



Sycamore Park District
 Regular Board Meeting
 December 19, 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: November 28, 2023 (Voice Vote)
 Executive Session Minutes: November 28, 2023 (Voice Vote) (To Remain Confidential)

APPROVAL OF MONTHLY CLAIMS:

9. Claims Paid Since Board Meeting (Roll Call Vote)
19. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

25. Superintendent of Finance Monthly Report
27. Budget
41. Superintendent of Recreation Monthly Report
44. Superintendent of Golf Operations Monthly Report
47. Superintendent of Parks and Facilities Monthly Report
49. Marketing & Community Outreach Manager
52. Executive Director Monthly Report

CORRESPONDENCE:

53. Connie Dortch - Memorial

PUBLIC INPUT:

- Presentation from Academy Member John McGovern

POSITIVE FEEDBACK/REPORTS:

AGENDA**December 19, 2023, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

54. Park/Construction Updates: Jonelle/Jeff

- Great Western Trail seg. 2 (ES)
- Reston Ponds
- North Grove
- Solar Panels
- Community Garden Area
- District Softball field

55. Open positions: Jonelle/Jackie

- Naturalist

59. Budget Draft: Jackie

NEW BUSINESS:

- Introduction of New Superintendent of Golf Services

71. KSRA report: ARISE

72. Travel Approval – Jackie (conference) – Roll call

- Consider staff compensation and adjustment recommendation – Jonelle (ES) Roll Call

74. Park Playground Assessments – Jeff

78. 2024 meeting dates – Jeanette

80. 2024 Holiday dates – Jeanette

82. 06-2023 - 2023 TAX LEVY ORDINANCE: AN ORDINANCE, Levying and Assessing Taxes for the SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, for the Year 2023 – Jackie – Roll Call

91. Phone Stipend – Roll Call

92. Uniform Allowance – Roll Call

Special Announcements**Potential Study Session January 9, 2024 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, November 28, 2023**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, November 28, 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 6:33 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 6:33 pm.**

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

Guests at the Board meeting were:

- Aaron Gold, Speer Financial

Regular and Consent Agenda Approval –

Motion

Commissioner Doty moved to amend the regular agenda to move agenda item #107 Award Bid to after to the Plan Commission Report and to pull the claims for discussion. 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.

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 October 24, 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.

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Approval of Minutes – cont'd

Motion

Commissioner Doty moved to approve the October 24, 2023, Executive Session Meeting Minutes to remain confidential. Commissioner Ackmann seconded the Motion.

Voice Vote

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

Claims and Accounts Approval

Motion

Commissioner Doty moved to approve and pay the bills in the amount of \$711,402.74. Commissioner Strack seconded the Motion.

Roll Call

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

Commissioner Strack asked what the United Rentals line was for. Supt. Donahoe noted this was for repair of our boom lift.

Correspondence –

- Self Defense Class: Cindy

Public Input –

Positive Feedback – Everyone noted the fireworks were awesome.

Plan Commission: Commissioner Strack noted there were two action items. One was to modify the UDO Ordinance to allow for a possible wedding venue. The plan commission approved it. There was a workshop on the Pappas apartment development. This would require rezoning from commercial to residential multi family. The first time they presented they were at a density of 11.9 and the high-density threshold is 9. The city allowed them to bring in retention as additional acreage for their calculation. It then went to under 9. He shared with the plan commission that our board wanted it at the medium density. He is asking again what direction the board wants him to go on this. Pappas had pointed to three developments in the past twenty years that were approved that were over the high density of 9. Director Bailey noted she was called on this to see where the park stood on this. She was told these were not for families but geared toward young professionals. Commissioner Strack noted the property needs to be rezoned and they will be voting on this in the plan commission meeting. The board was going to check with Daryl and go from there.

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Award bid for annual GO Bond:

Supt. Hienbuecher noted that Aaron Gold from Spears Financial is here to let us know the results of the bid. Aaron Gold presented the bid information. Aaron noted there were 5 bids with the lowest being 4.37% net interest from Time Bank. They anticipate closing on December 12th. He is recommending awarding to Time Bank at a price of \$607,685.00 being at a net interest cost of 4.37%.

Motion

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

Roll Call

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

Old Business:

Construction Updates:

- **GWT:** Director Bailey noted this will be discussed in executive session.
- **Reston Ponds:** Director Bailey noted construction has started. The parking lot is in, the pickleball base is in along with the footing pad is in for the playground and shelter.
- **North Grove:** Director Bailey noted we are waiting to hear on the OSLAD grant.
- **Solar Panels:** Director Bailey noted the permits are in to the city. She showed the layout of the panels on the buildings. The construction meeting will be scheduled once the permit has been officially approved.
- **Community Garden Area:** No update.
- **District Softball field:** Director Bailey noted the high school only received one bid and they did not accept it. They are going to rebid for construction to start in the fall.

Mobile Stage for Good Tymes Area: Director Bailey noted she talked to two civil engineer companies about a solid typical structure for the stage area. It is very costly just for the engineering. We have an opportunity to apply for a grant. If we get this, we would be able to buy the mobile stage. The board approved moving forward with the grant.

Open Positions:

Superintendent of Golf Updates: Director Bailey noted we have offered the position to Paul Price, and he has accepted. He will be starting December 11th. Kirk's last day will be December 29th.

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Budget Draft: Supt. Hienbuecher noted this is the first review of the operating budget.

New Business

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: Supt. Hienbuecher noted this is the resolution with an estimate of our levy. There was discussion on this. Supt. Hienbuecher noted she needs the resolution passed tonight and guidance as to what the board wants her to bring back on the tax levy at the December board meeting. The levy must be passed at the December meeting. The consensus on the board was Option 2.

Motion

Commissioner Strack moved to approve Res. #02-2023 as presented - 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.
 Commissioner Doty seconded the Motion.

Roll Call

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

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.

Motion

Commissioner Strack moved to approve 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. 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.

Golf Survey Results: Director Bailey noted we are doing well with a few things to work on and we are working on them or have already taken care of.

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Field Rates 2024:

Motion

Commissioner Doty moved to approve the staff recommendation 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.

Holiday Party:

Special Announcements – None

December 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 Strack 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 and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 7:47 p.m. on a motion made by Commissioner Graves. 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 7:47 pm. The roll was called with Commissioners Ackmann, Doty, Graves, Strack and Kroeger present.

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Motion

The Board adjourned the Regular Session at 7:47 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Strack.

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

FROM 11/22/2023 TO 12/11/2023

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
ALARMDET	219339-1016	ALARM DETECTION SYSTEMS, INC							
	01	QUARTERLY ALARM CC	207500056300	11/05/23		66768	11/28/23	494.79	494.79
ANCEL	100193	ANCEL GLINK, P.C.							
	01	CORPORATE MATTERS	101000036120	11/08/23		66769	11/28/23	604.25	604.25
	02	TAX EXEMPTIONS	101000036120					220.00	220.00
BANK		THE BANK OF NEW YORK MELLON							
		SYCAMORE15A-1223							
	01	2015A BOND INT	701000156900	10/17/23		66770	11/28/23	168,662.50	168,662.50
	02	2015A BOND PRIN	701000156901					8,662.50	8,662.50
		SYCAMORE17A-1223							
	01	2017A BOND INT	101000156900	10/17/23		66771	11/28/23	141,037.50	141,037.50
		SYCAMORE19-1223							
	01	2019A BOND INT	101000156900	10/17/23		66772	11/28/23	459,475.00	459,475.00
	02	2019A BOND PRINTCIPL	101000156901					59,475.00	59,475.00
BREAK		BREAKTHRU BEVERAGE ILLINOIS LL							
	112900316								
	01	TEQUILA	303000086636	11/03/23		66773	11/28/23	1,972.48	1,972.48
	02	GIN	303000086636					600.00	600.00
	03	TITOS	303000086636					335.48	335.48
	04	DELIVERY	303000086636					1,032.00	1,032.00
CINTA		CINTAS CORPORATION #355							
	4171491424								
	01	RAG & RUG SERVICE	101500056301	10/20/23		66777	11/28/23	492.52	31.58
	02	RAG & RUG SERVICE	504100056301					11.70	11.70
	03	RAG & RUG SERVICE	201000056301					4.09	4.09
	04	RAG & RUG SERVICE	101000056301					4.10	4.10
	4171491437								
	01	RAG & RUG SERVICE	201000056301	10/20/23		66777	11/28/23	492.52	18.70
								18.70	18.70

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

VENDOR TOTAL:

DATE: 12/11/2023
 TIME: 15:12:39
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4171491472	01	RAG & RUG SERVICE	207500056301	10/20/23		66777	11/28/23	492.52	44.63
									44.63
4172209256	01	RAG & RUG SERVICE	101500056301	10/27/23		66777	11/28/23	492.52	31.58
	02	RAG & RUG SERVICE	504100056301						11.70
	03	RAG & RUG SERVICE	201000056301						11.69
	04	RAG & RUG SERVICE	101000056301						4.09
									4.10
4172209314	01	RAG & RUG SERVICE	207500056301	10/27/23		66777	11/28/23	492.52	44.63
									44.63
4172209322	01	RAG & RUG SERVICE	201000056301	10/27/23		66777	11/28/23	492.52	18.70
									18.70
4172916958	01	RAG & RUG SERVICE	101500056301	11/03/23		66777	11/28/23	492.52	31.58
	02	RAG & RUG SERVICE	504100056301						11.70
	03	RAG & RUG SERVICE	201000056301						11.69
	04	RAG & RUG SERVICE	101000056301						4.09
									4.10
4172917031	01	RAG & RUG SERVICE	207500056301	11/03/23		66777	11/28/23	492.52	50.62
									50.62
4172917083	01	RAG & RUG SERVICE	201000056301	11/03/23		66777	11/28/23	492.52	18.70
									18.70
4173638760	01	RAG & RUG SERVICE	201000056301	11/10/23		66777	11/28/23	492.52	18.70
									18.70
4173638796	01	RAG & RUG SERVICE	101500056301	11/10/23		66777	11/28/23	492.52	31.58
	02	RAG & RUG SERVICE	504100056301						11.70
	03	RAG & RUG SERVICE	201000056301						11.69
	04	RAG & RUG SERVICE	101000056301						4.09
									4.10
4173638836	01	RAG & RUG SERVICE	207500056301	11/10/23		66777	11/28/23	492.52	50.62
									50.62
4174292167	01	RAG & RUG SERVICE	201000056301	11/16/23		66777	11/28/23	492.52	18.70
									18.70
4174292175	01	RAG & RUG SERVICE	207500056301	11/16/23		66777	11/28/23	492.52	50.62
									50.62

FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
4174292223				11/16/23	11/28/23	66777	492.52	31.58
		01 RAG & RUG SERVICE	1015000056301					11.70
		02 RAG & RUG SERVICE	5041000056301					11.69
		03 RAG & RUG SERVICE	2010000056301					4.09
		04 RAG & RUG SERVICE	1010000056301					4.10
							VENDOR TOTAL:	492.52
CITY		CITY OF SYCAMORE						
LIQUOR LICENSE				11/22/23	11/28/23	66778	2,200.00	2,200.00
		01 E LIQUOR LICENSE RENEWAL	3030000046210					2,200.00
COMCAST							VENDOR TOTAL:	2,200.00
0468024-1123				11/10/23	11/28/23	66779	637.16	637.16
		01 INTERNET	1010000096706					129.95
		02 INTERNET	2010000096706					129.95
		03 CABLE	2075000096705					377.26
0468768-1123				10/26/23	11/22/23	66759	187.02	187.02
		01 CABLE	3030000096705					93.51
		02 CABLE	5040000096705					93.51
COMMONWEALTH EDISON							VENDOR TOTAL:	824.18
0558722008-1023				11/02/23	11/28/23	66780	8,795.73	8,795.73
		01 BASEBALL CONC	3033000096702					242.32
		02 POOL	5181000096702					176.60
		03 MAINT	1015000096702					33.18
		04 MAINT	5041000096702					33.18
		05 CART BLDG	5040000096702					174.47
		06 CLUBHOUSE	3030000096702					123.52
		07 PROSHOP	5040000096702					123.52
		08 ADMIN	1010000096702					288.22
		09 ADMIN	2010000096702					288.22
		10 ELECTRONIC SIGN	1010000096702					19.61
		11 ELECTRONIC SIGN	2010000096702					19.61
		12 COMM CTR	2075000096702					7,273.28
103023				10/23/23	11/22/23	66760	97.93	97.93
		01 2451370177-ENTRY PARK	1015000096702					23.14
		02 2451549001 - GOOD TYMES	1015000096702					31.31
		03 7584074070-SOCCER	2021000096702					43.48

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CONS	CONSERV FS						VENDOR TOTAL:	8,893.66
	40021156	01 SIDEWALK SALT-CC & CH	101000066401	11/22/23	66781	11/28/23	938.30	938.30
		02 SIDEWALK SALT-CC & CH	207500066401					350.00
								588.30
DOTY	DOTY & SON CONCRETE PRODUCTS						VENDOR TOTAL:	938.30
	70528	01 BENCH-KIWANIS	101500066404	11/09/23	66761	11/22/23	2,125.00	2,125.00
								2,125.00
ECO	ECOWATER SYSTEMS, INC.						VENDOR TOTAL:	2,125.00
	130856-102623	01 SALT	101000056300	10/26/23	66782	11/28/23	35.00	35.00
		02 SALT	201000056300					17.50
								17.50
ELLIOTT	ELLIOTT & WOOD INC						VENDOR TOTAL:	35.00
	23110-1	01 RESTON PONDS	701000207042	09/23/23	66783	11/28/23	125,417.70	125,417.70
								125,417.70
	23110-2	01 RESTON PONDS	701000207042	11/13/23	66784	11/28/23	195,774.30	195,774.30
								195,774.30
FRONTIER	FRONTIER						VENDOR TOTAL:	321,192.00
	0670-110723	01 ADMIN	101000096700	11/07/23	66762	11/22/23	817.34	604.33
		02 ADMIN	201000096700					302.16
								302.17
	4818-102223	01 MAINT-MAINT	101500096700	10/22/23	66762	11/22/23	817.34	213.01
		02 MAINT-MAINT	202100096700					106.51
								106.50
FUNEXP	FUN EXPRESS						VENDOR TOTAL:	817.34
	72845422301	01 COOKIES W/SANTA ITEMS	206095016216	11/28/23	66801	12/05/23	399.75	399.75
								399.75

