



Sycamore Park District
 Regular Board Meeting
 October 24, 2023
 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: September 26, 2023 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

28. Superintendent of Finance Monthly Report
30. Budget
44. Superintendent of Recreation Monthly Report
48. Superintendent of Golf Operations Monthly Report
50. Superintendent of Parks and Facilities Monthly Report
52. Marketing & Community Outreach Manager
53. Executive Director Monthly Report

CORRESPONDENCE:

55. IAPD Best of the Best Awards Gala
58. Thank You from Nicholas's Parents

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

AGENDA**October 24, 2023, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

59. Park/Construction Updates: Jonelle/Jeff
 - Great Western Trail seg. 2 (ES)
 - Reston Ponds
 - Solar Panels
 - District Softball field
 - Community Garden Area
69. Conduct Ordinance change: Jonelle
 - Open positions:
 - Naturalist
 - Superintendent of Golf

NEW BUSINESS:

86. First Draft of the budget
91. IAPD Business meeting delegate: Jonelle
96. Health Insurance Recommendation: Jackie - (Roll Call)
98. 2024 Training Budget: Jonelle/Jackie – (Roll Call)
99. 2024 Rates/Fees: Facility and Golf: Lisa/Kirk: (Roll Call)
105. Mobile Stage for Good Tymes area: Jonelle
161. Community Survey Proposal: Sarah
168. Unclaimed Property: Jackie
169. 100th Anniversary Celebration: Sarah

Special Announcements**Potential Study Session November 14th 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:

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.

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, September 26, 2023**

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, September 26, 2023.

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, Strack and Kroeger.**

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

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

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

Guests at the Board meeting were:

- None

**Regular and Consent Agenda Approval –
Motion**

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

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Strack moved to approve the August 22, 2023, 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 4-0. Commissioner Graves was absent.

Motion

Commissioner Doty moved to approve the August 22, 2023, Executive Session Meeting Minutes to remain confidential. Commissioner Ackmann seconded the Motion.

Voice Vote

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

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Claims and Accounts Approval

Motion

Commissioner Ackmann moved to approve and pay the bills in the amount of \$267,109.84. Commissioner Doty seconded the Motion.

Roll Call

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

Correspondence –

- High School Golf Team
- Patti Carnahan Thank You

Public Input –

Positive Feedback –

- Commissioner Doty noted he appreciates being able to borrow a cart to get the cross-country meet set up. Also, Jeff's work having things mowed and helping to mark the course.

Plan Commission: Commissioner Strack noted Menards has come to the plan commission about a self-storage facility that would be at their location that was approved.

Old Business:

Construction Updates:

- **GWT:** Director Bailey noted that Roger emailed her that the FS property acquisition has been approved by their board so this one is close to being settled. The Ibarra property is still not settled, and Roger will continue to follow up with them.
- **Reston Ponds:** Director Bailey noted construction has started. They were waiting for the CAD drawings which delayed it.
- **North Grove:** Director Bailey noted the OSLAD Grant has been submitted and she has received confirmation it is being reviewed. The property has been officially transferred to the district.
- **Solar Panels:** Director Bailey noted we meet with them Friday. President Kroeger suggested asking for a safety letter on the crane before the crane is used.

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Community Project: North Avenue: Director Bailey noted the tree trimming is completed and we are waiting for a quote for the basketball court.

Security Cameras: Director Bailey noted she spoke with Flock Security. They have a former police officer help with angles for the cameras at locations. She went over the suggestions for locations of the cameras. There was discussion on the number of cameras, locations, and the costs. They feel Leon Larsen is the priority location. It was discussed just going with one camera at this time. Director Bailey will see if there are any grants to offset the cost. There was a consensus to go with one camera for two years for \$7000 and to discuss again in about a year.

Motion

Commissioner Doty moved to approve one camera at Larsen with the amount of \$7000.
 Commissioner Ackmann seconded the Motion.

Roll Call

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

Pumpkin Fest Parade Update: Director Bailey noted we are entered in the parade with a truck pulling a trailer.

Superintendent of Golf Updates: Director Bailey noted there have been three applicants since relisted. She is going to add in the administration component to the job description. The pro shop manager will take on some of the administration duties.

New Business

Quarterly Capital Funds Update: Supt. Hienbuecher noted this is just an update at this point where we are with the capital budget.

Parasailing Ordinance: Director Bailey noted people are using Riverside Complex to take off and land. We do have something in our conduct ordinance about vehicles, boats, and airplanes. We need to decide how we want to handle this. Do we want to specifically list drones and parasailing in the current conduct ordinance or require they get a permit. President Kroeger noted he feels we should add to the ordinance. Commissioner Strack noted he feels we could allow this, but they need to sign a waiver and provide proof of insurance.

Motion

Commissioner Doty moved to add hot air balloons, parasailing, and drones to our conduct ordinance with permit capabilities. Commissioner Strack seconded the Motion.

Roll Call

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

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Strategic Plan Update: President Kroeger asked staff what they are leaning towards with the pool area. There was discussion on what needs to be done to remove the pool. Director Bailey noted this will be in the survey when it goes out. There was discussion on what would possibly be in the survey which will be done in February or March. They decided to do a study session January 9th.

Motion

Commissioner Doty moved to approve moving forward with the current plan.
 Commissioner Strack seconded the Motion.

Voice Vote

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

Park Foundation Update: Director Bailey noted the Foundation did some good things this year. She also noted that two current members of the Foundation want to take a step back. We currently have three applications for the Foundation board. The foundation board will review the applications next week.

IAPD Gala: There was a discussion on who will be attending the Gala.

KSRA Agreement: Director Bailey noted this is a five-year agreement to continue to use KSRA services to provide services for our residents.

Motion

Commissioner Strack moved to approve the contract as presented. Commissioner Doty seconded the Motion.

Roll Call

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

Special Announcements – None

October Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session at 7:12 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 10/19/2023
 TIME: 10:33:57
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	916611750	01 TITLEIST PRO-VI DOZEN	5010000001300	09/26/23	00006534	66600	10/11/23	500.49	500.49
		02 SHIPPING INV 916611750	5010000001300		00006534				498.00
		03 DISC INV 916611750	5010000001300		00006534				12.45
									-9.96
ADVANCE	2454-490514	01 MOWER V BELTS	202100066403	09/07/23	00006483	66602	10/11/23	400.29	32.83
									32.83
	2454-490749	01 MOTOR LUBE	202100066402	09/12/23	00006496	66602	10/11/23	400.29	11.37
									11.37
	2454-490819	01 MOWER LUBE	101500066403	09/13/23	00006494	66602	10/11/23	400.29	22.74
									22.74
	2454-490860	01 GOLF SPRAYER HOSE REPLACE	504100076500	09/14/23	00006493	66602	10/11/23	400.29	20.02
									20.02
	2454-491114	01 GRIND DISKS, HOSE PLUGS, COOLANT	101500066403	09/19/23	00006516	66602	10/11/23	400.29	93.23
									93.23
	2454-491325	01 AIR FILTER	202100066402	09/22/23	00006522	66602	10/11/23	400.29	11.54
									11.54
	2454-491481	01 BATTERIES-WIPER BLADES-COOLANT	202100066402	09/26/23		66602	10/11/23	400.29	91.48
									91.48
	2454-491601	01 SPRAYER - PUMP HOSE	504100066402	09/28/23		66602	10/11/23	400.29	96.60
									96.60
	2454-491639	01 MOWER FUEL FILTERS	101500066403	09/28/23		66602	10/11/23	400.29	16.78
									16.78
	2454-491704	01 DIAPHRAGM GOMMETS	202100076500	09/29/23		66602	10/11/23	400.29	3.70
									3.70
ADVANCET	ADVANCED TURF SOLUTIONS								400.29
	SO1116578	01 SNOW MOLD FUNGICIDE	504100076507	09/13/23		66634	10/13/23	4,339.60	4,339.60
		02 SNOW MOLD FUNGICIDE	504100076506						3,000.00
									1,339.60

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SO1127951	01	MARKING PAINT-GOLF TOURNEYS	504100076500	09/21/23		66603	10/11/23	138.48	138.48
AIRGAS	AIRGAS USA LLC						VENDOR TOTAL:		4,478.08
5502290809	01	SHOIP WELD TANK FUEL	101500066401	09/30/23		66604	10/11/23	39.08	39.08
ALLST	ALL STAR PRO GOLF						VENDOR TOTAL:		39.08
INV35202	01	IMPRINTED PENCILS	504000076500	10/03/23		66605	10/11/23	398.94	398.94
BANN	BANNER UP SIGNS						VENDOR TOTAL:		398.94
81275	01	PARADE FLOAT BANNERS	101200046203	09/26/23	00006531	66568	09/28/23	243.36	243.36
81300	01	SPONSORS ART IN THE PARK	206194066216	09/29/23	00006536	66581	10/03/23	55.00	55.00
BSN	BSN SPORTS						VENDOR TOTAL:		298.36
922921376	01	BASKETBALL HOOP NETS	202100076519	09/18/23		66606	10/11/23	59.94	59.94
CAPITALO	CAPITAL ONE						VENDOR TOTAL:		59.94
1651074489	01	TOMATOES/LETTUCE	303000086629	09/19/23	00006502	66584	10/03/23	1,380.33	1,380.33
	02	GATORADE	303000086631		00006503			12.02	12.02
	03	ONIONS/TOMATOES	303000086629		00006511			213.84	213.84
	04	HOT DOG BUNS	303000086615		00006511			8.98	8.98
	05	HAMBURGER BUNS	303000086613		00006511			82.80	82.80
	06	ENGLISH MUFFINS	303000086610		00006511			15.18	15.18
	07	LEMONS	303000086636		00006511			4.50	4.50
	08	LETTUCE (WALK TACOS)	303300086613		00006511			1.16	1.16
	09	CHIPS/COOKIES	303500086640		00006511			3.76	3.76
	10	COFFEE	303000086632		00006504			28.46	28.46
	11	BAGEL	303000086610		00006504			10.32	10.32
	12	BREAD	303000086612		00006504			2.16	2.16
	13	CHARCOAL/LIGHTER FLUID	303500086640		00006504			2.32	2.32
								27.80	27.80

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1651074489				09/19/23		66584	10/03/23	1,380.33	1,380.33
		14 CRACKERS	303000086618		00006508				18.72
		15 PEANUTS	303000086618		00006508				21.76
		16 GOLDFISH	303000086618		00006508				13.14
		17 CANDY	303000086624		00006508				33.98
		18 GUM	303300086624		00006508				23.36
		19 OVEN CLEANER	303000076510		00006508				9.98
		20 FOIL SHEETS	303000076550		00006508				21.96
		21 FOIL SHEETS	303300076550		00006508				21.96
		22 LIME/WORCH/HOT SAUCE	303000086636		00006526				5.34
		23 COFFEE	303000086632		00006526				9.96
		24 LETTUCE/ONION	303000086629		00006526				12.38
		25 HOT DOG BUNS	303000086615		00006526				27.60
		26 RED BULL	303000086631		00006526				41.16
		27 BOTTLE WATER SMALL BOTTLES	303000086631		00006526				10.72
		28 BREAD/BRN SUGAR	303500086640		00006526				20.25
		29 LETTUCE (WALK TACO)	303300086613		00006526				9.40
		30 MR CLEAN	303300076510		00006526				5.48
		31 HOT DOG BUNS	303000086615		00006523				82.80
		32 COFFEE	303000086632		00006523				9.96
		33 JUICE	303000086636		00006523				23.88
		34 CREAMER	303000086632		00006523				4.68
		35 GATORADE	303000086631		00006523				538.56
								VENDOR TOTAL:	1,380.33
CHALL	CHALLENGER SPORTS CAMP								
	SUMMER 118			09/16/23		66560	09/22/23	2,298.00	2,298.00
		01 CONTRACT FEES-SOCCER CAMPS	205550164100						2,298.00
								VENDOR TOTAL:	2,298.00
CINTA2	CINTAS CORP								
	5177211094			09/27/23		66607	10/11/23	11.63	11.63
		01 1ST AID REFILL - CC	207500076513						11.63
								VENDOR TOTAL:	11.63
CITY	CITY OF SYCAMORE								
	SEPT 2023 CITY SALES TAX			10/17/23		66642	10/17/23	434.00	434.00
		01 CITY SALES TAX - CLUBHOUSE	303000116852						434.00
		02 CITY SALES TAX - BEV CART	303100116852						302.00
		03 CITY SALES TAX - BB CONC	303300116852						28.00
		04 CITY SALES TAX - CATERING	303500116852						69.00
		05 CITY SALES TAX - FIREWORKS-FUN	206194026216						24.00
		06 CITY SALES TAX - VENDING	207500086650						6.00
									5.00

DATE: 10/19/2023
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 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CITY2	CITY OF SYCAMORE							VENDOR TOTAL:	434.00
	009356-0923	01 WATER/SEWER	518100096704	09/29/23		66585	10/03/23	317.50	209.26
									209.26
	009357-0923	01 WATER/SEWER	518100096704	09/23/23		66585	10/03/23	317.50	108.24
									108.24
								VENDOR TOTAL:	317.50
COMCA	COMCAST								
	0468768-1023	01 CABLE	303000096705	09/25/23		66586	10/03/23	187.02	187.02
		02 CABLE	504000096705						93.51
									93.51
								VENDOR TOTAL:	187.02
COMMO	COMMONWEALTH EDISON								
	092823	01 KIWANIS-0443066019	101500096702	09/28/23		66587	10/03/23	78.27	78.27
		02 BOYNTON-2103121091	101500096702						44.53
		03 CASSIER - 0953017019	101500096702						14.26
									19.48
	100223	01 2451370177-ENTRY PARK	101500096702	10/02/23		66608	10/11/23	136.81	136.81
		02 2451549001-GOOD TYMES	101500096702						23.14
		03 7584074070-SOCCER	202100096702						28.88
		04 0351055064-FOUNDERS	101500096702						36.87
		05 2830131187-OLD MILL	101500096702						22.71
									25.21
	100423	01 2283731048-SYC LAKE	101500096702	10/04/23		66643	10/17/23	113.36	113.36
		02 2789257005-WETZEL	101500096702						53.76
									59.60
								VENDOR TOTAL:	328.44
CONS	CONSERV FS								
	121021514	01 DIESEL - TANK #1 NEW SHOP	101500076515	09/22/23		66610	10/11/23	6,153.74	1,517.81
		02 DIESEL - TANK #1 NEW SHOP	202100076515						1,138.35
									379.46
	121021515	01 GASOLINE-GOLF	504100076515	09/22/23		66610	10/11/23	6,153.74	1,047.39
		02 GASOLINE-PARKS	101500076515						89.96
		03 GASOLINE-SC	202100076515						16.06
		04 GASOLINE-TRUCKS	101500076515						247.39
									693.98

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121021590	01	GASOLINE - TANK 4 OLD SHOP	504000076515	10/03/23		66610	10/11/23	6,153.74	1,490.60 1,490.60
121021591	01	DIESEL - TANK 3 OLD SHOP	504100076515	10/03/23		66610	10/11/23	6,153.74	269.94 269.94
121021643	01	DIESEL TANK #1 - NEW SHOP	101500076515	10/09/23		66610	10/11/23	6,153.74	1,211.00 908.25 302.75
121021644	02	DIESEL TANK #1 - NEW SHOP	202100076515						
121021644	01	GASOLINE - TANK #2 - NEW SHOP	101500076515	10/09/23		66610	10/11/23	6,153.74	617.00 462.75 154.25
40020454	02	GASOLINE - TANK #2 - NEW SHOP	202100076515						
	01	BALL FIELD CHALK	202100076523	09/25/23	00006519	66569	09/28/23	193.50	193.50 193.50
								VENDOR TOTAL:	6,347.24
COUNTRY		COUNTRY STORE & CATERING							
09-16-23	01	STEAKS	303500086640	09/16/23		66611	10/11/23	936.19	487.55 487.55
09-20-23	01	STEAKS	303500086640	09/20/23		66611	10/11/23	936.19	448.64 448.64
								VENDOR TOTAL:	936.19
CS	TURF								
23-258	01	AERATING SERVICE SOCCER	202100066404	09/26/23		66612	10/11/23	2,950.00	2,950.00 2,950.00
DEKA		DEKALB LAWN & EQUIPMENT CO.						VENDOR TOTAL:	2,950.00
92902	01	WEEDATER SHIELD	101500066402	09/25/23	00006518	66570	09/28/23	22.00	22.00 22.00
DNA		DNA COMMUNICATIONS						VENDOR TOTAL:	22.00
REPL CK 049847				10/09/23		66597	10/09/23	69.99	69.99 34.99 35.00
	01	REPL CK049877- 12-22-2011	101500096700						
	02	REPL CK049877 - 12-22-2011	504100096700						

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DOART	1062	DO ART PRODUCTIONS							69.99
		01 ART IN PARK CHILDREN'S ACTIVIT	206194066128	08/28/23		66561	09/22/23	350.00	350.00
									350.00
EUCL		EUCLID BEVERAGE LTD.							350.00
		W-3710787		09/01/23		66562	09/22/23	578.30	578.30
		01 COORS LIGHT	303000086634		00006505				192.00
		02 HEINEKEN	303000086634		00006505				98.40
		03 MILLER LITE	303000086634		00006505				192.00
		04 MILLER 64	303000086634		00006505				19.20
		05 HAZY LITTLE THING	303000086634		00006505				98.70
		06 KEG RETURN	303000086634		00006505				-30.00
		07 DELIVERY	303000086634		00006505				8.00
									VENDOR TOTAL:
									635.90
FOX1		FOX VALLEY FIRE & SAFETY							260.00
		W-3728378		09/22/23		66613	10/11/23	635.90	192.00
		01 COORS LIGHT	303000086634		00006527				71.90
		02 MILLER LITE	303000086634		00006527				65.80
		03 HAZY HERO	303000086634		00006527				38.20
		04 HAZY LITTLE THING	303000086634		00006527				8.00
		05 MIKES BLACK CHERRY	303000086634		00006527				
		06 DELIVERY	303000086634		00006527				
									VENDOR TOTAL:
									1,214.20
FRONTIER		FRONTIER							131.45
		IN00635783		10/13/23		66635	10/13/23	131.45	131.45
		01 CH GRILL SUP SYS INSPEC	303000056300						131.45
									VENDOR TOTAL:
									802.98
FRONTIER		FRONTIER							206.98
		0670-090723		09/07/23		66588	10/03/23	802.98	298.00
		01 ADMIN	101000096700						298.00
		02 ADMIN	201000096700						
									VENDOR TOTAL:
									802.98
FRONTIER		FRONTIER							206.98
		4818-092223		09/22/23		66588	10/03/23	802.98	103.49
		01 MAINT	101500096700						103.49
		02 MAINT	202100096700						802.98
									VENDOR TOTAL:
									802.98

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FUNEXP		FUN EXPRESS							
	72661260101	01 TABLECLOTHS	205011956216	09/25/23	00006542	66614	10/11/23	497.85	330.60
		02 CRAFT KITS	206095176216		00006542				164.31
		03 CHILI BEAD NECKLACES	206095196216		00006542				152.80
	72685023101	01 TABLECLOTHS	205011956216	10/03/23	00006543	66614	10/11/23	497.85	167.25
									167.25
GENOABU		GENOA BUSINESS FORMS						VENDOR TOTAL:	497.85
	394202IN	01 A/P CHECKS	101000046203	09/22/23		66571	09/28/23	197.69	197.69
		02 A/P CHECKS	201000046203						98.84
									98.85
GORDH		GORDON HARDWARE						VENDOR TOTAL:	197.69
	932302	01 SHOP FASTENERS	101500076511	09/07/23		66615	10/11/23	7.60	7.60
HARRG		HARRIS GOLF CARS SALES & SERVI						VENDOR TOTAL:	7.60
	01-352470	01 GOLF CART PARTS-REPAIR	504000066409	09/18/23		66644	10/17/23	845.89	687.85
	01-352923	01 GOLF CART PARTS-REPAIR	504000066409	09/22/23		66644	10/17/23	845.89	687.85
	01-353836	01 GOLF CART PARTS	504000066409	10/04/23		66616	10/11/23	19.40	158.04
									158.04
HORN		HORNUNG'S PRO GOLF SALES INC.						VENDOR TOTAL:	865.29
	534589	01 SUPER STROKE 3.0 PUTTER GRIP	501000001303	09/21/23	00006513	66572	09/28/23	28.21	28.21
		02 DISC INV 534589	501000001303		00006513				19.65
		03 SHIPPING/HANDLING INV534589	501000001303		00006513				-0.39
									8.95
INTERS		INTERSTATE BATTERIES ROCKFORD						VENDOR TOTAL:	28.21
	300399759	01 BATTERIES FOR RANGER CART	504000066409	09/20/23	00006515	66573	09/28/23	182.90	182.90
									121.95

DATE: 10/19/2023
 TIME: 10:33:57
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	300399759	02 BATTERY FOR DEERE RAKE	202100066402	09/20/23	00006515	66573	09/28/23	182.90	182.90
								60.95	60.95
LOWE								VENDOR TOTAL:	182.90
	903087-LPZLHY	01 PAINT FOR PARKS ITEMS	101500066404	08/31/23	00006475	66617	10/11/23	317.73	135.82
									135.82
	903190-LOXGHX	01 PAINT, TRAYS FOR SHELTER	101500066404	09/07/23	00006486	66617	10/11/23	317.73	181.91
									181.91
MARS								VENDOR TOTAL:	317.73
	590504	01 REBUILD STARTER/ALTERN-TRUCK	202100066402	09/28/23		66618	10/11/23	100.00	100.00
MART								VENDOR TOTAL:	100.00
	92068	01 SEED FOR PARKS/SPORTS	202100076521	09/20/23		66619	10/11/23	448.00	224.00
		02 SEED FOR PARKS/SPORTS	101500076502						112.00
									112.00
	92202	01 SEED FOR PARKS/SPORTS	202100076521	09/28/23		66619	10/11/23	448.00	224.00
		02 SEED FOR PARKS/SPORTS	101500076502						112.00
									112.00
MENA								VENDOR TOTAL:	448.00
	166	01 HEX CAP SCREWS	101500076511	10/03/23		66645	10/17/23	236.93	7.56
									7.56
	180	01 SAFETY CONES-SEAL COAT-PAINT	101500066406	10/03/23		66645	10/17/23	236.93	144.51
									144.51
	196	01 SEAL COAT-SHOP WIPES	101500066406	10/03/23		66645	10/17/23	236.93	42.96
									42.96
	331	01 PAINT FOR PARK GATES	101500066404	10/05/23		66645	10/17/23	236.93	41.90
									41.90
	98882	01 SEED-FERT-STRAW-WRENCH	101500066404	09/13/23		66620	10/11/23	376.92	69.79
									69.79

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
99290	01	JANITORIAL STUFF	207500076510	09/19/23	00006510	66620	10/11/23	376.92	12.78
99358	01	SUMP PUMP/FITTING CLUBHS PIT	101000066401	09/20/23	00006521	66620	10/11/23	376.92	238.07
99671	01	STEEL DRILL BITS	101500076500	09/25/23	00006517	66620	10/11/23	376.92	16.44
99873	01	CONC-PROPANE TANK FILLS	303300066401	09/28/23		66620	10/11/23	376.92	39.84
		MR OUTHUSE, INC						VENDOR TOTAL:	613.85
7145	01	PORT-O-POTS	504100056309	09/08/23		66636	10/13/23	2,685.00	2,685.00
	02	PORT-O-POTS	202100056309						360.00
	03	PORT-O-POTS	101500056309						1,485.00
									840.00
		MYERSO MYERS, ROBERT						VENDOR TOTAL:	2,685.00
69	01	DRONE IMAGES OF RIVERSIDE	101200046214	09/25/23	00006532	66574	09/28/23	125.00	125.00
69-2ND PAYMENT	01	DRONE IMAGES - 2ND PAYMENT	101200046214	09/25/23		66589	10/03/23	125.00	125.00
		NEWV NEW VALUES MAGAZINE						VENDOR TOTAL:	250.00
5296	01	PUMPKIN ROLDOWN AD	101200046208	09/29/23	00006533	66575	09/28/23	325.00	325.00
		NICOR NICOR GAS						VENDOR TOTAL:	325.00
092823	01	MAINT BLDG	101500096703	09/28/23		66646	10/17/23	816.65	816.65
	02	MAINT BLDG	504100096703						125.18
	03	POOL	518100096703						125.18
	04	UPSTAIRS OFFICE	101000096703						162.96
	05	ADMIN	101000096703						50.78
	06	ADMIN	201000096703						41.78
	07	PRO SHOP	504000096703						41.77
	08	CLUBHOUSE	303000096703						17.90

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
092823		09 PUMP HOUSE	504100096703	09/28/23		66646	10/17/23	816.65	816.65
		10 AIRPORT RD PROPERTY	207500096703						51.55
									181.65
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	816.65
19278554		01 20 OZ BTL POP	303000086631	09/13/23		66576	09/28/23	759.82	759.82
		02 BTL WATER	303000086631						117.12
		03 5 GAL BIB	303000086630						161.80
		04 3 GAL BIB	303000086630						187.50
		05 3 GAL BIB	303300086630						176.04
									117.36
PERFOR		PERFORMANCE FOODSERVICE						VENDOR TOTAL:	759.82
726		01 FOOD SHOW CREDIT	303000086615	07/26/23		66647	10/17/23	814.53	-88.35
7375356		01 CREDIT-WRONG CHIPS	303000086622	09/04/23		66564	09/22/23	1,276.46	-88.35
7377824		01 PAPER TOWELS	303300076510	09/07/23		66564	09/22/23	1,276.46	-24.83
		02 POPCORN	303300086621						-24.83
		03 TORTILLA CHIPS	303300086620						616.93
		04 BEER CUPS	30300076550						48.19
		05 CHIPS	30300086622						33.57
		06 SLICED CHEESE	30300086613						74.49
		07 HAMBURGER BUNS	30300086613						54.50
		08 CHICKEN STRIPS	30300086616						78.48
		09 BKDBNS/APPLSC/POTSALAD	303500086640						54.26
		10 DELIVERY	303000086613						36.84
7384114		01 CHIPS	303000086622	09/14/23		66564	09/22/23	1,276.46	184.19
		02 FRENCH FRIES	303000086617						7.50
		03 CHEESE CURDS	303000086617						684.36
		04 HAMBURGERS	303000086613						118.62
		05 CHICKEN STRIPS	30300086616						32.96
		06 TAKE OUT CONTAINERS	30300076550						52.00
		07 POTATO SALAD	303500086640						186.72
		08 SOFT PRETZELS	303300086619						37.64
		09 DELIVERY	303000086613						82.17

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
REACH		REACH MEDIA NETWORK						VENDOR TOTAL:	95.00
86329	01	REACH RENWAL GOLF	504000076500	07/15/23		66638	10/13/23	360.00	360.00
REIN		REINDERS, INC.						VENDOR TOTAL:	360.00
6040944-00	01	ROUGH MOWERS-PARTS	101500066403	09/28/23		66622	10/11/23	291.40	291.40
	02	ROUGH MOWERS-PARTS	202100066403						97.14
	03	ROUGH MOWERS-PARTS	504100066403						97.12
ROCHNEW		THE ROCHELLE NEWS-LEADER						VENDOR TOTAL:	291.40
INV263348	01	ART IN THE PARK AD	101200046208	09/26/23	00006529	66577	09/28/23	249.00	199.00
INV263349	01	ART IN THE PARK AD - COLOR ADD	101200046208	09/26/23	00006530	66577	09/28/23	249.00	199.00
RONDO		RONDO ENTERPRISES, INC.						VENDOR TOTAL:	249.00
177888	01	CHAINS-TRAILER	101500066402	09/22/23		66623	10/11/23	196.85	196.85
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	196.85
092310027030	01	SEP DIGITAL ADS	101200046209	09/30/23		66591	10/03/23	1,524.00	1,524.00
	02	DK MAGAZING AD	101200046208						1,024.00
SPEC		SPECIAL FX						VENDOR TOTAL:	500.00
44019	01	ART IN THE PARK EVENT TS	206194066216	09/28/23		66578	09/28/23	80.00	80.00
44043	01	PUMPKINFEST PARADE HOODIES	101200046215	10/10/23		66650	10/17/23	396.00	396.00

FROM 09/22/2023 TO 10/18/2023

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

STAPLES STAPLES BUSINESS ADVANTAGE VENDOR TOTAL: 476.00

3548170566 01 PAPER - PENS 101000046200 09/23/23 00006506 66624 10/11/23 53.21 53.21
 02 PAPER - PENS 201000046200 26.60
 26.61

SUP SUPERIOR BEVERAGE VENDOR TOTAL: 53.21

586034 01 BUSCH LIGHT 303000086634 09/06/23 00006506 66565 09/22/23 213.40 213.40
 02 DELIVERY 303000086634 8.00

591229 01 BUDWEISER 303000086634 09/27/23 00006539 66625 10/11/23 429.20 429.20
 02 BUD LIGHT 303000086634 92.25
 03 KOANA BIG WAVE 303000086634 92.25
 04 OCTOBER FEST 303000086634 79.20
 05 DELIVERY 303000086634 157.50
 8.00

T0000021 DONAHOE, JEFF VENDOR TOTAL: 642.60

REIMB-BATTERIES 10/04/23 66593 10/04/23 50.97 50.97
 01 REIMB BATTERIES-CREDIT CARD 207500076500 16.99
 02 REIMB BATTERIES-CREDIT CARD 101500076500 16.99
 03 REIMB BATTERIES-CREDIT CARD 201000076500 16.99

REPL CK #36182 10/06/23 66594 10/06/23 20.00 20.00
 01 REPL CK #36182 MEDICAL 101000076500 20.00

T0000024 DOBBERSTEIN, MELISSA VENDOR TOTAL: 70.97

REPL CHECK 12-1917 09/22/23 66566 09/22/23 7.24 7.24
 01 REPL REIMB CK 058655 12-19-17 101000046213 3.62
 02 REPL REIMB CK 058655 12-19-17 201000046213 3.62

REPL CK #39502 10/06/23 66595 10/06/23 12.15 12.15
 01 REPL CK #39502-TIP CHECK 303000003090 12.15

TIPS-TOURN 01 TIPS-TOURN LUNCH-GOLF REG 10/02/23 66580 10/02/23 141.00 141.00
 141.00

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000462	MCCALL, JODI							VENDOR TOTAL:	160.39
	REPL CK #49067			10/03/23		66592	10/03/23	99.00	99.00
	01 REPL ATH REFUND FROM 2011		201000002150						99.00
T0001529	ELM REX, SARAH							VENDOR TOTAL:	99.00
	REPL CK #66355			10/09/23		66598	10/09/23	15.96	15.96
	01 REPL CK66355 - REIMB PRINTS		101200046215						15.96
T0001563	TEVSH, THERESA							VENDOR TOTAL:	15.96
	REPL CK #64170			10/09/23		66599	10/09/23	11.98	11.98
	01 REPL CK64170 - 2-10-22		205490066216						11.98
T0001614	KROEGER, WILLIAM							VENDOR TOTAL:	11.98
	REIMB AIRFARE			10/06/23		66596	10/06/23	462.96	462.96
	01 REIMB AIRFARE-NATIONALS DALLAS		101000046207						462.96
T0001806	OCZKOWSKI, WILLIAM							VENDOR TOTAL:	462.96
	11-20-20 REPL CHECK			09/22/23		66567	09/22/23	90.02	90.02
	01 REPL 11-20-20 PAYROLL REPLACE		101000001001						90.02
T0001807	HULSEBERG, LAURA							VENDOR TOTAL:	90.02
	REPL CHECK 7-1-2019			09/28/23		66579	09/28/23	65.01	65.01
	01 REPL CK 060799- 7/1/2019 REIMB		205011306216						65.01
T0001810	OROSZ, VIKTORIA							VENDOR TOTAL:	65.01
	REPL CK #060715			10/11/23		66626	10/11/23	30.00	30.00
	01 REPL CK #060715 REIMB-6-19-19		518000046216						30.00
T0001811	TAYLOR, MORGAN							VENDOR TOTAL:	30.00
	REPL CK #43348			10/13/23		66639	10/13/23	27.31	27.31
	01 REPL PAYROLL CK #433489 2/2023		101000001001						27.31

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 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001812	PORTER, JENNIFER								
	REPL CK #43303/#43363			10/13/23		66640	10/13/23	49.06	49.06
	01 REPL PAYROLL CK #43303 12-2022	101000001001							14.43
	02 REPL PAYROLL CK #43363 2/2023	101000001001							34.63
								VENDOR TOTAL:	27.31
T0001813	SCHMITZ, COLLEEN								
	CH REFUND		201000002150	10/17/23		66651	10/17/23	250.00	250.00
	01 CH CANCELLATION								250.00
								VENDOR TOTAL:	250.00
TRUGR	TRUGREEN								
	183012649	01 NEW BB FIELDS WEED-N-FEED	202100076527	09/12/23		66627	10/11/23	825.00	825.00
									825.00
								VENDOR TOTAL:	825.00
TYLER	TYLER ENTERPRISES								
	66101	01 GOLF GREENS FUNGICIDE	504100076507	09/30/23		66628	10/11/23	355.00	355.00
									355.00
								VENDOR TOTAL:	355.00
ULINE	ULINE								
	168762875	01 SOAP DISPENSERS	101500066404	09/21/23		66629	10/11/23	288.13	288.13
		02 SOAP DISPENSERS	101000076510						144.05
		03 SOAP DISPENSERS	201000076510						72.04
									72.04
								VENDOR TOTAL:	288.13
VERIZON	VERIZON								
	9944516217	01 DATA PLAN - TABLETS	504100096700	09/15/23		66630	10/11/23	108.03	108.03
		02 DATA PLAN - TABLETS	303000096700						36.01
									72.02
								VENDOR TOTAL:	108.03
VULC	VULCAN MATERIALS CO.								
	33388171	01 ROCK SCREENINGS-BALL FIELDS	202100076509	10/06/23		66631	10/11/23	263.66	263.66
									263.66

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 10/19/2023
TIME: 10:33:57
ID: AP450000.WOW

FROM 09/22/2023 TO 10/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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WARE		WAREHOUSE DIRECT BUSINESS						VENDOR TOTAL:	263.66
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5585075-0	01	PAPER TOWELS - CC	207500076510	10/04/23		66632	10/11/23	159.00	159.00
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WASTE		WASTE MANAGEMENT						VENDOR TOTAL:	159.00
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3717767-2011-7	01	REFUSE - ADMIN	101000056302	10/04/23		66641	10/13/23	639.82	639.82
	02	REFUSE - CH	303000056302						75.05
	03	REFUSE - ADMIN	101000056302						75.05
	04	REFUSE - OLD SHOP	504100056302						8.50
	05	REFUSE - SC	202100056302						71.37
	06	REFUSE - PARKS	101500056302						81.46
	07	REFUSE - POOL	518100056302						81.47
	08	REFUSE - PICNIC	101500056302						-18.77
	09	REFUSE - CC	207500056302						196.80

WINDYCIT		WINDY CITY CLEANING EQUIPMENT						VENDOR TOTAL:	639.82
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4787	01	NEW SHOP PRES WASHER	101500066400	09/19/23		66633	10/11/23	3,800.00	3,800.00
	02	NEW SHOP PRES WASHER	202100066400						1,900.00
									1,900.00

								VENDOR TOTAL:	3,800.00
								TOTAL --- ALL INVOICES:	53,283.82

DATE: 10/19/23
 TIME: 12:47:24
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 10/19/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
300505602	10/13/23	01	RETURN OF VELOCITY GOLF BALLS	501000001300			10/19/23	-135.00
							INVOICE TOTAL:	-135.00
916701833	10/13/23	01	TITLEIST PRO-VIX DOZEN	501000001300	00006546		10/19/23	124.50
		02	DISC INV 916701833	501000001300	00006546			-2.49
		03	SHIPPING INV 916701833	501000001300	00006546			1.80
							INVOICE TOTAL:	123.81
916704432	10/16/23	01	TITLEIST PRO-VIX DOZEN	501000001300	00006534		10/19/23	498.00
		02	SHIPPING INV 916704432	501000001300	00006534			12.44
		03	DISC INV 916704432	501000001300	00006534			-9.96
							INVOICE TOTAL:	500.48
							VENDOR TOTAL:	489.29
BSN BSN SPORTS								
923246149	10/09/23	01	BASKETBALL NETS-PARKS	101500066407			10/19/23	39.96
							INVOICE TOTAL:	39.96
							VENDOR TOTAL:	39.96
BURRI BURRIS EQUIPMENT CO.								
PS3015394-1	09/20/23	01	CREDIT - RETURN	101500066403			10/19/23	-80.67
		02	CREDIT - RETURN	202100066403				-80.67
		03	CREDIT - RETURN	504100066403				-80.69
							INVOICE TOTAL:	-242.03
SW3005513-1	10/10/23	01	MOWER DECK-MOTOR REPAIRS	101500066403			10/19/23	819.49
		02	MOWER DECK-MOTOR REPAIRS	202100066403				819.49
		03	MOWER DECK-MOTOR REPAIRS	504100066403				819.49
							INVOICE TOTAL:	2,458.47
							VENDOR TOTAL:	2,216.44
CEDAR CEDAR RAPIDS TIRE								

DATE: 10/19/23
 TIME: 12:47:24
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/19/2023

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
926391	10/18/23	01	GOLF CART TIRES	504000066409			10/19/23	125.37
						INVOICE TOTAL:		125.37
						VENDOR TOTAL:		125.37
CINTA2	CINTAS CORP							
8406448390	09/29/23	01	1ST AID REFILL - MAINT	1015000076513			10/19/23	42.53
						INVOICE TOTAL:		42.53
						VENDOR TOTAL:		42.53
CMJ	CMJ TECHNOLOGIES, INC.							
17949	10/01/23	01	FORTIGATE - RENEWAL	101000046206			10/19/23	255.00
		02	FORTIGATE - RENEWAL	201000046206				255.00
						INVOICE TOTAL:		510.00
18055	10/01/23	01	OFFICE 365	101000046206			10/19/23	372.50
		02	OFFICE 365	201000046206				372.50
		03	MONTHLY MAINT	101000056304				825.00
		04	MONTHLY MAINT	201000056304				825.00
						INVOICE TOTAL:		2,395.00
						VENDOR TOTAL:		2,905.00
COMMO	COMMONWEALTH EDISON							
0558722008-0923	10/19/23	01	BASEBALL CONC	3033000096702			10/19/23	264.45
		02	POOL	5181000096702				162.69
		03	MAINT	1015000096702				73.95
		04	MAINT	5041000096702				73.95
		05	CART BLDG	504000096702				46.89
		06	CLUBHOUSE	303000096702				160.99
		07	PROSHOP	504000096702				160.99
		08	ADMIN	101000096702				375.65
		09	ADMIN	201000096702				375.65

DATE: 10/19/23
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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/19/2023

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
COMMO COMMONWEALTH EDISON								
0558722008-0923	10/19/23	10	ELECTRONIC SIGN	101000096702			10/19/23	19.67
		11	ELECTRONIC SIGN	201000096702				19.67
		12	COMM CTR	207500096702				7,747.55
						INVOICE TOTAL:		9,482.10
2451374004-0923	10/04/23	01	MAINT BLDG	101500096702			10/19/23	267.87
		02	MAINT BLDG	504100096702				267.87
		03	SPORTS COMPLEX	202100096702				408.35
						INVOICE TOTAL:		944.09
						VENDOR TOTAL:		10,426.19
DEKA DEKALB LAWN & EQUIPMENT CO.								
93253	10/16/23	01	2 CYCLE EQUIP FUEL-OIL MIX	101500076515			10/19/23	27.00
						INVOICE TOTAL:		27.00
						VENDOR TOTAL:		27.00
GROUPPL GROUP PLAN SOLUTIONS								
3474	10/03/23	01	FSA OCT	101000106801			10/19/23	30.25
		02	FSA OCT	201000106801				30.25
						INVOICE TOTAL:		60.50
						VENDOR TOTAL:		60.50
MENA MENARDS - SYCAMORE								
705	10/11/23	01	SEED FEED STRAW	504100076500			10/19/23	12.98
		02	LEAF RAKES	101500076512				59.98
		03	SHOP CLEANING BRUSHES	202100076500				10.76
						INVOICE TOTAL:		83.72
757	10/12/23	01	SPORTS-CLIPS FOR CAGE NETS	202100076536			10/19/23	22.41
		02	SEED-MULCH FOR PATCH SEEDING	202100076520				35.96
						INVOICE TOTAL:		58.37

DATE: 10/19/23
 TIME: 12:47:24
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/19/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENARDS - SYCAMORE								
771	10/12/23	01	FUEL CANS-DEBURR TOOL-BLADES	101500066401			10/19/23	29.82
							INVOICE TOTAL:	29.82
814	10/13/23	01	PAINT FOR SHOP	101500076500			10/19/23	6.98
							INVOICE TOTAL:	6.98
							VENDOR TOTAL:	178.89
PDRMA PDRMA								
SEPT 2023	10/19/23	01	HEALTH INS PREM	101000106801			10/19/23	5,421.74
		02	HEALTH INS PREM	101500106801				1,488.35
		03	HEALTH INS PREM	504100106801				2,728.23
		04	HEALTH INS PREM	504000106801				1,377.24
		05	HEALTH INS PREM	201000106801				7,078.66
		06	HEALTH INS PREM	202100106801				5,947.00
		07	HEALTH INS PREM	207500106801				841.23
		08	HEALTH INS PREM	303000106801				505.08
							INVOICE TOTAL:	25,387.53
							VENDOR TOTAL:	25,387.53
PIO PIONEER MFG/PIONEER ATHLETICS								
INV905728	10/06/23	01	PAINT FOR SOCCER	202100076524			10/19/23	91.90
		02	PAINT STICKS FOR SPRAY CANS	202100076537				45.00
		03	SHIPPING	202100076524				17.50
							INVOICE TOTAL:	154.40
							VENDOR TOTAL:	154.40
PIRTEK PIRTEK ROCKFORD								
RT-T00004311	10/10/23	01	WORKMAN CART PARTS	101500066402			10/19/23	73.58
		02	WORKMAN CART PARTS	202100066402				73.59
							INVOICE TOTAL:	147.17
							VENDOR TOTAL:	147.17

DATE: 10/19/23
 TIME: 12:47:24
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 10/19/2023

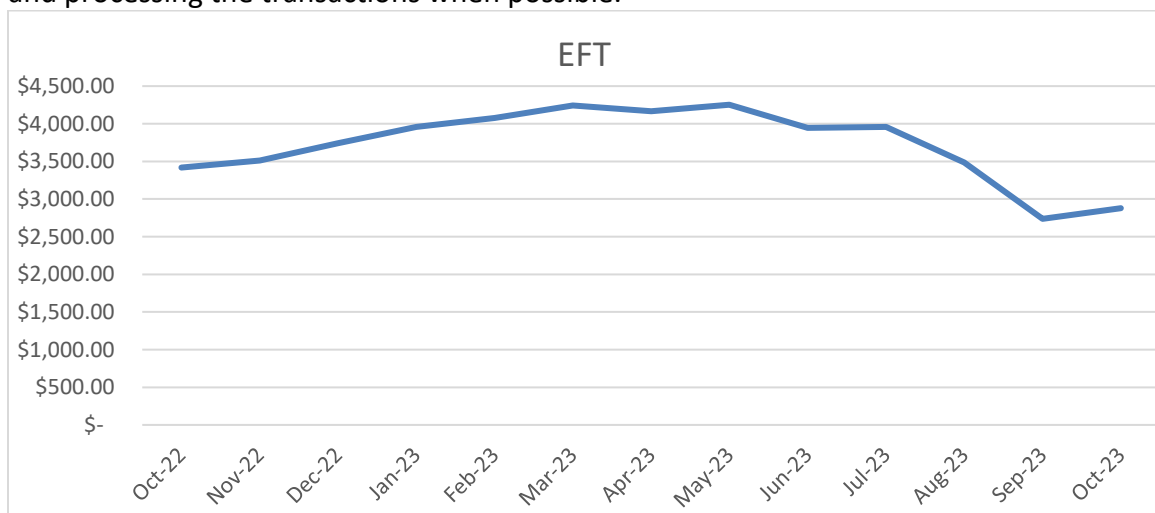
INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REIN			REINDERS, INC.					
4073677-00	10/13/23	01	REPAIRS-UTILITY CART	504100066402			10/19/23	594.98
		02	REPAIRS-UTILITY CART	504100066403				594.98
		03	REPAIRS-UTILITY CART	101500066403				594.98
		04	REPAIRS-UTILITY CART	101500066402				594.98
		05	REPAIRS-UTILITY CART	202100066402				594.98
		06	REPAIRS-UTILITY CART	202100066403				594.94
								3,569.84
								INVOICE TOTAL:
6042034-00	10/12/23	01	HOSE ROUGH MOWER	101500066402			10/19/23	295.36
								INVOICE TOTAL:
6042290-00	10/18/23	01	ZERO TURN MOWER-BELTS-HUBS	202100066403			10/19/23	254.15
								INVOICE TOTAL:
								VENDOR TOTAL:
SELDAL SELDAL PLUMBING								4,119.35
5742	10/16/23	01	REPAIR URINAL AT CLUBHOUSE	101000066401			10/19/23	100.00
								INVOICE TOTAL:
								VENDOR TOTAL:
USFOODS US FOODS INC								100.00
0730251	09/29/23	01	BAKED BEANS	303500086640			10/19/23	46.29
		02	CHICKEN BREAST	303000086616				51.79
		03	LARGE CUPS	303300076550				65.58
		04	MED CUPS	303300076550				43.30
		05	LARGE CUPS	303000076550				196.74
		06	MED CUPS	303000076550				129.90
								INVOICE TOTAL:
								533.60
2956680	08/17/23	01	CUSTOMER REBATE -	303000076550			10/19/23	-0.69
								INVOICE TOTAL:
								-0.69
2959920	10/13/23	01	CUSTOMER REBATE	303000076550			10/19/23	-2.09
								INVOICE TOTAL:
								-2.09
								VENDOR TOTAL:
								530.82
								TOTAL ALL INVOICES:
								46,950.44

Interim \$ 53,283.82
new \$ 46,950.44
Total \$ 100,234.26

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: October 24, 2023

Administrative Initiatives (10/1/23 – 10/31/23)

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes. The October installment was for 129 individuals, an increase of 4 from September. The monthly installment was \$2,725.20 (\$143 increase) processed through credit cards and \$155 (no change) through ACH transactions. There were 3 households whose credit cards did not process (\$70) 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. Updated database with new addresses that are in-district.
- Assisted staff with technology problems/concerns/needs with assistance from CMJ when necessary. Topics: email updates, computer problems and replacements, status of extra maintenance computer, trouble accessing IAPD website
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Prepared and submitted quarterly payroll tax returns.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Allocated IMRF and SS levy received.
- Performed criminal background checks on new hires and volunteers.
- Reviewed visa receipts and posting to general ledger.
- Performed Bank reconciliations and posted related entries.
- Worked with Pekin Insurance on Flex Spending Account and COBRA Administration renewal. Reviewed and approved limit changes.

