Jeff Welcker



Board of Commissioners  
Date of Board Meeting: December 20, 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. Waiting on the schedule

**Reston Ponds:** See attached updated design plan and costs

**Bridge #1:** Construction has started, and anticipated competition set for Spring 2023

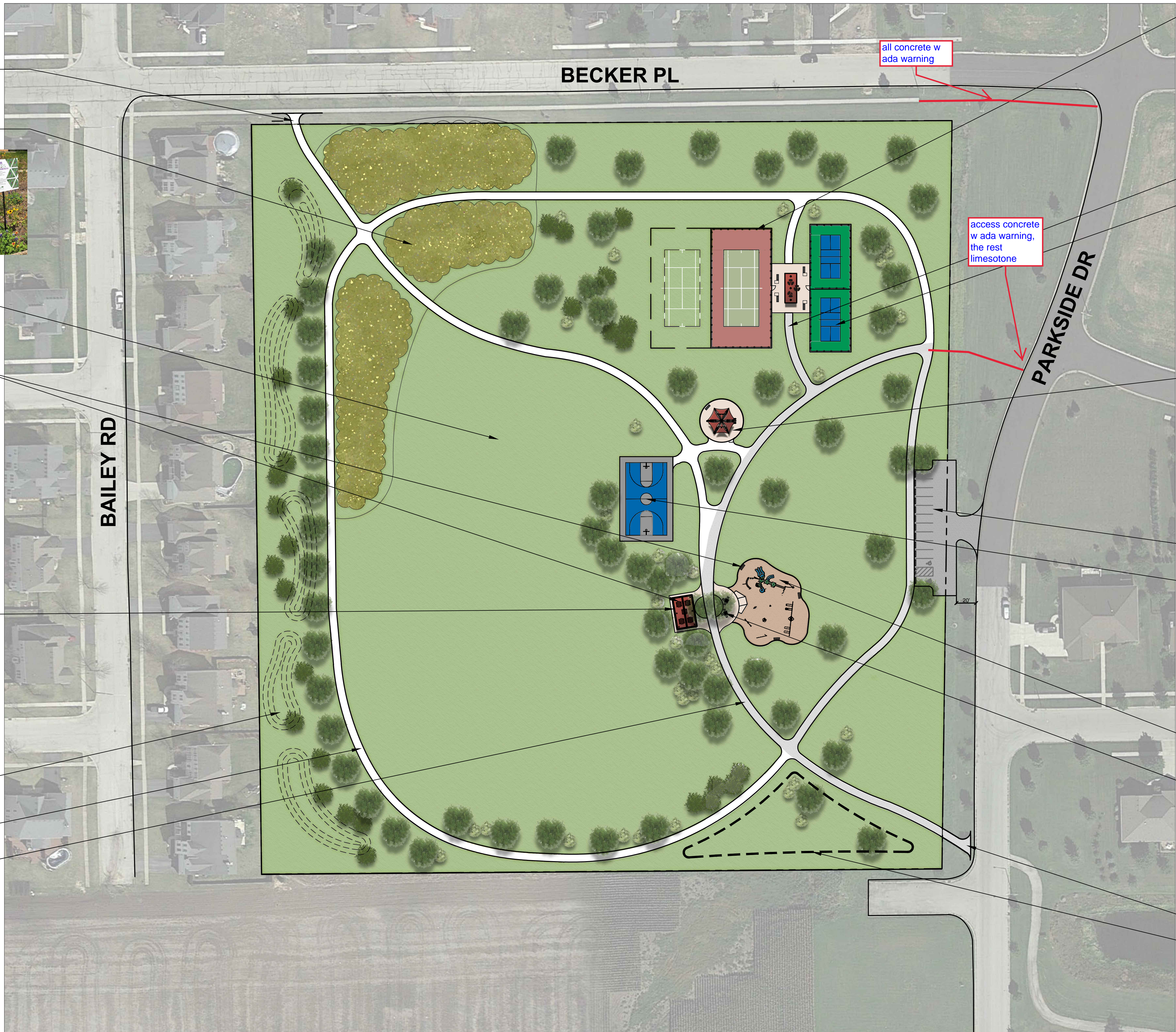
**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

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

**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 Space

**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

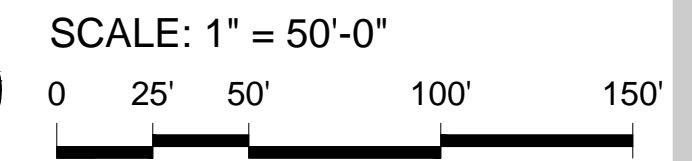
**Game Table Area**



**Trail Connection**

**Amend Area for Proper Drainage**

- Area to be graded to prevent flooding at location



# MASTER PLAN







**Reston Ponds Park**

12/13/2022

Sycamore Park District

Project #1098

**Master Plan - Cost Estimate Summary**

| AREA   | AREA COST              | OSLAD                | FUTURE PHASE         |
|--|------------------------|----------------------|----------------------|
| Small Limestone Gravel Loop Trail - OSLAD                | \$ 100,443.86          | \$ 100,443.86        | \$ -                 |
| Large Limestone Gravel Loop Trail - FUTURE               | \$ 152,301.07          | \$ -                 | \$ 152,301.07        |
| Playground - OSLAD                                       | \$ 250,678.11          | \$ 250,678.11        | \$ -                 |
| Picnic Shelter 20'x32' - OSLAD                           | \$ 104,214.05          | \$ 104,214.05        | \$ -                 |
| Native Landscape Buffer and Educational Signage - OSLAD  | \$ 14,719.94           | \$ 14,719.94         | \$ -                 |
| Soccer Field - New Soccer Goals - OSLAD                  | \$ 8,997.30            | \$ 8,997.30          | \$ -                 |
| Two Pickleball Courts - one OSLAD / one Future           | \$ 119,991.92          | \$ 59,995.96         | \$ 59,995.96         |
| One Tennis Court - FUTURE                                | \$ 184,256.74          | \$ -                 | \$ 184,256.74        |
| One Basketball Court - FUTURE                            | \$ 73,550.40           |                      | \$ 73,550.40         |
| Fitness Equipment - FUTURE                               | \$ 66,414.56           |                      | \$ 66,414.56         |
| Parking Lot - 10 parking spaces and 2 ADA space - FUTURE | \$ 78,716.59           | \$ 78,716.59         |                      |
| Shade, Evergreen and Ornamental Trees                    | Donation               |                      |                      |
|  | <b>\$ 1,154,284.54</b> | <b>\$ 617,765.81</b> | <b>\$ 536,518.73</b> |

|  |                      |
|--|----------------------|
| <b>Owner - Force Account Work*</b>   | <b>\$ 7,500.00</b>   |
| * by PD: native landscape seeding operations and educational sign graphics |                      |
| <b>Owner - Donation</b>  | <b>\$ -</b>          |
| <b>Owner - Cash for Project</b>  | <b>\$ 291,249.21</b> |
| <b>IDNR OSLAD Grant Cash for Project</b>                                   | <b>\$ 240,300.00</b> |



**Reston Ponds Park**  
 Sycamore Park District  
**Master Plan - Cost Estimate**

12/13/2022

Project #1093

| <b>Small Limestone Gravel Loop Trail - OSLAD</b>  |            |             |              |                      |
|---|------------|-------------|--------------|----------------------|
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>  | <b>EXTENSION</b>     |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |              |                      |
| General Conditions                                | 1          | LS          | \$ 2,375.00  | \$ 2,375.00          |
| Erosion Control Measures                          | 1          | LS          | \$ 6,500.00  | \$ 6,500.00          |
| Site Preparation, Earthwork, Grading and Removals | 381        | CY          | \$ 65.00     | \$ 24,765.00         |
| PG&E  | 100        | CY          | \$ 45.00     | \$ 4,500.00          |
| <b>IMPROVEMENTS</b>                               |            |             |              |                      |
| Sidewalk Extension to Parkside Drive              | 734        | SF          | \$ 9.75      | \$ 7,156.50          |
| Concrete Ramp to Parkside Drive                   | 130        | SF          | \$ 9.75      | \$ 1,267.50          |
| Gravel Trail - 8' Wide Trail at 6" Depth          | 1,273      | SY          | \$ 16.00     | \$ 20,375.11         |
| Replaceable Detectable Warning Strip              | 21         | SF          | \$ 85.00     | \$ 1,785.00          |
| Grind and Smooth Curb for Transition to Ramp      | 1          | LS          | \$ 1,200.00  | \$ 1,200.00          |
| <b>EQUIPMENT AND SITE FURNITURE</b>               |            |             |              |                      |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 11,605.00 | \$ 11,605.00         |
| Sub-Total   |            |             |              | \$ 81,529.11         |
| 12% Design and Construction Contingency           |            |             |              | \$ 9,783.49          |
| A/E Design Fees + Permitting                      |            |             |              | \$ 9,131.26          |
| <b>Total Cost</b>                                 |            |             |              | <b>\$ 100,443.86</b> |