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:	399.75
GROUPPL		GROUP PLAN SOLUTIONS						
3511								
	01	COBRA/FSA - NOV	101000106801	11/02/23	11/28/23	66785	96.50	96.50
	02	COBRA/FSA - NOV	201000106801					48.25
								48.25
HARR		HARRIS COMPUTER SYSTEMS					VENDOR TOTAL:	96.50
	FORMXT003051							
	01	W2'S & 1099S	1010000046200	11/09/23	11/28/23	66786	297.61	297.61
	02	W2'S & 1099S	2010000046200					148.80
								148.81
HYVEE		HY-VEE ACCOUNTS RECEIVABLE					VENDOR TOTAL:	297.61
	189345-1123							
	01	PIZZA PARTY	205011956216	11/10/23	11/22/23	66763	22.99	22.99
								22.99
INTEG		INTEGRA BUSINESS SYSTEMS, INC.					VENDOR TOTAL:	22.99
	INV110309							
	01	PRINTER/COPIER- PS	1010000056304	10/03/23	11/28/23	66788	377.86	28.99
	02	PRINTER/COPIER- PS	2010000056304					14.50
								14.49
	INV110310							
	01	PRINTER/COPIER - MIAINT	1010000056304	10/03/23	11/28/23	66788	377.86	33.45
	02	PRINTER/COPIER - MIAINT	2010000056304					16.72
								16.73
	INV110311							
	01	PRINTER/COPIER - CC	1010000056304	10/03/23	11/28/23	66788	377.86	58.77
	02	PRINTER/COPIER - CC	2010000056304					29.38
								29.39
	INV110312							
	01	PRINTER/COPIER -ADMIN	1010000056304	10/03/23	11/28/23	66788	377.86	42.43
	02	PRINTER/COPIER -ADMIN	2010000056304					21.22
								21.21
	INV110724							
	01	PRINTER/COPIER- PS	1010000056304	11/02/23	11/28/23	66788	377.86	30.92
	02	PRINTER/COPIER- PS	2010000056304					15.46
								15.46
	INV110725							
	01	PRINTER/COPIER - MAINT	1010000056304	11/02/23	11/28/23	66788	377.86	39.01
	02	PRINTER/COPIER - MAINT	2010000056304					19.51
								19.50

FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
KISH	INV110726	01 PRINTER/COPIER- CC	101000056304	11/02/23	11/28/23	66788	377.86	75.61
		02 PRINTER/COPIER- CC	201000056304					37.80
KISH	INV110727	01 PRINTER/COPIER - ADMIN	101000056304	11/02/23	11/28/23	66788	377.86	68.68
		02 PRINTER/COPIER - ADMIN	201000056304					34.34
		KISHWAUKEE SPECIAL RECREATION		VENDOR TOTAL:				377.86
MADBOMB	2035-6	01 2023 CONTRIBUTION	221000116855	11/21/23	11/28/23	66789	5,808.61	5,808.61
				VENDOR TOTAL:				5,808.61
MENA	3038	01 100TH ANNIV FIREWORKS	101200046223	11/20/23	11/28/23	66790	10,000.00	10,000.00
		02 100TH ANNIV FIREWORKS	101200046214					5,000.00
		MENARDS - SYCAMORE		VENDOR TOTAL:				10,000.00
MIDWESTS	2980	01 OUTDOOR LIGHTS	101500066404	11/15/23	11/28/23	66791	51.56	9.99
				VENDOR TOTAL:				9.99
MIDWESTS	2987	01 SHELTER LIGHT-VOLT TESTER-PARK	101500066404	11/15/23	11/28/23	66791	51.56	41.57
				VENDOR TOTAL:				41.57
MIDWESTS	092723-BALANCE	01 STEEL MAIN BUILDING	701000207008	09/27/23	11/28/23	66792	14,658.42	14,658.42
				VENDOR TOTAL:				14,658.42
NATREC	156081115-MS23	01 CPRP	101000046207	11/15/23	11/28/23	66793	1,702.05	1,702.05
		02 CPRP	201000046207					212.76
		NATIONAL RECREATION AND PARK		VENDOR TOTAL:				1,489.29
				VENDOR TOTAL:				1,702.05

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
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NICOR		NICOR GAS						
	103123	01 MAINT BLDG	1015000096703	10/31/23	11/28/23	66794	1,012.17	1,012.17
		02 MAINT BLDG	5041000096703					176.03
		03 POOL	5181000096703					176.04
		04 UPSTAIRS OFFICE	1010000096703					166.01
		05 ADMIN	1010000096703					59.48
		06 ADMIN	2010000096703					63.05
		07 PRO SHOP	5040000096703					63.06
		08 CLUBHOUSE	3030000096703					27.03
		09 PUMP HOUSE	5041000096703					27.03
		10 AIRPORT RD PROPERTY	2075000096703					51.65
								202.79

NIUCENT NIU CENTER FOR GOVERNMENTAL
 VENDOR TOTAL: 1,012.17

CGS003309 01 COMMUNITY WIDE SURVEY CONTRACT 101200046214
 11/17/23 66795 11/28/23 7,000.00 7,000.00

PDRMA PDRMA
 VENDOR TOTAL: 7,000.00

OCT 2023
 11/28/23 66796 11/28/23 25,387.53 25,387.53
 01 HEALTH INS PREM 101000106801 5,421.85
 02 HEALTH INS PREM 101500106801 1,488.35
 03 HEALTH INS PREM 504100106801 2,728.23
 04 HEALTH INS PREM 504000106801 1,377.24
 05 HEALTH INS PREM 201000106801 7,078.55
 06 HEALTH INS PREM 202100106801 5,947.00
 07 HEALTH INS PREM 207500106801 841.23
 08 HEALTH INS PREM 303000106801 505.08

PRIN PRINCIPAL LIFE INS GROUP
 VENDOR TOTAL: 25,387.53

DEC 2023
 12/05/23 66802 12/05/23 1,599.90 1,599.90
 01 DENTAL INS PREM 101000106801 349.47
 02 DENTAL INS PREM 101500106801 83.03
 03 DENTAL INS PREM 504100106801 139.99
 04 DENTAL INS PREM 504000106801 70.32
 05 DENTAL INS PREM 201000106801 435.53
 06 DENTAL INS PREM 202100106801 332.67
 07 DENTAL INS PREM 207500106801 162.84
 08 DENTAL INS PREM 303000106801 26.05

FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
RESOUR	RESOURCE BANK						VENDOR TOTAL:	1,599.90
	2017B-121523			11/06/23	66797	11/28/23	86,490.00	86,490.00
	01 2017B BOND PRIN		601000156901					84,000.00
	02 2017B BOND INT		601000156900					2,490.00
SOFT	SOFT WATER CITY						VENDOR TOTAL:	86,490.00
	2652-1023	01 WATER	101500076500	10/31/23	66798	11/28/23	43.08	43.08
SYCKIWAN	SYCAMORE KIWANIS CLUB						VENDOR TOTAL:	43.08
	2023 PUMPKIN ROLL			12/05/23	66803	12/05/23	535.00	535.00
	01 CUT OF PUMPKIN ROLL DOWN EVENT		20619404100					535.00
SYCROT	SYCAMORE ROTARY CLUB						VENDOR TOTAL:	535.00
	1698	01 2ND QTR DUES	101000046204	10/31/23	66764	11/22/23	190.00	190.00
		02 2ND QTR DUES	201000046204					95.00
								95.00
T0000024	DOBBERSTEIN, MELISSA						VENDOR TOTAL:	190.00
	TIP- SYCOS GOLF EVENT			12/08/23	66808	12/08/23	99.00	99.00
	01 TIP-SYCOS GOLF EVENT FOOD		303500003090					99.00
T0000194	HIENBUECHER, JACKIE						VENDOR TOTAL:	99.00
	MILEAGE 12-7-23			12/07/23	66805	12/07/23	67.18	67.18
	01 MILEAGE REIMB		101000046211					33.59
	02 MILEAGE REIMB		201000046211					33.59
T0000230	FREEMAN, JEANETTE						VENDOR TOTAL:	67.18
	MILEAGE 12-7-23			12/07/23	66806	12/07/23	12.46	12.46
	01 MIELAGE REIMB		101000046211					6.23
	02 MILEAGE REIMB		201000046211					6.23

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 11/22/2023 TO 12/11/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000566	HUBER, TIM						VENDOR TOTAL:	12.46
	SANTA 2023	01 COOKIES W/SANTA EVENT	206095016216	12/05/23	12/05/23	66804	200.00	200.00
							VENDOR TOTAL:	200.00
T0001170	METCALF, LISA							
	MILEAGE 12-7-23	01 MILEAGE REIMB	101000046211	12/07/23	12/07/23	66807	218.77	218.77
		02 MILEAGE REIMB	201000046211					109.38
								109.39
							VENDOR TOTAL:	218.77
T0001817	RUEGGE, MATT							
	REFUND	01 REFUND	201000002150	11/22/23	11/22/23	66765	75.00	75.00
								75.00
							VENDOR TOTAL:	75.00
TRUGR	TRUGREEN							
	185885821	01 WEED-N-FEED SOCCER-PARKS	101500076507	11/06/23	11/22/23	66766	266.25	266.25
								266.25
							VENDOR TOTAL:	266.25
UNUM	UNUM LIFE INSURANCE							
	0439956-001.1123	01 STD INS PREM	101000106801	11/22/23	11/28/23	66799	371.92	371.92
		02 STD INS PREM	101500106801					59.00
		03 STD INS PREM	504100106801					25.92
		04 STD INS PREM	504000106801					42.04
		05 STD INS PREM	201000106801					16.00
		06 STD INS PREM	202100106801					112.74
		07 STD INS PREM	207500106801					88.20
		08 STD INS PREM	303000106801					16.40
							VENDOR TOTAL:	11.62
								371.92
UPLAND	UPLAND DESIGN LTD							
	22-1093-04	01 RESTON PONDS DEV	701000207042	11/27/23	11/28/23	66800	7,633.30	7,633.30
								7,633.30
							VENDOR TOTAL:	7,633.30

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WARE		WAREHOUSE DIRECT BUSINESS							
	5615642-0	01 PAPER TOWELS - CAN LINERS	207500076510	11/20/23		66767	11/22/23	118.22	147.22
	C5609815-0	01 REBATE	207500076510	11/09/23		66767	11/22/23	118.22	147.22
	C5616029-0	01 REBATE	207500076510	11/20/23		66767	11/22/23	118.22	-6.50
									-6.50
									-22.50
									-22.50
									118.22
									1,274,499.65

TOTAL ---- ALL INVOICES: 1,274,499.65

VENDOR TOTAL: 118.22

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

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New

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCE ADVANCE AUTO PARTS								
2454-493384	11/01/23	01	SHOP OIL ABSORB-OIL LEAK PADS	101500076510			12/13/23	29.72
		02	SHOP OIL ABSORB-OIL LEAK PAD	101500076514				29.72
		03	SHOP OIL ABSORB-OIL LEAK PADS	101500076500				29.71
			INVOICE TOTAL:					89.15
2454-494011	11/14/23	01	TRUCK CAB AIR FILTER	101500066402			12/13/23	46.88
			INVOICE TOTAL:					46.88
			VENDOR TOTAL:					136.03
AIRGAS AIRGAS USA LLC								
5503733727	11/30/23	01	SHOP WELDING TANK RENTAL-FUEL	101500066401			12/13/23	39.08
			INVOICE TOTAL:					39.08
9144843144	12/07/23	01	FUEL WELDING TANK	101500076515			12/13/23	160.43
			INVOICE TOTAL:					160.43
			VENDOR TOTAL:					199.51
ALL ALL STAR SPORTS INSTRUCTION								
236022	12/13/23	01	ALL STAR SPORTS PROGAME FEES	205550024100			12/13/23	9,761.00
			INVOICE TOTAL:					9,761.00
			VENDOR TOTAL:					9,761.00
CINTA2 CINTAS CORP								
5185127225	11/21/23	01	1ST AID REFILL - CC	207500076513			12/13/23	39.25
			INVOICE TOTAL:					39.25
8406541367	11/24/23	01	1ST AID STOCK - MAINT	101500076513			12/13/23	14.62
		02	1ST AID STOCK - MAINT	202100076513				14.63
		03	1ST AID STOCK -CH	101500076513				22.69
		04	1ST AID STOCK -CH	202100076513				30.72
			INVOICE TOTAL:					82.66
			VENDOR TOTAL:					121.91

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
121022041	11/21/23	01	DIESEL - NEW SHOP TANK 1	101500076515			12/13/23	912.60
		02	DIESEL - NEW SHOP TANK 1	202100076515				304.20
			INVOICE TOTAL:					1,216.80
121022042	11/21/23	01	GAS - NEW SHOIP TANK 2	101500076515			12/13/23	784.06
		02	GAS - NEW SHOIP TANK 2	202100076515				261.36
			INVOICE TOTAL:					1,045.42
40021232	11/30/23	01	KEROSENE FUEL - SHIOP	101500076515			12/13/23	296.14
			INVOICE TOTAL:					296.14
			VENDOR TOTAL:					2,558.36
DEKAM	DEKALB MECHANICAL INC							
86453	11/15/23	01	HVAC-CC ROOF UNITS MAINT-FILTE	207500056300			12/13/23	800.00
			INVOICE TOTAL:					800.00
			VENDOR TOTAL:					800.00
FINN	FINNEY'S ELECTRIC							
25241	12/06/23	01	SECURITY LIGHT-LAKE SYC SHELTE	101500056300			12/13/23	362.43
			INVOICE TOTAL:					362.43
			VENDOR TOTAL:					362.43
FOX1	FOX VALLEY FIRE & SAFETY							
IN00647807	12/06/23	01	QTRLY SHOP FIRE ALARM - MONITO	101500056300			12/13/23	165.00
			INVOICE TOTAL:					165.00
			VENDOR TOTAL:					165.00
GENOA	GENOA AREA CHAMBER OF COMMERCE							
4605	12/05/23	01	2024 MEMBER DUES	101000046204			12/13/23	70.00
		02	2024 MEMBER DUES	201000046204				70.00
			INVOICE TOTAL:					140.00
			VENDOR TOTAL:					140.00

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GRAI GRAINGER								
2472891597	11/27/23	01	1ST AID KITS FOR TRUCKS	101500076514			12/13/23	35.16
							INVOICE TOTAL:	35.16
							VENDOR TOTAL:	35.16
HAGG HAGG PRESS								
119132	11/22/23	01	WINTER SPRING BROCHURE	206500046203			12/13/23	7,461.00
							INVOICE TOTAL:	7,461.00
							VENDOR TOTAL:	7,461.00
LE PRINT LE PRINT EXPRESS								
42136	11/29/23	01	MEMORIAL LEAF STOCK	101200046214	00006569		12/13/23	365.25
							INVOICE TOTAL:	365.25
42312	12/12/23	01	NAME PLATE	101000046212			12/13/23	8.00
		02	NAME PLATE	201000046212				8.00
							INVOICE TOTAL:	16.00
							VENDOR TOTAL:	381.25
LOWE LOWE'S								
903410-MBUIJM	11/22/23	01	PAIN FOR TABLES - SPORTS	202100076500			12/13/23	58.87
							INVOICE TOTAL:	58.87
							VENDOR TOTAL:	58.87
MENA MENARDS - SYCAMORE								
3116-NEW	11/17/23	01	SHOP BREAKROOM SUPPLIES	504100066401			12/13/23	10.60
		02	SHOP BREAKROOM SUPPLIES	101500066401				23.00
							INVOICE TOTAL:	33.60
3787	11/27/23	01	SHOP TOILET PAPER	504100076500			12/13/23	14.99
		02	RACK FOR TRUCK TOOLS	101500066402				14.99
							INVOICE TOTAL:	29.98