- Reviewed and compared dental policies with current carrier, Principal, and PDRMA.
- Worked on calculations for 2024 Health Insurance Budget.
- Researched proposed increase in salary requirement for exempt employees and possible considerations.
- Updated MSI passwords and permissions for staff.
- Provided attorney with documentation to file for exempt status on new parcels.
- Continued to work on first draft of FY 2024 Capital Budget Spreadsheet. Submitted to board for initial review.
- Worked on FY 2024 Operating Budget. Began consolidation.
- Reviewed purchase requisitions for golf and concessions.
- Assisted with and participated in FT/IMRF Staff Picnic.
- Reviewed information to be submitted to the state as unclaimed property. These are uncashed payroll and payable checks.
- Reached out to Comed regarding notice of planned outage at the golf course. Worked with staff to come up with a plan on how to handle if actually happened.

Administrative Initiatives (11/1/23 – 11/30/23)

- Attend scheduled Superintendent and Board meetings.
- Submit monthly unemployment report to the state.
- 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.
- Attend IAPD Legal Symposium.
- Attend RecTrac Users Group Meeting.
- Plan and present Open Enrollment meeting for FT staff.
- Review estimated EAV and calculate options for the tax levy. Prepare resolution for estimate.
- Participate in interview of Supt of Golf candidate.
- Provide MSI Training to staff in need.
- Renew state liquor license.
- Return Teesnap tablets not in use for credit.
- Complete documentation needed to add acquired property to insurance.
- Continue to review and update FY2024 Capital Budget and present to board.
- Continue working on and reviewing FY2024 Operating Budget.
- Staff evaluations.
- Work with Speer Financial/Chapman & Cutler on annual rollover bond.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Corporate Fund (10)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	647,510.63	1,764,504.15	1,768,881	1,605,193.08	9.9% (1)
Marketing	800.00	2,000.00	1,000	900.00	122.2%
Parks	3,123.83	19,849.29	24,553	18,081.18	9.8% (2)
Total Revenues	651,434.46	1,786,353.44	1,794,434	1,624,174.26	10.0%
Expenses					
Administration	55,729.87	612,197.53	1,345,798	571,032.06	7.2% (3)
Marketing	5,842.17	46,894.92	65,240	43,509.42	7.8%
Parks	25,984.06	262,071.53	366,514	244,585.17	7.1% (4)
Total Expenses	87,556.10	921,163.98	1,777,552	859,126.65	7.2%
Total Fund Revenues	651,434.46	1,786,353.44	1,794,434	1,624,174.26	10.0%
Total Fund Expenses	87,556.10	921,163.98	1,777,552	859,126.65	7.2%
Surplus (Deficit)	563,878.36	865,189.46	16,882	765,047.61	13.1%

(1) Property taxes received ytd 2023 is approx 1.25% less than 2022. So increase of 4.3% \$62,299 due to increased levy. Interest higher 471.7% \$37,405. Merry Oaks property sale \$17,637. Insurance proceeds for clubhouse \$34,652. Sale of surplus equipment \$12,497. Shelter rentals/alcohol permits up 43.6% \$2,632.

(2) Dog park revenue greater in 2023 33.1% \$1,710

(3) Clubhouse flood cleanup and expansion \$61,843. Insurance reimbursed 34,652 (Sept)
Payroll and related taxes higher 18.4% \$36,222 pt accountant started May 2022 and marketing position reallocated from 100% in recreation fund in 2022 to split 50/50 between corporate and recreation funds.

(4) Greater in 2023: Maintenance-Mowers 112.0% \$5,702
Payroll and related taxes higher 7.8% \$9,049.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2023

Recreation Fund (20)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	405,882.34	1,036,611.79	1,083,058	1,002,621.04	3.4% (1)
Sports Complex	6,267.00	22,540.00	43,365	29,734.00	-24.2% (4)
Sports Complex Maintenance	6,168.08	27,807.10	36,250	28,813.94	-3.5%
Programs-Youth	2,267.05	35,754.16	38,291	32,983.90	8.4% (2)
Programs-Tweens	207.46	557.46	4,065	4,581.90	-87.8% (2)
Programs-Adult	1,725.72	22,063.62	15,177	12,903.11	71.0% (2)
Programs-Nature	-	990.00	1,221	746.00	32.7% (2)
Programs-Leagues	2,928.88	12,355.55	11,162	10,223.69	20.9% (2)
Programs-Youth Athletics	426.12	42,803.09	61,968	42,542.04	0.6% (2)
Programs-Fitness	1,571.18	23,214.87	24,791	18,904.21	22.8% (2)
Programs-Early Childhood	185.84	4,409.31	5,249	2,615.80	68.6% (2)
Programs-Dance	323.09	2,345.27	4,209	3,915.95	-40.1% (2)
Programs-Special Events	27.34	10,052.03	13,006	8,722.00	15.2% (2)
Programs-Community Events	890.86	14,871.76	20,250	13,530.47	9.9% (2)
Brochure	-	1,000.00	3,600	-	#DIV/0!
Weight Room	6,332.20	85,262.50	143,606	92,998.50	-8.3% (3)
Community Center	6,375.33	68,423.24	81,099	64,794.74	5.6% (3)
Total Revenues	441,578.49	1,411,061.75	1,590,367	1,370,631.29	2.9%

(1) Property taxes received ytd 2023 greater 2.2% \$20,646. Interest income is 413.1% \$15,644 higher than in 2022.

(2) Revenue from programs increased 11.7%, \$17,748 compared to 2022.

(3) Compared to Annual Budget/Compared to 2022 YTD

Pathway Fitness Membership 62.00% / 88.52%

Pathway Fitness Pass 58.57% / 98.22%

Track Only Pass 54.56% / 89.37%

Pre-pay Card 20.60% / 30.03%

Program Fees -

Daily Admission Fee 75.13% / 98.00%

Compared to Annual Budget/Compared to 2022 YTD:

Open Gym Daily 64.29% / 83.60%

Open Gym Membership 87.12% / 113.21%

Rentals 95.78% / 121.72%

(4) Not received Storm payment.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Expenses						
Administration	20,221.74	405,146.13	607,851	426,426.31	-5.0%	(2)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	33,590.80	348,641.35	487,285	342,742.71	1.7%	(3)
Midwest Museum of Natural Hist	-	-	-	-	#DIV/0!	
Programs-Youth	371.08	16,655.63	15,737	12,627.12	31.9%	(1)
Programs-Tweens	376.21	801.21	2,850	478.24	67.5%	(1)
Programs-Adult	491.43	6,242.97	6,663	5,004.74	24.7%	(1)
Programs-Nature	-	499.98	735	727.50	-31.3%	(1)
Programs-Leagues	129.19	8,685.55	6,594	3,016.97	187.9%	(1)
Programs-Youth Athletics	453.73	22,651.09	43,508	17,376.85	30.4%	(1)
Programs-Fitness	935.23	13,251.30	16,739	10,664.51	24.3%	(1)
Programs-Early Childhood	82.09	2,447.74	3,881	2,063.59	18.6%	(1)
Programs-Dance	67.83	627.86	1,803	1,011.59	-37.9%	(1)
Programs-Special Events	-	4,853.33	7,838	3,778.02	28.5%	(1)
Programs-Community Events	578.00	15,557.83	29,531	11,788.56	32.0%	(1)
Brochure	-	17,701.04	31,489	16,838.52	5.1%	(5)
Weight Room	-	3,036.66	10,850	9,355.98	-67.5%	(4)
Community Center	24,382.42	196,642.91	299,419	154,489.90	27.3%	(6)
Total Expenses	81,679.75	1,063,442.58	1,572,773	1,018,391.11	4.4%	
Total Fund Revenues	441,578.49	1,411,061.75	1,590,367	1,370,631.29	2.9%	
Total Fund Expenses	81,679.75	1,063,442.58	1,572,773	1,018,391.11	4.4%	
Surplus (Deficit)	359,898.74	347,619.17	17,594	352,240.18	-1.3%	

(1) Expenses for programs increased 34.6%, \$23,737 compared to 2022.

(2) Wages and related pr taxes decreased 10.4% \$32,713 due to splitting Marketing staff wages and staffing changes.

(3) Payroll and related taxes Higher 3.6% \$8,169

(4) Graduate assistant in 2022 \$5,689

(5) Printing increased 15.5% \$1,000

(6) 2023 higher: Wages/taxes 17.9% \$12,688; Credit card exp 25.3% \$2,064; Electricity 90.6% 24,707

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Donations (21)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	697.97	6,391.40	500	10,345.24	-38.2%
Total Revenues	697.97	6,391.40	500	10,345.24	-38.2%
Expenses					
Administration	-	-	201,151	-	#DIV/0!
Total Expenses	-	-	201,151	-	#DIV/0!
Total Fund Revenues	697.97	6,391.40	500	10,345.24	-38.2%
Total Fund Expenses	-	-	201,151	-	#DIV/0!
Surplus (Deficit)	697.97	6,391.40	(200,651)	10,345.24	-38.2%

Special Recreation (22)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	91,746.36	232,369.94	236,200	210,180.52	10.6%
Total Revenues	91,746.36	232,369.94	236,200	210,180.52	10.6%
Expenses					
Administration	45,295.31	112,744.70	340,057	63,261.01	78.2%
Total Expenses	45,295.31	112,744.70	340,057	63,261.01	78.2%
Total Fund Revenues	91,746.36	232,369.94	236,200	210,180.52	10.6%
Total Fund Expenses	45,295.31	112,744.70	340,057	63,261.01	78.2%
Surplus (Deficit)	46,451.05	119,625.24	(103,857)	146,919.51	-18.6%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Insurance (23)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	24,889.73	62,143.78	63,000	58,396.20	6.4%
Total Revenues	24,889.73	62,143.78	63,000	58,396.20	6.4%
Expenses					
Administration	-	31,322.64	64,645	28,927.18	8.3%
Total Expenses	-	31,322.64	64,645	28,927.18	8.3%
Total Fund Revenues	24,889.73	62,143.78	63,000	58,396.20	6.4%
Total Fund Expenses	-	31,322.64	64,645	28,927.18	8.3%
Surplus (Deficit)	24,889.73	30,821.14	(1,645)	29,469.02	4.6%

Audit (24)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	6,172.72	15,365.31	16,050	14,464.24	6.2%
Total Revenues	6,172.72	15,365.31	16,050	14,464.24	6.2%
Expenses					
Administration	-	17,080.00	15,500	14,800.00	15.4% (1)
Total Expenses	-	17,080.00	15,500	14,800.00	15.4%
Total Fund Revenues	6,172.72	15,365.31	16,050	14,464.24	6.2%
Total Fund Expenses	-	17,080.00	15,500	14,800.00	15.4%
Surplus (Deficit)	6,172.72	(1,714.69)	550	(335.76)	410.7%

(1) Full actuarial update for OPEB liability in 2023.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Paving & Lighting (25)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	9,823.62	25,377.14	25,000	402.12	6210.8% (1)
Total Revenues	9,823.62	25,377.14	25,000	402.12	6210.8%
Expenses					
Administration	-	-	72,132	-	#DIV/0!
Total Expenses	-	-	72,132	-	#DIV/0!
Total Fund Revenues	9,823.62	25,377.14	25,000	402.12	
Total Fund Expenses	-	-	72,132	-	
Surplus (Deficit)	9,823.62	25,377.14	(47,132)	402.12	

(1) Did not levy in 2022. Levied \$25,000 in 2023

Park Police (26)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	2,003.06	5,142.35	5,385	5,006.92	2.7%
Total Revenues	2,003.06	5,142.35	5,385	5,006.92	2.7%
Expenses					
Administration	236.03	3,811.97	5,417	2,748.41	38.7%
Total Expenses	236.03	3,811.97	5,417	2,748.41	38.7%
Total Fund Revenues	2,003.06	5,142.35	5,385	5,006.92	2.7%
Total Fund Expenses	236.03	3,811.97	5,417	2,748.41	
Surplus (Deficit)	1,767.03	1,330.38	(32)	2,258.51	-41.1%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

IMRF (27)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	29,849.93	74,002.91	74,000	100,858.20	-26.6%
Total Revenues	29,849.93	74,002.91	74,000	100,858.20	-26.6%
Expenses					
Administration	8,369.07	57,176.13	78,654	72,748.78	-21.4%
Total Expenses	8,369.07	57,176.13	78,654	72,748.78	-21.4%
Total Fund Revenues	29,849.93	74,002.91	74,000	100,858.20	-26.6%
Total Fund Expenses	8,369.07	57,176.13	78,654	72,748.78	-21.4%
Surplus (Deficit)	21,480.86	16,826.78	(4,654)	28,109.42	

Social Security (28)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	43,981.79	109,038.12	115,000	107,603.93	1.3%
Total Revenues	43,981.79	109,038.12	115,000	107,603.93	1.3%
Expenses					
Administration	25,095.09	90,151.42	115,000	77,767.48	15.9%
Total Expenses	25,095.09	90,151.42	115,000	77,767.48	15.9%
Total Fund Revenues	43,981.79	109,038.12	115,000	107,603.93	1.3%
Total Fund Expenses	25,095.09	90,151.42	115,000	77,767.48	15.9%
Surplus (Deficit)	18,886.70	18,886.70	-	29,836.45	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Concessions (30)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Clubhouse Concessions	18,084.92	85,931.34	96,163	80,818.01	6.3% (1)
Beverage Cart	1,728.68	10,351.16	12,308	9,192.56	12.6% (2)
Sports Complex Concessions	4,228.96	62,347.29	61,389	57,600.95	8.2% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	1,650.06	14,237.51	20,537	14,117.59	0.8%
Total Revenues	25,692.62	172,867.30	190,397	161,729.11	6.9%
Expenses					
Clubhouse Concessions	10,398.76	98,919.19	106,513	90,591.23	9.2% (1)
Beverage Cart	1,820.26	9,540.27	10,182	7,336.40	30.0% (2)
Sports Complex Concessions	2,886.35	48,940.05	52,476	41,502.84	17.9% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	(133.41)	3,522.18	6,606	3,354.41	5.0%
Total Expenses	14,971.96	160,921.69	175,777	142,784.88	12.7%
Total Fund Revenues	25,692.62	172,867.30	190,397	161,729.11	6.9%
Total Fund Expenses	14,971.96	160,921.69	175,777	142,784.88	12.7%
Surplus (Deficit)	10,720.66	11,945.61	14,620	18,944.23	-36.9%

(1) Increased sales primarily in Mixed Drinks/Specialty Drinks and packaged snack items. Increase in labor 10.4% \$3,229 and COGS 30.7% \$8,534.

(2)

Increased use of the cart resulted in increased sales, wages/taxes 34.8% \$1,555 and increased cost of goods sold 14.7% \$341

(3) Storm Dayz grossed approximately \$3,000 higher in 2023. Approx \$1000 sales in promo items. Tablets \$3,000. Will get credit for partial year. Higher COGS. Wages/taxes/imrf increased 46.1% \$5,504 primarily due to IMRF position.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended September 30, 2023

Developer Contributions (32)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	10,511.19	17,597.39	8,100	7,666.41	129.5%
Total Revenues	10,511.19	17,597.39	8,100	7,666.41	129.5%
Expenses					
Administration	-	-	51,350	-	#DIV/0!
Total Expenses	-	-	51,350	-	#DIV/0!
Total Fund Revenues	10,511.19	17,597.39	8,100	7,666.41	129.5%
Total Fund Expenses	-	-	51,350	-	#DIV/0!
Surplus (Deficit)	10,511.19	17,597.39	(43,250)	7,666.41	129.5%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Golf Course (50)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Golf Operations	79,330.81	689,900.46	625,481	539,080.98	28.0% (1)
Golf Maintenance	3,783.24	16,303.88	20,384	15,838.63	2.9%
Total Revenues	83,114.05	706,204.34	645,865	554,919.61	27.3%
Expenses					
Golf Operations	32,043.82	234,783.92	403,306	208,926.73	12.4% (2)
Golf Maintenance	27,121.27	253,887.79	333,683	226,834.53	11.9% (3)
Total Expenses	59,165.09	488,671.71	736,989	435,761.26	12.1%
Total Fund Revenues	83,114.05	706,204.34	645,865	554,919.61	27.3%
Total Fund Expenses	59,165.09	488,671.71	736,989	435,761.26	12.1%
Surplus (Deficit)	23,948.96	217,532.63	(91,124)	119,158.35	82.6%

(1) 2023 compared to annual budget and 2022

Daily Greens Fees	111.37%	\$26,557	//	129.56%	\$59,352
Golf Events & Misc	103.02%	\$225	//	109.92%	\$693
Lessons	100.80%	\$100	//	103.70%	\$450.00
Carts	114.43%	\$26,730	//	139.96%	\$60,506
Season passes	114.20%	\$18,237	//	119.91%	\$24,353
Pro shop sales	91.84%	-\$3,386	//	112.5%	\$4,236

(2) Payroll and related taxes higher 16.1% \$18,902. Includes an earlier start for assistant pro shop manager.

Credit card fees up 32.6% \$3,763. Cost of goods sold increased 21.2% \$4,661 due to higher sales.

(3) Payroll and related taxes higher 10.3% \$13,633. Pesticides up 67.5% \$11,709.

Health Ins up 46.3% \$7,483 due to employee waived coverage in 2022.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Aquatics (51)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Pool	-	-	64,170	44,991.65	-100.0%
Swim Lessons	-		19,567	13,621.00	
Splashpad	157.00	15,796.00	13,732	11,850.50	33.3%
	<u>157.00</u>	<u>15,796.00</u>	<u>97,469</u>	<u>70,463.15</u>	<u>-77.6%</u>
Total Revenues	157.00	15,796.00	97,469	70,463.15	-77.6%
Expenses					
Pool	-	(30.00)	72,978	59,440.77	-100.1%
Aquatics Maintenance	441.82	6,660.86	34,900	36,858.17	-81.9%
Swim Lessons			10,427	4,810.23	
Splashpad	77.49	727.93	1,122	575.14	26.6%
	<u>519.31</u>	<u>7,358.79</u>	<u>119,427</u>	<u>101,684.31</u>	<u>-92.8%</u>
Total Expenses	519.31	7,358.79	119,427	101,684.31	-92.8%
Total Fund Revenues	157.00	15,796.00	97,469	70,463.15	-77.6%
Total Fund Expenses	519.31	7,358.79	119,427	101,684.31	-92.8%
Surplus (Deficit)	(362.31)	8,437.21	(21,958)	(31,221.16)	-127.0%

Pool closed 2023

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Debt Service (60)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	265,829.02	661,626.17	691,000	632,327.45	4.6%
Total Revenues	265,829.02	661,626.17	691,000	632,327.45	4.6%
Expenses					
Administration	-	2,490.00	783,337	3,690.00	-32.5%
Total Expenses	-	2,490.00	783,337	3,690.00	-32.5%
Total Fund Revenues	265,829.02	661,626.17	691,000	632,327.45	4.6%
Total Fund Expenses	-	2,490.00	783,337	3,690.00	-32.5%
Surplus (Deficit)	265,829.02	659,136.17	(92,337)	628,637.45	4.9%

Capital Projects (70)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	1,010.40	134,020.20	953,800	2,145.29	6147.2% (1)
Total Revenues	1,010.40	134,020.20	953,800	2,145.29	6147.2%
Expenses					
Administration	82,512.00	377,501.59	1,454,113	124,790.39	202.5%
Total Expenses	82,512.00	377,501.59	1,454,113	124,790.39	202.5%
Total Fund Revenues	1,010.40	134,020.20	953,800	2,145.29	6147.2%
Total Fund Expenses	82,512.00	377,501.59	1,454,113	124,790.39	202.5%
Surplus (Deficit)	(81,501.60)	(243,481.39)	(500,313)	(122,645.10)	98.5%

(1) Received 50% OSLAD Grant income in 2023.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended September 30, 2023

Action 2020 (71)

<u>Department</u>	<u>September Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	<u>6,413.27</u>	<u>10,809.85</u>	<u>299,740</u>	<u>42,180.46</u>	-74.4%
Total Revenues	6,413.27	10,809.85	299,740	42,180.46	-74.4%
Expenses					
Administration	<u>-</u>	<u>198,973.40</u>	<u>480,000</u>	<u>755,787.65</u>	-73.7%
Total Expenses	-	198,973.40	480,000	755,787.65	-73.7%
Total Fund Revenues	6,413.27	10,809.85	299,740	42,180.46	-74.4%
Total Fund Expenses	-	198,973.40	480,000	755,787.65	-73.7%
Surplus (Deficit)	6,413.27	(188,163.55)	(180,260)	(713,607.19)	-73.6%
Total Fund Revenues	1,694,905.68	5,446,167.39	6,806,307	4,973,494.40	
Total Fund Expenses	405,399.71	3,532,810.60	8,043,874	3,702,269.11	
Surplus (Deficit)	1,289,505.97	1,913,356.79	(1,237,567)	1,271,225.29	

Sycamore Park District
Fund Balances

	audited 1/1/2023	Revenues	Expenses	9/30/2023	9/30/2023 Cash balance
10 Corporate	1,012,650.36	1,786,353.44	921,163.98	1,877,839.82	1,879,638.25
20 Recreation	712,119.06	1,411,061.75	1,063,442.58	1,059,738.23	1,076,088.52
21 Donations	220,925.16	6,391.40	-	227,316.56	227,316.56
22 Special Recreation	225,056.60	232,369.94	112,744.70	344,681.84	344,681.84
23 Insurance	56,327.38	62,143.78	31,322.64	87,148.52	87,148.52
24 Audit	12,194.56	15,365.31	17,080.00	10,479.87	10,479.87
25 Paving & Lighting	47,132.33	25,377.14	-	72,509.47	72,509.47
26 Park Police	3,876.16	5,142.35	3,811.97	5,206.54	5,289.58
27 IMRF	4,654.08	74,002.91	57,176.13	21,480.86	21,480.86
28 Social Security	-	109,038.12	90,151.42	18,886.70	18,886.70
30 Concessions	66,481.01	172,867.30	160,921.69	78,426.62	74,326.36
32 Developer Contributions	51,349.38	17,597.39	-	68,946.77	68,946.77
50 Golf	174,469.08	706,204.34	488,671.71	392,001.71	417,071.07
51 Aquatics	(72,597.99)	15,796.00	7,358.79	(64,160.78)	(64,160.78)
60 Debt Service	101,740.74	661,626.17	2,490.00	760,876.91	760,876.91
70 Capital Projects	537,376.61	134,020.20	377,501.59	293,895.22	293,892.22
71 Action 2020	470,472.73	10,809.85	198,973.40	282,309.18	245,279.29
	3,624,227.25	5,446,167.39	3,532,810.60	5,537,584.04	5,539,752.01

Summary of depository accounts as of

10/18/2023

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	1,021,871.02	3.76
Resource Bank	202,489.11	1.41
IPDLAF	4,255,154.98	5.26
DCCF - Action 2020	70,427.97	
Dekalb Co. Community Foundation	20,093.58	
	<u>5,570,036.66</u>	

To: Board of Commissioners
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff
 Subject: Monthly Report
 Date: October 24, 2023

Administrative Initiatives (10/1/23-10/31/23)

Superintendent Metcalf

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 276 Pathway Fitness 24/7 Memberships, 238 Pathway Fitness Passes, 59 Track 24/7 Memberships, 209 Track Passes, and 343 Open Gym Passes.
- 2023 Dog Park Memberships sold to date: 329.
- Splash Fountain revenue went up in 2023. We sold 13, 15-visit punch cards taking in a total of \$720, and we sold a total of \$12,825 in Daily Passes. Total revenue for the summer was \$13,545. Last year's total revenue in daily fees was \$10,577.
- Helped out with our first Art in the Park event in conjunction with RAAC and Flaunt Productions.
- Attended NRPA's Annual Conference in Dallas.
- Had a meeting with Family Wellness to come in and do free balance tests for our members if they are interested.
- Attended the KSRA Foundation Board Meeting.
- Attended a Wellness Committee Meeting at the School District Administration Building.
- Attended the Doty and Sons 75th Anniversary celebration.
- Worked on the first draft of our Operating Budgets.
- Had our Fitness Studio's wood floor refinished.
- Had a meeting with NIU's athletic and marketing department to see how we can partner with events in the future.
- Participated in the Pumpkin Fest Parade for our 100th Anniversary.
- Conducted full-time staff evaluations along with my self-evaluation.
- Continue to work in RecTrac to update things as new things get added and changed.

Food and Beverage Manager Dobberstein

- Did vending for September selling \$262.50 in product.
- Had total of 8 Birthday Packages at the community center.
- Had 3 Multi-Purpose Room rentals for October.
- Had 4 gym rentals for October.
- Had 4 clubhouse rentals and 2 Riverview Room rental for October.
- Got everything turned in to brochure for all upcoming events.
- Hosted Girls and Boys Regional and Sectionals with over 200 kids for the week. Did lunch for all the kids, plus coaches and parents.
- Helped staff with Art in the Park, sold \$200 from beverage cart.
- Helped organize and run the Pumpkin Roll Down with Kiwanis group.
- Attended wine and spirits show sampling new product.
- Attended the Superior beer show. Sampling new product.
- Attended US Foods/Premier all day food show class.
- Attended final Pumpkin Fest meeting before the festival weekend.
- Hosted WCPW wrestling event.

Recreation Supervisor Hoblit

- Pickleball classes are seeing good numbers with 90% of the classes running.
- Second Session All Star Sports has more classes running than the first session with 75% of programs running.
- Volleyball Leagues started successfully and I am getting feedback from participants about potential league changes next year that may provide more participants.
- Submitted programming for the Winter/Spring Brochure.
- Worked on budgets for 2024 programming.
- Conducted part-time staff evaluations.
- Looking forward to playing a part in the Pumpkinfest Parade.

Recreation Supervisor Turner

- Helped run the first Art in the Park event in conjunction with RAAC and Flaunt Productions.
- Enjoyed a full-time staff picnic.
- Finished the first session of Homeschool classes, and hosted the entire homeschool class, along with a few of our preschool students, at Goebbert's Farm in Pingree Grove for a free trip the final week of class.
 - Free entry thanks to Julie Sgarlata as she volunteers out at Goebbert's.
- Submitted programming for Winter/Spring Brochure.
- Worked on budgets for 2024 programming.
- Conducted part-time staff evaluations.
- Walked in the Pumpkinfest Parade representing the Park District.
- Began prep work studying for CPRP exam.

See attached daily, monthly, and annual facility usage comparison charts.

Administrative Initiatives (11/1/23-11/30/23)**Superintendent Metcalf**

- Will have our regular Rec Staff Meeting.
- Will schedule a deep clean and PM for Pathway Fitness.
- Will attend the Illinois RecTrac User Group.
- Will attend PDRMA's Risk Management Institute.
- Family Wellness will come in to do free balance tests for our members.
- Will help out and attend our 100th Anniversary Fireworks.
- Will attend the Service Desk Staff Meeting to discuss the Winter/Spring brochure and any new policies and procedures.
- Will meet with our representative, Kyle, from PDRMA, to go over what we have and ways to improve our Safety Committee Meetings.
- Will fill out and submit the Slip, Trip, and Fall assessment for PDRMA.
- Will begin prepping for the CPRP exam.
- Will attend the Wellness Committee Meeting.

Food and Beverage Manager Dobberstein

- Continue to do birthday bookings.
- Continue to do bookings.
- Close up sports complex for the year.
- Continue to investigate food truck/trailer for sports, concerts, and other events.
- Need to work towards getting permanent structure at the new ball fields.

- Working on upcoming events. Specifically Cookies with Santa and Fire & Ice.

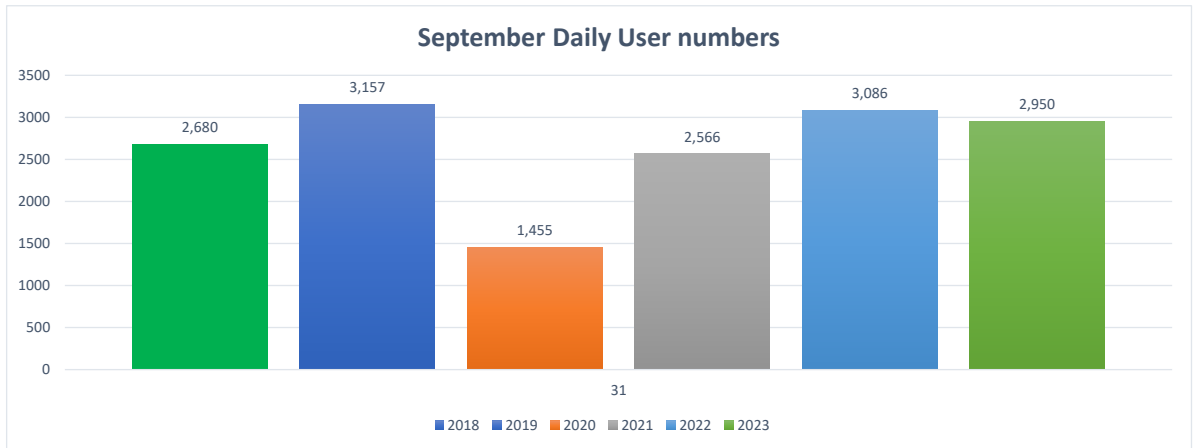
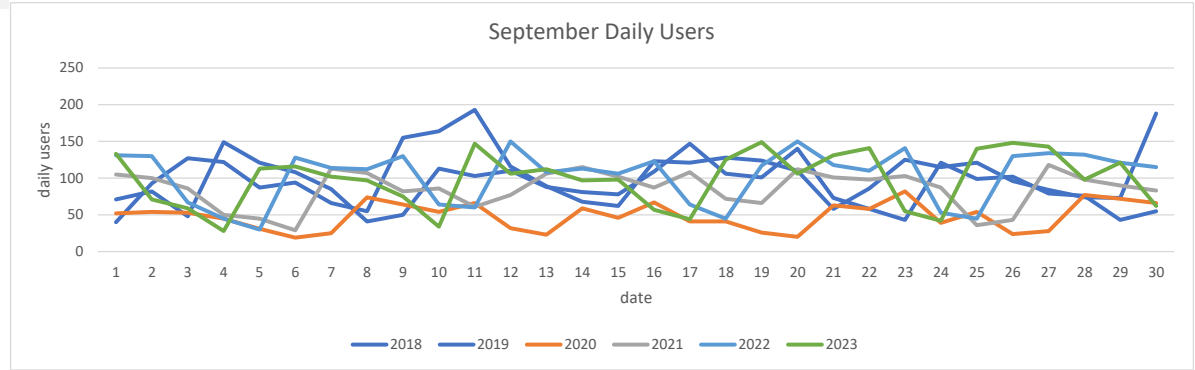
Recreation Supervisor Hoblit

- Dog obedience training registration numbers have stalled, and we are hoping to give them a boost for November classes

Recreation Supervisor Turner

- Continue monitoring numbers for the second session of fall classes that will start in the first two weeks of November.
- Continue prepping for CPRP exam.
- Attend the 100-year anniversary celebration.
- Focus on the youth Yoga offerings to see what is needed to increase those enrollment numbers.

		2018	2019	2020	2021	2022	2023
Septe	1	71	40	52	105	131	133
	2	82	93	54	100	130	71
	3	48	127	53	86	67	59
	4	149	122	45	50	45	28
	5	121	87	31	45	30	113
	6	108	94	19	29	128	116
	7	85	66	25	113	114	102
	8	41	55	74	107	112	97
	9	50	155	64	82	130	75
	10	113	164	54	86	64	34
	11	103	193	66	61	60	147
	12	110	116	32	77	150	106
	13	88	89	23	106	108	112
	14	81	68	59	115	113	97
	15	78	62	46	102	106	98
	16	109	123	67	87	123	57
	17	147	121	41	108	64	44
	18	106	128	41	72	45	125
	19	101	124	26	66	117	149
	20	140	110	20	112	150	106
	21	73	58	63	101	118	131
	22	58	86	58	98	110	141
	23	43	125	82	103	141	55
	24	121	115	39	87	53	42
	25	99	121	54	36	45	140
	26	102	96	24	43	130	148
	27	79	84	28	118	134	143
	28	76	74	77	98	132	98
	29	43	73	72	90	121	121
	30	55	188	66	83	115	62
TOTALS		2,680	3,157	1,455	2,566	3,086	2,950



From: Kirk T. Lundbeck
 Subject: Monthly Report
 Date: October 24, 2023

Administrative Initiatives (10/1/23 – 10/31/23)

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing. Continued planning next season's schedule of eblasts.
- Prepared flyers, eblasts and registration materials for the annual Pumpkin Scramble scheduled for Saturday, October 28th. Registration began September 28th at 7:00am. By 11:00am that morning the field was full with 36 teams. There are currently 15 teams on the waiting list.
- Continued to meet with golf company sales reps and prebook orders for next spring. I am putting all these orders on a tentative hold because of the status of my future here,
- The Pumpkin Festival Committee will be picking up 6 carts and the shuttle cart for their annual parade. The craft fair is picking up 2 additional carts. Each year these carts get cleaned and detailed prior to their use for the event.
- The Frozen Fingers Open registration began on Wednesday, October 11th and is filling up quickly. We expect up to 40, two-person teams to register.
- Part-time staffing has been reduced due to lack of daylight. However, the golf course has continued to stay busier than any season in my tenure,
- I have completed approximately 90% of the part-time staff evaluations for the 2023 season.
- We began discounting the remaining pro shop merchandise. Though our shop is already becoming bare, we will try to move the majority of what is remaining.
- The Sycamore High School golf had a successful season this year. The golf course concluded the high school golf season with three big events. Girls Conference, Boys Regional and Girls Regional. We received many compliments from coaches and parents on our attention to detail, our service, and the condition of the facility.
- I have completed my 2024 operations budget for Jonelle's and Jackie's perusal.
- My wife, Diane and I will be attending the IPRA Best of the Best Gala with staff and board on Friday, October 20th.
- Started preparations for next year's tournament and league schedules. A majority of this year's outings have already been committed for next season and preparations have begun setting up starting dates and end dates for all our in-house leagues.
- As of this writing, Monday, October 16th, the golf course has made \$707,000.00 in revenue this season. This is approximately \$100,000.00 more than our best year ever. I wish to thank Jeff Donahoe, Steve Tritt, the grounds crew and my amazing part-time staff, especially Donald Carlson, for making this year so lucrative and exciting.

Administrative Initiatives (11/1/23 – 11/30/23)

- Attending all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing. Continue planning next season's schedule of eblasts.
- Part-time staff hours will be cut significantly this month. The operation will be manned by Donald and me. We will use player assistants and cart attendants on weekends or warm days only.
- Begin storing staged carts in the cart barn for winter storage. We will reduce the 40 staged carts needed for peak season play down to 25 by November 10th. As the weather becomes less tolerable for golf more carts will be put into winter storage.
- Our part-time Pro Shop Cashier, Makena Slinkard will be moving to the front desk at the community center for the winter months by the second week of November.
- I will continue to meet with golf company sales representatives for next year's merchandise. All merchandise prebooked will be on tentative hold until a determination is made on my successor.
- I will be working with Teesnap marketing for our end of season eblasts and thank you notes to be emailed to our entire database of customers at the conclusion of our season.
- The golf course will be closed Thursday, November 23, in observance of Thanksgiving. We will reopen for golf on Friday, November 24th, weather permitting.
- I am currently working with Mason's Indoor Golf in DeKalb to set up a winter golf lesson program.
- Work with Jonelle and the leadership team when/if more job applications are received for the Superintendent of Golf Operations position.

To: Board of Commissioners
 From: Jeff Donahoe
 Subject: Monthly Report
 Date: October 24th, 2023

Administrative Initiatives (10/1/23-10/31/23)

Golf

- 2.5 inches of rain fell over two days over the 12th thru the 14th. The dry conditions prior to the rain enabled the course to take the water and the river only came up a few inches. We are now experiencing nice fall weather with some frost delayed mornings occurring.
- Mowing and trimming continues regularly although the cooler temps have slowed the turf growth. Leaf blowing and mulching will now occupy a lot of staff time .
- The greens were aerified, sand top-dressed, rolled, and fertilized on the 2nd and 3rd of October after the high school tournaments were completed.
- The west entrance gates were replaced earlier this fall by our staff and Curt Lang's group of church volunteers painted the gates for us as a service project so thank you!
- The newly extended senior/ladies' tees at holes 8 and 13 have been opened and well used already.
- Staff is also removing spent flowers/perennials, trimming limbs, and patching the road thru the course.
- The City has approved the permit to remove the old shop wood third shed and rebuild with a metal building of the same size. This work is starting any day now.

Sports

- Fall sports are winding down. AYSO soccer will be done on the 21st, Dekalb United soccer at the end of the month, and softball/baseball on the 28th.
- Staff continues to prep fields and repair field issues. They are also working on landscaping beds, adding stone to access paths and field surrounds, seeding thin areas, and painting field lines. As of now, we plan to open all five of the new fields next spring as the outfield turf has improved this year.
- Soccer fields were deep tine aerated to improve drainage. Ballfields were sliced aerified.
- The splash pad has been closed and all the water drained for winter.
- I will be meeting with recreation staff on a year-end summary of the year, billing for field prep, and organizational plans for spring.

Parks

- Attended staff, Board, budget meetings.

- Attended construction meeting at Reston Parks park.
- Worked on Capital budget items, project planning, and operating budgets for 2023.
- Acquired new large slide replacement at Old Mill Park and worked with staff to install.
- Working with doners to get trees planted at various parks this fall.
- Meeting with reps about early order fertilizer and pesticide options for 2024.
- Working with playground reps on equipment replacement options for Kiwanis Prairie Park small play piece.
- Park staff continues to mow and now blow and mulch leaves. Will start bringing in tables and can as shelter rentals close for the season.

Administrative Initiatives (11/1/23-11/30/23)

- Will attend Board, staff, budget planning, and park construction meetings.
- Continue budget numbers for operating and Capital planning.
- Meet with School District for pickleball court resurface options.
- Work with construction groups on new old shop storage shed installation.
- All outdoor water lines will be winterized including golf irrigation system.
- Final spraying of main golf turf for snow mold diseases.
- Continue leaf blowing and mulching of all areas.
- Participate in Pumpkin fest parade entry set up and ride in the parade.
- Coordinate with City and Lions Clubs on chalk, cart, and picnic table use.
- Work with Chamber on 10K run thru the park needs and patch road along the route.
- Replace Brothers Park playground surface rubber tiles with certified play mulch.

To: Board of Commissioners
From: Sarah Rex
Subject: Monthly Report
Date: October 2023

Administrative Initiatives (10/1/23-10/31/23)

- Marketing and Outreach Coordinator Rex
 - Attended/Hosted the Kish Kids Outside meeting at the Community Center.
 - Coordinated the Park District's awards and attendance at the IAPD Best of the Best Gala.
 - Attended the National Park and Recreation Association Conference.
 - Attended and helped support the Efficiency Committee.
 - Met with NIU Center for Governmental Studies to learn about how they assist agencies with community-wide surveys.
 - Helped coordinate and attended the Art in the Park event in partnership with Flaunt Productions and the Rockford Area Arts Council.
 - Will submit our application for the Mary E. Stevens Concert and Lecture Fund.
 - Coordinated Park District's part in this year's Pumpkin Fest Parade.

Administrative Initiatives (11/1/23-11/30/23)

- Marketing and Outreach Coordinator Rex
 - Will submit the Winter/Spring 2024 brochure to the printer.
 - Will promote and help coordinate the November 18 100th Anniversary Fireworks Show.
 - Will coordinate the November 28 Park District Birthday Party.
 - Will coordinate the Park District's annual thank you cards to partners, sponsors, and supporters.

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: October 2023

Administrative Initiatives (10/1 – 10/31/2023)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attended All Rotary and Chamber Meetings
- Attended the KSRA board and Foundation meetings
- Attend and schedule all Efficiency Committee meetings
- Was appointed to the NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA)
- Bi-weekly meetings with the Superintendents
- Attended IPRA meetings: Diversity Section, Membership Council, Diversity Leadership Taskforce, and Illinois Parks Foundation
- Attended all Dekalb History Center Board Meetings
- Continue to get to know the community members.
- Attended Annual Marketing & Events meetings for Marketing
- We have reposted the position on the PGA site, IPRA, our website and LinkedIn. In the process of re-working the post and will extend it.
 - Scheduling and interview with a candidate than came in.
- Started working on the 2025 Strategic plan update with the staff.
- Review all construction projects and next steps:
 - Reston Ponds – construction to start on 9/25
 - North Grove – grant was submitted on 9/15 and is in the process of being reviewed.
 - GWT – waiting on FS grain is taking our offer to their board and we invited Ibarra to our board meeting, still waiting for their response to our offer.
 - Solar panels – construction meeting will be the week of 9/25
- Received quote on security cameras
- Worked with Superintendent Hienbuecher with CMJ for updated security

Administrative Initiatives (11/1 – 11/30/2023)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attended All Rotary and Chamber Meetings
- Attended the KSRA board and Foundation meetings.
- Bi-weekly meetings with the Superintendent
- Attend ACA board meetings
- Attend CAPRA board meeting
- Attend NRPA Annual Conference in Dallas TX
- Attended the IAPD Best of the Best Gala
- Attended IPRA meetings: Diversity Section, Membership Council, Diversity Leadership Taskforce, and Illinois Parks Foundation
- Attended all Dekalb History Center Board Meetings
- Continue to get to know the community members.

- Review Marketing needs and timelines with M&OM. Set planning meeting for 2024 with all staff involved.
- Interviewing for Superintendent of Golf position:
- Working on the 2025 Strategic plan update with the staff.
- Working on document updates for the Efficiency Committee to be ready in February 2024
- Review all construction projects and next steps:
 - Reston Ponds
 - North Grove
 - Solar Panels
- Plan to have a decision on security cameras for 2024



September 19, 2023

Jonelle Bailey
Sycamore Park District
480 S. Airport Rd.
Sycamore, IL 60178

Dear Jonelle:

Please find enclosed letters that were sent to Representative Jeff Keicher and Senator Dave Syverson. We wanted them to know about the outstanding work the Sycamore Park District is doing and the recognition it will be receiving at the *Best of the Best Awards Gala* on October 20th.

I encourage you to invite your legislators to the *Best of the Best Awards Gala* and make them a part of your reservation, so that they can join in the celebration and learn more about your agency's award-winning projects.

Congratulations on the award, Jonelle. Keep up the great work!

My best personal regards,



Peter M. Murphy
President/CEO

Enclosures





September 18, 2023

The Honorable Dave Syverson
 Illinois Senate
 527 Colman Center Drive
 Cherry Valley, IL 61108

Dear Senator Syverson:

I am pleased to tell you that the Sycamore Park District will be honored with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 20, 2023.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the best friend of Illinois parks business category for its nomination of Doty and Son's Concrete Products. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same.

Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,

Peter M. Murphy
 President/CEO

c: Jonelle Bailey, Sycamore Park District





September 18, 2023

The Honorable Jeff Keicher
 Illinois House of Representatives
 158 W. State Street, Suite C
 Sycamore, IL 60178

Dear Representative Keicher:

I am pleased to tell you that the Sycamore Park District will be honored with a statewide award at the Illinois Association of Park Districts' Best of the Best Awards Gala. This year's Gala will take place the evening of Friday, October 20, 2023.

The Sycamore Park District is receiving a "Best of the Best" statewide award in the best friend of Illinois parks -small business category for its nomination of Doty and Son's Concrete Products. The District competed against other park districts, forest preserves, conservation and recreation agencies throughout the state in order to win this prestigious award.

IAPD's Best of the Best Awards Gala provides the perfect setting to shine the light on agencies like the Sycamore Park District as a model for others. The outstanding contributions that park board members, citizen volunteers, businesses and media make each year improve communities throughout Illinois and inspire others to do the same.

Thank you for your support of the Sycamore Park District and for all you do to help the Illinois Association of Park Districts advance parks, recreation and conservation. Together, we are helping to make Illinois a better place to live, work and play.

My best personal regards,

Peter M. Murphy
 President/CEO

c: Jonelle Bailey, Sycamore Park District



Dear SPD Family,

Thank you for attending Nicholas' service. We were touched by how many came to show their love and support.

The flowers from his prairie were such a thoughtful gift. I preserved them in a shadow box. I attended one of his Sunrise Walk & Talk a couple years ago at that prairie. We went back a couple weeks ago and were impressed with the growth.

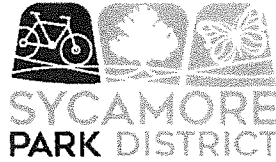
We are grateful to the donation to his memorial fund.

We will use it to continue the great work he started to preserve our natural resources.

We are so thankful he had the opportunity to work at SPD. We loved hearing about the prairie, classes he was teaching, the Science Olympiad, the grow room and his photography. It was never a job to him - he loved it!

Proud Parents,

Phil & Deanne McCarney



Board of Commissioners
Date of Board Meeting: October 26, 2023

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Park and Construction updates

BACKGROUND INFORMATION:

Great Western Trail:

- Waiting on update from Roger on the following:
 - F & G indicated they are good with the new offer, and we are waiting on their board's response.

Reston Ponds:

- Construction is slated to started the week of 9/25, project is on track to have all footing and the playground in by November

North Grove:

- We have received the Quick Deed for the North Grove property and it has been registered with the county.

Solar Panels:

- Initial engineering meeting and will be setting up the construction meeting soon.