| <b>Large Limestone Gravel Loop Trail - FUTURE</b> |            |             |              |                      |
|---|------------|-------------|--------------|----------------------|
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>  | <b>EXTENSION</b>     |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |              |                      |
| General Conditions                                | 1          | LS          | \$ 3,601.00  | \$ 3,601.00          |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00  | \$ 1,200.00          |
| Site Preparation, Earthwork, Grading and Removals | 862        | CY          | \$ 65.00     | \$ 56,030.00         |
| PG&E  | 200        | CY          | \$ 45.00     | \$ 9,000.00          |
| <b>IMPROVEMENTS</b>                               |            |             |              |                      |
| Gravel Trail - 8' Wide Trail at 6" Depth          | 2,588      | SY          | \$ 16.00     | \$ 41,408.00         |
| <b>EQUIPMENT AND SITE FURNITURE</b>               |            |             |              |                      |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 12,382.00 | \$ 12,382.00         |
| Sub-Total   |            |             |              | \$ 123,621.00        |
| 12% Design and Construction Contingency           |            |             |              | \$ 14,834.52         |
| A/E Design Fees + Permitting                      |            |             |              | \$ 13,845.55         |
| <b>Total Cost</b>                                 |            |             |              | <b>\$ 152,301.07</b> |
| <b>Playground - OSLAD</b>                         |            |             |              |                      |
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>  | <b>EXTENSION</b>     |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |              |                      |
| General Conditions                                | 1          | LS          | \$ 5,725.00  | \$ 5,725.00          |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00  | \$ 1,200.00          |
| Site Preparation, Earthwork, Grading              | 312        | CY          | \$ 65.00     | \$ 20,280.00         |
| Cap and Abandon Water Line                        | 1          | LS          | \$ 500.00    | \$ 500.00            |
| <b>IMPROVEMENTS</b>                               |            |             |              |                      |
| Concrete Sloped Entry                             | 148        | SF          | \$ 12.50     | \$ 1,850.00          |
| Concrete Playground Curb                          | 286        | LF          | \$ 28.00     | \$ 8,008.00          |
| Engineered Wood Fiber Surfacing                   | 5124       | SF          | \$ 3.50      | \$ 17,934.00         |
| Concrete Paving                                   | 738        | SF          | \$ 9.75      | \$ 7,195.50          |
| <b>DRAINAGE AND UTILITIES</b>                     |            |             |              |                      |
| 4" Perf SDR26 Underdrainage                       | 160        | LF          | \$ 18.00     | \$ 2,880.00          |
| 4" Solid SDR26 Underdrainage                      | 205        | LF          | \$ 18.00     | \$ 3,690.00          |
| Drain Cleanout - EWF                              | 1          | EA          | \$ 550.00    | \$ 550.00            |
| Connect to Existing Storm Structure               | 1          | LS          | \$ 750.00    | \$ 750.00            |

| <b>EQUIPMENT AND SITE FURNITURE</b>     |   |    |               |                     |
|---|---|----|---------------|---------------------|
| Playground Equipment                    | 1 | LS | \$ 106,599.40 | \$ 106,599.40       |
| Game Table                              | 2 | EA | \$ 3,389.70   | \$ 6,779.40         |
| Bench                                   | 3 | EA | \$ 3,561.52   | \$ 10,684.56        |
| <b>LANDSCAPE AND RESTORATION</b>        |   |    |               |                     |
| Lawn Restoration Seed and Blanket       | 1 | LS | \$ 1,906.00   | \$ 1,906.00         |
|   |   |    | Sub-Total     | \$194,625.86        |
| 12% Design and Construction Contingency |   |    |               | \$ 23,355.10        |
| A/E Design Fees + Permitting            |   |    |               | \$ 32,697.14        |
| <b>Total Cost</b>                       |   |    |               | <b>\$250,678.11</b> |

| <b>Picnic Shelter 20'x32' - OSLAD</b>             |            |             |              |                      |
|---|------------|-------------|--------------|----------------------|
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>  | <b>EXTENSION</b>     |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |              |                      |
| General Conditions                                | 1          | LS          | \$ 2,464.00  | \$ 2,464.00          |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00  | \$ 1,200.00          |
| Site Preparation, Earthwork, Grading and Removals | 43         | CY          | \$ 65.00     | \$ 2,795.00          |
| <b>IMPROVEMENTS</b>                               |            |             |              |                      |
| Concrete Paving                                   | 1,182      | SF          | \$ 9.75      | \$ 11,524.50         |
| Shelter - 20' x 32'                               | 1          | LS          | \$ 52,443.13 | \$ 52,443.13         |
| Picnic Table                                      | 4          | EA          | \$ 2,104.60  | \$ 8,418.40          |
| ADA Picnic Table                                  | 1          | EA          | \$ 2,516.40  | \$ 2,516.40          |
| Litter Receptacle - Purchase and Install          | 1          | EA          | \$ 2,267.90  | \$ 2,267.90          |
| <b>LANDSCAPING AND RESTORATION</b>                |            |             |              |                      |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 960.00    | \$ 960.00            |
|   |            |             | Sub-Total    | \$ 84,589.33         |
| 12% Design and Construction Contingency           |            |             |              | \$ 10,150.72         |
| A/E Design Fees + Permitting                      |            |             |              | \$ 9,474.00          |
| <b>Total Cost</b>                                 |            |             |              | <b>\$ 104,214.05</b> |
|   |            |             |              |                      |
|   |            |             |              |                      |
|   |            |             |              |                      |
|   |            |             |              |                      |
|   |            |             |              |                      |



| <b>Native Landscape Buffer and Educational Signage - OSLAD</b> |            |             |             |                     |
|--|------------|-------------|-------------|---------------------|
| <b>PROJECT COMPONENTS</b>                                      | <b>QTY</b> | <b>UNIT</b> | <b>COST</b> | <b>EXTENSION</b>    |
| General Conditions   | 1          | LS          | \$ 348.00   | \$ 348.00           |
| Erosion Control Measures                                       | 1          | LS          | \$ 1,200.00 | \$ 1,200.00         |
| <b>IMPROVEMENTS</b>  |            |             |             |                     |
| Educational Sign - Native Illinois Prairie                     | 1          | EA          | \$ 3,200.00 | \$ 3,200.00         |
| <b>LANDSCAPING AND RESTORATION</b>                             |            |             |             |                     |
| Native Seed Restoration  | 1          | LS          | \$ 7,200.00 | \$ 7,200.00         |
| Shade Trees  |            |             |             | by Owner /          |
| Sub-Total  |            |             |             | \$ 11,948.00        |
| 12% Design and Construction Contingency                        |            |             |             | \$ 1,433.76         |
| A/E Design Fees + Permitting                                   |            |             |             | \$ 1,338.18         |
| <b>Total Cost</b>  |            |             |             | <b>\$ 14,719.94</b> |

| <b>Soccer Field - New Soccer Goals - OSLAD</b> |            |             |             |                    |
|--|------------|-------------|-------------|--------------------|
| <b>PROJECT COMPONENTS</b>                      | <b>QTY</b> | <b>UNIT</b> | <b>COST</b> | <b>EXTENSION</b>   |
| <b>REMOVALS AND SITE PREPARATION</b>           |            |             |             |                    |
| General Conditions                             | 1          | LS          | \$ 213.00   | \$ 213.00          |
| <b>IMPROVEMENTS</b>                            |            |             |             |                    |
| Soccer Goals                                   | 1          | SET         | \$ 7,090.00 | \$ 7,090.00        |
| Sub-Total                                      |            |             |             | \$ 7,303.00        |
| 12% Design and Construction Contingency        |            |             |             | \$ 876.36          |
| A/E Design Fees + Permitting                   |            |             |             | \$ 817.94          |
| <b>Total Cost</b>                              |            |             |             | <b>\$ 8,997.30</b> |

| <b>Two Pickleball Courts - one OSLAD / one Future</b> |            |             |             |                  |
|---|------------|-------------|-------------|------------------|
| <b>PROJECT COMPONENTS</b>                             | <b>QTY</b> | <b>UNIT</b> | <b>COST</b> | <b>EXTENSION</b> |
| <b>REMOVALS AND SITE PREPARATION</b>                  |            |             |             |                  |
| General Conditions                                    | 1          | LS          | \$ 2,837.00 | \$ 2,837.00      |
| Erosion Control Measures                              | 1          | LS          | \$ 1,200.00 | \$ 1,200.00      |
| Site Preparation, Earthwork, Grading and Removals     | 201        | CY          | \$ 65.00    | \$ 13,065.00     |
| PG&E  | 75         | CY          | \$ 45.00    | \$ 3,375.00      |
|   |            |             |             |                  |