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENARDS - SYCAMORE								
3883	11/28/23	01	FLOOR DOLLY'S - SHOP	101500066400			12/13/23	67.96
		02	RUST REMOVER - EQUIP	202100066401				43.98
		03	THERMOSTAT CONTROLLER-SHOP	504100066401				16.99
		04	BATTERIES	101500076500				5.94
			INVOICE TOTAL:					134.87
3902	11/28/23	01	METAL TABLE PAINT - SPORTS	202100076500			12/13/23	31.96
			INVOICE TOTAL:					31.96
3931	11/29/23	01	10 TEE BRIDGE CARPET RUNNER	504100066406			12/13/23	143.40
			INVOICE TOTAL:					143.40
3970	11/29/23	01	SPIKE NAILS-BALL FIELD BASES	202100076536			12/13/23	28.71
			INVOICE TOTAL:					28.71
4019	11/30/23	01	BATTERIES-LINE BLOWOUT-PARKS	101500076500			12/13/23	16.36
		02	LYSOL-MOUSE TRAPS-SHOP	504100076500				20.97
			INVOICE TOTAL:					37.33
			VENDOR TOTAL:					439.85
MIDWESTIR MIDWEST IRRIGATION LLC								
31183	11/22/23	01	IRRIIG WINTERIZE SYSTEM-GOLF	504100056300			12/13/23	675.51
		02	IRRIIG WINTERIZE SYSTEM-GOLF	504100076505				675.51
		03	IRRIIG WINTERIZE SYSTEM-GOLF	504100056308				675.51
		04	IRRIIG WINTERIZE SYSTEM-GOLF	202100076500				599.99
			INVOICE TOTAL:					2,626.52
			VENDOR TOTAL:					2,626.52
NORTHERC NORTHERN ILLINOIS UNIVERSITY								
20231208-00002	12/08/23	01	INTERN AND JOB FAIR	101200046214	00006572		12/13/23	175.00
			INVOICE TOTAL:					175.00
			VENDOR TOTAL:					175.00

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
RINGEN RINGCENTRAL INC.								
CD_000697020	11/22/23	01	TELEPHONE	101000096700			12/13/23	490.65
		02	TELEPHONE	201000096700				490.65
							INVOICE TOTAL:	981.30
							VENDOR TOTAL:	981.30
SAF SAFETY-KLEEN CORP.								
92975009	12/08/23	01	SHOP PARTS WASHER-MAINT	504100056300			12/13/23	76.73
		02	SHOP PARTS WASHER-MAINT	101500056300				76.73
		03	SHOP PARTS WASHER-MAINT	101500066401				76.73
		04	SHOP PARTS WASHER-MAINT	202100066401				76.75
							INVOICE TOTAL:	306.94
							VENDOR TOTAL:	306.94
SHAW SHAW SUBURBAN MEDIA								
112310027030	11/30/23	01	VETERANS THANK YOU	101200046208			12/13/23	370.80
		02	DIGITAL ADS	101200046209				300.00
							INVOICE TOTAL:	670.80
							VENDOR TOTAL:	670.80
STAPLES STAPLES BUSINESS ADVANTAGE								
3554020545	12/02/23	01	LABELS-PENS-MARKERS-DISEPENSER	101000046200			12/13/23	8.96
		02	LABELS-PENS-MARKERS-DISEPENSER	207500046200				8.96
		03	LABELS-PENS-MARKERS-DISEPENSER	201000046200				8.97
		04	AIR FRESHNERS REFILL	207500076510				53.58
							INVOICE TOTAL:	80.47
3554494828	12/09/23	01	GLOVES - 1ST AID - CC	207500076513			12/13/23	50.80
							INVOICE TOTAL:	50.80
							VENDOR TOTAL:	131.27
WAGNEXCA WAGNER EXCAVATING, LLC								

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/13/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
25615	11/29/23	01	BROTHERS PARK PROJECT	701000207008			12/13/23	4,150.00
							INVOICE TOTAL:	4,150.00
							VENDOR TOTAL:	4,150.00
							12/13/23	74.92
								74.91
								8.50
								71.37
								44.60
								44.61
								68.89
								196.26
							INVOICE TOTAL:	584.06
							VENDOR TOTAL:	584.06
							TOTAL ALL INVOICES:	32,246.26

WAGNEXCA WAGNER EXCAVATING, LLC

WASTE WASTE MANAGEMENT

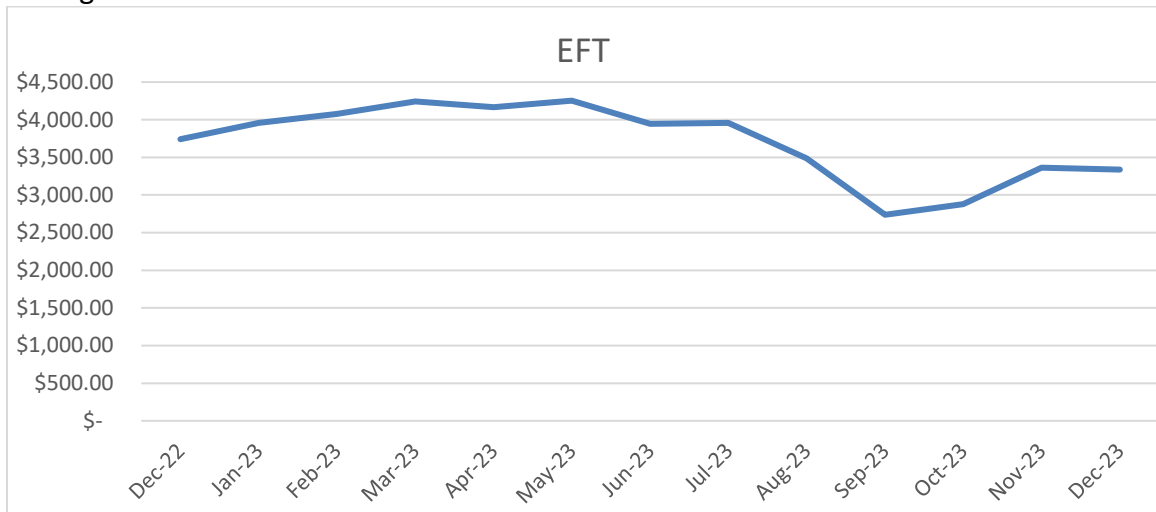
3722185-2011-5	12/05/23	01	REFUSE - ADMIN	101000056302				74.92
		02	REFUSE - CH	303000056302				74.91
		03	REFUSE - ADMIN	101000056302				8.50
		04	REFUSE - OLD SHOP	504100056302				71.37
		05	REFUSE - SC	202100056302				44.60
		06	REFUSE - PARKS	101500056302				44.61
		07	REFUSE -PICNIC	101500056302				68.89
		08	REFUSE -CC	207500056302				196.26

Interim \$ 1,274,499.65
 New \$ 32,246.26
Total \$ 1,306,745.91

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: December 19, 2023

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

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes. The December installment will be done after completing this report. Estimated is for 158 individuals, an increase of 7 from November. The monthly installment estimated at \$3,206.20 (\$26 increase) processed through credit cards and \$133 (\$51 decrease) through ACH transactions.



- 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, new equipment
- 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.
- Continued review of FY 2024 Operating Budget. Provide staff with copies for review.
- Reviewed purchase requisitions for golf and concessions.
- Requested updated EAV numbers for county. Discussed tax levy with attorney. Recalculated figures for the tax levy. Prepared ordinance. File with county.

- Onboarding of Supt of Golf Paul Price.
- Completed annual rollover bond process with Speer Financial/Chapman & Cutler. Filed ordinance with county.
- Reviewed scholarship request for program.
- Participated in PDRMA PATH 2024 Webinar.
- Prepared travel expenditure request (State Conference) for Board approval.

Administrative Initiatives (1/1/24 – 1/31/24)

- Attend scheduled Superintendent and Board meetings.
- Prepare and submit quarterly payroll taxes.
- Prepare and file monthly Sales Tax Return.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly ACH EFT for memberships/passes. Review credit card and assist in collection of declined transactions.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Provide MSI Training to staff in need.
- Complete documentation needed to add acquired property to insurance.
- Finalize FY2024 Capital Budget and present it to board.
- Finalize FY2024 Operating Budget and present it to board.
- Process W2s, 1099s. File with IRS and state.
- Prepare draft Budget & Appropriation Ordinance.
- Coordinate year end pro shop inventory.
- Prepare Employee Value Statements.
- Update COBRA administrator with 2024 premiums.
- Preliminary Fieldwork with auditors.
- Attend IAPD/IPRA State Conference.
- Prepare tax abatement ordinances.

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

Corporate Fund (10)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	84,571.64	1,886,582.14	1,768,881	1,714,464.43	10.0% (1)
Marketing	240.00	2,240.00	1,000	900.00	148.9%
Parks	1,082.21	22,103.65	24,553	21,816.75	1.3% (2)
Total Revenues	85,893.85	1,910,925.79	1,794,434	1,737,181.18	10.0%
Expenses					
Administration	635,298.98	1,293,318.15	1,345,798	642,932.62	101.2% (3)
Marketing	22,029.39	73,277.30	65,240	52,062.16	40.7% (5)
Parks	30,139.65	319,709.67	366,514	291,442.78	9.7% (4)
Total Expenses	687,468.02	1,686,305.12	1,777,552	986,437.56	70.9%
Total Fund Revenues	85,893.85	1,910,925.79	1,794,434	1,737,181.18	10.0%
Total Fund Expenses	687,468.02	1,686,305.12	1,777,552	986,437.56	70.9%
Surplus (Deficit)	(601,574.17)	224,620.67	16,882	750,743.62	-70.1%

(1) increase of 5.8% \$87,451 due to increased levy and recapture. Interest higher 268.7% \$40,737. Merry Oaks property sale \$17,637. Insurance proceeds for clubhouse \$34,652. Sale of surplus equipment \$12,497. Shelter rentals/alcohol permits up 41.9% \$2,582.

(2) Dog park revenue greater in 2023 32.5% \$1,713

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

Payroll and related taxes higher 16.8% \$40,438 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.

2023 Bond payments processed in Nov versus Dec of 2022

(4) Greater in 2023: Maintenance-Mowers 100.8% \$6,566; Maintenance-open property 135.2% \$7,527; Equip Maint 500.2% \$9,397 boom lift; Payroll and related taxes higher 4.7% \$6,467.

(5) 100th anniversary costs.

Recreation Fund (20)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	56,322.65	1,097,997.44	1,083,058	1,058,797.80	3.7% (1)
Sports Complex	7,366.00	38,939.00	43,365	39,292.00	-0.9%
Sports Complex Maintenance	2,851.18	33,532.38	36,250	36,705.56	-8.6%
Programs-Youth	2,057.24	39,577.34	38,291	36,576.02	8.2% (2)
Programs-Tweens	-	957.46	4,065	4,421.90	-78.3% (2)
Programs-Adult	52.05	14,944.02	15,177	14,628.72	2.2% (2)
Programs-Nature	-	990.00	1,221	746.00	32.7% (2)
Programs-Adult Athletics	1,286.60	23,015.23	11,162	10,346.03	122.5% (2)
Programs-Youth Athletics	89.26	47,192.14	61,968	43,588.82	8.3% (2)
Programs-Fitness	593.61	25,441.10	24,791	21,810.23	16.6% (2)
Programs-Early Childhood	4.66	4,423.56	5,249	2,491.79	77.5% (2)
Programs-Dance	112.45	2,668.32	4,209	3,922.86	-32.0% (2)
Programs-Special Events	-	11,032.03	13,006	8,722.00	26.5% (2)
Programs-Community Events	500.00	15,926.24	20,250	13,735.47	15.9% (2)
Brochure	-	1,000.00	3,600	-	#DIV/0!
Weight Room	17,327.09	116,013.20	143,606	130,922.23	-11.4% (3)
Community Center	5,485.76	83,824.34	81,099	79,047.83	6.0% (3)
Total Revenues	94,048.55	1,557,473.80	1,590,367	1,505,755.26	3.4%

(1) Property taxes received 2023 greater 3.6% \$36,228. Interest income is 237.1% \$17,021 higher than in 2022.

(2) Revenue from programs increased 15.6%, \$25,178 compared to YTD 2022.

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

Pathway Fitness Membership 80.15% / 85.46%

Pathway Fitness Pass 83.56% / 92.36%

Track Only Pass 80.53% / 91.51%

Pre-pay Card 20.60% / 30.03%

Program Fees -

Daily Admission Fee 85.20% / 94.56%

Compared to Annual Budget/Compared to 2022 YTD:

Open Gym Daily 82.13% / 88.23%

Open Gym Membership 111.02% / 114.60%

Rentals 112.42% / 116.17%

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

Expenses

Administration	42,116.83	489,704.63	607,851	518,358.85	-5.5%	(2)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	36,542.57	430,932.37	487,285	409,620.82	5.2%	(3)
Programs-Youth	546.76	18,445.77	15,737	14,496.01	27.2%	(1)
Programs-Tweens	105.90	907.11	2,850	478.24	89.7%	(1)
Programs-Adult	240.05	6,741.37	6,663	5,874.62	14.8%	(1)
Programs-Nature	-	499.98	735	727.50	-31.3%	(1)
Programs-Leagues	2,062.80	13,043.23	6,594	4,737.81	175.3%	(1)
Programs-Youth Athletics	60.26	22,779.14	43,508	20,290.54	12.3%	(1)
Programs-Fitness	1,264.91	16,117.53	16,739	12,974.69	24.2%	(1)
Programs-Early Childhood	65.66	2,648.81	3,881	3,211.23	-17.5%	(1)
Programs-Dance	90.45	838.91	1,803	1,215.19	-31.0%	(1)
Programs-Special Events	-	5,157.22	7,838	4,226.13	22.0%	(1)
Programs-Community Events	64.24	15,984.44	29,531	11,867.46	34.7%	(1)
Brochure	1,876.43	19,577.47	31,489	18,577.21	5.4%	(5)
Weight Room	1,011.08	5,787.65	10,850	9,440.98	-38.7%	(4)
Community Center	25,049.67	239,419.43	299,419	185,753.96	28.9%	(6)
Total Expenses	111,097.61	1,288,585.06	1,572,773	1,221,851.24	5.5%	
Total Fund Revenues	94,048.55	1,557,473.80	1,590,367	1,505,755.26	3.4%	
Total Fund Expenses	111,097.61	1,288,585.06	1,572,773	1,221,851.24	5.5%	
Surplus (Deficit)	(17,049.06)	268,888.74	17,594	283,904.02	-5.3%	

- (1) Expenses for programs increased 28.8%, \$23,064 compared to 2022.
- (2) Wages and related pr taxes decreased 10.5% \$39,610 due to splitting Marketing staff wages and staffing changes.
- (3) Payroll and related taxes Higher 3.6% \$9,861; Portable Toilet rental increased 65.2% \$4,065
Maintenance costs increased 35.1% \$7,215
- (4) Graduate assistant in 2022 \$5,689
- (5) Printing increased 15.5% \$1,000
- (6) 2023 higher: Wages/taxes 18.4% \$15,624; Credit card exp 11.1% \$1,106; Electricity 110.6% \$35,183
Water/Sewer 59.9% \$2,867