Community Gardens:

- Cornerstone is interested in sitting down to discuss the project.
- Chris Mayer and I have been playing phone tag.
- I will be reaching out to confirm a time to sit down. I would prefer a board member, or another staff person to also sit in on these meetings.

Memorial Park Softball field w/the School district:

- The bid opening for this project will be on November 9 at the community center.

FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Reston Ponds OSLAD Development

Project #1093

Sycamore Park District

Date: October 5, 2023

Time of Site Observation: 8:00 AM

Contractor: Elliott and Wood, Inc.

Weather: Overcast 62°

Persons Present on Site: Jim Walker, John Walker and a crew of 3, Elliott and Wood; Jonelle Baily and Jeff Donahoe Sycamore Park District; Jim Eby, Upland Design

Report No. 3

Visit No. 3

Current activity on site:

1. Elliott/Wood (E/W) crew was working on the forms for the flat work between the playground and the shelter area.
2. The owner's Rep inspected the forms for the curb around the playground.

Observations and Information:

1. The Owner's Rep approved the playground curb.
2. Concrete truck arrived and the E/W started putting in the expansion joints per the construction detail.
3. The Owner's Rep and the GC reviewed the playground drainage and found that it had not been installed per the plan detail. In addition, two sections of the drainpipe were too high and would have been above the gravel drain layer. After discussing the matter, the GC and Owner's Rep arrived at a solution that did not require removing all of the pipe. The GC will remove the two sections of the drainpipe that were too high and cover all the pipe runs with fabric and gravel.
4. The Owner's Rep discussed the problem and solution with the Owners. They agreed with the solution. The GC was informed and said they will work on the the issue after their flat work is poured.

Action Items:

1. The GC is to submit pictures of the drain system upon completion of the above work.

Schedule:

- 1 Pour curb on 10/5
- 2 Pour a portion of the flatwork on 10/6
- 3 Begin Layout of the playground the week of 10/9

Pictures:





Two sections of drain pipe to be removed by the GC.

END OF REPORT

FINAL ENGINEERING

CULVERT EXTENSION

PARKSIDE DRIVE

SYCAMORE, ILLINOIS

OWNER/DEVELOPER:

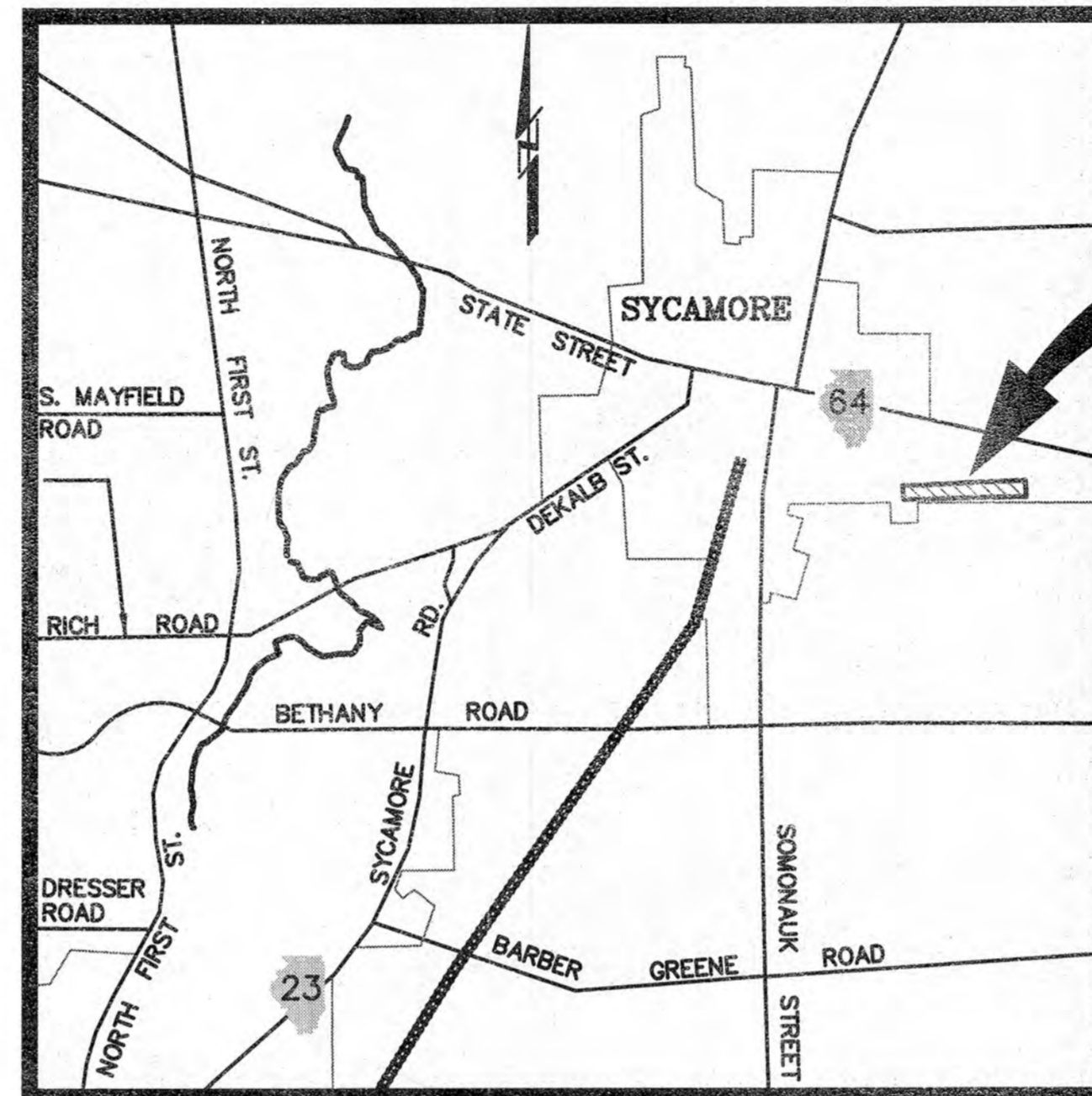
CITY OF SYCAMORE
 308 WEST STATE STREET
 SYCAMORE, ILLINOIS 60178
 (815) 895-6746

ENGINEER:

INTECH CONSULTANTS, INC.
 5413 WALNUT AVENUE
 DOWNERS GROVE, IL 60515
 PHONE NO.: (630) 964-5656
 E-MAIL: STOLBERG@INTECHCONSULTANTS.COM
 ILLINOIS REGISTRATION NUMBER 184-001040

INDEX

1. COVER SHEET
2. SPECIFICATIONS
3. HYDRAULIC WORK MAP AND SOIL EROSION CONTROL PLAN
- 4-5. PLAN AND PROFILES
6. DETAILS
- 7-8. CULVERT DETAILS



LOCATION MAP
NOT TO SCALE

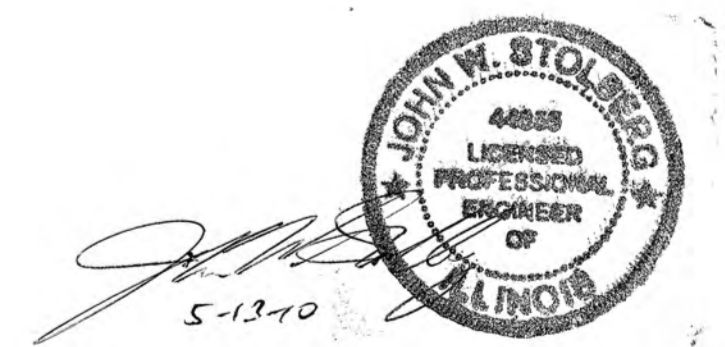
BENCHMARKS

1. CROSS IN TOP OF CURB OPPOSITE FIRE HYDRANT AT LOTS 360/361 UNIT 3 RESTON PONDS SUBDIVISION ON NORTH SIDE OF CLOVERLANE DRIVE WEST OF GREENLEAF STREET. ELEVATION = 853.60
2. PK NAIL IN PAVEMENT OF PARKSIDE DRIVE NEAR SOUTHEAST CORNER OF CULVERT. ELEVATION = 840.43
3. 3/4" IRON PIPE WITH CAP SOUTH SIDE OF CREEK. ELEVATION = 839.14

FOR UNDERGROUND UTILITY
 LOCATIONS, CALL
J.U.L.I.E.
 TOLL FREE
 TEL. 800-892-0123

DATE	NO.	REVISION	BY

PROJECT No.: 2001.029A
 DATE: 5-13-10
 SHEET: 1 OF 8
 DESIGN: JWS DRAWN BY: BC



EXP. 11-20-11

EXISTING	PROPOSED	DESCRIPTION
		SANITARY SEWER
		STORM SEWER
		OVERHEAD WIRES
		FENCE
		SILT FENCE
		MANHOLE WITH OPEN LID
		MANHOLE WITH CLOSED LID
		60" MANHOLE WITH CLOSED LID
		FLARED END SECTION
		POWER POLE
		GUY WIRE
		SPOT ELEVATION
		CONTOUR
		OVERLAND FLOW
		EVERGREEN
		SHRUB
		BUSHES
		CALLOUT FOR SANITARY MANHOLE
		CALLOUT FOR STORM STRUCTURE
		RIM SAME AS T.C. WHEN IN CURB

GENERAL NOTES

1. Definition of terms:
 - a. The CONTRACTOR is the individual, firm, partnership or corporation contracting with the OWNER for performance of the prescribed work.
 - b. The OWNER is the individual, firm, partnership or corporation having the authority to award the contract for the prescribed work.
 - c. The ENGINEER where specifically referred to in the Special Provisions shall be the OWNER'S representative.
2. All CONTRACTORS shall be responsible for the following, which shall also be incidental to the cost of construction:
 - a. Examination of the Engineering Plans and Specifications and the existing site conditions prior to submitting a bid, and notifying the ENGINEER at once of any discrepancies.
 - b. The obtaining of any necessary permits not previously applied for by the OWNER, and posting of the necessary bonds.
 - c. The notification of the start of construction to all jurisdictional agencies, utility companies, and the ENGINEER, at least two (2) working days prior to said start. All existing utilities must be staked prior to construction and be protected during construction.
 - d. Calling attention to the OWNER of any errors or discrepancies which may be suspected in lines and grades which are established by the OWNER. The CONTRACTOR shall not proceed with the work until the lines and grades which are believed to be in error have been verified or corrected by the OWNER. Additional staking that may be required due to CONTRACTOR negligence, shall be paid for by the CONTRACTOR.
 - e. The providing of safe and healthful working conditions throughout the prosecution of the construction work. This shall include, but not be limited to: the removal of debris, the protecting of construction hazards with barricades, and the keeping of public street pavements clean of construction dirt and debris.
 - f. The restoration to the original condition or better of any offsite areas that are damaged by the CONTRACTOR during construction.
 - g. The testing of materials, if required by the OWNER and/or the jurisdictional agencies.
 - h. The guarantee of all materials and workmanship for a period of one (1) year upon final acceptance by the OWNER and the jurisdictional agencies.
1. The Traffic Control and Protection of all work conducted within public rights of way, shall be in accordance with the applicable articles of sections 107, 701-705 and 10B4 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2007, and the latest edition of the "Illinois Manual, on Uniform Traffic Control Devices for Streets and Highways".
3. The OWNER shall be responsible for the following:
 - a. Scheduling the necessary pre construction meeting(s) with the jurisdictional agencies.
 - b. Providing the CONTRACTOR with one (1) set of control line and grade stakes (at offsets mutually agreed upon) for the proper prosecution and control of the work.
 - c. Applying for IEPA and IDOWR permits. Other necessary permits shall be the responsibility of the CONTRACTOR.
4. The ENGINEER shall be responsible for the following:
 - a. To periodically visit the construction site in order to better carry out the duties and responsibilities assigned by the OWNER and undertaken by the ENGINEER.
 - b. The ENGINEER shall not, during such visits or as a result of such observations of the CONTRACTOR(s)' work in progress, supervise, direct or have control over the CONTRACTOR(s)' work nor shall the ENGINEER have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the CONTRACTOR(s)', for safety precautions and programs incident to the work of the CONTRACTOR(s) or for any failure of the CONTRACTOR(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to the CONTRACTOR(s) furnishing and performing their work. Accordingly, the ENGINEER can neither guarantee the performance of the construction contracts by the CONTRACTOR(s) nor assume responsibility for the CONTRACTOR(s)' failure to furnish and perform their work in accordance with the Contract Documents.

STANDARD SPECIFICATIONS

1. The Standard Specifications which apply to the construction work as shown on the Engineering Plans, are contained in the following documents:
 - a. Standard Specifications for Road and Bridge Construction as adopted January 1, 2007 by the State of Illinois, Department of Transportation.
 - b. Standard Specifications for Water and Sewer Main Construction in Illinois, as adopted July, 2009 by the Illinois Society of Professional Engineers, et al.
 - c. Standard Specifications as currently in effect by the local jurisdictional agency.
2. In the event of a conflict between statements which apply to the construction work, the statement contained within the document first enumerated below shall govern:
 - a. Special Provisions
 - b. General Notes
 - c. Notes and Details on the Engineering Plans
 - d. Standard Specifications, as defined in paragraph 1 above.

SPECIAL PROVISIONS

1. EARTHWORK IMPROVEMENTS
 - a. Topsoil Excavation includes:
 1. Excavation of topsoil and other structurally unsuitable materials within those areas that will require earth excavation or compacted earth fill material, in order to achieve the plan subgrade elevations.
 2. Placement of the excavated material in OWNER designated areas for future use within areas to be landscaped, and those areas not requiring structural fill material.
 3. Compaction of the excavated material where placed in areas not requiring structural fill material, shall be moderate.
 4. Excess materials, if not utilized as fill or if not stockpiled for future landscaping, shall be completely removed from the construction site and disposed of by the CONTRACTOR.
 - b. Earth Excavation Includes:
 1. Excavation of earth and other materials which are suitable for use as structural fill. The excavation shall be to within a tolerance of 0.3 feet (+) of the plan subgrade elevations. The (+) tolerance within pavement areas shall be such that the earth material shall "balance" as part of the fine grading operation.
 2. Placement of the earth and other suitable materials shall be within those areas requiring structural fill in order to achieve the plan subgrade elevations to within a tolerance of 0.3 feet (+). The fill material shall be placed in loose lifts that shall not exceed eight (8) inches in thickness, and the water content shall be adjusted in order to achieve the required compaction. Earth material may be placed within those portions of the building site not requiring structural fill, to within six (6) inches of the plan finished grade elevation. In areas requiring structural fill, however, the earth material shall not be placed over topsoil or other unsuitable materials unless specifically directed by a Soils Engineer with the concurrence of the OWNER.
 3. Compaction of the earth and other suitable materials, shall be to at least 95% of the Standard Proctor Dry density, ASTM 698 within proposed pavement and building areas. Moderate compaction is required elsewhere.
 4. Excess materials, if not utilized as fill, shall be completely removed from the construction site and disposed of by the CONTRACTOR.
 - c. Unsuitable Material
 1. Unsuitable material shall be considered as material which is not suitable for the support of pavement and building construction, and is encountered below normal topsoil depths and the proposed subgrade elevation. The decision to remove said material, and to what extent, shall be made by a Soils Engineer with the concurrence of the OWNER. The unsuitable material shall be replaced with "C" crusher run limestone with limited fines.
 - d. General

The Grading CONTRACTOR shall:

 1. Maintain proper site drainage at all times during the course of construction, and prevent storm water from running into or standing in excavated areas.
 2. Spread and compact uniformly to the degree specified all excess trench spoil after completion of the underground improvements.
 3. Scarify and compact to the degree specified the upper twelve (12) inches of the suitable subgrade material, in all areas that may be soft due to excess moisture content. This applies to cut areas as well as fill areas.
 4. Provide water to add to dry material in order to adjust the moisture content for the purpose of achieving the specified compaction.
 5. Be responsible for implementation of the "Soil Erosion and Sedimentation Control Measures" as assigned to the grading CONTRACTOR on the Engineering Plan.
 - e. Testing and Final Acceptance
 1. The paving CONTRACTOR shall proof roll the subgrade and base before pavement construction proceeds. The subgrade and base will not be approved and accepted by the DEVELOPER and the CITY OF SYCAMORE for payment without proof rolling. The proof rolling shall be done by a rubber tired vehicle having a gross weight of not less than 30,000 pounds.
 - If the subgrade or base has failures or pumping as indicated by proof rolling, the area of failures or pumping shall be removed and the subgrade either removed and replaced with granular material to a depth as directed by the DEVELOPER'S representative and/or the CITY OF SYCAMORE or other corrective measures as directed by the DEVELOPER'S representative and / or CITY OF SYCAMORE.
 - The CITY OF SYCAMORE shall witness the proof rolling of the subgrade and base course and shall approve same before installing the bituminous concrete binder course and surface course.
 2. Specific compaction testing may be required by the OWNER in selected fill areas. The CONTRACTOR shall bear the cost of any compaction testing which does not meet specification as well as the responsibility and cost for the necessary correction(s).
 3. Approval of the pavement subgrade by the OWNER shall be required prior to the placement of the pavement materials.
 - f. Method of Measurement
 1. As built measurements of earthwork for the purpose of payment shall not apply. The quantities shown in the ENGINEER'S "Quantity Estimate" shall be utilized unless said quantities are adjusted by mutual consent of the OWNER and CONTRACTOR prior to the signing and acceptance of a contract.
 2. The quantities as shown in the ENGINEER'S "Quantity Estimate" are those estimated by the ENGINEER and are provided solely for the convenience of the CONTRACTOR. The CONTRACTOR by choosing to utilize these quantities in the preparation of his "lump sum" bid, also accepts their accuracy. The CONTRACTOR is therefore encouraged to make his own independent earthwork calculation, and to visit the site prior to the preparation of his bid.
 3. Prior to the removal of unsuitable material, the CONTRACTOR shall notify the OWNER for authorization to remove said material. Upon authorization and removal, the unsuitable material shall be field measured by the ENGINEER in place.

g. Basis of Payment

1. Payment for all earthwork shall be "lump sum". The CONTRACTOR shall provide unit prices for earthwork for the purpose of contract adjustment, if required.
 2. Payment for the removal of unsuitable material shall be based on the quantities as field measured by the ENGINEER. The CONTRACTOR shall provide as part of his bid a unit price per CUBIC YARD for the removal of unsuitable material. Said unit price shall include the complete removal of the material, replacement with a suitable material obtained by the CONTRACTOR from a borrow source, and compaction to the required specification.
2. UNDERGROUND IMPROVEMENTS
 - a. SITE DRAINAGE
 1. All storm sewer construction shall be performed in accordance with THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, adopted January 1, 2007, by the Illinois Department of Transportation with all supplements and revisions thereto; and the notes in the plans and codes, standards and requirements of the CITY OF SYCAMORE.
 2. Storm sewer manholes, catch basins, and inlets shall be of the type specified in the plans and details.
 3. All storm sewer shall be reinforced concrete pipe (RCP) unless otherwise designated on the plans. Storm sewer 21" in diameter or smaller shall be RCP ASTM Designation C-76 Class IV; storm sewer sizes 24" to 27" in diameter shall be RCP ASTM C-76 with class as indicated on the plans; Storm sewer 30" in diameter or larger shall be RCP ASTM Designation C-76 Class III. Joints shall be ASTM C-443, unless noted otherwise. Sump lines shall be 4" SDR-26 PVC, with ASTM D-3212 joints.
 4. All storm drains that fall within paved areas shall be backfilled with CA-7 aggregate.
 5. CONTRACTOR shall be responsible for any dewatering to construct trenches and to install the storm drains. See the General Requirements.
 6. Water pumped or otherwise discharged from the site during any construction dewatering shall be filtered.
 7. "Band Seal" joints, or equal, shall be used at all points of change in storm sewer pipe material.
 8. All manholes, inlets, catch basins, and sewers shall be clean at the time of acceptance.
 9. A 12 oz. non-woven fabric with 4" of CA-5 bedding stone and 20" of RR-6 rip-rap shall be placed at all flared end sections.
 - b. Method of Measurement
 1. All sanitary sewer, storm sewer, and water main pipe shall be measured in the field after its installation. Payment shall be based on these field measurements.
 2. All appurtenances such as manholes, catchbasins, inlets, valves and valve vaults, valve boxes, and fire hydrants, shall be paid for on the basis of in place quantities.
 3. Trench backfill material shall be measured by multiplying the as-constructed length of pipe (where applicable) by the average depth of the pipe by the "Payment Quantities per foot of Conduit" listed in Table 1, pg. 138 and "Typical Detail of Conduit Installation", pg. 137 of the Standard Specification for Sewer & Water in Illinois. If requested, the CONTRACTOR shall provide load tickets to the ENGINEER for verification of the trench backfill material delivered to the construction site. Load tickets for bedding material shall be submitted separately.
 - c. Basis of Payment
 1. All sanitary sewer, water main, and storm sewer pipe shall be paid for at the contract unit price per LINEAL FOOT. The price shall include the necessary labor and material for a complete in place installation, as well as all incidental construction, testing, bedding material, and connections to existing utilities.
 2. All appurtenances for the underground improvements shall be paid for at the contract unit price EACH, said price to include the necessary labor and material for a complete in place installation. The price for manholes, inlets, and catchbasins shall also include the frame and grate and all incidental construction. The price for fire hydrants shall also include a six (6) inch valve and box, and all incidental construction.
 3. Trench backfill material shall be paid for at the contract unit price per CUBIC YARD, and shall include the jetting of the in place material.

TRAFFIC CONTROL AND PROTECTION SPECIFICATIONS

1. All work conducted within public right of ways shall be governed by the following specification for traffic control. Traffic Control shall be in accordance with the applicable articles of section 107, 701-705 and 10B4 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2007, the latest edition of the "Illinois Manual, on Uniform Traffic Control Devices for Streets and Highways" and special details of Illinois Highway Standards listed herein.
2. Special attention is called to articles 107.09 and 107.14 of the Standard Specifications and the following highway standards, details and supplemental specifications and mimeographed special provisions contained herein, relating to traffic control.
3. The CONTRACTOR shall contact the local agency at least 72 hours in advance of beginning work.
4. Standards
 - 2298 U 4 Modified
 - 2299
 - 2300
 - 2311

5. At the preconstruction meeting the CONTRACTOR shall furnish the name of the individual in his direct employ who is to be responsible for the installation and maintenance of the traffic control for this project. If the actual installation and maintenance are to be accomplished by a subcontractor, consent shall be requested of the ENGINEER at the time of the preconstruction meeting in accordance with Article 10B.01 of the Standard Specifications. This shall not relieve the CONTRACTOR of the foregoing requirement for a responsible individual in his direct employ to supervise this work. The CONTRACTOR will provide the name of its representative who will be responsible for the administration of the traffic control plan.
6. Traffic control and protection shall be provided as called for in the plans, these special provisions, applicable highway standards, applicable sections of the standard specifications, or as directed by the ENGINEER.
7. The following traffic control requirements are of special importance. Conformance to those requirements, however, shall not relieve the CONTRACTOR from conforming to all other applicable requirements of the Standard Specifications for Road and Bridge Construction.
8. All traffic control devices used on this project shall conform to the plans, special provisions, traffic control standards, "Standard Specifications for Traffic Control Devices" and the "Illinois Manual on Uniform Traffic Control Devices for Streets and Highways". No modification of these requirements will be allowed without prior written approval of the ENGINEER.
9. Traffic control devices include: signs and their supports, signals, pavement markings, barricades with sand bags, channelizing devices, warning lights, arrowboards, flagger, or any other device used for the purpose of regulating, warning or guiding traffic through the construction zone.
10. The CONTRACTOR shall be responsible for the proper location, installation, and arrangement of all traffic control devices. Special attention shall be given to advance warning signs during construction operations in order to keep lane assignment consistent with barricade placement at all times. The contractor shall cover all traffic control devices which are inconsistent with detour or lane assignment patterns during the transition from one construction stage to another.
11. Construction signs referring to daytime lane closures during working hours shall be removed or covered during non working hours.
12. The CONTRACTOR shall ensure that all traffic control devices installed by him are operational 24 hours a day, including Sundays and Holidays.
13. The CONTRACTOR shall provide a manned telephone on a continuous 24 hour a day basis to receive notification of any deficiencies regarding traffic control and protection and shall dispatch men, materials and equipment to correct any such deficiencies. The CONTRACTOR shall respond to any call from the appropriate jurisdictional agency concerning any request for improving or correcting traffic control devices and begin making the requested repairs within two hours from the time of notifications.
14. Any drop off greater than three inches, but less than six inches within eight feet of the pavement edge shall be protected by Type I or II barricades equipped with mono directional steady burning, Type C lights at 100 foot center to center spacing. If the drop off within eight feet of the pavement edge exceeds six inches, the barricades mentioned above shall be placed at 50 foot center to center spacing. Barricades that must be placed in excavated areas shall have leg extensions installed such that the top of the barricade is in compliance with the height requirements of standard 2299. Vertical pan or other delineating devices may be substituted for Type I or II barricades with the approval of the ENGINEER.
15. This item or work will be measured on a lump sum basis for furnishing, installing, maintaining, relocating and removing the traffic control devices required in the plans and these special provisions. Payment for traffic control and protection shall be considered as included in the work being done or as specified in the contract.

REVIEW SET
NOT FOR CONSTRUCTION

INTECH CONSULTANTS, INC.
5413 WALNUT AVE. DOWNERS GROVE, ILL.
ILLINOIS REGISTRATION No. 184-001040

**ENGINEERS
SURVEYORS**

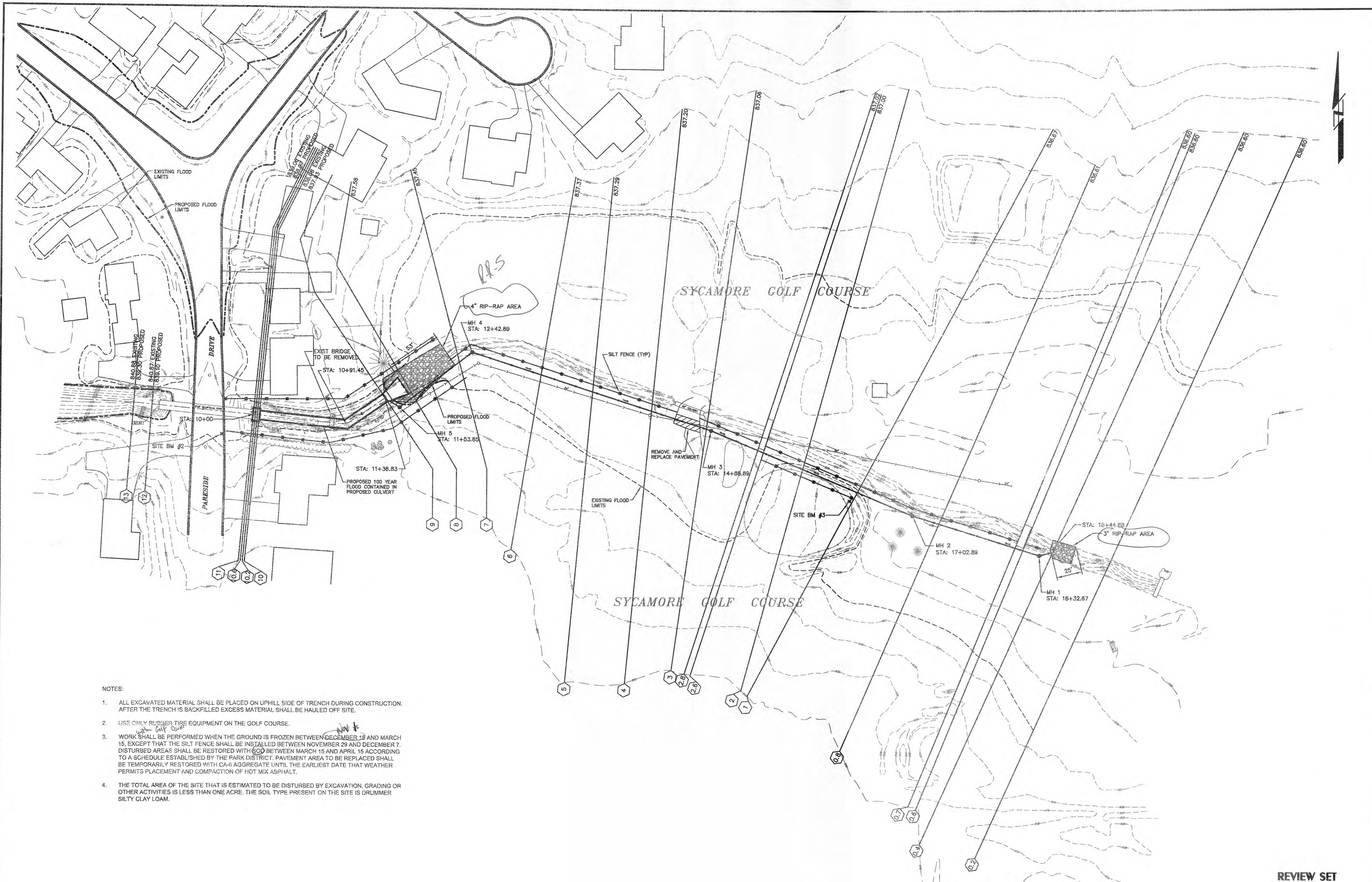
CITY OF SYCAMORE
308 W. STATE STREET
SYCAMORE, IL 60178

**PARKSIDE DRIVE
CULVERT EXTENSION**

SPECIFICATIONS

DATE	NO.	REVISION	BY	DRAWN BC	SCALE	SHEET 2	OF 8
				DESIGNED JWS	DATE 5-13-10	PROJECT NO. 2001.029A	

PARKSIDE DRIVE CULVERT EXTENSION



NOTES:

1. ALL EXCAVATED MATERIAL SHALL BE PLACED ON UPHILL SIDE OF TRENCH DURING CONSTRUCTION. AFTER THE TRENCH IS BACKFILLED EXCESS MATERIAL SHALL BE HAULED OFF SITE.
2. USE ONLY RUBBER TIRE EQUIPMENT ON THE GOLF COURSE.
3. WORK SHALL BE PERFORMED WHEN THE GROUND IS FROZEN BETWEEN DECEMBER 15 AND MARCH 15, EXCEPT THAT THE SILT FENCE SHALL BE INSTALLED BETWEEN NOVEMBER 29 AND DECEMBER 7. DISTURBED AREAS SHALL BE RESTORED WITH GOLF BETWEEN MARCH 15 AND APRIL 15 ACCORDING TO A SCHEDULE ESTABLISHED BY THE PARK DISTRICT. PAVEMENT AREA TO BE REPLACED SHALL BE TEMPORARILY RESTORED WITH CA-6 AGGREGATE UNTIL THE EARLIEST DATE THAT WEATHER PERMITS PLACEMENT AND COMPACTION OF HOT MIX ASPHALT.
4. THE TOTAL AREA OF THE SITE THAT IS ESTIMATED TO BE DISTURBED BY EXCAVATION, GRADING OR OTHER ACTIVITIES IS LESS THAN ONE ACRE. THE SOIL TYPE PRESENT ON THE SITE IS DRUMMER SILTY CLAY LOAM.

INTECH CONSULTANTS, INC.
 5413 WALNUT AVE. DOWNERS GROVE, ILL.
ILLINOIS REGISTRATION No. 184-001040

**ENGINEERS
 SURVEYORS**

CITY OF SYCAMORE
 308 W. STATE STREET
 SYCAMORE, IL 60178

**PARKSIDE DRIVE
 CULVERT EXTENSION**

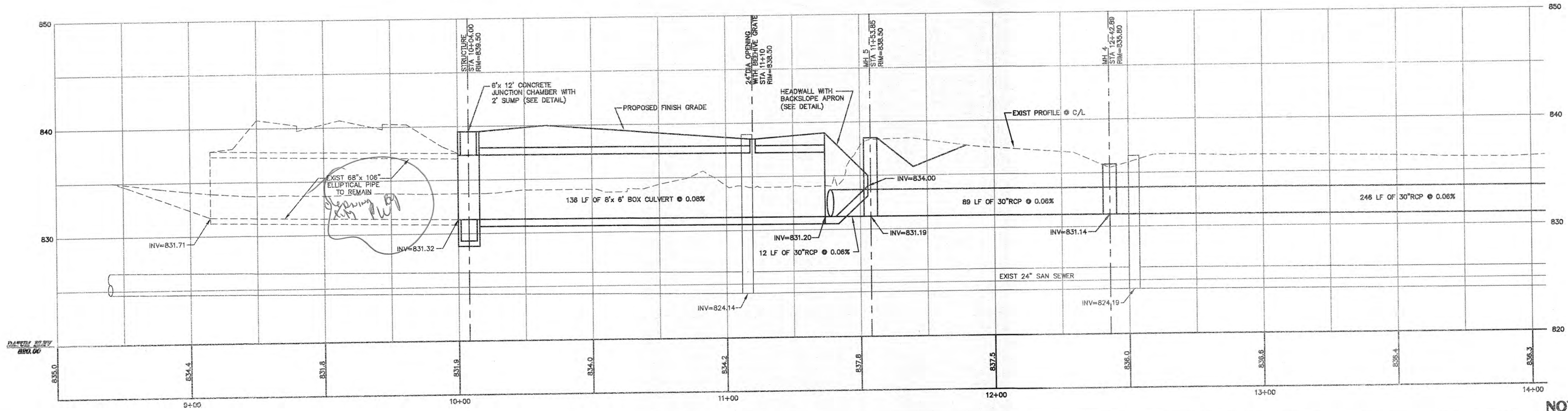
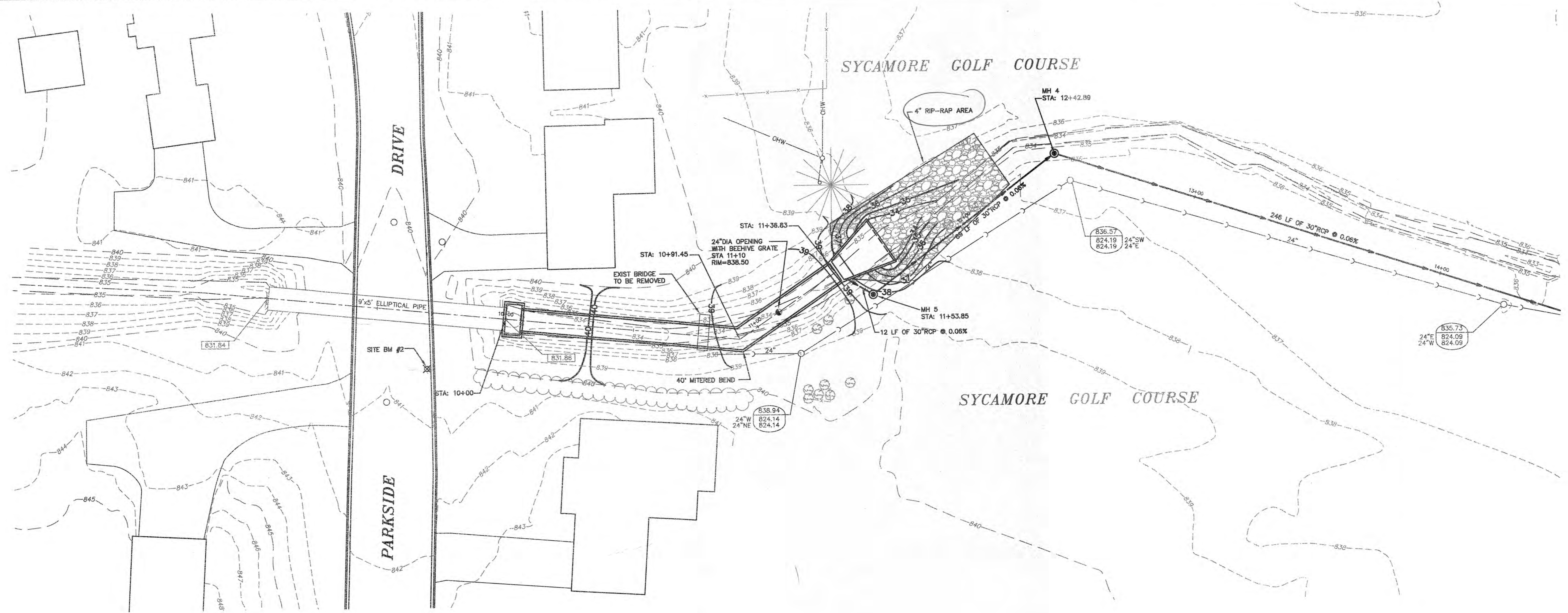
**HYDRAULIC WORK
 MAP AND EROSION
 CONTROL PLAN**

DATE	NO.	REVISION	BY

DRAWN	SCALE	SHEET	OF
BC	1"=40'	3	8
DESIGNED	DATE	PROJECT NO.	
JWS	5-13-10	2001.029A	

**REVIEW SET
 NOT FOR CONSTRUCTION**

PARKSIDE DRIVE CULVERT EXTENSION



**REVIEW SET
NOT FOR CONSTRUCTION**

INTECH CONSULTANTS, INC.
 5413 WALNUT AVE. DOWNERS GROVE, ILL.
ILLINOIS REGISTRATION No. 184-001040

**ENGINEERS
SURVEYORS**

CITY OF SYCAMORE
 308 W. STATE STREET
 SYCAMORE, ILLINOIS 60178

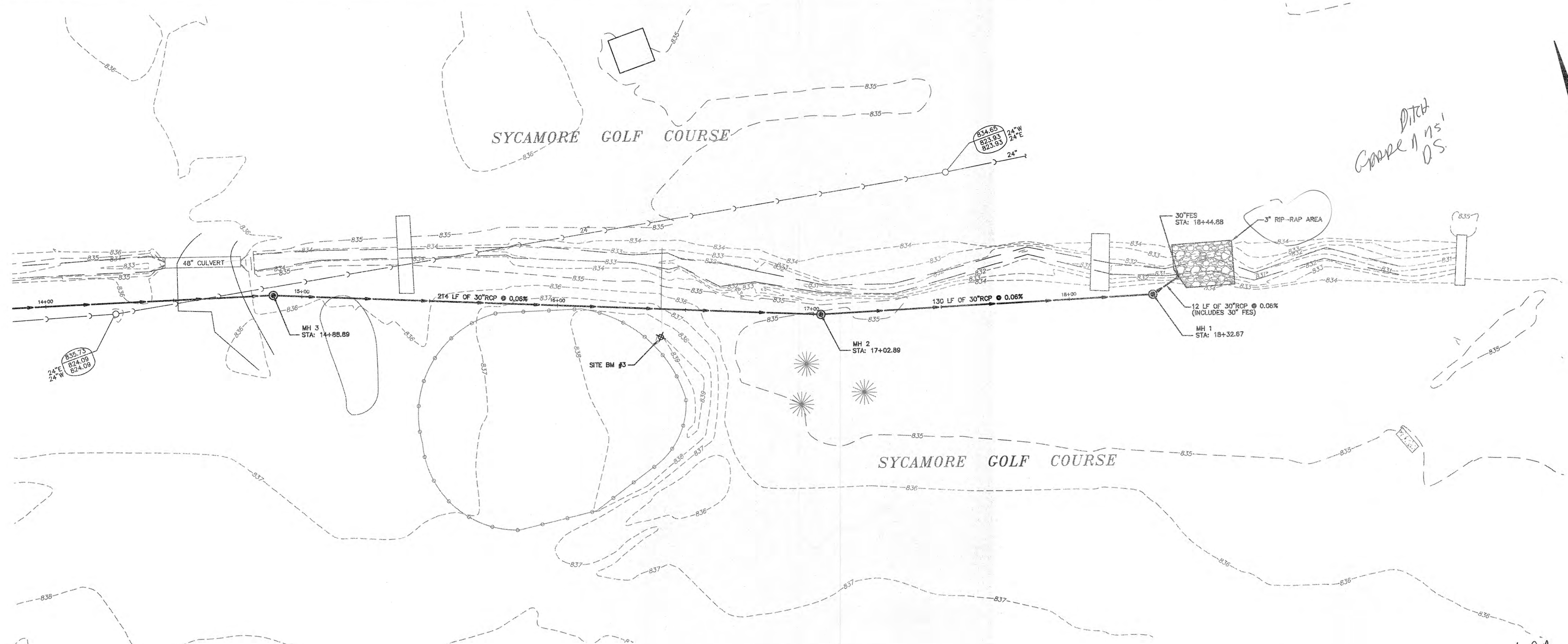
**PARKSIDE DRIVE
CULVERT EXTENSION**

PLAN AND PROFILE

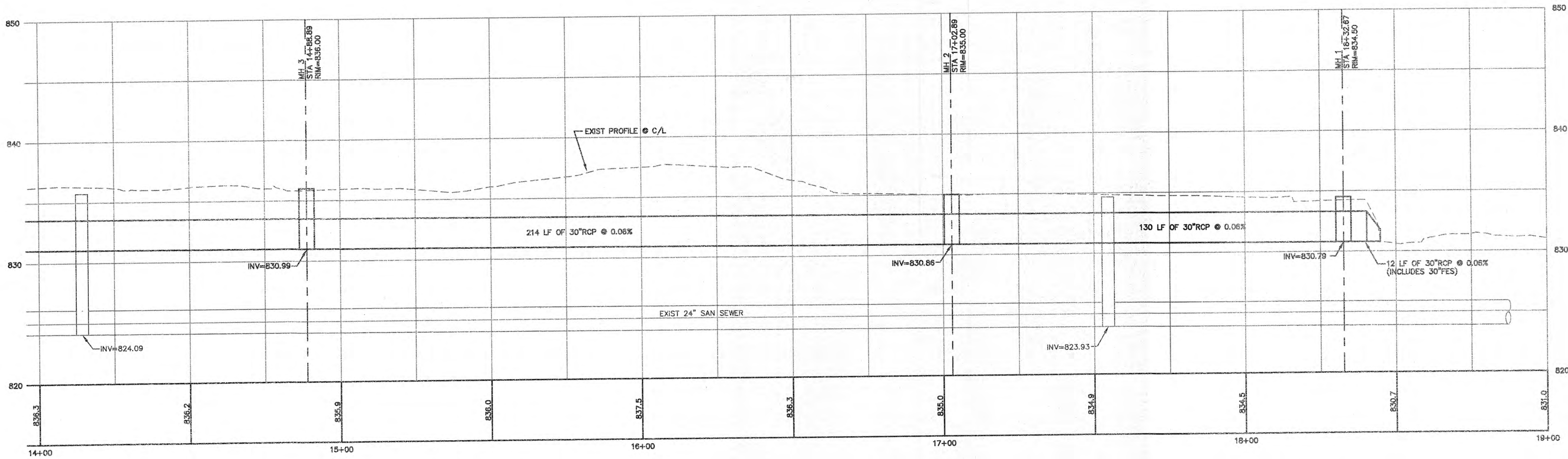
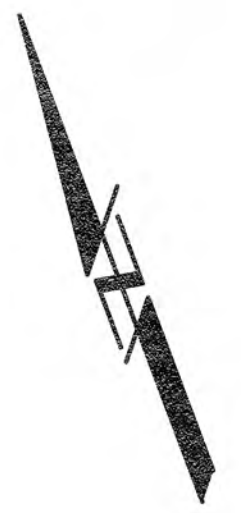
DATE	NO.	REVISION	BY

DRAWN BC	SCALE HORIZ. 1"=20' VERT. 1"=5'	SHEET 4	OF 8
DESIGNED JWS	DATE 5-13-10	PROJECT NO. 2001.029A	

PARKSIDE DRIVE CULVERT EXTENSION



Handwritten: Ditch
Grade 1.75'
D.S.



