



Sycamore Park District
 Regular Board Meeting
 November 28, 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: October 24, 2023 (Voice Vote)
 Executive Session Minutes: October 24, 2023 (Voice Vote) (To Remain Confidential)

APPROVAL OF MONTHLY CLAIMS:

8. Claims Paid Since Board Meeting (Roll Call Vote)
26. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

30. Superintendent of Finance Monthly Report
32. Budget
46. Superintendent of Recreation Monthly Report
50. Superintendent of Golf Operations Monthly Report
53. Superintendent of Parks and Facilities Monthly Report
57. Marketing & Community Outreach Manager
59. Executive Director Monthly Report

CORRESPONDENCE:

61. Self Defense Class: Cindy

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

AGENDA**November 28, 2023, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

- 63. Park/Construction Updates: Jonelle/Jeff
 - Great Western Trail seg. 2 (ES)
 - Reston Ponds
 - North Grove
 - Solar Panels
 - Community Garden Area
 - District Softball field
- 64. Mobile Stage for Good Tymes area: Jonelle
- 99. Open positions: Jonelle/Jackie
 - Superintendent of Golf
- 100. Budget Draft: Jackie

NEW BUSINESS:

- 102. Resolution 02-2023: A resolution determining the amounts of money exclusive of election costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District: Jackie (Roll Call)
- 107. Award bid for annual GO Bond: Jackie (Roll Call)
- 108. Ordinance 05-2023: AN ORDINANCE providing for the issue of \$607,685 General Obligation Limited Tax Park Bonds, Series 2023, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of certain outstanding bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. - (Roll Call)
- 131. Golf Survey Results: Jonelle/Kirk
- 132. Field Rates 2024: Lisa/Jeff (Roll Call)
 - Holiday Party: Jonelle

Special Announcements**Potential Study Session December 5 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, October 24, 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 6:02 p.m. on Tuesday, October 24, 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. Commissioner Graves arrived at 6:20 pm.**

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

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting: **Commissioner Graves absent at this time. He arrived at 6:20 pm.**

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 Doty moved to approve the September 26, 2023, Regular Meeting Minutes.
Commissioner Ackmann seconded the Motion.

Voice Vote

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

Claims and Accounts Approval

Motion

Commissioner Doty moved to approve and pay the bills in the amount of \$100,234.26.
Commissioner Ackmann seconded the Motion.

Roll Call

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

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Correspondence –

- IAPD Best of the Best Awards Gala
- Thank You from Nicholas's Parents

Public Input – Director Bailey noted about the Best of the Best Gala, 100 anniversary declaration, and the Medal Gold Award. Each board member has a packet from the actual award ceremony.

Positive Feedback –

- President Kroeger noted the golf course is doing awesome.
- Jeanette Freeman noted that concessions did an awesome job for the last Saturday of softball by having 60 hotdogs ready and kept warm for the in between games lunch for the 3rd/4th grade level. Between Melissa, Missy and the staff working that day (Joey and Kaeden) they did a great job.

Plan Commission: Commissioner Strack noted there were three items discussed.

1. Townhomes behind Meijers requested a variance to give a 25 feet setback instead of 30 ft.
2. Chris Mayer, who is the owner of the Ideal Industrial Park is looking to put in a dinner/banquet reception facility. There is an ordinance that you can't serve liquor within 100 feet of a church. This was just a workshop on this so no decisions were made.
3. Behind Hobnobbers there is some vacant ground that has been designated commercial space since developed. Steve Glasgow and a group of investors have owned this land for 18 years without any activity. They made a proposal to put apartments on three lots. The challenge is the developer wants a density above the high density the city has. If they build what they want, it would be around 96 apartments.

Commissioner Strack noted he is looking for direction from the board. The board noted they would be in support of the dinner club with the change in the setback. The board noted they would not support the high density for the apartment project.

Commissioner Strack brought up the new fire station. He has spoken with the city council as a private citizen. He feels it is more of a want and not a need. Director Bailey noted there will be a conversation meeting on November 8th at the fire department.

Old Business:

Construction Updates:

- **GWT:** Director Bailey noted this will be discussed in executive session.
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- **Reston Ponds:** Supt. Donahoe noted they are working on the parking lot, some of the trail and base for the pickleball courts and other things.

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- **North Grove:** Director Bailey noted we now have the quit claim deed and has been filed with the county. We officially own the property.
- **Solar Panels:** Director Bailey noted the initial engineering meeting took place and we will have the construction meeting soon.
- **District Softball field:** Director Bailey noted the bid opening is on November 9th. The school will have the final decision and they will be making the payments. Construction should start early summer with the field in place fall of 2025.
- **Community Garden Area:** Director Bailey noted she will be setting up a meeting with Cornerstone principal and the mayor.

Conduct Ordinance Change: Director Bailey noted we have had parasailers at the soccer complex. We are requesting they have a permit, so we changed our conduct ordinance for this.

Motion

Commissioner Doty moved to approve the conduct ordinance change as presented.
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 5-0.

Open Positions:

Superintendent of Golf Updates: Director Bailey noted we have an interview next week and will go from there.

Naturalist: Director Bailey noted this job description has been updated and sent out to staff to review. We will post in early December through the end of January.

New Business

First Draft of the budget: Supt. Hienbuecher noted this is the first draft of the capital budget.

IAPD Business meeting delegate: Director Bailey noted she will attend the meeting, but we need a backup. Our delegate will be Jonelle Bailey with President Kroeger as 1st alternate and Commissioner Graves as 2nd alternate.

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

Motion

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

Roll Call

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

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2024 Training Budget: Director Bailey note this includes training for staff and board members.

Motion

Commissioner Doty moved to approve the training budget as presented. Commissioner Ackmann seconded the Motion.

Roll Call

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

2024 Rates/Fees –

Facility:

Motion

Commissioner Doty moved to approve the facility rates as presented. Commissioner Ackmann seconded the Motion.

Roll Call

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

Golf:

Motion

Commissioner Strack moved to approve the golf rates as presented. Commissioner Graves seconded the Motion.

Roll Call

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

Mobile Stage for Good Tymes area: Director Bailey noted she will have more information on other options at next month's meeting. She gave some information on a mobile stage and showed a video on it. There was some discussion.

Community Survey Proposal: Director Bailey noted that in our strategic plan we have a community survey planned for 2024/2025 so we can better prepare for what the community is looking for. We are looking at using the NIU Center for Governmental Studies for this. We can structure the questions so we can specifically ask what we need to focus on. Commissioner Strack asked if we could have a group of citizens look at the survey before it goes out to the community.

Motion

Commissioner Doty moved to approve the community survey as presented. Commissioner Graves seconded the Motion.

Roll Call

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

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Unclaimed Property: Supt. Hienbuecher noted this is just to let the board be aware that this is happening. We must issue a check to the state in the amount of uncashed checks, and they hold it until someone claims it.

100th Anniversary Celebration: Director Bailey noted that after our next board meeting, we will have a small celebration. She told the board we will be bringing items we want to put in our time capsules so if they have anything to bring that night.

Special Announcements – None

November Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:30 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Doty.

Roll Call

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

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:33 pm. The roll was called with Commissioners Ackmann, Doty, Graves, Strack and Kroeger present along with Director Bailey, Recording Secretary Freeman, and Supt. Hienbuecher.

Motion

The Board adjourned the Executive Session at 7:54 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

The Board reconvened to Regular Session at 7:54 pm. The roll was called with Commissioners Ackmann, Doty, Graves, Strack and Kroeger present.

Motion

The Board adjourned the Regular Session at 7:54 p.m. on a motion made by Commissioner Doty. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 11/21/2023
 TIME: 07:41:50
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 10/19/2023 TO 11/20/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET		ACUSHNET COMPANY							
	300505602	01 RETURN OF VELOCITY GOLF BALLS	501000001300	10/13/23		66652	10/19/23	489.29	-135.00 -135.00
	916701833	01 TITLEIST PRO-V1X DOZEN	501000001300	10/13/23	00006546	66652	10/19/23	489.29	123.81 124.50 -2.49 1.80
		02 DISC INV 916701833	501000001300		00006546				
		03 SHIPPING INV 916701833	501000001300		00006546				
	916704432	01 TITLEIST PRO-V1X DOZEN	501000001300	10/16/23		66652	10/19/23	489.29	500.48 498.00 12.44 -9.96
		02 SHIPPING INV 916704432	501000001300		00006534				
		03 DISC INV 916704432	501000001300		00006534				
	916723773	01 TILTEIST WINTER CAPS	501000001301	10/19/23		66669	10/20/23	182.71	182.71 180.00 6.31 -3.60
		02 SHIPPING INV 916723773	501000001301		00006552				
		03 DISC INV 916723773	501000001301		00006552				
	916728887	01 WINTERSOFT GLOVES	501000001301	10/20/23		66684	10/24/23	327.60	327.60 324.00 10.08 -6.48
		02 SHIPPING INV 916728887	501000001301		00006554				
		03 DISC INV 916728887	501000001301		00006554				
ADVANCE		ADVANCE AUTO PARTS						VENDOR TOTAL:	999.60
	2454-487569	01 CREDIT OF TAX	1015000666403	07/10/23		66720	11/07/23	1,081.77	-0.97 -0.97
	2454-491925	01 HYD HOSE REPL-FITTINGS	5041000666403	10/04/23		66720	11/07/23	1,081.77	133.99 133.99
	2454-491948	01 ROUGH MOWER BATTERIES	1015000666403	10/04/23		66720	11/07/23	1,081.77	497.58 165.86 165.86 165.86
		02 ROUGH MOWER BATTERIES	2021000666403						
		03 ROUGH MOWER BATTERIES	5041000666403						
	2454-491988	01 BATTERY RETURN	1015000666403	10/05/23		66720	11/07/23	1,081.77	-44.00 -44.00
	2454-492039	01 HOSE FITTINGS-MOWER HYDRAULIC	1015000666403	10/06/23		66720	11/07/23	1,081.77	132.30 66.15 66.15
		02 HOSE FITTINGS-MOWER LINES	2021000666403						

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-492301	01 ENGINE OIL - SHOP	101500076515	10/11/23	11/07/23	66720	1,081.77	34.93 34.93
	2454-492522	01 TWIN PACK - BATTERIES	101500076500	10/16/23	11/07/23	66720	1,081.77	11.69 11.69
	2454-493067	01 VAN POWER WINDOW SWITCH	101500066402	10/25/23	11/07/23	66720	1,081.77	76.25 76.25
	2454-493081	01 TRUCKS VENT WINDOW GUARDS	101500066402	10/26/23	11/07/23	66720	1,081.77	94.74 31.58
		02 TRUCKS VENT WINDOW GUARDS	202100066402					31.58
		03 TRUCKS VENT WINDOW GUARDS	504100066402					31.58
	2454-493223	01 VAN WINDOW REPAIR PARTS	101500066402	10/30/23	11/07/23	66720	1,081.77	145.26 145.26
AFLAC	AFLAC						VENDOR TOTAL:	1,081.77
	584386	01 AFLAC - PRE TAX	10100002006	10/12/23	10/20/23	66682	502.82	502.82
		02 AFLAC - AFTER TAX	10100002007					474.02 28.80
AIRGAS	AIRGAS USA LLC						VENDOR TOTAL:	502.82
	5503000487	01 SHOP WELDING TANK RENTAL	101500066401	10/31/23	11/08/23	66726	40.12	40.12 40.12
ANCEL	ANCEL GLINK, P.C.						VENDOR TOTAL:	40.12
	99405	01 CORPORATE MATTERS	101000036120	10/09/23	10/20/23	66670	2,503.75	2,503.75
		02 TAX EXEMPTIONS	101000036120					2,063.75 440.00
ARTHU	CLESENS, INC.						VENDOR TOTAL:	2,503.75
	7073-00	01 FAIRWAY FERTILIZER-INSECTICIDE	504100076506	06/26/23	10/25/23	66690	424.59	424.59
		02 FAIRWAY FERTILIZER-INSECTICIDE	504100076507					212.29 212.30
							VENDOR TOTAL:	424.59

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

FROM 10/19/2023 TO 11/20/2023

DATE: 11/21/2023
TIME: 07:41:50
ID: AP450000.WOW

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BSN	BSN SPORTS								
	923246149	01 BASKETBALL NETS-PARKS	101500066407	10/09/23		66653	10/19/23	39.96	39.96
BURRI		BURRIS EQUIPMENT CO.							
	PS3015394-1	01 CREDIT - RETURN	101500066403	09/20/23		66654	10/19/23	2,216.44	-242.03
		02 CREDIT - RETURN	202100066403						-80.67
		03 CREDIT - RETURN	504100066403						-80.69
	SW3005513-1	01 MOWER DECK-MOTOR REPAIRS	101500066403	10/10/23		66654	10/19/23	2,216.44	2,458.47
		02 MOWER DECK-MOTOR REPAIRS	202100066403						819.49
		03 MOWER DECK-MOTOR REPAIRS	504100066403						819.49
BYERS		BYERS BREWING COMPANY							
	1610	01 SIP N SAVOR SUPPLIES	206095126216	07/08/23		66691	10/30/23	137.60	137.60
CAPITALO		CAPITAL ONE							
	1651653489	01 BRED/CHRCL/LIGT FLUID	303500086640	10/19/23		66737	11/09/23	253.75	253.75
		02 HAMBURGER BUNS	303000086613						38.17
		03 LETTUCE/ONION	303000086629						6.90
		04 DISH SOAP	303000076510						6.12
		05 STEAK SAUCE/MARGARINE	303500086640						3.97
		06 HAMBURGER BUNS	303000086613						12.50
		07 BREAKFAST SANDWICHES	303300086610						6.90
		08 BAGELS	303000086610						23.24
		09 CREAM CHEESE	303000086610						4.32
		10 EGGS	303000086610						2.12
		11 BREAD	303000086612						2.36
		12 ONION	303000086629						2.32
		13 ENGLISH MUFFINS	303000086610						2.68
		14 CAN POP	303000086631						2.48
		15 BOTTLE WATER	207500046216						49.80
		16 COFFEE	303000086632						6.28
		17 BREAD	303000086612						10.24
		18 LETTUCE	303000086629						2.32
		19 HOT DOG BUNS	303000086615						3.54
		20 CREAMER	303000086632						5.52
									7.36
		VENDOR TOTAL:						2,216.44	
		VENDOR TOTAL:						137.60	
		VENDOR TOTAL:						253.75	

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	1651653489			10/19/23		66737	11/09/23	253.75	253.75
		21 LIMES	303000086636		00006547				2.28
		22 COFFEE	303000086632		00006548				15.09
		23 ART IN THE PARK SUPPLIES	206194066216		00006548				37.24
CEDAR							VENDOR TOTAL:		253.75
	926391	01 GOLF CART TIRES	504000066409	10/18/23		66655	10/19/23	125.37	125.37
	926816	01 ROUGH MOWER TIRE	101500066403	10/23/23		66697	11/06/23	272.37	146.08
	926836	01 ROUGH MOWER TIRE	101500066403	10/23/23		66697	11/06/23	272.37	146.08
CHEMART							VENDOR TOTAL:		397.74
	1119955	01 100TH ANNIV ORNAMENTS	101200046223	10/13/23		66698	11/06/23	3,362.97	3,362.97
CHICA							VENDOR TOTAL:		3,362.97
	2116-239	01 HANDICAP SERVICES	504000036127	11/01/23		66699	11/06/23	120.00	120.00
CINTA							VENDOR TOTAL:		120.00
	4168609769	01 RAG & RUG SERVICE	101500056301	09/22/23		66673	10/20/23	374.76	31.58
		02 RAG & RUG SERVICE	504100056301						11.70
		03 RAG & RUG SERVICE	201000056301						11.69
		04 RAG & RUG SERVICE	101000056301						4.09
	4168609839	01 RAG & RUG SERVICE	201000056301	09/22/23		66673	10/20/23	374.76	18.70
	4168609894	01 RAG & RUG SERVICE	207500056301	09/22/23		66673	10/20/23	374.76	18.70
	41693761997	01 RAG & RUG SERVICE	101500056301	09/29/23		66673	10/20/23	374.76	43.41
		02 RAG & RUG SERVICE	504100056301						43.41
		03 RAG & RUG SERVICE	201000056301						31.58
									11.70
									11.69
									4.09

DATE: 11/21/2023
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/19/2023 TO 11/20/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
41693761997	04	RAG & RUG SERVICE	101000056301	09/29/23		66673	10/20/23	374.76	31.58 4.10
4169376205	01	RAG & RUG SERVICE	201000056301	09/29/23		66673	10/20/23	374.76	18.70 18.70
4169376232	01	RAG & RUG SERVICE	207500056301	09/29/23		66673	10/20/23	374.76	43.41 43.41
4170083228	01	RAG & RUG SERVICE	101500056301	10/06/23		66673	10/20/23	374.76	31.58 11.70
	02	RAG & RUG SERVICE	504100056301						11.69
	03	RAG & RUG SERVICE	201000056301						4.09
	04	RAG & RUG SERVICE	101000056301						4.10
4170083255	01	RAG & RUG SERVICE	201000056301	10/06/23		66673	10/20/23	374.76	18.70 18.70
4170083277	01	RAG & RUG SERVICE	207500056301	10/06/23		66673	10/20/23	374.76	43.41 43.41
4170775469	01	RAG & RUG SERVICE	101500056301	10/13/23		66673	10/20/23	374.76	31.58 11.70
	02	RAG & RUG SERVICE	504100056301						11.69
	03	RAG & RUG SERVICE	201000056301						4.09
	04	RAG & RUG SERVICE	101000056301						4.10
4170775471	01	RAG & RUG SERVICE	207500056301	10/13/23		66673	10/20/23	374.76	43.41 43.41
4170775590	01	RAG & RUG SERVICE	201000056301	10/13/23		66673	10/20/23	374.76	18.70 18.70
CINTA2	CINTAS CORP							VENDOR TOTAL:	374.76
5181054892	01	1ST AID REFILL - COMM CTR	207500076510	10/24/23		66700	11/06/23	56.39	56.39 56.39
8406448390	01	1ST AID REFILL - MAINT	101500076513	09/29/23		66656	10/19/23	42.53	42.53 42.53
8406495234	01	1ST AID STOCK - MIANT	101500076513	10/27/23		66721	11/07/23	33.85	33.85 11.61
	02	1ST AID STOCK - MIANT	202100076513						11.61
	03	1ST AID STOCK - CC	101500076513						5.31
	04	1ST AID STOCK - CC	202100076513						5.32

FROM 10/19/2023 TO 11/20/2023

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:	132.77
	006751-103123	01 WATER/SEWER - MAINT	101500096704	10/31/23		66738	11/09/23	3,124.83	218.34
									218.34
	006752-103123	01 WATER/SEWER - CC	207500096704	10/31/23		66738	11/09/23	3,124.83	2,906.49
									2,906.49
CMJ	CMJ TECHNOLOGIES, INC.							VENDOR TOTAL:	3,124.83
	17949	01 FORTIGATE - RENEWAL	101000046206	10/01/23		66657	10/19/23	2,905.00	510.00
		02 FORTIGATE - RENEWAL	201000046206						255.00
									255.00
	18055	01 OFFICE 365	101000046206	10/01/23		66657	10/19/23	2,905.00	2,395.00
		02 OFFICE 365	201000046206						372.50
		03 MONTHLY MAINT	101000056304						372.50
		04 MONTHLY MAINT	201000056304						825.00
									825.00
COMCA	COMCAST							VENDOR TOTAL:	2,905.00
	0468024-1023	01 INTERNET	101000096706	10/10/23		66685	10/24/23	637.16	637.16
		02 INTERNET	201000096706						129.95
		03 CABLE	207500096705						129.95
									377.26
COMMO	COMMONWEALTH EDISON							VENDOR TOTAL:	637.16
	0558722008-0923	01 BASEBALL CONC	303300096702	10/19/23		66658	10/19/23	9,482.10	9,482.10
		02 POOL	518100096702						264.45
		03 MAINT	101500096702						162.69
		04 MAINT	504100096702						73.95
		05 CART BLDG	504000096702						73.95
		06 CLUBHOUSE	303000096702						46.89
		07 PROSHOP	504000096702						160.99
		08 ADMIN	101000096702						160.99
		09 ADMIN	201000096702						375.65
		10 ELECTRONIC SIGN	101000096702						375.65
		11 ELECTRONIC SIGN	201000096702						19.67
		12 COMM CTR	207500096702						19.67
									7,747.55