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

Donations (21)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	7,373.91	500	27,077.58	-72.8%
Total Revenues	-	7,373.91	500	27,077.58	-72.8%
Expenses					
Administration	-	-	201,151	-	#DIV/0!
Total Expenses	-	-	201,151	-	#DIV/0!
Total Fund Revenues	-	7,373.91	500	27,077.58	-72.8%
Total Fund Expenses	-	-	201,151	-	#DIV/0!
Surplus (Deficit)	-	7,373.91	(200,651)	27,077.58	-72.8%

Special Recreation (22)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	12,145.96	246,142.80	236,200	219,179.52	12.3%
Total Revenues	12,145.96	246,142.80	236,200	219,179.52	12.3%
Expenses					
Administration	5,808.61	118,553.31	340,057	106,834.88	11.0%
Total Expenses	5,808.61	118,553.31	340,057	106,834.88	11.0%
Total Fund Revenues	12,145.96	246,142.80	236,200	219,179.52	12.3%
Total Fund Expenses	5,808.61	118,553.31	340,057	106,834.88	11.0%
Surplus (Deficit)	6,337.35	127,589.49	(103,857)	112,344.64	13.6%

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

Insurance (23)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	3,230.87	65,785.99	63,000	60,968.88	7.9%
Total Revenues	3,230.87	65,785.99	63,000	60,968.88	7.9%
Expenses					
Administration	-	31,322.64	64,645	31,387.18	-0.2%
Total Expenses	-	31,322.64	64,645	31,387.18	-0.2%
Total Fund Revenues	3,230.87	65,785.99	63,000	60,968.88	7.9%
Total Fund Expenses	-	31,322.64	64,645	31,387.18	-0.2%
Surplus (Deficit)	3,230.87	34,463.35	(1,645)	29,581.70	16.5%

Audit (24)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	822.87	16,237.65	16,050	15,071.51	7.7%
Total Revenues	822.87	16,237.65	16,050	15,071.51	7.7%
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	822.87	16,237.65	16,050	15,071.51	7.7%
Total Fund Expenses	-	17,080.00	15,500	14,800.00	15.4%
Surplus (Deficit)	822.87	(842.35)	550	271.51	-410.2%

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

Paving & Lighting (25)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	1,284.53	27,003.92	25,000	579.60	4559.1% (1)
Total Revenues	1,284.53	27,003.92	25,000	579.60	4559.1%
Expenses					
Administration	-	-	72,132	27,350.00	-100.0%
Total Expenses	-	-	72,132	27,350.00	-100.0%
Total Fund Revenues	1,284.53	27,003.92	25,000	579.60	
Total Fund Expenses	-	-	72,132	27,350.00	
Surplus (Deficit)	1,284.53	27,003.92	(47,132)	(26,770.40)	

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

Park Police (26)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	316.44	5,516.11	5,385	5,248.66	5.1%
Total Revenues	316.44	5,516.11	5,385	5,248.66	5.1%
Expenses					
Administration	822.32	5,119.33	5,417	3,098.81	65.2%
Total Expenses	822.32	5,119.33	5,417	3,098.81	65.2%
Total Fund Revenues	316.44	5,516.11	5,385	5,248.66	5.1%
Total Fund Expenses	822.32	5,119.33	5,417	3,098.81	
Surplus (Deficit)	(505.88)	396.78	(32)	2,149.85	-81.5%

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

IMRF (27)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	4,002.14	78,005.05	74,000	104,787.99	-25.6%
Total Revenues	4,002.14	78,005.05	74,000	104,787.99	-25.6%
Expenses					
Administration	5,852.66	68,845.76	78,654	88,140.52	-21.9%
Total Expenses	5,852.66	68,845.76	78,654	88,140.52	-21.9%
Total Fund Revenues	4,002.14	78,005.05	74,000	104,787.99	-25.6%
Total Fund Expenses	5,852.66	68,845.76	78,654	88,140.52	-21.9%
Surplus (Deficit)	(1,850.52)	9,159.29	(4,654)	16,647.47	

Social Security (28)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	5,896.87	114,934.99	115,000	111,796.55	2.8%
Total Revenues	5,896.87	114,934.99	115,000	111,796.55	2.8%
Expenses					
Administration	8,721.43	108,367.67	115,000	103,667.37	4.5%
Total Expenses	8,721.43	108,367.67	115,000	103,667.37	4.5%
Total Fund Revenues	5,896.87	114,934.99	115,000	111,796.55	2.8%
Total Fund Expenses	8,721.43	108,367.67	115,000	103,667.37	4.5%
Surplus (Deficit)	(2,824.56)	6,567.32	-	8,129.18	

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

Concessions (30)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Clubhouse Concessions	3,838.62	99,532.92	96,163	91,404.50	8.9% (1)
Beverage Cart	5.94	10,873.27	12,308	9,784.42	11.1% (2)
Sports Complex Concessions	168.29	66,814.54	61,389	63,586.63	5.1% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	3,786.56	21,935.54	20,537	20,151.84	8.9%
Total Revenues	7,799.41	199,156.27	190,397	184,927.39	7.7%
Expenses					
Clubhouse Concessions	10,039.02	118,805.44	106,513	102,670.41	15.7% (1)
Beverage Cart	83.57	10,536.84	10,182	8,309.51	26.8% (2)
Sports Complex Concessions	1,839.26	55,660.18	52,476	48,202.55	15.5% (3)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	1,029.73	6,427.80	6,606	5,809.93	10.6%
Total Expenses	12,991.58	191,430.26	175,777	164,992.40	16.0%
Total Fund Revenues	7,799.41	199,156.27	190,397	184,927.39	7.7%
Total Fund Expenses	12,991.58	191,430.26	175,777	164,992.40	16.0%
Surplus (Deficit)	(5,192.17)	7,726.01	14,620	19,934.99	-61.2%

(1) Increased sales primarily in Mixed Drinks/Specialty Drinks and packaged snack items. Increase in labor 17.1% \$6,332 and COGS 27.4% \$10,060.

(2)

Increased use of the cart resulted in increased sales, wages/taxes 31.6% \$1,618 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 51.4% \$7,493 primarily due to IMRF position.

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

Developer Contributions (32)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	6,480.00	24,402.82	8,100	7,767.93	214.1%
Total Revenues	6,480.00	24,402.82	8,100	7,767.93	214.1%
Expenses					
Administration	-	-	51,350	-	#DIV/0!
Total Expenses	-	-	51,350	-	#DIV/0!
Total Fund Revenues	6,480.00	24,402.82	8,100	7,767.93	214.1%
Total Fund Expenses	-	-	51,350	-	#DIV/0!
Surplus (Deficit)	6,480.00	24,402.82	(43,250)	7,767.93	214.1%

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

Golf Course (50)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Golf Operations	24,325.14	759,337.81	625,481	603,336.45	25.9% (1)
Golf Maintenance	1,588.41	19,506.09	20,384	20,476.10	-4.7%
Total Revenues	25,913.55	778,843.90	645,865	623,812.55	24.9%
Expenses					
Golf Operations	19,582.87	277,846.17	403,306	245,855.69	13.0% (2)
Golf Maintenance	21,885.85	302,341.68	333,683	282,729.44	6.9% (3)
Total Expenses	41,468.72	580,187.85	736,989	528,585.13	9.8%
Total Fund Revenues	25,913.55	778,843.90	645,865	623,812.55	24.9%
Total Fund Expenses	41,468.72	580,187.85	736,989	528,585.13	9.8%
Surplus (Deficit)	(15,555.17)	198,656.05	(91,124)	95,227.42	108.6%

(1) 2023 compared to annual budget and 2022

Daily Greens Fees	125.89%	\$60,469	//	126.82%	\$62,181
Golf Events & Misc	103.02%	\$225	//	109.92%	\$693
Lessons	100.80%	\$100	//	103.70%	\$450.00
Carts	129.89%	\$55,351	//	136.39%	\$64,171
Season passes	114.20%	\$18,237	//	119.91%	\$24,353
Pro shop sales	102.26%	\$939	//	111.33%	\$4,321

(2) Payroll and related taxes higher 16.7% \$23,613. Includes an earlier start for assistant pro shop manager.

Credit card fees up 31.0% \$3,974. Cost of goods sold increased 19.7% \$4,877 due to higher sales.

(3) Payroll and related taxes higher 8.0% \$12,922. Pesticides up 27.8% \$7,518.

Health Ins up 40.5% \$8,450 due to employee waived coverage in 2022.

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

Aquatics (51)

<u>Department</u>	<u>November 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	-	-	72,978	57,759.58	-100.0%
Aquatics Maintenance	342.61	7,627.85	34,900	40,858.63	-81.3%
Swim Lessons	-	-	10,427	5,230.23	
Splashpad	-	733.81	1,122	585.91	25.2%
Total Expenses	342.61	8,361.66	119,427	104,434.35	-92.0%
Total Fund Revenues	-	15,796.00	97,469	70,463.15	-77.6%
Total Fund Expenses	342.61	8,361.66	119,427	104,434.35	-92.0%
Surplus (Deficit)	(342.61)	7,434.34	(21,958)	(33,971.20)	-121.9%

Pool closed 2023

Debt Service (60)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	35,299.02	697,719.38	691,000	658,317.23	6.0%
Total Revenues	35,299.02	697,719.38	691,000	658,317.23	6.0%
Expenses					
Administration	86,490.00	681,597.79	783,337	649,139.88	5.0% (1)
Total Expenses	86,490.00	681,597.79	783,337	649,139.88	5.0%
Total Fund Revenues	35,299.02	697,719.38	691,000	658,317.23	6.0%
Total Fund Expenses	86,490.00	681,597.79	783,337	649,139.88	5.0%
Surplus (Deficit)	(51,190.98)	16,121.59	(92,337)	9,177.35	75.7%

(1) Timing of bond payment.

Capital Projects (70)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	135,391.20	953,800	3,453.24	3820.7% (1)
Total Revenues	-	135,391.20	953,800	3,453.24	3820.7%
Expenses					
Administration	512,289.22	893,218.81	1,454,113	156,392.33	471.1%
Total Expenses	512,289.22	893,218.81	1,454,113	156,392.33	471.1%
Total Fund Revenues	-	135,391.20	953,800	3,453.24	3820.7%
Total Fund Expenses	512,289.22	893,218.81	1,454,113	156,392.33	471.1%
Surplus (Deficit)	(512,289.22)	(757,827.61)	(500,313)	(152,939.09)	395.5%

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

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

Action 2020 (71)

<u>Department</u>	<u>November Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	11,967.57	299,740	42,895.16	-72.1%
Total Revenues	-	11,967.57	299,740	42,895.16	-72.1%
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	-	11,967.57	299,740	42,895.16	-72.1%
Total Fund Expenses	-	198,973.40	480,000	755,787.65	-73.7%
Surplus (Deficit)	-	(187,005.83)	(180,260)	(712,892.49)	-73.8%
Total Fund Revenues	283,134.06	5,892,677.15	6,806,307	5,379,283.38	
Total Fund Expenses	1,473,352.78	5,877,948.66	8,043,874	4,942,899.30	
Surplus (Deficit)	(1,190,218.72)	14,728.49	(1,237,567)	436,384.08	

Sycamore Park District
Fund Balances

	audited 1/1/2023	Revenues	Expenses	11/30/2023	11/30/2023 Cash balance
10 Corporate	1,012,650.36	1,910,925.79	1,686,305.12	1,237,271.03	1,239,749.06
20 Recreation	712,119.06	1,557,473.80	1,288,585.06	981,007.80	1,001,031.61
21 Donations	220,925.16	7,373.91	-	228,299.07	228,299.07
22 Special Recreation	225,056.60	246,142.80	118,553.31	352,646.09	352,646.09
23 Insurance	56,327.38	65,785.99	31,322.64	90,790.73	90,790.73
24 Audit	12,194.56	16,237.65	17,080.00	11,352.21	11,352.21
25 Paving & Lighting	47,132.33	27,003.92	-	74,136.25	74,136.25
26 Park Police	3,876.16	5,516.11	5,119.33	4,272.94	4,355.98
27 IMRF	4,654.08	78,005.05	68,845.76	13,813.37	13,813.37
28 Social Security	-	114,934.99	108,367.67	6,567.32	6,567.32
30 Concessions	66,481.01	199,156.27	191,430.26	74,207.02	70,087.76
32 Developer Contributions	51,349.38	24,402.82	-	75,752.20	75,752.20
50 Golf	174,469.08	778,843.90	580,187.85	373,125.13	401,665.14
51 Aquatics	(72,597.99)	15,796.00	8,361.66	(65,163.65)	(65,163.65)
60 Debt Service	101,740.74	697,719.38	681,597.79	117,862.33	117,862.33
70 Capital Projects	537,376.61	135,391.20	893,218.81	(220,451.00)	(220,454.00)
71 Action 2020	470,472.73	11,967.57	198,973.40	283,466.90	246,437.01
	3,624,227.25	5,892,677.15	5,877,948.66	3,638,955.74	3,648,928.48

Summary of depository accounts as of

12/12/2023

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	653,223.29	3.76
Resource Bank	202,970.97	1.41
IPDLAF	2,790,571.45	5.24
DCCF - Action 2020	70,368.45	
Dekalb Co. Community Foundation	20,842.63	
	<u>3,737,976.79</u>	

To: Board of Commissioners
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff
 Subject: Monthly Report
 Date: December 19, 2023

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

Superintendent Metcalf

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 265 Pathway Fitness 24/7 Memberships, 238 Pathway Fitness Passes, 60 Track 24/7 Memberships, 207 Track Passes, and 338 Open Gym Passes.
- 2023 Dog Park Memberships sold to date: 344.
- Had a Rec Staff meeting to go over the rest of fall programming and marketing opportunities.
- Hired a part-time custodian.
- Helped out with Cookies with Santa.
- Attended a Safety Coordinator Webinar through PDRMA.
- Attended the KSRF Board Meeting.
- Attended a PATH 2024 Webinar.
- Attended a meeting to help plan our Fire & Ice Festival.
- 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 November selling \$318.50 in product.
- Had total of 6 Birthday Packages at the community center.
- Had 7 Multi-Purpose Room rentals for December, one a double.
- Had 2 gym rentals for November.
- Had 6 clubhouse rentals and 0 Riverview Room rental for December.
- Reinstated Kiwanis Club back in clubhouse for the winter, meeting two times per month.
- Started catering for Kiwanis for their meetings.
- Closed Caddyshack Grill for the season.
- Working on all the planning for the Fire and Ice event.
- Had very successful Cookies with Santa event at the community center. Over 300 kids attended.
- Had final wrestling event for the year. Large rental sold over \$700 in concessions.

Recreation Supervisor Hoblit

- Assisted with Cookies with Santa event.
- Pickleball ended the Fall season with over 70 enrollments for the Fall. The classes averaged 4 per class.
- The second Fall session of All Star Sports classes ended up 200% enrollment over the first session with over 150 participants for the Fall sessions.
- Dog Obedience classes saw an average of 4 participants, maintaining the average enrollment as seen in previous sessions.

Recreation Supervisor Turner

- Wrapped up final programs from the fall season.
 - Parents/Showcase Day for Intro to Dance and Ballet classes.
 - Homeschool had an "end of year" celebration together.
- Created snow globes with Homeschool class.