Handwritten: All MAs 5' DIA

Handwritten calculations:
3450
2029
3.71

280
230
260
150
4.30

391
273

INTECH CONSULTANTS, INC.
5415 WALNUT AVE. DOWNERS GROVE, ILL.
ILLINOIS REGISTRATION No. 184-001040

**ENGINEERS
SURVEYORS**

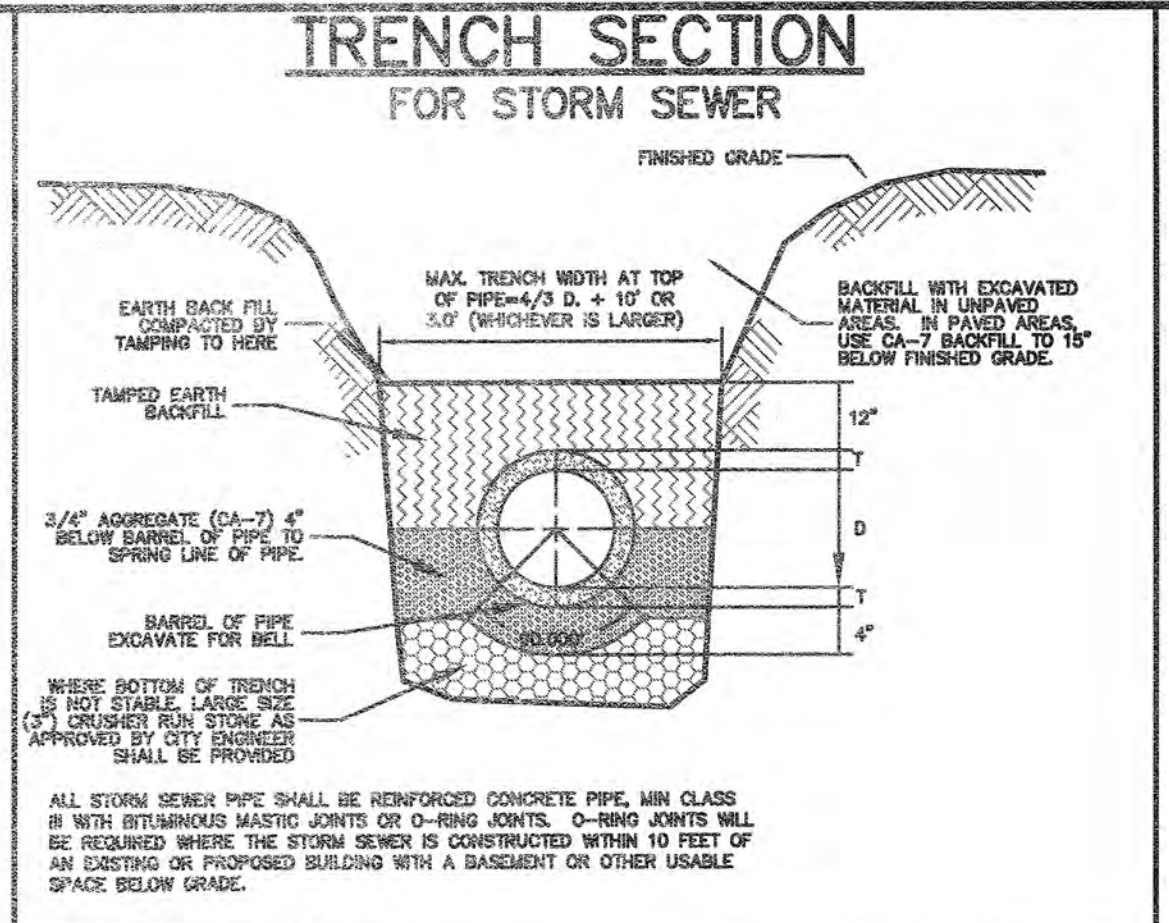
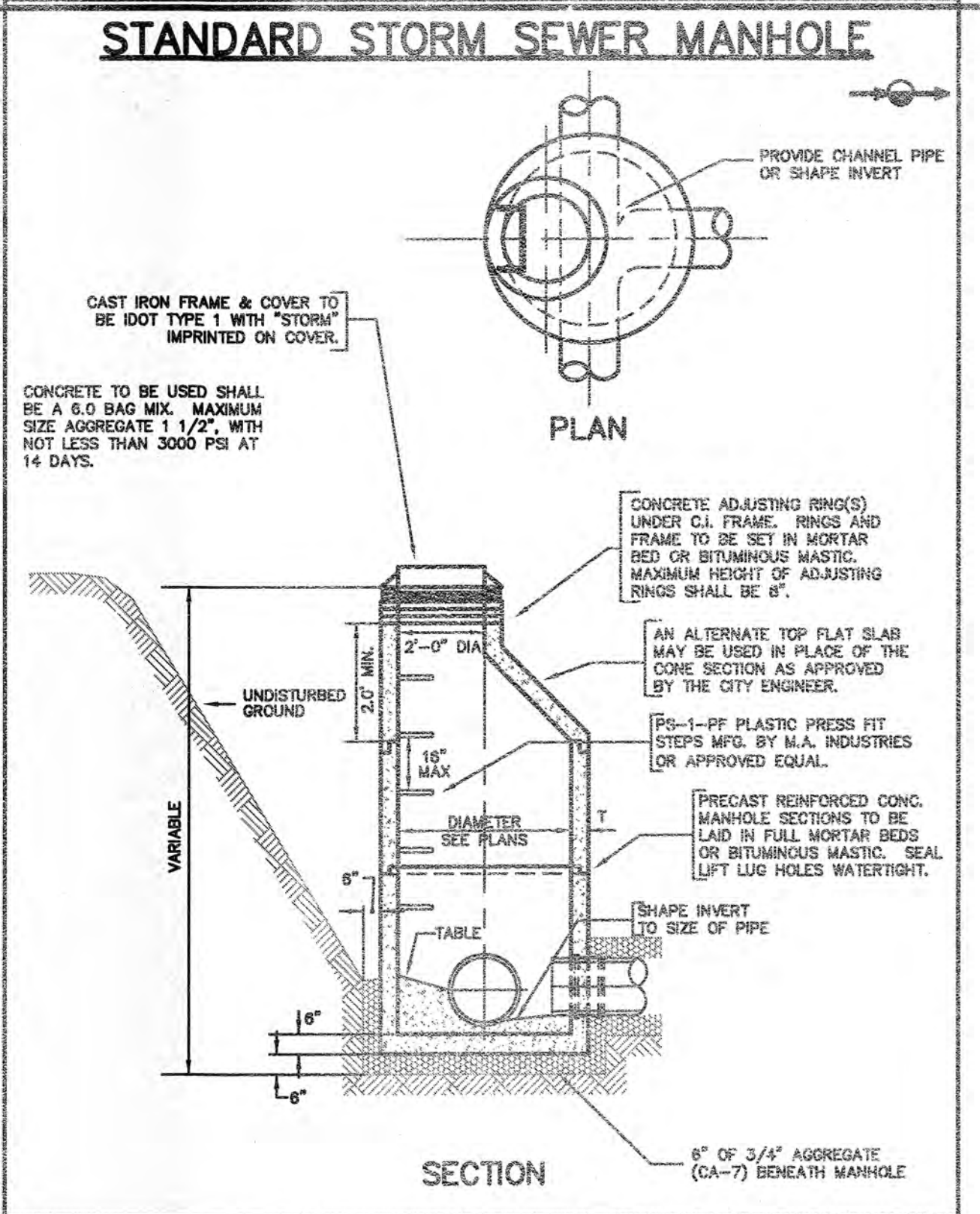
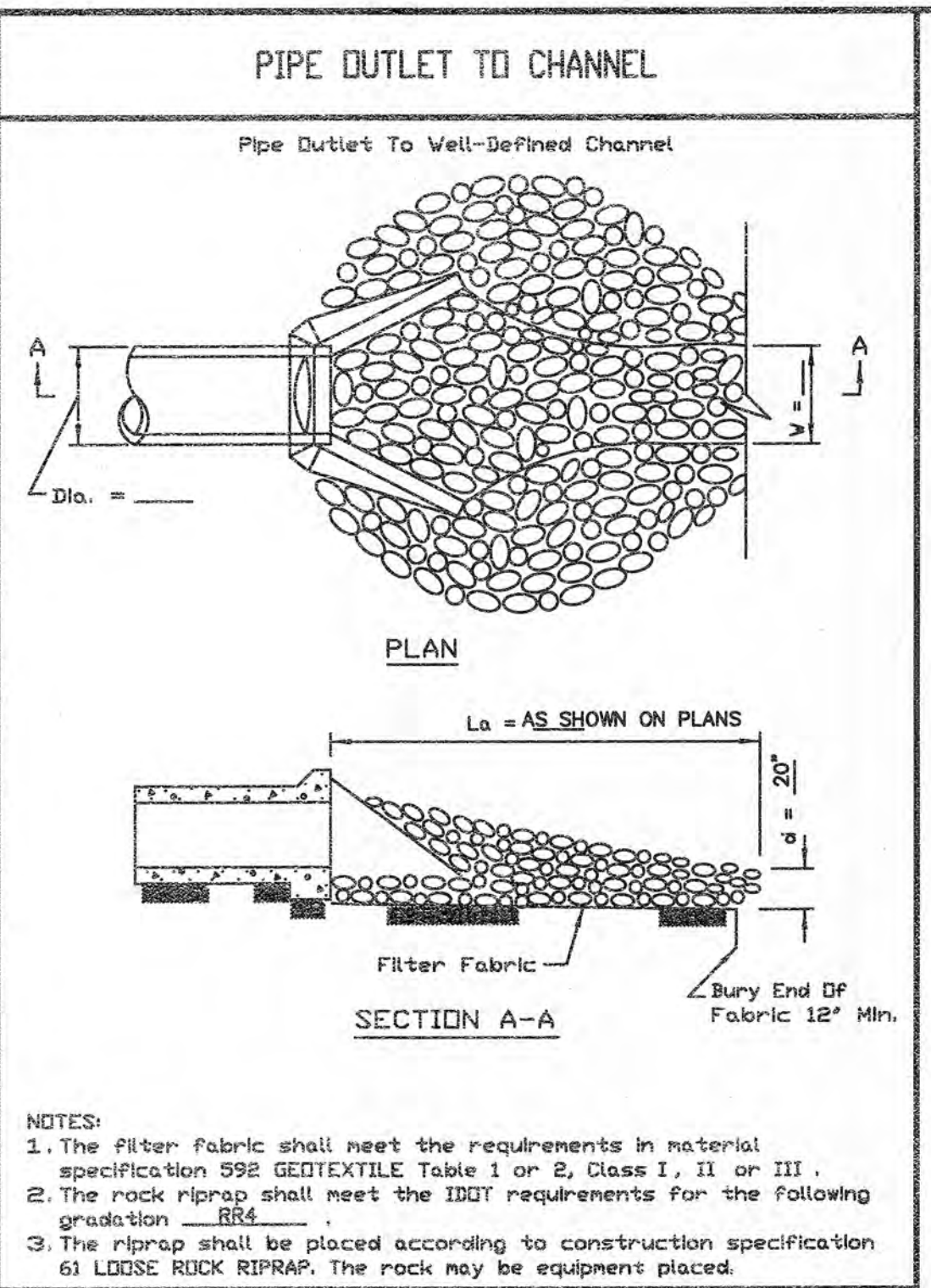
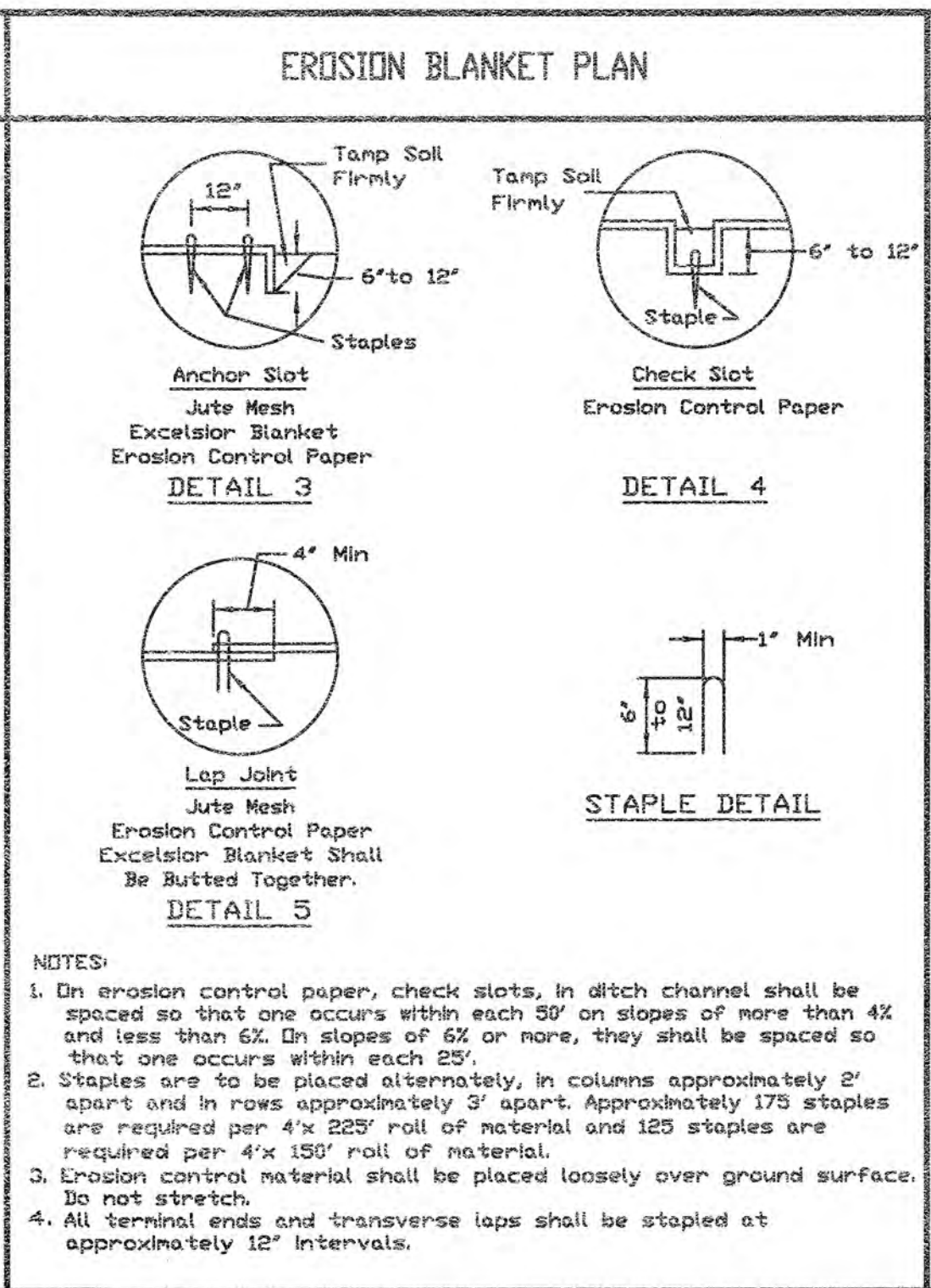
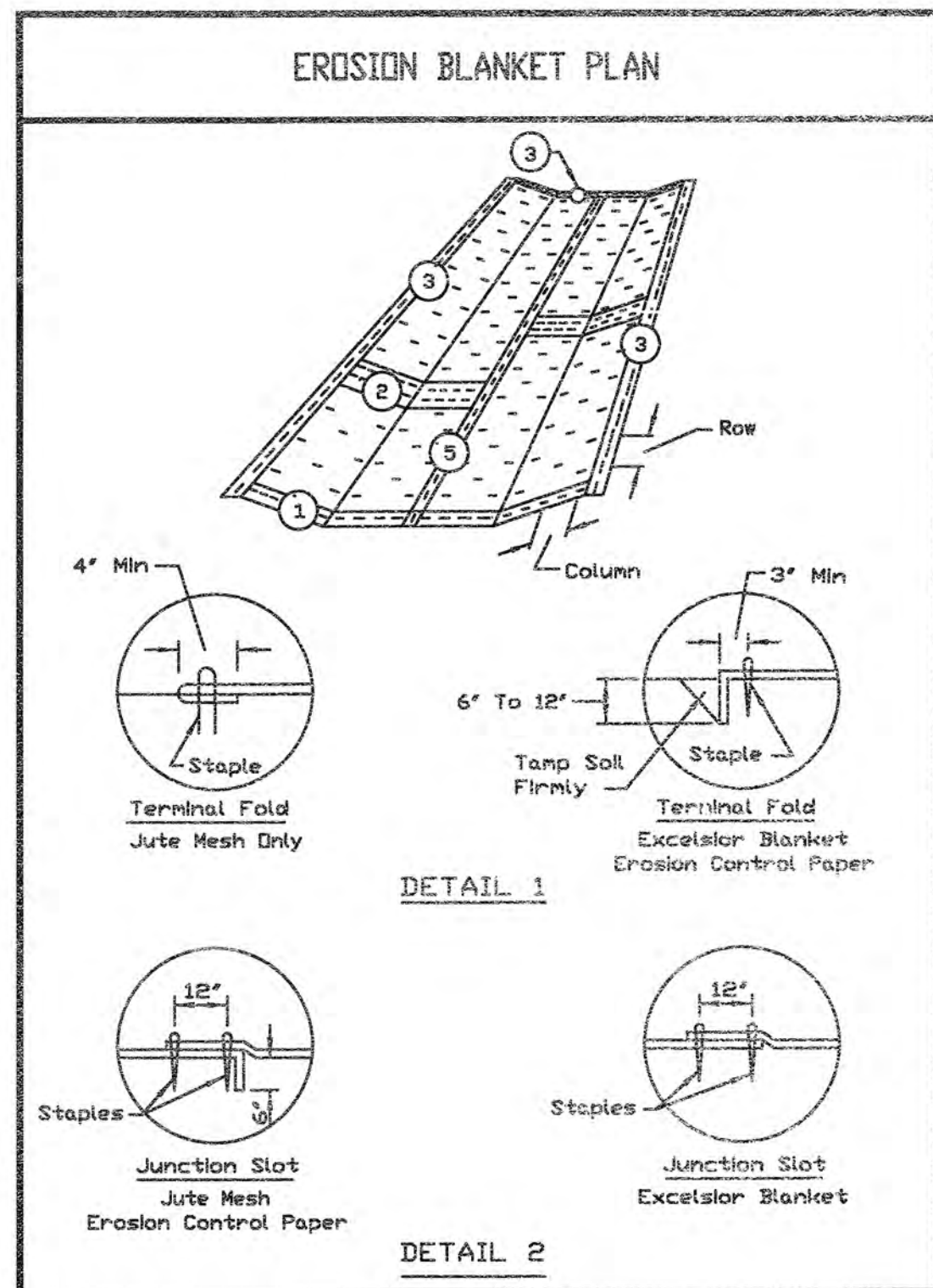
CITY OF SYCAMORE
308 W. STATE STREET
SYCAMORE, ILLINOIS 60178

**PARKSIDE DRIVE
CULVERT EXTENSION**

PLAN AND PROFILE

DATE		NO.		REVISION		BY	

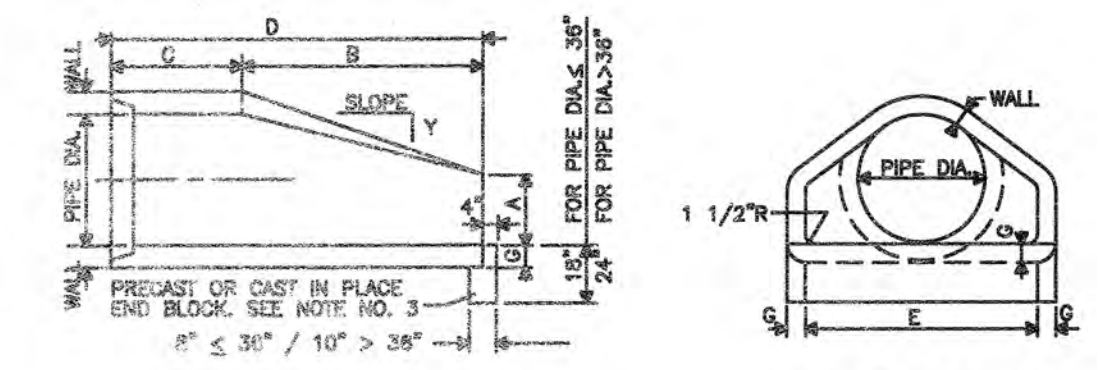
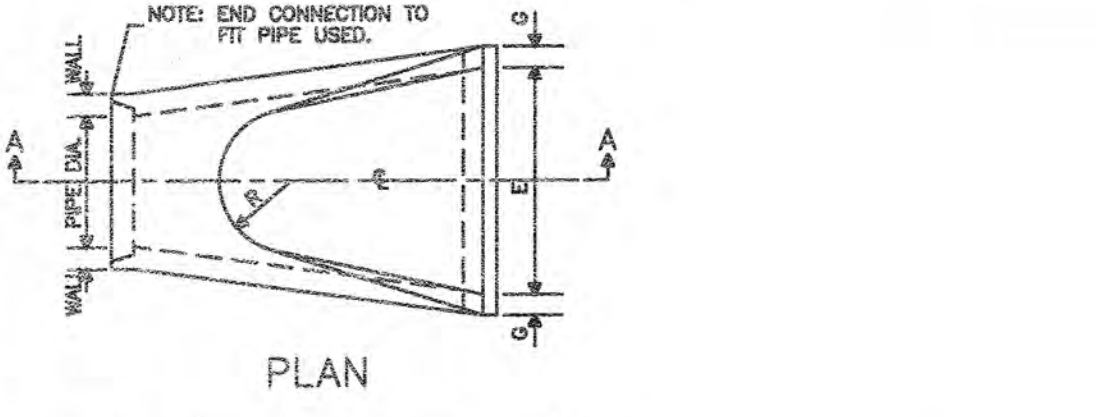
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DESIGNED	JWS	DATE	5-13-10	5	8
PROJECT NO.				2001.029A	



PRECAST REINFORCED CONCRETE FLARED END SECTION

PIPE DIA.	APPROX. WT. (LBS)	WALL	A	B	C	D	E	G	R	SLOPE
12"	530	3"	4"	2 1/8"	4'-0" 7/8"	6'-0" 7/8"	24"	2"	6"	1:2.4
15"	740	3 1/4"	6"	2 1/2"	5'-10"	6'-1"	30"	2 1/4"	11"	1:2.4
18"	990	4"	8"	3"	7'-10"	6'-1"	36"	2 1/2"	12"	1:2.4
21"	1280	4 1/2"	10"	3 1/2"	9'-0"	6'-1"	42"	3"	13"	1:2.4
24"	1530	5"	12"	4"	10'-0"	6'-1"	48"	3 1/2"	14"	1:2.5
30"	2190	5 1/2"	16"	4 1/2"	13'-0"	6'-1"	60"	4"	15"	1:2.5
36"	3100	6"	20"	5"	16'-0"	6'-1"	72"	4 1/2"	16"	1:2.5
48"	6550	8"	28"	6 1/2"	21'-0"	6'-1"	96"	5 1/2"	22"	1:2.5
60"	8730	8"	35"	7"	26'-0"	6'-1"	120"	6"	22"	1:1.9

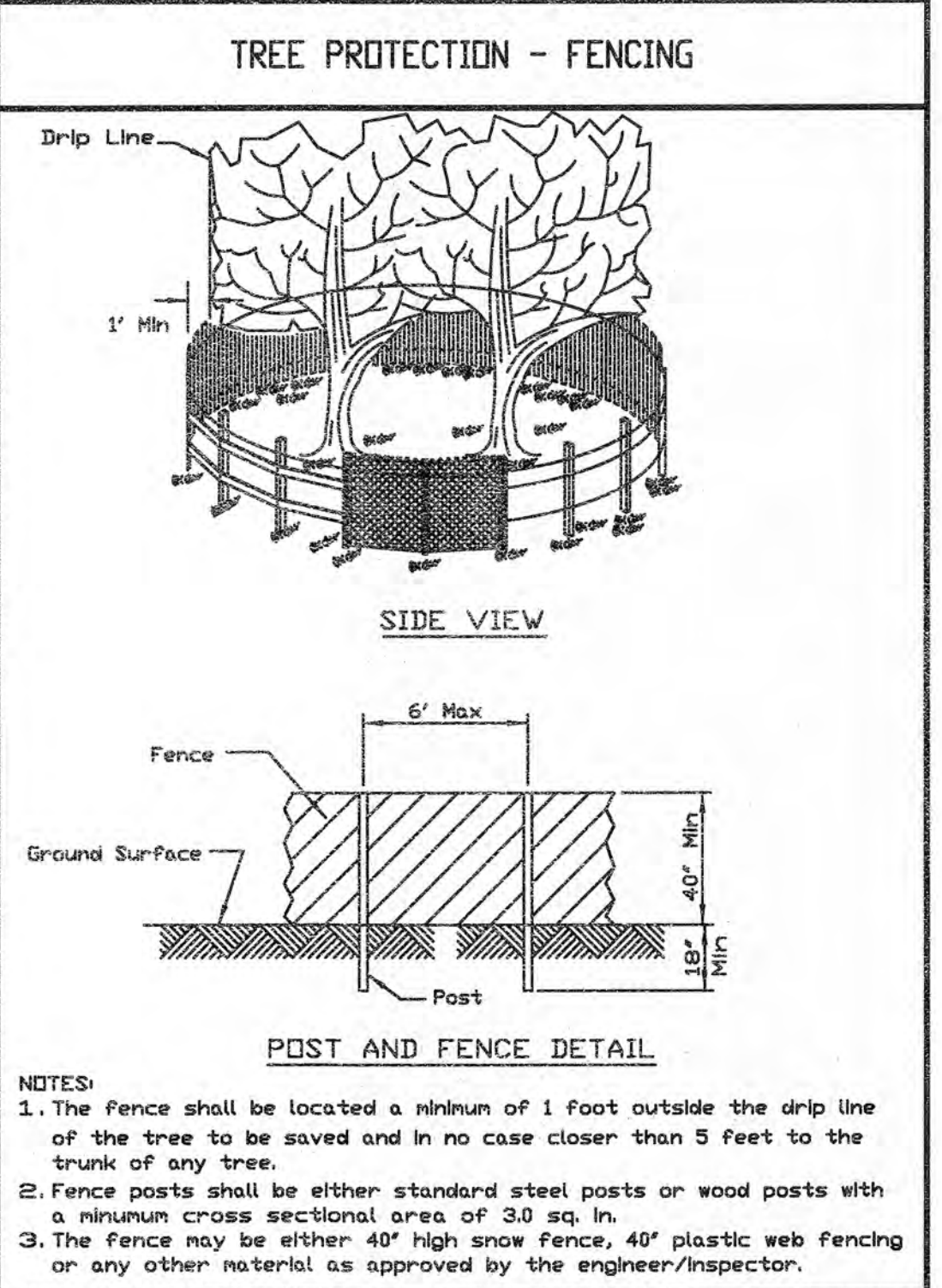
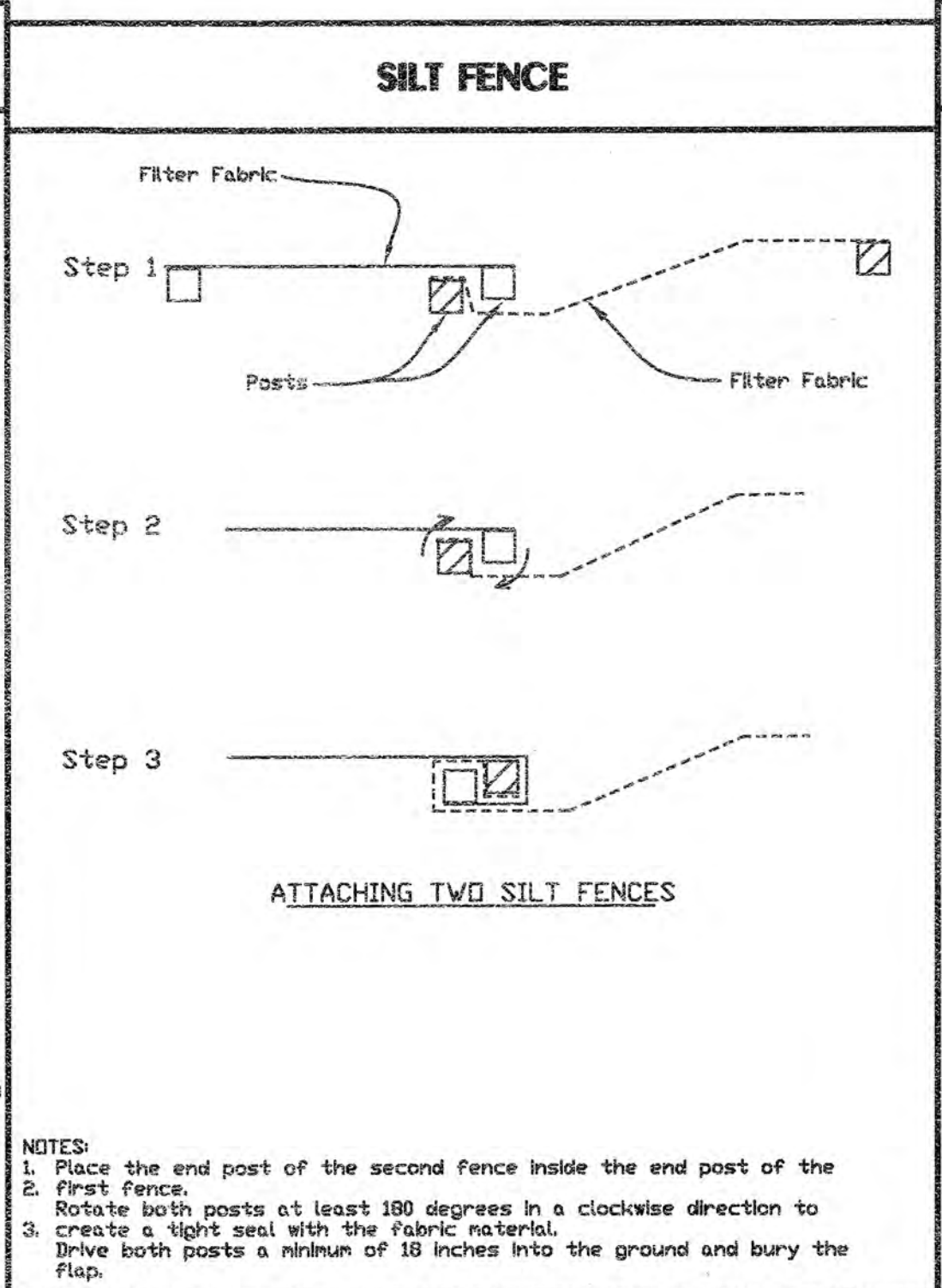
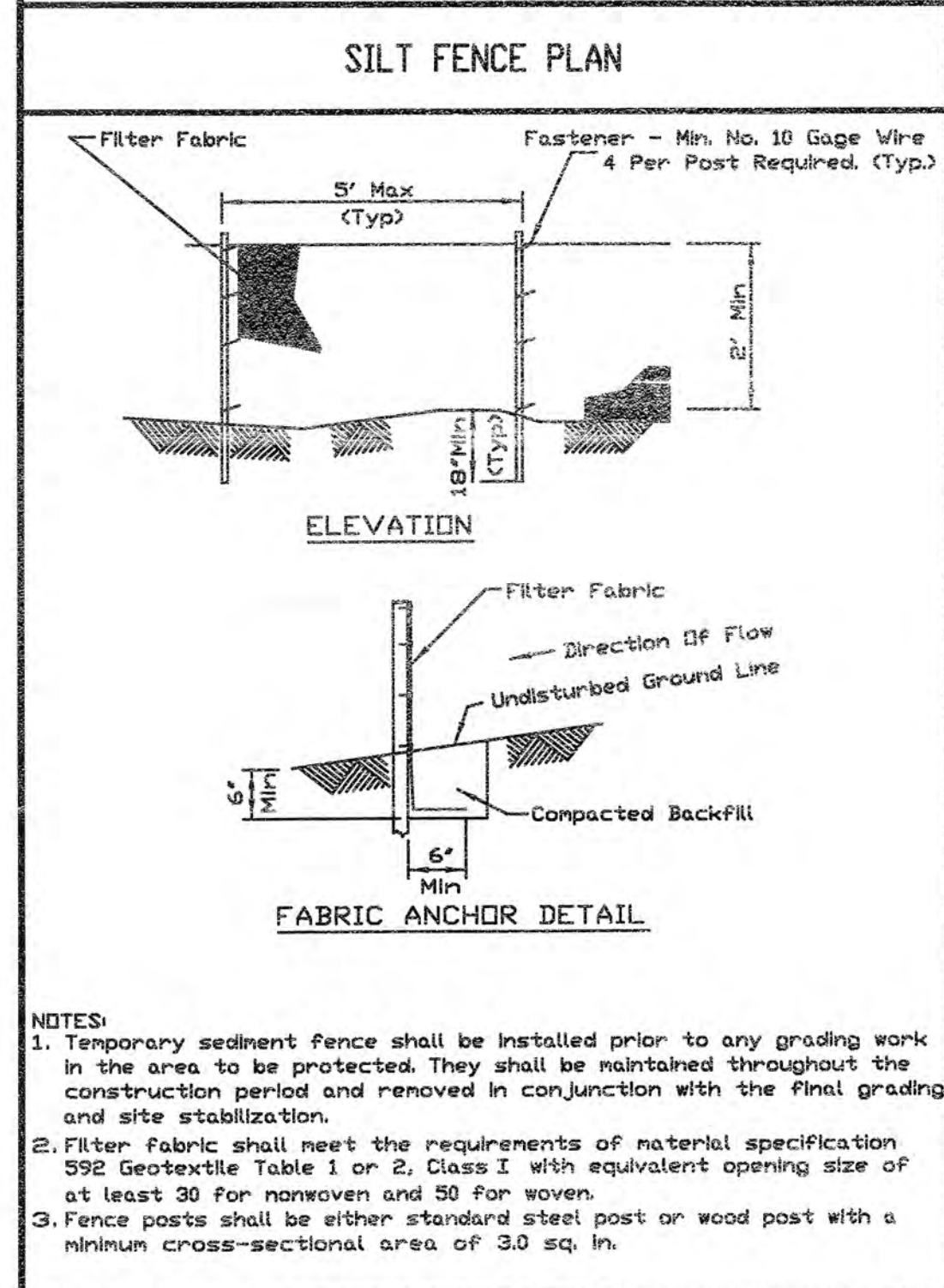
* RADIUS AS FURNISHED BY MANUFACTURER
 ALL SLOPE RATIOS ARE EXPRESSED AS UNITS OF VERTICAL DISPLACEMENT TO UNITS OF HORIZONTAL DISPLACEMENT (V:H)



NOTES:

- PRECAST CONCRETE FLARED END SECTIONS SHALL CONFORM TO THE APPLICABLE REQUIREMENTS OF AASHTO M-170 CLASS III, WALL "B" REINFORCED CONCRETE PIPE.
- PRECAST CONCRETE FLARED END SECTION FOR PIPE DIAMETER REQUIRED SHALL BE AS INDICATED ON DETAIL PLAN FOR EACH INDIVIDUAL INSTALLATION.
- THE END BLOCK SHALL BE PLACED PRIOR TO THE INSTALLATION OF THE FLARED END SECTION. THE END BLOCK SHALL BE BACKFILLED IN ACCORDANCE WITH ART. 502.10 OF THE STANDARD SPECIFICATIONS ADOPTED 7-1-94. COST INCIDENTAL TO END SECTION.
- ALL REINFORCEMENT SHALL BE IN ACCORDANCE WITH I.D.O.T. STANDARD 2448-1.
- ALL FLARED END SECTIONS FOR PIPE GREATER THAN 12" IN DIAMETER SHALL BE PROVIDED WITH A GRATE.

DRAWING NAME: FLARESEC



REFERENCE: Project _____ Date _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____

STANDARD SPEC. NO. IL-620
 SHEET 1 OF 2
 DATE 11-22-94

REFERENCE: Project _____ Date _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____

STANDARD SPEC. NO. IL-620(N)
 SHEET 2 OF 2
 DATE 11-22-94

REFERENCE: Project _____ Date _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____

STANDARD SPEC. NO. IL-690
 SHEET 1 OF 1
 DATE 4-7-94

INTECH CONSULTANTS, INC.
 5413 WALNUT AVE. DOWNERS GROVE, ILL.
 ILLINOIS REGISTRATION No. 184-001040

**ENGINEERS
 SURVEYORS**

CITY OF SYCAMORE
 308 W. STATE STREET
 SYCAMORE, IL 60178

**PARKSIDE DRIVE
 CULVERT EXTENSION**

DETAILS

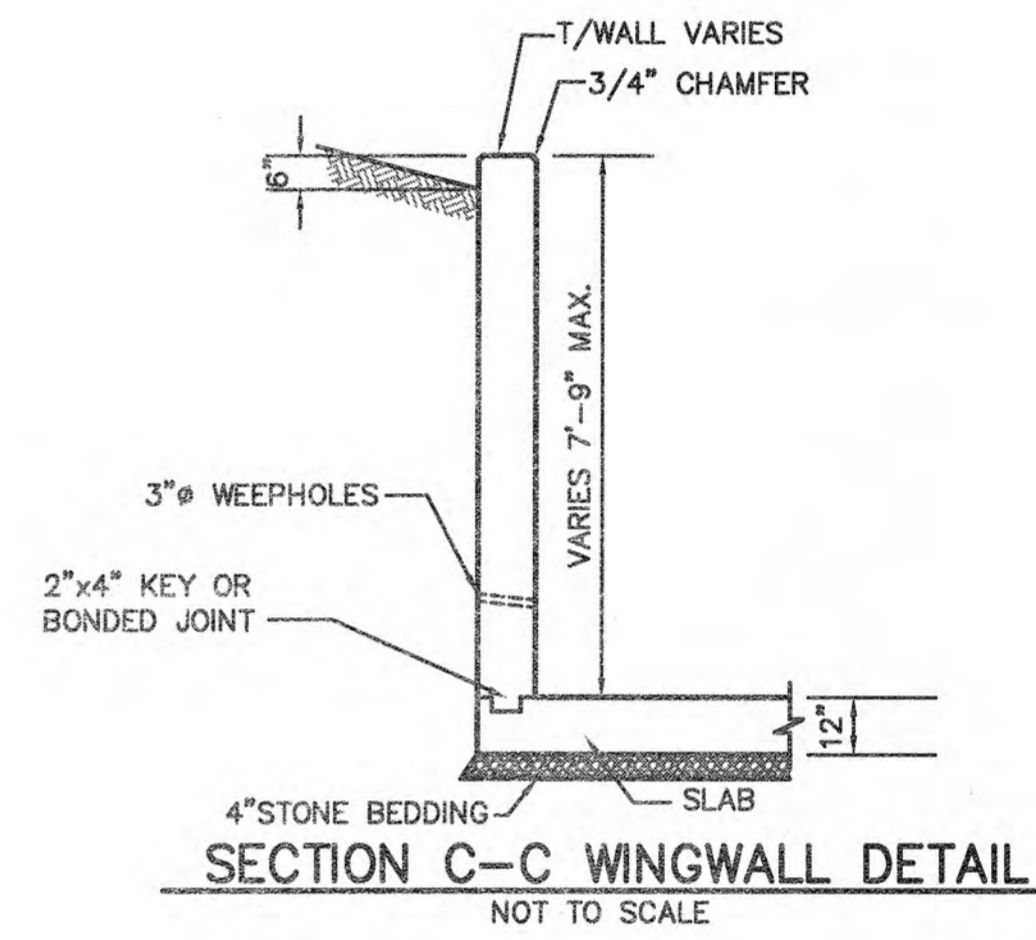
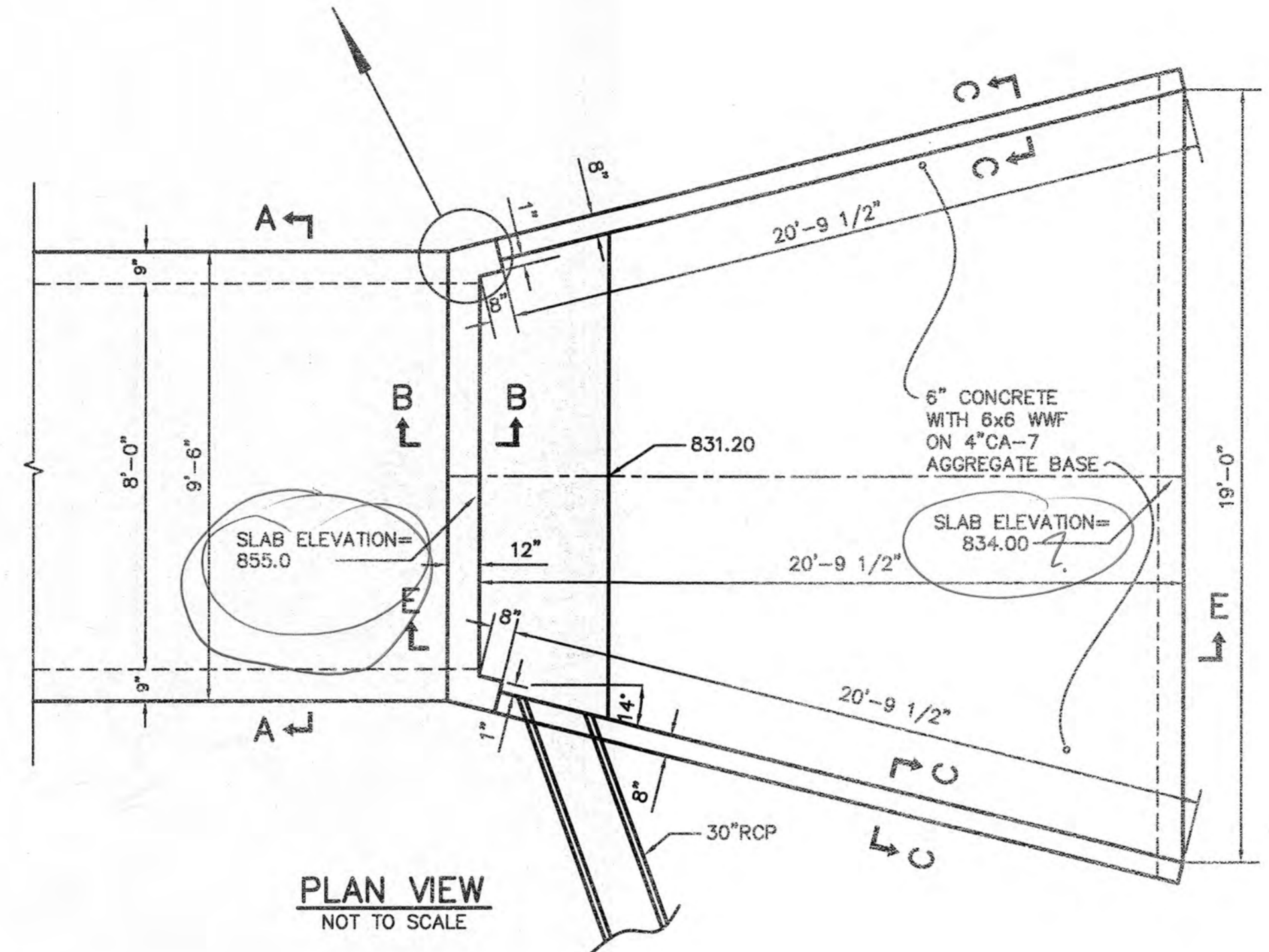
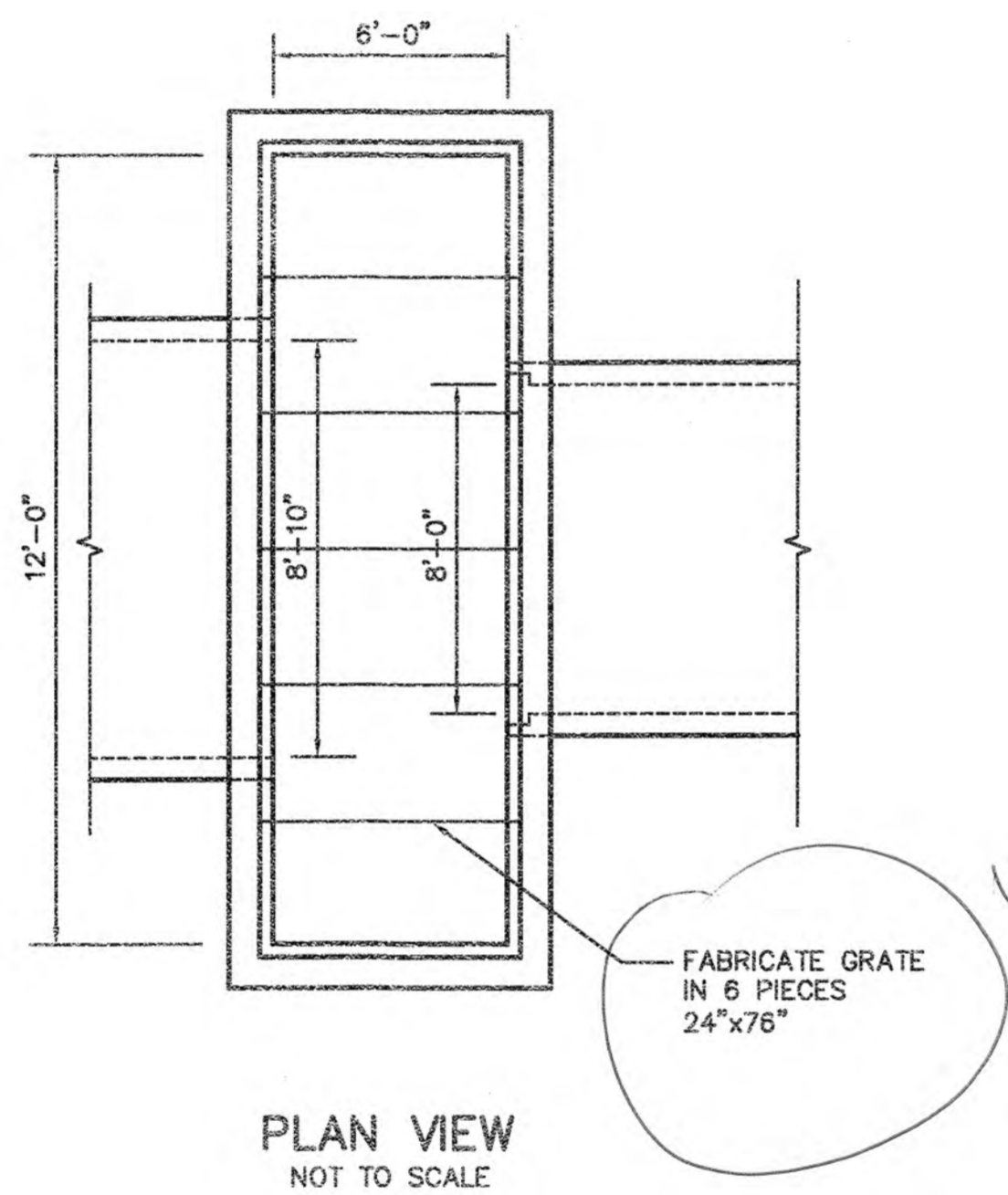
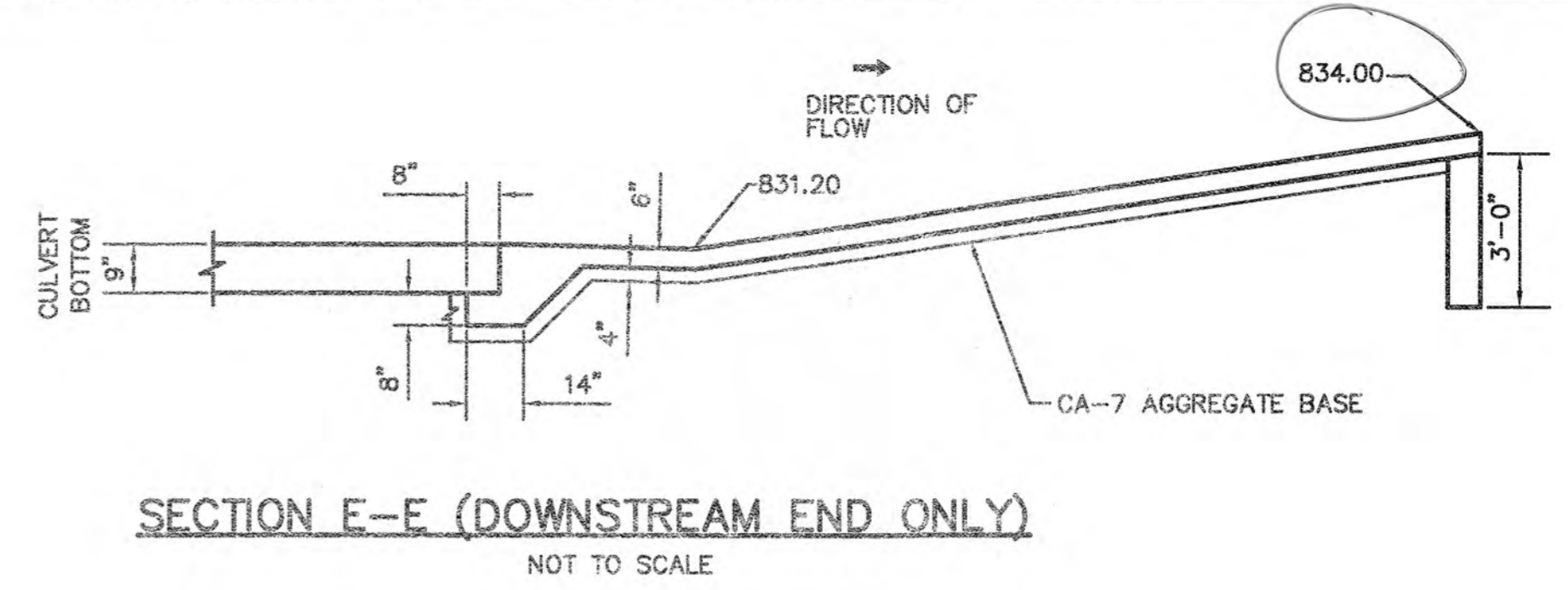
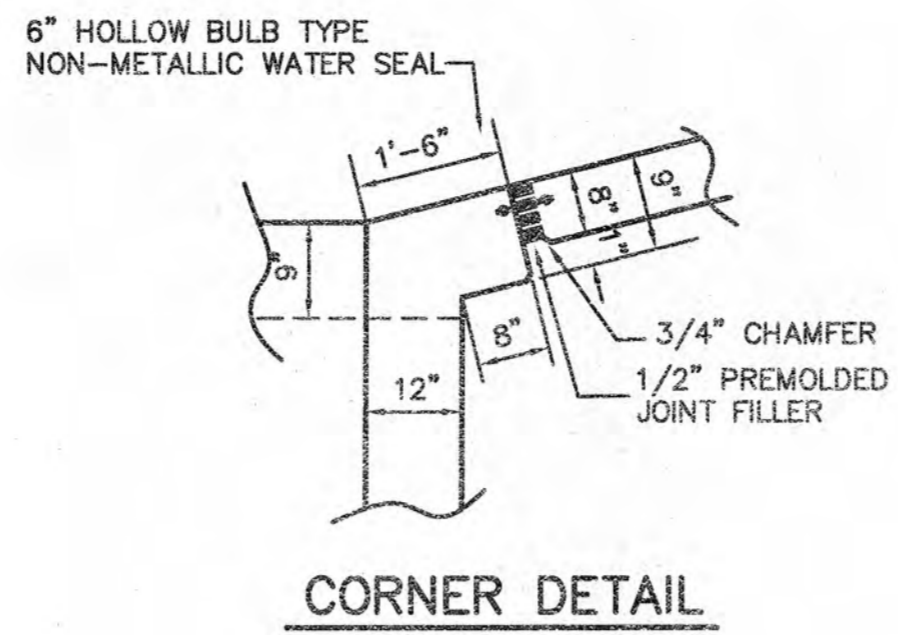
DATE	NO.	REVISION	BY