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
103123		01 0351055064-FOUNDERS	101500096702	10/31/23	11/09/23	66739	1,234.41	1,234.41
		02 2830131187-OLD MILL	101500096702					23.82
		03 2103121091-BOYNTON	101500096702					25.96
		04 0443066019-KIWANIS	101500096702					14.26
		05 0953017019-CASSIER	101500096702					46.42
		06 2283731048-SYC LAKE	101500096702					19.77
		07 2789257005-WETZEL PARK	101500096702					54.72
		08 2451374004-MAINT BLDG	101500096702					59.01
		09 2451374004-MAINT BLDG	504100096702					287.75
		10 2451374004-MAINT BLDG	202100096702					287.75
								414.95
2451374004-0923		01 MAINT BLDG	101500096702	10/04/23	10/19/23	66659	944.09	944.09
		02 MAINT BLDG	504100096702					267.87
		03 SPORTS COMPLEX	202100096702					267.87
								408.35
CONS							VENDOR TOTAL:	11,660.60
121021823		01 DIESEL - TANK 1-NEW SHOP	101500076515	10/31/23	11/06/23	66701	1,821.02	1,345.07
		02 DIESEL - TANK 1-NEW SHOP	202100076515					1,008.80
								336.27
121021824		01 GASOLINE - TANK 2 NEW SHOP	101500076515	10/31/23	11/06/23	66701	1,821.02	475.95
		02 GASOLINE - TANK 2 NEW SHOP	202100076515					356.96
								118.99
DEKALB LAWN & EQUIPMENT CO.							VENDOR TOTAL:	1,821.02
93253		01 2 CYCLE EQUIP FUEL-OIL MIX	101500076515	10/16/23	10/19/23	66660	27.00	27.00
93545		01 TORO ZERO TURN MOWER BLADES	202100066403	11/03/23	11/08/23	66727	80.70	80.70
DEKALB IMPLEMENT CO.,							VENDOR TOTAL:	107.70
245778		01 TIRE, RIM, SEAL - UTILITY CART	101500066402	10/17/23	11/08/23	66728	335.18	335.18
		02 TIRE, RIM, SEAL - UTILITY CART	504100066402					111.73
		03 TIRE, RIM, SEAL - UTILITY CART	202100066402					111.73
								111.72

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
DOGWASTE		DOG WASTE DEPOT					VENDOR TOTAL:	335.18
	578676	01 WASTE BAGS- DOG PARK	101500076540	10/31/23	11/06/23	66702	140.00	140.00
							VENDOR TOTAL:	140.00
ECO		ECOWATER SYSTEMS, INC.					VENDOR TOTAL:	140.00
	130856-092823	01 SALT	101000056300	09/28/23	10/20/23	66674	35.00	35.00
		02 SALT	201000056300					17.50
								17.50
							VENDOR TOTAL:	35.00
ELITEGAR		ELITE GARAGE DOOR SERVICE, LLC					VENDOR TOTAL:	2,070.00
	08-29-23	SERVICE		08/29/23	10/20/23	66683	2,070.00	2,070.00
		01 SHOP GARAGE DOOR PARTS/REPAIR	101500056300					690.00
		02 GARAGE DOOR REPAIR	504100056300					690.00
		03 GARAGE DOOR REPAIR	202100066401					690.00
							VENDOR TOTAL:	2,070.00
EUCL		EUCLID BEVERAGE LTD.					VENDOR TOTAL:	396.00
	W-3745018	01 KEG BEER	303000086634	10/13/23	10/20/23	66675	396.00	396.00
		02 KEG BEER	303000086634					202.00
		03 KEG RETURN	303000086634					216.00
		04 DELIVERY	303000086634					-30.00
								8.00
							VENDOR TOTAL:	396.00
FINN		FINNEY'S ELECTRIC					VENDOR TOTAL:	143.00
	25176	01 OLD SHOP DEMO - ELECTRICAL	701000207008	10/24/23	11/06/23	66703	143.00	143.00
							VENDOR TOTAL:	143.00
FRONTIER		FRONTIER					VENDOR TOTAL:	604.29
	0670-100723	01 ADMIN	101000096700	10/07/23	10/20/23	66676	604.29	604.29
		02 ADMIN	201000096700					302.15
								302.14
							VENDOR TOTAL:	604.29

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SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
GORDH		GORDON HARDWARE							
	934053	01 BAR SPRING - DEERE BLOWER	101500066402	11/07/23		66729	11/08/23	4.99	4.99
GRAI		GRAINGER							
	9896816551	01 BLOWER LIMIT SWITCH	101500066402	11/07/23		66722	11/08/23	21.21	21.21
								VENDOR TOTAL:	4.99
GROUPPL		GROUP PLAN SOLUTIONS							
	3474	01 FSA OCT	101000106801	10/03/23		66661	10/19/23	60.50	60.50
		02 FSA OCT	201000106801						30.25
									30.25
HARR		HARRIS COMPUTER SYSTEMS							
	MSIMN000635	01 ANNUAL MAINT	101000001102	08/28/23		66677	10/20/23	6,805.47	6,805.47
		02 ANNUAL MAINT	101000046206						295.64
									6,509.83
								VENDOR TOTAL:	6,805.47
HERSCHER		HERSCHER C.U.S.D. NO. 2							
	2022 GO BOND	01 INTEREST	601000156900	09/06/23		66678	10/20/23	592,617.79	592,617.79
		02 PRINCIPLE	601000156901						18,402.79
									574,215.00
								VENDOR TOTAL:	592,617.79
HORN		HORNUNG'S PRO GOLF SALES INC.							
	535093	01 WINN MEDALLIST PUTTER GRIP	501000001303	10/23/23		66704	11/06/23	96.14	96.14
		02 WINN MIDSIZE PUTTER GRIPS	501000001303						24.45
		03 WINN JUMBO PUTTER GRIP	501000001303						25.50
		04 DISC INV 535093	501000001303						35.40
		05 SHIPPING INV 535093	501000001303						-1.70
									12.49
								VENDOR TOTAL:	127.63
	535323	01 GOLF PRIDE MCC PLUS 4 GRAY	501000001303	11/13/23		66742	11/17/23	127.63	127.63
		02 DISCOUNT INV 535323	501000001303						117.48
		03 SHIPPING INV 535323	501000001303						-2.34
									12.49

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ILLTRES		ILLINOIS ST TREASURER'S OFFICE							223.77
		UNCLAIMED PROPERTY							
		01 ILL UNCLAIMED PROP SUBM	101000002102	10/30/23		66692	10/30/23	3,143.75	3,143.75
									3,143.75
		VENDOR TOTAL:							3,143.75
INTERS		INTERSTATE BATTERIES ROCKFORD							
	300400127	01 MOWER BATTERY	101500066403	10/20/23		66730	11/08/23	182.90	121.95
									121.95
	300400334	01 TORO CART BATTERY	202100066402	11/03/23		66730	11/08/23	182.90	60.95
									60.95
		VENDOR TOTAL:							182.90
LOWE		LOWE'S							
	903125-LVYODD	01 BLACKTOP ROAD PATCH	101500066406	10/12/23		66705	11/06/23	82.40	82.40
									82.40
		VENDOR TOTAL:							82.40
MARS		M.A.R.S., INC.							
	590716	01 STARTER REBUILD/REPAIR CART	101500066402	10/23/23		66706	11/06/23	110.00	110.00
									110.00
		VENDOR TOTAL:							110.00
MCDERMAI		MCDERMAID ROOFING							
	1055	01 CC ROOF LEAK REPAIRS	207500056300	11/02/23		66707	11/06/23	890.00	890.00
									890.00
		VENDOR TOTAL:							890.00
MCFHOLD		MCF HOLDINGS, LLC							
	2023246	01 WIPES	207000076510	10/26/23	00006555	66708	11/06/23	977.00	977.00
		02 SHIPPING	207000076510		00006555				792.00
									185.00
		VENDOR TOTAL:							977.00
MENA		MENARDS - SYCAMORE							
	1205	01 RUST REMOVER - SHOP	101500066401	10/19/23		66710	11/06/23	262.47	9.48
		02 HEX BOLTS PARKS	101500076511						7.99
									1.49

SYCAMORE PARK DISTRICT
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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
1445		01 CLEANING SUPPLIES	303000076510	10/23/23	00006556	66710	11/06/23	262.47	20.87 20.87
1575		01 ROAD PATCH - POT HOLES	101500066406	10/25/23		66710	11/06/23	262.47	91.31 35.92 26.88 28.51
		02 WINDSHIELD WASHER-BALL WASHERS	504100076500						
		03 SCREWS-BOLTS-NAILS-SHOP	101500076511						
1599		01 PUMPKIN FEST SUPPLIES	101200046214	10/25/23		66710	11/06/23	262.47	19.17 19.17
1608		01 WATER LINE BLOW OUT FITTING	101500066404	10/25/23		66710	11/06/23	262.47	12.28 4.99 7.29
		02 BLOW OUT ADAPTER	202100066404						
1671		01 SHOP - TOWELS	202100076500	10/26/23		66710	11/06/23	262.47	80.33 11.99 34.17 34.17
		02 ANTI FREEZE	101500066404						
		03 ANTI FREEZE	202100066404						
1719		01 STAPLE GUN-LIGHTS PARKS/SHOP	101500066407	10/27/23		66731	11/08/23	49.94	49.94 49.94
1875		01 WASHER FLUID-GOLF BALL WASHER	504100076500	10/30/23		66723	11/08/23	83.43	29.88 29.88
2028		01 CLR CLEANER-SHELTERS/SHOP	101500076510	11/01/23		66723	11/08/23	83.43	47.97 35.96 12.01
		02 SHOP BREAKROOM SUPPLIES	101500076500						
2124		01 CLOCK	207500046200	11/02/23	00006562	66723	11/08/23	83.43	5.58 5.58
705		01 SEED FEED STRAW	504100076500	10/11/23		66662	10/19/23	178.89	83.72 12.98 59.98 10.76
		02 LEAF RAKES	101500076512						
		03 SHOP CLEANING BRUSHES	202100076500						
757		01 SPORTS-CLIPS FOR CAGE NETS	202100076536	10/12/23		66662	10/19/23	178.89	58.37 22.41 35.96
		02 SEED-MULCH FOR PATCH SEEDING	202100076520						
771		01 FUEL CANS-DEBURR TOOL-BLADES	101500066401	10/12/23		66662	10/19/23	178.89	29.82 29.82

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
814	01	PAINT FOR SHOP	101500076500	10/13/23	10/19/23	66662	178.89	6.98
977	01	HOSE WASHERS, FILTERS	101500076511	10/16/23	11/06/23	66710	262.47	29.03
	02	SEA FOAM	101500076500					7.47
								21.56
							VENDOR TOTAL:	574.73
MR OUTHOUSE, INC								
7331	01	PORT-O-POTS	504100056309	10/06/23	11/06/23	66711	2,685.00	2,685.00
	02	PORT-O-POTS	101500056309					360.00
	03	PORT-O-POTS	202100056309					1,000.00
								1,325.00
7492	01	PORT-O-POTS	504100056309	11/03/23	11/17/23	66743	2,685.00	2,685.00
	02	PORT-O-POTS	101500056309					360.00
	03	PORT-O-POTS	202100056309					1,162.50
								1,162.50
							VENDOR TOTAL:	5,370.00
MYLESTRE								
MYLES TREE SERVICE								
INV0049	01	TREE WORK - SOCCER FIELDS	202100076501	11/09/23	11/17/23	66744	750.00	750.00
	02	TREE WORK - SOCCER FIELDS	101500076501					375.00
								375.00
							VENDOR TOTAL:	750.00
NELSO								
NELSON FIRE PROTECTION								
29568	01	5 YR FIRE SPRINKLER INSPECTION	207500056300	08/29/23	11/08/23	66724	740.00	740.00
								740.00
							VENDOR TOTAL:	740.00
NEWV								
NEW VALUES MAGAZINE								
5324	01	1/4 PG AD NOVEMBER	101200046208	11/08/23	11/08/23	66732	325.00	325.00
								325.00
							VENDOR TOTAL:	325.00
PDRMA								
PDRMA								
SEPT 2023								
	01	HEALTH INS PREM	101000106801	10/19/23	10/19/23	66663	25,387.53	25,387.53
	02	HEALTH INS PREM	101500106801					5,421.74
	03	HEALTH INS PREM	504100106801					1,488.35
	04	HEALTH INS PREM	504000106801					2,728.23
								1,377.24

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	SEPT 2023			10/19/23		66663	10/19/23	25,387.53	25,387.53
		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
PEPSI		PEPSI COLA GEN. BOT.						VENDOR TOTAL:	25,387.53
	17783105			10/04/23		66679	10/20/23	337.53	337.53
		01 BOTTLE WATER	303000086631		00006551				32.36
		02 BOTTLE POP	303000086631		00006551				58.56
		03 5 GAL BIB	303000086630		00006551				93.75
		04 3 GAL BIB	303000086630		00006551				117.36
		05 CO2 TANK	303000086630		00006551				35.50
PJO		PIONEER MFG/PIONEER ATHLETICS						VENDOR TOTAL:	337.53
	INV905728			10/06/23		66664	10/19/23	154.40	154.40
		01 PAINT FOR SOCCER	202100076524						91.90
		02 PAINT STICKS FOR SPRAY CANS	202100076537						45.00
		03 SHIPPING	202100076524						17.50
PIRTEK		PIRTEK ROCKFORD						VENDOR TOTAL:	154.40
	RT-T00004311			10/10/23		66665	10/19/23	147.17	147.17
		01 WORKMAN CART PARTS	101500066402						73.58
		02 WORKMAN CART PARTS	202100066402						73.59
PRIN		PRINCIPAL LIFE INS GROUP						VENDOR TOTAL:	147.17
	NOV 2023			11/09/23		66740	11/09/23	1,599.90	1,599.90
		01 DENTAL INSUREANCE PREM	101000106801						349.47
		02 DENTAL INSUREANCE PREM	101500106801						83.03
		03 DENTAL INSUREANCE PREM	504100106801						139.99
		04 DENTAL INSUREANCE PREM	504000106801						70.32
		05 DENTAL INSUREANCE PREM	201000106801						435.53
		06 DENTAL INSUREANCE PREM	202100106801						332.67
		07 DENTAL INSUREANCE PREM	207500106801						162.84
		08 DENTAL INSUREANCE PREM	303000106801						26.05
								VENDOR TOTAL:	1,599.90

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
RBDUMP	3769	01 REMOVAL-HAUL OLD BUILDING	701000207008	10/26/23		66693	10/31/23	3,428.00	3,428.00
									3,428.00
REIN	1946533-00	01 REPAIR PARTS	504100076505	09/01/23		66745	11/17/23	789.34	267.42
									267.42
	1946878-PAYBACK	01 PAY BACK OF CM #1946878-00	504100076505	11/17/23		66745	11/17/23	789.34	521.92
									521.92
	4073677-00	01 REPAIRS-UTILITY CART	504100066402	10/13/23		66666	10/19/23	4,119.35	3,569.84
		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
	6042034-00	01 HOSE ROUGH MOWER	101500066402	10/12/23		66666	10/19/23	4,119.35	295.36
									295.36
	6042290-00	01 ZERO TURN MOWER-BELTS-HUBS	202100066403	10/18/23		66666	10/19/23	4,119.35	254.15
									254.15
	6042440-00	01 CART CABLE ACCELERATOR	504000066409	10/20/23		66712	11/06/23	648.52	102.33
									102.33
	6042722-00	01 MOWER BLADE KIT	101500066403	10/25/23		66712	11/06/23	648.52	420.53
		02 MOWER BLADE KIT	202100066403						140.17
		03 MOWER BLADE KIT	504100066403						140.17
	6043082-00	01 MULCHING BLADES	101500066402	11/02/23		66712	11/06/23	648.52	125.66
									125.66
RINGCEN	RINGCENTRAL INC.							VENDOR TOTAL:	5,557.21
	CD_000661251	01 TELEPHONE	101000096700	09/22/23		66746	11/17/23	972.13	972.13
		02 TELEPHONE	201000096700						486.06
									486.07

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SELDAL	CD_000679338	01 TELEPHONE	101000096700	10/22/23		66713	11/06/23	1,007.16	1,007.16
		02 TELEPHONE	201000096700						503.58
									503.58
		VENDOR TOTAL:							1,979.29
SELDAL	5742	01 REPAIR URINAL AT CLUBHOUSE	101000066401	10/16/23		66667	10/19/23	100.00	100.00
									100.00
									100.00
		VENDOR TOTAL:							100.00
SHAW	102310027030	01 PUMPKIN AD	101200046208	10/31/23		66714	11/06/23	570.98	570.98
		02 HS FIELD AD	101000046203						460.00
		03 HS FIELD AD	201000046203						55.49
									55.49
		VENDOR TOTAL:							570.98
SOFT	2652-0923	01 RENT - WATER - CUPS	101500076500	09/30/23		66680	10/20/23	121.15	121.15
									121.15
		VENDOR TOTAL:							121.15
SPECFLOO	5094	01 FITNESS STUDIO RESURFACING	207500056300	10/27/23	00006557	66715	11/06/23	500.00	500.00
									500.00
		VENDOR TOTAL:							500.00
STAPLES	3551206536	01 PAPER - STAPLES	101000046200	10/28/23		66716	11/06/23	49.15	49.15
		02 PAPER - STAPLES	201000046200						24.57
									24.58
		VENDOR TOTAL:							49.15
SWEDELEC	14141	01 RELAYS-WIRING REPAIRS-	207500056300	10/26/23		66733	11/08/23	637.00	637.00
									637.00
		VENDOR TOTAL:							637.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001614	KROEGER, WILLIAM							
	NRPA REIMB			10/24/23	10/24/23	66686	308.34	308.34
	01 NRPA UBER-FOOD REIMB		101000046207					190.70
	02 NRPA UBER-FOOD REIMB		201000046207					117.64
							VENDOR TOTAL:	308.34
T0001792	REX, SARAH							
	REIMB - SUPPLIES			10/31/23	10/31/23	66694	92.73	82.78
	01 PUMPKIN FEST SUPPLIES REIMB		101200046214					37.99
	02 LIBRARY PUMPKIN SUPPL REIMB		101200046214					30.87
	03 LIBRARY PUMPKIN SUPPL REIMB		101200046214					13.92
	REIMB NRPA UBER			10/31/23	10/31/23	66694	92.73	9.95
	01 REIMB UBER NRPA		101000046207					4.97
	02 REIMB UBER NRPA		201000046207					4.98
							VENDOR TOTAL:	92.73
T0001814	WHALEN, TERRY							
	REFUND			10/24/23	10/24/23	66687	156.00	156.00
	01 REFUND		201000002150					156.00
							VENDOR TOTAL:	156.00
T0001815	RUEGGE, ANA							
	REFUND			10/24/23	10/24/23	66688	75.00	75.00
	01 REFUND		201000002150					75.00
							VENDOR TOTAL:	75.00
TYLER	TYLER ENTERPRISES							
	65909			09/08/23	10/20/23	66681	618.75	618.75
	01 FAIRWAY-GREEN FUNGICIDE		504100076507					618.75
	66266			10/30/23	11/06/23	66717	1,804.00	1,804.00
	01 FUNGICIDE- REGULATOR		504100076506					500.00
	02 FUNGICIDE- REGULATOR		504100076507					1,304.00
							VENDOR TOTAL:	2,422.75
UNIT2	UNITED STATES POSTAL SERVICE							
	WINTER SPRING 2024			11/08/23	11/08/23	66734	1,876.43	1,876.43
	01 WINTER-SPRING BROCHURE 2024		206500046202					1,876.43