- A very neat craft that was one of a few Holiday Crafts we did with the kids.
- Helped with the “Cookies with Santa” event with Lions Club.
- Attended ILIPRA Facility Management “Crunch ‘N Lunch” event.
 - Was able to meet Billy Blanks and join a conversation with him, as well as network with other ILIPRA members.
 - While there, I also volunteered to be a Room Moderator for a session at conference in January.
- Attended Kirk’s retirement party.
- Enjoyed an appetizer and gift exchange party with staff.
- Helped with the “Grinch in House” open gym event at the end of the month.
- Applied for Sycamore Chamber of Commerce Leadership Academy.
- Met with High School Auditorium director to continue talks of possible Talent Show held there.

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

Administrative Initiatives (1/1/24-1/31/24)

Superintendent Metcalf

- Will have our regular Rec Staff Meeting.
- Will help out at our Fire & Ice Festival / Chili Cook-Off.
- A deep clean and PM is scheduled for Pathway Fitness.
- Will attend the IPRA State Conference.

Food and Beverage Manager Dobberstein

- Having cleaning day to scrub down kitchen and clubhouse.
- 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 Fire & Ice and Sweetheart Dance.

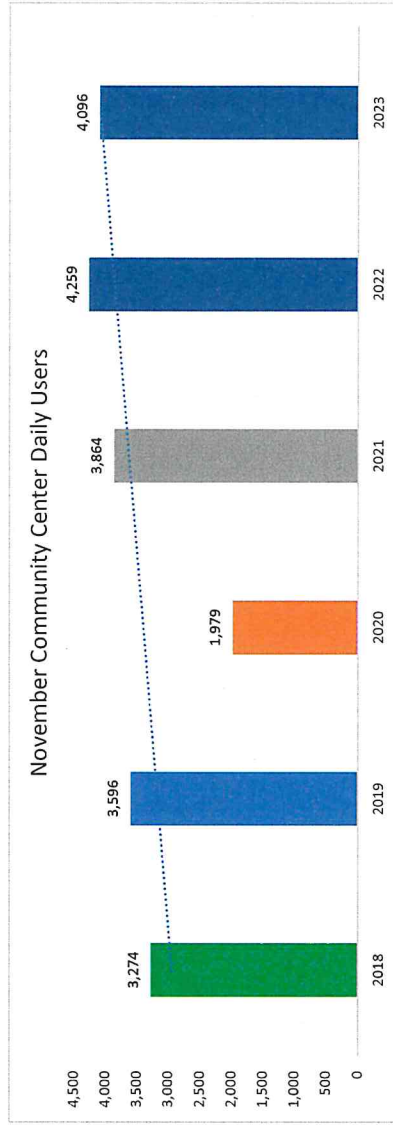
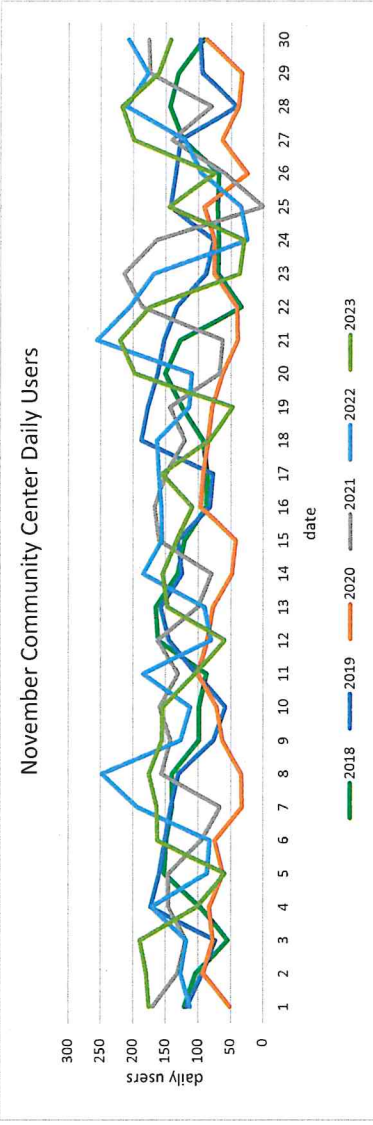
Recreation Supervisor Hoblit

- Working with Jaybird Dog Training at the Fire and Ice Event.
- Will attend state conference.

Recreation Supervisor Turner

- Be prepared for Winter/Spring classes and programs to start.
 - Paying close attention to some of the new classes offered and time adjustments made.
- Deep clean and preventative maintenance of Pathway Fitness scheduled with Jeff and crew as well as with Life Fitness for January.
- Set to help with “Fire & Ice” event.
- Continuing with CPRP examination prep work.
- Attend Soaring to New Heights conference in Chicago.
- Begin with Chamber Leadership Academy.
- Begin researching “technology” grants through Meta and other resources to explore possibilities for Homeschool and/or preschool classes.

	2018	2019	2020	2021	2022	2023
November						
1	120	116	51	170	111	175
2	103	93	92	131	126	179
3	54	74	78	118	117	189
4	96	172	83	145	171	102
5	151	159	62	145	86	59
6	148	150	75	95	82	162
7	139	141	32	67	193	163
8	139	129	33	156	247	175
9	98	77	63	142	126	155
10	98	58	72	159	111	154
11	87	102	100	130	184	104
12	161	144	86	162	80	59
13	164	157	78	100	90	146
14	130	124	48	80	184	154
15	120	130	42	160	155	132
16	87	82	96	167	156	108
17	86	78	92	149	160	155
18	92	187	85	120	163	83
19	124	177	79	143	113	47
20	150	162	63	68	109	197
21	127	152	39	63	255	220
22	33	132	40	186	205	174
23	70	88	76	214	168	36
24	69	77	76	164	24	29
25	71	142	91	0	34	144
26	69	134	24	60	95	76
27	123	127	64	140	120	199
28	143	41	38	80	210	217
29	130	94	33	174	177	161
30	92	97	88	176	207	142
TOTALS	3,274	3,596	1,979	3,864	4,259	4,096



From: Kirk T. Lundbeck

Subject: Monthly Report

Date: December 19, 2023

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

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing. Continued planning next season's schedule of eblasts.
- Closed the Golf Course for the 2023 season on Friday, December 8 and sent out eblasts thanking customers for their patronage this year.
- Helped set up meetings with sales representatives which have prebooked orders placed with the new SOGS.
- Began getting Paul Price up to speed on daily operations and worked 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.
- Contacted Benchcraft, our scorecard provider, with information for the name change of golf professionals.
- Worked with the new superintendent of Golf Services to set up eblasts introducing him to our clientele.
- Finalized a trade in deal of 10 of our oldest riding carts and the purchase of 15 newer carts for our fleet. These carts are to arrive in late March 2024.
- Worked with the new Superintendent of Golf Services on transferring all files to his computer to smooth the transition to next season.
- Continued and finalized the moving of all my personal items from the pro shop and clubhouse.

- Filled nail holes and painted the pro shop office so Paul Price can begin its use.
- Donald will continue to work through the transition so he and Paul can begin their working relationship and work together to prepare for 2024.

In the fall of 1996, I received a telephone call from former Sycamore Park Board Commissioner, Larry Stezco. In that conversation Larry informed me that Don Chavez would not be returning as the Golf Professional and wondered if I would be interested in the position once it became officially open. I said yes without any hesitation. Once the position was officially open, I applied and was one of the four candidates for the position. Shortly after completing the interview process, I was offered the position. I gratefully accepted. To come back and be the professional at the golf course I learned to play golf was a dream come true. To come back to my hometown and be close to my family, my wife's family and my friends was so special to me. But I know I had my work cut out for me. I had played the golf course many times with my father as I worked through my PGA education, and I knew it needed some direction. After meeting with the newly hired Golf Course Superintendent, Jeff Donahoe, I knew I had made the right decision. We both had the same ideas, goals, and plans. Those same ideas, goals and plans haven't changed in the 27 years of my tenure. To take care of what we have and continue to make it better and more enjoyable for the patrons. To be good stewards of the taxpayer's money and find inventive ways to retain and attract customers. Both he and I implemented new structures. As he developed a mowing and care schedule I developed a tee time structure, getting rid of the ball rack at the first tee and creating a tee sheet with tee times. I changed the name from Sycamore Municipal Community Golf Course back to what it was in in the 40's Sycamore Golf Club. I created a motto, "Hometown atmosphere with a Country Club Feel." I branded the golf course, created the opportunity in the community for more leagues and outings. I became an active member of the Sycamore Chamber of Commerce to draw more attention to the facility. Every day since the first day in February of 1997 I have put my love of the game and passion for Sycamore in the forefront. I have come to work every day with a full tank and left each night with the needle on empty. It's never been a job to me, it's been a lifestyle, a commitment. Though we have suffered hard times with lean years and floods we have persevered. I am very proud of what has been accomplished over the past 27 years, but I didn't do it alone. The support of the Board of Commissioners and the wonderful staff I've been lucky enough to work with over these many years has made all my goals achievable. This current group of staff members are the best possible people to

work with. We all have the same goals in mind. We all have passion and commitment. We all strive to be the very best at what we do, to serve the community with the best possible recreational activities possible. As my retirement draws near, I wish to thank you all for making my life here so special and unforgettable.

Sincerely,

Kirk Lundbeck
Superintendent of Golf Operations/Head PGA Professional
Sycamore Golf Club

To: Board of Commissioners
 From: Jeff Donahoe
 Subject: Monthly Report
 Date: December 19th, 2023

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

Golf

- The course was closed at the end of the day on December 8th. The course will now get a break from traffic, divots, and ball marks as the turf has stopped growing and recovering from play.
- What a great season 2023 was! The popularity of our course and product keeps growing. We also had a pleasant weather year with very few days of closing and no cart use due to rain issues. This along with not a horribly hot summer contributes to the turf staying healthy even with all the play. The irrigation system also was key during the many drought periods this season.
- Staff are bringing in all the course flags, tee markers, ball washers, and signs to refurbish during the winter. Ropes will be placed around the west side greens and the snowmobile trail signs installed with the east side bridges chained off.
- All mowers and vehicles are being power washed for winter service.
- The old shop's third shed will be installed on December 13th.
- The candle ceiling light ballasts in the pro shop are being changed to accommodate LED bulbs.
- Spraying of the greens, tees, and fairways for snow mold disease was completed the week of December 4th.
- I have been working with Paul as he gets settled in his new position. We are happy to have him aboard and look forward to planning for the 2024 season.
- I wanted to say thank you and good luck to Kirk Lundbeck. We both just completed our 27th season at the Park District. Kirk has always supported Steve and me along with our staffs' efforts throughout the years. He is leaving the product we offer stronger than ever. Our almost daily communication on what was happening that day on the course from our end and outings or leagues on the golf end are crucial to the course operating smoothly. We are sure Kirk will enjoy more free time and not having to deal with frost delays is never a bad thing!

Sports

- User groups are already communicating with us on spring events. We will have a new Sycamore Youth Baseball/Titans Board President next year. John Bradley will take over from Tony Rowan who has served for the past several years.
- Staff have been wrapping up outdoor projects which include landscaping areas, adding stone to seating areas for drainage, and final leveling of infields before winter. All equipment will now be fixed, repaired, and serviced along with inventory taken on bases, nets, and supplies to ready for spring.
- I will be working with Chris Hoblit from the recreation side to start organizing field use schedules for the spring with all groups.

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.
- We hosted a PDRMA region training class on December 11th for back and body safety training school. Maintenance staff from Sycamore and Dekalb Park Districts, and Dekalb Forest Preserve attended the event at our shop.
- Worked with Director Bailey and Upland Design as the Reston Park construction continued. The playground and gazebo will be installed in the spring.
- Working on refinement of the operating budget with staff for 2024.
- Worked with Com Ed on the planned Clubhouse power outage on November 29th so they could attach and activate the new underground lines from rt. 64. The snow cover kept the clubhouse closed anyway and the job just took four hours to complete.
- Park staff completed final turf mowing and leaf mulching. Picnic tables were brought in and are being repaired along with garbage cans. Tennis, pickleball, and volleyball nets have been brought in for the winter.
- The School District is still waiting for the court surfacing company to see the West School courts for resurfacing. It seems several groups are backed up with estimate requests.
- I completed a summary of our playground equipment at the various parks to provide information on their status which is included in the staff recommendations.
- I have been scheduling all the required compliance inspections during the winter for fire alarms, fire sprinklers, elevator, and backflow preventors for all buildings.

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

- Attending staff, Board, and budget meetings.
- Work with newly hired Golf Operations Supt. for any needed transition information.
- Attend the Park District State Conference the third week of January.
- Organize records for applications and inspections from the previous year.
- Research options for additional PDRMA training for the year.
- Receive training on the irrigation computer updates made to the software.
- Work with recreation staff on winter event needs and logistics.
- Review turf product updates and meet with sales reps. on options for 2024.
- Attach snowplows to the trucks. Salt, shovel, and plow as needed. Staff will complete refurbishing all the picnic tables, garbage can, golf equipment, and continue working on all mowers for winter maintenance.

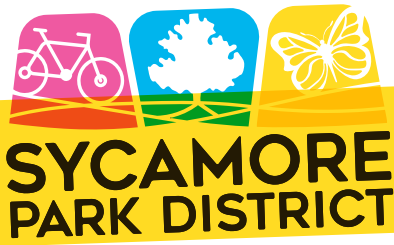
To: Board of Commissioners
From: Sarah Rex
Subject: Monthly Report
Date: December 19, 2023

Administrative Initiatives (12/1/23-11/31/23)

- Marketing and Outreach Coordinator Rex
 - Submitted a grant to support the purchase of a stage to the Department of Commerce and Economic Opportunity's Tourism Attraction Grant Program.
 - Entered the Soaring to New Heights Conference's Agency Showcase in the Video and Brochure Series categories.
 - Met with the NIU Center for Government Studies to begin the process for the 2024 Community-wide survey.

Administrative Initiatives (1/1/24-1/30/24)

- Marketing and Outreach Coordinator Rex
 - Will attend the Soaring to New Heights Conference.
 - Will plan digital, print, and radio marketing for the year.
 - Will coordinate the SPD logo apparel order.



2023

Marketing & Outreach⁵⁰ HIGHLIGHTS

SPONSORSHIP HIGHLIGHTS

IN-KIND CONTRIBUTIONS = \$1,295 VALUE Concert Sponsorships and Pumpkin Scramble Prizes

DONATIONS = \$12,000 Event, Program & Concert Sponsorships \$8,600

Gymnasium Banners \$2,400

Brochure Ads \$1,000

PROMOTION HIGHLIGHTS

Social Media

Facebook Followers = 6,267
↑19.3% from 2022

Instagram Followers = 1,378
No comparison data, Meta/Instagram merge happened mid 2023

E-Blasts

Sent monthly to all households in the RecTrac System

Average Open Rate = 46%

Industry Average = 21.33%

Average Click Rate = 3.33%

Industry Average = 2.30%

Print Ads = 33

Shaw Media's Daily Chronicle, Bridal Guide, and Parent Source Magazine • Rochelle News-Leader
Rochelle Getaway Guide • CVB Magazine
Sycamore Chamber Lifestyles Magazine
New Values Magazine • DeKalb Co Resource Guide

Website

Most Visited Pages (Nov 6-Dec 7)

- #1 sycparks.org/calendar
- #2 sycparks.org/pathwayfitness
- #3 sycparks.org/brochure-current
- #4 sycparks.org/registration
- #5 sycparks.org/100th-anniversary-fireworks

Average Session Duration

National Standard = 53 seconds

New Features in 2023

The Sycamore Park District App gives residents quick access to park information, things to do and staff contacts.