DRAWN BC	SCALE	SHEET 6 OF 8
DESIGNED JWS	DATE 5-13-10	PROJECT NO. 2001.029A

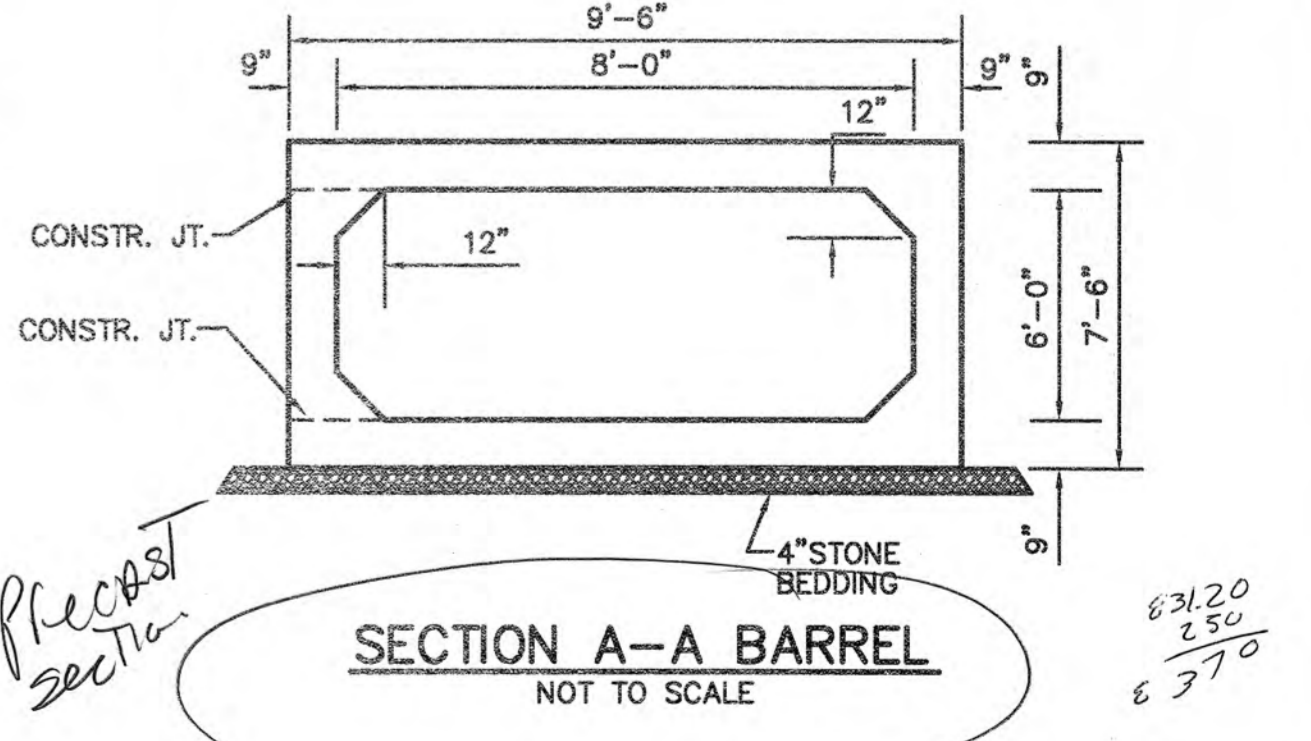
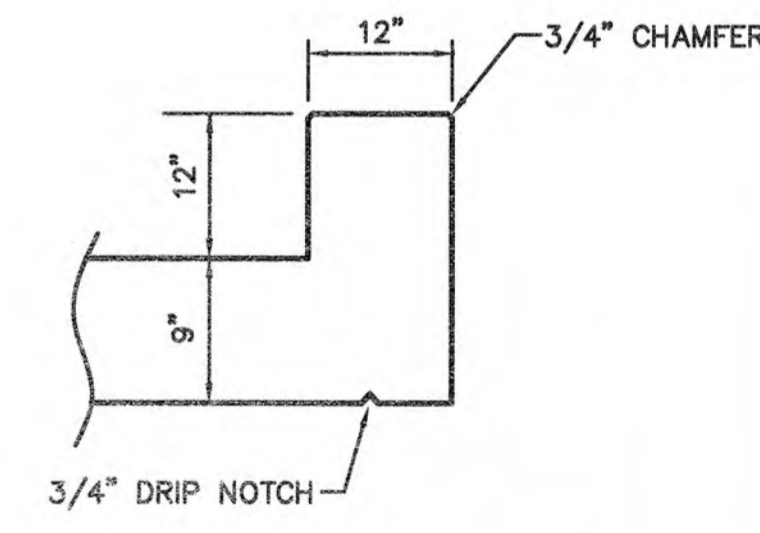
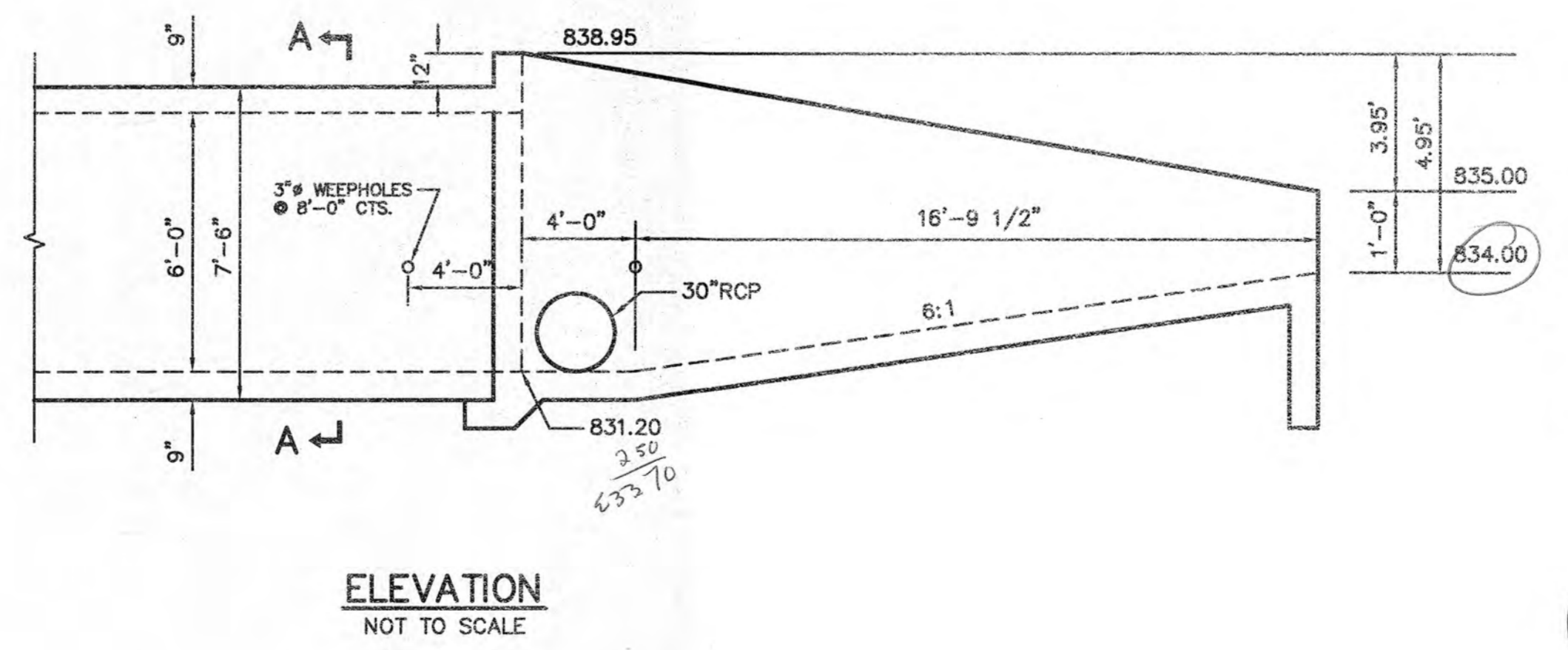
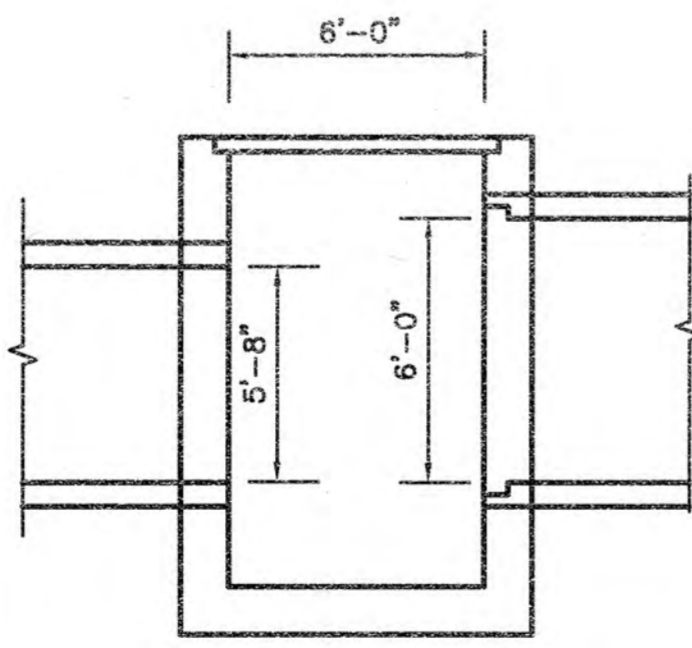
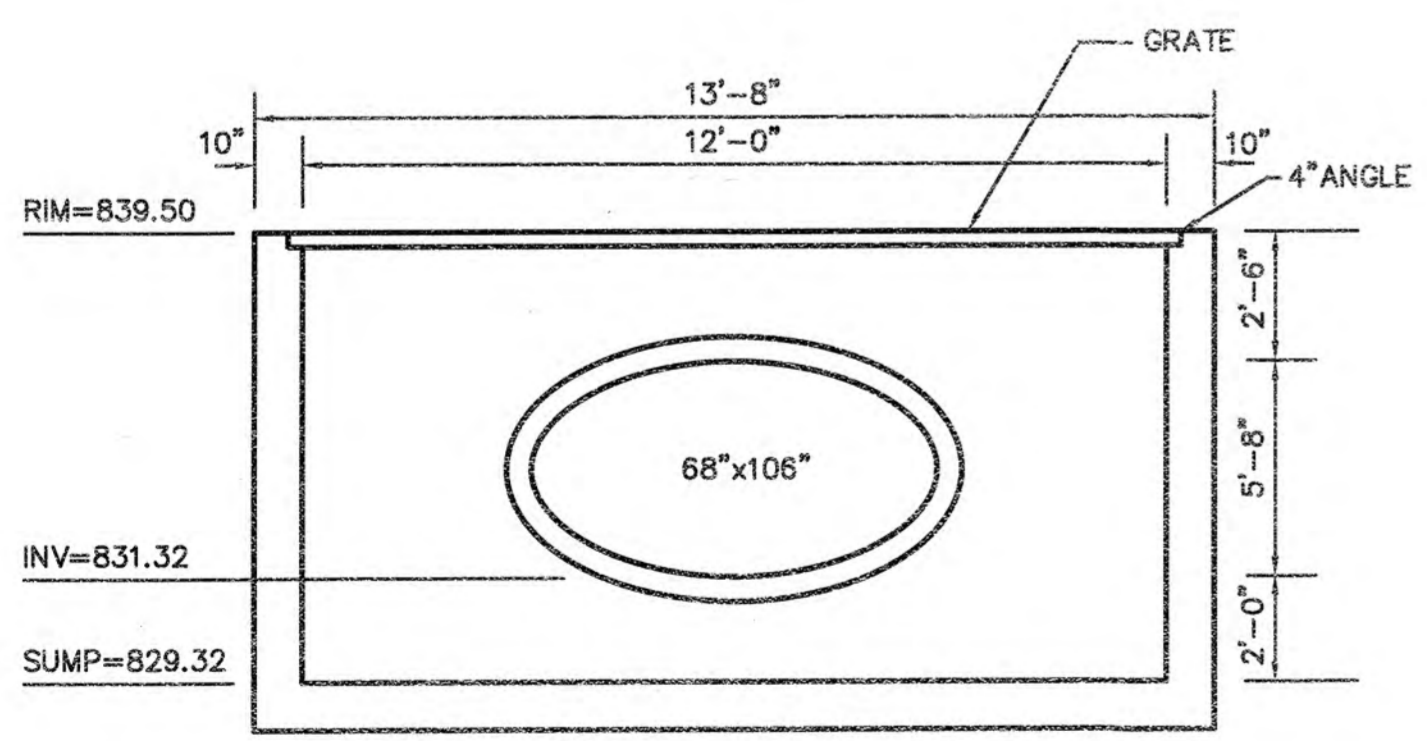
REVIEW SET
 NOT FOR CONSTRUCTION

PARKSIDE DRIVE CULVERT EXTENSION

- GENERAL NOTES**
1. CONCRETE STRENGTH TO BE 3,500 PSI IN 28 DAYS, PLACED IN ACCORDANCE WITH LATEST A.C.I. SPECIFICATIONS.
 2. REINFORCING STEEL SHALL BE DESIGNED BY A STRUCTURAL ENGINEER.
 3. REINFORCING STEEL TO BE A615, GRADE 60.
 4. MINIMUM SOIL BEARING TO BE 3,000 PSF.
 5. TROWEL FINISH TOP OF WALL.
 6. EXPOSED CONCRETE SHALL BE GROUND AND HAVE A CEMENT WASH APPLIED, IF REQUIRED, FOR A SMOOTH FINISH APPEARANCE.



Use 2 Neerwall Grate



**REVIEW SET
NOT FOR CONSTRUCTION**

<p>INTECH CONSULTANTS, INC. 5413 WALNUT AVE. DOWNERS GROVE, ILL. ILLINOIS REGISTRATION No. 184-001040</p>	<p>ENGINEERS SURVEYORS</p>	<p>CITY OF SYCAMORE 308 W. STATE STREET SYCAMORE, ILLINOIS 60178</p>	<p>PARKSIDE DRIVE CULVERT EXTENSION</p>	<p>CULVERT DETAILS</p>	<p>DATE</p>	<p>NO.</p>	<p>REVISION</p>	<p>BY</p>	<p>DRAWN BC</p>	<p>SCALE NTS</p>	<p>SHEET 7</p>	<p>OF 8</p>
					<p>DESIGNED JWS</p>	<p>DATE 5-13-10</p>	<p>PROJECT NO. 2001.029A</p>					

C:\Land Projects\2008\2001-029A\DWG\2001-029A-CUL.DWG, CULVERT, 5/13/2010 11:30:30 AM, BY: BC



Board of Commissioners
Date of Board Meeting: October 26, 2023

Staff Recommendation and Information

AGENDA ITEM:

Parasailing ordinance

BACKGROUND INFORMATION:

In a previous board meeting we discussed requiring a permit to utilize the Riverside Soccer complex for alternative recreational uses such as parasailing. I have updated conduct ordinance to reflect that change.

§26 VEHICLES, BOATS, AND AIRCRAFT

No person shall bring, use operate, drive or park any motor driven vehicle, boat or aircraft, including but not limited to automobiles, trucks, power driven model boats, power driven model aircraft, power driven model automobiles, mini-bikes, motorcycles, snowmobiles, except on a street, driveway, parking lot or such portion of the Park System and at such times as are designated by the Park System.

The use of privately owned golf carts on any portion of Park District property is prohibited.

Manned airborne vehicles are prohibited, UNLESS a permit has been issued by the Park District, which will include a waiver. *this will also include drone usage*

Furthermore, except for emergency personnel and park district maintenance, no boat of any kind may be placed in, launched, operated, docked, piered, shored, banked, placed, or stored in any park or body of water in the park system unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

FISCAL IMPACT:

STAFF RECOMMENDATION: Board approval of conduct ordinance change for required permit. A Special use permit will be created that is similar to the Picnic shelter Alcohol permit – with the liability information listed.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

ORDINANCE NO. 06-2012

AN ORDINANCE REGULATING CONDUCT IN THE PARKS

WHEREAS, the Sycamore Park District, DeKalb County, State of Illinois has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and to protect the public health, safety, and welfare of its citizens; and

WHEREAS, the Park District has the power to regulate conduct within the Park District's parks; and

WHEREAS the Park District hereby finds that it is in the best interest of the Park District and the public to adopt an Ordinance to achieve various beneficial goals, including the regulation of conduct within the Park District's parks; and

WHEREAS, the Sycamore Park District deems it in the best interest of its residents that the Police Department of the City of Sycamore, Sycamore, Illinois, and that the Sherriff's Department of the DeKalb County Sherriff's Office, DeKalb County, Illinois and any other police department or agency as hereinafter determined by ~~the~~ Board, shall be authorized and given the power to enforce the SYCAMORE PARK DISTRICT's ORDINANCE REGULATING CONDUCT IN THE PARKS;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF SYCAMORE, ILLINOIS, DEKALB COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION TWO: The Park District here by adopts the following regulations:

§ 1 DEFINITIONS.

- a. "Official" means the Park District Board of Commissioners, the Park District Executive Director, and the employees of the Park District.
- b. "Regulation" means any rule, resolution, regulation, or ordinance duly adopted by the Corporate Authorities.
- c. "Park System" means all properties owned, leased, or otherwise controlled by the Sycamore Park District.
- d. "Permit" means permit secured pursuant to Section 4 of this Ordinance.
- e. "Volunteer" means any person appointed by the Executive Director to assist with park district programs and functions.
- f. "Director" means Executive Director as appointed by the Park District Board of Commissioners.
- g. "Peace Officer" means any Police Officer of the City of Sycamore or the County of DeKalb.
- h. "Smoking" means inhaling, exhaling, burning, or carrying by persons of any lighted cigar, pipe, cigarette, plant, or other similar combustible substance in any manner or in any form.

§2 SUPERVISION

All parks in the Park District shall be operated and maintained under the supervision of the Executive Director.

§3 ASSEMBLIES

No person shall engage in, participate in, aid, form, or organize any assembly or group of people or make any speeches, or conduct any parades, musical program or festivals, in any park unless a Permit has been obtained from the Executive Director, and unless that Permit is carried by the person heading or leading such activity; provided, however, that the provisions hereof shall not apply to students' work when constituting a part of their educational activities and under the immediate direction and supervision of the proper school authorities; nor to any governmental agency within the scope of its functions.

§4 PERMITS

- a) Applications for Permits shall be filed with the Executive Director not less than fourteen (14) days prior to the date on which it is proposed to conduct any activity in a park requiring a permit. Such application shall be sworn to and shall state:
- 1) The name of the person or organization wishing to conduct such activity.
 - 2) If the activity is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization, and of the authorized and responsible head of such organization.
 - 3) The name, address and telephone number of the person who will be the chairman of such activity and who will be responsible for its conduct.
 - 4) The name address and telephone number of the person or organization to whom the Permit is desired to be issued.
 - 5) The date when such activity is to be conducted.
 - 6) The portion of the Park System for which such Permit is desired.
 - 7) An estimate of the anticipated attendance; and
 - 8) The hour when such activity will start and terminate.
- b) The Executive Director may grant and issue the Permit if:
- 1) The proposed activity or use of the Park System will not unreasonably interfere with or detract from the public enjoyment of the Park System.

- 2) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
 - 3) The facilities desired have not been reserved for other use at the day and hour required in the application.
 - 4) The conduct of such activity will not interrupt the safe and orderly movement of traffic.
 - 5) The conduct of such activity will not require the diversion of so great a number of peace officers to properly police such activity and the areas contiguous thereto, as to prevent normal police protection to the Park District.
 - 6) The conduct of such activity is not likely to cause injury to persons or property, incite violence, crime or disorderly conduct.
 - 7) Such activity is not to be held for the sole purpose of advertising any product, goods, or event, and is not designed to be held purely for private profit.
 - 8) The person or organization desiring to engage in said activity, shall post with the Director, cash or surety bond in an amount established by the park district to cover the costs of cleaning up all debris and trash that results from this activity and restoring the premises to neat and good order.
- c) Each Permit shall state the following:
- 1) Date of such activity.
 - 2) Number, not to exceed, of individuals who will attend.
 - 3) The portion of the Park System thereof to be used; and
 - 4) Hour when such activity will start and terminate.
- d) The application may contain a requirement for an indemnity bond to protect the Park District from any liability of any kind or character, and to protect the Park District from property damage.
- e) The Executive Director shall act upon the application for a park Permit within seven (7) days after the filing of same.

§5 MOB ACTION
There will be zero tolerance for these types of activities.

- a) Mob action shall consist of any of the following:

- 1) the use of force or violence disturbing the public peace by two (2) or more persons acting together and without authority of law; or
 - 2) the assembly of two (2) or more persons to do an unlawful act.
- b) No person shall engage in mob action within the Park System.
 - c) Any participant in a mob action that does not withdraw on being commanded to do so by any Official, shall be guilty of a violation of this Ordinance.

§6 USE AND PROTECTION OF FACILITIES

- a) Clean up – Requirements Concerning Use of Grounds and Facilities: Each person using the Park System, shall clean up all debris, extinguish all fires when such fires are permitted, and leave the premises in good order, and the facilities in a neat and sanitary condition.
- b) No person shall commit any nuisance in the Park System.
- c) No person shall swim, wade, play on or in, sail, boat, canoe, float, skate, ice-fish or enter any permanent body of water within the Park System.
- d) A person involved in an incident or accident on Park System property resulting in personal injury or property damage shall report the incident to any authorized park district personnel within twenty-four (24) hours after the incident.

§7 VANDALISM

- a) No person shall willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, structure, bridges, tables, benches fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts, or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
- b) No person shall cut, break, climb on, injure, or deface, in any way, any tree, shrub, plant or turf within the Park System.

§8 LITTERING / POLLUTION

It shall be unlawful for any Person using the Park System to either perform or permit to be performed, any of the following acts:

- a) To throw, carry, cast, drag, push or deposit into the waters of any fountain, river, lake, pond, slough, stream, bay, or lagoon or upon other body of water frozen or otherwise in or adjacent to any Park System or any tributary, stream, storm sewer, or drain flowing into such waters or waters thereof any substance, any refuse container, picnic table, barricade or any other movable or non-

- moveable property; or any matter or thing, liquid or solid, which will or may result in the pollution or said water.
- b) To throw, carry, cast, drag, push or otherwise move, stack or hide any refuse container, picnic table, barricade or any other moveable or non-moveable property in such a way as to render it unavailable to the general public for its intended use or to cause a hazard to public safety or to damage or destroy such property.
 - c) Bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, manure, or refuse; landscape or landscaping waste or byproducts, whether natural or man-made; or other trash. No such waste, refuse or trash shall be placed in any waters in or contiguous to any Park System, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the Park System by the person responsible for its presence, and properly disposed of elsewhere.

§9 PUBLIC DECENCY

No person shall use any abusive, threatening, insulting, indecent, profane, blasphemous, or obscene language or language calculated to occasion a breach of the peace or designed to incite conduct, which is harmful to the public, or commit or be guilty of any obscene behavior, within the Park System.

Further, no person shall urinate or defecate in the Park System other than in facilities provided and specifically intended for this purpose.

§10 DISORDERLY CONDUCT AND LOITERING

- a) No person shall make, ~~countenance~~countenance, or assist in making any improper noise, riot, disturbance, breach of the peace, or diversion tending to a breach of the peace, in the Park System, which unreasonably interferes with or detracts from the promotion of public health, welfare, safety and recreation; such prohibitions shall include, but is not limited to, any of the following:
 1. Any act performed in such an unreasonable manner as to provoke, make, or aid in making a breach of peace.
 2. Any unreasonable or offensive act, utterance, gesture, or display which, under the circumstances, creates a clear and present danger of a breach of the peace or imminent threat of violence.
 3. The failure to obey a lawful order of dispersal by a person known by him to be a peace officer or park representative under circumstances where two (2) or more persons are committing or appear to be committing acts of disorderly conduct in the immediate vicinity, which acts are likely

to cause substantial harm, serious ~~inconvenience~~inconvenience, or alarm.

- b) The assembling with two (2) or more persons for the purpose of using force or violence to disturb the public peace.
- c) The begging or soliciting of funds on any property of the Park District, except as otherwise specifically authorized by Permit.
- d) The appearance on any property of the Park District manifestly under the influence of alcohol, narcotics or other drug not therapeutically administered to the degree that the person so appearing endanger themselves or other persons or property, or alarm or disturb other persons within his/her ~~vicinity~~vicinity.
- e) The transmittal, in any manner, to another a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place on or about any property owned or leased by the Park District that its explosion would endanger human life, knowing at the time of such transmission that there is no reasonable ground for believing that such bomb or explosive is concealed in such place;
- f) The transmittal, in any manner, to another a false alarm to the effect that a fire or other potential hazard, including but not limited to opening fire warning devices or alarms, preventive or safety equipment, or any containers thereof, or other similar structures on or about the Park District property.
- g) No person shall commit any assault. A person commits an assault when he engages in conduct, without lawful authority, which places another in reasonable apprehension of receiving a battery, within the Park System.
- h) No person shall commit battery. A person commits a battery if he intentionally or knowingly, without legal justification (a) causes bodily harm to an individual, or (b) makes physical contact of an insulting or provoking nature with an individual, within the Park System.
- i) No person shall loiter, protractedly lounge or permit such loitering or protracted lounging in, on or around any parking lots or parking facilities of the Park District in the Park System; or, in or around the entrance of or to the Park System or any building or improvement thereto; on or around any abutting or adjoining fences or other boundary markings of the Park District; in or around any public restrooms or related facilities of the Park District; or in, on or around any other structures or improvement of the Park District within the Park System.
- j) No person shall make or cause to be made any excessively loud or unreasonable noise which disturbs the peace. For the purpose of this ordinance, excessively loud or unreasonable noise is defined as noise inconsistent with or not attendant to appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day

or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This includes, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument, or sound equipment, unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

- k) No person shall congregate with other persons anywhere in the Park System that will, with or without intent, restrict vehicular traffic or pedestrian traffic, or restrict the free ingress or egress from the Park System.
- l) No person shall use a metal detector with the intent to dig, remove, deface, destroy, or otherwise alter any condition within a park. This is, in part, meant to mean that one can use a metal detector, but can't take any action to recover an item unless it is clearly on the surface and will not require digging, removing/replacing plant material/grass of any kind, or otherwise altering any condition within parks and facilities.
- m) This section shall not be construed to suppress the right to lawful assembly, picketing, public speaking, or other lawful means of expressing public opinion not in contravention of other laws.

§11 ALCOHOL, DRUGS AND SMOKING

Every person present in the Park System is subject to all state and federal laws relating to Drugs, Alcohol, and Smoking. Further, every person possessing, using, consuming, or otherwise holding drugs, alcohol, or smoking material are responsible for any transferring of such materials to others in the Park System, and will be accountable for all federal, state, local and park system laws, ordinances, rules, ~~regulations~~regulations, and permit allowances as it relates to possession, use, consumption, or transfer.

- a) No person present in the Park System shall sell, use, possess or have any alcoholic liquor or beverage of any kind, unless purchased and consumed at the golf course, allowed by park permit, or as part of activities conducted, sponsored, or authorized by the Park District.
- b) No person shall carry, possess, use, or ingest any drug or controlled substance illegal under the laws of the United States or the laws of the State of Illinois while in the Park System.
- c) Except outdoors on the Golf Course and at Park District organized concerts, smoking is prohibited on all Sycamore Park District property. This includes e-cigarettes, vapor, chewing tobacco, or any other substance. At the golf course, smoking is not allowed in the Club House or within 50 feet of the Club House.

§12 INTERFERENCE

- a) No person shall prevent or hinder in any manner any person from lawfully using any portion of the Park System or ~~interfere~~~~interfering~~ with such use in compliance with the terms of this Ordinance applicable to such use.
- b) No person shall prevent or hinder in any manner any Employee or Volunteer of the Park District while engaged in the performance of their ~~duties,~~~~duties~~ within the Park System.

§13 DISOBEDIENCE OF A LAWFUL COMMAND

- a) No person shall resist any Park Official, Employee or Peace Officer in the discharge or their duty; or fail or refuse to obey any lawful command of any such Park Official, Employee, or Peace Officer; or in any way interfere with or hinder or prevent any such Park Official, Employee or Peace Officer from discharging their duty; or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or refuse or attempt to rescue any person when in such custody.
- b) No person shall resist, fail, or refuse to obey the command of any Park Official.

§14 CRUELTY TO ANIMALS

No person shall trap, catch, wound, or kill, or treat cruelly, or attempt to trap, catch, wound, or kill any bird or animal, or molest or rob any nest of any bird or animal, in the Park System. Park Personnel may, with a State Permit, conduct trapping as called for by management requirements.

The City of Sycamore Ordinance 5-2-1: CRUELTY shall apply:

No person shall cruelly treat any animal in the city in any way. Any person who inhumanely beats, overloads, ~~underfeeds~~~~underfeeds~~, or abandons any animal shall be deemed guilty of a violation of this section. (1988 Code §17.101)

§15 ANIMALS, PLANTS AND WILDLIFE

- a) No person shall lead, bring, or allow to be loose upon any portion of Park System, any animal, except on such places and at such times as the Board of Commissioners may designate by Resolution. Further, all City of Sycamore regulations, including leash laws, apply to the Park System.

Additionally, for enforcement purposes City of Sycamore Ordinance 5-3-3: LEASH LAW shall apply:

A. Leash Required; Nuisance: It shall be unlawful for any person to maintain a public nuisance by permitting any dog or other animal to leave the premises of its owner or keeper when not under control by leash no longer than seven feet (7'). (1988 Code §17.205; amd. 1994 Code)

B. Penalties: The penalty for owners of dogs which leave the owner's premises when not under control by leash no longer than seven feet (7') shall be subject to penalty as provided in section 1-4-1 of this code. (1988 Code §17.205; amd. 1994 Code; Ord. 2005.78, 1-3-2006)

C. Exemptions: Guide dogs for the blind or police owned dogs are exempt from this section; providing, that no attack or injury to a person or other animal occurs while the dog is performing duties as expected. (1988 Code §17.205; amd. 1994 Code)

- b) The owner of every animal shall be responsible for the removal and sanitary disposition of excreta deposited by their animal anywhere in the Park System. When accompanying the animal onto the Park System, the owner shall have on his person suitable means for the removal of such excrement that will then be placed in a refuse container for sanitary removal.

Furthermore, City of Sycamore Ordinance 5-3-5: EXCREMENT shall apply:

No owner or person who has possession or control of a dog shall fail to remove excrement deposited by such dog or other animal upon the public ways or within the public places of the city or upon the premises of any person other than the owner. (1988 Code §17.208)

A violation of this section shall be subject to penalty as provided in section 1-4-1 of this code. (Ord. 2005.78, 1-3-2006)

- c) Non-native species shall not be introduced into any park.
- d) Unless an authorized "service animal" or in conjunction with activities conducted, sponsored, or authorized by the Park District, no person shall bring or release into the Park System any Wildlife or Domestic Animal including, without limitation, any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domestic dogs for the purpose of exercise or walking and as governed by leash laws and all other City of Sycamore regulations.

§16 INTOXICATION

No person shall enter, be or remain in the Park System while intoxicated or under the influence of a drug illegal under the laws of the United States, or the laws of the State of Illinois.

§17 MISSILES

- a) No person shall throw, cast, or hurl any stones, clubs, sticks, clump of dirt, or ice within the Park System.

- b) While on or in any property within the Park System, no person shall throw, cast or hurl any object or projectile, including but not limited to stones, clubs, balls, sticks, clump of dirt, snowballs, or ice in the direction of a residence, building, structure or other property, real or personal, belonging to another, including the Park District or a constituent thereof.

**§18 IMPERSONATION OF PEACE OFFICERS OR
PARK OFFICIALS**

No person shall falsely represent or impersonate any Peace Officer or Park Official or pretend to be a Peace Officer or Park Official, within the Park System.

§19 BEGGING

Except upon the express Permit issued by the Director of the Park District, no person shall beg or solicit in or about the Park System.

§20 SLEEPING IN THE PARK SYSTEM

No person shall place, swing, occupy or use any hammock in the Park System, nor shall any person, sleep or otherwise remain in the Park System between the hours of dusk and dawn, unless a Permit has been obtained from the Director. Tents or portable structures smaller than 12 feet by 12 feet are permitted during regular park hours, however, no stake longer than 8 inches is ½ inch in diameter or across is permitted in erecting those tents/structures.

§21 FIREARMS, FIREWORKS

- a) No person shall carry or possess any weapon, discharge, or set off any firearms, rocket, firecracker, torpedo, squib or other fireworks or things containing any substance of an explosive nature in the Park System. Nor shall anyone violate existing laws defined by the State of Illinois "Concealed Carry Law."
- b) A person commits the offense of unlawful possession of weapons when he, within the Park System, knowingly:
 - i) Sells, manufactures, purchases, possesses or carries any bludgeon, blackjack, sling-shot, bow & arrow, sand club, sandbag, metal knuckles or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button spring or other device in the handle of the knife; or
 - ii) Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle, or other piece of glass, or any other dangerous or deadly weapon or instrument of like character; or
 - iii) Carries on or about his person or in any vehicle, a tear gas gun, projector or bomb, or any other object containing noxious liquid gas or substance; or
 - iv) Carries concealed in any vehicle or concealed on or about his person any pistol, revolver, or other firearm; or
 - v) Sets a spring gun; or
 - vi) Sells, manufactures, purchases, possesses, or carries any bomb, bombshell, grenade, bottle, or other container containing an explosive

substance, such as but not limited to black powder bombs and Molotov cocktails.

- c) Sections a) and b) do not apply to or affect the following:
- i) Peace Officers or any person summoned by any such officer to assist in making arrests or preserving the peace while they are engaged in assisting such officer.
 - j) Any agent, investigator or member of any Illinois or United States Law Enforcement Bureau, Commission or Agency authorized by law to carry weapons, while on duty during any investigation from said Bureau, Commission or Agency.

§22 USE OF PLAYGROUND AND PARKS

- a) **Playgrounds and Parks:** No person sixteen (16) years of age or older shall in any manner use any of the playground or park apparatus or devices meant exclusively for the use of children.
- b) **Parking:** When signs are erected on or about a driveway, parking lot, parking area or such other portion of the Park System owned or otherwise controlled by the Park District (hereafter "Parking Area"), giving notice thereof as to any limitations for or about parking thereon, including, but not limited to, a time limit as to parking, no person shall, at any time, park any motor vehicle (including but not limited to, any automobile, minibike, motorcycles, snowmobiles, trucks, power driven models) on such Parking Area or any parts thereof except as permitted within said limitations.

§23 PROHIBITIONS

- a) **General Prohibitions:**

Prohibited Areas: It shall be unlawful for any person to go upon the grass, lawn, turf, or any other portion of the Park System wherein signs and directions are posted by or by order of the Director of the Park District prohibiting a person from entering upon the designated area.

Additionally, unless sanctioned by the Park System, no person shall enter upon any grounds of the Park System Golf Course unless authorized by payment of course fees, or as a part of a park district sanctioned event.

Fishing: No person shall perform or permit to be performed, upon or in connection with any property of the Park District in the Park System, the act or sport of fishing, casting, or performing or permitting such performance of all other related activities (a) in any waters of the Park System posted against fishing, including ice fishing or (b) from any bridge, pier, dock, shore or other area posted "no fishing". Further, subject to Park System Staff posting of "Catch and Release," where fishing is allowed, all fishers must abide by "Catch and Release," even if the body of water is not listed by the State of Illinois as "Catch and Release."

- b) Destruction by Misuses of Fire: No person shall upon or in connection with any property, be it real, personal, or otherwise, of the Park District in the Park System:
- i) Set fire, or cause to be set on fire, any tree, forest, brush land, grassland, meadow, prairie, marsh, refuse container or structure.
 - ii) Build a fire anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles.
 - iii) Drop, throw away or scatter any burning, lighted or hot coals, ashes, cigarette, cigar, firecracker, match, or other instrument or material.
 - iv) Build any fire whatsoever, for any purpose in or out of a receptacle or fireplace and leave it unattended, unless such fire is properly extinguished. For this Ordinance, a fire shall be deemed properly extinguished when its ashes, residue, coals, and unburned substance is cold to the human touch; or
 - v) Cause, suffer or allow the burning of garbage, refuse, waste material, trash, motor vehicle (or any part thereof) or other combustibles within or adjacent to the park so as to cause smoke, haze, odor, sparks, dust, dirt, or other type matter or gaseous substances to come upon, pass through, or over the park which would cause an air pollution nuisance or damage to persons or property.

§24 SIGNS

It shall be unlawful for any person to paste, glue, tack, post or otherwise affix any sign, placard, bill flyer, advertisement, or inscription whatever, within the Park System. Provided that these provisions shall not apply to any properly authorized government official in pursuit of any official duty.

Those laws as established by the State of Illinois or the Federal Government as it is related to election signs for polling places and the placement of candidate or issue signs shall apply to Sycamore Park District property. It is requested that those signs which are legally posted be removed within five (5) working days following the election for which the candidate or issue is voted upon.

§25 SELLING DISTRIBUTING AND SOLICITING

No person other than Park Officials or persons authorized by the Park District, acting on behalf of the Park District, shall offer or exchange for sale any article or thing, or do any hawking, peddling or soliciting, or buy or offer to buy any article or thing, or take up any collection or solicit or receive contributions of money or anything of value, nor shall any person distribute, cast, throw or place any handbill, pamphlet, circular, advertisement

or notice of any kind, except when authorized to do so by Permit from or contract with the Park District.

§26 VEHICLES, BOATS, AND AIRCRAFT

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No person shall bring, use operate, drive or park any motor driven vehicle, boat or aircraft, including but not limited to automobiles, trucks, power driven model boats, power driven model aircraft, power driven model automobiles, mini-bikes, motorcycles, snowmobiles, except on a street, driveway, parking lot or such portion of the Park System and at such times as are designated by the Park System.

The use of privately owned golf carts on any portion of Park District property is prohibited.

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Manned airborne vehicles are prohibited, UNLESS a permit has been issued by the Park District, which will include a waiver.

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Furthermore, except for emergency personnel and park district maintenance, no boat of any kind may be placed in, launched, operated, docked, piered, shored, banked, placed, or stored in any park or body of water in the park system unless in conjunction with activities conducted, sponsored, or authorized by the Park District.

§27 GROUP ACTIVITY

Whenever any group, association, or organization desires to use said Park System facilities for a particular purpose, such as picnics, parties or theatrical or entertainment performances, a representative of said group, association or organization shall first obtain a Permit from the Director for such purposes.

§28 PICNIC AREAS AND USE

No person in the Park System shall picnic or lunch in a place other than those designated for that purpose. Park Officials shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors shall comply with any directions given to achieve this end. No person in the Park System shall use any portion of the picnic areas or of the building or structures therein for an unreasonable time if the facilities are crowded.

§29 HOURS OF OPERATION

- a) The Park System shall be open daily to the public from sunrise until sunset of any one day and no person shall be in the parks (other than Peace Officers and Park Officials) during any hours in which the Park System is not open to the public unless such presence is pursuant to a Permit issued in accordance with this Ordinance. In case of wet weather or other emergency when the condition of the grounds or the public interest demands, the Director may close said Park System or any portion

hereof until said emergency has passed. The Executive Director may, on rare occasions, approve permits after park hours by permit with a supplementary fee established by the district.

- b) Those properties owned, leased or otherwise controlled by the Park District for which the Park District has provided an artificial lighting system shall remain open to the public until 10 pm of any one day when lit for recreational activities by the artificial lighting system under the control of the Park District; and no person (other than peace officers and park officials conducting Park System business therein) shall occupy, remain, or be present in those areas of the Park System with artificial lighting after sunset and in absence of light provided by the system under the control of the Park District, unless the presence is pursuant to a Permit issued in accordance with this Ordinance.

§31 PENALTY

Any person violating the provisions of this, and other applicable Park District Ordinances shall be guilty of an offense against the Park District and shall be punishable by a fine of **at least one hundred dollars (\$100.00), notwithstanding all other local, state, or federal jurisdiction's fines and penalties. Any action related to all these matters in the ordinance will be subject to penalty, as established by the Park System, City of Sycamore, the State of Illinois, and the United States of America, including, but no limited to forfeit of deposits.**

SECTION THREE: If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION FOUR: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED AND ADOPTED by the Board of Commissioners of the Sycamore Park District this ____ day of _____, 2014 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

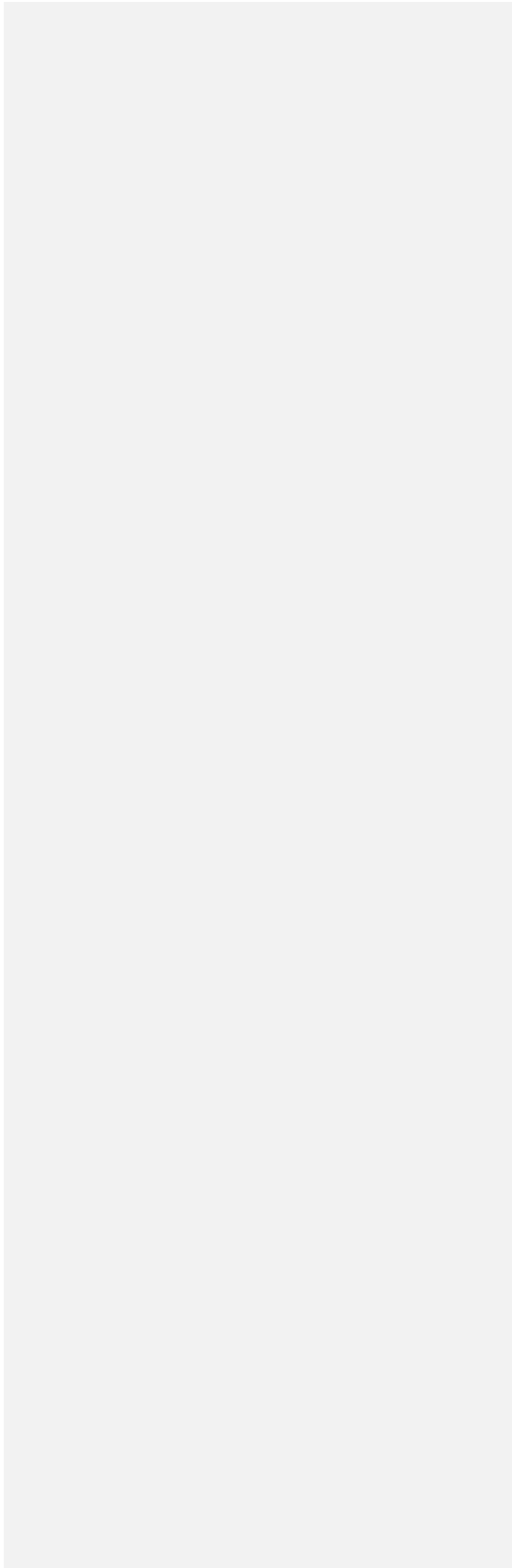
ABSENT: _____

ABSTAIN: _____

ATTEST:

President

Secretary



SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: October 24, 2023
STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF FY2024 CAPITAL BUDGET: Review and comment only

BACKGROUND INFORMATION: Attached you will find a draft of the 2024 Capital Budget. The report I am presenting includes the approved 2023 budget, as well as the projected final numbers for 2023. Some items of note:

- Funding – The transfer of \$100,000 from the golf course is for the bridge. I will make this transfer at year end so it does not skew numbers when comparing to previous year.
- Contingency – At this point we have not used the contingency. We could use this to help pay for the expansion at the clubhouse. But if the operating funds can handle it, I would rather leave it there and leave these funds for other equipment needs.
- Stage Grant and expense – The grant was not approved. This project is still being reviewed and may be added back at some point.
- Ice machine – no issues with it so carrying forward to 2024.
- Golf carts – unable to get in 2023. Increased the amount for future years.
- Shelter 8th tee – pending additional information.