| <b>IMPROVEMENTS</b>                               |     |     |             |                      |
|---|-----|-----|-------------|----------------------|
| Asphalt Paving - Court                            | 583 | SY  | \$ 48.00    | \$ 27,984.00         |
| Sport Color Coat                                  | 583 | SY  | \$ 12.00    | \$ 6,996.00          |
| Concrete Paving                                   | 180 | SF  | \$ 9.75     | \$ 1,755.00          |
| <b>EQUIPMENT AND SITE FURNITURE</b>               |     |     |             |                      |
| Ground Sleeve, Net, Ground Anchor, Tie Down Strap | 2   | SET | \$ 3,100.00 | \$ 6,200.00          |
| 10' Chainlink Galvanized Fence and Gates          | 208 | LF  | \$ 125.00   | \$ 26,000.00         |
| Bench   | 2   | EA  | \$ 3,561.52 | \$ 7,123.04          |
| <b>LANDSCAPE AND RESTORATION</b>                  |     |     |             |                      |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1   | LS  | \$ 861.00   | \$ 861.00            |
| Sub-Total   |     |     |             | \$ 97,396.04         |
| 12% Design and Construction Contingency           |     |     |             | \$ 11,687.52         |
| A/E Design Fees + Permitting                      |     |     |             | \$ 10,908.36         |
| <b>Total Cost</b>                                 |     |     |             | <b>\$ 119,991.92</b> |

| <b>One Tennis Court - FUTURE</b>                  |            |             |             |                      |
|---|------------|-------------|-------------|----------------------|
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b> | <b>EXTENSION</b>     |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |             |                      |
| General Conditions                                | 1          | LS          | \$ 4,357.00 | \$ 4,357.00          |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00 | \$ 1,200.00          |
| Site Preparation, Earthwork, Grading and Removals | 548        | CY          | \$ 65.00    | \$ 35,620.00         |
| <b>IMPROVEMENTS</b>                               |            |             |             |                      |
| Asphalt Paving - Court                            | 840        | SY          | \$ 48.00    | \$ 40,320.00         |
| Sport Color Coat                                  | 840        | SY          | \$ 12.00    | \$ 10,080.00         |
| Concrete Paving                                   | 180        | SF          | \$ 9.75     | \$ 1,755.00          |
| <b>EQUIPMENT AND SITE FURNITURE</b>               |            |             |             |                      |
| Ground Sleeve, Net, Ground Anchor, Tie Down Strap | 1          | SET         | \$ 3,100.00 | \$ 3,100.00          |
| 10' Chainlink Galvanized Fence and Gates          | 360        | LF          | \$ 125.00   | \$ 45,000.00         |
| Bench   | 2          | EA          | \$ 3,561.52 | \$ 7,123.04          |
| <b>LANDSCAPE AND RESTORATION</b>                  |            |             |             |                      |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 1,004.00 | \$ 1,004.00          |
| Sub-Total   |            |             |             | \$ 149,559.04        |
| 12% Design and Construction Contingency           |            |             |             | \$ 17,947.08         |
| A/E Design Fees + Permitting                      |            |             |             | \$ 16,750.61         |
| <b>Total Cost</b>                                 |            |             |             | <b>\$ 184,256.74</b> |

| <b>One Basketball Court - FUTURE</b>              |            |             |             |                  |
|---|------------|-------------|-------------|------------------|
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b> | <b>EXTENSION</b> |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |             |                  |
| General Conditions                                | 1          | LS          | \$ 1,739.00 | \$ 1,739.00      |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00 | \$ 1,200.00      |
| Site Preparation, Earthwork, Grading and Removals | 218        | CY          | \$ 65.00    | \$ 14,170.00     |
| PG&E  | 75         | CY          | \$ 45.00    | \$ 3,375.00      |
| <b>IMPROVEMENTS</b>                               |            |             |             |                  |
| Asphalt Paving - Court                            | 516        | SY          | \$ 50.00    | \$ 25,800.00     |
| Sport Color Coat                                  | 516        | SY          | \$ 12.00    | \$ 6,192.00      |

| <b>EQUIPMENT AND SITE FURNITURE</b>               |            |             |              |                     |
|---|------------|-------------|--------------|---------------------|
| Basketball Goal, Rim, Backboard, Net              | 2          | EA          | \$ 3,320.00  | \$ 6,640.00         |
| <b>LANDSCAPE AND RESTORATION</b>                  |            |             |              |                     |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 584.00    | \$ 584.00           |
| Sub-Total   |            |             |              | \$59,700.00         |
| 12% Design and Construction Contingency           |            |             |              | \$ 7,164.00         |
| A/E Design Fees + Permitting                      |            |             |              | \$ 6,686.40         |
| <b>Total Cost</b>                                 |            |             |              | <b>\$ 73,550.40</b> |
| <b>Fitness Equipment - FUTURE</b>                 |            |             |              |                     |
| <b>PROJECT COMPONENTS</b>                         | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>  | <b>EXTENSION</b>    |
| <b>REMOVALS AND SITE PREPARATION</b>              |            |             |              |                     |
| General Conditions                                | 1          | LS          | \$ 1,571.00  | \$ 1,571.00         |
| Erosion Control Measures                          | 1          | LS          | \$ 1,200.00  | \$ 1,200.00         |
| Site Preparation, Earthwork, Grading and Removals | 34         | CY          | \$ 65.00     | \$ 2,210.00         |
| <b>IMPROVEMENTS</b>                               |            |             |              |                     |
| Concrete Paving                                   | 100        | SF          | \$ 9.75      | \$ 975.00           |
| Concrete Sloped Entry                             | 128        | SF          | \$ 12.50     | \$ 1,600.00         |
| Plastic Edging                                    | 98         | LF          | \$ 25.00     | \$ 2,450.00         |
| Engineered Wood Fiber                             | 558        | SF          | \$ 3.50      | \$ 1,953.00         |
| <b>EQUIPMENT AND SITE FURNITURE</b>               |            |             |              |                     |
| Fitness Equipment - Gametime Thrive 450           | 1          | LS          | \$ 30,437.40 | \$ 30,437.40        |
| Bench   | 1          | EA          | \$ 3,561.52  | \$ 3,561.52         |
| <b>DRAINAGE AND UTILITIES</b>                     |            |             |              |                     |
| Underdrainage                                     | 350        | LF          | \$ 18.00     | \$ 6,300.00         |
| Connection to Existing Storm Sewer                | 1          | EA          | \$ 750.00    | \$ 750.00           |
| Drain Cleanout                                    | 1          | EA          | \$ 500.00    | \$ 500.00           |
| <b>LANDSCAPE AND RESTORATION</b>                  |            |             |              |                     |
| Lawn Restoration - Topsoil, Seed and Blanket      | 1          | LS          | \$ 400.00    | \$ 400.00           |
| Sub-Total   |            |             |              | \$ 53,907.92        |
| 12% Design and Construction Contingency           |            |             |              | \$ 6,468.95         |
| A/E Design Fees + Permitting                      |            |             |              | \$ 6,037.69         |
| <b>Total Cost</b>                                 |            |             |              | <b>\$ 66,414.56</b> |

| <b>Parking Lot - 10 parking spaces and 2 ADA space - FUTURE</b> |            |             |   |                     |
|---|------------|-------------|---|---------------------|
| <b>PROJECT COMPONENTS</b>                                       | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>                             | <b>EXTENSION</b>    |
| <b>REMOVALS AND SITE PREPARATION</b>                            |            |             |   |                     |
| General Conditions  | 1          | LS          | \$ 1,861.00                             | \$ 1,861.00         |
| Erosion Control Measures  | 1          | LS          | \$ 1,200.00                             | \$ 1,200.00         |
| Site Preparation, Earthwork, Grading and Removals               | 243        | CY          | \$ 65.00                                | \$ 15,795.00        |
| PG&E  | 100        | CY          | \$ 45.00                                | \$ 4,500.00         |
| <b>IMPROVEMENTS</b>   |            |             |   |                     |
| Asphalt Paving - Parking Lot                                    | 700        | SY          | \$ 48.00                                | \$ 33,621.33        |
| Striping at Parking Lot   | 1          | LS          | \$ 3,400.00                             | \$ 3,400.00         |
| ADA Parking Sign  | 2          | EA          | \$ 550.00                               | \$ 1,100.00         |
| Wheelstop   | 13         | EA          | \$ 102.00                               | \$ 1,326.00         |
| <b>LANDSCAPING AND RESTORATION</b>                              |            |             |   |                     |
| Lawn Restoration - Topsoil, Seed and Blanket                    | 1          | LS          | \$ 1,090.00                             | \$ 1,090.00         |
|   |            |             | Sub-Total                               | \$ 63,893.33        |
|   |            |             | 12% Design and Construction Contingency | \$ 7,667.20         |
|   |            |             | A/E Design Fees + Permitting            | \$ 7,156.05         |
|   |            |             | <b>Total Cost</b>                       | <b>\$ 78,716.59</b> |

| <b>OSLAD Project Cost</b>                     |            |             |   | <b>\$ 1,154,284.53</b> |
|---|------------|-------------|---|------------------------|
| <b>ALTERNATE: Tongue and Grove at Shelter</b> |            |             |   |                        |
| <b>PROJECT COMPONENTS</b>                     | <b>QTY</b> | <b>UNIT</b> | <b>COST</b>                             | <b>EXTENSIO</b>        |
| <b>IMPROVEMENTS</b>                           |            |             |   |                        |
| Tongue and Grove Roofing                      | 1          | EA          | \$ 29,312.50                            | \$ 29,312.50           |
|   |            |             | Sub-Total                               | \$ 29,312.50           |
|   |            |             | 12% Design and Construction Contingency | \$ 3,517.50            |
|   |            |             | A/E Design Fees + Permitting            | \$ 3,283.00            |
|   |            |             | <b>Total Cost</b>                       | <b>\$ 36,113.00</b>    |