A Historical Timeline presents the Park District's history in a graphical way. Moving forward, it will be used to commemorate and record significant events and donations.

Staff Portraits were added to the contact page.

Digital Ads

Campaign	Average Monthly Impressions	Average Click Rate
Sycamore Golf Club	24,955	.06%
Sip N Savor	30,000	.06%
Pathway Fitness	25,000	.07%
National Standard		.05%



Appearing on devices in our area when visiting shawlocal.com or any of the top 200 most-visited sites.

OUTREACH HIGHLIGHTS

Staff from all departments engage in outreach opportunities and help enhance other organizations' events by providing information or activities.

- NIU Summer Job and Internship Fair.....Feb 15
- Middle School Science Olympiad..... Mar 16
- Chamber's Community Expo & Job Fair..... Apr 1
- Chamber's Leadership Academy.....Jun 30
- National Night Out..... Aug 1

- School District's Back-to-School Bash.....Aug 8
- Library's Pumpkin Celebration & Downtown Trick-or-TreatingOct 26
- Chamber's Power Academy at Sycamore High School Nov 30



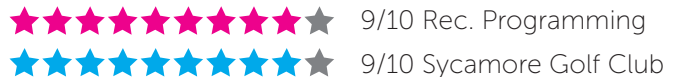
SURVEY HIGHLIGHTS

Seasonal Recreational Program Surveys & End of Season Sycamore Golf Club Survey

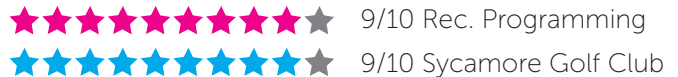
What did participants **hope to get out of engaging** with the program or facility?



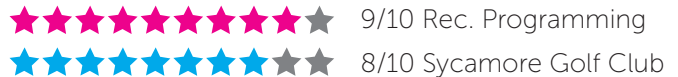
Did the experience **fulfill** the participants' **purpose for engaging in it?**



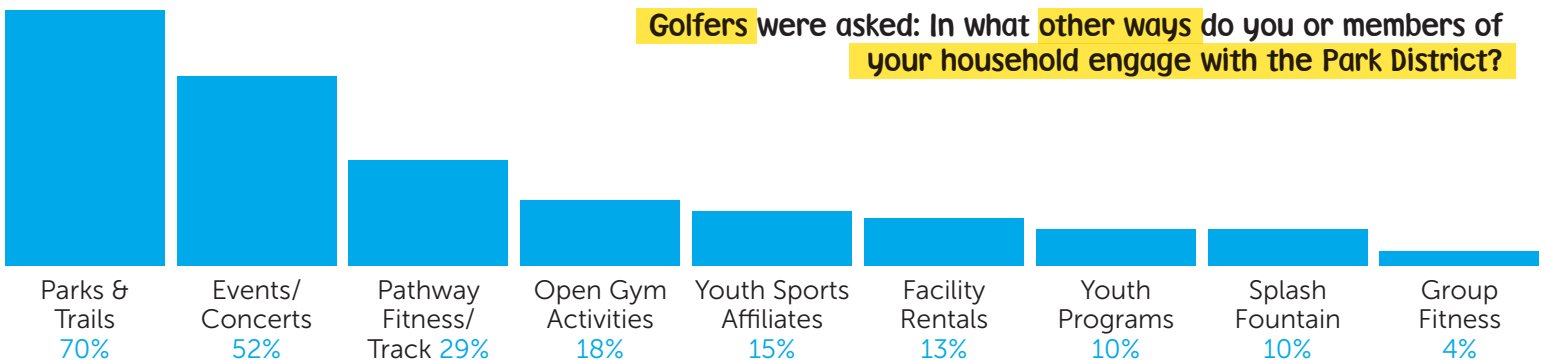
How likely is it that the participant would **recommend Sycamore Park District to a friend or colleague?**



How well is the Park District is doing in its effort to be **inclusive and engaging** with diverse populations?



Golfers were asked: In what **other ways** do you or members of your household engage with the Park District?



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

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.
- 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
- Continue to get to know the community members.
- Hired a SOG, who started on 12/6.
- 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 for update from Upland.
 - 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. This project is on hold currently.
- All staff evaluations have been completed and reviewed.

Administrative Initiatives (1/1 – 1/31/2024)

- 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

Connie Dortch
1777 Longwood Dr
Sycamore, IL 60178
Cdortch63@gmail.com
815-901-1456

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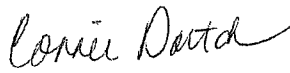
Dear PumpkinFest Committee, Pay It Forward House Committee and Sycamore Park District,

As you know, Bart Desch passed away on Sunday, November 6, 2023. He passed away alone at his home. In the last few years, Bart had a brain tumor, complications of diabetes, a heart attack and most recently a stroke. Because of the brain surgery, his short term memory was extremely compromised making it difficult to participate in volunteer work as he struggled to keep straight what day it was let alone what was expected of him and the date the task was due. The purpose of contacting you was to inform you of the "why" he faded away from his volunteer work as he never wanted to burden or disappoint anyone and he was well aware of his challenges and how they impacted his dependability. Bart was very well loved by so many people in the community and I know this by the people that often spoke to him when we'd be out. With Bart's brother, Rich, we would very much like to extend an invitation to a memorial service on the first Saturday following the first day of Spring in 2024. It will be at Lake Sycamore, on March 23. Bart always looked forward to the first day of Spring.

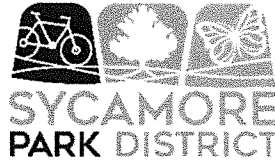
Bart and I spent a ton of time at Lake Sycamore. He love to go out there fishing, walking and sitting on the benches watching the scenery. He remarked several times about the benches and said what an honor that would be to have one in his name. I know he said it in passing but never would imagine he would have one. Sam at Doty and Sons quoted a price of \$821 (approx). I am hopeful your organization would be willing to help offset the cost of this bench as a way to memorialize Bart. He would never expected to have anyone honor him as he always felt the need to serve was just part of being alive. I also know he would be smiling down from ear to ear with the very thought he would have a bench in HIS honor.

If you would please meet with your committee members (past and present) to consider assisting with the cost to purchase a bench as a final way to honor Bart it would be so *appreciated*. Bart's brother, Rich, is devastated. He is overwhelmed with the loss. I have spoke to him about a service and would very much love to attend the memorial. He would be so proud to see Bart remembered and is unaware of my efforts to get this bench. I realize you may not be meeting again till after the holidays so by setting the date in March this would also provide time for you to meet and approve a donation. Lastly, Bart and I spent a lot of time together talking about the things he'd done while he was recovering from different issues. He truly did love serving Sycamore. He loved everything about this town and the people in it. If you are unable or it is not in your budget to donate, I hope you will take to heart the sincerity of my words.

Thank you for being a part of his life. Making a difference in helping him to allow what he did best, making people SMILE. Please, feel free to reach out to me with questions. A check can be made out to Doty and Sons. I will give it directly to them for the bench. Thank you from the bottom of my heart.

Truly,

Connie Dortch

Bart was Super. of
Recreation. If we are
unable to cover the cost of
a bench, perhaps we could
get a tree dedicated to him.
Just let me know -
Thank You!



Board of Commissioners

Date of Board Meeting: December 19, 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 is in and the parking lot of complete. No change has occurred.

Solar Panels:

- Waiting for the construction meeting to be confirmed.

Memorial Park Softball field w/the School district:

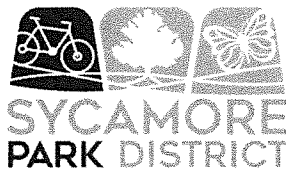
- Waiting on new information from the school.

FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners

Date of Board Meeting: December 19, 2023

Information Only

AGENDA ITEM:

Staff update

BACKGROUND INFORMATION:

Paul Price has officially started and below is his bio. We will also be posting the Naturalist position in January.

Paul has experience instructing and creating quality opportunities for golfers of all ages. While at the Grayslake Park District, he created the Millennial Golf League for golfers ages 21+. Paul also coordinated and led the Junior Golf Camp & League, helping over 100 kids learn the game of golf over 5 years. During his time at Lake Bluff Golf Club, he assisted the club in seeing its most successful year in history, with an 8% increase in rounds from the 2022 to 2023 seasons.

When it comes to teaching, he believes that instruction should be unique to each golfer but stresses the importance of a proper setup. Paul focuses on creating a positive learning experience using various teaching techniques. He says, "My goal is to create the most desirable results while inspiring confidence so each student can improve and enjoy the game of golf!"

As Paul prepares for the 2024 season at Sycamore Golf Club, he looks forward to meeting new people, building on Sycamore's fantastic golf experience, and enhancing the customer experience. You can find him exercising, walking his dog Boone, cooking, or practicing his DJ skills in his free time. The Board and staff look forward to working with Paul and welcoming him to the Sycamore community!

FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



**SYCAMORE PARK DISTRICT
JOB DESCRIPTION**

Job Title:	Natural Areas Specialist
Department:	Parks and Facilities
Reports To:	Superintendent of Park & Facility Services
Prepared By:	Superintendent of Park & Facility Services
Revised Date:	November 2023
Approved By:	Board of Commissioners
Approved Date:	November 2018
Salary Range:	\$40,000 - \$45,000

Summary

This position is under the direction of the Superintendent of Parks and Facilities, the Natural Areas Specialist is responsible for maintaining natural areas management throughout the District. This includes invasive plant management; restoration and conservation of prairie/savanna, forest/woodlands, and wetlands; and support of the District's outreach and recreation efforts. This position will be working with Park Maintenance Staff and aid in general park maintenance and equipment as required. The Specialist will work independently, or with some seasonal support. They are full-time, exempt employees. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required. The Specialist will work a schedule that will vary throughout the year. This position will, at various times, supervise seasonal/volunteers/part-time/IMRF eligible park maintenance personnel and activities as assigned.

Essential Duties and Responsibilities

- Identify native and invasive species in natural areas.
- Handle, mix, and apply herbicides and pesticides using various spray equipment.
- Conduct field sampling, prepare environmental analyses, and report field conditions to supervisor.
- Prepare sites for planting of trees, shrubs, or seeds as directed to support restoration efforts.
- Participate in seed collection and seed processing.
- Manage grow room for native plantings/plugs.
- Perform prescribed burns as lead member of a burn crew.
- Assist with tree/brush removal.
- Use various tools of the trade, including but not limited to trucks, tractors, mowers, backhoes, skid-steers, chain saws, brush cutters, and hand tools.
- Maintain facilities and equipment in a clean, safe, and efficient working order.
- Assist with supervision of daily work assignments for seasonal employees, interns, and volunteers.
- Assist with performing and documenting safety orientation for seasonal staff and/or volunteers.
- Perform all job tasks in compliance with the District's Safety Manual and the department training manual.

- Plan, order materials, maintain, install, weed, all existing and future Park District flowerbeds/planting beds and formal landscape areas.
- Repair and paint benches, picnic tables, roads, walks, trails, buildings, and preventive maintenance of equipment.
- Assist with winter snow removal.
- Attend education/safety training as required.
- Assist with District Outreach and Recreation efforts/programs for the community.
- Other duties as assigned.

Safety and Risk Management

- Maintain a working knowledge of all general agencies and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater.**
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.
- Actively practice CORE 6.

Qualifications

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

Education and/or Experience

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field. Some experience with establishing and maintaining natural areas is essential. Possess and maintain an unrestricted and valid Illinois State Drivers License (Class D). Experience creating interpretive or educational materials a plus.

Certificates, Licenses, Registrations, Skills

- Maintain a valid Illinois state driver's license and the ability to pass a defensive driving course as required.
- Possess or able to obtain an Illinois Certified Burn Manager Permit for managing controlled burns within 1 year of hiring.
- Possess or able to obtain Operator's Illinois State Pesticide License within 1 year of hiring.
- Ability to identify species native—and not—to this area of Illinois. Tree identifications skills/training, and water quality assessment skills are helpful.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or

move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Work pace varies depending on the task required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions with extreme heat and cold, as well as humidity and wind chill, and frequently exposed to moving mechanical parts and equipment requiring training and skill. The employee is occasionally exposed to gasoline, oils, and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of higher-level noise, hearing protection is required.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

AGENDA ITEM: 2024 OPERATING BUDGET STATUS: Information only

BACKGROUND INFORMATION: Following you will see the updated summary of the Proposed 2024 Operating Budget. The final column indicates any changes from the first draft presented last month. Staff will be continuing review so that a final draft can be submitted to the board for approval in January.

The changes reflect the levy as presented to the board. Some of the dollars were moved around to allow for reserves to be used in funds where they were sufficient. In addition to some other minor changes in both revenue and expenses, Director Bailey requested that I include the proposed pool for pay changes in order to see the impact.

FISCAL IMPACT: Total 2024 revenue and expenses increased \$58,439 and \$78,560 respectively.