Staff has worked on prioritizing the projects and equipment needs for 2024. I want to confirm the numbers for Reston Ponds and add in figures for North Grove Crossing. I am working towards returning this to a five year report. The process of updating the Equipment Lifecycle and Capital Expenditure spreadsheets has been challenging but I am moving forward. My goal is to continue updating these reports and then each year, as we revise the budget transfer those changes to the previous spreadsheets so they all match.

FISCAL IMPACT: Total 2024 Budgeted Capital Revenue = \$733,150, Total 2024 Budgeted Capital Expenditures = \$1,127,927.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District
Capital Funding Plan

Department	Item	Budget 2023	Projected 2023	2024	2025	2026	2027	2028
Funding	Balance forward (approximate)	829,969	537,377	722,508	327,731	(1,591,122)	(1,782,629)	(1,512,776)
	Golf Course		100,000					
	OSLAD Reston Ponds	240,300	120,150	120,150				
	OSLAD (pending) North Grove Crossing							
	Stage grant	21,000						
	INTEREST		14,000					
	Donation from Kiwanis for musical feature at park			7,000				
	General Obligation Bond	590,000	600,000	606,000	612,060	618,181	624,362	630,606
	Funding available	1,681,269	1,371,527	1,455,658	939,791	(972,942)	(1,158,266)	(882,170)
Administration	CONTINGENCY	30,000		30,000	30,000	30,000	30,000	30,000
	bond issue costs	11,500	11,500	12,000	12,000	12,000	12,000	12,000
	alternate bond payment	168,663	168,663	170,863	172,975	Done!!!!		
	PC Replacement/upgrades	10,500	10,500	20,600		14,100	3,400	6,800
	copier (2025 CC) server				5,000 15,000			
	Total Administration	220,663	190,663	233,463	234,975	56,100	45,400	48,800
Concessions	Beverage cart (med cart)			4,400				
	Beverage cart (small cart)		11,459		9,500			
	ice machine (clubhouse)	4,000		4,000				
	mobile food trailer					20,000		
	SC Conc - fixtures (2019 update storage/sink/flooring)					28,000		
	SC Conc - doors orig 2019				2,300			
	SC Conc - bathroom fixtures orig 2019					28,750		
	SC Conc - gutters/downspouts orig 2019					2,070		
SC Conc - roof orig 2019					7,245			
	Total Concessions	14,500	11,459	8,400	11,800	86,065	-	-
Maintenance	workhorse				18,000			
	workman (Toro 1993)			24,000				
	workman (Cushman 2001)						24,000	
	workman (Deere 2003)				24,000			
	workman (Toro 1999)				24,000			
	Ford 2005 flat bed	6,000	6,023					
	Large dump 2007 bed replacement minivan	6,000	12,000				25,000	
	pickup (GMC 2003)				35,000			
	pickup (Ford 2004)				35,000			
	pickup (Ford 2008)				35,000			
	small dump truck (Ford 1994)				40,000			
	large dump truck (Ford 2002)				45,000			
	Small White Equi Trailer (Cronkhite 1994)				4,000			
	Large Equip Trailer (Richland 2000)				5,000			
	brush mower attachment					8,500		
	sprayer on workman				66,000			
	tractor (Deere 1989)				43,000			
	tractor (Deere 2002)				46,500			
	maintenance shop painting orig 2019				21,280			
	skidsteer (bobcat 250)				29,500			
	bandsaw				4,000			
	table saw				3,500			
	generator				2,500			
	field rake				16,000			
branch chipper				28,900				
bobcat sweeper/debris brush				5,200				
small equipment trailer				4,200				
air compressor				3,900				

Sycamore Park District
Capital Funding Plan

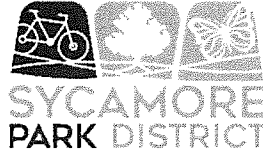
Department	Item	Budget 2023	Projected 2023	2024	2025	2026	2027	2028
	maintenance shop power gate				13,310			
	Core Harvester				12,000			
	Turfc0 Walk Edger				1,000			
	parts washer				6,500			
	Smithco Paint Liner (we have 2, 2000 and 2015. are we replacing the old one?)				13,200			
	Mini Heavy Asphalt Roller (Used)			12,000				
	Bobcat Shear Attachment for clearing brush			4,000				
	Foley Reel Grinder				28,250			
	Total Maintenance	12,000	18,023	40,000	613,740	8,500	49,000	-
Clubhouse	hvac orig 2017			25,000	12,000			
	ceiling repairs	5,000	5,000					
	lighting			10,000				
	assessment POSTPONED FROM 2021				15,000			
	Total Clubhouse	5,000	5,000	35,000	27,000	-	-	-
Golf Course	golf carts	30,000		35,000	35,000	35,000	35,000	
	fairway aerifier John Deere					18,000		
	Bridge on 10		Paid 185826 in 2022; may move 18	337,300	133,100			
	cart barn - HVAC orig 2018				4,480			
	cart barn - gutters/downspouts orig 2018				2,240			
	cart barn - planters orig 2018				2,912			
	Toro trap rake (orig 2019)				13,000			
	large mower (jacobsen 9016 - 1999)				100,000			
	shelter 1: 8th tee - structure	11,000						
	shelter 2: 4th tee - structure						1,180	
	minor bridge: 17th tee						5,900	
	minor bridge: 6th ladies tee						3,540	
	trim mower John Deere 1435 (2003)				22,000			
	greensmower 3250 greens	46,000	40,899					
	shuttle cart				12,000			
	minor bridge #16/#17 fairway					3,630		
	ryan aerifier					16,000		
	green/tee top dresser					17,900		
	bank mower (jacobsen tri-king 2002)		replace with sidewinder		43,000			
	fairway mower (toro 5100 1992 - charlene)				54,000			
	fairway mower (toro 5100 1992 - ray)		not replacing still have					
	fairway mower (toro 5400 2004 - tommy)				54,000			
	greens mower (toro 3250 2002)				46,000			
	greens mower (toro 3250 2012)						48,000	
	large mower (jacobsen 9016 - 2006)						80,000	
	mower/blower (deere 935 - 1996)				18,000			
	rough mower (jacobsen 9016 - 2002)					45,000		
	trim mower (deere 935 - 1991)				22,000			
	trim mower (deere 1435 - 2004)					22,000		
	Trim Mower (Deere 1435 - 2003)					22,000		
	trim/ditch mower (ransome - 1992)		won't replace					
	golf lift for shop						17,500	
	new lift two post			10,000				
	Total Golf Course	424,300	174,000	45,000	428,632	190,150	180,500	-
Aquatics	suction pump for splash pad	-		2,000				
	Total Aquatics	-	-	2,000	-	-	-	-
Community Center	window tint			4,000				
	parking lot sealcoating/lines	15,000	5,000					
	cabinets of class rooms (5K)							

Sycamore Park District
Capital Funding Plan

Department	Item	Budget 2023	Projected 2023	2024	2025	2026	2027	2028
	Total Community Center	15,000	5,000	4,000	-	-	-	-
Parks & grounds	H.S. Field Dug out - Benches/Shelving orig 2018 done pd by school				2,725			
	third shed old maint	35,000	35,000					
	resurface basketball court (10k)			10,000				
	RESTON PONDS			514,759				
	this is what we have spent to date; i playground	540,000	34,760 75,000					
	NORTH GROVE CROSSING OSLAD PROJECT							
	addl reston ponds (parking)	80,000		47,305				
	ADDL PARKING RIVERSIDE PARK (waiting until 2025)				650,000			
	Partial Roof WPA Main			5,000				
	North Grove Assessment	19,250	19,611					
	fields 1-4 irrigation orig 2018				4,480			
	Brothers Park - benches/amenities orig 2019				4,025			
	Old Shop-painting orig 2019				896			
	Old Shop-lighting orig 2019				2,800			
	Old Shop-electrical orig 2019				12,320			
	Old Shop-gutters/downspouts orig 2019				2,800			
	Old Shop-doors orig 2019				7,840			
	SC - N. Water Fountain - roof orig 2019				1,725			
	Olsen Shelter - roof orig 2019				4,600			
	kessler shelter - roof orig 2019				4,830			
	kiwanis east - playground - surfacing				11,500			
	comm park - old fountain - roof					824		
	comm park - old fountain - posts/structure					4,600		
	comm park - old fountain - concrete base					1,150		
	sports complex - s. water fountain - roof					1,725		
	old mill - playground - benches/amenities					7,670		
	larson park - overlook - benches/amenities					1,815		
	larson park - brickvelle entrancee -fencing					275		
	SIGNAGE							
	lake sycamore - trails - signage	2,400	2,269	3000	2,360			
	larson park - playground - surfacing					22,320		
	larson park - playground - equipment					93,000		
	larson park - playground - stonework					6,200		
	larson park - playground - benches/amenities					2,480		
	wetzel park - shelter - picnic tables					2,541		
	kiwanis east - shelter - picnic tables					5,082		
	kiwanis east - playground - benches/amenities					9,075		
	charley laing park - playground - surfacing				14,520			
	charley laing park - trails - signage					1,150		
	larson park - trails - signage					2,480		
	brothers park - playground - surfacing MULCH	9,000	9,000					
	brothers park - basketball court- surfacing				3,000			
	brothers park - basketball court- painting				700			
	PAVING WEST ENTRANCE (ENTRANCE DONE, REMAINDER OF ROAD)			130,000				
	Main South Shelter - Roof ? Already done?					9,300		
	Main South Shelter - Benches/Amenities					1,240		
	Main South Shelter - Electrical					620		
	community park - playground - equipment ?					9,920		
	green structure?							
	Lions Shelter - Approach Path				9,100			
	soccer storage - doors				3,175			
	bb fields 1-4 scoreboards					32,500		
	bb fields 1-4 bases and mounds							
	operating 7800							
	Baseball field lights					180,000		
	Old Mill Park - Trails - Signage					1,905		
	LIGHTENING DETECTION SYSTEM	45,000	48,210					
	NATURE EDUCATION AREA	12,000	13,000					
	PARKING BLOCKS/BASEBALL	3,000	2,343					
	BLEACHERS NEW BASEBALL FIELD	5,000	5,682					
	STAGE GOOD TYMES SHELTER	42,000						
	Wetzel Park - Tennis Court - Surfacing				6,500			
	Wetzel Park - Tennis Court - Painting				650			

Sycamore Park District
Capital Funding Plan

Department	Item	Budget 2023	Projected 2023	2024	2025	2026	2027	2028
	Wetzel Park - Tennis Court - Posts				650			
	Wetzel Park - Basketball Court - Fencing - Wood				390			
	Wetzel Park - Basketball Court - Surfacing				6,500			
	Wetzel Park - Basketball Court - Painting				650			
	Wetzel Park - Basketball Court - Well and Electric				13,000			
	Kiwanis Park West - Basketball Court - Fencing				23,400			
	Kiwanis Park West - Basketball Court - Surfacing				97,500			
	Kiwanis Park West - Basketball Court - Posts/Backboards				13,000			
	Kiwanis Park West - playground climbing net and musical feature from Kiwanis (donation)			40,000				
	Concession Garage - Electrical						2,600	
	Basketball Court (by main south) - Posts/Backboards						15,600	
	Lions Building - Electrical Panels					10,000		
	HS Field Dug Out - Roof						2,990	
	SC - N. Water Fountain - Posts/Structure						9,100	
	Olsen Shelter - Posts/Structures					19,500		
	Baseball Storage - Rolling Doors				15,600			
	kessler shelter - Posts/Structure					19,500		
	Lou's Lake - Dredging		Good tymes shelter?				13,000	
	Lou's Lake - Shoreline		Good tymes shelter?				7,800	
	chief black partridge - Benches						1,170	
	Emil Cassier - Frantum - Electrical						1,950	
	Residence - Siding/Trim						13,000	
	Residence - Garage Door/Electric						3,900	
	Residence - Brick/Tuckpointing						3,250	
	Residence - Fencing						3,250	
	Larson Park - Stezco Area - Playground Structure					22,000		
	Elmer & Stanley Larson Park - Signage						2,000	
	Wetzel Park - Playground Surfacing				8,000			
	Wetzel Park - Playground Equipment				100,000			
	Wetzel Park - Playground - Benches/Amenities				2,600			
	Wetzel Park - Trails - Signage				2,000			
	Founders Park - Playground - Surfacing				6,500			
	Founders Park - Trails - signage				1,200			
	Kiwanis Park West - Shelter - Roof				9,750			
	Kiwanis Park West - Shelter - Concrete Base				19,500			
	Community Park - WPA Shelter - Roof				16,900			
	Community Park - Baseball Fields - Portable Benches				2,600			
	Community Park - Old Shop - Bathroom Fixtures				1,300			
	Community Park - Old Shop - Plumbing				2,600			
	Community Park - Old Shop - Siding/Trim				24,700			
	Community Park - Old Shop - Fencing/Gates				22,100			
	Community Park - Vehicle Bridge - Approaches				11,700			
	Sports Complex - HS Field - Sound/Speaker/Posts				3,810			
	Sports Complex - S Water Fountain - Posts/Structure				9,100			
	Sports Complex - S Water Fountain - Plumbing				650			
	Sports Complex - S Water Fountain - Fixtures				650			
	Sports Complex - BB Fields 1-4 Flagpole/Lights				3,250			
	Sports Complex - BB Fields 5-8 Surfacing				26,000			
	Residence = Roof				18,620			
	Fuel System			10,000				
	Total Parks & Grounds	792,650	244,874	760,064	1,214,766	468,872	79,610	-
	Total Capital Expenses	1,484,113	649,019	1,127,927	2,530,913	809,687	354,510	48,800
	Ending balance	197,157	722,508	327,731	(1,591,122)	(1,782,629)	(1,512,776)	(930,970)



Board of Commissioners

Date of Board Meeting: October 26, 2023

STAFF RECOMMENDATION

**AGENDA ITEM: Resolution 05-2020 IAPD Appointment of Delegates and Alternates:
Approval**

BACKGROUND INFORMATION:

To ensure our Park District a voice in the Illinois Association of Park Districts Annual Meeting held at the IAPD/IPRA Conference held January 25 – 27, 2024.

Delegates and Alternates need to be identified to vote on matters during the Association's Annual Business meeting to be held on Saturday, January 27, 2024 at 3:30 pm.

The Credentials Certificate must be signed by the Board President and Secretary with the park district seal affixed

The attached Resolution, 05-2020, will be mailed to the IAPD office located at 211 East Monroe Street, Springfield, IL 62701.

FISCAL IMPACT:

STAFF RECOMMENDATION: The Executive Director and at least two to three members of the board should agree to attend this meeting.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Sycamore Park District held at
(Name of Agency)
940 East State St on October 26 2023 at 6 pm
(Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 27, 2024 at 3:30 p.m.:**

Name Title Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to:

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
 FROM: Peter M. Murphy, President/CEO
 DATE: October 5, 2023
 RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 28, 2023) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 13, 2023) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 28, 2023.



TO: ALL MEMBER DISTRICTS
 FROM: Peter M. Murphy, President/CEO
 DATE: October 5, 2023
 RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 28, 2023 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 13, 2023) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

- (a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.
- (b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 28, 2023 is the deadline for all changes and/or amendments to be received in the Association's office.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2023

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 25-27, 2024.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 27, 2024 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2023

STAFF RECOMMENDATION

AGENDA ITEM: EMPLOYEE INSURANCE BENEFIT PACKAGE RECOMMENDATION FOR 2024: Recommend Approval

BACKGROUND INFORMATION:

In 2008, the Board established a threshold as an attempt to control the cost of providing insurance to our employees. This threshold would be adjusted each year based upon the CPI. In 2014, the board approved a slightly higher threshold and determined that the amount would be adjusted in the future for any new hires. I do this by calculating a per person threshold.

HEALTH: We are completing our ninth year with PDRMA. This means we will enter into a new three-year contract beginning 2024. The District continues to control costs by belonging to a larger pool. PDRMA is making only minor changes to the plan. I propose no change in coverage. There will be a greater increase this year with premiums going up approximately 7.9%. The 10-year average is still only at 3.6% where the medical trend has been double that. And with our small group, we would have experienced significantly higher increases if we had not been a part of PDRMA. Based upon our maximum enrollment, from 2023 to 2024, we would have an increase in our budgeted annual cost of 7.88% \$23,374.

LIFE/EAP: Included with PDRMA Health. No change in the EAP premium. Life insurance premium rate us decreasing from .10 per \$1,000 to .065 per \$1,000. Using an estimated average wage increase of 3% the budgeted annual life insurance premium will decrease 32.1% \$451.

SHORT TERM DISABILITY: Currently provided through UNUM. The rate is increasing 33.3%. However, since there is a cap on short term disability, the budgeted annual premium will only increase approximately 10.5% \$447.

DENTAL: In 2023 dental coverage was provided by Principal Insurance. The annual premium is increasing 6.5%, approximately \$1,095. I am proposing that we switch our dental carrier to PDRMA. The following is my reasoning:

- Different network. PDRMA uses Delta Dental for their network. I did some comparisons and withing Sycamore Delta has the same dentist in-network as Principal PLUS two dentists that I know some staff use.
- As long as using an in-network provider, the annual maximum with PDRMA is \$2,000 compared to \$1,500 with Principal.
- Major services with PDRMA are covered at 70%, Principal 50%,

- The rate is lower than with Principal. The annual budget using Delta will decrease 10.9% \$1,834.

VISION: Currently provided by PDMRA. Due to higher utilization in 2023 the premium will be increasing. The annual budget will increase 34.8% \$1,991.

THRESHOLD: The threshold for health care expenses will increase by the CPI of 5%. That makes the 2024 annual threshold \$487,297.89 for 20 full time employees (an increase of \$23,204.66). The total estimated annual budget based upon the recommendations above would be approximately \$351,012, well below the desired threshold.

OPT-OUT: As a reminder, the amount for payout is based upon 50% of the single premium for medical insurance only. An employee opting out of medical insurance for 2024 will receive an additional \$203.80 per pay period. For each individual that chooses this program the District will have an annual savings of approximately \$4,610 (after taxes/IMRF). In 2023, only one employee signed up for this program. I anticipate one employee participating in 2024 but we budget based on enrolling with single coverage.

FISCAL IMPACT: Based upon the recommendation the annual employee insurance coverage expense for 2024 is estimated at \$351,012 if all 20 employees carry coverage. This is an increase of 6.76% \$22,212 compared to 2023.

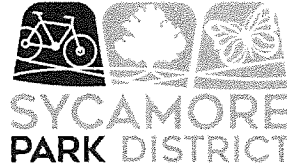
STAFF RECOMMENDATION: Recommend approval to stay with PDRMA PPO (\$2,000 deductible for single coverage and \$4,000 deductible for family) and life insurance/EAP, UNUM for short term disability, PDRMA Vision (\$600) and change Dental to PDRMA Basic Dental with Ortho.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:



Board of Commissioners
Date of Board Meeting: October 26, 2023

STAFF RECOMMENDATION

AGENDA ITEM:

Training Budget (Draft)

BACKGROUND INFORMATION:

Annually we put together a training budget for educational improvement for all staff. We have added a few items this year as we feel that will benefit the staff and organization long term. One of those is a multi-year training course for the Recreation staff; IPRA Professional Development School. It is a 3-year program, it is \$900 per staff and includes housing, the conference, and meals. The training is hosted in Galena. We will add one member of staff per year so not all staff are there at the same time.

We have also added NRPA Directors school for the Executive Director, which is a one-year school, so will not be included in the following years budget. The Director had to apply for this school and was accepted. There is an application for scholarship as well, but that has not been decided as of yet.

The training budget that we have compiled are all the trainings that staff may be interested in as well as if all the board members attended conference.

FISCAL IMPACT: \$31,2266

Planned training for 20 staff plus 5 board members.

STAFF RECOMMENDATION: We recommend that staff approve these trainings with understanding that the final cost will be in the District budget.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2023

STAFF RECOMMENDATION

AGENDA ITEM: Recommendation for 2024 Golf Rates

BACKGROUND INFORMATION: The golf course has had a wonderful 2023 season. We increased our season pass holders by 87 new pass holders. Green fee and cart fee revenue has far exceeded expectations. The Say-Golf program and leagues are all prospering. It has truly been a banner year for our facility. We continue to set new a record in revenue sales every day. In 2022 it was determined to raise our daily green fees, cart fees and all types of season passes by an average of 5%. We also increased permanent tee time fees and lesson program costs. This was accepted by the public because we had maintained our rates through the pandemic. Other golf courses in the area increased their fees significantly to take advantage of the new influx of golfers brought on by the pandemic and it has backfired. Many golf courses have seen a decrease in play because of the increased rates. Nationally golf courses are down 8 to 10% compared to the 2-year upturn in rounds and revenues caused by the pandemic. Our minimal increase in 2022 showed the consumer that we are aware of the needs of the public but also need to cover our expenses while being good stewards of our tax dollars.

STAFF RECOMMENDATION: It is suggested that we maintain our 2023 rates for the 2024 season for two reasons. First, the operation has shown a strong increase in rounds, revenue and interest due to our reasonable rates and the condition of the golf course. We have given our customers great value in conditions and services. Our tee time structure of 10-minute tee times creates a very good pace of play and helps fill our tee sheet with players daily. Because of the pace of play, service to our customers and golf conditions our daily fee play has increased dramatically while not affecting our pass holder play. The system works! Secondly, with the inevitable change in the Superintendent of Golf Operations, raising the rates could cause the new management to be scrutinized or

blamed for any type of rate increase and cause undue stress and strain on the new management.

The Golf Operation would like to continue to offer the Swing into Spring Sale the first full weekend in March and offer our Season Passes at a 10% discount for those three days only. In addition to the 10% off for all Season Passes I would also like to continue to offer the referral program to our 2023 Season Pass Holders. This incentive program gives the 2023 Season Pass Holder an additional 5% off their pass if they bring in a new customer who buys a pass at the discounted 10% off. This new customer must not have been a Season Pass Holder in 2023. The Swing into Spring sale has been a hit to our customer base over the past several seasons and brings in a large amount of interest and revenue to the facility prior to opening the golf course for the season.

FISCAL IMPACT: Continuing to maintain our fee structure will show our patrons that we plan on offering a great facility at a reasonable price while being financially sound. The consumer will continue to use our facility due to its value and cause us to have a balanced budget.

PREPARED BY: Kirk Lundbeck, Superintendent of Golf Operations.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to be 'JLB', is written to the right of the 'EXECUTIVE DIRECTOR REVIEW/APPROVAL:' text.

2024 Suggested Golf Rates

<u>Season Pass Type</u>	<u>2024 Resident</u>	<u>2024 Non-Resident</u>
Adult Unlimited	\$660.00	\$830.00
Adult Weekday	\$500.00	\$660.00
Spouse Unlimited	\$430.00	\$585.00
Spouse Weekday	\$350.00	\$520.00
Senior Unlimited	\$600.00	\$775.00
Senior Weekday	\$440.00	\$600.00
Senior Three Day	\$310.00	\$435.00
Junior (16 - 21)	\$395.00	\$525.00
Junior (11 - 15)	\$275.00	\$395.00

Green Fee Type

Weekday 9 Holes before 5pm	\$17.00	\$19.00
Weekday 9 Holes after 5pm	\$14.00	\$14.00
Weekday 18 Holes before 2pm	\$29.00	\$32.00
Weekday 18 Holes after 2pm	\$26.00	\$28.00
Weekend 9 Holes before 5pm	\$19.00	\$21.00
Weekend 9 Holes after 5pm	\$14.00	\$14.00
Weekend 18 Holes before 5pm	\$32.00	\$35.00
Weekend 18 Holes after 5pm	\$28.00	\$28.00

Junior/Senior Green Fees

	\$12.00	\$13.00
All Day 9 (Weekends after 1pm)	\$22.00	\$24.00
All Day 18 (Weekends of 1pm)		

Cart Fees

Earlybird 9 before 9am Weekdays	\$8.00	\$8.00
Earlybird 18 before 9am Weekdays	\$14.00	\$14.00
9 Holes before 5pm	\$9.00	\$9.00
9 Holes after 5pm	\$7.00	\$7.00
18 Holes before 2pm	\$17.00	\$17.00
18 Holes after 2pm	\$14.00	\$14.00
Push Carts	\$3.00	\$3.00

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2023

STAFF RECOMMENDATION

AGENDA ITEM: Community Center Membership and Daily Fees and Splash Fountain Daily Fees for 2024: Recommended Consideration

BACKGROUND INFORMATION: At the November 2019 board meeting, staff presented information on the impact of the minimum wage increase that will affect the budget until 2025, as minimum wages increase by \$1 each year.

In 2020, all daily admission fees for the Community Center were increased by \$2 and Splash Fountain daily fees were increased by \$1.

In 2021, all Community Center Membership and Pass fees were increased by 10%.

The Board also decided to hold off increasing membership fees in 2022 and bring this back for consideration for 2023.

In 2023, all Community Center Membership and Pass fees were increased by 5%, and Daily fees were increased by \$1. After deciding to close the pool, it was recommended that we not increase the daily fees for Splash Fountain, so those fees stayed the same and a 15-Visit Punch Pass was added.

In the summer of 2023, the Community Center got a new credit card system that required members who were paying monthly to update their credit cards with us. This in turn ended with multiple people deciding not to contact us back and therefore their memberships were canceled. In order to make an effort to bring people back and gain new members, we would like to keep the fees the same for 2024.

Since the daily fees for Splash Fountain have not been increased since 2020, we feel a \$1 increase would be fair for 2024, bringing the fees to RES \$4 | NR \$6. We would also continue to offer the 15-Visit Punch Pass for the same rate of RES \$45 | NR \$75.

FISCAL IMPACT: In 2023, Splash Fountain brought in \$13,545 in daily fee revenue. If the same amount of people attend in 2024, we will have made an increase of \$3,683.

STAFF RECOMMENDATION: Staff requests consideration to increase Splash Fountain daily fees by \$1 to make them RES \$4 | NR \$6 and to keep all Community Center Membership fees the same for 2024.

PREPARED BY: Lisa Metcalf, Superintendent of Recreation Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

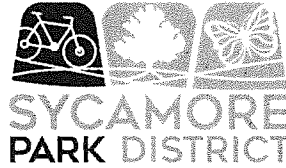
2023 Splash Fountain Fees and 2024 Proposed Rate increase representing a \$1 increase in daily price

FEEES

Splash Fountain Passes/Daily Fees	2023 Resident	2023 Non-Resident	\$1 Increase (daily only)	Proposed 2024 Resident	Proposed 2024 Non-Resident
15-Visit Punch Pass	\$45.00	\$75.00	-	\$45.00	\$75.00
Daily Fees	\$3.00	\$5.00	\$1.00	\$4.00	\$6.00

REVENUE

Splash Fountain Passes/Daily Fees	2023 Resident	2023 Non-Resident	\$1 Increase (daily only)	Potential 2024 Resident	Potential 2024 Non-Resident
15-Visit Punch Pass	\$495.00	\$225.00	-	\$495.00	\$225.00
Daily Fees	\$8,150.00	\$4,675.00	\$1.00	\$10,866.00	\$5,610.00



Board of Commissioners
Date of Board Meeting: October 26, 2023

Information Only

AGENDA ITEM:

Good Tymes Mobile Stage

BACKGROUND INFORMATION:

At the NRPA exhibition hall there was an example of a portable stage that I thought may work for our Concerts in the Park and our Good Tymes Stage project.

This initial information has been provided by Stage Line. The stage that is presented in the attached document is a 24 x 20 SL100 Mobile Stage. The mobility of this stage would help us to avoid some construction costs, IDNR permits and allow for moving the stage to a larger venue if needed.

There are potential opportunities for cost recovery listed below:

Potential Income from Portable Stage

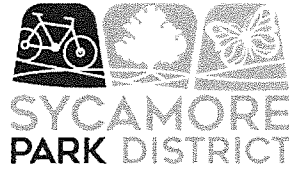
- Optional amenity for shelter rentals, attracting more outdoor ceremony rentals.
- Ticketed events in a location with better access control
- Partnerships/Rentals for events on and off-site
- Sell advertising space on stage skirts or backdrops.

FISCAL IMPACT:

Standard Equipment:	\$140,000
Options & Accessories:	\$32,275
Subtotal:	\$172,275

Options & Accessories includes:

- Fire retardant windwall
- Skirting (black)
- Extension platforms
- Guardrails
- Reinforced flybays for the screen rigging
- Rooftop banner support posts
- Banner frames
- Side windwalls
- Gooseneck kingpin for 5th wheel hook up
- Loading ramp
- Underfloor storage



STAFF RECOMMENDATION: Recommend that we pursue a mobile trailer option and work with Upstaging to see if they can assist with directing us on what would be needed. I am also touching base with two different engineering companies about the updates we would like to do to the remainder of the area.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to read "JEB", is written over the "EXECUTIVE DIRECTOR REVIEW/APPROVAL:" label.

BOARD ACTION:

Stageline SL100 Mobile Stage

Floor Size: 24' x 20'
 Wind Resistance: 115 mph without windwalls
 Trailer Weight: 9,990 lb



Standard Equipment *	\$	140 000
Options & accessories	\$	32 275
Services	\$	-
Sub-Total	\$	172 275
 Total	 \$	 172 275

All prices are in USD
 Taxes not included (if applicable)
 Payment terms: 30% to confirm, balance prior to departure

Approval

Date:
Signature:
Name:
EIN # (if applicable):

STANDARD EQUIPMENT *

ROOF STRUCTURE & RIGGING

4 Built-in trusses / aluminum 2" diameter tube trussing	Compatible with industry clamps
24 Built-in rigging points - 4 movable rigging brackets included	Capacity: up to 1,500lb
Rigging bar / 14' - spans 2 rigging points from left to right	Capacity: 30 lb / ft
2 side overhang rigging trusses 6'	Capacity: 1500 lb per side
Rigging points in front of corner posts	Capacity: 1500 lb per side
4 Aluminum corner posts	Added roof stability and safety
Fiberglass roof molded and wrapped around structure - black roof	
Rigging load capacity tested at twice the working load	
Total roof load capacity with sound wings:	11,400 lb
Galvanized steel column - one on each side	System safely hoists rigged loads
Reversible as standard	Downstage will reverse in difficult to access venues

HYDRAULICS

Double mast lifting mechanism (for a fully hydraulic set up of the stage, roof, sound, lighting and other equipment)	Lifting Capacity: 3,800 lb - balanced load
High power integrated hydraulic system	Equipped with safety valves on all cylinders
4 Hydraulic stabilizers / stage levels from 3' 6" to 4' 3"	No tools required
Vertical support capacity (each): 15,000 lb	
Lateral support capacity (each): 2,000 lb	
Gas engine	No other power source required

STAGE

Plywood, black finish, non slip / quick levelling legs	24' x 20'
Multifunctional extruded aluminum deck edges	To install decks, skirts, guardrails & staircases
Guardrails (stage model) / aluminum	5 x 5' 9" + 2 x 2' 8"
Support brackets built-in for Stageline platforms	Full perimeter
Aluminum stairway - 7 steps - adjustable - 35" wide - with handrails	
4 LED work lights	2 in the roof, 2 on the chassis
Spares kit	

TRAILER

Drawbar with pintle eye	
2 Leaf spring axles	Capacity: 14,990 lb
4 Tires	0.40 m (16")
Electric brakes on all wheels	
Emergency breakaway system	DOT requirement
Spare wheel / full-size rim / integrated storage	
2 Storage bumpers	Protects structure
10 Equipment tie-downs	
Storage weight capacity	GVWR: 15,000 lb - adaptable to your requirements
Storage space capacity	23' 10" x 5' 6" x 5' 6" = 720 ft³

STANDARDS & CERTIFICATIONS

Applicable regulations	IBC, SAE, DOT, NFPA, CBC, NBC & CWB
Vertical load:	Floor: 7.18 KPa (150 psf) / Roof: 1 KPa (20 psf)
Wind resistance:	115 mph without windwalls 77 mph with windwalls
Certificate stamped by professional engineers	
All technical documents supplied	
24/7 service support +1(800) 267-8243	

OPTIONS & ACCESSORIES

A	WINDWALLS - SKIRTS	VINYL/ SCRIM	Price (USD)	Quantity	
a1	Upstage fire retardant windwall - 44' long x full height (with doors) (keder aluminum track system for easy installation) - black	Vinyl	\$ 5 200	1	\$ 5 200
a2	Backdrop (with doors) - 24' x 15' - black		\$ 2 350		
a3	Downstage windwall extensions - 10' 3" x 15' (with doors) - (Set of 2) - black		\$ 2 850		
a4	Skirting - 40' x 4' 9" - black	Vinyl	\$ 1 350	1	\$ 1 350
a5	Skirt extension - 8' 6" - black - (set of 2)		\$ 750		

* for options a1 to a5, select material - also available in grey - fabrication delay
 * if option a3 selected, f1 (keder for windwalls on downstage roof panels) must be selected

B	SOUND WINGS & RIGGING	Price (USD)	Quantity	
b1	Extension platforms (black non-slip) & accessories - 4' x 8' - (sugg'd qty: 4)	\$ 1 300	4	\$ 5 200
b2	Guardrails (platform model) / aluminum - 3' 8" - (sugg'd qty: 8)	\$ 205	8	\$ 1 640
b3	Reinforced flybays with line array and screen rigging points (set of 2)	\$ 2 010	1	\$ 2 010
b4	FOH pipes - capacity: 700 lb - (set of 2)	\$ 2 105	1	\$ 2 105
b5	Movable rigging brackets - (set of 2)	\$ 175		
b6	2 Cylinder locks (corner post substitute)	\$ 575		
b7	PA Extension bars (set of 2)	\$ 520	1	\$ 520
b8	Additional rigging bar / 14' - spans 2 rigging points from left to right	\$ 410		

C	BANNER SUPPORTS	Price (USD)	Quantity	
c1	Rooftop banner support posts - 37' x 4'	\$ 835	1	\$ 835
c2	Banner framing bars	\$ 520	1	\$ 520
c3	Lateral banner supports - 6' x 15' 10" - includes pulley rigging points for retractable banner system	\$ 920	1	\$ 920
c4	2 Lateral tightening bars / stage level	\$ 1 035	1	\$ 1 035

D	EXTEND TO 24' x 24'	Price (USD)	Quantity	
d1	3 Extension platforms & accessories - 4' x 24' - upstage	\$ 3 900		
d2	8 Guardrails (platform model) / aluminum - 3' 8" - upstage	\$ 1 640		
d3	Bracing system for extension platforms - upstage	\$ 930		
d4	Windwall to cover increased area - upstage	\$ 620		
d5	Roof extension - vinyl canopy & hardware - 4' 9" / downstage - (b4 required)	\$ 3 680		

E	HYDRAULICS	Price (USD)	Quantity	
e1	Hydraulic quick connectors	\$ 520		
e2	Electric motor, 1 hp, 110 V, hydraulic connections and pump for dual power (storage compartment included)	\$ 3 735		
e3	Safety cut off switch	\$ 775		

F	ENHANCED REVERSIBILITY OPTIONS	Price (USD)	Quantity	
f1	Keder for windwalls on downstage roof panels	\$ 400	1	\$ 400
f2	Multi-purpose, heavy-duty structural connectors for side overhang rigging beams and lateral banners. FOH pipe sliders included.	\$ 2 485	1	\$ 2 485
f3	Reinforced 6' flybay trusses (b3) with all hinged and articulated components on upstage roof panel (set of 2) - f2* required	\$ 4 945		

Note: Options f1, f2 and f3 need to be selected for full reversibility

H	TRAILER HITCH	Price (USD)	Quantity	
h1	Gooseneck with kingpin for 5th wheel hookup (instead of drawbar with pintle eye)	\$ 2 415	1	\$ 2 415
h2	Gooseneck with 2 5/16" ball hitch hookup (instead of drawbar with pintle eye)	\$ 2 415		
h3	Hydraulic gooseneck option for h1 or h2	\$ 3 910		
h4	Drawbar with pintle hitch (in addition to gooseneck)	\$ 2 760		
h5	Ball hitch (attachment only)	\$ 1 265		
h6	Drawbar with 2 5/16" ball coupler (instead of drawbar with pintle eye)	-		

I	ACCESSORIES	Price (USD)	Quantity	
i1	Aluminum stairway - 7 steps - adjustable - 35" wide - with handrails	\$ 1 725		
i2	Loading ramp / aluminum - 3' x 12'	\$ 1 990	1	\$ 1 990
i3	Underfloor storage for loading ramp (2nd storage compartment recommended)	\$ 775	1	\$ 775
i4	ADA lift - up to 5' - 600 lb max load - portable - access from all sides	\$ 13 500		
i5	Extension platform (black non-slip) & accessories - 4' x 8'	\$ 1 300		
i5a	Cutout gooseneck extension platform (black non-slip) & accessories - 4' x 8'	\$ 1 720		
i5b	Cutout engine extension platform (black non-slip) & accessories - 4' x 8'	\$ 1 720		
i6	Extension platform (black non-slip) & accessories - 4' x 4'	\$ 1 040		
i7	Guardrail (platform model) / aluminum - 3' 8"	\$ 205		
i8	Guardrail (stage model) / aluminum - 2' 8"	\$ 185		
i9	Guardrail (stage model) / aluminum - 5' 9"	\$ 370		
i10	Guardrail (stage model) / aluminum - 5 x 5' 9" + 2 x 2' 8"	\$ 2 185		
i11	Quick shelter. polyester roof and walls - 8' x 8'	\$ 1 840		
i12	Quick shelter. polyester roof and walls - 10' x 10'	\$ 2 070		
i13	Storage compartment / aluminum checker plate - 14" x 16" x 36" - up to 3	\$ 1 005	1	INCLUDED
i14	Additional spares kit	\$ 490		
i15	Underfloor storage system for options and accessories	\$ 2 875	1	\$ 2 875
i16	Skids/skis	\$ 7 645		
i17	Aluminum mags - 16" x 6" 8/6.5 bolt pattern	\$ 1 840		

OPTIONS & ACCESSORIES

K TRAILER GRAPHICS		Price (USD)	Quantity
k1	Logo only	TBD	
k2	Full graphic trailer wrap - (2 x (24' 7" x 7' 2") - 2 x (4' 11" x 7'))	\$ 5 620	
Customized scrim* banners - printed graphics - 4 color process			
k3	Rooftop header banner - 24' x 3' 10"	\$ 970	
k4	Rooftop header banner - 37' x 3' 10" - spans lateral banners	\$ 1 390	
k5	Lateral banners - 6' 6" x 15' 9" (Set of 2)	\$ 1 045	
k6	Rear banner - 23' 4" x 12' 11" - installs full size, with or without backdrop <i>*available in vinyl - prices vary</i>	\$ 2 725	
L MISCELLANEOUS		Price (USD)	Quantity
l1	* Black fiberglass	\$ 2 010	
l2	Misc_2	TBD	
<i>* Possible production delay</i>			
Total for Options & Accessories			\$ 32 275

SERVICES

SERVICES		Price (USD)	Quantity
m1	Trailer shrink wrap	\$ 700	
m2	Transport	TBD	
m2a	Transport to Champlain, NY - includes customs paperwork	\$ 1 500	
m3	Training course - 3 day comprehensive (subject to options chosen) - maximum 4 technicians	\$ 2 890	
m4	Trainer expenses - to, in & from training site (n/a when training given at Stageline)	TBD	
Total for Services			

*Quote valid for 10 business days
 *Prices & specifications subject to change without notice
 Stageline SL100 - Sales Quote 2023



Costs related to transportation, training and trainer expenses (travel, accommodation and per diem) not included.
 EXW: L'Assomption, Quebec, Canada

Stageline Mobile Stage Inc.
 700 Marsolais Street, L'Assomption, Quebec, Canada J5W 2G9

Tel.: (450) 589-1063, Fax: (450) 589-1711
 www.stageline.com

SL100



THE SL100
IN A CLASS OF ITS OWN

STAGE
LINE





STAGELINE ADVANTAGES

STAGELINE, THE SPECIALISTS FOR OVER 35 YEARS IN DESIGNING, PRODUCING AND DELIVERING THE SAFEST AND MOST INNOVATIVE MOBILE STAGES TO OUTDOOR EVENTS.

- Most requested mobile stage in its category
- Holds the market lead in rigging & wind resistance
- Built to last 25 years and more
- Outstanding payback and great resale value

SL100



Photo: Scott Thompson / StageRental.com

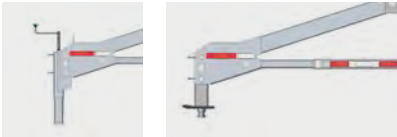
IT ALL STARTS ON THE ROAD

STAGELINE MOBILE STAGES ARE ENGINEERED FOR THE ROAD.

Before its main usage as an outdoor stage, a mobile stage must perform as a road legal trailer.

Stageline advanced design combines a custom chassis with multiple hinged panels and telescoping structures that will not alter in performance from mileage and bad roads. It results in excellent road handling and safety year after year.

HAULING OPTIONS



Gooseneck or king pin



Drawbar for pintle hook or ball hitch





A HIGH PERFORMANCE STAGE

WITH A COMPLETE HYDRAULIC SET UP

- Fast and controlled operations
- Precision designed cylinders with safety block valves
- Low maintenance

1



Position & level the trailer.

2



Hydraulically deploy the floor and roof panels.

3



Hang sound, lighting, banners, windwalls and sets from ground and deck level.

4



Raise the roof with up to 3,800 lbs (1,725 kg) of show equipment.

Install stairs, guardrails and add accessories.

AT A GLANCE



FLOOR

24' x 20' (7 m x 6 m)
up to 40' x 28' (12 m x 8 m)
with extension platforms

SET-UP



2 technicians*

30 minutes

WIND RESISTANCE

115 mph (185 km/h)
without windwalls

77 mph (123 km/h) with windwalls

RIGGING

11,400 lb (5,190 kg)

6' outriggers on each side /
1,500 lb (680kg) per side

* Stageline promotes safe working habits by having a minimum of two workers on every job site.

SHOWCASE YOUR SPONSORS & EVENTS

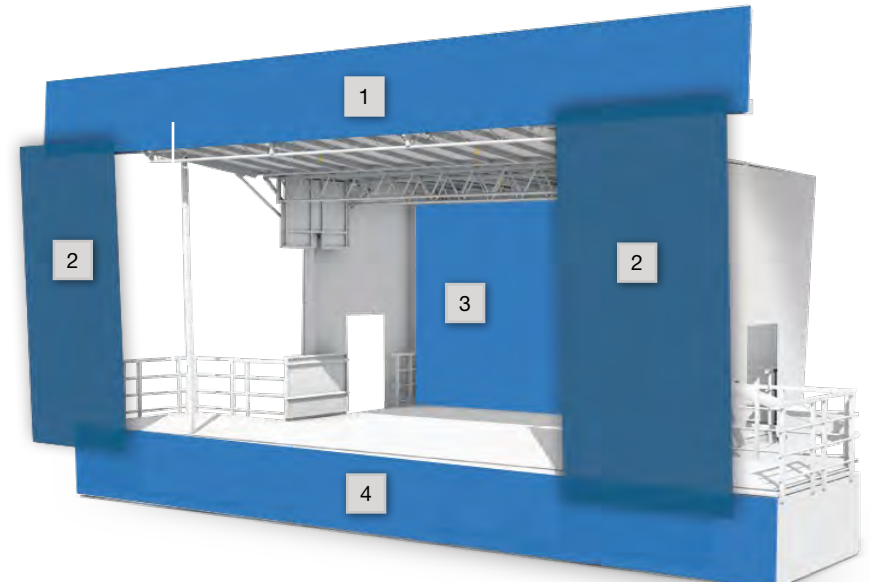
On the road trailer wrap advertising panels

24' x 7' (7 m X 2 m) - rivet-free panels with gel coating that improve graphics application and appearance.



MAXIMUM BANNER SPACE

- 1 Top banner 37' x 4' (11 m x 1.2 m)
- 2 2 Side banners 6' x 16' (1.8 m x 5 m)
- 3 Backdrop 23' x 13' (7.1 m x 4 m)
- 4 Skirt 40' x 4' (12.2 m x 1.4 m)



Lake Wales High School

LW
YOU
ARE YOUR
BROTHER'S
KEEPER

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YOU
ARE YOUR
BROTHER'S
KEEPER

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ARE YOUR
BROTHER'S
KEEPER



SAFE & EFFICIENT INSTALLATION

WORK FROM GROUND & DECK LEVEL

All the work and installation of sound, light, banner is done from deck and ground level reducing the risk of climbing accidents.

3,800 LB (1,725 KG) OF HYDRAULIC LIFTING CAPACITY

TOTALLY SELF STANDING

No ballast or cables required

SUPERIOR DESIGN FOR LOADS & RIGGING

The SL100 is designed, built and tested with the highest load and rigging design criteria in the industry – up to 2 times the permitted load.





Deck & chassis at 150 lb/ft² (732 kg/m²) meets IBC & NBC standards
Cross braced steel members added to support legs under the mid-section of trailer frame.



Storage
Custom underfloor storage system for staging components.



Storage
Corner posts stored in roof panels. Easy to access.



Raise & lower the roof securely with double mast lifting mechanism

A set of sturdy masts lifts and lowers the roof and show support equipment. They function with balanced or unbalanced loads even in difficult weather conditions.



Lights

4 battery powered LED work lights.
2 in the roof – 2 under the floor.



Battery

Battery system for work lights, emergency breakaway system and engine starter.