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 20, 2022

**STAFF RECOMMENDATION**

**AGENDA ITEM: REVIEW AND APPROVE FY2023 CAPITAL BUDGET:**  
**Recommend Approval**

**BACKGROUND INFORMATION:** Attached you will find the final draft of the Capital Funding Plan. In order for us to determine the estimated funds that would be available for 2023, this report shows what was budgeted for 2022 and the projections. The Equipment Lifecycle and the Capital Asset Spreadsheets were utilized in updating this report. Next year, as I update those two spreadsheets, I will expand this report back to the five year format.

The highlights are key to the changes made from the what was presented in November. In detail:

- The annual rollover bond (2022/2023) is slightly less based upon actual. This is due to slightly higher interest rate.
- Bond issue costs (2022) based on actual.
- PC Replacement/upgrades: we have placed the order for two replacements in 2022 that were originally budgeted in 2023. Also, removed pool laptop that was scheduled to be replaced in 2023.
- Ceiling repairs: Quote received for ceiling repairs at clubhouse.
- Bridge on 10: moved from 2022 to 2023 due to delay in work.
- Pool pump: removed
- Third shed at old maint shop: moved from 2022 and adjusted based upon several quotes received.
- Reston Ponds: moved from 2022, updated costs and added parking
- North Grove Assessment: moved from 2022 to 2023 due to delay.
- Lightening Detection System: Updated amount based on quotes.

**FISCAL IMPACT:** Total 2023 Budgeted Capital Revenue = \$851,300, Total 2023 Budgeted Capital Expenditures = \$1,499,133.

**STAFF RECOMMENDATION:** Staff welcomes questions and comments from the board. If there are no objections, recommend approval.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

Sycamore Park District  
Capital Funding Plan

| Department     | Item                                 | 2022<br>Budget | Projected<br>2022 | 2023      |
|----------------|--------------------------------------|----------------|-------------------|-----------|
| Funding        | Balance forward (approximate)        | 510,005        | 499,278           | 829,969   |
|                | Golf Course                          | 100,000        | 100,000           |           |
|                | OSLAD (pending) Reston Ponds         | 240,300        |                   | 240,300   |
|                | Stage grant                          |                |                   | 21,000    |
|                | General Obligation Bond              | 565,000        | 574,215           | 590,000   |
|                | Funding available                    | 1,415,305      | 1,173,493         | 1,681,269 |
| Administration | CONTINGENCY                          | 30,000         |                   | 30,000    |
|                | bond issue costs                     | 11,500         | 11,300            | 11,500    |
|                | alternate bond payment               | 166,375        | 166,375           | 168,663   |
|                | PC Replacement/upgrades              | 11,800         | 16,000            | 10,500    |
|                | copier (2025 CC)                     | 6,000          | 5,790             |           |
|                | Total Administration                 | 225,675        | 199,465           | 220,663   |
| 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                      |                |                   | 5,000     |
|                | assessment POSTPONED FROM 2021       | 15,000         |                   |           |
|                | Total Clubhouse                      | 15,000         | -                 | 5,000     |
| Golf Course    | golf carts                           |                |                   | 30,000    |
|                | Bridge on 10                         | 337,300        |                   | 337,300   |

Sycamore Park District  
Capital Funding Plan

| Department       | Item   | 2022<br>Budget | Projected<br>2022 | 2023      |
|------------------|--|----------------|-------------------|-----------|
|                  | shelter 1: 8th tee - structure   |                |                   | 11,000    |
|                  | greensmower 3250 greens  | 46,000         |                   | 46,000    |
|                  | Total Golf Course  | 383,300        | -                 | 424,300   |
| Aquatics         | Pool Heater<br>Pump  | 30,000         | 21,102            | -         |
|                  | Total Pool   |                | 21,102            | -         |
| Community Center | parking lot sealcoating/lines<br>cabinets of class rooms (5K)          | 5,000          | 5,000             | 15,000    |
|                  | Total Community Center   |                | 5,000             | 15,000    |
| Parks & grounds  | Founders Park Playground carryover from 2021 +<br>third shed old maint | 87,005         | 87,005            | 35,000    |
|                  | resurface basketball court (10k)                                       | 10,000         |                   |           |
|                  | RESTON PONDS   | 500,000        |                   | 540,000   |
|                  | addl reston ponds (parking)  |                |                   | 80,000    |
|                  | ADDL PARKING RIVERSIDE PARK (waiting until 2025)                       |                |                   |           |
|                  | Partial Roof WPA Main  | 5,000          |                   |           |
|                  | North Grove Assessment   | 18,250         |                   | 19,250    |
|                  | SIGNAGE  |                |                   | 2,400     |
|                  | brothers park - playground - surfacing MULCH                           |                |                   | 9,000     |
|                  | LIGHTENING DETECTION SYSTEM  |                |                   | 45,000    |
|                  | NATURE EDUCATION AREA  |                |                   | 12,000    |
|                  | PARKING BLOCKS/BASEBALL  |                |                   | 3,000     |
|                  | BLEACHERS NEW BASEBALL FIELD   |                |                   | 5,000     |
|                  | STAGE GOOD TYMES SHELTER   |                |                   | 42,000    |
|                  | Total Parks & Grounds  | 640,255        | 87,005            | 792,650   |
|                  | Total Capital Expenses   | 1,264,230      | 343,524           | 1,484,113 |
|                  | Ending balance   | 151,075        | 829,969           | 197,156   |



Sycamore Park District  
Capital Funding Plan

| Department | Item | 2022<br>Budget | Projected<br>2022 | 2023 |
|------------|------|----------------|-------------------|------|
|------------|------|----------------|-------------------|------|

|  |  |  |  |  |
|--|--|--|--|--|
| Amount updated from last draft.  |  |  |  |  |
| Amount transferred from 2022 due to delays.  |  |  |  |  |
| Earmarking dollars as they are scheduled to be replaced. Will evaluate beginning of 2023 season. |  |  |  |  |

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: December 20, 2022

### STAFF RECOMMENDATION

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

**BACKGROUND INFORMATION:** This is the board's second look at the proposed operating budget for FY 2023. The last month was spent reviewing the first draft in more detail. Any figures that were changed are now in bold font.

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

- I have recorded 2022 projections and proposed 2023 budget figures for the Capital Fund. The 2023 numbers are based upon the Capital Budget presented at this meeting. Action 2020 has not been updated yet.
- No full-time salary increases are in your draft.
- Real Estate Taxes were updated based on the information provided on the Levy Ordinance presented at this meeting.
- There are a few areas that I sent additional questions to staff for possible adjustments.


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.

The final draft will be brought to the board at January's meeting for approval.

**FISCAL IMPACT:** The projected surplus for the operating funds is estimated at approx. \$87,000 greater than budget.

The 2023 requested budget is currently showing a gain of approximately \$112,000.

**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 January.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

# SYCAMORE PARK DISTRICT

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## Board of Commissioners

Date of Board Meeting: December 20, 2022

### STAFF RECOMMENDATION

#### AGENDA ITEM: Items for Disposal

**BACKGROUND INFORMATION:** Overtime the park district equipment becomes outdated or not worth the staff time and cost parts to repair. The park district has limited space to store obsolete equipment.

With the closing of the outdoor Aquatic facility, there are items that can be sold to other area pools or used for scrap.

Outdated equipment such as laptops, computers, speakers need to be recycled.

In 2018, the Park District purchased 12 spin bikes to be used for Fitness Cycling classes in the Fitness studio. Due to space issues, 2 bikes were moved out and stored in a maintenance closet- and never used. Several classes over 3+ years were offered at a class fee and some free, to entice people to sign up. The equipment has barely been used and takes up space in the fitness studio.

A growing class that now needs the space in the fitness studio is the martial arts – Kajukenbo Karate. A third evening class has been added and students with memberships use the facility on Saturday mornings for practice. There are up to 18 students in a class. The bikes that line the wall get in the way of this large class. The park district would like to sell 8 of the bikes as quickly as possible to make room for the January session of karate. The other 4 will remain on the track.

#### **FISCAL IMPACT:**

**STAFF RECOMMENDATION:** Approval of Disposal Ordinance to gain needed space in park district facilities and potentially get back some money on sales or scrap of items.

**PREPARED BY:** Theresa Tevsh, Superintendent of Recreation Services; Jeff Donahoe, Superintendent of Parks; Lisa Metcalf, Facility Supervisor

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:** 

**BOARD ACTION:** Approval of Disposal Ordinance

**SYCAMORE PARK DISTRICT  
ORDINANCE NO. 07-2022  
AN ORDINANCE FOR SALE OF  
SURPLUS PROPERTY**

**WHEREAS**, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, AND

**WHEREAS, NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

  X   Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

  X   Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

  X   Advertise and sell the items listed in this ordinance on E-Bay, Marketplace, IPRA, Fitness Equipment Resellers.

  X   Sell the items listed in this ordinance to staff at a reasonable price so as to get the items out of the way in a timely manner

Any items junked are to be offered to a recycler before being disposed of. To move items out of the way to make room for new fitness equipment, items may be sold to staff at a reasonable fee.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

**next page**

**page 2**  
**Sycamore Park District**  
**Ordinance 07-2002**

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

SYCAMORE PARK DISTRICT, an Illinois  
Municipal Corporation

By: \_\_\_\_\_

It's President

ATTEST:

\_\_\_\_\_  
Secretary

## SURPLUS EQUIPMENT

### Aquatic:

- 2 Raypak pool heaters
- 1 Raypak hot tub heater
- Water treatment tanks, salt holders, and meters for showers/sinks
- Chemical injection meters and equipment
- DE feeder for filter pit
- Remote auto pool vacuum and hoses
- Hand operated pool vacuum and hoses
- 2 ADA pool access lifts battery powered
- 4 diving boards
- Various life vests, kickboards, dive toys
- Rescue hook and pole
- Rescue backboards
- Lifeguard chairs
- Concessions ice making machine
- 40 deck chairs
- 2 fun-brella shade structures and covers
- A/C wall unit
- Lockers
- Baby pool seal slide
- Various other pool and aquatic items

### Fitness:

- 8 Keiser M3+ Spin bike w/ power console
- Misc. Fitness Equipment

### Admin:

- Misc. Electronics:
  - Old hard drives
  - Fax machines
  - Radios
  - Screens
  - Cords/cables

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: December 20, 2022

### STAFF RECOMMENDATION

**AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 08-2022:**  
**Recommend approval**

**BACKGROUND INFORMATION:** The District has the power to levy and collect taxes on all taxable property in the district. This levy can be increased by 5% or CPI, whichever is lower. This year the CPI is 7% so we are allowed to increase by a maximum of 5%. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 03-2022 that indicated the estimated amount to be collected in 2023 for the tax year 2022. After discussions at the November board meeting and further work on the 2023 budget, I have made some minor adjustments to the final levy although in total the amounts have not changed. You can see these changes on the attached spreadsheet.

The spreadsheet shows the following:

- 2021 Extended Levy
- Figures used for 03-2022 Resolution
- Figures for the 2022 Tax Levy Ordinance
- Estimated actual levy based upon using the estimated EAV provided by the County (includes capturing CPI)
- Figures being used for the 2031 budget


Also included is a copy of the ordinance, as well as the additional required documentation: Certification of Minutes and Certificate of Compliance with the Illinois Truth in Taxation Law.

Additionally, I will be filing the Certificate of Eligibility under 35 ILCS 200/18-190.7. This allows us to collect any amounts “left on the table” in future years. It does not result in automatically getting the funds next year but is required to be filed to give us the ability to ask for it. By opting not to have a hearing, we will not capture the full 5% allowed, although the difference is less than .1%. But there is also the chance that a change in the EAV could increase that difference.



**FISCAL IMPACT:** The amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$3,144,000 for 2022. This is an increase of approximately \$149,000 over what was collected for 2021—or approximately a 4.998% increase. Approximately \$51,000 of this is due to the new growth. Also, I have put \$25,000 into the paving and lighting fund.

**STAFF RECOMMENDATION:** Recommend approval.

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

**IN THE OFFICE OF THE COUNTY CLERK  
DEKALB COUNTY, ILLINOIS**

**CERTIFICATE OF COMPLIANCE  
WITH THE ILLINOIS TRUTH IN TAXATION LAW  
35 ILCS 200/18-55 THROUGH 200/18-100**

**SYCAMORE PARK DISTRICT**

I, William Kroeger, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of an ORDINANCE, Levying and Assessing Taxes for the SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, for the year 2022.

I further certify that said Ordinance was adopted, pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-90 of the Truth-in-Taxation Law.

WITNESS my signature this 20th day of December, 2022.

\_\_\_\_\_  
President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Ordinance No. 08-2022  
2022 TAX LEVY ORDINANCE  
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the  
SYCAMORE PARK DISTRICT, DEKALB COUNTY,  
ILLINOIS, for the Year 2022.

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the regular meeting on November 22, 2022; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 4.998% increase over the 2021 extension of the corporate or special purpose taxes that were levied or abated.

BE IT ORDAINED by the Board of Commissioners of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois, that:

Section 1. Pursuant to the authority vested in this Board of Commissioners by Article 5 of the Park District Code, and all laws supplemental thereto, the Commissioners of the Sycamore Park District, hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the 2022 tax levy, upon all taxable property subject to taxation within the Sycamore Park District, the following amounts for the particular objects and purposes herein below specified.

Section 2. For all general corporate purposes, as provided in Section 5-1 of the Park District Code (70ILCS 1205/5-1), and pursuant to the authority granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows and for the following uses and purposes:

General Corporate Fund \$1,574,000.00

and said amounts are hereby levied.

Section 3. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2 of the Park District Code, (70 ILCS 1205/5-2), and pursuant to the authority

granted by Public Act 97-974, the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

|            |              |
|------------|--------------|
| Recreation | \$500,000.00 |
|------------|--------------|

and such amount is hereby levied.

Section 4. In addition to the aforementioned taxes and for the purpose of paying the contribution of the Sycamore Park District to the Kishwaukee Special Recreation Association, a joint recreational program for the handicapped, as provided in Section 5-8 of the Park District Code (70 ILCS 1205/5-8), the amount necessary to be raised by taxation is as follows:

|   |              |
|---|--------------|
| Joint Recreation Programs for Handicapped | \$237,000.00 |
|---|--------------|

and such amount is hereby levied.

Section 5. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District to the Illinois Municipal Retirement Fund, as provided in Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171), the amount estimated to be necessary for such purpose to be raised by taxation is as follows:

|                                    |             |
|------------------------------------|-------------|
| Illinois Municipal Retirement Fund | \$78,000.00 |
|------------------------------------|-------------|

and such amount is hereby levied.

Section 6. In addition to the aforementioned taxes and for the purpose of paying employer contributions of the District's portion of the tax under the Social Security Insurance Program, as provided in Section 21-110 of the Illinois Pension Code (40 ILCS 5/21-110), the amount estimated to be necessary for such purpose to be raised by taxation is as follows:

|   |              |
|---|--------------|
| Federal Social Security Insurance Program | \$115,000.00 |
|---|--------------|

and such amount is hereby levied.

Section 7. In addition to the aforementioned taxes and for the purpose of paying the cost of auditing expense as provided in section 9 of "An Act in relation to audits of the accounts of certain governmental units and to repeal an Act therein named," approved May 10, 1967, as amended (50 ILCS 310-709), the amount necessary to be raised by taxation is as follows:

|                |             |
|----------------|-------------|
| Audit Expenses | \$16,000.00 |
|----------------|-------------|

and such amount is hereby levied.

Section 8. In addition to the aforementioned taxes and for the purpose of paying the cost of insurance, administrative expenses, claims services and risk management directly attributable to loss prevention and loss reduction, all to protect the District and its employees from liability under the Local Governmental and Governmental Tort Immunity Act, and to protect the District under the Workers' Compensation Act and the Occupational Diseases Act, all as provided in Section 9-107 of the Local Governmental and Governmental Employee Tort Immunity Act (745 ILCS 10/9-107), the amount necessary to be raised by taxation is as follows:

|  |             |
|--|-------------|
| Tort, Workers' Compensation and Occupational Diseases Ins. | \$63,000.00 |
|--|-------------|

and such amount is hereby levied.

Section 9. In addition to the aforementioned taxes and for the purpose of establishing a paving and lighting fund to construct, maintain and light streets and roadways within the parks and playgrounds maintained by the District, as provided in Section 5-6 of The Park District Code (70 ILCS 1205/5-6), the amount necessary to be raised by taxation is as follows:

|                          |             |
|--------------------------|-------------|
| Paving and Lighting Fund | \$25,000.00 |
|--------------------------|-------------|

and such amount is hereby levied.

Section 10. In addition to the aforementioned taxes and for the purpose of organizing and maintaining a police system within the parks and playgrounds maintained by the District as provided in Section 5-9 of The Park District Code (70 ILCS 105/5-6), the amount necessary to be raised by taxation is as follows:

|                    |            |
|--------------------|------------|
| Park Police System | \$5,000.00 |
|--------------------|------------|

and such amount is hereby levied.

Section 11. In Addition to the aforementioned tax and for purpose of paying part of the expense of planning, establishing and maintaining recreation programs, as provided in Section 5-2b of the Park District Code, (70 ILCS 1205/5-2b), the amounts necessary to be raised by taxation are as follows for the following uses and purposes:

|                         |              |
|-------------------------|--------------|
| Recreation Program Fund | \$531,000.00 |
|-------------------------|--------------|

and such amount is hereby levied.

Section 12. The Secretary of the Sycamore Park District shall file with the County Clerk of the County of Dekalb, State of Illinois, a certified copy of this Ordinance and the County Clerk shall ascertain the rate per centum, which, upon the total value of all property subject to taxation within the District, at its full, fair cash values as the same is assessed and equalized by the Department of Revenue of the State of Illinois for the

calendar year beginning January 1, 2022, will produce the net amounts hereby levied and ordered certified, and the Clerk shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

Section 13. This Ordinance shall be in full force and effect from and after its passage.

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2023, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

PASSED by the Board of Commissioners of the Sycamore Park District this 20th day of December, A.D., 2022.

\_\_\_\_\_  
William Kroeger  
President

(Park Seal)

Attest:  
\_\_\_\_\_  
Jonelle Bailey  
Secretary

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF DEKALB        )

**IN THE OFFICE OF THE COUNTY CLERK  
DEKALB COUNTY, ILLINOIS**

**CERTIFICATE OF ELIGIBILITY  
UNDER 35 ILCS 200/18-190.7**

**SYCAMORE PARK DISTRICT**

I, Jonelle Bailey, being first duly sworn on oath, hereby certify that I am the duly elected Secretary of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Tax Levy Ordinance of the Sycamore Park District, DeKalb County, Illinois, for 2022, as it appears of record in the Minutes of the regular Park Board Meeting held December 20, 2022.

**Pursuant to Section 190.7 of the Property Tax Extension Limitation Law (“PTELL”), I further certify that by said Tax Levy Ordinance the taxing district did not extend the maximum amount permitted under PTELL for this levy year.**

WITNESS my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

State of Illinois        )  
                                  ) SS  
County of DeKalb        )

CERTIFICATION OF ORDINANCE

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 08-2022 entitled “An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2022” enacted by the Board at its December 20, 2022, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 20th day of December, 2022.

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

(SEAL)



Tax Computation  
DeKalb County

Rate setting EAV  
544,294,828

Estimated EAV for levy  
589,878,824

| Fund/Name          | Extended        |           | RESOLUTION |                 | Levy      |                 | Estimated |                 | 2023 budget     |
|--------------------|-----------------|-----------|------------|-----------------|-----------|-----------------|-----------|-----------------|-----------------|
|                    | 2021 levy       | 2022 levy | 2021 levy  | 2022 levy       | Ordinance | Levy            | Actual    | Levy            |                 |
| 001 Corporate      | \$ 1,483,040.12 | 0.27247   | 40.63%     | \$ 1,599,000.00 | 0.27107   | \$ 1,574,000.00 | 0.26683   | \$ 1,574,000.00 | \$ 1,570,000.00 |
| 005 IMRF           | \$ 104,994.47   | 0.01929   | 2.88%      | \$ 78,000.00    | 0.01322   | \$ 78,000.00    | 0.01322   | \$ 78,000.00    | \$ 76,000.00    |
| 014 Police         | \$ 5,007.51     | 0.00092   | 0.14%      | \$ 5,000.00     | 0.00085   | \$ 5,000.00     | 0.00085   | \$ 5,000.00     | \$ 5,000.00     |
| 027 Audit          | \$ 15,022.54    | 0.00276   | 0.41%      | \$ 16,000.00    | 0.00271   | \$ 16,000.00    | 0.00271   | \$ 16,000.00    | \$ 16,000.00    |
| 035 Insurance      | \$ 60,416.73    | 0.01110   | 1.66%      | \$ 61,000.00    | 0.01034   | \$ 63,000.00    | 0.01068   | \$ 63,000.00    | \$ 63,000.00    |
| 039 Playground/Rec | \$ 489,865.35   | 0.09000   | 13.42%     | \$ 533,000.00   | 0.09036   | \$ 531,000.00   | 0.09002   | \$ 531,000.00   | \$ 529,000.00   |
| 047 SS             | \$ 112,015.88   | 0.02058   | 3.07%      | \$ 115,000.00   | 0.01950   | \$ 115,000.00   | 0.01950   | \$ 115,000.00   | \$ 113,000.00   |
| 122 Recreation     | \$ 506,248.62   | 0.09301   | 13.87%     | \$ 500,000.00   | 0.08476   | \$ 500,000.00   | 0.08476   | \$ 500,000.00   | \$ 500,000.00   |
| 125 Paving         | \$ -            | -         | 0.00%      | \$ -            | -         | \$ 25,000.00    | 0.00424   | \$ 25,000.00    | \$ 25,000.00    |
| recapture          | \$ -            | -         | 0.00%      | \$ -            | -         | \$ -            | -         | \$ -            | \$ -            |
|                    | \$ 2,776,611.22 | 0.51013   |            | \$ 2,907,000.00 | 0.49281   | \$ 2,907,000.00 | 0.49281   | \$ 2,907,000.00 | \$ 2,897,000.00 |
| 126 Special Rec    | \$ 217,717.93   | 0.04000   | 5.96%      | \$ 237,000.00   | 0.04018   | \$ 237,000.00   | 0.04018   | \$ 236,559.88   | \$ 235,000.00   |
|                    | \$ 2,994,329.15 | 0.55013   | 82.04%     | \$ 3,144,000.00 | 0.53299   | \$ 3,144,000.00 | 0.53299   | \$ 3,143,559.88 | \$ 3,132,000.00 |
|                    |                 |           |            | 4.998%          |           | 4.998%          |           |                 |                 |
| 003 Bonds          | \$ 655,711.98   | 0.12047   | 17.96%     | \$ 688,497.58   | 0.11672   | \$ 688,497.58   | 0.11672   | \$ 688,000.00   | \$ 688,000.00   |
|                    | \$ 3,650,041.13 | 0.67060   | 100.00%    | \$ 3,832,497.58 | 0.64971   | \$ 3,832,497.58 | 0.64971   | \$ 3,831,559.88 | \$ 3,820,000.00 |
|                    |                 |           |            | 5.00%           |           |                 |           |                 |                 |

# SYCAMORE PARK DISTRICT

## Board of Commissioners

Date of Board Meeting: December 20, 2022

### STAFF RECOMMENDATION

**AGENDA ITEM: APPROVE TRAVEL TO IPRA/IAPD CONFERENCE:**  
**Recommend approval**

**BACKGROUND INFORMATION:** The District's policy on business expenses requires prior approval by the Board at an open meeting for travel, meal and lodging expenses incurred by 1) any member of the Board and 2) in excess of \$500 for any employees of the District.

The IAPD/IPRA Conference will be held Thursday, January 26, 2023 – Sunday, January 29, 2023. The following members of the board have indicated that they may be attending:

- Daryl Graves (2 nights)

The following staff will be attending:

- Jonelle Bailey (3 nights)
- Melissa Dobberstein (3 nights)
- Jeff Donahoe (4 nights)
- Jackie Hienbuecher (3 nights)
- Chris Hoblit (3 nights)
- Kirk Lundbeck (3 nights)
- Nicholas McCarney (2 nights)
- Lisa Metcalf (3 nights)
- Sarah Rex (3 nights)
- Theresa Tevsh (3 nights)

Expenses covered include:

- Transportation to and from conference (ex. Mileage reimbursement, train fare). Car pooling is strongly encouraged. The Park District van will be used for some of the attendees.
- Parking – For those who drive in, parking will be charged by the hotel at which you stay.

- Hotel – the conference rate is \$130 per night plus taxes. We would also like to have one room be a suite at \$280 per night plus taxes. This will provide us with a location to socialize in smaller groups.
- Meals – limited to the current U.S. General Services Administration regulations. Per day is \$79, first and last day \$59.25.

**FISCAL IMPACT:** Total maximum cost for hotel and food is \$8,375 for 11 attendees, however typically less spent on food. Cost of transportation and parking will depend on decisions made by attendees.

**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: December 20, 2022

**STAFF RECOMMENDATION**

**AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES AND TIMES FOR 2023: Recommend Adoption**

**BACKGROUND INFORMATION:** Each year the Open Meetings Act calls for adoption and promotion of the Regular Meeting Dates and Times of the Sycamore Park District Board of Commissioners.

Attached you will find the recommended dates and times. Upon approval, the Recording Secretary will make these available to the local media and they will be posted on our website.

**FISCAL IMPACT:** No additional cost over prior years.

**STAFF RECOMMENDATION:** Approval.

**PREPARED BY:** Jeanette Freeman, Office Manager



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

**Sycamore Park District Board of Commissioners**  
**Meeting Schedule for 2023**

|                                    |                  |
|------------------------------------|------------------|
| <b>Tuesday, January 24, 2023</b>   | <b>6:00 p.m.</b> |
| <b>Tuesday, February 28, 2023</b>  | <b>6:00 p.m.</b> |
| <b>Tuesday, March 28, 2023</b>     | <b>6:00 p.m.</b> |
| <b>Tuesday, April 25, 2023</b>     | <b>6:00 p.m.</b> |
| <b>Tuesday, May 23, 2023</b>       | <b>6:00 p.m.</b> |
| <b>Tuesday, June 27, 2023</b>      | <b>6:00 p.m.</b> |
| <b>Tuesday, July 25, 2023</b>      | <b>6:00 p.m.</b> |
| <b>Tuesday, August 22, 2023</b>    | <b>6:00 p.m.</b> |
| <b>Tuesday, September 26, 2023</b> | <b>6:00 p.m.</b> |
| <b>Tuesday, October 24, 2023</b>   | <b>6:00 p.m.</b> |
| <b>*Tuesday, November 28, 2023</b> | <b>6:00 p.m.</b> |
| <b>Tuesday, December 19, 2023</b>  | <b>6:00 p.m.</b> |

SYCAMORE PARK DISTRICT  
Board of Commissioners  
Date of Board Meeting: December 20, 2022

**STAFF RECOMMENDATION**

**AGENDA ITEM: APPROVAL OF STAFF HOLIDAYS FOR 2023:  
Recommend Adoption**

**BACKGROUND INFORMATION:**

Attached you will find the recommended Holidays as they are stated in our Personnel Manual.

**FISCAL IMPACT:** No additional cost over prior years.

**STAFF RECOMMENDATION:** Approval.

**PREPARED BY:** Jeanette Freeman, Office Manager



**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**

## **HOLIDAYS – 2023**

**Monday, January 2 – New Year’s Day**

**Monday, January 16 – Martin Luther King Day**

**Monday, February 20 – President’s Day**

**Monday, May 29 – Memorial Day**

**Tuesday, July 4 – Independence Day**

**Monday, September 4 – Labor Day**

**Monday, October 9 – Columbus Day OR  
Friday, November 10 – Veterans Day  
(floating)**

**Thursday, November 23 – Thanksgiving Day**

**Friday, November 24 – Day after Thanksgiving**

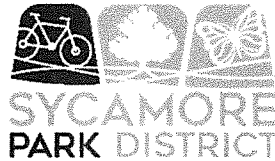
**Friday, December 22 – Christmas Eve Observed**

**Monday, December 25 – Christmas Day Observed**

**Friday, December 29 – New Year’s Eve Observed**

## **2024 HOLIDAY**

**Monday, January 1 – New Year’s Day Observed**



**Board of Commissioners**  
**Date of Board Meeting: December 20, 2022**

**AGENDA ITEM:**

Job postings and Recreation Department Restructure

**BACKGROUND INFORMATION:**

We have two leadership positions that will be available in 2023 due to retirement. The Superintendent of Recreation and the Superintendent of Golf Services.

With this change a redivision of duties in the recreation department is being reviewed.

I have included copies of the revision of those two positions and the list of proposed duty redistribution.

We are also looking to increase the Concession Manager position from 999 hours to 1200 hours to assist the management of the expanded sports fields concession needs.

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

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

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



## Superintendent of Golf Services Job Announcement

Generations of golfers have enjoyed the Sycamore Golf Club since its establishment and the creation of the Sycamore Park District in 1923. The immaculately maintained 18-hole course features tree-lined bentgrass fairways and large bentgrass greens. Built along the Kishwaukee River and the eastern entrance into Sycamore, the course is a beloved community icon and is enjoyed by golfers throughout Northern Illinois.

As the staff and Board prepare to celebrate 100 years, we are seeking a Superintendent of Golf Services who can continue a high-quality golf experience with the skills to run a successful **enterprise** and a passion for community service. As an important member of the hard-working, yet fun, Park District Administrative Team you will have the opportunity to be a part of our agency's management and vision which places value on equity, transparency, sustainability, and connections.

If you are looking for a chance to serve a great community and continue a legacy of providing excellence in golf for another 100 years, we can't wait to meet you!



## SYCAMORE PARK DISTRICT JOB DESCRIPTION

Job Title: **Superintendent of Golf Services**  
 Reports To: **Executive Director**  
 Prepared By: **Executive Director**  
 Prepared Date: **October 2022**  
 Approved By: BOC  
 Approved Date: **October 2017**

### Summary

The Superintendent of Golf is responsible for planning, organizing directing, staffing, coordinating, and budgeting of golf operations at the Sycamore Golf Club, including the generation of revenues, management of expenditures, management and accountability of the Pro Shop staff, merchandise, and other duties. The Superintendents close communication with the Superintendent of Park & Facility Services regarding course maintenance functions is a necessity.

### Essential Duties and Responsibilities

- 1) Staff the golf course with qualified employees
  - a) Recruit, recommend, select train, supervise, and evaluate employees
- 2) Prepare golf course budget
  - a) Recommend and assist in the development of revenue sources for the annual budget.
  - b) Recommend the rate of pay for all full-time, part-time, seasonal, and contractual employees.
  - c) Monitor budgeted revenues and expenditures and be responsible for the performance of the golf course/pro shop budget.
  - d) Developing annual marketing plan and budget with Marketing
- 3) Oversee operations and scheduling of the Golf Course
  - a) Communicate with golf league representatives and members for course updates
  - b) Communicate and coordinate use and scheduling of the golf course for outings and special events.
  - c) Oversee the sale of merchandise within the pro-shop, including the purchase of inventory.
  - d) Manage and Coordinate the pro-shop, golf carts and rentals.
- 4) Assist the Superintendent of Park & Facility Services with the maintenance of the golf course
  - a) Work with the Superintendent of Park & Facility Services to develop a golf course maintenance and capital improvement budget.
  - b) In cooperation with the Superintendent of Park & Facility Services Develop short- and long-range plans for improving the course.
- 5) Work with the Communication and Outreach manager
  - a) Assist the Recreation Supervisor/Marketing by submitting materials for publication in district promotional literature and flyers.
  - b) Develop and revise an annual marketing plan for golf course services for review and approval by the Recreation Supervisor/Marketing



- 6) Maintain good working relationships with other agencies and organizations
  - a) Cooperation with governmental bodies, service clubs and other potential golf course customers.
- 7) Perform departmental administrative duties
  - a) Adhere to all district policies, manuals, and practices
  - b) Attend board and departmental meetings

#### **Safety and Risk Management**

- 1) Maintains a working knowledge of all general agency and department-specific safety rules.
- 2) Addresses unsafe employee and supervisor behaviors by approaching, correcting, and coaching.
- 3) Enforces safety disciplinary policies and procedures.
- 4) Provides material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or heavier** as necessary.
- 5) Provides a department-specific safety orientation for all new employees that includes job instruction, safety, and ergonomic training.
- 6) Actively practices the CORE 6.
- 7) Provides information and resources needed for PDRMA Loss Control Program Review meetings.

#### **Supervisory Responsibilities**

Manages subordinate and seasonal staff to carry out the overall agency mission direction and implementation of a group of quality golf activities, uses, programs, and pro shop services. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

#### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- 1) Safety and Security - Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- 2) Attendance/Punctuality - Demonstrate consistent attendance and on-time arrival.
- 3) Dependability - Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- 5) Planning/Organizing - Prioritize and plan work activities and use time efficiently.



- 6) **Judgment** - Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- 7) **Professionalism** - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- 8) **Problem Solving** - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- 9) **Customer Service** - Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- 10) **Interpersonal Skills** - Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- 11) **Teamwork** - Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- 12) **Oral Communication** - Listen and get clarification; and respond well to questions.

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and/or Experience

Bachelor's degree in golf course management or related field and four years supervisory experience preferred, with a minimum of eight years' experience at a comparable facility.

**Commented [JB1]:** We need to add the PGA information here, just not sure how to word it

**Commented [JB2R1]:** Teaching skills a must

#### Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondences and procedure manuals. Ability to present information effectively and respond to questions from groups of managers, clients, customers, and the public. Spanish Speaking ability is an asset.

#### Computer Skills

To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software.

**Certificates, Licenses, Registrations**

PGA Certification. Candidate must also possess a valid State of Illinois Driver's License (Class D). CPRP preferred.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Furthermore, use of computer will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.



Job Title: **Superintendent of Recreation Services**  
 Reports To: **Executive Director**  
 Prepared By: **Executive Director**  
 Prepared Date: **December 2022**  
 Approved By: **BOC**  
 Approved Date:  
 Modified Date: **December 2022**

### **Summary**

The Superintendent of Recreation Services plans, promotes, oversees, and directs an ongoing comprehensive recreation program from youth to seniors and the entire community. The superintendent develops short- and long-range plans as part of a comprehensive recreation program strategy and oversees the district's Community Center, Dog Park, Sled Hill, Splash Fountain, and Pathway Fitness. This position will work with the Executive Director to manage Food and Beverage and concession operations. This position has a high degree of independence to supervise and direct the activities of subordinates performing recreation programming and customer service tasks. This position also coordinates with other departments/divisions, citizen groups, and outside agencies in developing recreational programs and events. The successful Superintendent of Recreation will be a dynamic, outgoing individual who interacts positively, enthusiastically, and proactively with residents and customers. They must be comfortable doing presentations, communicating clearly and directly with customers and staff, and being active in the community.

### **Essential Duties and Responsibilities**

- Provides leadership and direction in developing short- and long-range plans; gathers, interprets and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.
- Participates in developing and implementing goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures.
- Provides coaching, insight, and support for the staff under their supervision
- Oversees staff in Planning, organizing, coordinating, and directing the development and implementation of recreational, cultural, athletic, and special events and youth programs.
- Understands recreational activities applicable to a demographically and culturally diverse community.
- Capable of Planning and coordinating multiple projects.
- Evaluates the effectiveness of recreation areas, facilities, and services.
- Oversees the operations of the community center, dog park, and sled hill.
- Directs, supervises, evaluates, and schedules assigned personnel and supervisory staff.
- Participates in developing and administering the Recreation Department's annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; and recommends adjustments as necessary.

- Assists with coordination, communication, and scheduling for sports affiliates
- Works with the Outreach and Marketing Manager to ensure district-wide promotional efforts for all departments and services.
- Performs public relations functions between the agency, community, and various civic agencies and groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the recreation field.
- Responds to and resolve citizen inquiries and complaints.
- Works with the Leadership team on the District's MOUs by reviewing, adjusting, updating yearly, presenting to the board, and meeting at least yearly with the community partners and sports groups.
- Assists with management of the park district food and beverage operations

### **Safety and Risk Management**

- Acts quickly and calmly in emergencies.
- Maintains a working knowledge of all general agency and department-specific safety rules.
- Maintains a working knowledge of facility operations along with monthly, quarterly, and yearly inspections and preventative maintenance contracts.
- Enforces safety disciplinary policies and procedures.
- Provides material-handling equipment or staff assistance when lifting and moving objects **50 lbs. or heavier** as necessary.
- Provides a department-specific safety orientation for all new employees, including job instruction, safety, and ergonomic training.
- Holds employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Attends safety program and in-service education meetings.
  - Provides information and resources as needed for PDRMA Loss Control Program Review meetings.
  - Actively practices the CORE 6.

### **Supervisory Responsibilities**

Oversees Recreation Supervisors, Internships, FT & PT Custodians, and PT dog park staff to carry out the overall agency mission direction and implement a comprehensive community recreation program. Assists with overseeing Food and Beverage and Event Coordinators. Carries out supervisory responsibilities per the agency's policies and applicable laws. Duties include data analysis of recreation programs; interviewing, hiring, and training employees; Planning, assigning, and directing work; appraising performance; rewarding and disciplining employees, and addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness and judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.

- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies the appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain the reasoning for decisions; include appropriate people in the decision-making process; and make timely decisions.
- Professionalism – Tactfully approach others; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems promptly; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations, and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance, and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put the team's success above own interests; and keep everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

### **Qualifications**

In the successful performance of the position, an individual must be able to perform each essential duty satisfactorily. The requirements represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education/Experience**

Bachelor's Degree in Parks and Recreation or Closely Related Field is required. Master's degree preferred in Management/Administration/Business/Marketing or related field. A minimum of five years of continuous work experience as a Recreation Programmer is also required. Focused expertise in one or both will be advantageous to the applicant: Aquatics or Fitness Center programming/management is essential.

Professional Certification (CPRP) by the National Recreation and Park Association or obtaining certification within six months of hire is preferred.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to present information effectively and respond to questions from managers, clients, customers, and the general public. Spanish Speaking ability is an asset.

### **Reasoning Ability**

Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.



**Computer Skills**

To perform this job successfully, an individual should know database software; computer; order processing systems; project management software; spreadsheet software; and word processing software. The Superintendent of Recreation must have a solid working knowledge of software systems specializing in Recreation Registration, Field Scheduling, POS, and Access Control. Prior experience with Vermont Systems and its array of Software is a must and should be continually updated.

**Certificates, Licenses, Registrations**

Professional Certification (CPRP) by the National Recreation and Park Association.

CPR/AED Certifications

Aquatic Certifications

Fitness Certifications

Food Handler Certification

BASSET Training

**Physical Demands**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and move up to **50 pounds**. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Furthermore, computer use will demand prolonged exposure to a screen projecting images. Time at the computer may also result in periods where bent wrists and extended arms will be lengthy.

**Work Environment**

The work environment characteristics described here represent those employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee will occasionally be exposed to extreme weather conditions of heat and humidity or cold and windchill.

| Executive Director            | Superintendent of Recreation          | Recreation supervisor I  | Recreation supervisor II | Events Coordinator | Recreation Specialist - PT | Marketing and Outreach Manager                  | Service Desk Coordinator | Custodian                                     |
|-------------------------------|---------------------------------------|--------------------------|--------------------------|--------------------|----------------------------|---|--------------------------|---|
| Direct supervision of F&B     | Indirect supervisor of F & B          | Sports Leagues           | Pathway Fitness          | Senior Programs    | Special Events             | Sponsorships                                    | Service Desk Staff       | Facility cleaning: LC, Maintenance, Clubhouse |
| Direct supervision of M&O mgr | Building supervision and coordination | Field Rentals            | Educational Programs     | Birthday Parties   | summer Birthday Parties    | Foundation                                      | Corporate Cards          | room set up                                   |
|                               | Policies & procedures                 | Affiliates               | Orientations             | Rentals            | summer camps/programs      | All District Marketing                          | Shelter Rentals          |   |
|                               | Data Analysis of Programs             | user groups              | Program Areas            | Concessions        |                            | Graphic Design: Brochure, promotional materials | Office Supplies          |   |
|                               | Club 55                               | general rentals          | Group fitness            | Special Events     |                            | Website management                              |                          |   |
|                               | Large Rentals                         | Program areas            | Karate Classes           | Caddy shack Grill  |                            | Social media                                    |                          |   |
|                               | KSRA: main contact                    | All star sports          | Family Health & Fitness  |                    |                            | Memorial projects (with Parks Dept)             |                          |   |
|                               | Internship program                    | Youth tennis             | Dance classes            |                    |                            | Lead for Concert series committee               |                          |   |
|                               | Library partnership                   | Volleyball camp & Clinic | Tumbling classes         |                    |                            | Holiday Decoration                              |                          |   |
|                               | Contact with Sports Affiliates        | Gym Jams                 | Art classes              |                    |                            | Sycamore Community Expo                         |                          |   |
|                               | Sled Hill                             | Dog Egg Hunt             | Camps                    |                    |                            | Donation/Gifts                                  |                          |   |
|                               | Dog Park                              | Open Gym Schedule        | STEM classes             |                    |                            |   |                          |   |
|                               | Splash pad                            | Day Trips                | Horseback riding classes |                    |                            |   |                          |   |
|                               | RecTrac coordination & training       |                          | Homeschool programs      |                    |                            |   |                          |   |
|                               | Membership management                 |                          | Music classess           |                    |                            |   |                          |   |
|                               | Service Desk                          |                          |                          |                    |                            |   |                          |   |