STAFF RECOMMENDATION: Staff welcomes questions and comments from the board.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

**Sycamore Park District
Summarized Revenue & Expense Report
2023 Approved Budget vs. Projected Year End
With 2024 Proposed Budget**

Corporate Fund (10)

<u>Department</u>	2023 Approved Budget	2023 Projections	Diff	2024 Proposed Budget	change
Revenues					
Administration	1,768,881	1,899,349	130,468	1,780,305	17,797
Marketing	1,000	2,000	1,000	1,200	-
Parks	24,553	22,738	(1,815)	25,231	575
Total Revenues	1,794,434	1,924,087	129,653	1,806,736	18,372
Expenses					
Administration	1,345,798	1,358,546	12,748	1,339,866	8,927
Marketing	65,240	77,144	11,904	54,678	-
Parks	366,514	359,420	(7,095)	386,541	10,935
Total Expenses	1,777,552	1,795,110	17,558	1,781,085	19,862
Total Fund Revenues	1,794,434	1,924,087	129,653	1,806,736	18,372
Total Fund Expenses	1,777,552	1,795,110	17,558	1,781,085	19,862
Surplus (Deficit)	16,882	128,978	112,096	25,651	(1,490)

Recreation Fund (20)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	<u>change</u>
Revenues					
Administration	1,083,058	1,102,668	19,610	1,128,742	37,883
Sports Complex	43,365	38,939	(4,426)	41,208	5,300
Sports Complex Maintenance	36,250	36,259	9	36,773	884
Programs-Youth	38,291	39,537	1,246	31,994	-
Programs-Teens	4,065	1,413	(2,652)	3,255	-
Programs-Adult	15,177	13,929	(1,248)	16,656	-
Programs-Nature	-	900	900	720	-
Programs-Leagues	11,162	20,253	9,091	33,497	-
Programs-Youth Athletics	61,968	44,445	(17,523)	47,605	-
Programs-Fitness	24,791	23,483	(1,308)	36,552	-
Programs-Preschool	5,249	4,395	(854)	5,574	-
Programs-Dance	4,209	2,400	(1,809)	2,792	-
Programs-Special Events	13,006	11,417	(1,589)	9,767	-
Programs-Concerts	20,250	14,401	(5,849)	15,195	22
Brochure	3,600	1,000	(2,600)	1,500	-
Weight Room	143,606	112,603	(31,003)	121,806	-
Community Center	81,099	82,467	1,368	85,957	785
Total Revenues	1,589,146	1,550,509	(38,637)	1,619,592	44,874
Expenses					
Administration	607,851	558,409	(49,442)	609,132	19,659
Sports Complex	-	-	-	-	-
Sports Complex Maintenance	487,285	486,153	(1,132)	512,229	8,202
Programs-Youth	15,737	19,992	4,255	19,520	-
Programs-Teens	2,370	1,004	(1,366)	1,575	-
Programs-Adult	6,663	7,120	457	10,406	-
Programs-Nature	735	500	(235)	600	-
Programs-Leagues	6,594	12,354	5,760	22,750	-
Programs-Youth Athletics	43,362	33,561	(9,801)	29,585	-
Programs-Fitness	16,739	17,407	668	30,352	-
Programs-Preschool	3,881	2,777	(1,104)	3,662	-
Programs-Dance	1,803	633	(1,170)	1,292	-
Programs-Special Events	7,838	4,962	(2,876)	3,307	-
Programs-Concerts	29,531	20,352	(9,179)	15,120	122
Brochure	31,489	27,000	(4,489)	29,500	-
Weight Room	10,850	4,770	(6,080)	8,730	-
Community Center	299,319	273,363	(25,956)	308,059	9,045
Total Expenses	1,572,047	1,470,355	(101,692)	1,605,818	37,028
Total Fund Revenues	1,589,146	1,550,509	(38,637)	1,619,592	44,874
Total Fund Expenses	1,572,047	1,470,355	(101,692)	1,605,818	37,028
Surplus (Deficit)	17,099	80,154	63,055	13,774	7,846

Donations (21)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>
Revenues				
Administration	<u>500</u>	<u>8,150</u>	<u>7,650</u>	<u>5,000</u>
Total Revenues	500	8,150	7,650	5,000
Expenses				
Administration	<u>201,151</u>	<u>-</u>	<u>(201,151)</u>	<u>209,300</u>
Total Expenses	201,151	-	(201,151)	209,300
Total Fund Revenues	500	8,150	7,650	5,000
Total Fund Expenses	201,151	-	(201,151)	209,300
Surplus (Deficit)	(200,651)	8,150	208,801	(204,300)

Special Recreation (22)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>236,200</u>	<u>245,000</u>	<u>8,800</u>	<u>265,000</u>	(1,000)
Total Revenues	236,200	245,000	8,800	265,000	
Expenses					
Administration	<u>340,057</u>	<u>118,450</u>	<u>(221,607)</u>	<u>466,607</u>	
Total Expenses	340,057	118,450	(221,607)	466,607	
Total Fund Revenues	236,200	245,000	8,800	265,000	
Total Fund Expenses	340,057	118,450	(221,607)	466,607	
Surplus (Deficit)	(103,857)	126,550	230,407	(201,607)	

Insurance (23)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>63,300</u>	<u>66,000</u>	<u>2,700</u>	<u>54,000</u>	(20,000)
Total Revenues	63,300	66,000	2,700	54,000	
Expenses					
Administration	<u>64,645</u>	<u>62,646</u>	<u>(1,999)</u>	<u>73,866</u>	
Total Expenses	64,645	62,646	(1,999)	73,866	
Total Fund Revenues	63,300	66,000	2,700	54,000	
Total Fund Expenses	64,645	62,646	(1,999)	73,866	
Surplus (Deficit)	(1,345)	3,354	4,699	(19,866)	

Audit (24)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>16,050</u>	<u>16,200</u>	<u>150</u>	<u>16,050</u>	(500)
Total Revenues	16,050	16,200	150	16,050	
Expenses					
Administration	<u>15,500</u>	<u>17,080</u>	<u>1,580</u>	<u>16,050</u>	
Total Expenses	15,500	17,080	1,580	16,050	
Total Fund Revenues	16,050	16,200	150	16,050	
Total Fund Expenses	15,500	17,080	1,580	16,050	
Surplus (Deficit)	550	(880)	(1,430)	-	

Paving & Lighting (25)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>
Revenues				
Administration	<u>25,000</u>	<u>27,200</u>	<u>2,200</u>	<u>26,500</u>
Total Revenues	25,000	27,200	2,200	26,500
Expenses				
Administration	<u>72,132</u>	<u>-</u>	<u>(72,132)</u>	<u>99,332</u>
Total Expenses	72,132	-	(72,132)	99,332
Total Fund Revenues	25,000	27,200	2,200	26,500
Total Fund Expenses	72,132	-	(72,132)	99,332
Surplus (Deficit)	(47,132)	27,200	74,332	(72,832)

Park Police (26)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>5,385</u>	<u>5,479</u>	<u>94</u>	<u>6,518</u>	<u>(1,068)</u>
Total Revenues	5,385	5,479	94	6,518	(1,068)
Expenses					
Administration	<u>5,417</u>	<u>5,417</u>	<u>(0)</u>	<u>6,588</u>	<u>(948)</u>
Total Expenses	5,417	5,417	(0)	6,588	(948)
Total Fund Revenues	5,385	5,479	94	6,518	(1,068)
Total Fund Expenses	5,417	5,417	(0)	6,588	(948)
Surplus (Deficit)	(32)	62	94	(70)	(120)

IMRF (27)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>74,000</u>	<u>78,005</u>	<u>4,005</u>	<u>65,000</u>	<u>(3,000)</u>
Total Revenues	74,000	78,005	4,005	65,000	(3,000)
Expenses					
Administration	<u>78,654</u>	<u>77,148</u>	<u>(1,506)</u>	<u>69,900</u>	<u>1,900</u>
Total Expenses	78,654	77,148	(1,506)	69,900	1,900
Total Fund Revenues	74,000	78,005	4,005	65,000	(3,000)
Total Fund Expenses	78,654	77,148	(1,506)	69,900	1,900
Surplus (Deficit)	(4,654)	857	5,511	(4,900)	(4,900)

Social Security (28)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Administration	<u>115,000</u>	<u>114,935</u>	<u>(65)</u>	<u>128,000</u>	<u>2,000</u>
Total Revenues	115,000	114,935	(65)	128,000	2,000
Expenses					
Administration	<u>115,000</u>	<u>114,935</u>	<u>(65)</u>	<u>128,000</u>	<u>2,000</u>
Total Expenses	115,000	114,935	(65)	128,000	2,000
Total Fund Revenues	115,000	114,935	(65)	128,000	2,000
Total Fund Expenses	115,000	114,935	(65)	128,000	2,000
Surplus (Deficit)	-	-	-	-	-

Concessions (30)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Clubhouse Concessions	96,163	96,348	185	86,981	176
Beverage Cart	12,308	11,158	(1,150)	11,500	15
Sports Complex Concessions	61,389	66,662	5,273	65,667	470
Pool Concessions	-	-	-	-	-
Catering	20,537	21,343	806	23,758	12
Total Revenues	190,397	195,511	5,114	187,906	673
Expenses					
Clubhouse Concessions	106,513	120,671	14,158	121,144	852
Beverage Cart	10,182	10,539	357	11,555	1,115
Sports Complex Concessions	52,476	56,524	4,048	61,291	5,470
Pool Concessions	-	-	-	-	-
Catering	6,606	7,411	805	8,016	112
Total Expenses	175,777	195,145	19,368	202,006	7,549
Total Fund Revenues	190,397	195,511	5,114	187,906	673
Total Fund Expenses	175,777	195,145	19,368	202,006	7,549
Surplus (Deficit)	14,620	366	(14,254)	(14,100)	(6,876)

Developer Contributions (32)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>
Revenues				
Administration	<u>8,100</u>	<u>24,000</u>	<u>15,900</u>	<u>16,500</u>
Total Revenues	8,100	24,000	15,900	16,500
Expenses				
Administration	<u>51,350</u>	<u>-</u>	<u>(51,350)</u>	<u>75,350</u>
Total Expenses	51,350	-	(51,350)	75,350
Total Fund Revenues	8,100	24,000	15,900	16,500
Total Fund Expenses	51,350	-	(51,350)	75,350
Surplus (Deficit)	(43,250)	24,000	67,250	(58,850)

Golf Course (50)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Golf Operations	625,481	724,513	99,032	671,121	(83)
Golf Maintenance	<u>20,384</u>	<u>20,766</u>	<u>382</u>	<u>21,455</u>	<u>995</u>
Total Revenues	645,865	745,279	99,414	692,576	912
Expenses					
Golf Operations	403,306	404,187	881	298,267	(720)
Golf Maintenance	<u>333,683</u>	<u>336,806</u>	<u>3,123</u>	<u>356,332</u>	<u>11,889</u>
Total Expenses	736,989	740,993	4,004	654,599	11,169
Total Fund Revenues	645,865	745,279	99,414	692,576	912
Total Fund Expenses	736,989	740,993	4,004	654,599	11,169
Surplus (Deficit)	(91,124)	4,286	95,410	37,977	(10,257)

Aquatics (51)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	change
Revenues					
Pool	-	-	-	-	
Swim Lessons	-	-	-	-	
Splashpad	<u>12,333</u>	<u>15,870</u>	<u>3,537</u>	<u>19,725</u>	
Total Revenues	12,333	15,870	3,537	19,725	
Expenses					
Pool	-	-	-	-	
Pool Maintenance	6,000	10,009	4,009	10,600	500
Swim Lessons	-	-	-	-	
Swim Lessons	<u>-</u>	<u>728</u>	<u>728</u>	<u>800</u>	
Total Expenses	6,000	10,737	4,737	11,400	
Total Fund Revenues	12,333	15,870	3,537	19,725	
Total Fund Expenses	6,000	10,737	4,737	11,400	
Surplus (Deficit)	6,333	5,133	(1,200)	8,325	

Debt Service (60)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	
Revenues					
Administration	<u>691,000</u>	<u>697,000</u>	<u>6,000</u>	<u>717,676</u>	<u>(4,324)</u>
Total Revenues	691,000	697,000	6,000	717,676	(4,324)
Expenses					
Administration	<u>783,337</u>	<u>783,338</u>	<u>1</u>	<u>715,680</u>	<u>-</u>
Total Expenses	783,337	783,338	1	715,680	-
Total Fund Revenues	691,000	697,000	6,000	717,676	(4,324)
Total Fund Expenses	783,337	783,338	1	715,680	-
Surplus (Deficit)	(92,337)	(86,338)	5,999	1,996	(4,324)

Capital Projects (70)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>	
Revenues					
Administration	<u>953,800</u>	<u>-</u>	<u>(953,800)</u>	<u>-</u>	
Total Revenues	953,800	-	(953,800)	-	
Expenses					
Administration	<u>1,454,113</u>	<u>-</u>	<u>(1,454,113)</u>	<u>-</u>	
Total Expenses	1,454,113	-	(1,454,113)	-	
Total Fund Revenues	953,800	-	(953,800)	-	
Total Fund Expenses	1,454,113	-	(1,454,113)	-	
Surplus (Deficit)	(500,313)	-	500,313	-	

Action 2020 (71)

<u>Department</u>	<u>2023 Approved Budget</u>	<u>2023 Projections</u>	<u>Diff</u>	<u>2024 Proposed Budget</u>
Revenues				
Administration	299,740	-	(299,740)	-
Total Revenues	299,740	-	(299,740)	-
Expenses				
Administration	480,000	-	(480,000)	-
Total Expenses	480,000	-	(480,000)	-
Total Fund Revenues	299,740	-	(299,740)	-
Total Fund Expenses	480,000	-	(480,000)	-
Surplus (Deficit)	(180,260)	-	180,260	-

ALL FUNDS

Total Fund Revenues	6,720,250	5,713,225	(1,007,025)	5,626,779	58,439
Total Fund Expenses	7,929,721	5,391,354	(2,538,367)	6,115,581	78,560
Surplus (Deficit)	(1,209,471)	321,872	1,531,343	(488,802)	(20,121)

ALL FUNDS MINUS CAPITAL

Total Fund Revenues	5,466,710	5,713,225	246,515	5,626,779	58,439
Total Fund Expenses	5,995,608	5,391,354	(604,254)	6,115,581	78,560
Surplus (Deficit)	(528,898)	321,872	850,770	(488,802)	(20,121)

Sycamore Park District

Board Highlight – December 2023

Kishwaukee Special Recreation Association celebrates the first full year of the newest program, A.R.I.S.E (Adults Recreating Inclusively for Self-Enrichment). This program is for those that have graduated high school and want to continue to learn and grow within their community. This was a need that was presented to KSRA staff by parents of those high school students who were graduating and may not have secured employment. This program is a structured day program that is offered year-round. Each day's plans include fitness, mindfulness, art expression, social interactions, games and so much more. Each month there is a cooking activity, a community outing, a special celebration and on occasion a volunteer experience.

The program started in October 2022, after a year of planning there were 8 participants ready to attend program and their families were excited about this new opportunity for them. Throughout the year the program lost a few participants for various reasons, however the program continued to be strong through change. Currently the program hosts 6 participants. A.R.I.S.E also had a therapy dog, O'Malley and his mom Jan coming to program once a month, they were very much part of the A.R.I.S.E family.

As the program entered its second year, the plans continue to grow and develop. Staff bring new ideas for all the areas of the program. And the participants always have a say in what is going to be occurring. Staff receive feedback from many of the families that praise the program, the content and the staff involved as being an important part of their young adult's life. The success of this program is not only important for the families involved but also for the community as a option for the young adults graduating high school.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

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

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

The IAPD/IPRA Conference will be held Thursday, January 25, 2024 – Sunday, January 28, 2024. The following staff will be attending:

- Jonelle Bailey (3 nights)
- Melissa Dobberstein (3 nights)
- Jeff Donahoe (4 nights)
- Jackie Hienbuecher (3 nights)
- Chris Hoblit (3 nights)
- Lisa Metcalf (4 nights)
- Paul Price (4 nights)
- Sarah Rex (3 nights)
- Will Turner (3 nights)

Expenses covered include:

- Transportation to and from conference (ex. Mileage reimbursement, train fare). Car pooling is strongly encouraged. The Park District van will be used for some of the attendees.
- Parking – For those who drive in, parking will be charged by the hotel at which you stay.
- Hotel – the conference rate is \$132 per night plus taxes. We would also like to have one room be a suite at \$282 per night plus taxes. This will provide us with a location to socialize in smaller groups.
- Meals – limited to the current U.S. General Services Administration regulations. Per day is \$79, first and last day \$59.25.

FISCAL IMPACT: Total maximum cost for hotel and food is \$7,350 for 9 attendees, however typically less spent on food. Cost of transportation and parking will depend on decisions made by attendees.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:



Board of Commissioners

Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

AGENDA ITEM:

Park Playground Assessments

BACKGROUND INFORMATION:

The following pages contain park-by-park playground equipment information to update the Park Board on the status of each play area.

We currently have fifteen different play structure areas located in twelve parks. In the spring of 2024, the new play structure in Reston Ponds Park will be installed.