MORE RIGGING POSSIBILITIES TO PLAY WITH

Multiple rigging options

- 1 24 built in rigging points with a capacity of up to 1,500 lb (680 kg).

Movable rigging brackets

- 2 4 movable rigging brackets provided.

Front overhang pipes

- 3 Capacity of 700 lb (317 kg) at 2'-9" (0.84 m) from roof edge – 9' 4" (2.85 m) rigging pipe.

T2 Trusses

- 4 Strong capacity of 1,200 lb (544 kg).

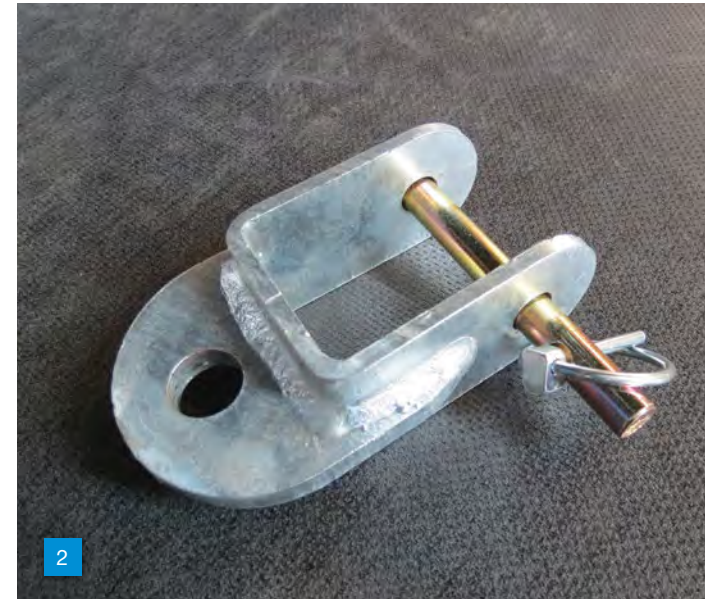




Photo: Upstage Crew Services

6' SIDE RIGGING TRUSS

Standard Flybay

1,500 lb (680 kg) capacity per side.

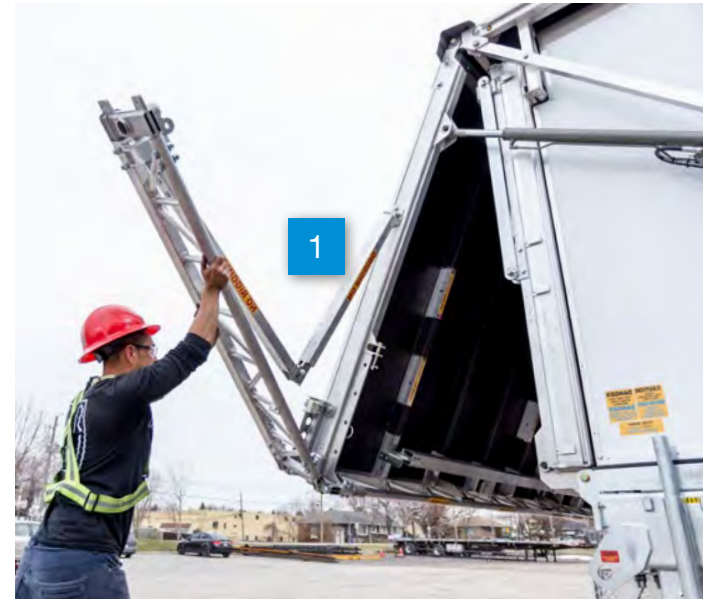
1 Truss deploys in seconds.

Optional Flybay

2 Line array and screen rigging capability with multiple configurations.

Rigging points for PA

3 In front of all 4 corner posts. PA extension bars available.





SCREENS

**1,500 LB (680 KG) CAPACITY PER SIDE.
INCREASED RIGGING OPTIONS WITH THE
6' (1.8M) SIDE RIGGING TRUSSES FOR
LED SCREEN OR SPEAKERS.**

**1 LINE ARRAY CAPABILITY FREE UP
FLYBAY FOR VIDEO WALL.**

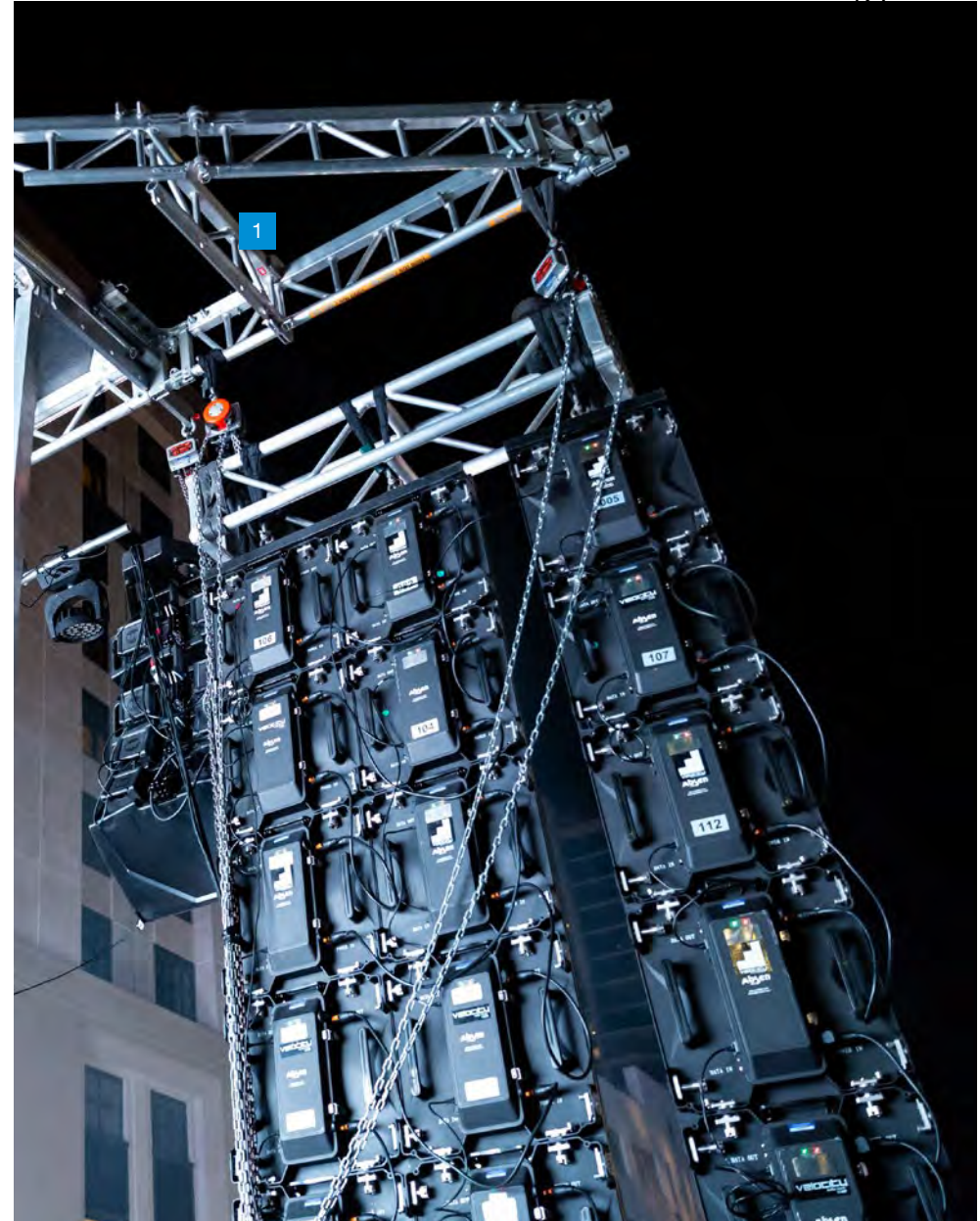




Photo: ASK Media

SAFETY AND RELIABILITY IN ALL CONDITIONS

HIGHEST WIND RESISTANCE IN THE INDUSTRY

Rain and wind protection up to:

- **115 mph (185 km/h)** without windwalls
- **77 mph (123 km/h)** with PVC windwalls

Rain or shine, sand or snow

Stageline mobile stages are built to be operated under the most demanding outdoor conditions.

The SL100 is engineered and built based on the IBC (International building code) & NBC (National building code)

Exceeds AINSI standards



Photo: AV Strategies

MAXIMUM WEATHER PROTECTION

A STAGE DESIGNED TO MANAGE WINDY CONDITIONS

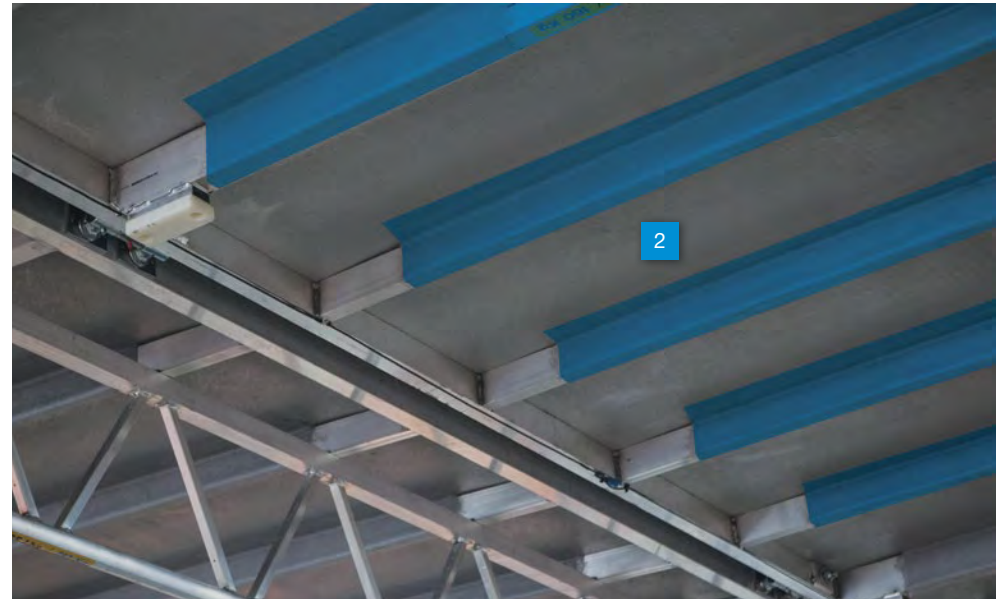
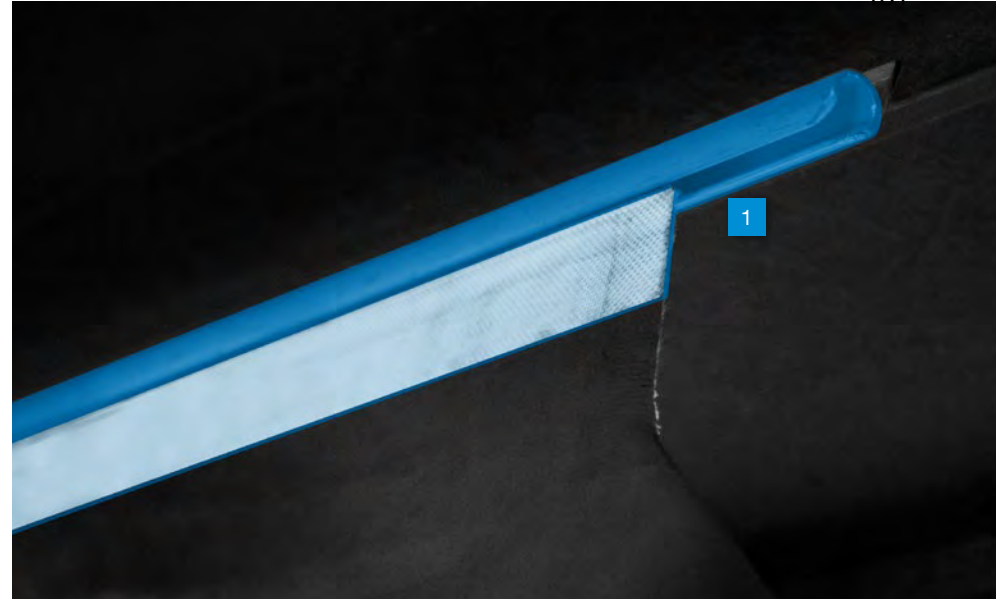
Sturdy windwalls

1 Fire retardant vinyl windwalls with a keeper track system preventing water infiltration to protect gear, talent and crew.

Protection on and off the road with a roof made of fiber glass.

2 In closed position, the roof panels of the stage become the side panels of a hardshell trailer. Wrapped around the frame they are structural and weather protective.*

* Blue in picture to highlight keeper track system and Fiber Lock wrap.



**WE JUST TOOK 75 MPH (120KM/H) WINDS, GOLF BALL SIZE HAIL AND
4 INCHES OF RAIN IN 30 MINUTES AND THE ENTIRE EVENT SPACE
IS DEVASTATED WITH TENTS BROKEN EVERYWHERE.**

**THE ONLY THING I'M NOT HAVING TO DEAL WITH RIGHT NOW, IS AN
ABSOLUTELY PRISTINE SL100 STANDING PROUD IN THE MIDDLE OF IT.**

– Jeff Krebs, Epicenter Productions



WHY THE INDUSTRY PREFERS STAGELINE

Most Widely used

More than 25,000 events per year in over 50 countries - an average of 68 events per day.

Craftsmanship and expertise

Every stage is built in-house and benefits from serious engineering and craftsmanship with experience gathered from decades of use in outdoor events.

Quality control and delivery

Each mobile stage goes through a complete inspection during manufacturing including load tests and complete installation prior to delivery.

Exceptional durability and reliability

Built to last 25 years and more with proper care and maintenance.

Provider of safe staging environments for over 30 years

Highest wind resistance - up to 115 mph (185 km/h) without windwalls and 77 mph (123 km/h) with windwalls. No incident causing an injury due to a breakdown of equipment.

Outstanding value

Low operation and maintenance cost. High resale value even after 10 years.

Certification

Each stage complies with road regulations. Stageline provides complete engineering certification for both structural design and rigging capacity for all countries. Certified documents available for each state and province of the US and Canada.

Environmentally responsible

All products are manufactured in Stageline's state of the art LEED® certified facility integrating the latest environmental technologies.

Award-winning

Our company and products have achieved high acclaim in the industry and have won several engineering and event industry awards.



CUSTOMER SERVICE

Customer Support

We provide a complete 24/7 after sales support.

Parts & Accessories

The best way to ensure that your Stageline mobile stage retains its original condition is to purchase your parts and accessories directly from Stageline.

Inspection & Maintenance

Like any sophisticated piece of equipment, a Stageline mobile stage requires basic maintenance throughout the year. This maintenance must be performed according to specific guidelines.

With this in mind, Stageline's engineers and experienced technicians have developed a unique inspection program. This program will give you a complete analysis of the condition of your equipment including a list of immediate repairs & recommendations.



Training

Driven by the need to ensure technical efficiency, Stageline developed a training and certification program which meets and even exceeds its clients' and users' requirements. Operation of a Stageline mobile stage by qualified personnel is directly linked with the enforceability of the warranty and is required to benefit from the technical support offered on all Stageline products.

With its training program, Stageline helps its users and clients increase profitability on their investment through an efficient utilization of the products.

The main goal is to develop the aptitudes and technical knowledge of the technicians in order to preserve the products' integrity and guarantee durability and maximum safety levels.

UNMATCHED ADDED VALUE

A STAGE THAT PAYS FOR ITSELF FOR GOOD REASONS:

Built to last over 25 years, this stage will help you maximize your benefits for years while endorsing a strong commitment to sustainability.

THIS STAGE COMES WITH THE HIGHEST RESIDUAL VALUE OF ANY MOBILE STAGE

It retains 50-75% of its value after 10 years

OFFERS A STRONG LEVERAGE ON YOUR OTHER SERVICES AND A QUICK RETURN ON INVESTMENT

STAGE CARE WARRANTY (TRANSFERABLE)

We are so confident in our staging technology that we offer the Stage Care Warranty that conveys a lasting assurance equal to none

- Full 1 year parts and labor
- 3 years on the chassis and structure
- 5 years on the fiber glass

MEET THOSE WHO OWN

DURABILITY AND VALUE

“Each year I flirt with the idea of purchasing more Stageline equipment. All I can tell you is that used, properly maintained Stageline equipment sells quickly. I watch the secondary market out of habit and its very rare to find anything, plus it usually maintains almost all of its dollar value as new.”

**Dolph Federico /
Pelican Events, New Orleans, LA**

PRODUCTION AND ENTERTAINMENT

“SL100 is defacto a standard in the industry. Everyone of professional note use Stageline. I wanted that bulletproof proven technology, workmanship, and engineering. Stageline’s SL100 changed my life!”

**Laurence Sheldon /
Big Ear Audio, CA**

MUNICIPALITIES / PARKS AND RECREATION

“The “Rec & Roll Stage” is a hit in our community! The size and versatility of the SL100 combined with the ease of set-up make it perfect for our needs. We’ve used it for performances, graduations, and speeches. Community requests keep coming in and we’re the envy of our neighboring communities.”

**Ron Rodriguez /
Recreation Services Manager /
Recreation and Parks Department,
City of Santa Maria, CA**

TECHNICAL SPECIFICATIONS

NOTABLE BENEFITS

Site Preparation

None

Mode of Transportation

1 Pick-up truck or hauling vehicle

Wind Resistance

115 mph (185 km/h) without windwalls or
77 mph (123 km/h) with windwalls

Promotional Visibility

Rolling billboard or banners and posters

Backdrop*

Weatherproof - fire retardant vinyl or scrim

Vertical and Horizontal Banner Supports*

Installed at ground level

TRAILER		
Length	31' 9"	9.69 m
Width	8' 0"	2.43 m
Height	11' 2"	3.40 m
Dry Weight	9,460 lb	4,290 kg
Maximum Weight	15,000 lb	6,804 kg
STAGE FLOOR		
Length and Depth	24' x 20' 1"	7.32 x 6.1 m
Height	3' 6" to 4' 3"	1.07 x 1.30 m
Design Live Load	150 lb/ft ²	732 kg/m ²
Type of Surface	Plywood on aluminium	
ROOF		
Length and Depth	25' 1" x 23' 9"	7.64 x 7.23 m
Clearance (Inclined roof)	14' 6" to 13' 2"	4.43 to 4 m
Height (from ground)	19' 0" to 19' 9"	5.79 to 6.02 m
Type of Surface	Fiberglass moulded around aluminum structure	
Roof Lifting Capacity	3,800 lb	1,725 kg
Roof Load Bearing Capacity	2,400 lb	5,190 kg
2 Trusses - Downstage & Upstage (T2)	1,200 lb (each)	544 kg (each)
2 Trusses - Central Roof (T1)	1,500 lb (each)	680 kg (each)
2 Front Overhang Extensions*	350 lb at 33" each	159 kg at 0.84 m each
2 Side Overhang Rigging Beams	1500 lb (each) 750 lb at 75" each	680 kg (each) 340 kg at 1.89 m each

† Please refer to rigging plan.

* Optional

Values indicated are nominal. Due to STAGELINE'S product improvement policy, technical specifications may change without notice.



Standard 24' x 20' (7m x 6m)

SOME FLOOR CONFIGURATIONS

FROM A BANDSHELL TO A FULL PERFORMANCE STAGE CONFIGURATIONS



Bandshell 24'x13'
(7m x 4m)



Standard 24'x20' (7m x 6m)
with 8'x8' (2.5m x 2.5m)
sound wings



Back Extended 4'x24' (1m x 7m)
with 8'x8' (2.5m x 2.5m)
sound wings



Standard 24'x20' (7m x 6m) with
8'x8' (2.5m x 2.5m) sound wings and
8'x40' (2.5m x 12m) at the front

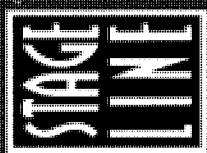


Standard 24'x20' (7m x 6m)
with 12'x20' (3.5 x 6m) sound wings

827 L'Ange-Gardien Blvd., L'Assomption
Quebec, Canada J5W 1T3
1 450.589.1063 / North America 1 800.267.8243
stageline.com

MOBILE STAGES | SALES & RENTALS

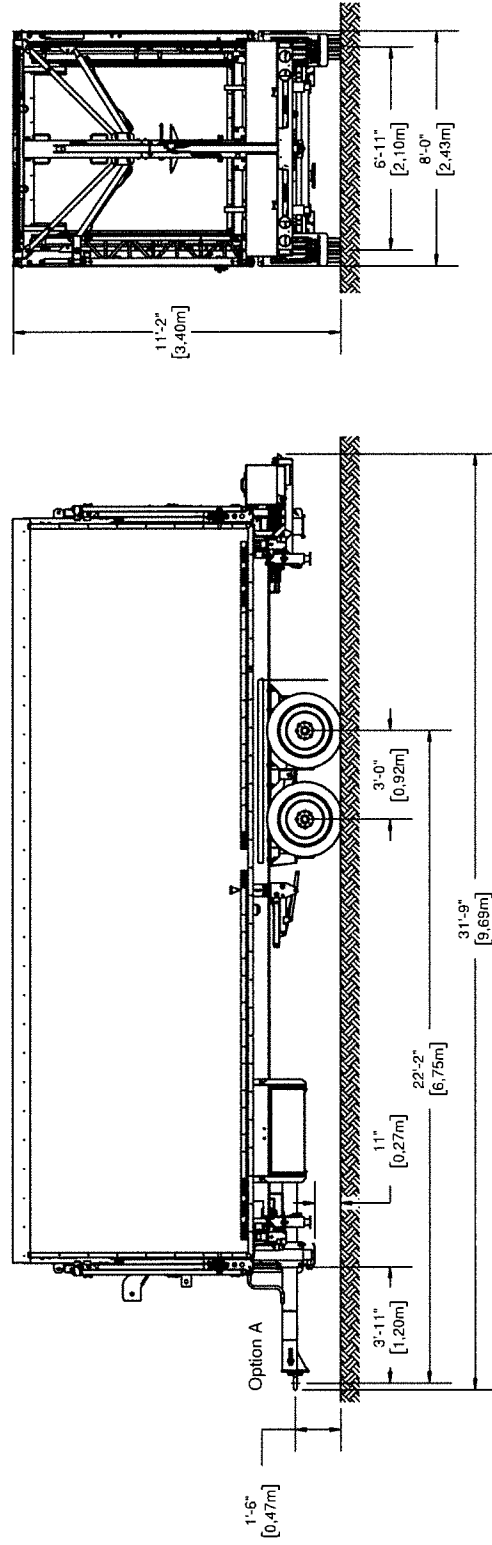




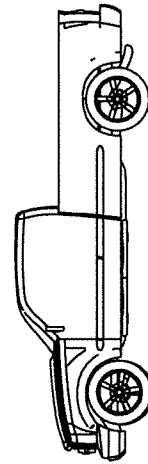
SL100

TECHNICAL DRAWINGS

Trailer Hitch Option A
Drawbar / Pintle Eye



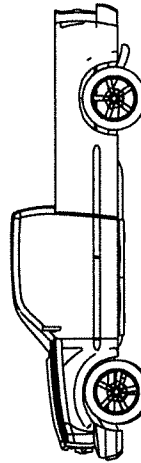
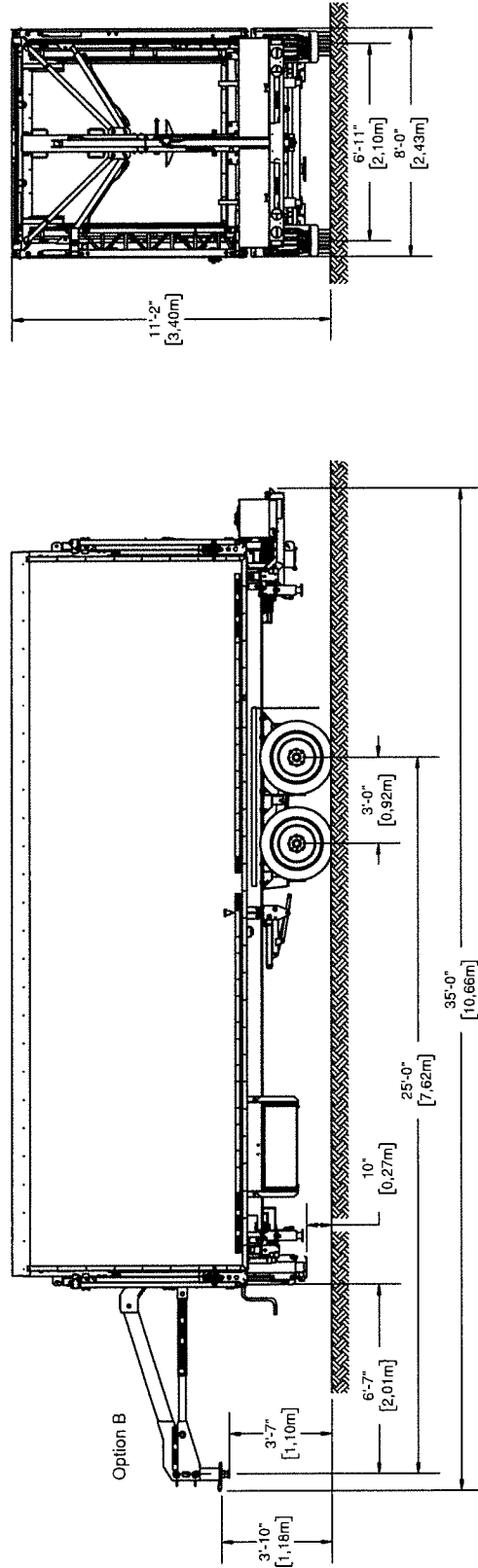
Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701



Drawings may show stage equipped with optional accessories. May be sold separately.

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Trailer Hitch Option B
King Pin / Fifth Wheel

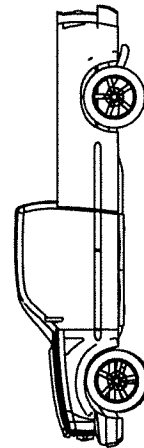
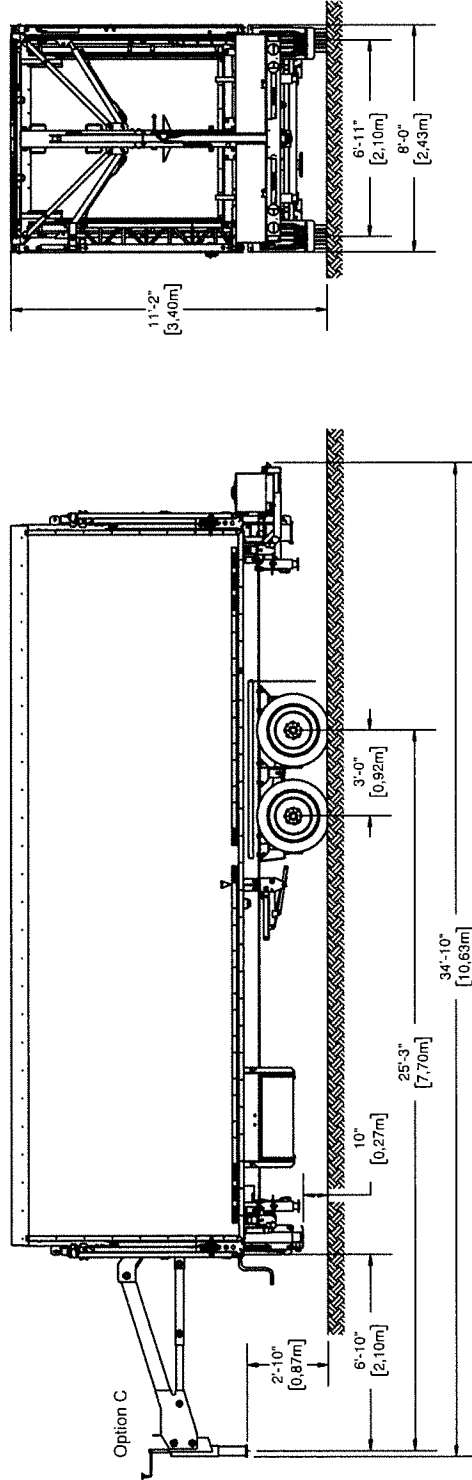


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

Drawings may show stage equipped with optional accessories. May be sold separately.

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Trailer Hitch Option C
Gooseneck / Ball Hitch 2 5/16"

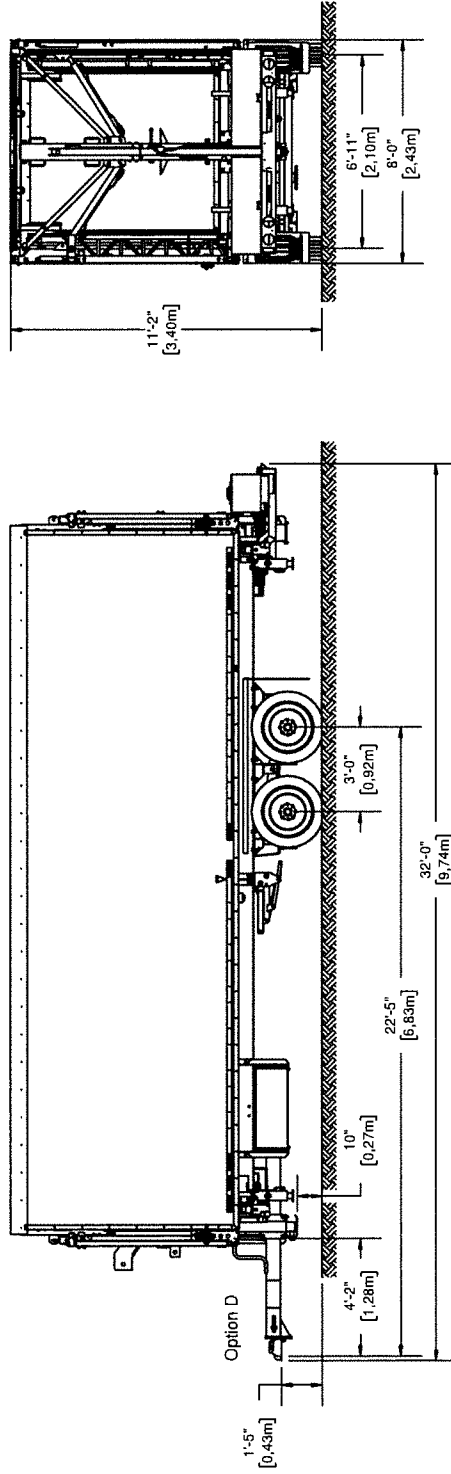


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

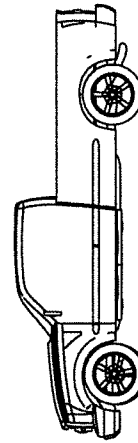
Drawings may show stage equipped with optional accessories. May be sold separately.

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Trailer Hitch Option D
Drawbar / Ball Coupler 2 5/16"

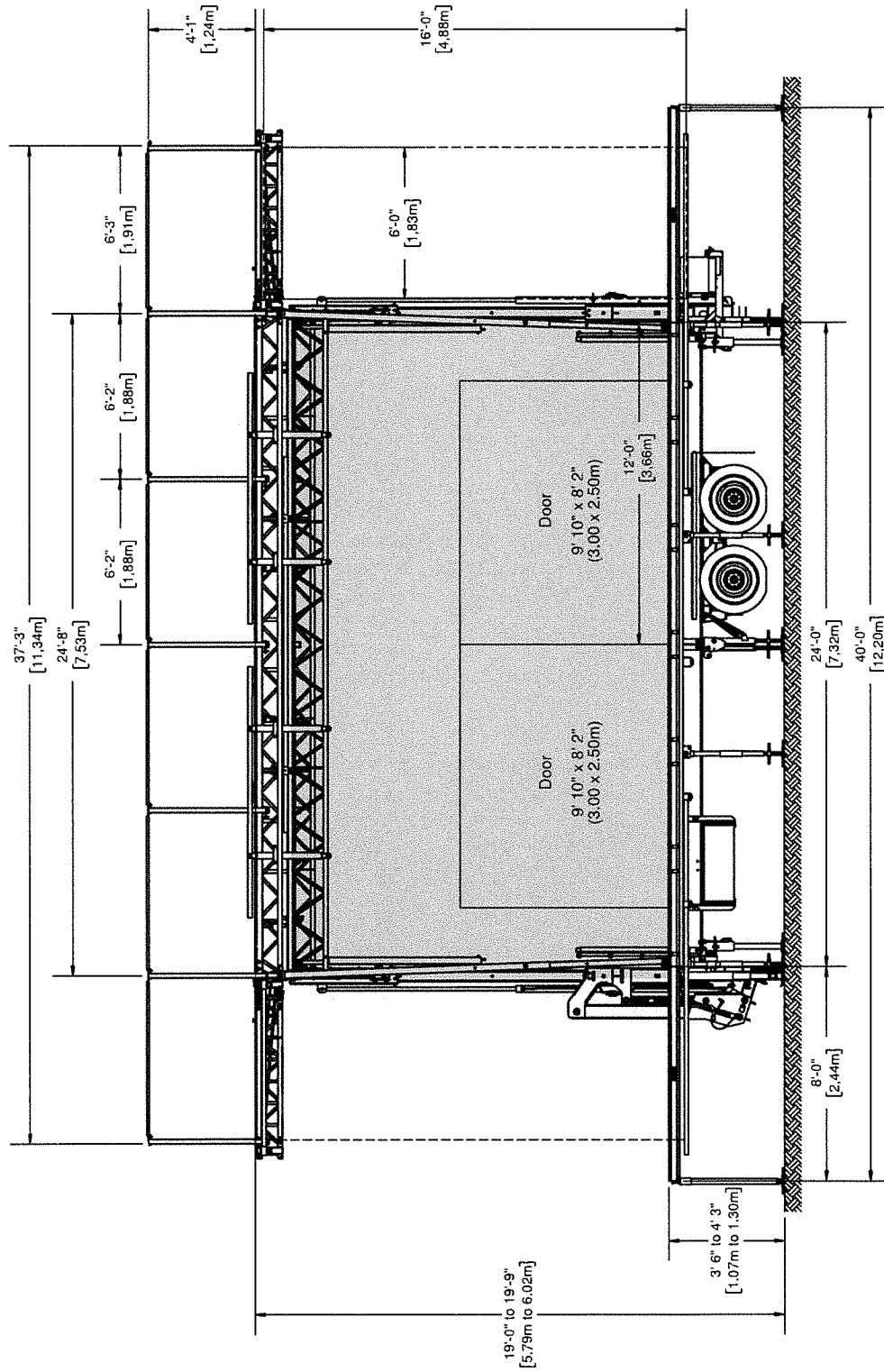


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701



Drawings may show stage equipped with optional accessories. May be sold separately.

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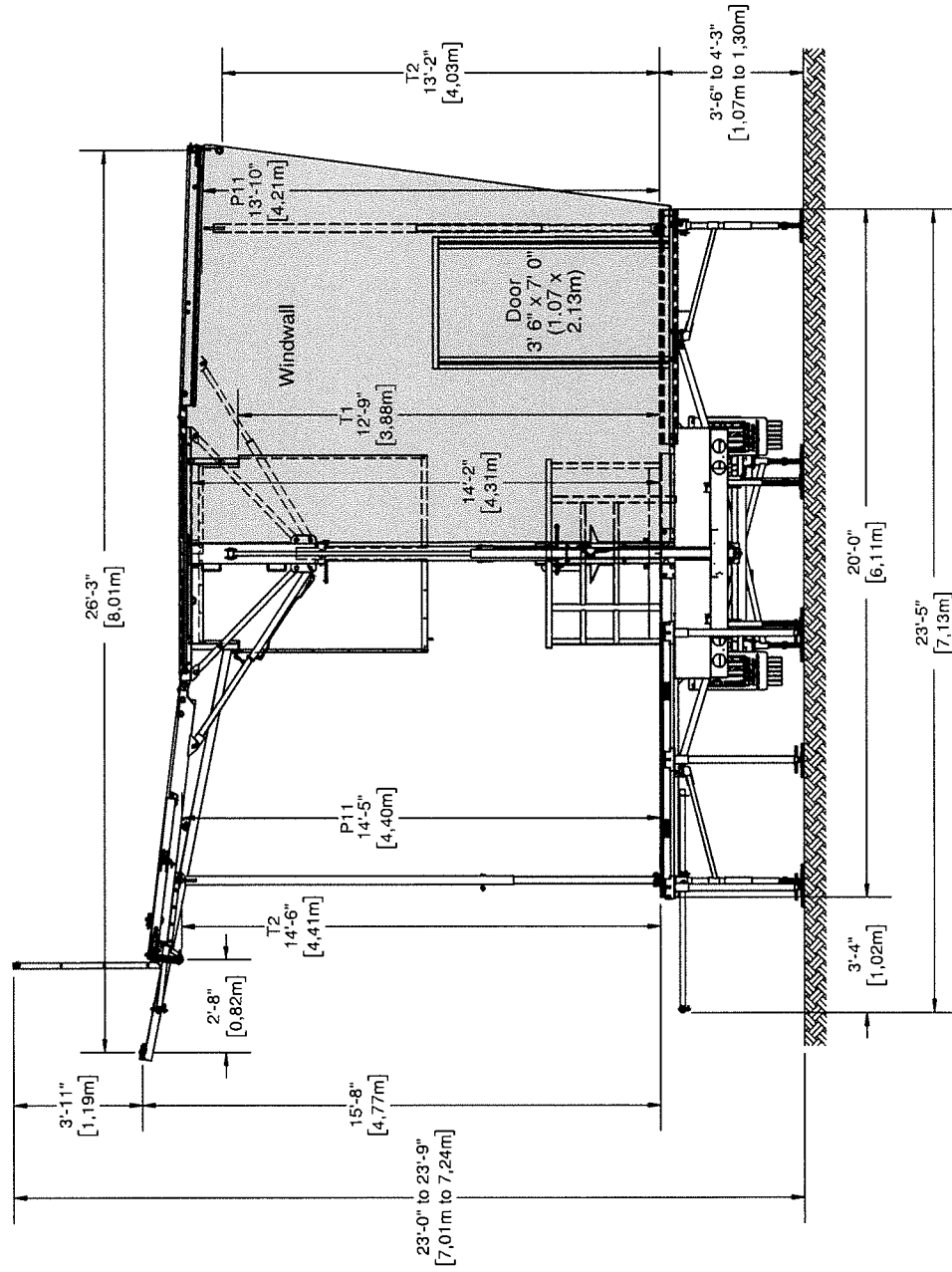


WINDWALL

BANNER (For dimensions, please refer to Banner Book)

Drawings may show stage equipped with optional accessories. May be sold separately.

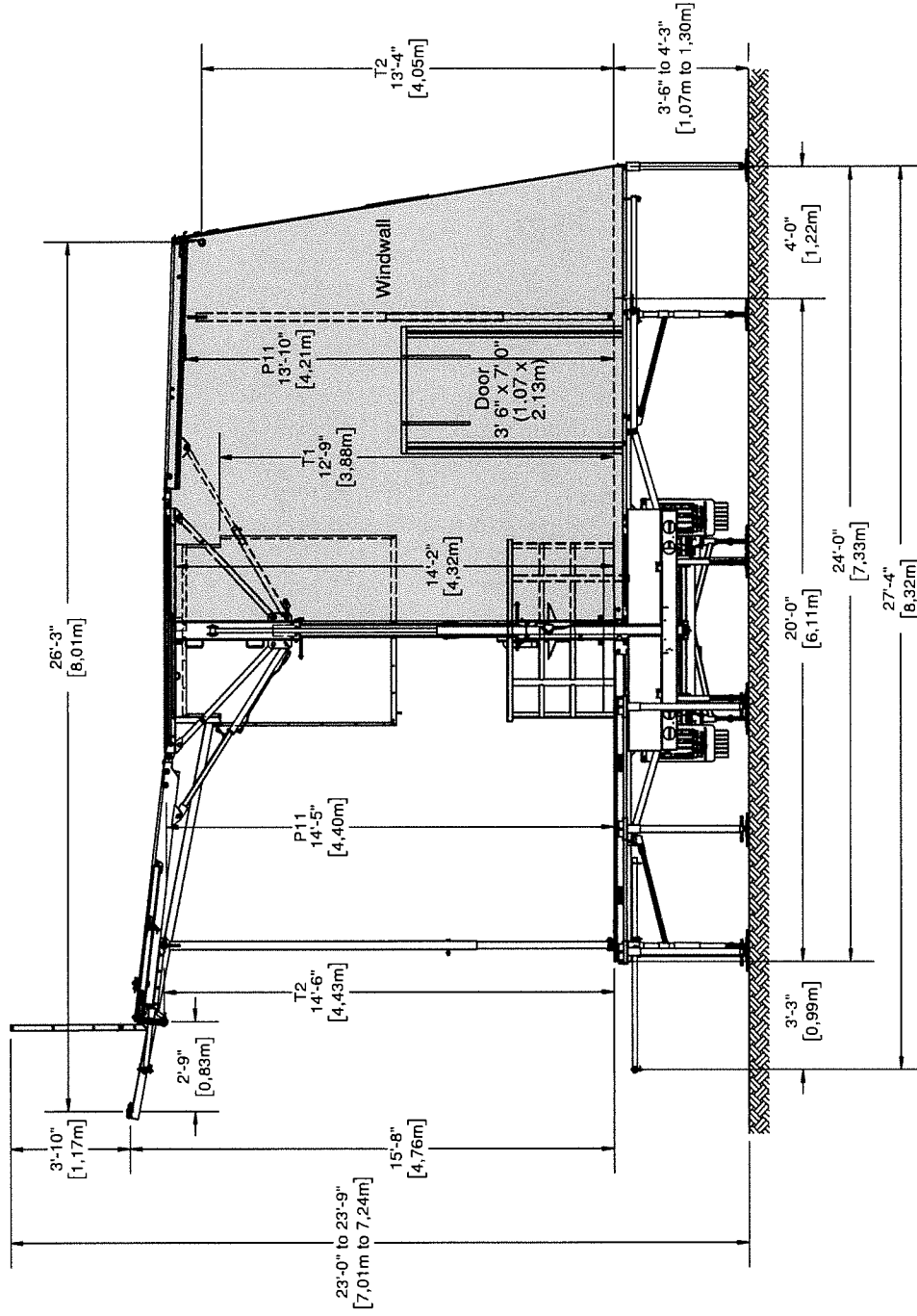
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WINDWALL

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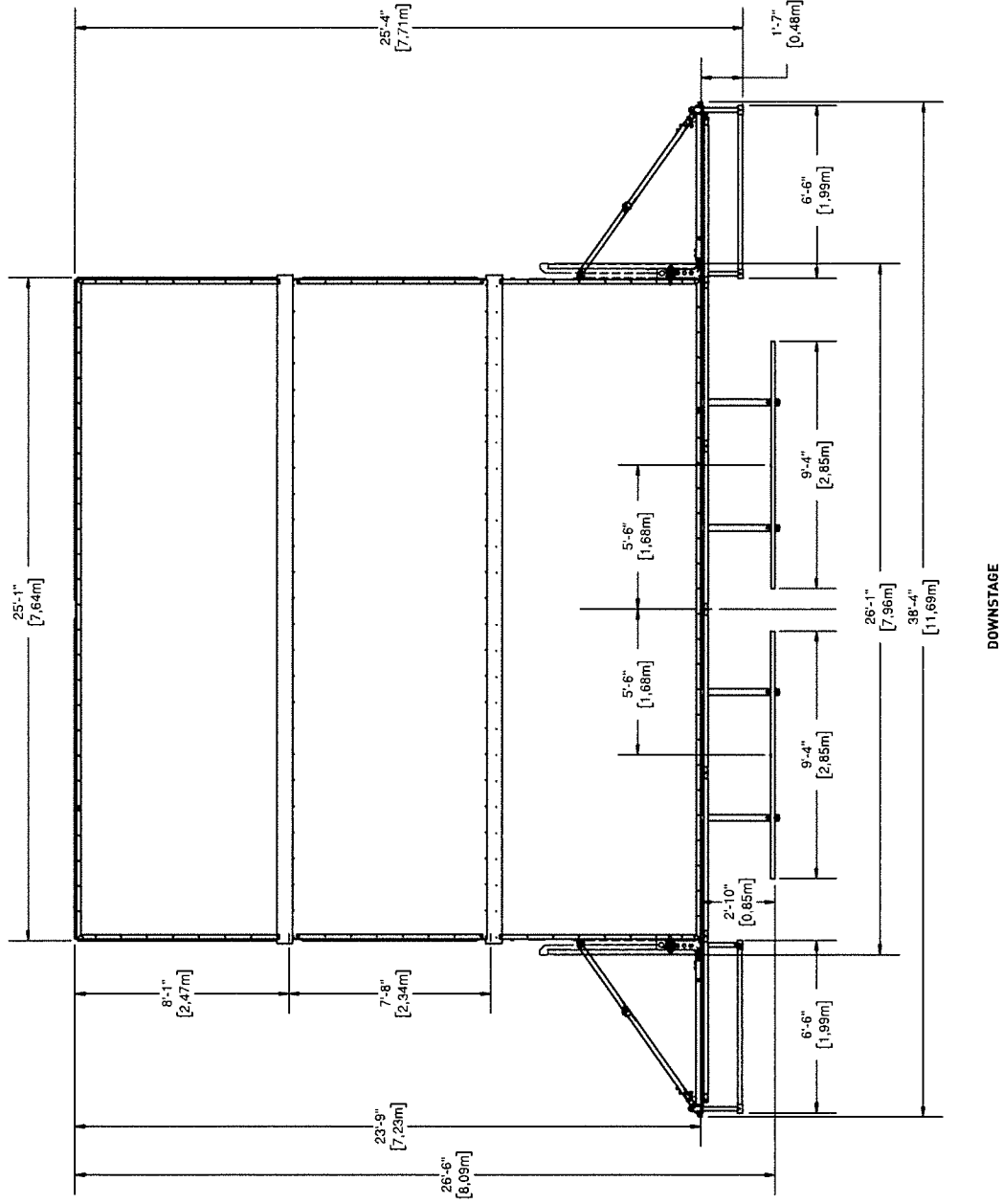
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WINDWALL

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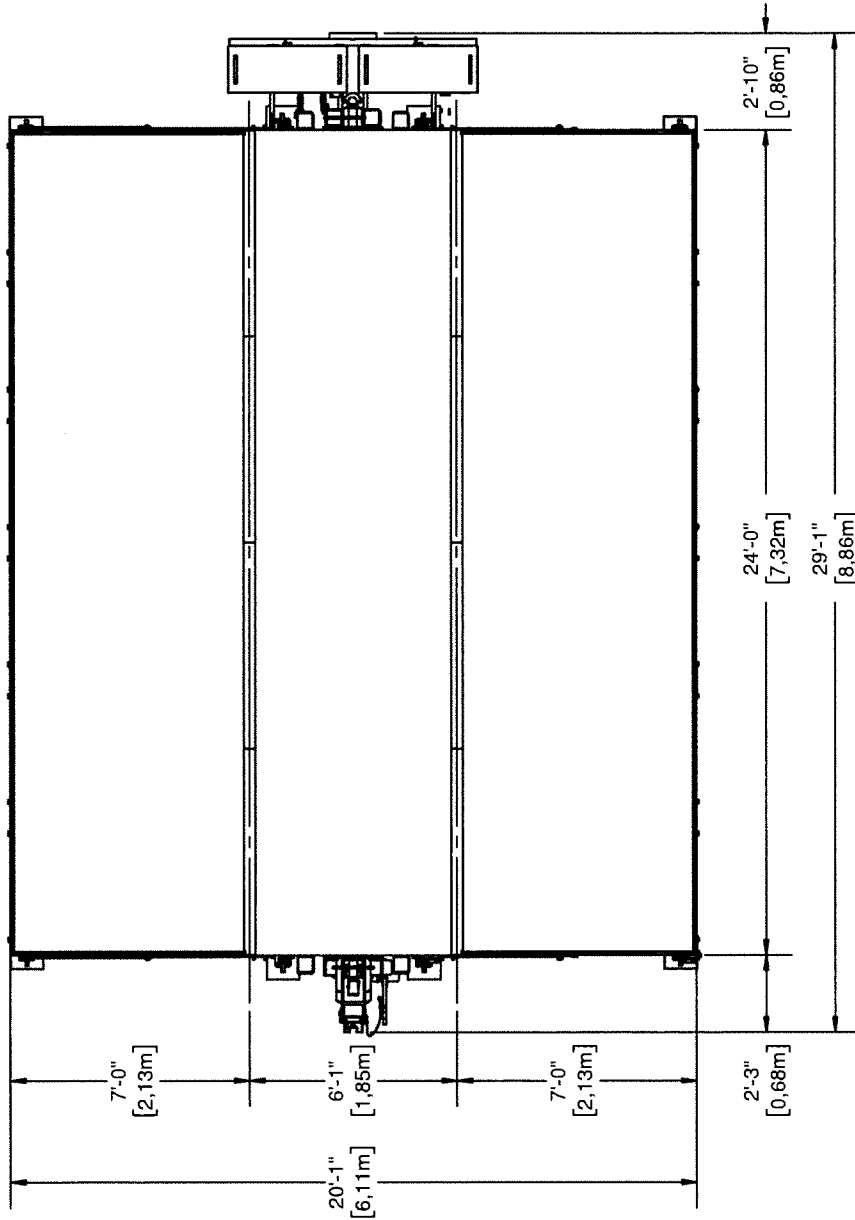
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SL100

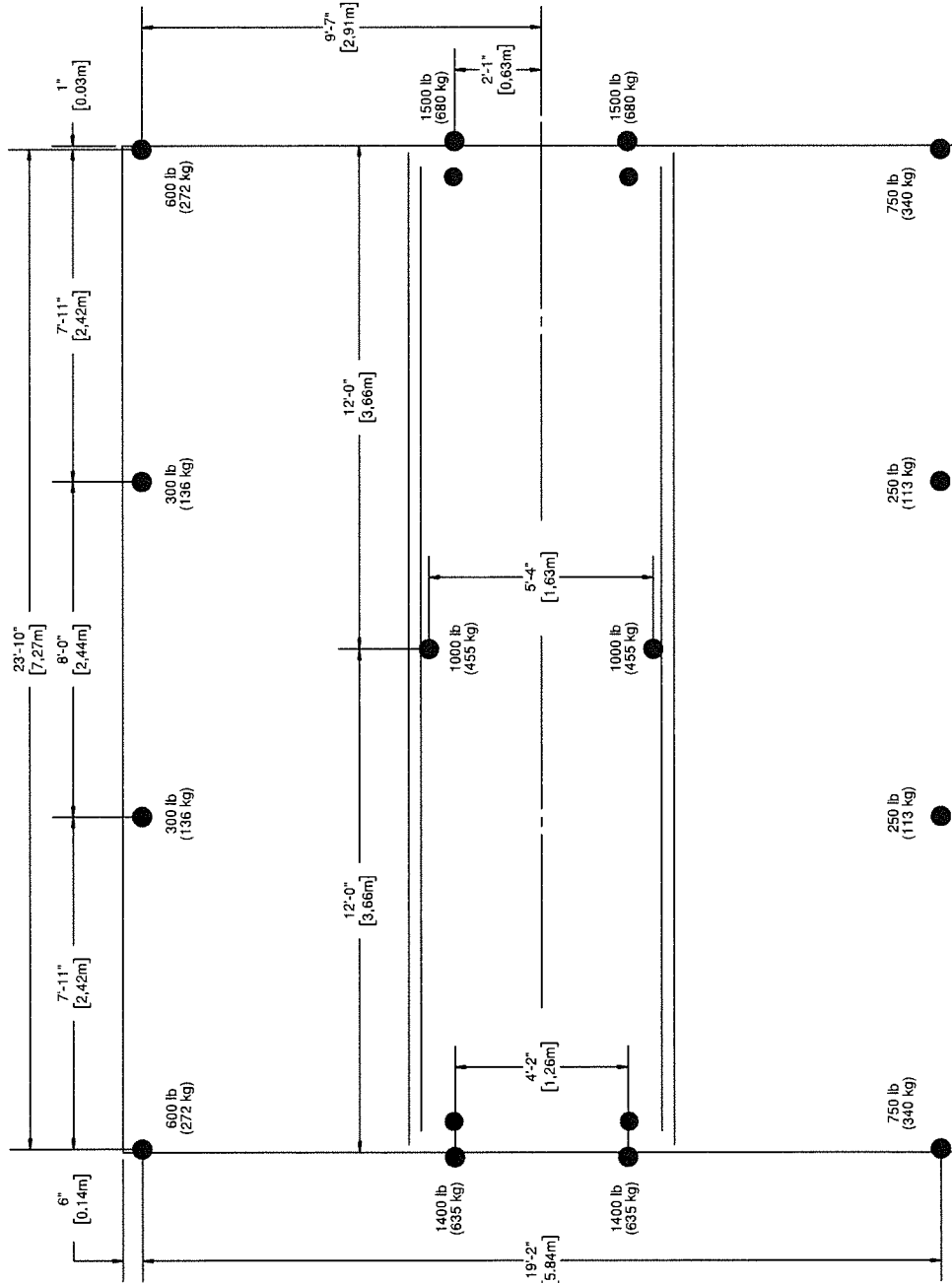
FLOOR VIEW



CAPACITY: 150lbs/ft² [732kg/m²]

Drawings may show stage equipped with optional accessories. May be sold separately.

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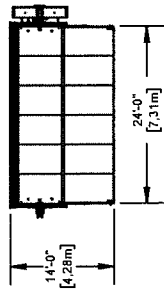
DOWNSTAGE

● FLOOR STABILIZERS, EXTENSIONS AND LEVELLING JACKS

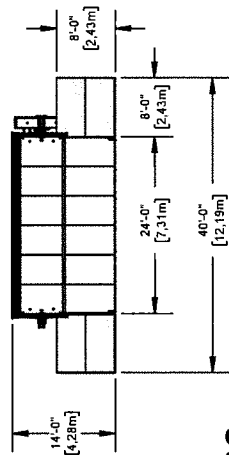
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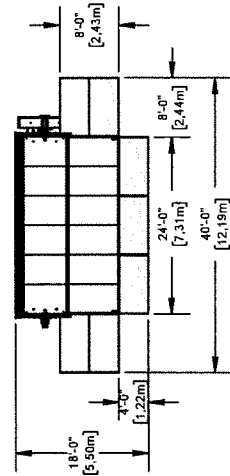
Bandshell configurations*



B1

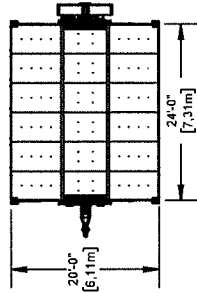


B2

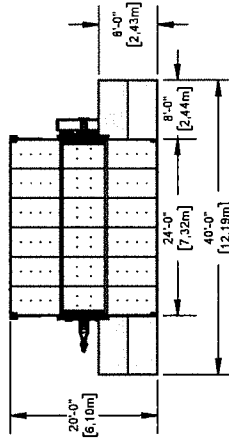


B3

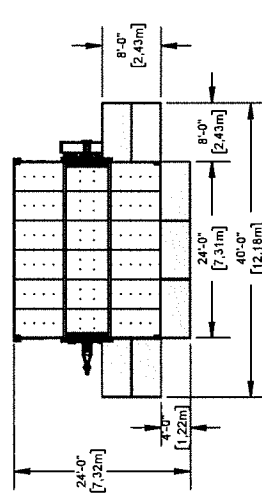
Standard configurations



S1

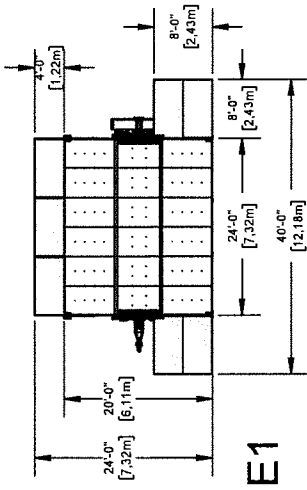


S2

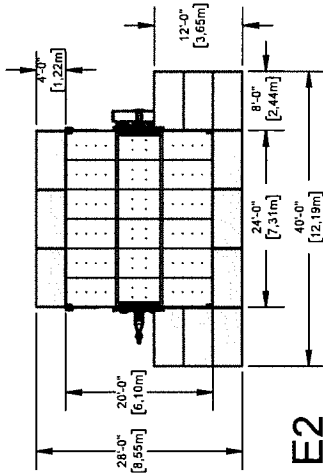


S3

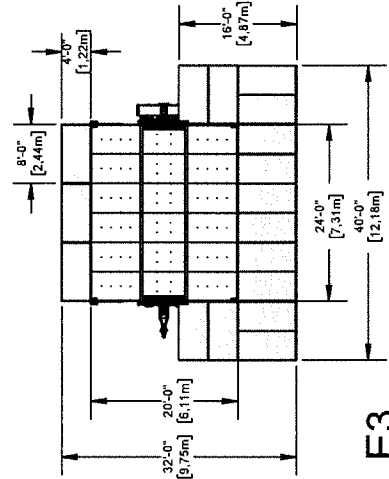
Extended configurations



E1



E2



E3

* Bandshell configuration requires that stringent instructions be followed. For reference only.

PLATFORM

Drawings may show stage equipped with optional accessories. May be sold separately.

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tech. drawings-V-SL100-2021R0

A THOROUGH UNDERSTANDING OF THE INTER-RELATED LOADINGS SHOWN IN THIS RIGGING PLAN IS NEEDED IN ORDER TO SAFELY USE THIS MOBILE STAGE ROOF AND TAKE FULL ADVANTAGE OF THE MANY RIGGING OPPORTUNITIES IT OFFERS.

This mobile stage roof offers a variety of rigging options with regard to load capacity, placement and type.

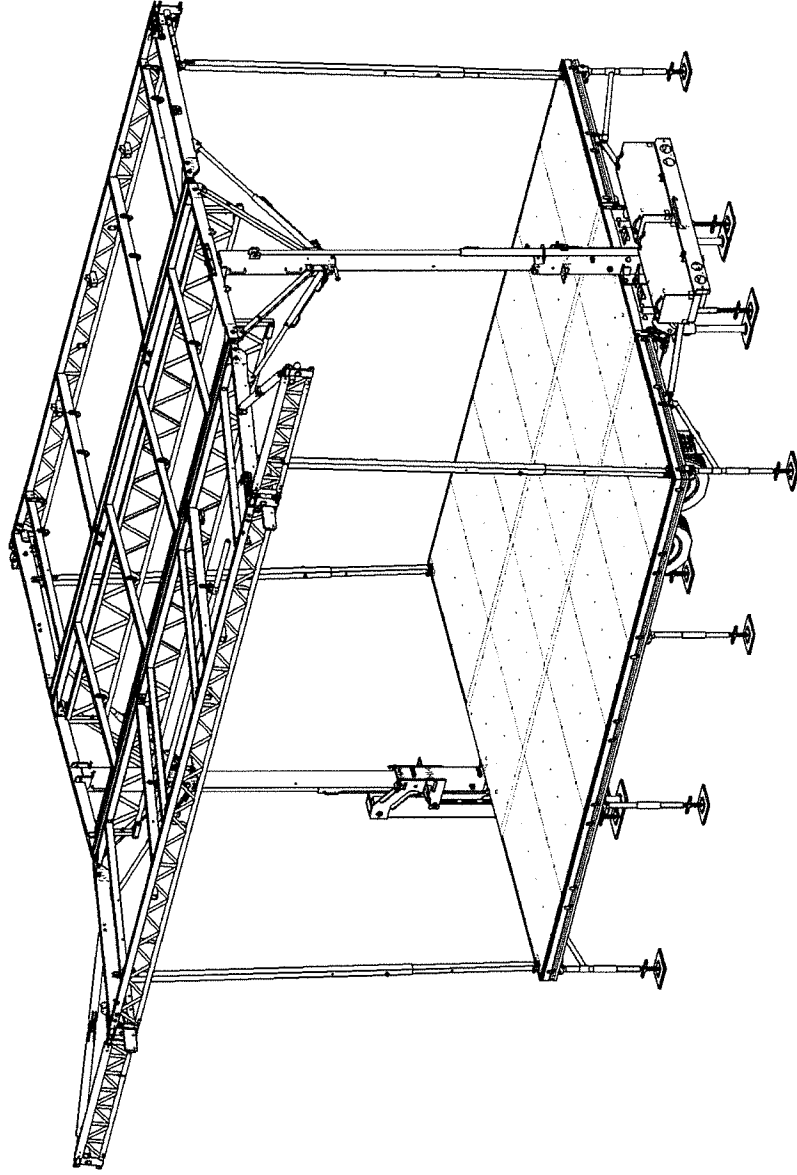
There are rigging pipes, trusses, roof rigging points and side overhanging rigging beams.

This rigging plan locates and defines these rigging features, includes load capacity for each and describes maximum combinations of loads amongst features.

Take note of exclusions, maximum sub-totals in a group, load balance requirements, maximum lifting capacity of roof and maximum rigging load on roof.

The maximum load on the roof is less than the sum of the maximum load on each rigging feature.

Refer to Operator's Manual for procedures in regards to proper setup and setup methods of the stage and its options.



The information contained in the current document is final and must be considered as such. They are derived from design briefs and summarized to help the user plan rigging configurations safely. It is therefore mandatory that the user follows and respects the capabilities and limitations described herein. Overloading of stage components above their specified capacity may result in structural failure, equipment damage, injury or death. Stageline cannot be held responsible if the user, himself or subcontractors under his supervision, derogate from this document and/or the approved rigging plan. If a desired configuration cannot meet these requirements, the user must contact Stageline to analyse the case and obtain further instructions. Special restrictions and limitations may apply.

Certain authorities may require that a rig configuration plan, signed and sealed by a recognized member of a professional body, be available to allow the stage to be setup on their territory. This document was not intended to and cannot be used or considered as an official document or certificate to serve this purpose. Contact responsible authorities or Stageline for details.

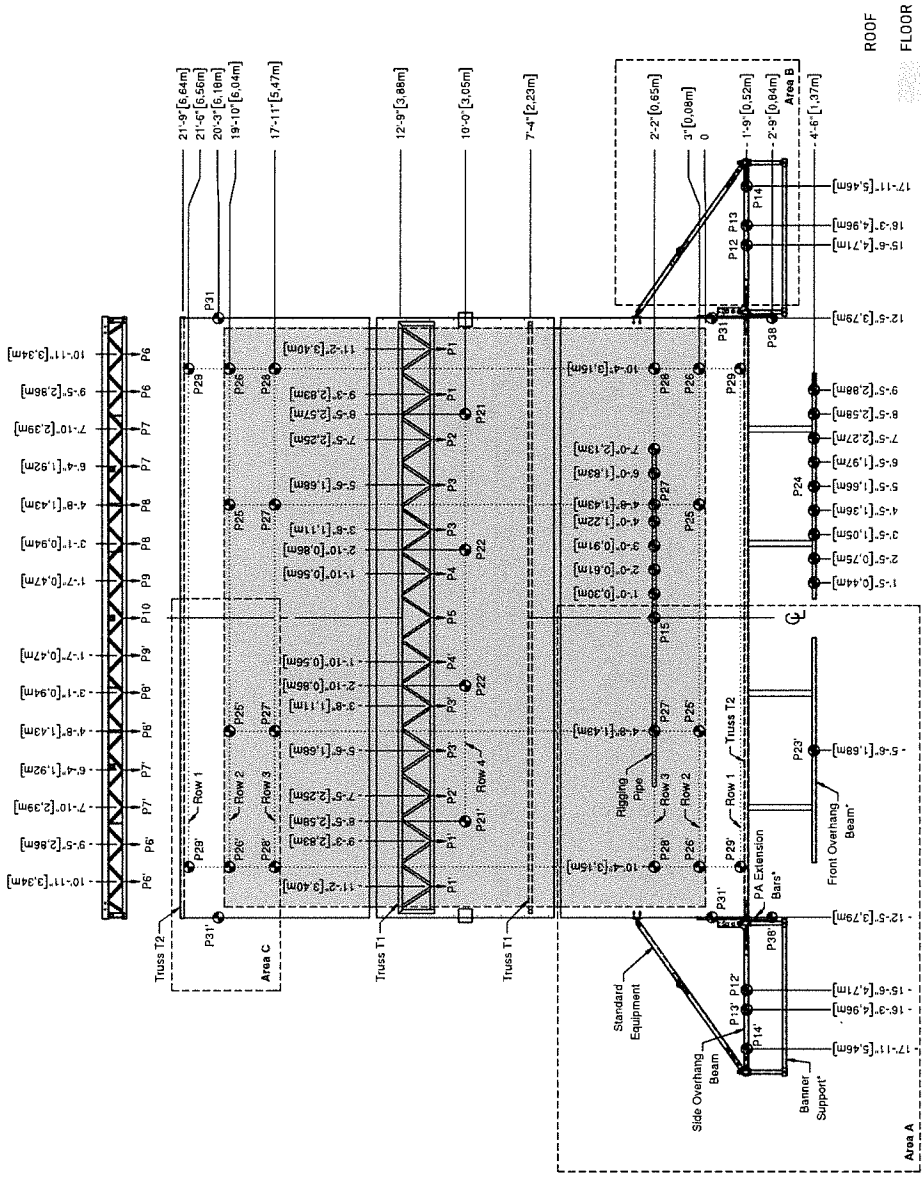
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SL100

RIGGING PLAN 2/7
STANDARD CONFIGURATION



RIGGING RESTRICTIONS

- MAXIMUM LOAD BEARING CAPACITY: 11,400 lb [5170 kg]. All corner posts must be installed and pinned, and telescopic columns pinned and secured.
- MAXIMUM ALLOWABLE LOAD PER AREA:
 - Area A is 2000 lb [907 kg].
 - Area B is 1500 lb [680 kg].
 - Area C is 2200 lb [998 kg].
- For the downstage or the upstage roof panels, if any of the P25 to P29 points are used to their maximum capacity, no other points or T2 truss can be used. If the T2 truss is used to its maximum capacity, no other points P25 to P29 can be used.
- Only use points in ROW 1, or points in ROW 2, or points in ROW 3 or Truss T2. Do not use rows or T2 truss simultaneously.
- Loads applied to each Row must be calculated as if there were a truss. Maximum of 350 lb [159 kg] can be loaded at any place along each Front Overhang Beam (P23) between supports. T2 capacity must take into account these loads.
- Load any number of P24 on Front Overhang Beams symmetrically, at positions shown on diagram, or use P23. T2 capacity must take into account these loads.
- Do not load more than 250 lb [115 kg] on roof panel when corner posts are replaced by cylinder locks. Do not install banners when corner posts are replaced by cylinder locks.
- Load any number of P15s on Rigging Pipe, symmetrically, at positions shown on diagram, or use P27s.
- Always load the roof symmetrically from the centerline. For atypical load configurations, contact Stageline.
- T1 trusses must take into account loads from points P21 and P22. Consider a 50% load transfer on each truss.
- Points P31 can't be used when P38 is used.
- Use P38's capacity anywhere along the PA Extension Bars*.

MAXIMUM LOAD CAPACITY

Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg
P1, P2, P3	750	340	P8	363	164	P13	340	154
P4, P5	600	272	P9	400	181	P14	272	123
P6	1200	544	P10	1000	454	P15	454	206
P7	1000	454	P12	1500	680	P21	680	308
						P22	363	164
						P23*	181	82
						P24	30	13
						P25	680	308
						P26	750	340
						P27, P28	400	181
						P29	1500	680
						P31, P32*, P33*	1500	680
						P34*	750	340
						P35*	750	340
						P36*	750	340
						P37*	750	340
						P38*	1000	454
						P39	454	206

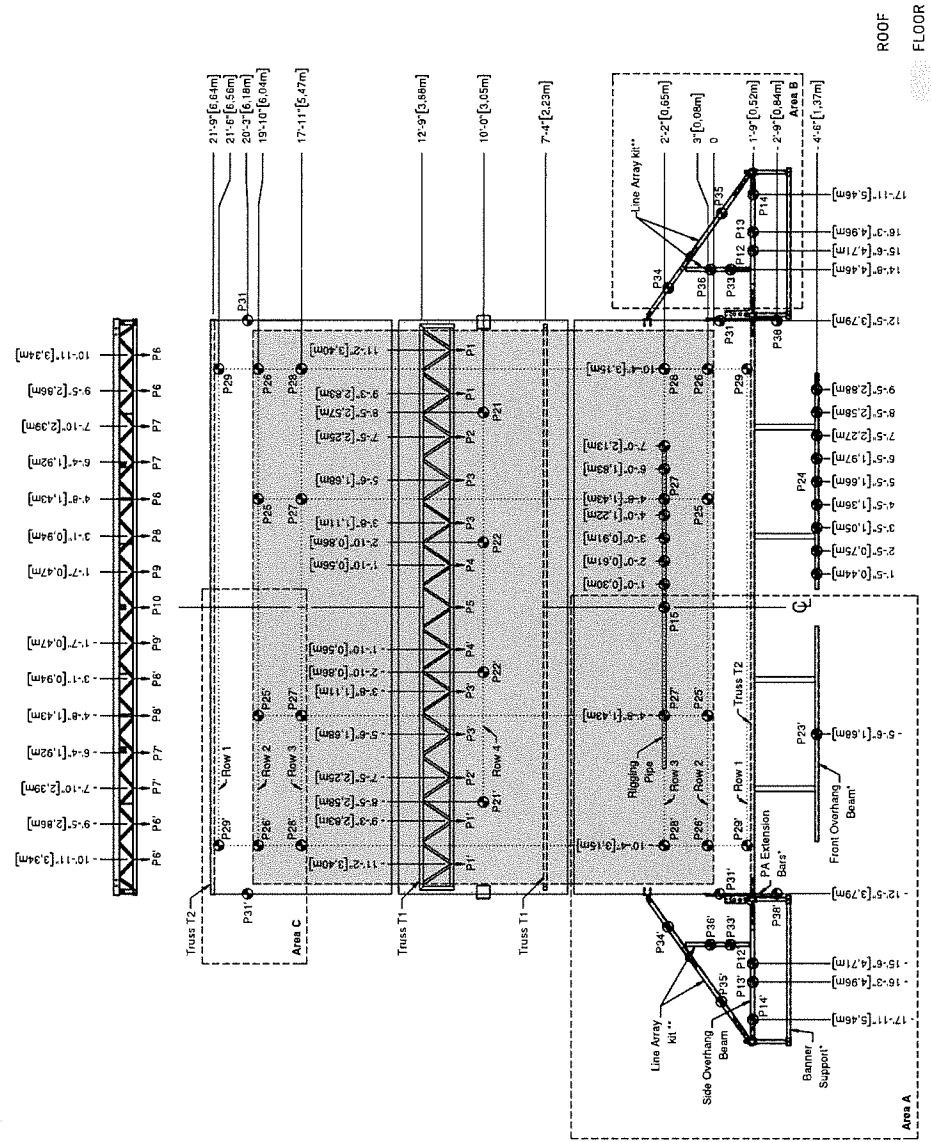
* Optional items, see stage specifications.

Drawings may show stage equipped with optional accessories. May be sold separately.

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RIGGING RESTRICTIONS

- MAXIMUM LOAD BEARING CAPACITY: 11,400 lb (5170 kg). All corner posts must be installed and pinned, and telescopic columns pinned and secured.
- Rigging on points P32 to P37 is allowed only with optional Line Array kit (refer to page 15 for details).
- MAXIMUM ALLOWABLE LOAD PER AREA:
 - Area A is 2000 lb (907 kg).
 - Area B is 1500 lb (680 kg).
 - Area C is 2200 lb (998 kg).
- For the downstage or the upstage roof panels, if any of the P25 to P29 points are used to their maximum capacity, no other points or T2 truss can be used. If the T2 truss is used to its maximum capacity, no other points P25 to P29 can be used.
- Only use points in ROW 1, or points in ROW 2, or points in ROW 3 or Truss T2. Do not use rows or T2 truss simultaneously.
- Loads applied to each Row must be calculated as if there were a truss.
- Maximum of 350 lb (159 kg) can be loaded at any place along each Front Overhang Beam (P23) between supports. T2 capacity must take into account these loads.
- Load any number of P24 on Front Overhang Beams symmetrically, at positions shown on diagram, or use P23. T2 capacity must take into account these loads.
- Do not load more than 250 lb (115 kg) on roof panel when corner posts are replaced by cylinder locks. Do not install banners when corner posts are replaced by cylinder locks.
- Load any number of P15s on Rigging Pipe, symmetrically, at positions shown on diagram, or use P27s.
- Always load the roof symmetrically from the centerline. For atypical load configurations, contact StageLine.
- T1 trusses must take into account loads from points P21 and P22. Consider a 50% load transfer on each truss.
- If optional Line Array kit is used, capacity of point P13 can be increased to 1000 lb (454 kg) and capacity of point P14 can be increased to 750 lb (340 kg).
- Points P31 can't be used when P38 is used.
- Use P38's capacity anywhere along the PA Extension Bars**.



MAXIMUM LOAD CAPACITY

Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg
P1, P2, P3	750	340	P8	750	340	P13+	1000	454
P4, P5	600	272	P9	600	272	P14+	750	340
P6	1200	544	P10	1000	454	P15	30	13
P7	1000	454	P12	1500	680	P21	1500	680
			P22	1200	544	P26	1200	544
			P23*	350	159	P27, P28	600	272
			P24*	40	18	P29	1200	544
			P25	1000	454	P31, P32*, P33*	1500	680
			P34	1000	454	P36 and P37	1500	680
			P35*	750	340			
			P38*	1000	454			

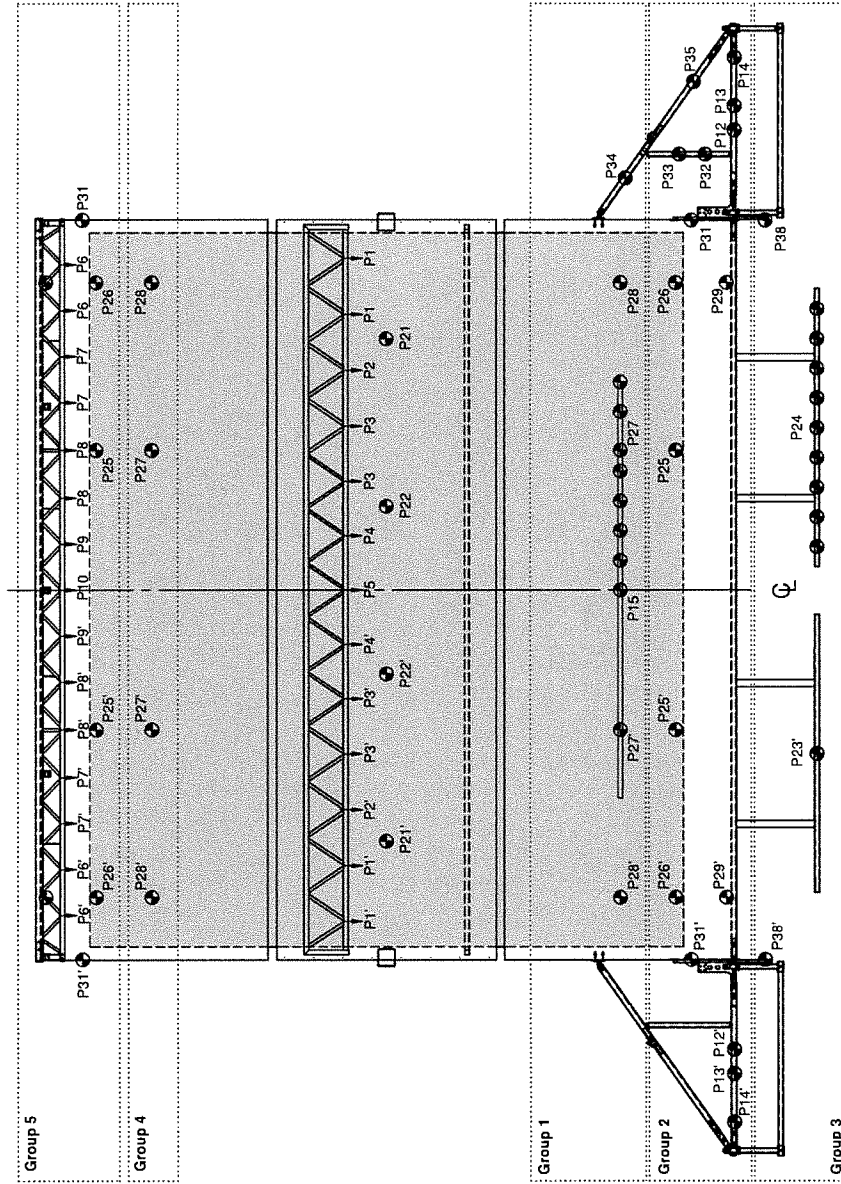
* Optional items, see stage specifications.
 ** Line Array kit includes a rear ladder truss (zones P34 and P35) and a cross brace (points P32, P33, P36 and P37) on both sides of the stage.

Drawings may show stage equipped with optional accessories. May be sold separately.

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LIFTING RESTRICTIONS

- MAXIMUM ROOF LIFTING CAPACITY: 3800 lb (1725 kg)
- Maximum asymmetric load difference between downstage and upstage roof must not exceed 1550 lb (705 kg) including loads on T1 trusses.
- When lifting, make sure loads are evenly divided between right and left side of roof.
- Maximum lifting weight per group:
 - Group 1: 1550 lb (705 kg)
 - Group 2: 800 lb (363 kg)
 - Group 3: 550 lb (249 kg)
 - Group 4: 1550 lb (705 kg)
 - Group 5: 800 lb (363 kg)
- When lifting, only use one group on the downstage roof panel and/ or one group on the upstage roof panel.



ROOF
FLOOR

* Optional items, see stage specifications.

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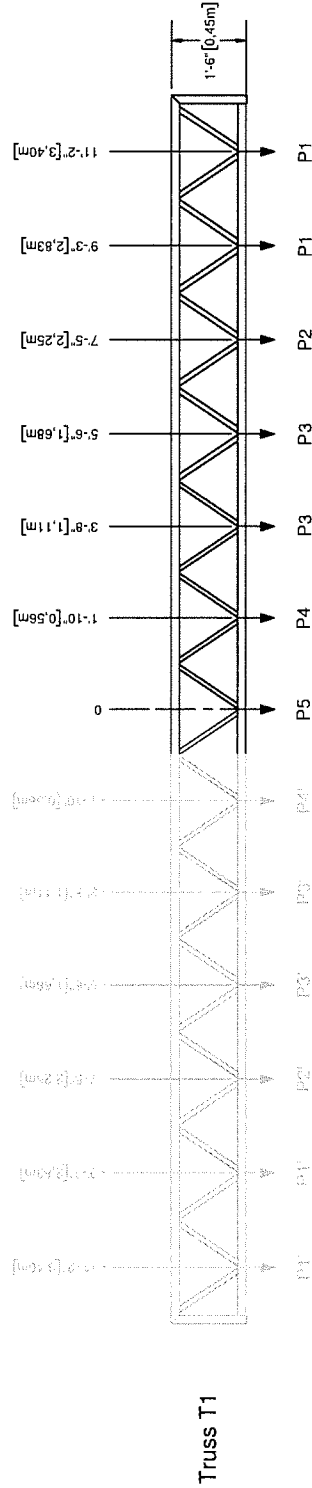
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WHEN CALCULATING THE LOAD ON A SL 100 TRUSS, USE FOLLOWING METHOD.

Each truss in the roof must be visualized as 2 trusses put together that share a center point, which in the following example is the P5.

Example: T1 on a SL100.

Points from left to right are P1', P2', P3', P4', P5, P4, P3, P2, P1. We will only verify loads on 1 side of the truss. Meaning P1 thru P5.



Truss T1

CALCULATION EXAMPLE #1:

1 lighting truss on 2 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1.

- 500lbs (50% of weight, see UDL chart) / 750 (the capacity of the P1 on the T1 truss) = 0.67
- 0.67 = 67%, as 1.00 would equal 100 %.

So the T1 truss is at 67 % of its total capacity.

CALCULATION EXAMPLE #2:

1 lighting truss on 3 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1, P5, P1.

- P1
0.19 x 1000 (19% of weight, see UDL chart) / 750 (P1) = 0.25,
so this one point will use 25 % of the truss capacity.
- P5
0.62 x 1000 (62% of weight, see UDL chart) / 600 (P5) = 1.03,
so this one point will use 103 % of the truss capacity.

Now that we have the loads for both points, we add them together to determine the total load on the truss.

0.25 + 1.03 = 1.28

So the T1 truss is at 128 % of its total capacity, which is overloaded.

CALCULATION EXAMPLE #3:

1 lighting truss on 4 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1, P3, P3, P1.

- P1
0.13 x 1000 (13% of weight, see UDL chart) / 750 (P1) = 0.17,
so this one point will use 17 % of the truss capacity.
- P3
0.37 x 1000 (37% of weight, see UDL chart) / 750 (P3) = 0.49,
so this one point will use 49 % of the truss capacity.

Now that we have the loads for both points, we add them together to determine the total load on the truss.

0.17 + 0.49 = 0.66

So the T1 truss is at 66 % of its total capacity.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2023STAFF RECOMMENDATIONAGENDA ITEM: Community Survey Proposal

BACKGROUND INFORMATION: As we enter the next long-range planning period in 2024, it is important to collect community feedback to ensure priority projects directly reflect the community's needs. A community-wide survey is planned for the first quarter of the year. Other outreach initiatives include focus groups and conversations with specific communities for a more intimate conversation about their specific needs and engagement with the District.

Staff spoke with the NIU Center for Governmental Studies (CGS) about assisting with the process of conducting a random sampling community-wide survey. Their mission is to provide policy research and assistance, planning support, evaluation resources, and data and training services to national, state, and local government entities.

We found that their process is efficient yet thorough and the time and resources they can put into the project are of great value to the results we will get. If necessary, data will be weighted based on the most recent census to ensure the results are representative of households within the Park District's boundaries.

Here are a few key points:

- CGS purchases contact information for a random sampling of 2,000 households within the Sycamore Park District with the goal of a 25% return rate.
- Staff assist with developing the questionnaire and final draft is translated into Spanish
- A pretest survey is sent to a random 20 households.
- Data collection begins by email which saves printing and postage fees. Those who do not respond by email will get a mailed survey and the last step is reaching out by phone with a reminder or, if necessary, conducting the survey verbally.

FISCAL IMPACT: \$14,000

STAFF RECOMMENDATION: Approve using the services of NIU Center for Governmental Studies to assist with conducting the District's 2024 community-wide survey.

PREPARED BY: Sarah Rex, Marketing and Outreach Coordinator

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



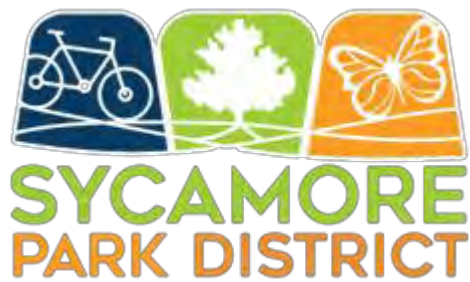
BOARD ACTION:

NIU CENTER FOR GOVERNMENTAL STUDIES

PROPOSAL TO Sycamore Park District

FOR A COMMUNITY SURVEY

October 13, 2023



PROPOSAL TO SYCAMORE PARK DISTRICT FOR A COMMUNITY SURVEY

CENTER FOR GOVERNMENTAL STUDIES

The Center for Governmental Studies (CGS) at Northern Illinois University (NIU) is a public policy research and service organization located in DeKalb, Illinois. The mission of CGS is to provide policy research and assistance, planning support, evaluation resources, and data and training services to national, state, and local government entities, private enterprises, public-private partnerships, and institutions of higher education. CGS has been a leading academic and applied research organization for Illinois and the entire country since 1969. CGS currently has 36 staff that are divided into six teams: survey research and data visualization, strategic management, policy, and community development, organization development, governance, and training, data informatics, workforce development, and association management.

SURVEY RESEARCH

One of the most popular services of CGS is survey research. Surveys conducted have covered a variety of subjects including community satisfaction with city services, education, public health, crime, housing, and other issues tailored to meet individual client's needs. CGS collects data using telephone interviewing, mail surveys, online surveys, multi-mode surveys, focus groups, and in-person interviews. CGS provides full service in every step of research design, survey construction, sampling, data collection, data analysis and reporting. It conducts both large and small studies and prides itself on being able to implement studies in a variety of subject matter areas, being creative in designing studies, and working with clients to conceptualize their research questions and implement studies that meet their objectives and resources. CGS is committed to providing actionable results that are collected in a professional and timely manner.

CGS has conducted community surveys for more than 50 governmental and private sector organizations in recent years, including surveys for park districts, school districts, libraries, municipalities, and county health departments. CGS has conducted community surveys for the Oswegoland Park District, Lindenhurst Park District, Mundelein Park and Recreation District, St. Charles Park District, Sugar Grove Park District, Plainfield Park District, Westmont Park District, Yorkville Parks and Recreation, and Vernon Hills Park District.



PROJECT TEAM

Our proposed project team includes professionals with years of experience in survey research. The experience of our staff has included specialized studies for large and small organizations. The project team will be led by a senior member of the CGS staff, Mindy Schneiderman, Ph.D. (schneiderman@niu.edu, 815-753-0039) who will act as the Project Director. She will be supported by CGS research staff member, Julia Gommel Bailey. Ms. Gommel Bailey will assist Dr. Schneiderman with questionnaire design, sample selection, survey administration, data analysis, interpretation of findings, and report preparation.

Mindy Schneiderman, Ph.D., Assistant Director, Center for Governmental Studies. Dr. Schneiderman is the team leader for the CGS Survey Research Team. Prior to joining CGS, Dr. Schneiderman was the Associate Director of NIU's Public Opinion Laboratory from 2008-2013. She was the Director of the Division of Survey Research and Analysis at the American Medical Association for 10 years. She has a Ph.D. in Cognitive Psychology from Rutgers University.

Dr. Schneiderman brings to the project more than thirty years of experience managing survey projects using online, mail, telephone, and multi-mode survey data collection methodologies, as well as experience conducting focus groups and in-person interviews. Dr. Schneiderman managed the community survey projects for the Oswegoland Park District, Lindenhurst Park District, St. Charles Park District, Mundelein Park and Recreation District, Sycamore Public Library, Oswego Public Library, Aurora Public Library, and City of Sandwich.

She will supervise every step of the project to ensure that the client's research needs are met and actionable results are provided.

Julie Gommel Bailey, MPH, Research Associate, Center for Governmental Studies. Ms. Gommel Bailey has 12 years of experience managing survey research at NIU. She has conducted community surveys for libraries, park districts, school districts, and municipalities. Examples include, City of Freeport, City of Aurora, Deerfield Public Library, Algonquin Area Public Library, as well as other community surveys. She has experience with data collection in mail, telephone, and internet survey modes, as well as focus group moderation. Ms. Gommel Bailey holds an MPH with a focus in health promotion from Northern Illinois University.

Other CGS staff will assist with the project as needed.

SCOPE OF WORK

To assist the Sycamore Park District, assess the value, satisfaction and usage of the Park District's services and identify priorities for the future development of park district facilities and programs, we propose using a mixed-mode methodology (online survey, mail survey, and telephone calls to non-respondents). A mixed-mode methodology will achieve a higher response rate and more representative respondents than other methodologies by allowing residents to complete the questionnaire using their most preferred method.

INITIAL MEETING AND WEEKLY PROJECT STATUS UPDATES

An initial meeting with the Park District staff will be held to discuss the objectives of the survey. Weekly project status updates will be provided by email.

QUESTIONNAIRE DEVELOPMENT

We have assumed a four-page questionnaire and cover letter. The questionnaire and cover letter will be developed in consultation with the Park District staff. CGS will ensure that all questions are worded in an unbiased and non-leading manner.

Possible topics to be covered in the survey include:

- Residents' attitudes towards the Sycamore Park District, its programs, parks, facilities, and services,
- Residents' current needs and whether they are being met by the Park District,
- Future needs of residents,
- Residents' desires for Sycamore Park District facility and park improvements, and
- Demographics of residents of the Sycamore Park District.

The questionnaire will be programmed into our online survey software.

SAMPLE SELECTION

To produce survey results that will be representative of the Sycamore Park District population, we propose to obtain a random sample of 2,000 households in the Park District service area from the Marketing Systems Group. The Marketing Systems Group will provide names, mailing addresses, telephone numbers, and email addresses for the randomly selected households. We estimate 500 completed questionnaires. With approximately 7,300 households in the Sycamore Park District the margin of error for the findings will be ± 4.2 percentage points.

PRETEST

CGS will pretest the questionnaire with approximately 20 households. The pretest is designed to gauge whether the respondents understand the questions being asked and can provide the necessary information, as well as to ensure the questionnaire flows well. Data will be closely monitored during the pretest. Upon completion of the pretest, CGS will review the results with the Park District staff and collaboratively determine if there are any revisions necessary to the questionnaire.

DATA COLLECTION

CGS will work with the Sycamore Park District staff to develop communications about the survey prior to and during the data collection period. These communications will be important to achieve a high response rate for the survey.

First, all sampled households will be sent an email that briefly explains the purpose of the survey, how the results will be used, express assurances of confidentiality, identify the Sycamore Park District as the sponsor, and provide a unique link for completing the internet survey.

Three weeks later, nonresponding individuals will be mailed a cover letter, the questionnaire, and a self-addressed, stamped envelope in which to return the questionnaire to CGS. The cover letter will explain the purpose of the survey and how the results will be used, express assurances of confidentiality, identify the Sycamore Park District as the sponsor, and provide a web address and unique password for completing the online survey. The cover letter will also include the telephone number of the Project Director if the individual has questions about the survey.

Telephone reminder calls will be made to individuals who do not respond to the online or mail survey.

DATA ANALYSIS

Frequencies of responses for all questions will be produced overall, as well as crosstabs of key demographic variables, including but not limited to respondent's gender, respondents' age, location of the household within the Park District, years living in the Park District, whether the household is a user of the Park District, and children in the household. Content analysis will be conducted on all open-ended responses and key themes will be identified.

FINAL REPORT AND PRESENTATION

A written report of the results, including executive summary, survey background, methodology, findings, conclusions, survey instrument, and verbatim comments will be provided in an electronic format.

An in-person presentation of the survey findings will be provided.

SCHEDULE

We estimate, based on similar past projects, that it will take approximately 3.5 months to complete the project.

COSTS

The cost for conducting the work described above is **\$14,000** and is guaranteed through December 31, 2023. The proposed figure includes all personnel costs as well as travel. Costs have been broken out by project activities below.

Description of Activity	Cost
Initial project meeting	
Questionnaire design and pretest	
Spanish translation of questionnaire	\$1,000
Sample selection	\$1,500
Data collection	\$8,500
Data analysis	\$1,500
Final report and presentation	\$1,500
Total	\$14,000

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: October 24, 2023

STAFF RECOMMENDATION

AGENDA ITEM: UNCLAIMED PROPERTY: Information Only

BACKGROUND INFORMATION: The State of Illinois requires us to submit on an annual basis, all unclaimed property that is older than three years. That report is filed by November 1. This is something that I was not made aware of until 2015. And even then, I found it challenging to get much guidance on how to complete this process. Unfortunately time also was a factor in not completing this project. After hiring Karrie Kirk, I decided that this was a project I was going to give her. After months of research, both on the procedures and our outstanding checks, Karrie has prepared a file to submit to the state by November 1. She also indicated that we should file a Voluntary Disclosure Agreement (VDA). This is recommended for first-time reporters that should have been reporting in the past. It is intended so that the Treasurer does not impose fines and penalties for previous non-compliance. The VDA will be filed with the unclaimed property. Once the report is filed, the unclaimed property has to be given to the state. The total is less than \$3,200.

FISCAL IMPACT: There is no fiscal impact. These amounts have already been expensed in previous years. The total dollar amount will be sent to the state so it will no longer be a reconciling item on our bank statement.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:





SYCAMORE PARK DISTRICT

100th Anniversary Celebration

TUESDAY, NOVEMBER 28 @ 7PM

Sycamore Golf Club Clubhouse

The Sycamore Park District was established and its first Board of Commissioners voted into office on November 27, 1923.

Save the Date for a celebration and time capsule activity following the November Board meeting.