FROM 10/19/2023 TO 11/20/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VULC		VULCAN MATERIALS CO.							
	33401273	01 SPORTS FIELDS SCREENINGS	202100076509	10/20/23		66718	11/06/23	994.05	248.56 248.56
	33407898	01 BB FIELD - LOT SCREEN ROCK	101500076509	10/27/23		66718	11/06/23	994.05	255.14 255.14
	33411226	01 ROAD ROCK - SCREENINGS	101500066406	10/31/23		66718	11/06/23	994.05	490.35 122.58 122.58 122.58 122.61
		02 ROAD ROCK - SCREENINGS	101500076509						
		03 ROAD ROCK - SCREENINGS	202100076509						
		04 ROAD ROCK - SCREENINGS	202100076533						
WAGN		WAGNER AGGREGATE, INC.						VENDOR TOTAL:	994.05
	41588	01 BALLFIELD MIX-REPAIRS	202100076533	11/04/23		66725	11/08/23	253.70	253.70 253.70
								VENDOR TOTAL:	253.70
								TOTAL --- ALL INVOICES:	705,977.32

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 11/21/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
9168322175	11/16/23	01	TITLEIST STAND BAG	501000001304	00006565		11/21/23	164.50
		02	SHIPPING INV 916832175	501000001304	00006565			15.00
		03	DISC INV 916832175	501000001304	00006565			-3.29
							INVOICE TOTAL:	176.21
							VENDOR TOTAL:	176.21
AFLAC AFLAC								
942555	11/12/23	01	AFLAC - PRE TAX	101000002006			11/21/23	474.02
		02	AFLAC - AFTER TAX	101000002007				28.80
							INVOICE TOTAL:	502.82
							VENDOR TOTAL:	502.82
CITY CITY OF SYCAMORE								
OCTOBER 2023	11/21/23	01	CITY SALES TAX - CH	303000116852			11/21/23	45.00
		02	CITY SALES TAX ART IN THE PARK	206194066230				5.00
		03	CITY SALES TAX - WRESTLING	207500086230				9.00
		04	CITY SALES TAX - CATERING	303500116852				36.00
		05	CITY SALES TAX - VENDING	207500086650				11.00
							INVOICE TOTAL:	106.00
							VENDOR TOTAL:	106.00
DEKA DEKALB LAWN & EQUIPMENT CO.								
93776	11/17/23	01	GAS/OIL FOR SMALL EQUIP	202100066403			11/21/23	27.00
							INVOICE TOTAL:	27.00
							VENDOR TOTAL:	27.00
HARRG HARRIS GOLF CARS SALES & SERVI								
01-356617	11/09/23	01	GOLF CART FRAME SHOCK SYSTEM	504000066409			11/21/23	152.44
							INVOICE TOTAL:	152.44
							VENDOR TOTAL:	152.44

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/21/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA	MENARDS - SYCAMORE							
2523	11/08/23	01	SOAP	207000076500	00006563		11/21/23	14.88
							INVOICE TOTAL:	14.88
2534	11/08/23	01	TOOLS AND ORGANIZER-SHOP	101500076512			11/21/23	30.00
		02	BREAKROOM SUPPLIES	101500076500				14.69
							INVOICE TOTAL:	44.69
2580	11/09/23	01	LAWN SEED BLANKET-STARTER FERT	202100076521			11/21/23	17.59
							INVOICE TOTAL:	17.59
2638	11/10/23	01	REFRIG & HOSES - SHOP BREAKROO	504100066400			11/21/23	269.34
		02	REFRIG & HOSES - SHOP BREAKROO	101500066400				269.34
		03	REFRIG & HOSES - SHOP BREAKROO	202100066400				269.34
		04	BATTERIES - SHOP	101500076500				11.99
							INVOICE TOTAL:	820.01
							VENDOR TOTAL:	897.17
PLAY	PLAYERS GOLF CARS							
25445	11/07/23	01	CART RENTALS - 10/28	504000036126			11/21/23	1,800.00
							INVOICE TOTAL:	1,800.00
							VENDOR TOTAL:	1,800.00
RONDO	RONDO ENTERPRISES, INC.							
179323	11/08/23	01	4-WHEELER PLOW WIRING	101500066402			11/21/23	3.95
							INVOICE TOTAL:	3.95
179573	11/17/23	01	TRAILER HITCH-LIGHTS WIRING	101500066402			11/21/23	142.45
							INVOICE TOTAL:	142.45
179580	11/17/23	01	TAILER TAIL LIGHTS COVER-SEAL	101500066402			11/21/23	3.98
							INVOICE TOTAL:	3.98
							VENDOR TOTAL:	150.38

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/21/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
STAPLES STAPLES BUSINESS ADVANTAGE								
35528963864	11/18/23	01	TOILET PAPER	207500076510			11/21/23	154.88
		02	TAPE - COPY PAPER	101000046200				23.68
		03	TAPE - COPY PAPER	201000046200				23.68
								202.24
								202.24
T0001816 MCADAMS, GARY								
REFUND	11/21/23	01	REFUND	201000002150			11/21/23	47.56
								47.56
								47.56
VULC VULCAN MATERIALS CO.								
33421136	11/10/23	01	ROAD ROCK/SCREENINGS	101500066406			11/21/23	66.70
		02	ROAD ROCK/SCREENINGS	101500076509				66.70
		03	ROAD ROCK/SCREENINGS	202100076509				66.70
		04	ROAD ROCK/SCREENINGS	202100076533				66.72
								266.82
33427478 11/17/23 01 STONE SCREENING 101500076509 11/21/23 128.40								
		02	STONE SCREENING	202100076509				128.41
								256.81
								523.63
WASTE WASTE MANAGEMENT								
3720231-2011-9	11/03/23	01	REFUSE - ADMIN	101000056302			11/21/23	75.55
		02	REFUSE - CH	303000056302				75.55
		03	REFUSE - ADMIN	303000056302				8.50
		04	REFUSE - OLD SHOP	504100056302				139.75
		05	REFUSE - SC	202100056302				136.46
		06	REFUSE - PARKS	101500056302				136.47
		07	REFUSE - PICNIC	101500056302				68.89

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SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/21/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3720231-2011-9	11/03/23	08	REFUSE - CC	207500056302			11/21/23	198.80
INVOICE TOTAL:								839.97
VENDOR TOTAL:								839.97
TOTAL ALL INVOICES:								5,425.42

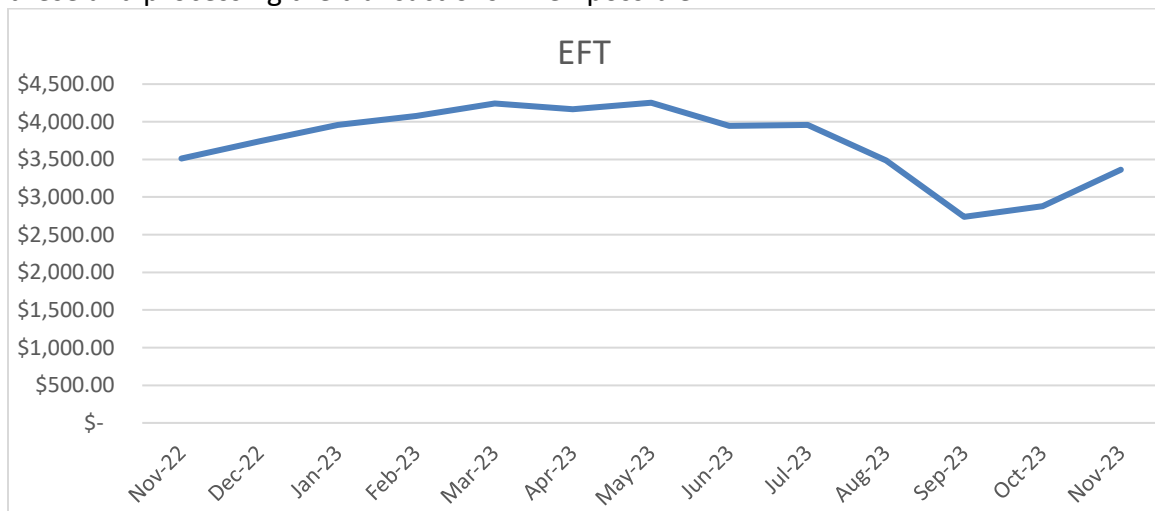
Enter Jim \$ 705,977.32
New \$ 5,425.42

Total \$ 711,402.74

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: November 28, 2023

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

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes. The November installment was for 151 individuals, an increase of 22 from October. The monthly installment was \$3,180.20 (\$455 increase) processed through credit cards and \$184 (\$29 increase) through ACH transactions. There were 3 households whose credit cards did not process (\$65) 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
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Filed monthly unemployment report with the state.
- 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.
- Completed consolidation of FY 2024 Operating Budget. Began initial review.
- Reviewed purchase requisitions for golf and concessions.
- Attended IAPD Legal Symposium.

- Held open enrollment meeting for staff. Assisted staff as needed with actual enrollment.
- Attended RecTrac Users Group Meeting.
- Reviewed estimated EAV and calculated options for the tax levy. Prepared resolution for estimate.
- Participated in interview of Supt of Golf candidate.
- Renewed state liquor license.
- Performed staff evaluations.
- Worked with Speer Financial/Chapman & Cutler on annual rollover bond.
- Attended PDRMA Risk Management Institute.
- Attended Chamber event: A Toast to our Members.
- Investigated water bill concern with the City. Seems the splash pad used more water than in years past. Jeff indicated that there are valves that they need to look at next Spring.

Administrative Initiatives (12/1/23 – 12/31/23)

- 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.
- Provide MSI Training to staff in need.
- Complete documentation needed to add acquired property to insurance.
- Continue to review and update FY2024 Capital Budget and present final to board.
- Continue working on and reviewing FY2024 Operating Budget.
- Participate in PATH 2024 Webinar.
- Finalize Tax Levy Ordinance. File with County.
- Onboarding of new FT staff.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Corporate Fund (10)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	30,270.50	1,791,448.75	1,768,881	1,648,943.13	8.6% (1)
Marketing	-	2,000.00	1,000	900.00	122.2%
Parks	1,172.15	21,021.44	24,553	20,339.04	3.4% (2)
Total Revenues	31,442.65	1,814,470.19	1,794,434	1,670,182.17	8.6%
Expenses					
Administration	43,503.41	657,983.85	1,345,798	607,568.82	8.3% (3)
Marketing	4,352.99	51,247.91	65,240	49,040.80	4.5%
Parks	28,202.74	289,570.02	366,514	271,668.58	6.6% (4)
Total Expenses	76,059.14	998,801.78	1,777,552	928,278.20	7.6%
Total Fund Revenues	31,442.65	1,814,470.19	1,794,434	1,670,182.17	8.6%
Total Fund Expenses	76,059.14	998,801.78	1,777,552	928,278.20	7.6%
Surplus (Deficit)	(44,616.49)	815,668.41	16,882	741,903.97	9.9%

(1) Percentage of property taxes received ytd 2023 is approx 1.25% less than 2022. So increase of 4.3% \$62,299 due to increased levy and recapture. 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 33.5% \$1,720

(3) Clubhouse flood cleanup and expansion \$61,843.

Payroll and related taxes higher 17.5% \$38,215 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 132.6% \$7,044; Maintenance-open property 98.3% \$5,392
Payroll and related taxes higher 6.0% \$7,558.

Recreation Fund (20)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	295.48	1,036,907.27	1,083,058	1,015,250.89	2.1% (1)
Sports Complex	9,033.00	31,573.00	43,365	29,776.00	6.0%
Sports Complex Maintenance	2,874.10	30,681.20	36,250	33,574.57	-8.6%
Programs-Youth	1,915.94	37,520.10	38,291	35,554.15	5.5% (2)
Programs-Tweens	400.00	957.46	4,065	4,421.90	-78.3% (2)
Programs-Adult	1,598.35	14,891.97	15,177	13,993.34	6.4% (2)
Programs-Nature	-	990.00	1,221	746.00	32.7% (2)
Programs-Leagues	1,583.08	21,728.63	11,162	10,257.75	111.8% (2)
Programs-Youth Athletics	4,149.79	47,102.88	61,968	43,429.24	8.5% (2)
Programs-Fitness	1,632.62	24,847.49	24,791	21,234.74	17.0% (2)
Programs-Early Childhood	9.59	4,418.90	5,249	2,374.43	86.1% (2)
Programs-Dance	210.60	2,555.87	4,209	4,072.31	-37.2% (2)
Programs-Special Events	-	11,032.03	13,006	8,827.00	25.0% (2)
Programs-Community Events	554.48	15,426.24	20,250	14,380.47	7.3% (2)
Brochure	-	1,000.00	3,600	-	#DIV/0!
Weight Room	13,423.61	98,686.11	143,606	113,078.80	-12.7% (3)
Community Center	9,915.34	78,338.58	81,099	70,562.57	11.0% (3)
Total Revenues	47,595.98	1,458,657.73	1,590,367	1,421,534.16	2.6%

(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 YTD 2022.

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

Pathway Fitness Membership 71.44% / 86.52%

Pathway Fitness Pass 68.60% / 89.67%

Track Only Pass 63.29% / 85.17%

Pre-pay Card 20.60% / 30.03%

Program Fees -

Daily Admission Fee 79.67% / 98.35%

Compared to Annual Budget/Compared to 2022 YTD:

Open Gym Daily 73.36% / 87.04%

Open Gym Membership 100.75% / 115.64%

Rentals 110.14% / 133.89%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Expenses

Administration	41,495.18	447,587.80	607,851	474,170.77	-5.6% (2)
Sports Complex	-	-	-	-	#DIV/0!
Sports Complex Maintenance	44,222.20	394,389.80	487,285	377,584.83	4.5% (3)
Programs-Youth	1,243.38	17,899.01	15,737	13,078.06	36.9% (1)
Programs-Tweens	-	801.21	2,850	478.24	67.5% (1)
Programs-Adult	258.35	6,501.32	6,663	5,245.74	23.9% (1)
Programs-Nature	-	499.98	735	727.50	-31.3% (1)
Programs-Leagues	2,294.88	10,980.43	6,594	3,496.03	214.1% (1)
Programs-Youth Athletics	67.79	22,718.88	43,508	20,035.77	13.4% (1)
Programs-Fitness	1,601.32	14,852.62	16,739	11,884.70	25.0% (1)
Programs-Early Childhood	135.41	2,583.15	3,881	2,952.87	-12.5% (1)
Programs-Dance	120.60	748.46	1,803	1,137.45	-34.2% (1)
Programs-Special Events	303.89	5,157.22	7,838	3,778.02	36.5% (1)
Programs-Community Events	362.37	15,920.20	29,531	11,867.46	34.2% (1)
Brochure	-	17,701.04	31,489	16,838.52	5.1% (5)
Weight Room	-	4,776.57	10,850	9,355.98	-48.9% (4)
Community Center	18,187.07	213,090.07	299,419	169,915.48	25.4% (6)
Total Expenses	110,292.44	1,176,207.76	1,572,773	1,122,547.42	4.8%
Total Fund Revenues	47,595.98	1,458,657.73	1,590,367	1,421,534.16	2.6%
Total Fund Expenses	110,292.44	1,176,207.76	1,572,773	1,122,547.42	4.8%
Surplus (Deficit)	(62,696.46)	282,449.97	17,594	298,986.74	-5.5%

(1) Expenses for programs increased 32.1%, \$23,981 compared to 2022.

(2) Wages and related pr taxes decreased 10.3% \$35,789 due to splitting Marketing staff wages and staffing changes.

(3) Payroll and related taxes Higher 3.6% \$8,986

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

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

(6) 2023 higher: Wages/taxes 18.0% \$14,089; Credit card exp 14.7% \$1,311; Electricity 102.6% \$30,254

Donations (21)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	6,391.40	500	10,661.95	-40.1%
Total Revenues	-	6,391.40	500	10,661.95	-40.1%
Expenses					
Administration	-	-	201,151	-	#DIV/0!
Total Expenses	-	-	201,151	-	#DIV/0!
Total Fund Revenues	-	6,391.40	500	10,661.95	-40.1%
Total Fund Expenses	-	-	201,151	-	#DIV/0!
Surplus (Deficit)	-	6,391.40	(200,651)	10,661.95	-40.1%

Special Recreation (22)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	232,369.94	236,200	210,557.92	10.4%
Total Revenues	-	232,369.94	236,200	210,557.92	10.4%
Expenses					
Administration	-	112,744.70	340,057	106,834.88	5.5%
Total Expenses	-	112,744.70	340,057	106,834.88	5.5%
Total Fund Revenues	-	232,369.94	236,200	210,557.92	10.4%
Total Fund Expenses	-	112,744.70	340,057	106,834.88	5.5%
Surplus (Deficit)	-	119,625.24	(103,857)	103,723.04	15.3%

Insurance (23)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	62,143.78	63,000	59,537.40	4.4%
Total Revenues	-	62,143.78	63,000	59,537.40	4.4%
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	-	62,143.78	63,000	59,537.40	4.4%
Total Fund Expenses	-	31,322.64	64,645	28,927.18	8.3%
Surplus (Deficit)	-	30,821.14	(1,645)	30,610.22	0.7%

Audit (24)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	15,365.31	16,050	14,484.07	6.1%
Total Revenues	-	15,365.31	16,050	14,484.07	6.1%
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	-	15,365.31	16,050	14,484.07	6.1%
Total Fund Expenses	-	17,080.00	15,500	14,800.00	15.4%
Surplus (Deficit)	-	(1,714.69)	550	(315.93)	442.7%

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

Paving & Lighting (25)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	25,377.14	25,000	482.51	5159.4% (1)
Total Revenues	-	25,377.14	25,000	482.51	5159.4%
Expenses					
Administration	-	-	72,132	27,350.00	-100.0%
Total Expenses	-	-	72,132	27,350.00	-100.0%
Total Fund Revenues	-	25,377.14	25,000	482.51	
Total Fund Expenses	-	-	72,132	27,350.00	
Surplus (Deficit)	-	25,377.14	(47,132)	(26,867.49)	

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

Park Police (26)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	34.48	5,176.83	5,385	5,043.35	2.6%
Total Revenues	34.48	5,176.83	5,385	5,043.35	2.6%
Expenses					
Administration	485.04	4,297.01	5,417	2,965.32	44.9%
Total Expenses	485.04	4,297.01	5,417	2,965.32	44.9%
Total Fund Revenues	34.48	5,176.83	5,385	5,043.35	2.6%
Total Fund Expenses	485.04	4,297.01	5,417	2,965.32	
Surplus (Deficit)	(450.56)	879.82	(32)	2,078.03	-57.7%

IMRF (27)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	74,002.91	74,000	100,858.20	-26.6%
Total Revenues	-	74,002.91	74,000	100,858.20	-26.6%
Expenses					
Administration	5,816.97	62,993.10	78,654	80,447.19	-21.7%
Total Expenses	5,816.97	62,993.10	78,654	80,447.19	-21.7%
Total Fund Revenues	-	74,002.91	74,000	100,858.20	-26.6%
Total Fund Expenses	5,816.97	62,993.10	78,654	80,447.19	-21.7%
Surplus (Deficit)	(5,816.97)	11,009.81	(4,654)	20,411.01	

Social Security (28)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	109,038.12	115,000	107,603.93	1.3%
Total Revenues	-	109,038.12	115,000	107,603.93	1.3%
Expenses					
Administration	9,494.82	99,646.24	115,000	95,320.47	4.5%
Total Expenses	9,494.82	99,646.24	115,000	95,320.47	4.5%
Total Fund Revenues	-	109,038.12	115,000	107,603.93	1.3%
Total Fund Expenses	9,494.82	99,646.24	115,000	95,320.47	4.5%
Surplus (Deficit)	(9,494.82)	9,391.88	-	12,283.46	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Concessions (30)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Clubhouse Concessions	9,762.96	95,694.30	96,163	90,261.64	6.0% (1)
Beverage Cart	516.17	10,867.33	12,308	9,768.02	11.3% (2)
Sports Complex Concessions	4,298.96	66,646.25	61,389	63,553.21	4.9% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	3,911.47	18,148.98	20,537	18,838.99	-3.7%
Total Revenues	18,489.56	191,356.86	190,397	182,421.86	4.9%
Expenses					
Clubhouse Concessions	10,198.62	109,214.31	106,513	97,959.92	11.5% (1)
Beverage Cart	913.00	10,453.27	10,182	8,033.73	30.1% (2)
Sports Complex Concessions	4,880.87	53,820.92	52,476	45,569.49	18.1% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	1,875.89	5,398.07	6,606	5,320.97	1.4%
Total Expenses	17,868.38	178,886.57	175,777	156,884.11	14.0%
Total Fund Revenues	18,489.56	191,356.86	190,397	182,421.86	4.9%
Total Fund Expenses	17,868.38	178,886.57	175,777	156,884.11	14.0%
Surplus (Deficit)	621.18	12,470.29	14,620	25,537.75	-51.2%

(1) Increased sales primarily in Mixed Drinks/Specialty Drinks and packaged snack items. Increase in labor 13.4% \$4,600 and COGS 29.8% \$8,813.

(2)

Increased use of the cart resulted in increased sales, wages/taxes 36.0% \$1,766 and increased cost of goods sold 13.7% \$336

(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 45.3% \$6,390 primarily due to IMRF position.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended October 31, 2023

Developer Contributions (32)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	17,597.39	8,100	7,712.39	128.2%
Total Revenues	-	17,597.39	8,100	7,712.39	128.2%
Expenses					
Administration	-	-	51,350	-	#DIV/0!
Total Expenses	-	-	51,350	-	#DIV/0!
Total Fund Revenues	-	17,597.39	8,100	7,712.39	128.2%
Total Fund Expenses	-	-	51,350	-	#DIV/0!
Surplus (Deficit)	-	17,597.39	(43,250)	7,712.39	128.2%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Golf Course (50)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Golf Operations	45,112.21	735,012.67	625,481	586,511.77	25.3% (1)
Golf Maintenance	1,613.80	17,917.68	20,384	18,699.47	-4.2%
Total Revenues	46,726.01	752,930.35	645,865	605,211.24	24.4%
Expenses					
Golf Operations	23,479.38	258,263.30	403,306	228,303.15	13.1% (2)
Golf Maintenance	27,390.04	280,455.83	333,683	261,165.66	7.4% (3)
Total Expenses	50,869.42	538,719.13	736,989	489,468.81	10.1%
Total Fund Revenues	46,726.01	752,930.35	645,865	605,211.24	24.4%
Total Fund Expenses	50,869.42	538,719.13	736,989	489,468.81	10.1%
Surplus (Deficit)	(4,143.41)	214,211.22	(91,124)	115,742.43	85.1%

(1) 2023 compared to annual budget and 2022

Daily Greens Fees	120.89%	\$48,787	//	126.14%	\$58,512
Golf Events & Misc	103.02%	\$225	//	109.92%	\$693
Lessons	100.80%	\$100	//	103.70%	\$450.00
Carts	124.48%	\$45,327	//	135.72%	\$60,662
Season passes	114.20%	\$18,237	//	119.91%	\$24,353
Pro shop sales	98.79%	-\$501	//	109.14%	\$3,432

(2) Payroll and related taxes higher 16.4% \$21,287. Includes an earlier start for assistant pro shop manager.

Credit card fees up 30.3% \$3,778. Cost of goods sold increased 17.1% \$4,190 due to higher sales.

(3) Payroll and related taxes higher 8.5% \$12,624. Pesticides up 30.9% \$7,850.

Health Ins up 46.3% \$8,352 due to employee waived coverage in 2022.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Aquatics (51)

<u>Department</u>	<u>October 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	-	15,796.00	13,732	11,850.50	33.3%
Total Revenues	-	15,796.00	97,469	70,463.15	-77.6%
Expenses					
Pool	30.00	-	72,978	59,455.58	-100.0%
Aquatics Maintenance	624.38	7,285.24	34,900	40,606.32	-82.1%
Swim Lessons	-	-	10,427	5,230.23	
Splashpad	-	727.93	1,122	585.91	24.2%
Total Expenses	654.38	8,013.17	119,427	105,878.04	-92.4%
Total Fund Revenues	-	15,796.00	97,469	70,463.15	-77.6%
Total Fund Expenses	654.38	8,013.17	119,427	105,878.04	-92.4%
Surplus (Deficit)	(654.38)	7,782.83	(21,958)	(35,414.89)	-122.0%

Pool closed 2023

Debt Service (60)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	661,626.17	691,000	633,565.27	4.4%
Total Revenues	-	661,626.17	691,000	633,565.27	4.4%
Expenses					
Administration	592,617.79	595,107.79	783,337	3,690.00	16027.6% (1)
Total Expenses	592,617.79	595,107.79	783,337	3,690.00	16027.6%
Total Fund Revenues	-	661,626.17	691,000	633,565.27	4.4%
Total Fund Expenses	592,617.79	595,107.79	783,337	3,690.00	16027.6%
Surplus (Deficit)	(592,617.79)	66,518.38	(92,337)	629,875.27	-89.4%

(1) Timing of bond payment.

Capital Projects (70)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	134,020.20	953,800	2,737.72	4795.3% (1)
Total Revenues	-	134,020.20	953,800	2,737.72	4795.3%
Expenses					
Administration	3,428.00	380,929.59	1,454,113	156,392.33	143.6%
Total Expenses	3,428.00	380,929.59	1,454,113	156,392.33	143.6%
Total Fund Revenues	-	134,020.20	953,800	2,737.72	4795.3%
Total Fund Expenses	3,428.00	380,929.59	1,454,113	156,392.33	143.6%
Surplus (Deficit)	(3,428.00)	(246,909.39)	(500,313)	(153,654.61)	60.7%

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

Sycamore Park District
Summarized Revenue & Expense Report
Period ended October 31, 2023

Action 2020 (71)

<u>Department</u>	<u>October Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	10,809.85	299,740	42,504.18	-74.6%
Total Revenues	-	10,809.85	299,740	42,504.18	-74.6%
Expenses					
Administration	-	198,973.40	480,000	755,787.65	-73.7%
Total Expenses	-	198,973.40	480,000	755,787.65	-73.7%
Total Fund Revenues	-	10,809.85	299,740	42,504.18	-74.6%
Total Fund Expenses	-	198,973.40	480,000	755,787.65	-73.7%
Surplus (Deficit)	-	(188,163.55)	(180,260)	(713,283.47)	-73.6%
Total Fund Revenues	144,288.68	5,587,130.17	6,806,307	5,145,561.47	
Total Fund Expenses	867,586.38	4,403,722.88	8,043,874	4,075,571.60	
Surplus (Deficit)	(723,297.70)	1,183,407.29	(1,237,567)	1,069,989.87	

Sycamore Park District
Fund Balances

	audited 1/1/2023	Revenues	Expenses	10/31/2023	10/31/2023 Cash balance
10 Corporate	1,012,650.36	1,814,470.19	998,801.78	1,828,318.77	1,830,554.73
20 Recreation	712,119.06	1,458,657.73	1,176,207.76	994,569.03	1,014,032.22
21 Donations	220,925.16	6,391.40	-	227,316.56	227,316.66
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	5,176.83	4,297.01	4,755.98	4,839.02
27 IMRF	4,654.08	74,002.91	62,993.10	15,663.89	15,663.89
28 Social Security	-	109,038.12	99,646.24	9,391.88	9,391.88
30 Concessions	66,481.01	191,356.86	178,886.57	78,951.30	74,832.04
32 Developer Contributions	51,349.38	17,597.39	-	68,946.77	68,946.77
50 Golf	174,469.08	752,930.35	538,719.13	388,680.30	415,210.00
51 Aquatics	(72,597.99)	15,796.00	8,013.17	(64,815.16)	(64,815.16)
60 Debt Service	101,740.74	661,626.17	595,107.79	168,259.12	168,259.12
70 Capital Projects	537,376.61	134,020.20	380,929.59	290,467.22	290,464.22
71 Action 2020	470,472.73	10,809.85	198,973.40	282,309.18	245,279.29
	3,624,227.25	5,587,130.17	4,403,722.88	4,807,634.54	4,814,794.38

Summary of depository accounts as of

11/21/2023

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	1,235,317.49	3.76
Resource Bank	202,737.68	1.41
IPDLAF	3,274,128.01	5.26
DCCF - Action 2020	70,367.39	
Dekalb Co. Community Foundation	19,490.27	
	<u>4,802,040.84</u>	

To: Board of Commissioners
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff
 Subject: Monthly Report
 Date: November 28, 2023

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

Superintendent Metcalf

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 281 Pathway Fitness 24/7 Memberships, 252 Pathway Fitness Passes, 56 Track 24/7 Memberships, 212 Track Passes, and 341 Open Gym Passes.
- 2023 Dog Park Memberships sold to date: 338.
- Had a meeting with NIU's athletic and marketing department to see how we can partner with events in the future.
- Interviewed another potential part-time custodian.
- Attended the Illinois RecTrac User Group.
- Attended PDRMA's Risk Management Institute.
- Family Wellness came in to do free balance tests for our members.
- Helped out and attended our 100th Anniversary Fireworks.
- Attended the Service Desk Staff Meeting to discuss the Winter/Spring brochure and any new policies and procedures.
- Met with our representative, Kyle, from PDRMA, to go over what we have and ways to improve our Safety Committee Meetings.
- Filled out and submitted the Slip, Trip, and Fall assessment for PDRMA.
- Attended a Wellness Committee Meeting at the School District Administration Building.
- Began prepping for the CPRP exam.
- Continue to work in RecTrac to update things as new things get added and changed.

Food and Beverage Manager Dobberstein

- Did vending for October selling \$448.00 in product.
- Had total of 4 Birthday Packages at the community center.
- Had 4 Multi-Purpose Room rentals for November, one a double and rented party attendant.
- Had 0 gym rentals for November.
- Had 4 clubhouse rentals and 4 Riverview Room rental for November.
- Wrapped up golf outings with Pumpkin Scramble, selling over \$1700 in product, and Frozen Fingers Outing with over \$800 in product.
- Reinstated Lions Club back in clubhouse for the winter, meeting two times per month.
- Finished first year of Pumpkin Fest committee as liaison for the park.
- Rode on park district parade float.
- Tried to close kitchen, but weather still holding out so going until week of Thanksgiving.
- Worked with assistant manager and her staff to close up sports complex.
- Got all the beverage carts emptied and sent to be winterized.
- Met and discussed Fire and Ice event with Lions club.
- Met with MVP's and Jonelle to discuss holiday party for park district staff.
- Attended PDRMA Risk Management seminar.

Recreation Supervisor Hoblit

- We have 7 dogs attending the Nov/Dec Dog Training Classes.

- We have 5 Jr Sports classes running in Nov/Dec plus 2 new basketball league classes. (These are the first leagues to run this Fall)
- We have 8 people signed up for Nov/Dec pickleball classes

Recreation Supervisor Turner

- The second session of Fall classes began with good numbers in most of our classes.
- The second Self-Defense Seminar ran with almost double the enrollments of the first one offered.
 - Plan on writing up a “press release” to send to newspapers as well as NIU, Kishwaukee College, etc. to promote the class and safety it can provide. Future dates will be included in there.
- Began offering an open gym time for the Homeschool group to allow them to come in on Mondays (one more additional day during the week) and play together in the gym with parent supervision.
- Offered free entry to active military and veterans for our Community Yoga offered on Veteran’s Day.
- Attended the Illinois Parks and Recreation Association Rec Joint Section meeting.
 - Joined the “Nature & School Age” and “Teens” committee breakouts Finalized Winter/Spring Brochure, including all program offerings and brochure edits.
- Attended the Park District Risk Management Association’s Risk Management Institute.
- Attended the 100th anniversary Fireworks celebration.
- Participated in the Time capsule celebration at the end of the month.

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

Administrative Initiatives (12/1/23-12/31/23)

Superintendent Metcalf

- Will have our regular Rec Staff Meeting.
- A deep clean and PM is scheduled for Pathway Fitness.
- Will help out at our Cookies with Santa event.
- Scheduled a Back Safety Class for the Maintenance Staff, through PDRMA.
- Will attend a Safety Coordinator Webinar.
- Will attend the KSRA Foundation Board Meeting.
- Will attend the Wellness Committee Meeting.

Food and Beverage Manager Dobberstein

- Will close down food part of kitchen.
- Continue to do birthday bookings.
- Continue to do bookings.
- Continue to investigate for food truck/trailer for sports and concert 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

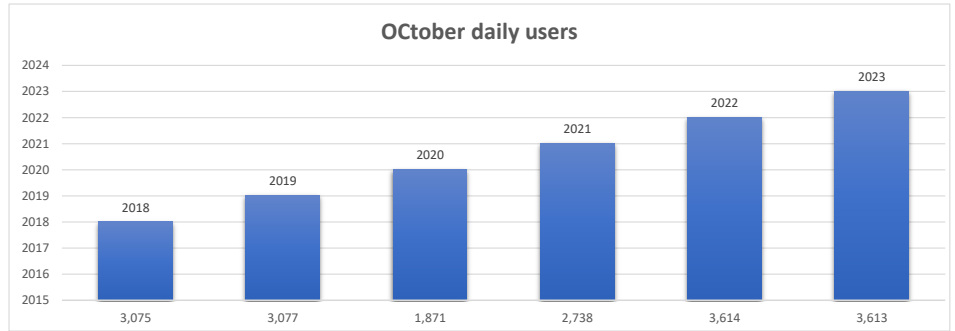
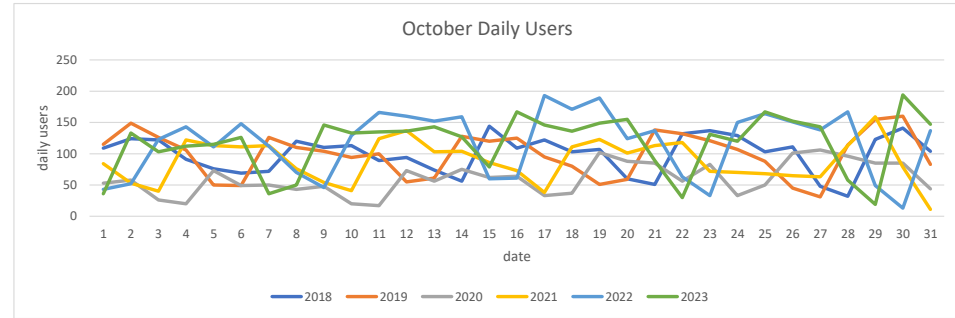
- Will help out at the Cookies with Santa event.

Recreation Supervisor Turner

- Be prepared for final Fall classes come to a successful completion.
- Deep clean and final preventative maintenance of Pathway Fitness scheduled for the first full week of December.

- Set to help out with Cookies with Santa event.
- Looking to offer a special/pop-up event to allow kids to come in and either build a gingerbread house or create a holiday ornament.
- Continuing with CPRP examination prep work.
- Decide on which Illinois IPRA Committee Meetings to attend in December.
 - Facility Management and Fitness Center Committee meeting December 7th
 - Early Childhood December 8th
 - School Aged & Day Camp Dec 12

		2018	2019	2020	2021	2022	2023
October	1	109	115	53	84	43	36
	2	124	149	58	53	52	133
	3	122	126	26	40	123	103
	4	91	106	20	122	143	112
	5	76	50	73	113	111	115
	6	69	49	49	111	148	126
	7	72	126	50	113	112	36
	8	120	110	43	76	70	50
	9	110	104	48	54	46	146
	10	113	94	20	41	129	133
	11	89	100	17	124	166	135
	12	94	55	73	137	160	136
	13	74	61	56	103	152	143
	14	56	128	75	104	159	127
	15	144	120	62	86	60	79
	16	109	125	64	73	61	167
	17	122	95	33	38	193	146
	18	103	80	37	111	171	136
	19	107	51	102	123	189	149
	20	60	59	88	101	124	155
	21	51	138	85	113	137	89
	22	132	132	56	118	63	30
	23	137	121	83	72	33	131
	24	129	107	33	70	150	120
	25	103	88	50	68	164	167
	26	111	45	101	65	151	152
	27	48	31	106	63	138	143
	28	32	114	96	113	167	58
	29	123	155	85	159	49	19
	30	141	160	85	79	13	194
	31	104	83	44	11	137	147
TOTALS		3,075	3,077	1,871	2,738	3,614	3,613



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: November 28, 2023

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

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing. Continued planning next season's schedule of eblasts. I have filled in Teesnap about my successor, and they will reach out to him once he begins his employment.
- Part-time staff hours were 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.
- Began storing staged carts in the cart barn for winter storage. We have reduced 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 has moved to the front desk at the community center for the winter months.
- I will continue to meet with golf company sales representatives for next year's merchandise. All merchandise prebooked will be on tentative hold until Pual Price has an opportunity to meet with them.
- I began 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 closed Thursday, November 23, in observance of Thanksgiving. We will reopen for golf on Friday, November 24th, weather permitting.

- I have set up with Mason's Indoor Golf in DeKalb a winter golf lesson program.
- I have contacted all leagues and outing planners on my retirement.
- I have set up a myriad of folders on my computer containing important files for Paul Price to go through. These files include all golf outings and their results from 2012 to now, all leagues from 2012, golf course information for over the past 27 years, Daily Reports and Revenue Breakdowns for the past 27 years, all league and outing contacts, part time employees he should consider rehiring for next season, etc. These files should make the transition for him as he takes over the reins.
- The Frozen Fingers Open on November 11, 2023, was a huge success. 82 players in two-person teams competed. This was the largest field ever for this event and every player enjoyed themselves. I'm hoping this tradition will continue in the future.
- The golf course achieved a milestone on November 18th. We reached over \$750,000.00 in total revenue. Hitting three quarters of a million dollars was something I thought was unattainable. To give some perspective of how incredible this number is here is a 5-year comparison of total revenue:

2019 - \$370,538.94
 2020 - \$450,285.64
 2021 - \$607,255.36
 2022 - \$595,395.73
 2023 - \$751,149.57 (as of November 18, 2023)

It should also be noted that every month of operation this season we exceeded projected monthly revenues and also exceeded revenues each month compared to 2022. It has been a banner year for this operation.

Administrative Initiatives (12/1/23 – 12/29/23)

- Attending all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing. Continue planning next season's schedule of eblasts.

- Close Golf Course for the 2023 season and send out eblasts thanking customers for their patronage this year.
- Help set up meetings with sales representatives which have prebooked orders placed with the new SOGS.
- Begin getting Paul Price up to speed on daily operations and work with him on his transition into the Superintendent of Golf Services.
- Put the remainder of riding carts and push carts into the cart barn for winter storage.
- Contact Benchcraft, our scorecard provider, with information for the name change of golf professionals.
- Work with the new superintendent of Golf Services to set up eblasts introducing him to our clientele.
- Work with the new Superintendent of Golf Services on transferring all files to his computer to smooth the transition to next season.
- Continue and finalize the moving of all my personal items from the pro shop and clubhouse.
- Fill nail holes and paint the pro shop office so Paul Price can begin its use.
- I will be keeping Donald on through the transition so he and Paul can begin their working relationship and work together to prepare for 2024.

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: November 28th, 2023

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

Golf

- Typical Novembers are cloudy and rainy. We have had a lot of sun and good temperatures with little rain this month. The result has been good golfing weather and a busy course, even with the sun setting very early.
- Staff have been working primarily the past few weeks on leaf blowing and mulching to keep the course playable. We have also been performing final mowing of all areas, tree trimming, removing fountains from the ponds, pulling annual flowers from beds, and make irrigation head repairs.
- The irrigation system was winterized on November 7th with the lines blown out and the pump house drained.
- The old shop 3rd shed was torn down and hauled away. The new metal shed will be installed in the next couple of weeks.
- Participated in the interview process with the new Golf Operations Supt.
- Have been meeting with sales reps. for early order options for pesticide products for 2024.
- I sold all the remaining irrigation heads from our old system on the GovDeals auction site.

- Will be spraying main turf areas for snow mold disease protection at the end of November.

Sports

- Fall sports are all completed with the last soccer games playing the first weekend of November. We are already planning with user groups for the spring season.
- Staff has been doing a lot of work on the ballfield outfields to level and keep filling in the thin turf areas of the new fields, working on drainage of seating areas and benches at existing ball fields, adding fine stone at worn areas around ball fields, and sodding goal mouth areas at several soccer fields.
- All drinking fountain lines and the sports concession building have been winterized for the year.
- The High School is providing field 1 ball field mix to add to the infield soon so the added material can settle over winter.

Parks

- I attended staff, Board, budget, and park planning meetings.
- Attended the PDRMA Risk Management Institute in Tinley Park with other staff on November 17th.
- Helped with fireworks show by measuring zone for set off location and marking out no parking and no sitting zones, helped with traffic control the night of the event.
- Working with Director Bailey and Upland Design as the Reston Park construction continues.

- Working on Capital and operating budget items with staff for 2024.
- Park staff have been mowing and mulching leaves, blowing leaves often off the trails, tree pruning, bringing in benches for winter repair.
- The large three-way slide at Old Mill Park was replaced by staff. The old slide had been broken and was unsafe for use.
- Brother's Park playground surfacing change has been completed. The old rubber tiles were removed by staff, the area was excavated down to 12" deep by Wagner excavating, then staff filled the area with certified playground mulch.
- The dog park and shelter water lines were winterized.
- Four memorial trees were planted at various parks at the beginning of the month.
- I completed annual performance evaluations for staff and met with each person.

Administrative Initiatives (12/1/23-12/31/23)

- Attending staff, Board, and budget meetings.
- Work with newly hired Golf Operations Supt. and Kirk when position begins for any needed transition information.
- Work with our Director and contractors as the Reston Park project continues before winter stoppage.

- Meet with the school district about surfacing options for West School pickleball courts which should be at the beginning of the month.
- Close the golf course the first week or two of the month. Bring in equipment and start cleaning, refurbishing tee markers, ball washers, flag sticks, etc. Start power washing mowers and utility carts to prep for winter maintenance.
- Rope off bridges and greens for snowmobiles. Put up trail signs to move them through the park.
- Work with Com Ed on the planned power outage on November 29th of the clubhouse so they can complete hookup of new lines to the pole.
- Irrigation system computer software will get updated by Toro.
- Work with recreation staff on winter event needs and logistics.
- Host PDRMA regional training for back safety at the shop for our staff and other area park districts on December 11th.
- Attach snowplows to the trucks. Salt, shovel, and plow as needed. Staff will be refurbishing all the picnic tables and garbage cans and continue cleaning all mowers for winter maintenance.

To: Board of Commissioners
 From: Sarah Rex
 Subject: Monthly Report
 Date: November 28, 2023

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

- Marketing and Outreach Coordinator Rex
 - Submitted the Winter/Spring brochure to the printer. Registration begins December 4.
 - Attended the 100th Anniversary Fireworks show
 - Coordinated the 100th Anniversary staff/board gathering and time capsule
 - Coordinated the Park District's annual Thanksgiving thank you cards to partners, affiliates, and supporters. See attached list.
 - Met with NIU's Athletics Development Officer to learn about ways we can partner.

Administrative Initiatives (12/1/23-12/31/23)

- Marketing and Outreach Coordinator Rex
 - Will begin meeting with NIU Center for Government Studies on the 2024 Community-wide survey.
 - Will submit a grant to support the purchase of a stage to the Department of Commerce and Economic Opportunity's Tourism Attraction Grant Program.

2023 Thank You Cards

Access to Growth Learning Solutions

Aggression Volleyball

AYSO

Banner Up

City of Sycamore

Clean USA

Coroco Coffee

DeKalb Co. Forest Preserve Dist.

DeKalb Co. History Center

DeKalb Park District

Doty & Sons Concrete

Edward Jones

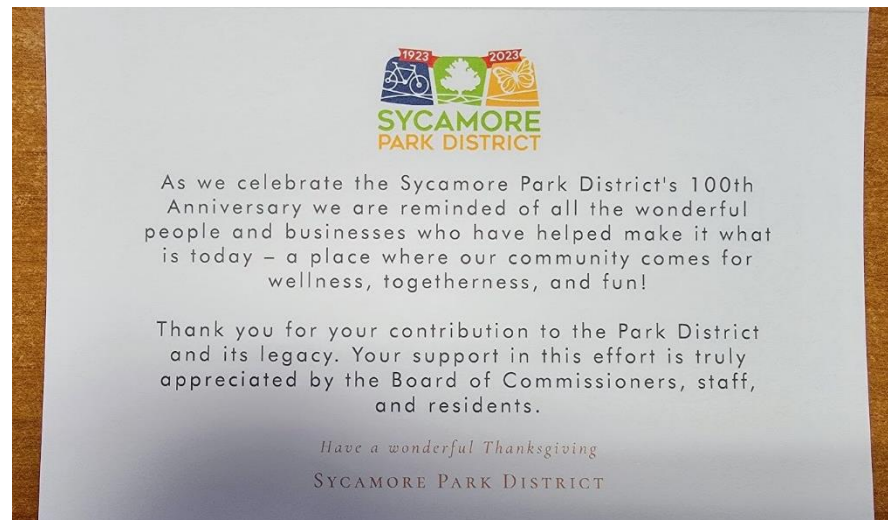
Engineering Resource Asso.

EStreet Epoxy

First State Bank

Genoa Park District

Hauser-Ross Eye Institute



Illinois Crafted

Joiner History Room

Keep Clean Laundry

Kiwanis Club of Sycamore

KSRA

Midwest Irrigation

MVP Sports Bar

NIU Outdoor Adventures

OC Creative

Old National Bank

Orthodontic Experts
Pest Control Consultants
Pizza. Beer. Whiskey
Raph's Car Wash
Sandwich Park District
ServiceMaster by Skip
Sycamore Boys Baseball
Sycamore Fire Department
Sycamore Girls Softball
Sycamore Lions Club
Sycamore Parks Foundation
Sycamore Police Department
Sycamore Public Library
Sycamore School District
Sycamore Whiskey Club

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

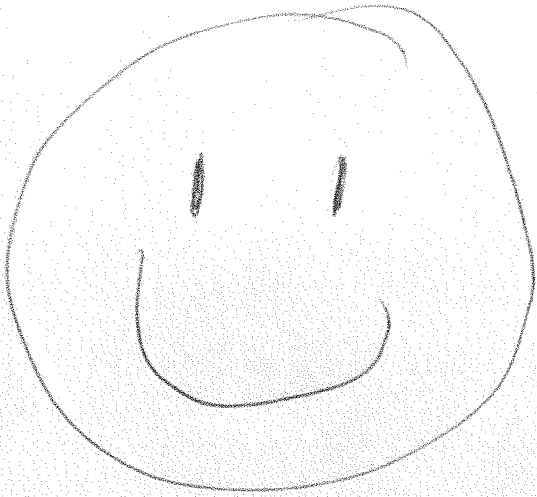
Administrative Initiatives (11/1/2023 – 11/30/2023)

- 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.
- Attended NRPA CAPRA meetings
- Attended American Camping Association of Illinois Board meeting
- 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
- Attended PDRMA's Risk Management Institute
- Attended IAPD's Legal Symposium
- Continue to get to know the community members.
- Waiting for a response from SOG candidate – will be posting the Naturalist position in December.
- Started working on the 2025 Strategic plan update with the staff.
- Review all construction projects and next steps:
 - Reston Ponds – construction started; pavilion permit approved. Waiting on updated from Upland.
 - 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 has yet to be scheduled.
 - Security Cameras: the city is considering expanding their cameras and we may be able to get a discounted rate if we work with them. So this project is on hold at this time.
- Worked with Superintendent Hienbuecher with CMJ for updated security
- All staff evaluations have been completed and reviewed.

Administrative Initiatives (12/1 – 12/31/2023)

- 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.
- Bi-weekly meetings with the Superintendent
- Attend ACA board meetings
- Attend CAPRA board meeting
- 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.
- Posting Naturalist position

- Continue 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
 - Security Cameras
 - GWT



HAPPY GRAM



for Park District Management + Staff

needed to take a moment to
the Sun Palace Glass I took best
was all thanks to Jeremy Hays and
was OUTSTANDING - IN EVERY WAY!
most organization, feeding style,
environment, pace etc. were phenomenal,
just for the minimal fee I paid.
the day I almost choked out and didn't
lack confidence + still seem, but the
were simply positive + created a
working environment. I really
didn't want home feeling ungrateful,
to see much for everything the Park
to take such classes available.
myself is blessed to have such a
rich and opening available.
vision for a lovely
class!

Kind Regards,
Candy Mott

Just wanted to take a moment to comment on the Seej Refruse class I took last Friday, November 3, taught by Jeremy Haugs and Erin (sp?).

THIS CLASS WAS OUTSTANDING IN EVERY WAY!



The content, organization, teaching style, learning environment, pace etc. were phenomenal. I feel I got a lot for the minimal fee I paid.

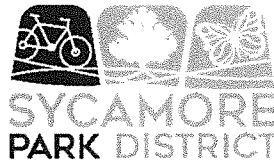
I admittedly almost chickened out and didn't show up. I lack confidence + self esteem, but the instructors were friendly + positive + created a "safe" learning environment. I really enjoyed the class + went home feeling energized.

Thanks so much for everything The Park District does to make such classes available.

Our community is blessed to have such a lovely facility and offerings available.

Best Wishes to all for a lovely holiday season!

Kind Regards,
Cindy Matt



Board of Commissioners

Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Park and Construction updates

BACKGROUND INFORMATION:

Great Western Trail:

- Conversation with neighbors: ES
- F&S Grain's board approved the sale of the property and are waiting on signatures. Roger will be in contact with them to confirm timeframes.

Reston Ponds:

- Construction has started. The footing for the playground are in and the parking lot of complete.

North Grove:

- We are waiting for a response from OSLAD on the grant status.

Solar Panels:

- Waiting for the construction meeting to be confirmed.

Community Gardens:

- In progress

Memorial Park Softball field w/the School district:

- The bid opening occurred on November 9 at the community center. The School District rejected the bid and will be resubmitting a post for the new dates.

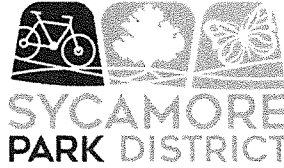
FISCAL IMPACT:

STAFF RECOMMENDATION:

JEB

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners

Date of Board Meeting: November 28, 2023

Information Only

AGENDA ITEM:

Good Tymes Stage

BACKGROUND INFORMATION:

We have been gathering information on stage options. The first option was a mobile stage from Stageline that was presented in October. I reached out to two other engineering companies and received some information which is attached.

LOSE Design sent some stage images to consider.

The costs listed below are just for the design and engineering costs and not actual construction costs.

The mobile stage unit cost includes the options and accessories but would not include the cement pad that we would place it on. The mobile unit would also allow us to apply for the Festival grant again this year and possibly be able to purchase the mobile stage flat out.

FISCAL IMPACT:

Lose Design: \$25,500 for initial planning and designs and hourly rates as needed.

Williams Architects: \$9,000 for Professional Service fees with additional hourly rates as needed.

ERA: \$12,100 Base Scope of Services and Direct Costs with additional hourly rates as needed

Mobile Stage unit: \$172,275 with all the options and accessories

STAFF RECOMMENDATION:

JEB

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



Sent via email to jonelleb@sycamoreparkdistrict.com

August 17, 2022

Ms. Jonelle Bailey, Executive Director
Sycamore Park District
940 E. State Street
Sycamore, Illinois 60178

Subject: Proposal for Civil Engineering & Architectural Services
Good Thymes Stage Conceptual Design
Sycamore, Illinois

Dear Jonelle:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for grant application assistance, site civil engineering conceptual planning, and architectural conceptual planning for a permanent stage and public gathering area. The proposal is based upon your request for proposal, our previous work on the project, and our experience on similar projects.

Project Understanding

The Park District and Park Foundation hold their regular summer concert series at Memorial Park on the west side of the park just south of the Good Thymes shelter. Currently, the Park District sets up a temporary stage for performers to utilize. All equipment is provided by the performers. There is also grill with a mortared cobble enclosure that is utilized for food preparation for the public at these events. The Park District and Park Foundation now wish to explore creating a permanent stage area for the concert series.

The permanent stage area is anticipated to include a permanent elevated stage and permanent truss system. The truss system will be able to be raised and lowered to install lighting, sound equipment, and curtains and will include a removable fabric roof. A concrete slab will be provided along with foundations for the trusses. Storage will be provided separately by the Park District. A temporary ramp will be provided for ADA and equipment access. The Park District also wishes to upgrade the existing charcoal grilling equipment to a user-friendly propane gas system. The mortared cobble enclosure will be reconfigured. The Park District also wishes to extend a path to meet with the disc golf path. The Good Thymes shelter pad will also be extended, and the area in front of the stage will be leveled for a dance area.

The Park District now wishes to engage with designers to prepare preliminary conceptual plans, exhibits, and costs for the proposed improvements. The plans, exhibits, and costs will be utilized as part of an application for the Tourism Attractions and Festivals Grant administered by the State of Illinois, which is due by September 23, 2022.

WARRENVILLE

3S701 WEST AVENUE, SUITE 150
WARRENVILLE, IL 60555
P 630.393.3060

CHICAGO

10 SOUTH RIVERSIDE PLAZA, SUITE 875
CHICAGO, IL 60606
P 312.474.7841

CHAMPAIGN

2416 GALEN DRIVE
CHAMPAIGN, IL 61821
P 217.351.6268

Scope of Services

ERA will provide civil engineering and architectural design services in accordance with the following work plan:

1. Meetings and Coordination – Data gathering, meetings and coordination will be required for this project. The following activity is anticipated:
 - 1.1. Kick-off meeting with District staff (1 virtual meeting)
 - 1.2. Progress meeting with District staff (1 virtual meeting)
 - 1.3. Preapplication Meeting with City of Sycamore (1 virtual meeting)
 - 1.4. Site visit to determine electrical needs (1 site visit)
2. Geometric Layout Plan
 - 2.1. ERA will prepare the initial layout for the stage, grilling area, dance area, walkways, and drainage features.
 - 2.2. ERA will prepare an initial electrical layout for motorization of the truss system and outlet connections for users.
 - 2.3. ERA will work with our subconsultant Charles Vincent George Architects to include the architectural components of the stage and grilling area.
 - 2.4. ERA will submit concept layouts for review to determine the optimum layout.
 - 2.5. An updated preliminary layout plan will be prepared based upon District comments.
3. Preliminary Cost Opinion
 - 3.1. During the preparation of the concept layout, budgetary cost opinions will be prepared.
 - 3.2. ERA will develop a preliminary cost opinion for the site related items for the project. Items such as building structures and recreational features will be provided separately by CVGA.
 - 3.3. A preliminary cost opinion will be prepared upon completion of the preliminary concept plan for submittal to with the Tourism Attractions and Festivals Grant application.
4. Tourism Attractions and Festivals Grant Application Assistance – ERA will assist the District with preparation and submittal of the application to the State. ERA will assist in providing the concept plan layout, project descriptions, plat maps, and cost opinions.

These tasks do not include any revisions, changes, or modifications of the plan. Due to the nature of the governmental review process, the exact scope of final engineering services is unknown until the city completes their review of the submitted documents. Time relating to revisions of engineering plans based on regulatory agency review is unknown and uncertain at this time and, if any, will be invoiced extra on an hourly basis based on actual work performed on the project.

Schedule

The work described in this agreement will be performed as expeditiously as weather and other physical conditions permit. The Engineer shall not be liable to the Owner, if delayed in, or prevented from performing the work as specified herein through any cause or causes beyond the control of the Engineer and not caused by his own fault or negligence including acts of God, or the public enemy, inclement weather conditions, acts of the government after the effective date of this agreement, fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes.

Services Not Included

Only services specifically described in this proposal are included in our scope of work. The following are specifically excluded, although they may be added as a contract amendment at a future date for an agreed additional fee.

- Topographic Survey and As-Built Survey
- Final Engineering Design
- Floodplain/Floodway Analysis or Modeling/ Depressional Storage Calculations
- Wetland Services
- Design of Offsite Utilities or Roadways
- Gas, Telephone, Cable Service Design
- Mechanical/Electrical Design
- Structural Engineering (Conceptual Only)
- Geotechnical Investigation
- Groundwater Monitoring
- Changes / Revisions to the Plan
- DeKalb County Submittals / Floodplain Submittals
- BMP & Detention Design / Calculations
- Tree Species Identification / Tree Preservation Plan by Arborist
- Offsite Storm Sewer Design
- Plat of Survey

Fees

The cost associated with the services included in this proposal will be invoiced on a phased fixed fee basis according to the following schedule.

Base Scope of Services:

1. Meetings & Coordination	\$ 1,200
2. Geometric Layout Plan	\$ 2,200
3. Preliminary Cost Opinion	\$ 1,000
4. Tourism Attractions & Festival Grant Information	<u>\$ 600</u>
Engineering Subtotal:	\$ 5,000

Direct Costs:

5. Printing, Shipping, & Mileage	\$ 100
6. Architectural Services (Charles Vincent George Architects)	<u>\$7,000</u>
Direct Costs Subtotal:	\$7,100

Total: \$12,100

Direct costs/reimbursables including printing costs, mileage and postage will be charged at the actual rate incurred.

Fees for services not included in this proposal, when approved by the Client, will be compensated for on an hourly basis in accordance with the attached schedule of hourly rates (Exhibit 2).



Invoices will be issued monthly reflecting the percent of the project completed as of the “services through” date on the invoice. Any unpaid ERA invoices over 30 days old must be paid in full prior to our release of the project’s final deliverable. “Pay at pick up” for final deliverable may apply.

Please send payment with invoice number included to:

3s701 West Ave., Suite #150, Warrenville IL 60555

Credit Card payments are also accepted over the phone, via email, or in the office with a 3.5% processing fee added.

If requested, ERA will promptly provide original notarized unconditional waivers via USPS mail or pick up at our Warrenville office upon receipt of funds. Release of any original unconditional lien waivers requires receipt of funds. Original signed and notarized waivers that are “conditional upon receipt of funds” will be released as requested for release of payment. Email contact information for any title company checks must be provided to ERA. Client is responsible for delivery of funds to ERA.

We appreciate the opportunity to submit this proposal and trust that it meets with your approval. If acceptable, please sign the proposal where indicated below (Exhibit 1) and return one (1) copy for our files. Receipt of executed proposal will serve as authorization to proceed with the project to the full extent of the contract. The attached General Terms and Conditions are expressly incorporated into and are an integral part of this proposal for civil engineering and land surveying services.

If you have any questions, please contact me at 630-393-3060 or akustusch@eraconsultants.com.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.
WARRENVILLE



Andrew R. Kustusch, P.E., C.F.M.

ARK/jn

Attachments/Enclosure



Exhibit 1

Acceptance & Authorization Form –August 17, 2022 Proposal
Good Thymes Stage Improvements / Civil Engineering & Architectural Conceptual Services

Engineering Resource Associates, Inc.

Sycamore Park District

Andrew R. Kustus

Authorized Signature
Andrew R. Kustus, PE, CFM

Printed Name and Title

Authorized Signature

Printed Name and Title

3S701 West Avenue
Suite 150
Warrenville, Illinois 60555
630-393-3060 t, 630-393-2152 f

Date

Please Provide Contact Information:

Mailing Address:

(please provide street address for UPS deliveries)

Telephone & Facsimile Numbers:

Email Address:

INVOICES will be sent via email to:

Invoice Email Address (if different than above):

Note any billing forms/procedures:

If requested, ERA will promptly provide original notarized unconditional waivers via USPS mail or pick up at our Warrenville office upon receipt of funds. Release of any original unconditional lien waivers requires receipt of funds. Original signed and notarized waivers that are "conditional upon receipt of funds" will be released as requested for release of payment. Email contact information for any title company checks must be provided to ERA. Client is responsible for delivery of funds to ERA.

Please note that retainer fee is held in a separate account and not reflected on invoices until the conclusion of the project when it is either refunded after payment of all client invoices or applied to the final invoice where it will be shown as a credit.

Debit or Credit Card payments are accepted over the phone, via email, or in the office with a 3.5% processing fee added.

Invoice numbers must be included with payments. Payments received will be applied to oldest accounts receivable balances due first unless otherwise specifically noted and agreed.

M:\Proposals and Agreements\Governmental\SycamoreParkDistrict\Good Thymes Bandshell\2022.08.17 Proposal - Memorial Park Bandshell.docx

Engineering Resource Associates, Inc.
2022-2023 STANDARD CHARGES FOR PROFESSIONAL SERVICES
 April 1, 2022 THROUGH March 31, 2023

Staff Category	Hourly Rate
Professional Engineer VI	\$245.00
Professional Engineer V	\$225.00
Professional Engineer IV	\$191.00
Professional Engineer III	\$167.00
Professional Engineer II	\$146.00
Professional Engineer I	\$128.00
Structural Engineer IV	\$210.00
Structural Engineer III	\$250.00
Staff Engineer III	\$135.00
Staff Engineer II	\$110.00
Staff Engineer I	\$102.00
Engineering Technician VI	\$152.00
Engineering Technician V	\$138.00
Engineering Technician IV	\$117.00
Engineering Technician III	\$101.00
Engineering Technician II	\$81.00
Engineering Technician I	\$60.00
Engineering Intern III	\$83.00
Engineering Intern II	\$63.00
Engineering Intern I	\$54.00
Ecological Services Director	\$171.00
Environmental Specialist IV	\$176.00
Environmental Specialist II	\$120.00
Environmental Specialist I	\$92.00
Professional Surveyor II	\$180.00
Professional Surveyor I	\$162.00
Surveyor IV	\$129.00
Surveyor III	\$111.00
Surveyor II	\$90.00
Administrative Director	\$165.00
Administrative Staff IV	\$123.00
Administrative Staff III	\$96.00
Administrative Staff II	\$87.00
Administrative Staff I	\$69.00

Engineering Resource Associates, Inc.

GENERAL TERMS AND CONDITIONS

1. **COMPLIANCE WITH LAWS:** Engineering Resource Associates, Inc. (Engineer) will strive to exercise usual and customary professional care in his efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

With specific respect to prescribed requirements of the Americans with Disabilities Act of 1990 or certified state or local accessibility regulations (ADA), Client understands ADA is a civil rights legislation and that interpretation of ADA is a legal issue and not a design issue and, accordingly, retention of legal counsel (by Client) for purposes of interpretation is advisable. As such and with respect to ADA, Client agrees to waive any action against Engineer, and to indemnify and defend Engineer against any claim arising from Engineer's alleged failure to meet ADA requirements prescribed.

2. **DESIGNATION OF AUTHORIZED REPRESENTATIVE:** Each party (to this Agreement) shall designate one or more persons to act with authority in its behalf in respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
3. **STANDARD OF PRACTICE:** The Engineer will strive to conduct services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions as of the date of this Agreement. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document, or otherwise.
4. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with Articles previously set forth by Item 1. of this Agreement, together with the laws of the State of Illinois.
5. **RESPONSIBILITY OF THE ENGINEER:** Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Client and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Client, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. Nor shall the Engineer be responsible for the acts or omissions of the Client, or for the failure of the Client, any architect, engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.
6. **CLIENT'S RESPONSIBILITIES:** The Client agrees to require the Contractor, to the fullest extent permitted by law, to indemnify, hold harmless, and defend the Engineer, its consultants, and the employees and agents of any of them from and against any and all claims, suits, demands, liabilities, losses, damages, and costs ("Losses"), including but not limited to costs of defense, to the extent arising in whole or in part out of the negligence of the Contractor, its subcontractors, the officers, employees, agents, and subcontractors of any of them, or anyone for whose acts any of them may be liable, regardless of whether or not such Losses are caused in part by a party indemnified hereunder. Specifically excluded from the foregoing are Losses arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, or specifications, and the giving of or failure to give directions by the Engineer, its consultants, and the agents and employees of any of them, provided such giving or failure to give is the primary cause of Loss.

The Client further agrees to require the Contractor to name the Engineer, its agents and consultants as additional insureds on the Contractor's policy or policies of comprehensive or commercial general liability insurance. Such insurance shall include products and completed operations and contractual liability coverages, shall be primary and non-contributing with any insurance maintained by the Engineer or its agents and consultants, and shall provide that the Engineer be given thirty days, unqualified written notice prior to any

cancellation thereof.

In the event the foregoing requirements, or any of them, are not established by the Client and met by the Contractor, the Client agrees to indemnify and hold harmless the Engineer, its employees, agents, and consultants from and against any and all Losses which would have been indemnified and insured against by the Contractor, but were not.

When Contract Documents prepared under the Scope of Services of this contract require insurance(s) to be provided, obtained and/or otherwise maintained by the Contractor, the Client agrees to be wholly responsible for setting forth any and all such insurance requirements. Furthermore, any document provided for Client review by the Engineer under this Contract related to such insurance(s) shall be considered as sample insurance requirements and not the recommendation of the Engineer. Client agrees to have their own risk management department review any and all insurance requirements for adequacy and to determine specific types of insurance(s) required for the project. Client further agrees that decisions concerning types and amounts of insurance are specific to the project and shall be the product of the Client. As such, any and all insurance requirements made part of Contract Documents prepared by the Engineer are not to be considered the Engineer's recommendation, and the Client shall make the final decision regarding insurance requirements.

7. **INFORMATION PROVIDED BY OTHERS:** The Engineer shall indicate to the Client the information needed for rendering of the services of this Agreement. The Client shall provide to the Engineer such information as is available to the Client and the Client's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof. The Client recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify or because of errors or omissions which may have occurred in assembling the information the Client is providing. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Engineer and the Engineer's subconsultants harmless from any claim, liability or cost (including reasonable attorneys' fees and cost of defense) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the Client to the Engineer.
8. **CHANGES:** Client reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Client shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes, if commercially possible.
9. **DOCUMENTS DELIVERED TO CLIENT:** Drawings, specifications, and reports prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Client for the use of the Client. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer. The Client may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of information and data from the system and format used by the Engineer to an alternate system or format cannot be accomplished without the introduction of inexactitudes, anomalies, and errors. In the event Project Documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith and, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising therefrom or in connection

therewith.

The Client recognizes that changes or modifications to the Engineer's instruments of professional service introduced by anyone other than the Engineer may result in adverse consequences which the Engineer can neither predict nor control. Therefore, and in consideration of the Engineer's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify the Engineer from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse, or reuse by others of the machine readable information and data provided by the Engineer under this Agreement. The foregoing indemnification applies, without limitation, to any use of the Project Documentation on other projects, for additions to this Project, or for completion of this Project by others, excepting only such use as may be authorized, in writing, by the Engineer.

10. **REUSE OF DOCUMENTS:** All Project Documents including but not limited to reports, original boring logs, field data, field notes, laboratory test data, calculations, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Client or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Client's sole risk, and Client shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom.
11. **FORCE MAJEURE:** Neither Client nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
12. **RELATIONSHIP BETWEEN ENGINEER AND CLIENT:** Engineer shall serve as Client's professional engineer consultant in those phases of the Project to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Client.
13. **SUSPENSION OF SERVICES:** Client may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Client, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.
14. **TERMINATION:** This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Client, under the same terms, whenever Client shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by Engineer either before or after the termination date shall be reimbursed by Client.
15. **SUCCESSORS AND ASSIGNS:** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns: provided, however, that neither party shall assign this Agreement in whole or in part without the prior written approval of the other.
16. **ENTIRE UNDERSTANDING OF AGREEMENT:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Client and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject

matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.

17. **AMENDMENT:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".
18. **PAYMENT:** Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. The client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law, whichever is the lesser) until paid. Client further agrees to pay Engineer's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees, as well as costs attributed to suspension of services accordingly. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Engineer shall be entitled to collect from the Client any judgement or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Engineer in connection therewith and, in addition, the reasonable value of the Engineer's time and expenses spent in connection with such collection action, computed at the Engineer's prevailing fee schedule and expense policies. If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Engineer may suspend performance of services upon five (5) calendar days' notice to the Client. The Engineer shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Client will reimburse Engineer for all associated costs as previously set forth in Item 13 of this Agreement. Payments due Engineer are not contingent upon project approval or project financing and are the sole responsibility of the Client. If an invoice for work performed by Engineer remains unpaid sixty (60) days from the date of the invoice and, if there is no written resolution of payment from the client during the sixty (60) day period, Engineer will stop all work on the assignment.
19. **INDEMNIFICATION:** Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client up to the amount of this contract fee (for services) from loss or expense, including reasonable attorney's fees to the extent caused by Engineer's negligent acts, errors or omissions in the performance of professional services under this Agreement. Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Engineer from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement. In the event of joint or concurrent negligence of Engineer and Client, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties) which caused the personal injury or property damage. Engineer shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.
20. **LIMIT OF LIABILITY:** The Client and the Engineer have discussed the risks, rewards, and benefits of the project and the Engineer's total fee for services. In recognition of the relative risks and benefits of the Project to both the Client and the engineer, the risks have been allocated such that the Client agrees that to the fullest extent permitted by law, the Engineer's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Agreement from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Engineer's fee for professional engineering services rendered on this project as made part of this Agreement. Such causes included but not limited to the Engineer's negligence, errors, omissions, strict liability or breach of contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
21. **NOTICES:** Any notice or designation required to be given to either party hereto shall be in writing, and unless receipt of such notice is expressly required by the terms hereof shall be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party to whom such notice is directed at such party's place of business or such other address as either party shall hereafter furnish to the

other party by written notice as herein provided.

22. **ACCESS AND PERMITS:** Client shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Client shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Client in such access, permits or approvals, if Engineer perform such services.
23. **WAIVER OF CONTRACT BREACH:** The waiver of one party of any breach of the Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
24. **OPINIONS OF PROBABLE COST:** Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining process, or over competitive bidding or market conditions, his opinions of probable Project Construction Cost provided for herein are to be made on the basis of his experience and qualifications and represent his best judgement as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by him. If prior to the Bidding or Negotiating Phase, Client wishes greater accuracy as to the Construction Cost, the Client shall employ an independent cost estimator Consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.
25. **CONSTRUCTION OBSERVATION CLAUSE:** The Owner will include the following clause in the construction contract documents and Owner agrees not to modify or delete it:
- Kotecki Waiver: Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, including without limitation claims under the Illinois Structural Work Act, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Workers Compensation Act, court interpretations of said Act or otherwise; and agrees to indemnify and defend Owner and Engineer and their agents, employees and consultants (the "Indemnities") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the indemnities may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the indemnities' own negligence.
26. **SEVERABILITY OF INVALID PROVISIONS:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
27. **HAZARDOUS MATERIALS:** It is acknowledged by both parties that Engineer's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event Engineer or any other party encounters asbestos or hazardous or toxic materials at the job site, or should it become known in any way that such materials may be present at the job site or any adjacent areas that may affect the performance of Engineer's services, Engineer may at his option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the job site is in full compliance with applicable laws and regulations.
28. **RIGHT OF ENTRY:** Client hereby grants Engineer and its subcontractors or agents the right to enter from time to time property owned by Client and/or other(s) in order for Engineer to fulfill the scope of services included hereunder. Client understands that use of exploration equipment may cause some damage, the correction of which is not part of this Agreement. Client also understands that the discovery of certain hazardous conditions and/or taking preventive measures relative to these conditions may result in a reduction of the Property's value. Accordingly, Client waives any claim against Engineer and its subcontractors or agents, and agrees to defend,

indemnify and hold Engineer harmless from any claim or liability for injury or loss allegedly arising from procedures associated with subsurface exploration activities or discovery of hazardous materials or suspected hazardous materials. In addition, Client agrees to compensate Engineer for any time spent or expenses incurred by Engineer in defense of any such claim with compensation to be based upon Engineer's prevailing fee schedule and expense reimbursement policy. Engineer shall not be liable for damage or injury from damage to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to Engineer's attention in writing and correctly shown on the diagram(s) furnished by Client to Engineer.

29. **SAMPLES:** Soil, rock, water and/or other samples obtained from the Project site are the property of Client. Engineer shall preserve such samples for no longer than sixty (60) calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from Engineer's custody and transporting them to a disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. Due to the risks to which Engineer is exposed, Client agrees to waive any claim against Engineer, and to defend, indemnify and hold Engineer harmless from any claim or liability for injury or loss arising from containing, labeling, transporting, testing, storing, or other handling of contaminated samples. Client also agrees to compensate Engineer for any time spent and expenses incurred by Engineer in defense of any such claim, with such compensation to be based upon Engineer's prevailing fee schedule and expense reimbursement policy.

END OF GENERAL TERMS AND CONDITIONS

Professional Services Outline & Proposal For Architectural Services

Prepared for

Engineering Resource Associates, Inc.
35701 West Ave. Suite 150 | Warrenville, IL. 60555



Date: 0815/2022

CVG Project No: 2022-114

- A. Project: Performance Stage / Outdoor grilling area Design and construction cost estimate.
- B. Project Location: Memorial Park, 435 S. Airport Rd. Sycamore IL
- C. Schedule: In time for 9/23 Grant application deadline

DESIGNING SPACE FOR WORK & LIFE

PROPOSAL OUTLINE

SECTION 1

1.0	Introduction	Page 1
2.0	Scope of Work.....	Page 1
3.0	Project Schedule	Page 4
4.0	Compensation.....	Page 4
5.0	Contract Conditions	Page 6



1.0 INTRODUCTION

CVG Architects, Inc. is pleased to present this proposal for the design of Sycamore's Memorial Park performance stage and outdoor grilling area. As you requested, this proposal will outline our understanding of the scope of work, schedule, and direction of efforts to complete the project. Once we agree on these items, our office will prepare an American Institute of Architects AIA- The following is a summary of our understanding of the project.

2.0 SCOPE OF WORK

I. PROGRAM

Provide design drawings for the proposed performance and grilling area located at Memorial Park, Sycamore IL. The program for each facility is as follows:

Performance Stage

1. Larger than current stage and will need to be permanently installed on top of pavement system
2. Truss towers and roof structure for maximum potential of lighting a sound. Will be motorized for off season storage and ease of performance set-up
3. Stair access and portable ramp for equipment logistics and ADA access.

Outdoor grilling area:

1. Create a new grilling area utilizing materials from existing, dedicated, grill area
2. Large propane grill with secured lid.
3. Lockable storage

II. BASIC SERVICES

1. PROGRAM ANALYSIS & SCHEMATIC DESIGN – PHASE 1a

We will meet with you to further develop the design program for each phase of your project including the review of existing conditions, objectives, criteria, budget responsibilities and schedule.

In order to begin the design work, we will require the following:

- a. Topographic information, including grading, utility sizes and locations, tree location and size, building and other existing improvement information, etc. for the area proposed for construction.

We will prepare plan review sketches, which illustrate the conceptual solution.

The Architect will meet with you to review the concept and supporting information. Brief summaries of this and all subsequent meetings will be distributed to all those in attendance.



2. CONSTRUCTION COST ESTIMATES – PHASE 1b

Following approval of the schematic design drawings, CVG will consult with truss-type stage and tower manufacture to develop budget pricing for Grant application purposes. Outdoor kitchen appliance(s) and grilling area construction estimates will be prepared using historical data and input from trusted contractors

3. EXCLUSIONS

Not included in the Scope of Work of this agreement, is the following services:

- Design Development drawings and specifications
- Construction Documents including Electrical or structural input and specifications
- Subsurface geotechnical soil investigations
- Topographical and Boundary surveys
- Environmental reports
- Civil Engineering
- Landscape Design
- Interior Design (Furniture, Fixtures & Equipment)
- Security, Sound, Point of Sale, and Communications Equipment
- Interior tenant improvements
- Traffic Studies.
- LEED accredited design, commissioning, ad/or life cycle cost analysis.
- Vanilla box or tenant improvement documents for the speculative tenant premises
- Tenant signage and permits for signage.
- Preparation of as-built documents
- Preparation of construction phasing drawings or exhibits
- Kitchen Equipment / Food Service Design

III. ADDITIONAL SERVICES (If required or requested)

1. PROGRAM AND DESIGN REVISIONS

Program and design revisions that occur after proposal approval or design approvals will require additional fees. We will prepare a change order based on the services required for your approval prior to initiating work.

3.0 PROJECT SCHEDULE

I. We understand it is your intention to proceed with Basic Services and to create construction documents

The proposed project schedule is broken down as follows:

- | | | | |
|----|---|---|-------|
| a. | Phase 1a: Program Analysis & Schematic Design | 3 | weeks |
| b. | Phase 1b: Construction cost estimates | 1 | weeks |



The above schedule is typical for a project of this type. Alternative schedules may be arranged depending upon circumstances at the time of the contract award. CVG Architects will make every attempt to accommodate the changing needs. Bidding and Permitting and Construction Administration Phases are estimated and are subject to the performance of the permitting authority and the General Contractor. Day zero, as illustrated on the above graph, is determined by the receipt of the attached signed Owner/Architect agreement and retainer payment.

4.0 COMPENSATION

A. FEES: Fee to provide basic services to be a stipulated sum of **\$7,000.00** plus reimbursable expenses and supplementary services defined in item nos. 2, & 3 below.

1. BASIC SERVICES include: (Modify as required).

- a. Program and Analysis Phase 1a \$4,400.00
- b. Construction Cost Estimates Phase 1b 2,600.00

2. SUPPLEMENTARY SERVICES

- a. MEETINGS: Staff Level meeting..... Included
- b. ZONING REPRESENTATION:
Preparation of material, documents, and attendance to meetings
associated with Zoning procedures..... Hourly
- c. OUTSIDE CONSULTANTS:
Work not specified in the scope of services and required Outside
Consultants..... Cost +15%
- d. EXTRA WORK: Work not identified in Basic Services Hourly

3. EXPENSES:

A. REIMBURSABLE EXPENSES: Expense directly related to providing Basic and Supplementary Services:

- i. Reproductions, postage, freight,
permit fees, renderings, etc..... Cost+15%
- ii. Long Distance Travel including vehicle rental,
lodging, airfare..... Cost
- iii. Mileage will be charged based on IRS Standard
Mileage rates and are subject to change per
IRS direction..... 62 cents/mile

Estimated reimbursable: \$500.00



B. RATES

For work which is performed on an hourly basis or for extra work, the following rates will be used:

Architectural:

CEO/President	\$230.00 per hour
Managing Principal	\$200.00 per hour
Senior Project Manager	\$195.00 per hour
Senior Architect	\$185.00 per hour
Project Manager	\$175.00 per hour
Interior Designer	\$175.00 per hour
Architect 3	\$165.00 per hour
Architect 2	\$155.00 per hour
Architect 1	\$140.00 per hour
Architectural Staff 3	\$160.00 per hour
Architectural Staff 2	\$150.00 per hour

C. COMPUTATION & PAYMENT

At the beginning of each month, we will invoice you for work completed or in progress for the previous month. Fees will be computed on an hourly basis from time sheet records. Additional expenses such as reimbursable expenses and supplementary services will be computed and listed separately on each invoice.

Full payment is expected within 10 days of the invoice date with 1 ½% interest per month (18% annual interest) added after 30 days.

Acceptance of the Architectural Proposal submitted by the Charles Vincent George Architects, Inc. will be acknowledged upon receipt of a signed copy of said proposal.

Please sign in agreement

Engineering Resource Consultants, Inc

Charles Vincent George Architects, Inc.

Name:

Name: Jeffrey B. Lietz

Title:

Title: Managing Partner

October 26, 2023

Ms. Jonelle Bailey
Sycamore Park District
408 Airport Road
Sycamore, IL 60178

RE: SYC Park District Amphitheater - Sycamore, IL

Dear Jonelle,

Lose Design is pleased to offer its professional services for your project in Sycamore, Illinois. Services required include concept design for updating an outdoor kitchen, amphitheater structure concept design and connecting with walkways.

If this proposal is acceptable, please provide your authorization on the space provided on the attached signature page and return one signed copy to our office. Once the agreement is received, a fully executed contract will be forwarded for your files.

Sincerely,

LOSE DESIGN

A handwritten signature in black ink, appearing to read "J. Gulick", written over a faint circular stamp or watermark.

Josh Gulick, ASLA
Executive Vice President

- Attachments:
- Professional Services Agreement
 - Scope of Services/Fees
 - Terms and Conditions
 - Hourly Rate Schedule
 - Signature Page
 - Exhibit 'A'

PROFESSIONAL SERVICES AGREEMENT

SCOPE OF SERVICES/FEES

***SYC Park District Amphitheater
Sycamore, Illinois
Lose Project Number 23152***

Project Description

Lose Design understands that the Sycamore Park District (Client) desires to plan for upgrading an existing outdoor grilling area and explore design options for an amphitheater structure at Citizens Memorial Park. We understand that the Client desires us to provide design services related to concept planning for circulation and vertical structure for the area indicated in Exhibit 'A'. We further understand that this scope will use readily available GIS data and aerial imagery for the base file. In person meetings are not in this scope.

The scope consists of:

Task 1 – Meetings and Data Collection

This task will consist of the following:

- Coordinate and attend up to six (6) virtual meetings with Client.
- Evaluation of provided plans and survey from Client and create base file.
- Project management services expected for task 1 - 3.

Task 2 – Concept Plan (Site)

This task consists of the following:

- Lose will evaluate the existing facility and meet with the Client to discuss final program elements requested for the concept plans.
- Lose will evaluate the existing grades, site drainage and existing site improvements in an effort to coordinate proposed improvements.
- Lose will create one (1) preliminary concept plan in black and white for the site at 30-scale consisting of preliminary layout, preliminary grading, pedestrian and vehicular circulation between the shelter and the amphitheater.
- Lose will meet with the Park District to coordinate improvements and receive feedback.
- Lose will incorporate comments and provide one (1) final illustrative concept plan with labels and sizes of proposed improvements.

Task 3 – Concept Plan (Architecture)

This task consists of the following:

- Lose will meet with the Client to evaluate program elements, sizing and architectural styles desired for the proposed amphitheater.
- Lose will create two (2) design options for the proposed facility consisting of floor plans, elevations and 3-D illustrations.
- Lose will meet with the Client to discuss both options.

- Based on feedback from the City, Lose will consolidate comments and provide final plan and 3-D illustrations of the proposed amphitheater.

Task 4 –Additional Services

Only items of work specifically called out under the Scope of Services section of this agreement are to be performed for the specified fees as a part of the contract. The Design Professional will consider any items not so specified as "Additional Services" and will perform those services upon request on an hourly fee basis. Such Additional Services may include, but are not limited to, the following:

- Environmental assessments and/or permits other than those specified in Scope of Services;
- Site visits beyond those required to provide the design services listed in Scope of Services;
- Detailed design services associated with any work designed by others to include but not limited to; structural engineering, geotechnical engineering, electrical engineering, surveying or environmental specialists;
- Changes in drawings, specifications, or other documents required by the Client after acceptance of the construction plans by Client;
- Preparation of marketing materials such as pamphlets, brochures, etc.
- Meetings or negotiations with agencies or utilities other than those specified in Scope of Services.
- Other items requested by the Client or his representative not included elsewhere in this agreement

Exclusions

- Professional Services other than those listed in the above Scope of Services
- Specialized environmental services other than those listed in the above Scope of Services
- Structural Engineering
- Geotechnical Engineering design or inspections
- Traffic Engineering Services
- Surveying Services
- MP&E Services
- Detailed Cost Estimating Services
- Detailed Construction Inspections other than those listed in the above Scope of Services

Client Responsibilities

- General Conditions of this Agreement
- Providing Access to the Subject Parcel

Fees

The services described herein will be provided on a Lump Sum (LS) or hourly fee basis as follows:

<u>Description of Services</u>	<u>Fee Amount</u> ⁽¹⁾
1 – Meetings and Data Collection.....	\$3,500.00
2 – Concept Design (Site).....	\$8,000.00
3 – Concept Design (Architecture)	\$14,000.00
4 – Additional Services	Hourly, as needed

Notes:

(1) Expense amounts are **not** included in these fees, and are inclusive of reasonable out-of-pocket expenses incurred on behalf of the client and shall include travel and subsistence, plotting and reproduction, deliveries, and mileage. Expenses shall be billed in accordance with Attachment A.

Remit Payment To:

Lose Design
Attn: Accounts Receivable
2809 Foster Avenue
Nashville, TN 37210

Questions May Be Directed to:

Tammy Boyte
Controller
tboyte@lose.design
615-767-5811

TERMS AND CONDITIONS

Payment Schedule and Terms – Progress payments for the fees described previously will be due monthly, based on the Design Professional's estimate of the percentage of the work complete. If payment is not received by the Design Professional within 30 calendar days of the invoice date, the Client shall pay as interest an additional charge of 1.5% of the past due amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. Failure to make payments when due shall be cause for suspension of the Design Professional's services, and the filing of a lien against the property.

Current Hourly Rates - An attached table, dated January 1, 2023, outlines our current hourly rates and reimbursable expenses. These rates are current until January 1, 2024, at which time they may be adjusted by the Design Professional.

Additional Services – Only items of work specifically called out under the Services section of this Agreement are to be performed for the specified Fees. The Design Professional will consider any items not so specified as "Additional Services" and will perform those services upon request on an hourly fee basis as outlined on the attached Hourly Rate Schedule. If any Additional Services are requested, the Design Professional shall be reimbursed for associated out-of-pocket expenses as reflected on the attached Hourly Rate Schedule.

Term of Proposal – It is understood that this document outlines proposed Services and Fees to be provided in relation to the Client's project, and that this offer of proposed Services and Fees remains open for sixty (60) days from the date this document is issued. If the Client does not indicate acceptance by signing and returning one copy to the Design Professional within sixty days, this document becomes null and void.

Fee Adjustment – It is understood that in the event this project extends over a period of more than one year from the date of this Agreement, the fees for any remaining services will be adjusted proportionately to the "all items" group of the U.S. Department of Labor's Bureau of Labor Statistics Consumer Index.

Ownership of Documents – All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Design Professional as instruments of service shall remain the property of the Design Professional. The Design Professional shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse for extensions of the project or for new projects shall require written permission of the Design Professional and further compensation at a rate agreed upon by both parties. Any changes made to the construction documents by the Client, or by the Client's representatives, are strictly prohibited without the knowledge and written consent of the Design Professional. The Design Professional shall be released from any liability resulting from the unauthorized alteration of construction documents. The Design Professional grants the Client the right to use the drawings for their use in publications, public meetings, planning efforts, award submittals and the right to reproduce the drawing as needed for stated uses without requesting authorization from the Design Professional.

Jobsite Safety – The Design Professional is not responsible for job site safety during the master planning process. The owner retains sole responsibility and liability associated with securing the site and maintaining job site safety during the planning process.

Applicable Law – Unless otherwise provided, this Agreement shall be governed by Tennessee state law.

Disputes Resolution - All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or breach thereof shall be presented to non-binding mediation, subject to the parties agreeing to a mediator.

Termination of Services – This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail to perform substantially in accordance with the terms of this Agreement through no fault of the party initiating termination. If this Agreement is terminated by the Client, the Design Professional shall be paid for services performed to the termination notice date, including reimbursable expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination, plus 15 percent of the total compensation earned to the time of termination to account for the Design Professional's rescheduling adjustments, reassignment of personnel, and related costs incurred due to the termination.

Opinion of Probable Cost – In providing opinions of probable construction cost, the Client understands that the Design Professional has no control over costs or the price of labor, equipment, or materials, or over the contractor's method of pricing, and that the opinions of probable construction costs provided are to be made on the basis of the Design Professional's qualifications and experience. The Design Professional makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Limit of Liability - In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Design Professional and its subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of the Design Professional and its subconsultants to all those named shall not exceed **\$50,000** or the Design Professional's total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

In addition, the Client agrees to indemnify and hold the Design Professional harmless for any damage, liability or cost, including reasonable attorney's fees and defense costs, arising from any errors or omissions contained in the plans, specifications or other contract documents prepared by others. The Client agrees to extend any and all liability limitations and indemnifications provided by the Client to the Design Professional to those individuals and entities the Design Professional retains for performance of the services under this Agreement, including but not limited to the Design Professional's subconsultants and their officers, employees, heirs and assigns. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Betterment - If, due to the Design Professional's error, any required item or component of the project is omitted from the Design Professional's construction documents, the Design Professional shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will the Design Professional be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.

ATTACHMENT A – Hourly Rates

LOSE DESIGN

HOURLY RATE SCHEDULE (for use with all hourly agreements and for Additional Services)

Professional Services Hourly Rate

Principal.....	\$255.00
Vice President.....	\$225.00
Associate Vice President	\$200.00
Sr. Architect, Sr. Engineer.....	\$195.00
Sr. Landscape Architect, Sr. Project Manager, Sr. Planner	\$175.00
Landscape Architect, Architect, Engineer, Project Manager, Planner	\$155.00
Engineer in Training, Intern Architect, Interior Designer.....	\$125.00
Land Planner, BIM Specialist, Senior Proposal Coordinator	\$110.00
Technician, GIS Specialist, Graphic Designer, Proposal Coordinator, Project Accounting Coordinator, Admin. Assistant, Marketing Content Manager	\$90.00

Reimbursable Expenses

Consultants' Services	cost + 10%
Prints	cost + 10%
Postage and Shipping	cost + 10%
Mileage and Travel Expenses	cost + 10%
Copies	cost + 10%

January 1, 2023

NOTE: All the above-stated fees and expenses are to be billed monthly, and the invoices are due and payable upon receipt. Other reimbursable expenses not shown hereon will be invoiced at our cost plus 10%. These rates are current until January 1, 2024, at which time they may be adjusted by the Design Professional.

SIGNATURE PAGE

This is an Agreement made as of October __, 2023 between Sycamore Park District (herein called the CLIENT), and Lose & Associates, Inc., dba Lose Design (herein called Lose Design or the DESIGN PROFESSIONAL).

- I. Client and Lose Design, for the mutual considerations hereinafter set forth agree that the services for project number 23152, project name SYC Park District Amphitheater in Sycamore, IL, shall conform to the Scope of Services.
- II. Client agrees to pay Lose Design as compensation for its services in accordance with the Fees Section in the proposal. Fees and other charges will be invoiced monthly by Lose Design. The amount of each invoice shall be due at the time of billing.
- III. The person signing this Agreement warrants he has authority to sign as, or on behalf of, the Client. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract, and that in any action against him for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.
- IV. When signed by both parties, this Professional Services Agreement, including the attached Scope of Services/Fees, Terms and Conditions, and Hourly Rate Schedule attached to this document, constitutes a final written expression of all terms of this Agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties, or statements by Lose Design that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only in writing which must be signed by both parties.

Agreed to:
Sycamore Park District
 Client Name

 Signer's Name (Typed or Printed)

Agreed to:
Lose Design
 Lose & Associates, Inc., dba Lose Design

 Josh Gulick
 Signer's Name (Typed or Printed)

BY: _____
 Authorized Signature

BY: _____
 Authorized Signature

Date: _____

Date: _____

Title: _____

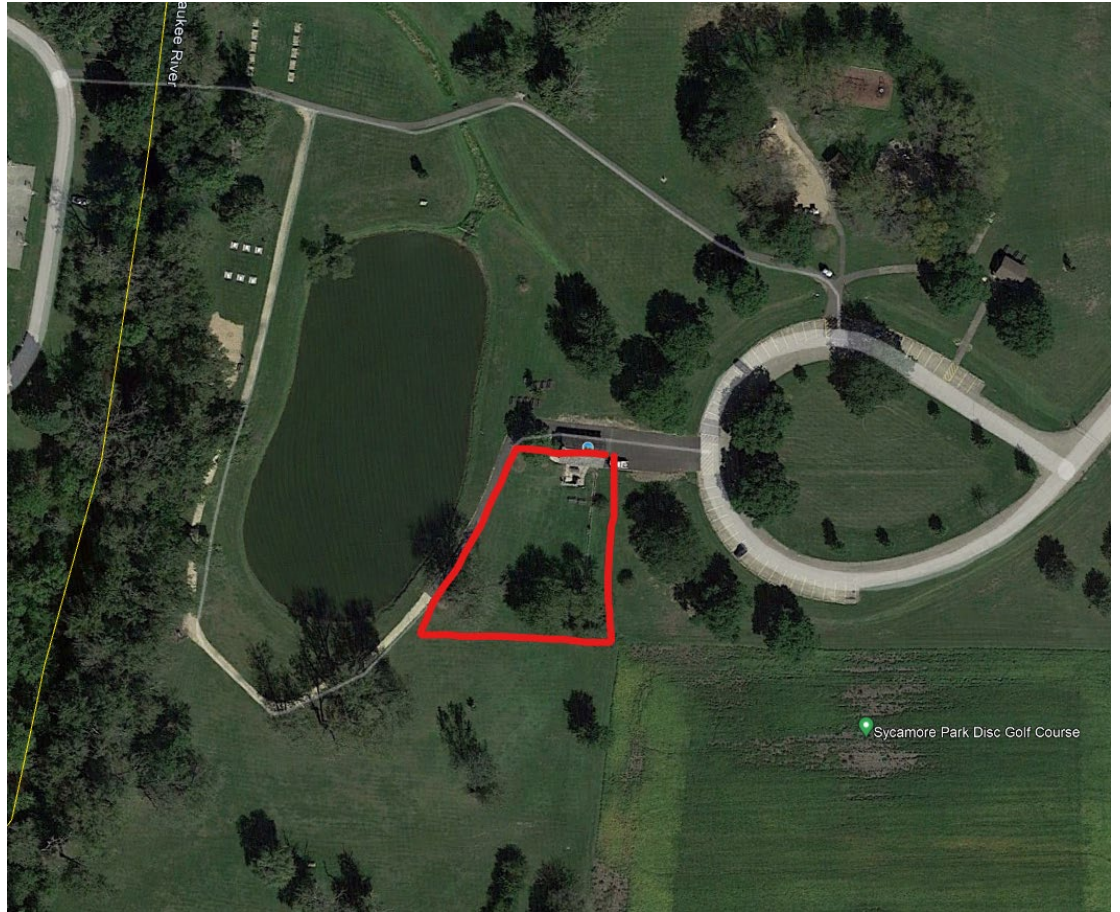
Title: _____

To Whom Should Invoices Be Directed:

NAME: _____

EMAIL ADDRESS: _____

Exhibit 'A'



10 November 2023

Ms. Jonelle Bailey, Executive Director
Sycamore Park District
480 Airport Rd.
Sycamore, IL 60178

Re: Sycamore Park District / Sycamore Community Park Amphitheater Conceptual Design
Conceptual Architectural Services
WA PROJECT NO.: 2023-426

LETTER OF AGREEMENT (LOA)

Dear Jonelle:

It has been a pleasure speaking with you on this Project, as it relates to Sycamore Community Park Amphitheater. Williams Architects is delighted to provide the Sycamore Park District with this Letter of Agreement, outlining our understanding of the opportunity to work with you, your staff and your Board on the Sycamore Community Park Amphitheater.

The proposed services within the LOA herein will provide the Sycamore Park District with the proper information to make informed decisions. Furthermore, we will refine and incorporate the fundamental program requirements and associated Project costs into the Project for the Board's review and approval. This will provide a seamless transition into formal Basic Architecture and Engineering (A & E) Services in order to implement the Project. Please find enclosed a summary of the business terms associated with the proposed scope of work, services, schedule, fee and Agreement understanding highlights to provide Architectural Services to the Sycamore Park District. We want to extend our services to you in an innovative manner for your consideration and approval.

In accord with your request, we have outlined the highlights of our proposed professional services and associated fees to perform Conceptual Architectural Services as identified herein. The LOA outlines our proposed understanding of the A & E Services, associated fees and a preliminary schedule for the Project. Please refer to the pages that follow for additional detail.

Upon review and mutual agreement by the Owner and Architect of the business terms herein, we will incorporate portions of this LOA, as Exhibit A, into a short form Owner and Architect Agreement that is mutually agreeable to both the Sycamore Park District and Williams Architects.

ARCHITECTURAL TEAM MEMBERS

The following team members represent the Williams Architects critical Management Team; however, the services of many other talented professional and technical staff beyond those noted herein will also be utilized:

- Frank Parisi / Principal-in-Charge
- Brad Moser / Project Manager

PROJECT BACKGROUND & UNDERSTANDING OF PROJECT SCOPE

Due to the expanding and changing demands of the Sycamore Park District, the District desires to explore constructing an amphitheater / bandshell at Sycamore Community Park. The bandshell would support the summer concert series and other events at the Park. In addition, the District would like restore the Good Tymes Shelter House grill to include a propane gas connection.

The following narrative and scope of services to be performed by the Architect and Engineering Consultant Team shall be completed in accordance with generally accepted standards of the practice and shall include the services and supplies to complete the following tasks:

CONCEPTUAL DESIGN SERVICES:

1. Perform Project Overview / Kick-off:

We will review the details of the work plan with the Senior Staff and other participants deemed appropriate by the Owner's identified Project Manager. We will follow the aforementioned with a Project kick-off meeting which will address the following:

- Identify Project Team and Project Managers.
- Review and establish comprehensive project timeline.
- Review our methodology contained in the scope of services herein and agree on the implementation strategies regarding the same.
- Identify data / documentation (data collection) to be provided by Owner for the Project Team to review.

Includes one (1) meeting, with anticipated participation from Senior Staff

2. Site Analysis / Design:

During this process, work would concur with the Project Design Team to review the preliminary planning and engineering evaluation of the site. This process would consist of the following steps:

- Review all site documentation provided by the Sycamore Park District's staff for potential locations and design parameters.
- The Project Team will look at site issues for utilities, storm water, site topography, site access, location, compatibility, and other site review parameters within the Owner.
- The Project Consulting Team would meet to discuss the sites, facility site needs and to determine criteria that will be used to judge the comparative benefits.
- The Project Consultant Team will provide site design alternatives, with regards to the location of the band shell and associated site amenities. This will be reviewed with the Sycamore Park District and refined to a singular desired site solution, which will be shared with the Sycamore Park District.

Includes one (1) workshop meeting with Senior Staff.

3. Conceptual Development to Preliminary Layout and Design:

Our Team will provide the Architectural and Planning professional services required to address space needs and site concerns (Site Analysis / Design). We will provide a design solution for the Owner's review and incorporate comments elicited through this process evolving the concept into a directional solution, with representative set of Preliminary Concept Design drawings and documents. We will attend a scheduled meeting to discuss and develop the Preliminary Concept. With sufficient documentation, we are able to delineate the advantages of the preferred solution over those not chosen. This process demonstrates that the Preliminary Concept Design Plan solution achieved is thorough, and will best serve the needs of the Sycamore Park District. We will provide an order of itemized preliminary cost magnitude budget to assist the Owner with the budgeting goals of the Project. Once the Sycamore Park District is satisfied with the Preliminary Conceptual Design Plan, we will prepare presentation quality renderings and will attend a public Sycamore Park District meeting to present the design solution attained.

Includes two (2) workshop meetings, with anticipated participation from Senior Staff and one (1) follow-up Sycamore Park District presentation

4. Project Capital Cost Estimate:

The basic premise behind our approach to cost management is collaborative and evaluates all facets of the Project from the performance of multiple phases during the planning, design and construction of the Project. We realize that all parties' involvement contributes to a cost-effective

built Project. Consistent attention by all parties to cost management and control will result in true economy. We also believe that appropriate action taken during each Project phase will determine the Project’s cost effectiveness. In the Conceptual Layout and Design Phase of this Project the Consultant Team will provide a preliminary order of magnitude cost estimate for the proposed solution which addresses:

- Site preparation, amenities and infrastructure costs
- Building Systems.
- Other related Project Hard and Soft Costs to provide a Total Project Budget

5. Final Report Deliverable:

The Project Consultant Team will write up all the identified components herein) and incorporate them into a final report as well as participate in the presentation of the report to the Sycamore Park District at a public meeting. The Final Report / Deliverables shall consist of:

- One set of full size colored conceptual presentation drawings.
- One 3D rendering identifying the architectural character of the amphitheater.
- An order of magnitude cost opinion
- One final presentation of the findings

SCHEDULE MANAGEMENT & PROPOSED PROJECT SCHEDULE

Williams Architect’s procedure for maintaining project schedules includes defining a very specific step-by-step process with the Owner at the beginning of the Project. With this ongoing series of deadlines to meet, it has allowed us to maintain excellent results in achieving our project deadlines. We take great effort to carefully plan out all the meetings, work tasks and project milestones for a Project. We do this because it has greatly enhanced our ability to keep our projects moving forward with no surprises to our clients. We will work with the Sycamore Park District to develop a Project Schedule that meets the goals and objectives of the Sycamore Park District.

TOTAL PROFESSIONAL PROJECT SERVICE FEES

The compensation to the Architect by the Sycamore Park District shall be paid on a fee basis, as described below, for the Scope of Services performed in accordance with the enclosed compensation breakdown. The Architect shall bill the District on a monthly basis for the percentage of services / work performed for the previous month’s time. Time will be in accord with the enclosed Rate Table.

We respectfully propose our Professional Services fees as follows:

A Fixed Fee of Nine Thousand Dollars (\$9,000)

Our base services work will be provided on a percentage of work completed basis from the rate table below. Any Additional Services authorized by the Owner and approved in writing will be provided on an hourly basis from the rate table below. Our Consultant’s rate schedules vary for each Consultant, but they are generally comparable to our own rates enclosed herein.

Rate Table

Managing Principal.....	\$ 250.00/Hour
Senior Principal	\$ 231.00/Hour
Principal	\$ 225.00/Hour
Associate Principal.....	\$ 223.00/Hour
Senior Associate/Senior Project Mgr.	\$ 223.00/Hour
Associate / Project Manager	\$ 203.00/Hour
Architect III	\$ 180.00/Hour
Architect II	\$ 166.00/Hour
Architect I	\$ 149.00/Hour
Senior Project Coordinator II.....	\$ 180.00/Hour
Senior Project Coordinator I.....	\$ 166.00/Hour
Project Coordinator IV.....	\$ 135.00/Hour

Project Coordinator III	\$ 124.00/Hour
Project Coordinator II	\$ 105.00/Hour
Project Coordinator I.....	\$ 90.00/Hour
Project Technician II.....	\$ 70.00/Hour
Project Technician I.....	\$ 54.00/Hour
Aquatic Engineer II.....	\$ 214.00/Hour
Aquatic Engineer I.....	\$ 163.00/Hour
Director of Marketing.....	\$ 200.00/Hour
Marketing Coordinator	\$ 145.00/Hour
Accounting	\$ 192.00/Hour
Secretarial	\$ 135.00/Hour
Clerical	\$ 96.00/Hour
Director of Interior Design	\$ 182.00/Hour
Interior Designer V	\$ 142.00/Hour
Interior Designer IV	\$ 119.00/Hour
Interior Designer III.....	\$ 92.00/Hour
Interior Designer II.....	\$ 79.00/Hour
Interior Designer I.....	\$ 54.00/Hour

REIMBURSABLE EXPENSES

In addition to our professional services, we shall also invoice the client for our Project related Reimbursable Expenses at a 1.15 multiplier. Project related Reimbursable Expenses include such items as travel, vehicle mileage, tolls, printing, copies, photography, renderings / slides, phones & fax, postage / messenger / overnight courier, direct miscellaneous Project supplies, etc..

CONTINGENT OPTIONAL ADDITIONAL SERVICES

Professional services excluded from, or that noted within this LOA can be provided on an hourly, or mutually agreed upon fixed fee basis by the Owner and Architect in accordance with the rate table herein. Upon the Owner’s request and approval of the same, with scope and fee as established and as mutually agreed upon between the Owner and Architect, we will document the Owner’s desired Contingent Optional Additional Services.

CLOSING

If you agree with the terms of this Letter of Agreement (LOA), please sign and date below and return one original to our office. We are ready to start our services immediately. It is understood that the general terms contained within this LOA are as per the Architect’s Standard of Care.

If you have any additional questions or comments, please do not hesitate to contact me at your earliest convenience.

Cordially,



Frank Parisi, AIA, NCARB, LEED AP BD+C
COO / Managing Principal

ACCEPTED BY:

Printed Name and Title – Sycamore Park District Authorized Representative

Sycamore Park District Authorized Signature

Date

m:\busdev\2023\recreation\miscellaneous\2023-426 sycamore pd memorial park amphitheater\2023 10 25 sycamore pd memorial park amphitheater_loa.docx

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/skids	\$ 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		Price (USD)	Quantity
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			

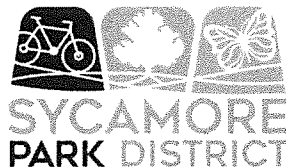
*Quote valid for 10 business days
 *Prices & specifications subject to change without notice
 Stageline SL100 - Sales Quote 2023



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



Board of Commissioners
Date of Board Meeting: November 28, 2023

Information Only

AGENDA ITEM:

Staff update

BACKGROUND INFORMATION:

We offered the Superintendent of Golf position to Paul Price, and he accepted. While we are sad to see the end of an era with Kirk's retirement, we are excited to welcome Paul to the team.

Paul comes to us from Lake Bluff Golf Club as the Golf Operations Manager & Head Golf Professional. He has park district experience and has been a certified golf teaching professional since 2018.

His estimated start date will be Monday, December 11 and we are finalizing his training plan next week.

Kirk's last day will be Friday December 29, 2023. We are having is Retirement Party on Friday December 15th from 5 – 8pm at the Clubhouse. We are inviting the community to join us in wishing Kirk good luck in this next chapter.

FISCAL IMPACT:

STAFF RECOMMENDATION:

JEB

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF OPERATING BUDGET FOR F.Y. 2024: Discussion and Comment Only

BACKGROUND INFORMATION: Staff has spent the last couple of months working on 2023 year-end projections and 2024 budget requests. The budget draft will be sent in a separate email from the board packet.

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

- I have not recorded 2023 projections or proposed 2024 budget figures for Capital Fund and Action 2020. They will be updated as a part of the Capital budget process.
- No full-time salary increases are in your draft.
- Tax levy reflects only capturing new growth and adjusting special levies based upon known 2024 costs.

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

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

FISCAL IMPACT: The projected surplus of all funds minus capital is estimated at approx. \$858,000 greater than budget. Most of this (\$677,000) is due to special revenue funds (Donations, Special Recreation, Paving & Lighting, Developer Contributions) where the budget reflected spending the fund balance and we have not used those funds as of yet. But they are restricted and can not be utilized for general operating expenses. The operating funds (Corporate, Recreation, Golf, Concessions) are responsible for the remainder with \$96,000 from a banner year at the golf course. The

Corporate Fund is projected greater than budget due to recapture of property taxes (\$11,500), interest income (\$43,500), sale of property and surplus equipment (\$32,970), as well as a vacant full-time position for a portion of the year.

The 2024 requested budget is currently showing a loss of \$446,681 due primarily to the budgeting of spending reserves in the special revenue funds listed above.

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

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION

AGENDA ITEM: RESOLUTION 02-2023 REGARDING ESTIMATE OF LEVY: Recommend approval

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

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

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

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

At this meeting the board is required to pass a resolution estimating an increase in the levy. The board can discuss further what option they would like to take in determining the final tax levy ordinance which will need to be adopted at December’s meeting. **The estimate in this Resolution is non-binding.** The figures used for the resolution are based upon Option 3.

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

- EAV on existing property has increased from \$592,228,811 to \$642,322,883 (8.46%)
- New Construction is currently \$7,342,269
- Holds the Special Recreation Levy at .04
- Includes increasing the debt service rate by the CPI of 5.0%
- 2022 Total Extension (excluding debt service) was \$3,144,201.98
- 2022 Total Extension (including debt service) was \$3,667,023.13
- Approximately \$15,000 will be taken out of Corporate to cover increases in Insurance and Social Security levy.

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

Estimated Impact:

- Decrease the overall tax rate from .64911 to approximately .62653.
- Increase the total levy approximately \$237,658 (6.20%) of which \$34,423 is attributed to debt service. Special Recreation would increase \$22,975. This leaves \$180,260 in new dollars, of which \$15,000 will be used in Special Funds identified above.
- A \$200,000 home (2022 value) would have an approximate new value of \$216,920 and an estimated tax increase of \$20.28 for the year.
- This would require a truth in taxation publication and hearing.

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

Estimated Impact:

- Decrease the overall tax rate from .64911 to .60390.
- Increase the total levy approximately \$90,630 (2.36%) of which \$34,423 is attributed to debt service. Special Recreation would increase \$22,975. This leaves \$33,232 in new dollars, of which \$15,000 will be used in Special Funds identified above.
- A \$200,000 home (2022 value) would have an approximate new value of \$216,920 and an estimated tax increase of \$3.92 for the year.

Option 3: Increase Levy using maximum allowable without requiring a truth and taxation publication and hearing and Capture New Growth.

Estimated Impact:

- Decrease the overall tax rate from .64911 to approximately .61943.
- Increase the total levy approximately \$191,532 (5.00%) of which \$34,423 is attributed to debt service. Special Recreation would increase \$22,975. This leaves \$119,134 in new dollars, of which \$15,000 will be used in Special Funds identified above.
- A \$200,000 home (2022 value) would have an approximate new value of \$216,920 and an estimated tax increase of \$15.15 for the year.

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

STAFF RECOMMENDATION: Recommend approval of Resolution 02-2023 as it is required not less than 20 days prior to adopting the final Tax Levy Ordinance. Further discussion by the board will determine the final Tax Levy however. While I truly understand the desire of some to have no increase, there are many costs that we have no control over that are increasing. Again we are getting notified by many vendors that there will be significant increases in 2024.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

RESOLUTION 02-2023

SYCAMORE PARK DISTRICT

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

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

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

The amounts of money, exclusive of levies for debt service and election costs, estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Sycamore Park District for the levy year 2023 are as follows:

General Corporate Fund	\$1,674,800
Recreation Fund	\$500,000
Playground/Recreation Fund	\$550,000
Police Fund	\$ 7,000
Audit Fund	\$ 16,500
Liability Insurance Fund	\$ 72,000
Paving and Lighting Fund	\$ 25,000
Social Security Fund	\$126,000
Special Recreation Fund	\$260,000
Illinois Municipal Retirement Fund	<u>\$ 70,000</u>
	\$3,301,300

The total property taxes extended or abated on the aggregate levy for 2022 were \$3,144,201.98. The estimated total property taxes to be levied for 2023 are \$3,301,300.00. This represents a 4.996% increase over the previous year.

Adopted by roll call vote this 28th day of November, 2023.

Ayes:

Nays:

President
Board of Park Commissioners
Sycamore Park District

Secretary
Board of Park Commissioners
Sycamore Park District

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION

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

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

The sale was Tuesday, November 21st. Speer Financial is scheduled to attend our Tuesday board meeting to present the bids and answer any questions. The following are the results of the sale:

Speerbids.com Sale Summary

Issuer: Sycamore Park District, DeKalb County, Illinois

Sale: \$604,440.00 General Obligation Limited Tax Park Bonds, Series 2023

Sale Date: November 21, 2023

Name of Bank	Name of Banker	Interest Rate	Interest Cost	Bid	Held or re-offered
Time Bank	Wayne Pavlicek	4.3700%	\$23,405.76	Par	Held
1st Secure Community Bank	Michael Rittorf	4.4200%	\$23,673.56	Par	Held
Resource Bank, NA	Terri Forbes	4.7500%	\$25,441.05	Par	Held
Peoples National Bank of Kewanee	Charles Eastman	4.8400%	\$25,923.09	Par	Held
Huntington Public Capital	Jonathan Schatz	5.2000%	\$27,851.25	Par	Held

FISCAL IMPACT: The District will receive \$607,685 for the purposes previously stated. The issue has been resized based upon the low bid.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

SYCAMORE PARK DISTRICT**Board of Commissioners****Date of Board Meeting: November 28, 2023****STAFF RECOMMENDATION****AGENDA ITEM: ADOPTION OF ORDINANCE 05-2023 FOR ANNUAL G.O. BONDS: Recommend Approval**

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

FISCAL IMPACT: Allows the District to levy taxes in the bond fund for repayment in 2024.

STAFF RECOMMENDATION: Recommend Approval

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

ORDINANCE NO. 05-2023

AN ORDINANCE providing for the issue of \$607,685 General Obligation Limited Tax Park Bonds, Series 2023, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

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

WHEREAS the needs of the District require the expenditure of not less than the sum of \$439,022.50 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board (the "*Secretary*"); and

WHEREAS the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$439,022.50, and that it is necessary and for the best interests of the District that it borrow the sum of \$439,022.50 and issue bonds of the District to evidence the borrowing; and

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

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

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

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

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

WHEREAS, the District has previously issued bonds in the amount of \$1,134,010 for the Project pursuant to the Hearing and the District does hereby find and determine that it is authorized at this time to issue additional bonds in the amount of \$665,990 for the Project and paying the expenses incident thereto; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that \$439,022.50 of the bonds so authorized for the Project be issued at this time; and

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

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

WHEREAS it is necessary and desirable to provide the revenue source for the payment of the principal and interest due on the Prior Bonds on December 15, 2023; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand for the purpose of providing for the payment of the Prior Bonds, and that the cost thereof, including legal, financial, and other expenses, will not be less than \$168,662.50 and that it is necessary and for the best interests of the District that it borrow the sum of \$168,662.50 and issue bonds of the District to evidence the borrowing; and

WHEREAS, it is in the best interests of the District to issue bonds in the amount of \$439,022.50 for the Project and bonds in the amount of \$168,662.50 for the purpose of providing for the payment of the Prior Bonds, together as one issue of bonds in the aggregate amount of \$607,685; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$607,685 General Obligation Limited Tax Park Bonds, Series 2023, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

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

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

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$607,685 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used for the purpose of paying the costs of the Project and for the purpose of providing for the payment of the Prior Bonds, and expenses incidental thereto, and it is necessary and for the best interests of the District that there be issued at this time \$607,685 of the bonds so authorized.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$607,685 for the purposes aforesaid; and that bonds of the District (the “Bonds”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2023.” The Bonds shall be dated December 12, 2023, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5.00 or authorized integral multiples thereof, shall be numbered 1 and upward, and the Bonds shall become due and payable (without option of prior redemption) on November 1, 2024, and bear interest at the rate of 4.37% per annum.

The Bonds shall bear interest from their date, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 1, 2024. Interest on each Bond shall be paid by check or draft of Time Bank, Park Ridge, Illinois (the “Bond Registrar”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on October 15, 2024. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

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

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar, as authenticating agent of the District, and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance.

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

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the

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

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2024, and ending at the opening of business on November 1, 2024.

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

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

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

(Form of Bond - Front Side)

REGISTERED
NO. 1REGISTERED
\$607,685

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF DEKALB

SYCAMORE PARK DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2023

See Reverse Side for
Additional ProvisionsInterest
Rate: 4.37%Maturity
Date: November 1, 2024Dated
Date: December 12, 2023

Registered Owner: TIME BANK

Principal Amount: Six Hundred Seven Thousand Six Hundred Eighty-Five Dollars

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Sycamore Park District, DeKalb County, Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 1, 2024. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of Time Bank, Park Ridge, Illinois, as bond registrar and paying agent (the "*Bond Registrar*"). Payment of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on October 15, 2024, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America,

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

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

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

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

[5] IN WITNESS WHEREOF, the Sycamore Park District, DeKalb County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the President and Secretary of said Board of Park Commissioners, and to be countersigned by the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

[SEAL]

SPECIMEN
President, Board of Park Commissioners

Countersigned:

SPECIMEN
Secretary, Board of Park Commissioners

SPECIMEN
Treasurer, Board of Park Commissioners

Date of Authentication: December 12, 2023

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:
Time Bank,
Park Ridge, Illinois

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2023, of the Sycamore Park District, DeKalb County, Illinois.

TIME BANK,
as Bond Registrar

By _____
Authorized Official

(Form of Bond - Reverse Side)

SYCAMORE PARK DISTRICT

DEKALB COUNTY, ILLINOIS

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2023

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

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

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

Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on October 15, 2024, and ending at the opening of business on November 1, 2024.

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

(ASSIGNMENT)

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

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

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

Dated: _____

Signature guaranteed: _____

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

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

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

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

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

FOR THE YEAR

A TAX TO PRODUCE THE SUM OF:

2023

\$631,216.42 for interest and principal up to and including November 1, 2024

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

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

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of DeKalb, Illinois (the “*County Clerk*”), and it shall be the duty of the County Clerk in and for the year 2023, to ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated “Park Bond and

Interest Fund of 2023” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

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

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

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

Section 10. Use of Bond Proceeds. Accrued interest (if any) received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds in the amount of \$439,022.50 are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the “*Project Fund*”). Principal proceeds of the Bonds in the amount of \$168,662.50 are hereby appropriated for the purpose of paying the principal and interest due on the Prior Bonds on

December 15, 2023. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: November 28, 2023.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as presented and read by title by the Secretary be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: _____
_____ .

The following Park Commissioners voted NAY: _____ .

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting, and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

CERTIFICATION OF MINUTES AND ORDINANCE

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

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 28th day of November, 2023, insofar as the same relates to the adoption of an ordinance entitled:

AN ORDINANCE providing for the issue of \$607,685 General Obligation Limited Tax Park Bonds, Series 2023, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

a true, correct, and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District,
this 28th day of November, 2023.

Secretary, Board of Park Commissioners

(SEAL)

[Attach Exhibit A]

STATE OF ILLINOIS)
) SS
 COUNTY OF DEKALB)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DeKalb, Illinois, and as such official I do further certify that on the ____ day of _____, 2023, there was filed in my office a duly certified copy of an ordinance entitled:

AN ORDINANCE providing for the issue of \$607,685 General Obligation Limited Tax Park Bonds, Series 2023, of the Sycamore Park District, DeKalb County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District, to provide the revenue source for the payment of certain outstanding bonds of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Park Commissioners of the Sycamore Park District, DeKalb County, Illinois, on the 28th day of November, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2023.

(SEAL)

 County Clerk of The County of DeKalb, Illinois



Board of Commissioners

Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION

AGENDA ITEM:

Sycamore Golf Club Survey

BACKGROUND INFORMATION:

In August we sent out a customer service golf survey. Attached are the overall results. We have very positive results overall. 206 people responded to the survey. It was sent out to all TeeSnap contacts. We have some minor areas of improvement, but overall responses were positive.

Highlights:

- 45.63% of respondents play multiple times per week
- 52.68% of respondents were season pass holders
- 56.44% of respondents utilize the course for Social Connections
- NPS (national promoter score) of 9 out of 10 would recommend the Sycamore Golf Club
- People appreciate the level of quality and options the Caddy Shack and Pro Shop offer.

FISCAL IMPACT:

STAFF RECOMMENDATION: Information Only

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: November 28, 2023

STAFF RECOMMENDATION

AGENDA ITEM: Sport Affiliate and User Group Field Rental Fees for 2024: **Recommended Consideration**

BACKGROUND INFORMATION: In both 2022 and 2023, all field rental fees were increased by 5% for Sport Affiliates and by 10% for non-affiliate groups each year. Staff feel that Field 1 fees are high enough and want to keep those fees the same moving forward.

For 2024, staff would like to keep the field fees for Sport Affiliates the same and increase the non-affiliate group's fees by 5%.

Light fees will stay the same.

FISCAL IMPACT: Field rental fees for non-affiliate groups will only go up by no more than two dollars for each field.

STAFF RECOMMENDATION: Staff requests consideration to increase non-affiliate groups field rental fees by 5% (except field 1), and to keep Sport Affiliate fees and light fees the same for 2024.

PREPARED BY: Lisa Metcalf, Superintendent of Recreation Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL: 

BOARD ACTION:

FIELD RENTAL RATES

	2022			2023			2024		
	5%		10%	5%		10%	SAME		5%
	Affiliate fees		Rental Fees	Affiliate fees		Rental Fees	Affiliate fees		Rental Fees
*Field 1	\$61		\$64	\$64		\$70	\$64		\$70
*Fields 2-3	\$21		\$28	\$22		\$31	\$22		\$33
*Fields 5-8	\$21		\$28	\$22		\$31	\$22		\$33
*Field 4	\$24		\$33	\$25		\$36	\$25		\$38
*Fields 9-12	\$25		\$33	\$26		\$36	\$26		\$38
*Fields 13-16	\$17		\$20	\$18		\$22	\$18		\$23
*NEW Field 17	\$24		\$33	\$25		\$36	\$25		\$38
*NEW Field 18	\$21		\$28	\$22		\$31	\$22		\$33
*NEW Fields 19-21	\$21		\$28	\$22		\$31	\$22		\$33
*AYSO per Player	\$13		xx	\$14		xx	\$14		xx
*Soccer Fields	\$26		\$39	\$27		\$43	\$27		\$45
*Lights	\$26		\$28	\$27		\$31	\$27		\$31
STORM Team fees		\$100.00			\$125.00			\$125.00	