We are also planning for a new playground once North Grove Park is developed in 2025. This will bring the total number to seventeen playground areas in fourteen different parks.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Information Only

PREPARED BY: Jeff Donahoe, Superintendent of Parks

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, consisting of the letters "JEB" in a stylized, cursive font.

BOARD ACTION:

Park Playground Assessments 2023

OLD MILL PARK – 50 Mt. Hunger Rd.

- Little Tykes Playground structure installed in 2008.
- Rubber square tile surfacing was removed then replaced with certified playground mulch in 2022.
- In 2023, the broken large three lane slide was replaced with the same sized slide.
- An agreement with the new condo development to the north supplied the park with electricity and water. In 2022, a water fountain was installed near the playground, and in 2023 a LED pole light was added for security purposes.
- The play structure is still in good condition. If no issues until then, will evaluate for possible replacement in 2028.

WETZEL PARK – 212 Rowantree Dr.

- Little Tykes Playground structure installed in 2009.
- Pour in place rubber surface still in good condition but will reach life expectancy in a few years. Will then plan to remove and replace with certified playground mulch.
- Added new ADA accessible swing in 2020.
- Play equipment is still in good condition. Will evaluate for replacement in 2029.
- Nearby basketball court and tennis court will be due for resurfacing in 2025 or 2026.

FOUNDERS PARK – 500 Heron Creek Dr.

- All new Little Tykes playground and mulch surfacing was installed in 2021 replacing the older units.
- The park sign in southeast corner of park will be replaced in 2024.

OVITZ PARK – Constitution and Heron Creek Dr.

- All new Game Time playground installed in 2020 with mulch surfacing.
- Bags and ladder ball games added in 2021.
- All in good condition.

BOYNTON PARK – 303 Northgate Dr.

- Park & Play Structure playground installed in 2010.
- Replaced 'bubble' lookout feature twice due to damage.
- Certified playground mulch surfacing.
- Play equipment still in good condition, will evaluate for replacement in 2030.

LEON LARSON PARK – 1212 Larson St.

- Game Time playground installed in 2007.
- Pour-in-place rubber surfacing. In 2021 repaired seams in surface and edges where gaps developed. Will look to replace surfacing in 2026 or 2027 with mulch.
- 2019 replaced climbing wall feature on play structure.

Park Playground Assessments 2023

- 2023 replaced large tube slide on embankment that was damaged.
- Structure still in good condition, will evaluate for replacement in 2027.

SYCAMORE LAKE PARK – 400 North Cross St.

- Landscape Structures playground was installed in 2006.
- Certified playground mulch surfacing.
- No major repairs needed to date. Swings replaced when worn.
- Structure still in good condition, will evaluate for replacement in 2026.

BROTHERS PARK – 1800 Willow St.

- The playground was replaced in 2007 with a Little Tykes structure and rubber tile surfacing.
- In 2023 the tile surfacing was removed and certified playground mulch was installed.
- In 2014 the blue slide hood was replaced.
- In 2016 the gear turn play panel was replaced.
- Bucket and belt swings have been replaced as needed.
- Structure still in good condition, will evaluate for replacement in 2027.
- Nearby half basketball ball court will be resurfaced in 2025 or 2026.

KIWANIS PRAIRIE PARK – 800 Borden Ave. (South Prairie School)

- The original Game Time playground was installed in 1997 with mulch surfacing.
- In 2016 the larger of the two play structures was replaced with a new play set.
- In 2024 the smaller play structure will be replaced with a vertical net climber unit.
- The swing set is still solid but will need to be replaced in the next three to five years.

KIWANIS EAST PARK – 555 Borden Ave.

- This Little Tykes play structure was installed in 2009 as a replacement for the 1983 original set.
- The surfacing is mostly mulch with pour-in-place rubber under the net climbing unit.
- Other than replacing some wear parts and swings, no issues with this playground.
- The structure is in good condition and will be evaluated for replacement in 2029.

CHARLEY LAING – 325 S. Main St.

- Big Toys play structure installed in 2006.
- Combo mulch and pour in place rubber surfacing.
- Replaced broken viewing 'bubble' in 2012.
- Being a mostly wood structure, fixed loose landing areas at times with new fasteners.
- Swing replacements as needed.
- The rubber pour-in-place section starting to thin, will need to replace with mulch within the next two years.

Park Playground Assessments 2023

- Structure still in good condition, will evaluate for replacement in 2026.

SYCAMORE MEMORIAL SPORTS COMPLEX – 435 Airport Rd.

- New baseball field area, south end of new parking lot Burke play structure installed in 2021 with mulch surfacing.
- ‘Kiddieland’ play Game Time play area with sand surfacing near Good Tymes shelter installed in 1996.
- Removed or replaced broken slides, broken swings, tire swing assembly.
- This play unit is next in line for complete replacement in the next two or three years when the budget allows. Mulch surfacing will be installed at that time.
- Sports Concession play area. Original structures installed in 1990s, but newer blue/red climbing feature replaced older wood unit in 2014. Replaced worn swing seats/chains as needed. Expanded mulch surfacing area in 2014. Older swing set structures are still solid but will need to be replaced in the next three to five years.
- The green climber unit play area behind old pool by northeast corner of ball fields near river. Installed in 2000s. The structure is still in good condition but will look for replacement in the next four to five years.

RESTON PONDS PARK – Parkside Dr.

- New Park and new Landscape Structure playground set with mulch surfacing to be installed early 2024.

NORTH GROVE PARK – North Grove and Alden Dr.

- New Park with playground being planned for 2025 installation.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

AGENDA ITEM: APPROVAL OF REGULAR MEETING DATES AND TIMES FOR 2024: Recommend Adoption

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

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

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

Sycamore Park District Board of Commissioners
Meeting Schedule for 2024

Tuesday, January 23, 2024	6:00 p.m.
Tuesday, February 27, 2024	6:00 p.m.
Tuesday, March 26, 2024	6:00 p.m.
Tuesday, April 23, 2024	6:00 p.m.
Tuesday, May 28, 2024	6:00 p.m.
Tuesday, June 25, 2024	6:00 p.m.
Tuesday, July 23, 2024	6:00 p.m.
Tuesday, August 27, 2024	6:00 p.m.
Tuesday, September 24, 2024	6:00 p.m.
Tuesday, October 22, 2024	6:00 p.m.
Tuesday, November 26, 2024	6:00 p.m.
Tuesday, December 17, 2024	6:00 p.m.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

**AGENDA ITEM: APPROVAL OF STAFF HOLIDAYS FOR 2024:
Recommend Adoption**

BACKGROUND INFORMATION:

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

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Approval.

PREPARED BY: Jeanette Freeman, Office Manager

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

HOLIDAYS – 2024

Monday, January 1 – New Year’s Day

Monday, January 15 – Martin Luther King Day

Monday, February 19 – President’s Day

Monday, May 27 – Memorial Day

Thursday, July 4 – Independence Day

Monday, September 2 – Labor Day

Monday, October 14 – Columbus Day OR

**Monday, November 11 – Veterans Day
(floating)**

Thursday, November 28 – Thanksgiving Day

Friday, November 29 – Day after Thanksgiving

Tuesday, December 24 – Christmas Eve

Wednesday, December 25 – Christmas Day

Tuesday, December 31 – New Year’s Eve Observed

2025 HOLIDAY

Wednesday, January 1 – New Year’s Day Observed

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: December 19, 2023

STAFF RECOMMENDATION

AGENDA ITEM: ADOPTION OF TAX LEVY ORDINANCE 06-2023: Recommend approval

BACKGROUND INFORMATION: The District has the power to levy and collect taxes on all taxable property in the district. This levy can be increased by 5% or CPI, whichever is lower. This year the CPI is 5%. In order to collect these taxes, an ordinance must be passed by the District and filed with the County by the last Tuesday in December. At the November meeting, the Board passed Resolution 02-2023 that indicated an estimated amount to be collected in 2024 for the tax year 2023. After discussions at the November board meeting and further work on the 2024 budget, I have made some changes to the levy figures.

The board consensus was to use option 2, no percentage increase and capture new growth. It was also expressed that if the increase to an existing taxpayer could be closer to zero that was desired.

A point that I would like to make clear to the board: **There is no way to issue a tax levy so that every taxpayer pays the same amount as they did the year before.** The taxing body has no control over what happens to the EAV. You could have 3 different houses that had the same EAV last year be at a different EAV this year. Too many factors can change EAV up or down: sale of the house, improvements, appraisals to lower, multiplier, etc. We can only make our best guess using the average change to the EAV. In the last two months the average EAV has gone from 8.46% to 8.26%. New construction has increased from \$7.3 million to \$7.8 million. And we still have the month of December in which those numbers can change.

Regarding the debt service portion of the levy, that is set based upon the Bond Ordinance. I do not request a levy for that piece.

So the levy I am presenting is based upon option 2. I have adjusted based upon the updated information from the county. Using the **average** increase in EAV, the

increase on a \$200,000 house that increases the **average** will have an increase of approximately \$3.75.

You can see these changes on the attached spreadsheet.

The spreadsheet shows the following:

- 2022 Extended Levy
- Figures used for 02-2023 Resolution
- Figures for the 2023 Tax Levy Ordinance
- Figures being used for the 2024 budget

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

Additionally, I will be filing the Certificate of Eligibility under 35 ILCS 200/18-190.7. This allows us to collect any amounts “left on the table” in future years. It does not result in automatically getting the funds next year but is required to be filed to give us the ability to ask for it.

FISCAL IMPACT: The amount that the District is requesting in the tax levy ordinance (excluding debt service), is \$3,203,500 for 2023. This is an increase of approximately \$59,000 over what was collected for 2022—or approximately a 1.886% increase. Approximately \$35,600 of this is due to the new growth. The remainder is in Special Rec.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF ORDINANCE

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 06-2023 entitled “An Ordinance, levying and assessing taxes for the Sycamore Park District, DeKalb County, Illinois, for the Year 2023” enacted by the Board at its December 19, 2023, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 19th day of December, 2023.

Secretary, Board of Park Commissioners
Jonelle Bailey

(SEAL)

Ordinance No. 06-2023
2023 TAX LEVY ORDINANCE
SYCAMORE PARK DISTRICT

DeKalb County, Illinois

AN ORDINANCE, Levying and Assessing Taxes for the
SYCAMORE PARK DISTRICT, DEKALB COUNTY,
ILLINOIS, for the Year 2023.

WHEREAS, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the regular meeting on November 28, 2023; and

WHEREAS, the estimate of levy determined that the proposed aggregate levy represents a 4.996% increase over the 2022 extension of the corporate or special purpose taxes that were levied or abated.

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

Section 1. Pursuant to the authority vested in this Board of Commissioners by Article 5 of the Park District Code, and all laws supplemental thereto, the Commissioners of the Sycamore Park District, hereby find and declare that, in order to defray all necessary expenses and liabilities of the Sycamore Park District as required by law or voted by the voters of the District in the manner provided by law, there is necessary to be raised by taxation for the 2023 tax levy, upon all taxable property subject to taxation within the Sycamore Park District, the following amounts for the particular objects and purposes herein below specified.

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

General Corporate Fund \$1,581,000.00

and said amounts are hereby levied.

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

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

Recreation	\$540,000.00
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and such amount is hereby levied.

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

Joint Recreation Programs for Handicapped	\$260,000.00
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and such amount is hereby levied.

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

Illinois Municipal Retirement Fund	\$65,000.00
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and such amount is hereby levied.

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

Federal Social Security Insurance Program	\$128,000.00
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and such amount is hereby levied.

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

Audit Expenses	\$16,500.00
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and such amount is hereby levied.

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

Tort, Workers' Compensation and Occupational Diseases Ins.	\$52,000.00
--	-------------

and such amount is hereby levied.

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

Paving and Lighting Fund	\$25,000.00
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and such amount is hereby levied.

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

Park Police System	\$6,000.00
--------------------	------------

and such amount is hereby levied.

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

Recreation Program Fund	\$530,000.00
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and such amount is hereby levied.

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

calendar year beginning January 1, 2023, will produce the net amounts hereby levied and ordered certified, and the Clerk shall extend the tax upon the tax books of the collector of the state and county taxes within said District as provided by law.

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

Section 14. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning January 1, 2024, nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

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

PASSED by the Board of Commissioners of the Sycamore Park District this 19th day of December, A.D., 2023.

William Kroeger
President

(Park Seal)

Attest:

Jonelle Bailey
Secretary

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

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

SYCAMORE PARK DISTRICT

I, William Kroeger, being first duly sworn on oath, hereby certify that I am the duly elected President of the SYCAMORE PARK DISTRICT, DeKalb County, Illinois; and that attached hereto is a true and correct copy of an ORDINANCE, Levying and Assessing Taxes for the SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, for the year 2023.

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

WITNESS my signature this 19th day of December, 2023.

President of the Sycamore Park District

SUBSCRIBED AND SWORN TO BEFORE ME
this ____ day of _____, 20__.

Notary Public

STATE OF ILLINOIS)
) SS.
COUNTY OF DEKALB)

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

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

SYCAMORE PARK DISTRICT

I, William Kroeger, being first duly sworn on oath, hereby certify that I am the duly elected President of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois; and that attached hereto is a true and correct copy of the Tax Levy Ordinance of the Sycamore Park District, DeKalb County, Illinois, for 2023, as it appears of record in the Minutes of the regular Park Board Meeting held December 19, 2023.

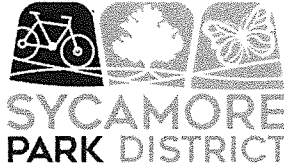
Pursuant to Section 190.7 of the Property Tax Extension Limitation Law (“PTELL”), I further certify that by said Tax Levy Ordinance the taxing district did not extend the maximum amount permitted under PTELL for this levy year.

WITNESS my signature this _____ day of _____, 20____.

SUBSCRIBED AND SWORN TO BEFORE ME

this _____ day of _____, 20____.

Notary Public



Board of Commissioners
Date of Board Meeting: December 19, 2023

Staff Recommendation

AGENDA ITEM:

Phone Stipend

BACKGROUND INFORMATION:

As full-time staff come on board, we ask them to sign a cell phone agreement to utilize their personal phone for work. We currently offer \$25 per month to offset costs. We are proposing a \$25 increase to accommodate staff costs.

FISCAL IMPACT: \$25 to \$50 per full-time staff member.

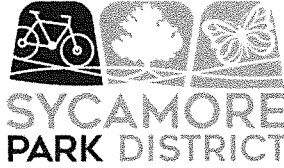
STAFF RECOMMENDATION: approval

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION:



Board of Commissioners
Date of Board Meeting: December 19, 2023

Staff Recommendation

AGENDA ITEM:

Clothing Allowance

BACKGROUND INFORMATION:

We currently offer \$150 clothing stipend for all staff and board members to purchase branded park district clothing. With the increase in costs as well as wear and tear we would like to increase this amount by \$50. This allotment also allows for Maintenance/Parks staff to purchase work boots and be reimbursed instead of clothing.

FISCAL IMPACT: \$150 to \$200 per full-time IMRF staff and board member.

STAFF RECOMMENDATION: approval

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

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

BOARD ACTION: