

Sycamore Park District
 Regular Board Meeting
 April 25, 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: March 21, 2023 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

21. Superintendent of Finance Monthly Report
23. Budget
37. Superintendent of Recreation Monthly Report
41. Superintendent of Golf Operations Monthly Report
44. Superintendent of Parks and Facilities Monthly Report
48. Executive Director Monthly Report

CORRESPONDENCE:

49. Emerging Female Leaders: Jeff Keicher
- 49a. Southeast School Book Fair: Theresa

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

PLANNING COMMISSION REPORT: Ted

AGENDA**April 25, 2023, 6:00 PM****Page 2****OLD BUSINESS:**

- 50. Solar Energy Update: Jeff
- 52. Park/Construction Updates: Jonelle/Jeff
 - Bridge 1
 - Clubhouse
 - Education Room Bathroom
 - Lighting
 - North Grove
 - Reston Ponds
 - Softball field
- 53. 100th Anniversary Update: Jonelle/Lisa
- 53a. Update Director's Contract (Roll Call Vote)

NEW BUSINESS:

- 54. Quarterly Capital Funds Update: Jackie
- 56. MOU approval: Lisa (Roll call Vote)
 - Aggression Volleyball
 - KSRA
- 57. Strategic Plan Update Draft: Jonelle
- 59. Organizational Chart
- 58. NRPA Conference approval: Jonelle/Jackie (Roll Call Vote)
- 60. Sports fields discussion (ES): Jeff

Special Announcements**Potential Study Session May 9 at 6:00 PM—940 E. State St.****PUBLIC INPUT****EXECUTIVE SESSION (Roll Call Vote): In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:**

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 21, 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, March 21, 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, Graves, Strack and Kroeger.**

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

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

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

Guests at the Board meeting were:

None

Regular and Consent Agenda Approval –

Motion

Commissioner Strack moved to approve the Regular Agenda and the Consent Agenda with pulling Supt. Tevsh's report for discussion. Commissioner Doty seconded the Motion.

Voice Vote

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

Minutes Approvals:

Motion

Commissioner Doty moved to approve the February 28, 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 5-0.

Motion

Commissioner Doty moved to approve the first February 28, 2023, Executive Session Meeting Minutes to remain confidential. Commissioner Strack seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday March 21, 2023
 P 2

Motion

Commissioner Doty moved to approve the second February 28, 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 5-0.

Claims and Accounts Approval

Motion

Commissioner Strack moved to approve and pay the bills in the amount of \$207,853.07. 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.

Commissioner Strack noted that Supt. Tevsh needs to take credit for the attendance at the community center. Supt. Tevsh noted it is teamwork. Commissioner Strack then asked Supt. Tevsh what the part of her report on Trans Dev Route is. Supt. Tevsh noted they tried to get the bus to come to our building for Club 55 before COVID hit. Club 55 told her today there is another meeting coming up on this.

Correspondence –

- DeKalb County Top Workplaces
 - President Kroeger noted this is really awesome and a lot to be proud of.

Public Input –

- Director Bailey showed the rough cut of the 100th anniversary video and asked for any comments or changes on it.

Positive Feedback –

- Commissioner Graves told Supt. Lundbeck it was a great job on the 3-day sale.
- Commissioner Graves also let Supt. Tevsh know from the board how happy they were to have her here. Her leadership, professionalism, enthusiasm, and ability to meet with people in town to get things done. Her ideas from her past experience she brought here elevated us. He thanked her again and told her she will be missed.
- President Kroeger noted it has been a joy for the board to have her as a part of our leadership team. They are happy for her on her retirement.

The board and Director Bailey then presented her with some gifts from the board and the park district.

Plan Commission: Commissioner Strack noted there was no meeting.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday March 21, 2023
P 3

Old Business:

Solar Energy Update: Director Bailey noted they got the information back that the board requested and it is in the packet. She also contacted IPRA Pro Connect and got references back from that. She then noted that we have experience with them in the past so we trust they will get us the best price. There were no complaints on any of the references. Supt. Hienbuecher noted she has a long history with this broker and Sean specifically. She has gone to other brokers to do the gas and electricity. About 75% of the time Sean comes in with the lowest bids. He always watches the markets and keeps us informed when we are coming up for renewals. President Kroeger asked about the roof and building assessment. Supt. Tevsh noted they were waiting to see if we were pursuing this before doing the assessment. President Kroeger noted before we go forward we need to have a better understanding of the condition of the building and what needs to be done. Supt. Donahoe noted we don't know for sure on the skin of the roof. The building has moved and settled. He noted he could call McDermott who installed the roof to see about the warranty. We could start there. There was more discussion on this.

Motion

Commissioner Doty moved to move forward with this process. 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.

Construction Updates:

- **Lighting:** Supt. Donahoe noted we have signed on with the groups talked about at the last meeting for the ball diamonds and other buildings. He noted that Director Bailey signed the contracts with Com Ed so we are now waiting to be scheduled.
- **Reston Ponds:** Director Bailey noted we are waiting on the schedule.
- **Trails:** President Kroeger asked about the counteroffer for the trails. Director Bailey noted we could get the property re assessed since we are using a smaller footprint so it should be lower. She suggested doing a counteroffer with a brief commentary on what this means to the community and give Roger to present to them.

Motion

Commissioner Strack moved to approve a counteroffer be made as discussed.
 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.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday March 21, 2023
P4

Clubhouse: Director Bailey noted they are hoping this will be done by the end of April.

Baseball Fields: Director Bailey noted that Rotary donated \$25,000 to a shelter they will name at the new baseball fields.

Bridge: Supt. Donahoe noted the irrigation company moved the pipe off the old bridge to the new bridge. Monday, Martin will be back to finish the bridge. The approach will be stone until the asphalt companies open. Tentatively the course will be open by next Friday.

Annual Report Approval: The board felt the draft report is great. There were a few typos. and changes that will be sent to Sarah. There was some discussion on the figures for the pool information in the report.

New Business

Public Hearing on Budget and Appropriation Ordinance:

President Kroeger noted “At this time we will have the Public Hearing on the FY2023 Budget & Appropriation Ordinance 04-2023”.

Motion

Commissioner Graves moved to open the hearing. Commissioner Strack seconded the Motion.

There were no comments from the public.

Motion

Commissioner Doty moved to close the hearing. Commissioner Ackmann seconded the Motion.

Roll Call

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

Ordinance 04-2023 Budget and Appropriation Ordinance – AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE FRIST DAY (1ST) OF JANUARY, 2023 AND ENDING ON THE THIRTY-FIRST (31ST) DAY OF DECEMBER, 2023.

Motion

Commissioner Strack moved to approve Ordinance 04-2023 as presented. Commissioner Doty seconded the Motion.

Roll Call

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday March 21, 2023
P5

Open Meetings Act: Director Bailey noted this is her annual reminder for the board to do the training.

New Superintendent: Director Bailey noted there were 13 applicants, and they narrowed it down to 5. She sent them to the leadership team to rank them 1 through 4. Out of those they interviewed the top 3. It came down to 2 that were qualified. They felt Lisa Metcalf was a better candidate with broader experience and she will start on 4-17. Supt. Tevsh noted they have already started working together.

Special Announcements –

- Supt. Donahoe noted he joined an online auction site to sell extra items. They sold 6 sets of 20 irrigation heads each time on this site. The govdeal site handles the money, we don't have to deliver and the customer picks everything up. Director Bailey noted we will also be putting pool items on there that DeKalb or Genoa Park Districts did not want.
- Commissioner Strack noted that there was an article about DeKalb Mayor Cohen Barnes meeting with taxing bodies. Mayor Barnes is encouraging all taxing bodies to work to reduce their tax rates. Commissioner Strack feels the communities are going to start putting pressure on taxing bodies to do this.

Construction Update: Director Bailey noted she had another update to the construction updates. They met with AYSO and we now have a schedule with it being on 11 fields. They also have a half-hour time frame in between games. She will let the city know we are meeting the city requirements and staying within the guidelines by only using 11 fields at one time. We can't control who shows up or stays though.

February Study Session: None was scheduled.

Public Input – None

Motion

The Board adjourned the Regular Session at 7:20 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

Interim

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4IMPRINT	4IMPRINT INC.								
24702050	01	PROMO ITEMS	101200046214	04/06/23	00006194	65784	04/06/23	2,588.56	1,204.36 1,204.36
24788347	01	100TH ANNIV. PROMO ITEMS	303000086660	04/06/23	00006204	65784	04/06/23	2,588.56	1,384.20 1,384.20
							VENDOR TOTAL:	2,588.56	
ACUSHNET	ACUSHNET COMPANY								
915077738	01	TITLEIST VOKEY WEDGES	501000001302	03/02/23	00006076	65716	03/16/23	1,788.23	838.39 840.00 -16.80 15.19
	02	DISC INV 915077738	501000001302		00006076				
	03	SHIPPING INV 915077738	501000001302		00006076				
915143669	01	BOARDWALK ROPE CAP	501000001301	03/10/23	00006076	65716	03/16/23	1,788.23	949.84 240.00 150.00 135.00 120.00 277.50 -18.45 45.79
	02	TOUR AUSSIE CAP	501000001301		00006076				
	03	WOMENS CHARLESTON CAP	501000001301		00006076				
	04	DIEGO CAP	501000001301		00006076				
	05	TOUR ELITE CAP	501000001301		00006076				
	06	DISC INV 915143669	501000001301		00006076				
	07	SHIPPING INV 915143669	501000001301		00006076				
915190533	01	WOMENS CHARLESTON CAP	501000001301	03/15/23	00006076	65760	03/22/23	50.40	50.40 45.00 -0.90 6.30
	02	DISC INV 915190533	501000001301		00006076				
	03	SHIPPING INV 915190533	501000001301		00006076				
							VENDOR TOTAL:	1,838.63	
ADVANCE	ADVANCE AUTO PARTS								
2454-479834	01	ANTI FREEZE	101500066402	02/01/23	00006089	65719	03/16/23	614.17	68.36 68.36
2454-479862	01	MOWER FUEL AND AIR FILTERS	504100066403	02/02/23	00006088	65719	03/16/23	614.17	42.33 42.33
2454-479881	01	CREDIT- FUEL FILTERS	101500066403	02/02/23	00006088	65719	03/16/23	614.17	-12.42 -12.42
2454-479889	01	HYDRAULIC FILTER BOBCAT	101500066403	02/02/23	00006087	65719	03/16/23	614.17	18.66 18.66
2454-479896	01	SPARK PLUGS - MOWERS	202100066403	02/02/23	00006087	65719	03/16/23	614.17	28.72 28.72

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-480015	01	FUEL FILTERS-MOWERS	101500066402	02/06/23		65719	03/16/23	614.17	37.08 37.08
2454-480094	01	HEADLIGHTS, OIL PUMP	101500066402	02/07/23	00006102	65719	03/16/23	614.17	42.39 42.39
2454-4801028	01	AIR FITLERS CARTS	504000066409	02/27/23	00006144	65719	03/16/23	614.17	48.28 48.28
2454-480108	01	GEAR OIL	101500076515	02/07/23	00006101	65719	03/16/23	614.17	36.00 36.00
2454-480274	01	GRINDING DISKS,BELT	101500066402	02/10/23	00006107	65719	03/16/23	614.17	98.31 98.31
2454-480434	01	OIL FILTERS, PENETRATE OIL	101500066403	02/14/23	00006117	65719	03/16/23	614.17	21.40 21.40
2454-480499	01	HYDRAULIC/AIR FILTERS MOWERS	504100066403	02/15/23	00006116	65719	03/16/23	614.17	29.21 29.21
2454-480582	01	AIR FILTER MOWER	202100066403	02/17/23	00006115	65719	03/16/23	614.17	11.54 11.54
2454-480756	01	RELAYS, MOWERS FLEX TUBES	101500066403	02/21/23	00006136	65719	03/16/23	614.17	40.28 40.28
2454-480855	01	FUEL, AIR FILTERS CARTS	101500066402	02/22/23	00006135	65719	03/16/23	614.17	78.36 78.36
2454-480945	01	SPARK PLUGS	202100066402	02/24/23	00006142	65719	03/16/23	614.17	17.95 17.95
2454-481041	01	SPARK PLUG	101500066402	02/27/23	00006143	65719	03/16/23	614.17	7.72 7.72
2454-481166	01	FUEL FILTER	202100066403	03/01/23	00006150	65796	04/12/23	395.82	2.27 2.27
2454-481250	01	CART AIR FILTER	101500066402	03/02/23	00006154	65796	04/12/23	395.82	39.36 39.36
2454-481287	01	CART SOLENOID	101500066402	03/03/23	00006153	65796	04/12/23	395.82	20.93 20.93

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-481314	01 MOWER VALVE	202100066403	03/03/23	00006166	65796	04/12/23	395.82	56.69
	2454-481675	01 THREAD LOCK, LUBE	101500066402	03/13/23	00006170	65796	04/12/23	395.82	25.28
	2454-481677	01 GEAR OIL, PUMP	101500076515	03/13/23	00006190	65796	04/12/23	395.82	25.28
	2454-482103	01 FUEL PUMP, RELAY, CART	202100066402	03/22/23	00006183	65796	04/12/23	395.82	33.09
	2454-482290	01 OIL FILTERS, OILS.	202100066402	03/27/23	00006202	65796	04/12/23	395.82	88.24
	2454-482399	01 STARTER SOLENOID	101500066403	03/29/23	00006200	65796	04/12/23	395.82	88.24
	2454-482474	01 RELAY MOWR	202100066402	03/30/23	00006199	65796	04/12/23	395.82	71.76
AFLAC	AFLAC							VENDOR TOTAL:	1,009.99
	090938	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	101000002006 101000002007	03/12/23		65734	03/20/23	502.82	502.82
AIRGAS	AIRGAS USA LLC							VENDOR TOTAL:	502.82
	9995758212	01 WELDING TANK GAS/RENTAL	101500066401	03/31/23		65797	04/12/23	39.74	39.74
ALARMDET	ALARMDET ALARM DETECTION SYSTEMS, INC							VENDOR TOTAL:	39.74
	219337-1010	01 CH ALARM - 2ND QTR 02 CH ALARM - 2ND QTR.	101000056300 201000056300	03/05/23		65735	03/20/23	310.32	310.32
ALL	ALL STAR SPORTS INSTRUCTION							VENDOR TOTAL:	155.16
	232014	01 WINTER SESSION 2 - 2022	205550076128	03/15/23		65761	03/22/23	2,318.00	2,318.00
								VENDOR TOTAL:	2,318.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ANCEL	ANCEL GLINK, P.C.								2,318.00
	95001	01 CORPORATE MATTERS	101000036120	03/07/23		65736	03/20/23	3,162.50	3,162.50 3,162.50
								VENDOR TOTAL:	3,162.50
ARTHU	CLESENS, INC.								3,162.50
	342130-CREDIT	01 CREDIT FROM INV 342130	504100076507	04/18/23		65832	04/18/23	5,359.40	-112.00 -56.00 -56.00
		02 CREDIT FROM INV 342130	504100076506						
	351111-CREDIT	01 CREDIT FROM INV 351111	504100076507	04/18/23		65832	04/18/23	5,359.40	-132.00 -66.00 -66.00
		02 CREDIT FROM INV 351111	504100076506						
	3716-00	01 FAIRWAY FERT-GRUB INSECT	504100076507	03/23/23		65832	04/18/23	5,359.40	5,603.40 2,000.00 3,603.40
		02 FAIRWAY FERTILIZER	504100076506						
								VENDOR TOTAL:	5,359.40
BANK	THE BANK OF NEW YORK MELLON								750.00 750.00
	252-2535621	01 AGENT FEE 2017A	101000156902	03/06/23		65737	03/20/23	750.00	
	252-2537270	01 AGENT FEES 2015A	101000156902	03/15/23		65762	03/22/23	750.00	750.00 750.00
								VENDOR TOTAL:	1,500.00
BANN	BANNER UP SIGNS								62.00 62.00
	79895	01 BOCCE BALL SIGN	101500066406	04/12/23	00006210	65833	04/18/23	62.00	
								VENDOR TOTAL:	62.00
BATTERIE	BATTERIES PLUS BULBS								10.99 5.49 5.50
	P61043019	01 BATTERIES - CC	101000046200	03/28/23		65798	04/12/23	10.99	
		02 BATTERIES - CC	201000046200						
								VENDOR TOTAL:	10.99

DATE: 04/18/2023
 TIME: 15:14:28
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BEACON	0565040-IN	01 FIELD CHALK - BALLFIELDS	202100076523	03/10/23		65720	03/16/23	119.40	119.40
								VENDOR TOTAL:	119.40
BOCKMAN	51979	01 TRUCK INSPECTION	101500046210	04/04/23		65799	04/12/23	47.00	47.00
								VENDOR TOTAL:	47.00
BSN	920693864	01 BLEACHERS	701000207030	02/23/23		65721	03/16/23	5,881.06	5,681.54
									5,681.54
	920743406	01 SPORTS DUGOUT BENCHES-LEGS	202100076500	02/28/23		65721	03/16/23	5,881.06	199.52
									199.52
	920816680	01 SOCCER GOAL NETS	202100076537	03/06/23		65738	03/20/23	423.73	423.73
		02 BB FIELD BASE ANCHORS	202100076536						244.00
									179.73
	921082892	01 BASES ANCHORS	202100076536	03/24/23		65800	04/12/23	59.55	59.55
								VENDOR TOTAL:	6,364.34
BURRI	PS3012441-1	01 MOWER LIGHT UNIT PARTS	202100066403	03/21/23		65773	03/23/23	203.10	203.10
								VENDOR TOTAL:	203.10
CAPITALO	1647625293	01 LIME JC/TONIC/LEM/LIM/AGAVE	303000086636	03/19/23		65785	04/06/23	92.81	92.81
		02 COFFEE	303000086632						21.22
		03 COFFEE	207500076555						9.92
		04 CAN POP	303000086631						9.92
									51.75
								VENDOR TOTAL:	92.81
CINTAS	5149810380	01 1ST AID CABINET - STOCKED	207500076513	03/16/23		65739	03/20/23	42.39	42.39
									42.39

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FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	5154198251	01 1ST AID STOCK - CC	207500076513	04/17/23		65834	04/18/23	277.90	277.90
		02 AED BATTERY REPL - CC	207500076513						52.86
									225.04
	8406166282	01 1ST AID REFILL	202100076513	03/17/23		65801	04/12/23	64.55	64.55
		02 1ST AID REFILL	101500076513						32.27
									32.28
CITY	CITY OF SYCAMORE						VENDOR TOTAL:		384.84
	FEBRUARY 2023 CITY TAX			03/20/23		65740	03/20/23	11.00	11.00
	01 CITY SALES TAX - VENDING		207500086650						6.00
	02 CITY SALES TAX - CATERING		303500116852						5.00
CITY2	CITY OF SYCAMORE						VENDOR TOTAL:		11.00
	1420560000-0323	01 WATER/SEWER - POOL	518100096704	03/31/23		65776	04/04/23	303.85	197.10
									197.10
	1420565000-0323	01 WATER/SEWER	518100096704	03/30/23		65776	04/04/23	303.85	106.75
									106.75
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:		303.85
	17247	01 OFFICE 365	101000046206	03/01/23		65741	03/20/23	1,509.75	1,509.75
		02 OFFICE 365	201000046206						255.88
		03 MONTHLY MAINT	101000056304						255.87
		04 MONTHLY MAINT	201000056304						499.00
COMCA	COMCAST						VENDOR TOTAL:		1,509.75
	0468024-0323	01 INTERNET	101000096706	03/10/23		65742	03/20/23	697.16	697.16
		02 INTERNET	201000096706						144.98
		03 CABLE	207500096705						144.98
									407.20
	0468768-0423	01 CABLE	303000096705	03/25/23		65777	04/04/23	187.02	187.02
		02 CABLE	504000096705						93.51
									93.51

FROM 03/16/2023 TO 04/18/2023

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

COMMO		COMMONWEALTH EDISON	VENDOR TOTAL:		884.18
030223	01	FOUNDERS PARK	101500096702	03/02/23	211.44
	02	OLD MILL	101500096702		24.84
	03	BOYNTON PARK	101500096702		23.42
	04	KIWANIS PARK	101500096702		14.20
	05	EMIL CASSIER PARK	101500096702		46.53
	06	GOOD TYMES SHELTER	101500096702		19.43
	07	ENTRY PARK	101500096702		28.45
	08	SOCCER COMPLEX	101500096702		27.47
032323	01	BOYNTON PARK	101500096702	03/08/23	1,558.13
	02	KIWANIS PARK	101500096702		14.20
	03	EMIL CASSIER PARK	101500096702		43.62
	04	SYCAMORE LAKE	101500096702		19.72
	05	WETZEL PARK	101500096702		70.35
	06	MAINT BLODG	101500096702		41.58
	07	MAINT BLODG	504100096702		678.73
	08	SPORTS COMPLEX	202100096702		678.73
0558722008-0323	01	BB CONC	303300096702	03/08/23	11.20
	02	POOL	518100096702		8,481.10
	03	MAINT	101500096702		65.67
	04	MAINT	504100096702		228.80
	05	CART BLDG	504000096702		57.34
	06	CLUBHOUSE	303000096702		57.34
	07	PROSHOP	504000096702		1,215.43
	08	ADMIN	101000096702		57.94
	09	ADMIN	201000096702		57.94
	10	ELECTRONIC SIGN	101000096702		135.20
	11	ELECTRONIC SIGN	201000096702		135.20
	12	COMM CTR	207500096702		8.33
					8.33
					6,453.58
					10,250.67

CONS		CONSERV FS	VENDOR TOTAL:		10,250.67
113019926	01	GASOLINE - GOLF	504100076515	03/29/23	1,754.30
	02	GASOLINE - PARKS	101500076515		385.95
	03	GASOLINE - SC	202100076515		470.62
	04	GASOLINE - TRUCKS	101500076515		99.64
					798.09

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
40018795	01	BALL FIELD TURFACE MIX	202100076533	04/17/23	04/18/23	65835	500.00	500.00
								500.00
CS TURF								
23-017	01	DEEP TINE ABRATE-SOCCER FIELDS	101500056300	04/13/23	04/18/23	65836	2,950.00	2,950.00
								2,950.00
DEKALB LAWN & EQUIPMENT CO.								
89264	01	FUEL PUMP, AIR FILTER CHAINSAW	202100066402	03/22/23	04/12/23	65803	153.38	153.38
								153.38
DEKAM								
83837	01	CC ROOF HVAC UNITS-REPL PARTS	207500056300	03/14/23	03/20/23	65744	1,417.50	1,417.50
								1,417.50
84878	01	HVAC REPAIR CC - HALLWAY	207500056300	03/22/23	04/12/23	65804	487.23	487.23
								487.23
ECO								
130856-0223								
	01	FUEL SURCHARGE	101000056300	02/16/23	03/20/23	65745	3.95	3.95
	02	FUEL SURCHARGE	201000056300					1.98
								1.97
130856-0323								
	01	SALT	101000056300	03/16/23	04/04/23	65778	14.00	14.00
	02	SALT	201000056300					7.00
								7.00
ELITEGAR								
03-21-23								
	01	PARTS-LABOR-REBUILD DOOR #3	504100056300	03/21/23	04/18/23	65837	2,297.00	2,297.00
	02	PARTS-LABOR-REBUILD DOOR #3	202100076500					382.83
	03	PARTS-LABOR-REBUILD DOOR #3	101500056300					382.83
	04	PARTS-LABOR-REBUILD DOOR #3	101500066401					382.83
	05	PARTS-LABOR-REBUILD DOOR #3	101500076500					382.83
	06	PARTS-LABOR-REBUILD DOOR #3	202100066401					382.85

FROM 03/16/2023 TO 04/18/2023

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

ENGINEERING RESOURCE ASSOC VENDOR TOTAL: 2,297.00

C-93-021-19-06 01 GWT 1 711000207039 03/29/23 65788 04/06/23 6,988.53 6,988.53

D-93-032-22-04 01 GWT-SEG 2 711000207039 01/17/23 65763 03/22/23 4,583.31 4,583.31

D-93-032-22-05 01 GWT - SEG 2 711000207039 02/20/23 65759 03/21/23 26,786.12 26,786.12

D-93-032-22-06 01 GWT - SEG 2 711000207039 03/09/23 65764 03/22/23 6,742.09 6,742.09

FASTENAL COMPANY VENDOR TOTAL: 45,100.05

IILCOR117766 01 SPRING HOOKS, CABLE TIES SPORT 202100066404 03/13/23 65805 04/12/23 431.63 131.41
 02 SHIPPING 202100066404 00006171 118.55
 00006171 12.86

IILCOR117786 01 SOCCER/BB NETS-BACKSTOPS HOOKS 202100076500 03/15/23 65805 04/12/23 431.63 231.73
 02 SOCCER/BB NETS-BACKSTOPS HOOKS 202100076536 77.24
 03 SOCCER/BB NETS-BACKSTOPS HOOKS 202100076537 77.24
 77.25

IILCOR117850 01 CABLE TIES SPORTS NETS 202100066404 03/24/23 65805 04/12/23 431.63 68.49
 68.49

FOX VALLEY FIRE & SAFETY VENDOR TOTAL: 431.63

IN00589038 01 5 YR SHOP SPRINKLER INSPECTION 101500066401 03/23/23 65774 03/23/23 2,522.00 2,522.00
 02 5 YR SHOP SPRINKLER INSPECTION 101500056300 500.00
 03 5 YR SHOP SPRINKLER INSPECTION 202100066401 700.00
 04 5 YR SHOP SPRINKLER INSPECTION 504100056300 500.00
 05 5 YR SHOP SPRINKLER INSPECTION 504100066401 322.00

FRONTIER FRONTIER VENDOR TOTAL: 2,522.00

0670-030723 01 ADMIN 101000096700 03/07/23 65765 03/22/23 599.78 599.78
 02 ADMIN 201000096700 299.89
 299.89

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4818-032223	01 MAINT		101500096700	03/22/23		65789	04/06/23	203.94	203.94
	02 MAINT		202100096700						101.97
									101.97
GROUPPL	GROUP PLAN SOLUTIONS						VENDOR TOTAL:		803.72
3293	01 FSA - MAR		101000106801	02/28/23		65746	03/20/23	66.00	66.00
	02 FSA - MAR		201000106801						33.00
									33.00
HAGG	HAGG PRESS						VENDOR TOTAL:		66.00
117572	01 SUMMER BROHCURE PRINTING		206500046203	04/10/23	00006215	65838	04/18/23	7,442.00	7,442.00
HARRG	HARRIS GOLF CARS SALES & SERVI						VENDOR TOTAL:		7,442.00
01-335654	01 GOLF CART PARTS		504000066409	03/15/23		65825	04/14/23	2,401.20	419.52
									419.52
02-335655	01 GOLF CART PARTS		504000066409	03/15/23		65825	04/14/23	2,401.20	1,981.68
									1,981.68
HORN	HORNUNG'S PRO GOLF SALES INC.						VENDOR TOTAL:		2,401.20
527674	01 BAG TAGS		504000076500	03/20/23		65766	03/22/23	450.60	450.60
HVVEE	HY-VEE ACCOUNTS RECEIVABLE						VENDOR TOTAL:		450.60
189345-MARCH	01 PIZZA/DELIVERY		205011956216	03/10/23	00006123	65767	03/22/23	77.94	77.94
	02 PIZZA/DELIVERY		205011956216		00006124				38.97
									38.97
IL	IL ASSOC. OF PARK DISTRICTS						VENDOR TOTAL:		77.94
DUES2023	01 DUES 2023		101000046200	04/07/23		65792	04/07/23	3,931.97	3,931.97
	02		201000046200						1,965.98
									1,965.99

FROM 03/16/2023 TO 04/18/2023

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

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
INTEG		INTEGRA BUSINESS SYSTEMS, INC.							3,931.97
	INV107462	01 PRINTE/RCOPIER - PS	101000056304	03/02/23		65747	03/20/23	200.78	12.67
		02 PRINTE/RCOPIER - PS	201000056304						6.34
									6.33
	INV107463	01 PRINTER/COPIER - MAINT	101000056304	03/02/23		65747	03/20/23	200.78	57.74
		02 PRINTER/COPIER - MAINT	201000056304						28.87
									28.87
	INV107464	01 PRINTER/COPIER - CC	101000056304	03/02/23		65747	03/20/23	200.78	63.30
		02 PRINTER/COPIER - CC	201000056304						31.65
									31.65
	INV107465	01 PRINTER/COPIER - ADMIN	101000056304	03/02/23		65747	03/20/23	200.78	67.07
		02 PRINTER/COPIER - ADMIN	201000056304						33.53
									33.54
INTERS		INTERSTATE BATTERIES ROCKFORD							200.78
	400451448	01 MOWER BATTERY	101500066402	04/13/23	00006214	65839	04/18/23	154.95	154.95
									154.95
KISH		KISHWAUKEE SPECIAL RECREATION							154.95
		KSRF GOLF OUTING		04/11/23		65806	04/12/23	350.00	350.00
		01 MAY 12, 2023 KSRF GOLF OUTING	221000076500						350.00
LAUTER		LAUTERBACH & AMEN LLP							350.00
	75635	01 2022 AUDIT SERVICES	241000036122	02/28/23		65748	03/20/23	12,320.00	12,320.00
									12,320.00
	76398	01 2023 ACTUARIAL	241000036122	03/07/23		65768	03/22/23	2,760.00	2,760.00
									2,760.00
LE PRINT		LE PRINT EXPRESS							15,080.00
	39904	01 NAME PLATES	101000046212	04/04/23		65779	04/04/23	170.50	170.50
		02 NAME PLATES	201000046212						85.25
									85.25

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LOWE	LOWE'S								170.50
	903009-KPBXDX	01 GREENHOUSE SUPPLY	101500066404	03/08/23	00006163	65807	04/12/23	300.13	45.50
									45.50
	903133-KOESKK	01 TREATED WOOD PARKS	101500066404	03/02/23	00006147	65822	04/13/23	105.99	34.71
									34.71
	903275-KPSFOF	01 ROPE, PAINT, FLAGPOLE	101500066404	03/13/23	00006168	65807	04/12/23	300.13	70.67
									70.67
	903786-KQXVKA	01 GORILLA GLUE FOR PARKS	101500066404	03/21/23	00006189	65822	04/13/23	105.99	36.05
									36.05
	903859-KPXCNO	01 CABLE TIES-SILICON-SHOP	101500066401	03/14/23		65807	04/12/23	300.13	50.39
									50.39
	903884-KOVUOI	01 SAW BLADES, WOOD, STOPS, TRUCK	101500066402	03/07/23	00006165	65807	04/12/23	300.13	99.63
									99.63
	903899-KRCYRT	01 HAMMERS, MEASURE TAPE SPORT BX	202100076500	03/22/23	00006192	65822	04/13/23	105.99	35.23
									35.23
	903921-KOVUON	01 TABLE SAW BLADE SHOP	101500076512	03/07/23	00006164	65807	04/12/23	300.13	33.94
									33.94
MARS	M.A.R.S., INC.								406.12
	579917	01 MOWER REBUILT STARTER MOTOR	101500066403	03/16/23	00006174	65769	03/22/23	130.00	130.00
									130.00
MCFHOLD	MCF HOLDINGS, LLC								130.00
	20275	01 WIPES	207000076510	03/20/23		65775	03/23/23	977.00	977.00
									977.00
MEL	MELIN'S LOCK & KEY								977.00
	26087	01 KEY COPIES	202100076500	03/09/23	00006162	65722	03/16/23	230.68	19.00
									19.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
26111	01	MASTER PADLOCKS	202100076519	03/14/23		65722	03/16/23	230.68	211.68
26125	01	KEY COPIES SPORTS	202100066404	03/24/23	00006182	65823	04/13/23	19.00	19.00
31623-6	01	FITNESS ROOM DOOR	207500056300	03/16/23		65749	03/20/23	85.00	85.00
		MENARDS - SYCAMORE						VENDOR TOTAL:	334.68
85848	01	SPRAY PAINT, SPRINGS SHOP	101500076500	02/27/23	00006145	65724	03/16/23	540.40	14.96
85926	01	REBAR, 6"X6" WOOD FOR BBALL	202100066404	02/28/23	00006140	65724	03/16/23	540.40	14.96
85979	01	PLUG CLEANER, WELD ROD	101500066402	03/01/23	00006149	65724	03/16/23	540.40	151.34
86053	01	PAINT, SPR PAINT, SHP TOWELS,	101500066404	03/02/23	00006146	65724	03/16/23	540.40	151.34
	02	PAINT, O RINGS	202100066404		00006146				11.38
86059	01	ROUTER KIT, BOLTS, BITS PLATES	101500076512	03/02/23	00006148	65724	03/16/23	540.40	11.38
	02	ROUTER KIT, BITS	202100076512		00006148				81.37
86111	01	RETURN STAIN	101500066402	03/03/23	00006152	65724	03/16/23	540.40	40.00
86113	01	STAIN, BRUSHES, TOTE - TRUCK	101500066402	03/03/23	00006151	65724	03/16/23	540.40	41.37
86254	01	TREATED WOOD-LEON LARSON PK	101500066407	03/06/23		65750	03/20/23	104.32	252.96
86532	01	SPRAY PAINTS, BOLTS, WASHERS	101500076511	03/10/23	00006161	65750	03/20/23	104.32	150.00
86703	01	STAGE SCREWS	101500076500	03/13/23	00006172	65810	04/12/23	616.50	102.96
86720	01	HEAT GUN SHOP	101500076500	03/13/23	00006169	65810	04/12/23	616.50	-22.97

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
86765	01	BALL FIELD EDGING, DOOR REPAIR	202100066401	03/14/23	00006173	65810	04/12/23	616.50	167.18 167.18
86782	01	PVC CEMENT-FASTERN-SPORTS	202100076500	03/14/23		65810	04/12/23	616.50	28.28 28.28
86886	01	CLAMPS, WASHERS FIELD NETS	202100066404	03/16/23	00006176	65810	04/12/23	616.50	15.53 15.53
86902	01	REBAR BALL FIELD NETS	202100066404	03/16/23	00006175	65810	04/12/23	616.50	38.36 38.36
86957	01	LAMINATE,ROLLER	101500076500	03/17/23	00006177	65810	04/12/23	616.50	16.99 16.99
87210	01	HEAVY TARP FOR STORAGE	101500076500	03/21/23	00006191	65810	04/12/23	616.50	20.99 20.99
87265	01	DRILL HAMMER, POTHOLE PATCH	101500066406	03/22/23	00006188	65810	04/12/23	616.50	55.96 55.96
87282	01	NUTS BOLTS SHOP	101500076511	03/22/23	00006184	65810	04/12/23	616.50	18.68 18.68
87295	01	DOG TREATS	101500076540	03/22/23	00006181	65810	04/12/23	616.50	25.94 14.97
	02	TEA PARTY- FRUIT SNACKA	205771106216		00006181				8.48
	03	BANDAIDS	207500076513		00006181				2.49
87355	01	EXT CORDS - CLEANER SHOP	101500066401	03/23/23		65810	04/12/23	616.50	19.17 19.17
87413	01	MEASURE TAPES, SPORTS	202100066404	03/24/23	00006186	65810	04/12/23	616.50	50.85 50.85
87580	01	GFCI TESTER, FLOOR MAT SHOP	101500066401	03/27/23	00006198	65840	04/18/23	23.78	23.78 23.78
87780	01	SHOP SAW BLADES	101500066401	03/30/23		65810	04/12/23	616.50	67.43 67.43
87822	01	CABLE TIES, WEED HOES, ROPE	101500076500	03/31/23	00006201	65810	04/12/23	616.50	46.97 46.97
88129	01	GRINDING DISKS-SHOP	101500076500	04/05/23		65826	04/14/23	123.49	6.18 6.18

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
88221	01	HEX BOLTS	101500076511	04/06/23		65826	04/14/23	123.49	2.48
88286	01	PRIZES DOG EGG HUNT	206095246216	04/07/23	00006209	65826	04/14/23	123.49	47.49
	02	CC OUTDOOR FLOWERS	207500076500		00006209				13.03
	03	BOTTLED WATER	207500076555		00006209				28.97
89724	01	PRIZES DOG EGG HUNT	206095246216	04/01/23	00006208	65826	04/14/23	123.49	67.34
									67.34
									1,408.49
		MID-WEST FAMILY BROADCASTING							
1913-00117-6-0001	01	FEBRUARY ADS	101200046209	02/28/23	00006180	65770	03/22/23	44.70	44.70
									44.70
									44.70
		MR OUTHOUSE							
6174	01	PORT-O-POTS	101500056309	02/24/23		65725	03/16/23	260.00	260.00
6254	01	PORT-O-POTS-SPORTS	202100056309	03/24/23		65824	04/13/23	555.00	555.00
	02	PORT-O-POTS-PARKS	101500056309						60.00
									495.00
		MSC INDUSTRIAL SUPPLY CO							815.00
6009701001	01	TUBES-FITTINGS-GREASE LINES	504100066403	03/03/23		65751	03/20/23	46.47	46.47
									46.47
									46.47
		NICOR GAS							
022723	01	PRO SHOP	504000096703	02/27/23		65752	03/20/23	602.69	602.69
	02	CLUBHOUSE	303000096703						90.40
	03	ADMIN	101000096703						90.40
	04	ADMIN	201000096703						210.95
									210.94
033023	01	MAINT BLDG	101500096703	03/30/23		65780	04/04/23	2,185.81	2,185.81
	02	MAINT BLDG	504100096703						599.86
	03	POOL	518100096703						599.87
	04	UPSTAIRS OFFICE	101000096703						252.88
									50.25

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 04/18/2023
TIME: 15:14:28
ID: AP450000.WOW

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	033023			03/30/23		65780	04/04/23	2,185.81	2,185.81
		05 PUMP HOUSE	504100096703						66.54
		06 AIRPORT RD PROPERTY	207500096703						616.41
OCCREATI		OC CREATIVE, INC.					VENDOR TOTAL:		2,788.50
2022		01 OC CREATIVE FILMING 13/14	101200046214	03/15/23	00006179	65771	03/22/23	1,300.00	1,300.00
2023		01 MONTHLY INTALLMENT ANN. VIDEOS	101200046214	04/17/23	00006216	65841	04/18/23	1,300.00	1,300.00
PENDL		PENDELTON TURF SUPPLY					VENDOR TOTAL:		2,600.00
5678		01 GOLF FUNGICIDE	504100076507	03/09/23		65726	03/16/23	4,026.00	4,026.00
PERRYS		PERRY'S PROFESSIONAL PAINTING					VENDOR TOTAL:		4,026.00
		DEPOSIT CHECK-2ND ONE		03/20/23		65753	03/20/23	1,600.00	1,600.00
		01 CH PAINTING - 2ND DEPOSIT	101000076500						1,600.00
		EST0057 DEPOSIT		03/20/23		65733	03/20/23	1,600.00	1,600.00
		01 DEPSIT FOR CLUBHOUSE PAINTING	101000076500						1,600.00
		LAST CH INSTALMENT		04/18/23		65842	04/18/23	1,800.00	1,800.00
		01 LAST PAYMENT FOR CH PAINTING	101000076500						1,800.00
PERSCONC		PERSONNEL CONCEPTS					VENDOR TOTAL:		5,000.00
9352461371				02/24/23		65754	03/20/23	169.42	169.42
		01 LABOR LAW POSTERS	101000046200						84.71
		02 LABOR LAW POSTERS	201000046200						84.71
PIO		PIONEER MFG/PIONEER ATHLETICS					VENDOR TOTAL:		169.42
INV872054				03/02/23		65727	03/16/23	3,181.10	3,181.10
		01 FIELD LINE PAINT - BALLFIELDS	202100076523						1,000.00
		02 FIELD LINE PAINT - SOCCERFIELD	202100076524						2,181.10
							VENDOR TOTAL:		3,181.10

FROM 03/16/2023 TO 04/18/2023

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

PLAYPO PLAYPOWER LT FARMINGTON INC
 1400268565
 01 OLD MILL PARK REPL PANEL-PLAY 101500066407 03/27/23 578.50
 02 OLD MILL PARK REPL PANEL -PLAY 101500066404 04/12/23 578.50

PRIN PRINCIPAL LIFE INS GROUP
 DENTAL INS PREM
 01 DENTAL INS PREM 101000106801 04/04/23 1,643.31
 02 DENTAL INS PREM 101500106801 349.47
 03 DENTAL INS PREM 504100106801 126.44
 04 DENTAL INS PREM 504000106801 139.99
 05 DENTAL INS PREM 201000106801 70.32
 06 DENTAL INS PREM 202100106801 435.53
 07 DENTAL INS PREM 207500106801 332.67
 08 DENTAL INS PREM 303000106801 162.84
 26.05
 VENDOR TOTAL: 578.50
 1,643.31

PRIO PRIORITY PROMOTIONS
 3007299 01 F-T STAFF APPAREL BALANCE 101200046215 02/17/23 957.30
 VENDOR TOTAL: 957.30

PRIOPRO PRIORITY PRODUCTS INC
 987841
 01 CABLE TIES-SCREWS-BOLTS 202100076500 04/04/23 104.20
 02 CABLE TIES-SCREWS-BOLTS 101500076511 50.00
 54.20
 VENDOR TOTAL: 104.20

REIN REINDERS, INC.
 1934904-00 01 REPAIRS - SURGE PROTECTOR 504100076505 04/13/23 300.49
 1934967-00 01 IRRIGATION FLAG KEYS 504100076505 04/13/23 300.49
 37.99
 37.99

4071725-00
 01 WORKMAN REPAIR 101500066402 04/17/23 1,476.04
 02 WORKMAN REPAIR 504100066402 492.01
 03 WORKMAN REPAIR 202100066402 492.01
 492.02

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	6026195-02	01 BLADE MOTOR SPINDLE	101500076503	03/16/23		65755	03/20/23	159.96	159.96
	6027911-01	01 LATCH-FLANGE-TORO MOWER	504100066403	03/07/23		65728	03/16/23	15.62	15.62
	6027911-02	01 BUSHING FOR MOWERS	101500066403	04/11/13		65813	04/12/23	11.52	11.52
						VENDOR TOTAL:		1,963.63	
RINGCEN		RINGCENTRAL INC.							
	CD_000557833	01 TELEPHONE	101000096700	03/21/23		65814	04/12/23	1,225.93	1,225.93
		02 TELEPHONE	201000096700					489.36	489.36
		03 NEW PHONE - REPLACEMENT - CONC	201000096700					489.37	489.37
		04 NEW PHONE - REPLACEMENT - CONC	101000096700					123.60	123.60
						VENDOR TOTAL:		1,225.93	
RONDO		RONDO ENTERPRISES, INC.							
	172244	01 BATTERY-TRAILER BRAKE SYSTEM	101500066402	04/04/23		65815	04/12/23	45.90	22.95
	172323	01 BATTERY FOR TRAILER BRAKE SYS	101500066402	04/06/23		65815	04/12/23	45.90	22.95
	172529	01 TIRES - CHIPPER UNIT	101500066402	04/12/23		65828	04/14/23	275.00	275.00
						VENDOR TOTAL:		320.90	
SELDAL		SELDAL PLUMBING							
	5566	01 HOUSE PLUMBING REPAIR	101500056300	03/06/23		65729	03/16/23	218.00	218.00
						VENDOR TOTAL:		218.00	
SHAW		SHAW SUBURBAN MEDIA							
	032310027030	01 BRIDAL GUIDE & EBLAST	101200046208	03/31/23		65816	04/12/23	599.44	599.44
		02 BUDGET HEARING	201000046203					31.31	499.00
		03 BUDGET HEARING	101000046203					31.31	31.31
		04 MEETING CHANGE	101000046203					18.91	18.91
		05 MEETING CHANGE	201000046203					18.91	18.91

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SOFT		SOFT WATER CITY						VENDOR TOTAL:	599.44
	2652-0223	01 WATER	101500076500	02/28/23		65756	03/20/23	106.30	106.30
		02 SALT	207500076500						64.62
									41.68
SOFTTOU		SOFT TOUCH BASES						VENDOR TOTAL:	106.30
	74467	01 BASEBALL SAFETY BASES	202100076500	03/01/23		65829	04/14/23	625.05	625.05
		02 BASEBALL SAFETY BASES	202100076536						300.00
									325.05
SPEC		SPECIAL FX						VENDOR TOTAL:	625.05
	43774	01 FT STAFF APPAREL	101200046215	03/15/23	00006193	65790	04/06/23	662.00	662.00
	43793	01 SEASONAL APPAREL	101500046215	04/06/23	00006207	65830	04/14/23	563.00	563.00
STAPLES		STAPLES BUSINESS ADVANTAGE						VENDOR TOTAL:	1,225.00
	3533860136	01 AIR FRESHNER	207500076510	03/25/23		65817	04/12/23	120.96	41.82
									41.82
	3534786554	01 AIR FRESHNER - CC	207500076510	04/01/23		65817	04/12/23	120.96	13.94
									13.94
	3534786555	01 PENS - PAPER	101000046200	04/01/23		65817	04/12/23	120.96	65.20
		02 PENS - PAPER	201000046200						32.60
									32.60
SWEDELEC		SWEDELEB ELECTRIC INC.						VENDOR TOTAL:	120.96
	13015	01 CC-REPAIRS-PANEL	207500056300	03/08/23		65730	03/16/23	381.96	381.96
SYCAYO		SYCAMORE YOUTH BASEBALL						VENDOR TOTAL:	381.96
	2022 KEYS DEP RETURN								
		01 KEY DEPOSIT RETURN 2022 KEYS	20200004010	03/20/23		65757	03/20/23	150.00	150.00

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
SYCROT		SYCAMORE ROTARY CLUB						150.00
	1420							
		01 3RD QTR DUES	101000046204	02/21/23	04/06/23	65791	190.00	190.00
		02 3RD QTR DUES	201000046204					95.00
								95.00
T-REX		T-REXPLORES, LLC						190.00
	1738	01 DINO HOUR	205771806128	04/04/23	04/04/23	65782	490.00	490.00
T0001333		HORN, BRENT						490.00
		CLOTHING REIMB						
		01 CLOTHING REIMBURSEMENT	1012000046215	04/07/23	04/07/23	65794	54.36	54.36
T0001576		SNOW, JEREMY						54.36
		REIMBURSE 04-14-23						
		01 REIMB- BOOT ALLOWANCE	1015000046215	04/14/23	04/14/23	65831	79.00	79.00
T0001711		GILBERT, LAURA						79.00
		1-15-2021 PR REISSUE						
		01 1-15-2021 PR CHECK REISSUED	101000001001	04/18/23	04/18/23	65844	8.73	8.73
TYLER		TYLER ENTERPRISES						8.73
	63887							
		01 ALGAE CONTROL	504100076507	12/07/22	03/20/23	65758	3,547.00	877.00
		02 ALGAE CONTROL	101500066404					138.00
		03 TEE & ROUGH FERTILIZER	504100076506					138.00
								601.00
	63888							
		01 ROUGH GRUB CONTROL	504100076507	12/07/22	03/20/23	65758	3,547.00	1,330.00
								1,330.00
	63889							
		01 PARKS ROUNDUP	101500076507	12/07/22	03/20/23	65758	3,547.00	1,340.00
		02 SPORTS ROUNDUP	202100076530					237.50
		03 IRON & LIQUID FERTILIZER	504100076506					237.50
		04 IRON & LIQUID FERTILIZER	504100076507					315.00
								550.00

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:	3,547.00
7ULC	161051229	01 CONCERT STAGE RESURGACING	206194006216	03/13/23	04/12/23	65818	630.20	1,145.10
	161445911	01 FREIGHT FOR RETURN OF TAPE	206194006216	03/21/23	04/12/23	65818	630.20	1,145.10
	161504989	01 CREDIT RETURN OF STAGE TAPE	206194006216	03/22/23	04/12/23	65818	630.20	35.10
							VENDOR TOTAL:	35.10
7ULC		UNITED STATES POSTAL SERVICE					VENDOR TOTAL:	630.20
		SUMMER BROCHURE 2023						
		01 POSTAGE SUMMER 2023 BROCHURE	206500046202	04/04/23	04/04/23	65783	1,778.48	1,778.48
							VENDOR TOTAL:	1,778.48
7ULC	04399556-001-0323	01 STD INS PREM	101000106801	03/22/23	03/22/23	65772	359.34	359.34
		02 STD INS PREM	101500106801					54.58
		03 STD INS PREM	504100106801					41.52
		04 STD INS PREM	504000106801					38.00
		05 STD INS PREM	201000106801					14.80
		06 STD INS PREM	202100106801					104.11
		07 STD INS PREM	207500106801					81.59
		08 STD INS PREM	303000106801					14.28
							VENDOR TOTAL:	10.46
7ULC		VULCAN MATERIALS CO.					VENDOR TOTAL:	359.34
	33218559	01 SC - ROAD ROCK	202100076509	04/14/23	04/18/23	65845	309.34	309.34
							VENDOR TOTAL:	309.34
7ULC		WAGNER AGGREGATE, INC.					VENDOR TOTAL:	309.34
	38401	01 AGLIME BALL FIELDS	202100076533	03/25/23	04/12/23	65819	221.77	221.77
							VENDOR TOTAL:	221.77
							VENDOR TOTAL:	221.77

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 04/18/2023
TIME: 15:14:28
ID: AP450000.WOW

FROM 03/16/2023 TO 04/18/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
WAREHOUSE DIRECT BUSINESS								
5467591-0	01	MULTI FOLD TOWELS - CC	207500076510	04/03/23	04/12/23	65820	159.00	159.00
WASTE MANAGEMENT								
3699453-2011-6	01	REFUSE - ADMIN	101000056302	03/03/23	03/16/23	65732	467.96	467.96
	02	REFUSE - CLUBHOUSE	303000056302					88.23
	03	REFUSE - ADMIN	101000056302					88.23
	04	REFUSE - SC	202100056302					8.50
	05	REFUSE - PARKS	101500056302					40.73
	06	REFUSE - CC	207500056302					40.74
								201.53
3702054-2011-7	01	REFUSE - ADMIN	101000056302	04/05/23	04/12/23	65821	540.05	540.05
	02	REFUSE - CH	303000056302					77.00
	03	REFUSE - ADMIN	101000056302					77.01
	04	REFUSE - OLD SHOP	504100056302					8.50
	05	REFUSE - SC	202100056302					34.05
	06	REFUSE - PARKS	101500056302					40.73
	07	REFUSE - PICNIC	101500056302					40.74
	08	REFUSE - CC	207500056302					57.40
								204.62

VENDOR TOTAL:

VENDOR TOTAL:

TOTAL --- ALL INVOICES:

1,008.01
168,617.78

DATE: 04/20/23
 TIME: 15:20:37
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

New

INVOICES DUE ON/BEFORE 04/20/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BEACO	BEACON ATHLETICS							
0565040	IN-BALANCE	04/20/23	01 FIELD CHALK INVOICE BALANCE	202100076523			04/20/23	1,000.00
							INVOICE TOTAL:	1,000.00
							VENDOR TOTAL:	1,000.00
CITY	CITY OF SYCAMORE							
2023B	CLLQ-52	04/01/23	01 LIQUOR LICENSE	303000046210			04/20/23	1,465.00
							INVOICE TOTAL:	1,465.00
							VENDOR TOTAL:	1,465.00
CMJ	CMJ TECHNOLOGIES, INC.							
17323		04/01/23	01 OFFICE 365	101000046206			04/20/23	255.87
			02 OFFICE 365	201000046206				255.88
			03 MONTHLY MAINT	101000056304				499.00
			04 MONTHLY MAINT	201000056304				499.00
							INVOICE TOTAL:	1,509.75
							VENDOR TOTAL:	1,509.75
COMCA	COMCAST							
0468024	-0423	04/10/23	01 INTERNET	101000096706			04/20/23	149.22
			02 INTERNET	201000096706				149.22
			03 CABLE	207500096705				407.22
							INVOICE TOTAL:	705.66
							VENDOR TOTAL:	705.66
COMMO	COMMONWEALTH EDISON							
040323		04/03/23	01 FOUNDERS PARK	101500096702			04/20/23	23.53
			02 OLD MILL	101500096702				23.06
			03 SYCAMORE LAKE	101500096702				60.13
			04 GOOD TYMES SHELTER	101500096702				27.08
			05 WETZEL PARK	101500096702				41.58

INVOICES DUE ON/BEFORE 04/20/2023

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
040323	04/03/23	06	ENTRY PARK	101500096702			04/20/23	18.65
		07	MAINT BLDG	101500096702				610.67
		08	MAINT BLDG	504100096702				610.67
		09	SPORTS COMPLEX	202100096702				15.76
		10	SOCCER COMPLEX	101500096702				27.82
						INVOICE TOTAL:		1,458.95
05587220089-0323	04/07/23	01	BASEBAL CONC	303300096702			04/20/23	69.72
		02	POOL	518100096702				231.32
		03	MAINT	101500096702				121.78
		04	MAINT	504100096702				121.78
		05	CART BLDG	504000096702				757.07
		06	CLUBHOUSE	303000096702				59.31
		07	PROSHOP	504000096702				59.31
		08	ADMIN	101000096702				138.39
		09	ADMIN	201000096702				138.39
		10	ELECTRONIC SIGN	101000096702				9.40
		11	ELECTRONIC SIGN	201000096702				9.40
		12	COMMUNITY CENTER	207500096702				6,407.48
						INVOICE TOTAL:		8,123.35
						VENDOR TOTAL:		9,582.30
GENOABU GENOA BUSINESS FORMS								
392414IN	04/17/23	01	LETTERHEAD	101000046203			04/20/23	65.87
		02	LETTERHEAD	201000046203				65.88
						INVOICE TOTAL:		131.75
392415IN	04/17/23	01	ENVELOPES	101000046203			04/20/23	60.62
		02	ENVELOPES	201000046203				60.63
						INVOICE TOTAL:		121.25
						VENDOR TOTAL:		253.00
GROUPPL GROUP PLAN SOLUTIONS								

INVOICES DUE ON/BEFORE 04/20/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GROUPPL	GROUP PLAN SOLUTIONS							
3320	04/03/23	01	FSA - APR	101000106801			04/20/23	33.00
		02	FSA - APR	201000106801				33.00
							INVOICE TOTAL:	66.00
							VENDOR TOTAL:	66.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE							
189345-0423	04/10/23	01	PIZZA BDAY PARTIES	205011956216	00006205		04/20/23	38.97
							INVOICE TOTAL:	38.97
							VENDOR TOTAL:	38.97
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							
INV107856	04/04/23	01	PRINTER/RCOPIER - PROSHOP	101000056304			04/20/23	7.19
		02	PRINTE/RCOPIER - PROSHOP	201000056304				7.18
							INVOICE TOTAL:	14.37
INV107857	04/04/23	01	PRINTER/COPIER - MAINT	101000056304			04/20/23	26.23
		02	PRINTER/COPIER - MAINT	201000056304				26.23
							INVOICE TOTAL:	52.46
INV107858	04/04/23	01	PRINTER/COPIER - CC	101000056304			04/20/23	73.77
		02	PRINTER/COPIER - CC	201000056304				73.78
							INVOICE TOTAL:	147.55
INV107859	04/04/23	01	PRINTER/COPIER-ADMIN	101000056304			04/20/23	24.10
		02	PRINTER/COPIER-ADMIN	201000056304				24.11
							INVOICE TOTAL:	48.21
							VENDOR TOTAL:	262.59
MENA	MENARDS - SYCAMORE							
88635	04/13/23	01	DRAIN PIPE FIX OLD MILL	101500066404	00006212		04/20/23	9.44
							INVOICE TOTAL:	9.44

DATE: 04/20/23
 TIME: 15:20:37
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/20/2023

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA	MENARDS - SYCAMORE							
88643	04/13/23	01	CULVERT PIPE ENDS PARKS	101500066404	00006213		04/20/23	179.99
		02	CULVERT PIPE ENDS WETZEL	101500076505	00006213			179.99
								359.98
								369.42
								INVOICE TOTAL:
								VENDOR TOTAL:
NICOR	NICOR GAS							
33123	03/30/23	01	ADMIN	101000096703			04/20/23	94.84
		02	ADMIN	201000096703				94.85
		03	PRO SHOP	504000096703				40.65
		04	CLUBHOUSE	303000096703				40.65
								270.99
								270.99
								INVOICE TOTAL:
								VENDOR TOTAL:
PDRMA	PDRMA							
MARCH 2023	04/20/23	01	HEALTH INS PREM	101000106801			04/20/23	5,420.64
		02	HEALTH INS PREM	101500106801				2,330.08
		03	HEALTH INS PREM	504100106801				2,741.22
		04	HEALTH INS PREM	504000106801				1,376.94
		05	HEALTH INS PREM	201000106801				7,079.56
		06	HEALTH INS PREM	202100106801				5,932.71
		07	HEALTH INS PREM	207500106801				841.03
		08	HEALTH INS PREM	303000106801				504.98
								26,227.16
								26,227.16
								INVOICE TOTAL:
								VENDOR TOTAL:
REIN	REINDERS, INC.							
4071964-00	04/19/23	01	CONC WORKMAN	701000207010			04/20/23	11,459.10
								11,459.10
								INVOICE TOTAL:
								VENDOR TOTAL:
SOFT	SOFT WATER CITY							

DATE: 04/20/23
 TIME: 15:20:37
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/20/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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SOFT	SOFT WATER CITY								
2652-0323	03/31/23	01	RENT-WATER	101500076500			04/20/23	73.44	
								INVOICE TOTAL:	73.44
								VENDOR TOTAL:	73.44

T0001766	PEVONKA, DANIEL								
OVERPAYMENT REFUND	04/20/23	01	OVERPAYMENT REFUND	207500003090			04/20/23	28.00	
								INVOICE TOTAL:	28.00
								VENDOR TOTAL:	28.00

UNUM	UNUM	UNUM	LIFE INSURANCE						
0439956-001	0323	04/20/23	01	STD	INS	PREM	04/20/23	54.58	
			02	STD	INS	PREM		41.52	
			03	STD	INS	PREM		38.00	
			04	STD	INS	PREM		14.80	
			05	STD	INS	PREM		104.11	
			06	STD	INS	PREM		81.59	
			07	STD	INS	PREM		14.28	
			08	STD	INS	PREM		10.46	
								INVOICE TOTAL:	359.34
								VENDOR TOTAL:	359.34

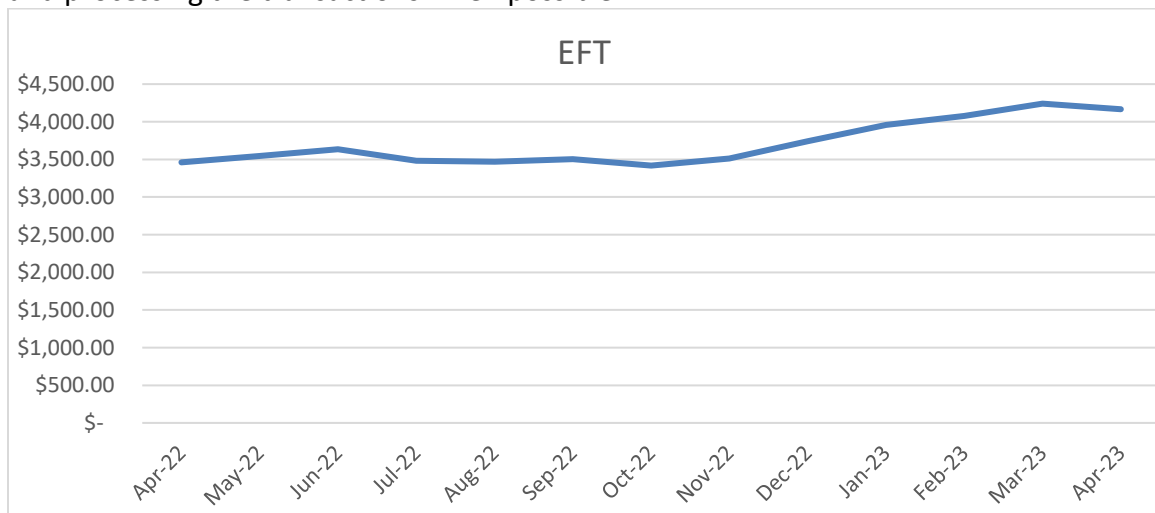
VERIZON	VERIZON								
9930206601	03/15/23	01	DATA PLAN TABLETS	504100096700			04/20/23	36.86	
		02	DATA PLAN TABLETS	303000096700				73.72	
								INVOICE TOTAL:	110.58
								VENDOR TOTAL:	110.58
								TOTAL ALL INVOICES:	53,781.30

Interim \$16,8617.78
New \$53,781.30
Total \$222,399.08

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: April 25, 2023

Administrative Initiatives (4/1/23 – 4/30/23)

- Attended scheduled Board and leadership/staff meetings.
- Installment billing for Pathway Fitness memberships and passes. The April installment was for 194 individuals, a decrease of 4 from March. The monthly installment was \$3,971 (\$77 decrease) processed through credit cards and \$196 (\$3 increase) through ACH transactions. There were 9 households whose credit cards did not process (\$272) due to declined credit cards. Following up on each of these and processing the transactions when possible.



- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident. Updated database with new addresses. Notify appropriate staff when there are duplicate households.
- Assisted staff with technology problems/concerns/needs with assistance from CMJ and Integra when necessary. Topics: email changes; Weekend phone/IT outages; rerun computer cable at clubhouse; updated TeeSnap tablets
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Prepared and submitted quarterly payroll taxes.
- Submitted payroll direct deposit files for processing and scheduled transfer of funds.
- Processed monthly bills for payment.
- Performed criminal background checks on new hires and volunteers.
- Reviewed visa receipts and posting to general ledger.
- Performed Bank reconciliations and posted related entries.
- Reviewed and finalized audit report.
- Provided additional documentation to auditors for single audit for OSLAD grant.

- Provided documentation to Vermont Systems to change merchant provider. Installation first part of May.
- Participated in discussion regarding cameras at remote locations.
- Trained on new RecTrac module IntelliTrac.
- Facilitated PATH incentive payout for 1st quarter 2023.
- Assisted with HR matters: Theresa retirement; employee vs contractor
- Updated PDRMA Asset Management Fleet/Vehicles information.
- Participated in webinars:
 - PDRMA Cyber Renewal Update
 - Sexual Harassment Training

Administrative Initiatives (5/1/23 – 5/31/23)

- Attend scheduled Superintendent and Board meetings.
- Prepare and file 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.
- Submit documents for reimbursement with OSLAD grant.
- Attend IAPD Legislative Conference in Springfield.
- Attend MSI User Group Meeting if time allows during board pack week.
- Complete Annual Survey of Public Employment & Payroll.

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

Corporate Fund (10)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	27,877.65	80,275.52	1,768,881	40,657.66	97.4% (1)
Marketing	800.00	800.00	1,000	500.00	60.0%
Parks	590.00	3,905.00	24,553	2,510.00	55.6% (2)
Total Revenues	29,267.65	84,980.52	1,794,434	43,667.66	94.6%
Expenses					
Administration	55,598.77	127,610.55	1,345,798	104,866.71	21.7% (3)
Marketing	5,839.15	12,125.58	65,240	19,885.51	-39.0% (4)
Parks	18,014.39	61,646.35	366,514	50,375.22	22.4% (5)
Total Expenses	79,452.31	201,382.48	1,777,552	175,127.44	15.0%
Total Fund Revenues	29,267.65	84,980.52	1,794,434	43,667.66	94.6%
Total Fund Expenses	79,452.31	201,382.48	1,777,552	175,127.44	15.0%
Surplus (Deficit)	(50,184.66)	(116,401.96)	16,882	(131,459.78)	-11.5%

(1) Interest higher 5527.4% \$14,207. Merry Oaks property sale \$17,637. Insurance proceeds (so far) for clubhouse \$8,054.

(2) Dog park revenue

(3) Clean-up in clubhouse from flood, deposit on construction, painting \$27,400

(4) 2022 included deposit for new website.

(5) Maintenance and Materials/Supplies Exp greater in 2023 76.7% \$8,512.

Recreation Fund (20)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	3,259.10	7,512.48	1,083,058	115.59	6399.2% (1)
Sports Complex	(150.00)	(150.00)	43,365	150.00	-200.0%
Sports Complex Maintenance	-	-	36,250	-	#DIV/0!
Midwest Museum of Natural Hist	-	-	-	-	#DIV/0!
Programs-Youth	2,366.00	9,436.00	38,291	9,194.00	2.6% (2)
Programs-Tweens	-	(470.00)	4,065	1,000.00	-147.0% (2)
Programs-Adult	1,705.00	7,775.00	15,177	3,010.00	158.3% (2)
Programs-Nature	(20.00)	720.00	1,221	546.00	31.9% (2)
Programs-Leagues	-	-	11,162	330.00	-100.0% (2)
Programs-Youth Athletics	5,138.00	13,157.00	61,968	12,724.00	3.4% (2)
Programs-Fitness	1,391.80	8,983.17	24,791	6,816.76	31.8% (2)
Programs-Early Childhood	978.00	3,068.00	5,249	685.00	347.9% (2)
Programs-Dance	(268.00)	410.00	4,209	1,845.00	-77.8% (2)
Programs-Special Events	610.00	6,451.50	13,006	5,869.00	9.9% (2)
Programs-Community Events	3,750.00	3,750.00	20,250	4,625.00	-18.9% (2)
Brochure	-	-	3,600	-	#DIV/0!
Weight Room	11,922.00	38,794.02	143,606	40,194.70	-3.5% (3)
Community Center	8,785.00	30,297.07	81,099	24,930.39	21.5% (3)
Total Revenues	39,466.90	129,734.24	1,590,367	112,035.44	15.8%

- (1) Interest income and NW Medicine sponsorship
- (2) Revenue from programs increased 14.2%, \$6,636 compared to 2022.
- (3) Compared to Annual Budget/Compared to 2022 YTD
 - Pathway Fitness Membership 26.50% / 96.44%
 - Pathway Fitness Pass 26.57% / 103.13%
 - Track Only Pass 30.38% / 90.01%
 - Pre-pay Card -
 - Program Fees -
 - Daily Admission Fee 39.40% / 91.84%
- Compared to Annual Budget/Compared to 2021 YTD:
 - Open Gym Daily 33.70% / 94.40%
 - Open Gym Membership 42.50% / 109.13%
 - Rentals 48.93% / 144.63%

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

Expenses						
Administration	35,639.87	153,367.16	607,851	143,863.55	6.6%	(2)
Sports Complex	-	-	-	-	#DIV/0!	
Sports Complex Maintenance	30,414.65	101,392.56	487,285	90,060.07	12.6%	(3)
Midwest Museum of Natural Hist	-	-	-	-	#DIV/0!	
Programs-Youth	1,189.66	2,821.11	15,737	1,738.99	62.2%	(1)
Programs-Tweens	-	-	2,850	184.45	-100.0%	(1)
Programs-Adult	109.80	910.09	6,663	378.63	140.4%	(1)
Programs-Nature	460.00	499.98	735	187.50	166.7%	(1)
Programs-Leagues	1,432.24	5,714.36	6,594	2,879.20	98.5%	(1)
Programs-Youth Athletics	2,380.98	5,244.25	43,508	1,827.61	186.9%	(1)
Programs-Fitness	1,645.84	4,727.69	16,739	3,364.20	40.5%	(1)
Programs-Early Childhood	322.66	716.65	3,881	100.37	614.0%	(1)
Programs-Dance	-	206.60	1,803	288.69	-28.4%	(1)
Programs-Special Events	255.20	3,829.47	7,838	1,793.74	113.5%	(1)
Programs-Community Events	-	-	29,531	-	#DIV/0!	(1)
Brochure	-	-	31,489	-	#DIV/0!	
Weight Room	1,405.80	2,732.17	10,850	783.52	248.7%	(4)
Community Center	14,199.68	56,612.75	299,419	53,666.19	5.5%	
Total Expenses	89,456.38	338,774.84	1,572,773	301,116.71	12.5%	
Total Fund Revenues	39,466.90	129,734.24	1,590,367	112,035.44	15.8%	
Total Fund Expenses	89,456.38	338,774.84	1,572,773	301,116.71	12.5%	
Surplus (Deficit)	(49,989.48)	(209,040.60)	17,594	(189,081.27)	10.6%	

- (1) Expenses for programs increased 93.6%, \$11,927 compared to 2022.
(2) Wages/taxes and related benefits are higher 6.3% \$6,690 due to Rec position vacancy in 2022. Increase in Rectrac annual maint for increased services 19.7% \$4,106.
(3) Maintenance and Materials/Supplies Exp greater in 2023 114.4% \$9,382.
(4) Equipment repair and restocking of wipes early 2023.

Donations (21)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	721.38	1,998.66	500	8,643.17	-76.9%
Total Revenues	721.38	1,998.66	500	8,643.17	-76.9%
Expenses					
Administration	-	-	201,151	-	#DIV/0!
Total Expenses	-	-	201,151	-	#DIV/0!
Total Fund Revenues	721.38	1,998.66	500	8,643.17	-76.9%
Total Fund Expenses	-	-	201,151	-	#DIV/0!
Surplus (Deficit)	721.38	1,998.66	(200,651)	8,643.17	-76.9%

Special Recreation (22)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	804.29	2,229.02	236,200	28.84	7628.9%
Total Revenues	804.29	2,229.02	236,200	28.84	7628.9%
Expenses					
Administration	100.15	100.15	340,057	-	#DIV/0!
Total Expenses	100.15	100.15	340,057	-	#DIV/0!
Total Fund Revenues	804.29	2,229.02	236,200	28.84	7628.9%
Total Fund Expenses	100.15	100.15	340,057	-	#DIV/0!
Surplus (Deficit)	704.14	2,128.87	(103,857)	28.84	7281.7%

Insurance (23)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	201.38	553.98	63,000	13.08	4135.3%
Total Revenues	201.38	553.98	63,000	13.08	4135.3%
Expenses					
Administration	-	-	64,645	79.13	-100.0%
Total Expenses	-	-	64,645	79.13	-100.0%
Total Fund Revenues	201.38	553.98	63,000	13.08	4135.3%
Total Fund Expenses	-	-	64,645	79.13	-100.0%
Surplus (Deficit)	201.38	553.98	(1,645)	(66.05)	-938.7%

Audit (24)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	77.20	16,050	1.30	5838.5%
Total Revenues	-	77.20	16,050	1.30	5838.5%
Expenses					
Administration	15,080.00	15,080.00	15,500	11,900.00	26.7% (1)
Total Expenses	15,080.00	15,080.00	15,500	11,900.00	26.7%
Total Fund Revenues	-	77.20	16,050	1.30	5838.5%
Total Fund Expenses	15,080.00	15,080.00	15,500	11,900.00	26.7%
Surplus (Deficit)	(15,080.00)	(15,002.80)	550	(11,898.70)	26.1%

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

Paving & Lighting (25)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	168.51	466.88	25,000	18.27	2455.4%
Total Revenues	168.51	466.88	25,000	18.27	2455.4%
Expenses					
Administration	-	-	72,132	-	#DIV/0!
Total Expenses	-	-	72,132	-	#DIV/0!
Total Fund Revenues	168.51	466.88	25,000	18.27	
Total Fund Expenses	-	-	72,132	-	
Surplus (Deficit)	168.51	466.88	(47,132)	18.27	

Park Police (26)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	10.10	30.92	5,385	0.27	11351.9%
Total Revenues	10.10	30.92	5,385	0.27	11351.9%
Expenses					
Administration	337.21	1,137.07	5,417	992.71	14.5%
Total Expenses	337.21	1,137.07	5,417	992.71	14.5%
Total Fund Revenues	10.10	30.92	5,385	0.27	11351.9%
Total Fund Expenses	337.21	1,137.07	5,417	992.71	
Surplus (Deficit)	(327.11)	(1,106.15)	(32)	(992.44)	11.5%

IMRF (27)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	-	74,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	74,000	-	#DIV/0!
Expenses					
Administration	-	-	78,654	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	78,654	-	#DIV/0!
Total Fund Revenues	-	-	74,000	-	#DIV/0!
Total Fund Expenses	-	-	78,654	-	#DIV/0!
Surplus (Deficit)	-	-	(4,654)	-	

Social Security (28)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	-	-	115,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	115,000	-	#DIV/0!
Expenses					
Administration	-	-	115,000	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	115,000	-	#DIV/0!
Total Fund Revenues	-	-	115,000	-	#DIV/0!
Total Fund Expenses	-	-	115,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	

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

Concessions (30)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Clubhouse Concessions	-	6.53	96,163	19.30	-66.2%
Beverage Cart	-	-	12,308	-	#DIV/0!
Sports Complex Concessions	-	-	61,389	-	#DIV/0!
Pool Concessions	-	-	-	-	#DIV/0!
Catering	2,468.50	4,826.50	20,537	2,167.50	122.7% (1)
Total Revenues	2,468.50	4,833.03	190,397	2,186.80	121.0%
Expenses					
Clubhouse Concessions	3,148.34	8,596.96	106,513	9,035.86	-4.9%
Beverage Cart	-	-	10,182	-	#DIV/0!
Sports Complex Concessions	-	3,946.69	52,476	369.40	968.4% (2)
Pool Concessions	-	-	-	-	#DIV/0!
Catering	287.71	723.41	6,606	153.41	371.6% (1)
Total Expenses	3,436.05	13,267.06	175,777	9,558.67	38.8%
Total Fund Revenues	2,468.50	4,833.03	190,397	2,186.80	121.0%
Total Fund Expenses	3,436.05	13,267.06	175,777	9,558.67	38.8%
Surplus (Deficit)	(967.55)	(8,434.03)	14,620	(7,371.87)	14.4%

(1) Increase in room rentals 109.8% \$1,730

(2) tablets for sports complex

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

Developer Contributions (32)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	193.11	3,198.18	8,100	2,685.29	19.1%
Total Revenues	193.11	3,198.18	8,100	2,685.29	19.1%
Expenses					
Administration	-	-	51,350	-	#DIV/0!
Total Expenses	-	-	51,350	-	#DIV/0!
Total Fund Revenues	193.11	3,198.18	8,100	2,685.29	19.1%
Total Fund Expenses	-	-	51,350	-	#DIV/0!
Surplus (Deficit)	193.11	3,198.18	(43,250)	2,685.29	19.1%

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

Golf Course (50)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Golf Operations	119,278.02	119,713.02	625,481	100,947.01	18.6% (1)
Golf Maintenance	-	-	20,384	-	#DIV/0!
Total Revenues	119,278.02	119,713.02	645,865	100,947.01	18.6%
Expenses					
Golf Operations	12,015.15	42,227.66	403,306	44,044.85	-4.1%
Golf Maintenance	21,844.94	62,361.45	333,683	53,566.96	16.4% (2)
Total Expenses	33,860.09	104,589.11	736,989	97,611.81	7.1%
Total Fund Revenues	119,278.02	119,713.02	645,865	100,947.01	18.6%
Total Fund Expenses	33,860.09	104,589.11	736,989	97,611.81	7.1%
Surplus (Deficit)	85,417.93	15,123.91	(91,124)	3,335.20	353.5%

(1) Resident season passes increased 14.2% \$11,960. Non-resident passes up 75.2% \$7,549.

(2) Materials (Pesticides) up 153.6% \$5,425 due to timing. Health Ins up 49.8% \$2,001 due to employee waived coverage in 22.

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

Aquatics (51)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Pool	-	-	64,170	825.00	-100.0%
Swim Lessons	-	-	19,567	-	
Splashpad	-	-	13,732	-	#DIV/0!
Total Revenues	-	-	97,469	825.00	-100.0%
Expenses					
Pool	-	-	72,978	876.56	-100.0%
Aquatics Maintenance	647.74	1,091.85	34,900	5,444.49	-79.9%
Swim Lessons	-	-	10,427	-	
Splashpad	-	-	1,122	-	#DIV/0!
Total Expenses	647.74	1,091.85	119,427	6,321.05	-82.7%
Total Fund Revenues	-	-	97,469	825.00	-100.0%
Total Fund Expenses	647.74	1,091.85	119,427	6,321.05	-82.7%
Surplus (Deficit)	(647.74)	(1,091.85)	(21,958)	(5,496.05)	-80.1%

Debt Service (60)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	363.76	1,007.83	691,000	22.85	4310.6%
Total Revenues	363.76	1,007.83	691,000	22.85	4310.6%
Expenses					
Administration	-	-	783,337	-	#DIV/0!
Total Expenses	-	-	783,337	-	#DIV/0!
Total Fund Revenues	363.76	1,007.83	691,000	22.85	4310.6%
Total Fund Expenses	-	-	783,337	-	#DIV/0!
Surplus (Deficit)	363.76	1,007.83	(92,337)	22.85	4310.6%

Capital Projects (70)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	2,063.14	125,860.76	953,800	121.38	103591.5% (1)
Total Revenues	2,063.14	125,860.76	953,800	121.38	103591.5%
Expenses					
Administration	17,454.78	286,942.08	1,454,113	14,138.84	1929.5%
Total Expenses	17,454.78	286,942.08	1,454,113	14,138.84	1929.5%
Total Fund Revenues	2,063.14	125,860.76	953,800	121.38	103591.5%
Total Fund Expenses	17,454.78	286,942.08	1,454,113	14,138.84	1929.5%
Surplus (Deficit)	(15,391.64)	(161,081.32)	(500,313)	(14,017.46)	1049.1%

(1) Received 50% OSLAD Grant income

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

Action 2020 (71)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2022 YTD Actual</u>	
Revenues					
Administration	<u>377.43</u>	<u>1,494.91</u>	<u>299,740</u>	<u>13,253.37</u>	-88.7%
Total Revenues	377.43	1,494.91	299,740	13,253.37	-88.7%
Expenses					
Administration	<u>128,326.52</u>	<u>128,326.52</u>	<u>480,000</u>	<u>46,160.67</u>	178.0%
Total Expenses	128,326.52	128,326.52	480,000	46,160.67	178.0%
Total Fund Revenues	377.43	1,494.91	299,740	13,253.37	-88.7%
Total Fund Expenses	128,326.52	128,326.52	480,000	46,160.67	178.0%
Surplus (Deficit)	(127,949.09)	(126,831.61)	(180,260)	(32,907.30)	285.4%
Total Fund Revenues	195,384.17	476,179.15	6,806,307	284,449.73	
Total Fund Expenses	368,151.23	1,090,691.16	8,043,874	663,007.03	
Surplus (Deficit)	(172,767.06)	(614,512.01)	(1,237,567)	(378,557.30)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2023	Revenues	Expenses	unaudited 3/31/2023	3/31/2023 Cash balance
10 Corporate	1,012,782.64	84,980.52	201,382.48	896,380.68	902,054.93
20 Recreation	715,713.49	129,734.24	338,774.84	506,672.89	523,974.25
21 Donations	220,925.16	1,998.66	-	222,923.82	222,923.82
22 Special Recreation	225,056.60	2,229.02	100.15	227,185.47	227,185.47
23 Insurance	55,097.38	553.98	-	55,651.36	56,881.36
24 Audit	12,194.56	77.20	15,080.00	(2,808.24)	(280.24)
25 Paving & Lighting	47,132.33	466.88	-	47,599.21	47,599.21
26 Park Police	3,876.16	30.92	337.21	3,569.87	2,853.05
27 IMRF	4,654.08	-	-	4,654.08	4,654.08
28 Social Security	-	-	-	-	-
30 Concessions	67,178.86	4,833.03	3,436.05	68,575.84	54,632.64
32 Developer Contributions	51,349.38	3,198.18	-	54,547.56	54,547.56
50 Golf	175,204.32	119,713.02	104,589.11	190,328.23	199,518.19
51 Aquatics	(72,435.71)	-	1,091.85	(73,527.56)	(73,689.84)
60 Debt Service	101,740.74	1,007.83	-	102,748.57	102,748.57
70 Capital Projects	723,199.61	125,860.76	17,454.78	831,605.59	582,765.29
71 Action 2020	203,993.82	1,494.91	128,326.52	77,162.21	106,611.23
	3,547,663.42	476,179.15	810,572.99	3,213,269.58	3,014,979.57

Summary of depository accounts as of

4/18/2023

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	399,678.50	1.25
Resource Bank	201,081.32	1.41
IPDLAF	2,336,290.62	4.68
DCCF - Action 2020	71,210.11	
Dekalb Co. Community Foundation	20,071.15	
	<u>3,028,331.70</u>	

To: Board of Commissioners

From: Theresa Tevsh, Superintendent of Recreation Services

Subject: "Last" Monthly Recreation Team Report

Date: April 19, 2023

Administrative Initiatives (4/1/23-4/30/23)

Theresa Tevsh, Superintendent of Recreation Services and Recreation Staff

- Attended all staff and Board meetings as scheduled.
- 2023 Dog Park Memberships sold to date:218.
- Attended Fundraiser for KSRA at Portillo's on April 6.
- Attended the 5yr birthday celebration of the community center April 6th. 22 new people to the community center tried out the activities throughout the building.
- Customer service staff attended staff training to review the summer brochure, safety evacuations and meet new staff on April 2nd.
- Attended the Sycamore Job Fair held at Sycamore high school on April 14th. Students as well as adults from the public came to the park district table looking for jobs.
- Community Center vending sales for March: \$607.50 in product.
- As of April 17, 2023, we have 317 Active Pathway Fitness 24/7 Memberships, 286 Active Pathway Fitness Passes, 50 Active Track 24/7 Memberships, 220 Active Track Passes and 337 Active Open Gym Passes.
- Summer 2023 Brochures delivered to resident homes and registration started April 17.
- Recreation staff attended the Supervisors Symposium on April 14th.
- Chris Hoblit and Lisa Metcalf attended the Southeast elementary book fair on April 18.
- Conducted interviews with Chris Hoblit and Lisa Metcalf for Summer Intern. A candidate was chosen, but they ended up choosing another internship. Staff decided with the all the staffing changes to not hire an intern for the summer.
- The Sycamore Chamber Expo was held at the community center on April 1st. The Park District shared its table with KSRA and was able to promote current seasonal jobs. A wrap up meeting was held with the Chamber staff on April 19th to set the date for 2024.
- Dog Egg hunt was held at the Brain Bemis Family Dog Park on April 8th. This year a fee of \$5 was included with registration. We had 10 dogs registered and a special visit from the Frog Mascot.
- Superintendent Tevsh had a zoom meeting with Transdev reps Michael Neuenkirchen & Brian VanHine, to discuss how to add the community center on a regular public route. Both reps had come out to the site and explained that adding the stop would add 5 minutes to the route, which is something that can't be changed immediately. They also noted that their 30' bus would have a difficult time maneuvering through our parking lot, if the lot was full. They were positive in that they would like to see the Community Center added, but it would be at a future date.
- Thank you to the Pickleball group for surprise party on April 6th.
- Recreation team along with the Sycamore Police helped at the annual Breakfast with the Bunny event on April 8th. Approximately 160 guests.
- Attended the KSRA Board and Foundation meeting on April 11.
- Met with new SOR, Lisa Metcalf to hand over duties and onboarding April 17-21.

- Recreation & Marketing Supervisor Rex:
 - Attended the Sycamore Parks Foundation meeting.
 - Finalized OC Creative 100th Anniversary videos.
 - Sent the Winter/Spring 2023 program surveys to participants.
 - Created new signs: Bocce ball, Splash Fountain, Ron Johnson Fields, Rotary Shelter
 - Coordinated order for seasonal and part-time staff apparel
 - Coordinated order of promotional items: 100th anniversary and concessions items
- Food and Beverage manager Dobberstein:
 - Reserved facility reservations for April- 8 birthday packages, 6 room rentals, 1 gym rental, 3 clubhouse, 3 Riverside room.
 - New Pepsi machine installed at clubhouse
 - BJ's Decorating installed new flooring and replaced base cove in clubhouse.
 - Working with Pay It Forward House fundraiser which will be renting the facility in July.
 - Attended Entertainment Fair at Dundee Park District.
 - Attended Pumkin Fest committee meeting.
 - Attended Performance Food Group show in Davenport, IA.
 - Started the beverage cart schedule while Caddyshack is under construction.
- Recreation Specialist Hoblit:
 - Preschool age classes have begun to grow. Our enrollment for this current session is the most it has been since we started classes last Fall.
 - We ran a successful Homeschool program this spring and provided new experiences for the participants. We partnered with the FFA and The Russell Woods Natural Resource Education Center to provide a wide range of learning for our participants.
 - Our spring break camp and clinics registration numbers exceeded expectations and the camp provided a wide variety of activities, games and learning opportunities.
- Transitioning into new responsibilities such as taking over scheduling responsibilities of the sports fields. Meetings with Jeff have been productive, and I am confident that I will make a good impact on the needs of our affiliate groups.
 -
- New SOR Metcalf:
 - Preparing for annual Tai Chi workshop, with help of Recreation Assistant.
 - Updating changes in Rectrac, posted summer program in rectrac that went live April 17
 - Attended meeting for IntelliTrac
 - Met with Genoa Park District to hand over old pool equipment and collect check.

**See attached daily, monthly, and annual facility usage comparison charts.
Usage continues to increase post pandemic.**

Administrative Initiatives

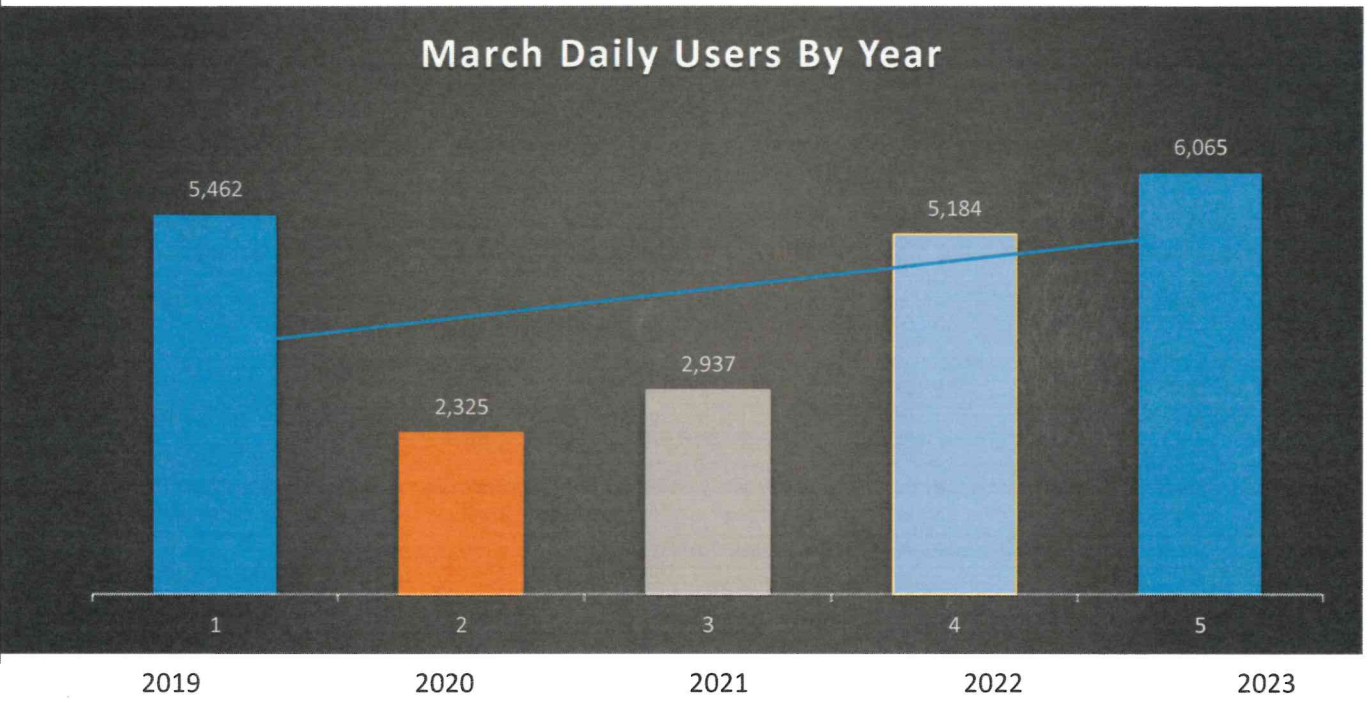
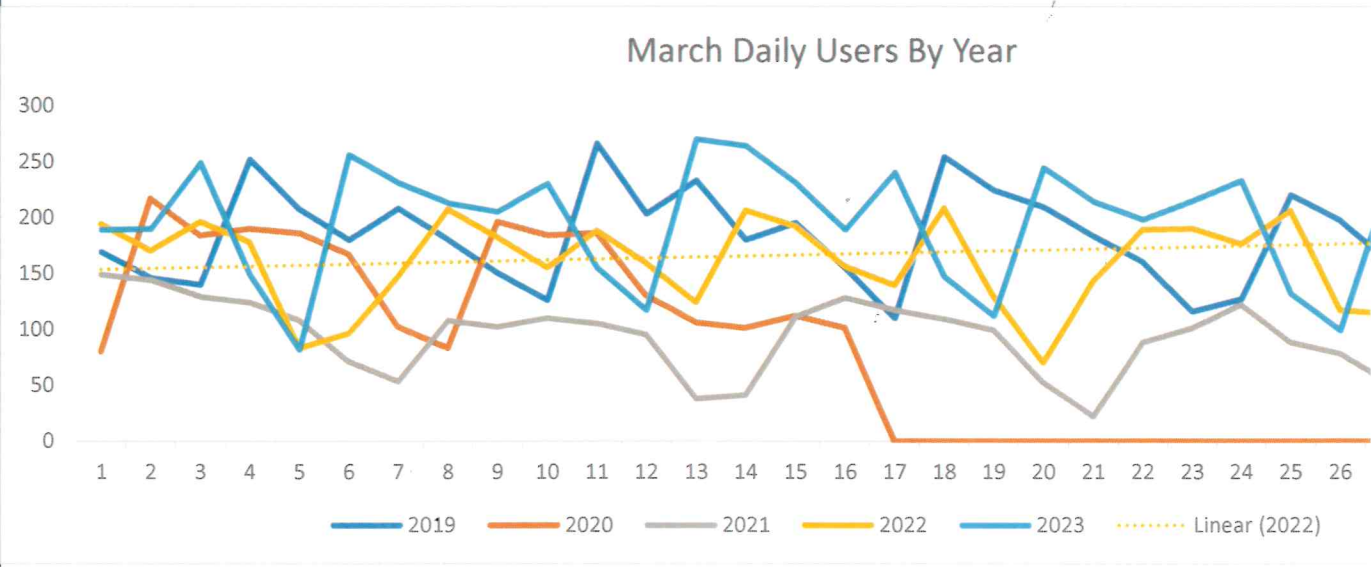
- Welcome the new superintendent of recreation, Lisa Metcalf!
- Hiring new Recreation Supervisor II in May

This will be my final report as Superintendent of Recreation. I was recently asked what I am most proud of in my last five years with the Park District. I think it is always fun to say, “this was the first”, and easy to say we had a lot of “firsts” at legacy campus. Working with the recreation team and getting them to step out of their comfort zones to make those “firsts” happen was tricky, but we did it. And the “first” in community partners that added to everything this small but mighty park district can offer. So here is a short list of the “firsts” with the help of an amazing team and supportive board:

- Adding two more indoor pickleball courts immediately after the building opened- it was the start of much more to come. We now see all four courts being played M-F.
- Painting pickleball courts in the parking lot during Covid
- Dekalb Family Services partnership- Club 55 goes from a sedentary tabletop activity at the Clubhouse to a vibrant walking program and 2x a week senior fitness classes (and the tabletop activities still an option)
- Five graduate students: Hillary, Viktoria, Brianna, Kelsey, Brooke- Four successful women in sport careers, one continues a second master’s in education.
- Aggression Volleyball Club starts in 2019. Grows into a 10-team club and the newest Sport Affiliate of the district.
- Winter Family Play Day with sled dogs to get the community outdoors in the winter
- 2020 Partnership with the Sycamore Library
- No Summer Brochure 2020 during Covid! That was the first and hopefully last!
- Closing a museum, finding homes for living animals and taxidermy with only volunteers.
- Leap Year & Self Care fair 2020
- Cross-Park Challenge 2021
- 2020, 2021 Doty & Sons concrete eggs scavenger hunt in the parks.
- Literacy Lane partnership with Forest Preserve of Dekalb County and Sycamore Library
- Sycamore Chamber Expo held at the community center 2021
- Chili Cook-off 2022
- Ukelele concert and lessons through the Dekalb Foundation grant 2022
- Adult Sock Hop partnership with Sycamore Library 2023
-

*There are many more “firsts”, but these stick out in my mind. Thank you to everyone for supporting my crazing ideas or at least hearing me out. The best part about our leadership team has been the respect to be heard, and an understanding that we won’t all agree, all the time. But that is how we grow in leadership and teamwork.

		2018	2019	2020	2021	2022	2023
March	1		169	80	149	194	189
	2		146	217	144	170	190
	3		140	184	129	196	249
	4		252	190	124	178	149
	5		207	186	108	83	82
	6		180	167	71	96	256
	7		208	102	53	147	231
	8		180	83	108	207	213
	9		150	196	102	182	205
	10		126	184	110	155	230
	11		266	186	105	188	155
	12		203	130	95	159	117
	13		233	106	38	124	270
	14		180	101	41	206	264
	15	BUILDING NOT OPEN	195	112	111	192	231
	16		155	101	128	156	189
	17		110	0	117	139	240
	18		254	0	109	208	147
	19		224	0	99	129	112
	20		209	0	52	70	244
	21		183	0	22	143	214
	22		160	0	88	189	198
	23		116	0	101	190	215
	24		127	0	122	176	233
	25		220	0	88	206	132
	26		197	0	78	117	99
	27		159	0	51	114	237
	28		126	0	44	224	198
	29		146	0	129	220	223
	30		121	0	103	194	189
	31		120	0	118	232	164
TOTALS			5,462	2,325	2,937	5,184	6,065



Volunteer Appreciation week

Volunteers have been a part of our Vision and Core Values to enhance community and connections. Volunteers help the Recreation Department year-round by devoting their time, energy and commitment to the park district. They play an integral part as support to our recreational programs and events. Having volunteers is also a cost savings to the district by reducing labor costs. This April, during Volunteer Appreciation Week, I gladly present the names of volunteers that have served the park district in the last year, totaling **710 hours** and their names will become a part of the Park District records. Please recognize the following names/groups:

Olivia Bailey	Summer concerts
Josh Bailey	Summer concert
Robert Dobberstein	After hours events, Concessions assistance
Evan Fischer	Family Winter Play Day
Terri Lozier	Martial Arts volunteer, Homeschool volunteer
Jeremy Hayes	Martial Arts volunteer
Joyce Mathey	Mahjongg Club volunteer
Harold Overton	Wood Carving Club Instructor
Henry Peterson	Monday student custodian aid September-May 2023
Henry Rex	Breakfast with The Bunny
Julie Sgarlata	Preschool hours
Julie Weingarz	Pickleball ambassador
Corki & Ken Williams	Family Winter Paly Day, Self-Care Fair, Pole Walking Instructors, 5yr Birthday Open House

NIU Students 2022-2023:

Liam Decker	Gym monitor
Adan Guerrero	Gym monitor
Henrietta Halwas	Sweetheart Dance, Community Expo
Olivia Hauschild	Homeschool PE, Community Expo, Self-Care Fair
Owan Iocca	Gym monitor
Allyson Kalmer	Gym Monitor, Self-Care Fair, Sweetheart Dance
Chris Knutson	Gym monitor
Chloe Page	Gym monitor
Daniella Pineda	Homeschool PE, Gym monitor
Ian Roach	Gym monitor
Nate Ruble	Volleyball league floor monitor
Mirabel Silva	Sweetheart Dance
Keshawn Williams	Self-Care fair
Nicole Williams	Sweetheart dance
Tony Zavala	Gym monitor

Respectfully submitted,

Theresa Tevsh, Superintendent of Recreation

From: Kirk T. Lundbeck
Subject: Monthly Report
Date: April 25, 2023

Administrative Initiatives (4/1/23 – 4/30/23)

- Attended all administrative team meetings as scheduled.
- Continued bi-monthly marketing calls with Teesnap marketing. Continued planning next season's schedule of eblasts.
- Continued distributing and receiving signed outing contracts to outing planners for 2023.
- Continued succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- Opened the golf course for the 2023 season, March 31st.
Though the weather has been inconsistent, the golf course has been incredibly busy when the weather is nice. We have already exceeded revenues this April than we received last April. We are already at 98% of our projected budget for season pass revenue and have sold 67 new passes. Leagues sign up is well ahead of 2022 and still creating interest.
- Restaged and finished cleaning preparation for the cart barn.
- Continued interviewing prospective part-time staff.
Have hired 5 new cart attendants, 2 new player assistants and one new pro shop cashier.
- Continued teaching at Mason Indoor Golf until the golf course opens.
- Finalized all in house league rosters and schedules and emailed rosters and schedules to all participants.
- Sent out eblasts for SAY- Golf Junior lessons and the Adult Lesson Academy. Finalized signup sheets for both programs.
- Continued to receive pre-booked merchandise. Contacted the administration office upon arrival to be inventoried, priced and put into the POS system.
- Finalized early season staff and develop a consistent schedule for those employees.
- Ordered staff apparel for part-time staff once staffing was complete.

- Prepared the 100 Holes of Golf Challenge flyer and eblasts with Sarah Rex. The promotion is scheduled to begin on May 1st.
- Prepared a slide show for pro shop monitor to contain pictures and descriptions of how to fix divots, repair ball marks and instruct our customers on how they can help keep our golf course in good condition.

Administrative Initiatives (5/1/23 – 5/31/23)

- Attending all administrative team meetings as scheduled.
- Continue bi-monthly marketing calls with Teesnap marketing. Continue planning next season's schedule of eblasts.
- Continue distributing and receiving signed outing contracts to outing planners for 2023.
- Continue succession planning with Jonelle for Superintendent of Golf Operations position to be filled by January of 2024.
- Begin all league play the first week of May.
 - 6 in house leagues including SAY-Golf Junior League, Match Play, Senior Freedom, Ladies Niners, Ladies Chicks with Sticks and Couples League.
 - 6 Corporate or Service Organization leagues – Kiwanis, Pj's Courthouse, Ideal, Genoa League and Bogeys and Beer.
- SAY-Golf Junior Lessons and Adult Lesson Academy registration begins Monday, May 1st. I expect the interest will continue to grow as it has over the past two seasons.
- Begin training new staff on large outing procedures and protocols.
- Work with concessions staff on offering promotions as the Caddyshack Grill remodeling is completed.
- Update new pictures and information on monitor in the pro shop. This information will change monthly.
- Golf Course has picked up several new tournaments this season. The most notable are The IHSA Girls Conference Meet, Tuesday, September 26th and the IHSA Boy Regional Meet on Wednesday, September 27th.

To: Board of Commissioners
 From: Jeff Donahoe
 Subject: Monthly Report
 Date: April 25th, 2023

Administrative Initiatives (4/1/23-4/30/23)

Golf

- The course opened on March 31st with very wet and cool weather which was replaced with a week of dry conditions in the 80s. This warm start really greened up the grass and started everything growing earlier than normal.
- We waited to allow golf carts until the week of the 80s as the turf was too wet and soft prior to the change.
- We have sprayed seed head control on the greens and fairways and will apply a second application in a couple of weeks. We also began spraying dandelions and weeds in flower beds, all earlier than typical.
- The irrigation system was started up during the week of the heat as we needed to run water on some greens. A blown surge protector in the field was discovered and replaced by our Toro irrigation technician and all is running now.
- The first effort at the online GovDeals.com auction site was a success as we have now sold most of our old irrigation heads for about \$5300. We will add the last set to the site soon along with pool and other items.
- The bridge at 10 tee is installed and was functional for opening day. The irrigation company moved the pipe and wire to a new bridge then the old bridge was removed. The rock path was installed to allow access and will be asphalted once the production plants open at the beginning of May.
- I have hired one new golf staff member as all staff returned from last year. This was true for the sports and parks departments where just one had to be hired in each department as all staff returned.
- Kudos to the staff for the quick cleanup after the ice storm and more recent windstorm left a lot of debris and limbs on the course.
- Have been receiving pesticides and fertilizer orders for the season.
- Staff are using the excess dirt pile behind 12 green to enlarge 13 ladies' tee.

Sports

- Soccer, baseball, and softball practices began on April 1. AYSO and travel soccer games began on April 15th. We feel the adjustment from soccer to reduce the number of games at the same time has helped with the parking congestion and keeps with the City requirements.
- I have been working with the sports groups and including Chris from the rec staff as schedules for regular season play are received.
- The new soccer fields were deep tine aerated by a contractor to help aid in surface drainage and our staff filled the low spot in the grass area where some ruts had formed.
- Three new ball fields of the five added are being used this spring by the groups. The two south fields continue to mature the outfield turf.
- The first baseball tournament of the year will be the Titans spring swing on April 29th with the Syco mom's day tournament on May 13th.
- The early warm up allowed the water fountains to be turned on at various locations and turned in water samples to the Health Dept. lab for start up requirements.

- Staff have been mowing and painting field lines along with rolling and smoothing fields from the winter and adding infield mix. The new backstop pads were added to field 1 high school and the wall rebuilt.
- I met with Chauncey from the high school and their construction group on the location of a new scoreboard for field 1 in right center field. This will all be paid for by the school/sports boosters.
- The lighting company has been out to do a more thorough review of the existing ball diamond lights and will soon be setting up a schedule with us for replacement during the year.
- Attended zoom meeting with school officials, Director Bailey, and ERA engineers on the additional field the High School is looking to add for their softball teams. More details on how the field will look and amenities needed were addressed.

Parks

- I attended staff, Board, budget, and park planning meetings.
- The lighting company that is changing the building and outdoor lights to LED will also soon be starting as we await their schedule.
- Staff have turned on water lines for shelters and fountains, started mowing where needed, putting out picnic tables, cleaning for shelter rentals, fixing playground equipment and inspecting. Also cleaning out landscape beds, park limb clean up, pond garbage cleanup and Nicholas has started some native seed planting. Tennis nets, outdoor pickleball nets, and sand volleyball nets were installed.
- Receiving several memorial tree planting donations for spring at various parks and the golf course.
- The clubhouse concessions and old shop bathroom renovations continue with an end of month goal for both projects in sight.
- Jonelle, Jackie, and I met with a security camera company that is going to look into options for us to have cameras at a couple park locations where we tend to have the most vandalism issues.

Administrative Initiatives (5/1/23-5/31/23)

- Attend all staff, Board, planning meetings.
- Work with contractors on clubhouse and old shop education room projects.
- Work with contractors on 10 tee bridge completion.
- Work on auction site sale of surplus items.
- Clean, fix, inspect, fill, and prep splash pad for end of Month opening along with chemical ordering.
- Continue to work with sports groups on scheduling and field use. Staff will daily prep fields for games. Adult leagues will start softball games.
- Plan for PDRMA safety training for the season for staff.
- Golf will aerate greens, spray for disease and weeds, mow frequently.
- Parks will be cleaned, mowed consistently, treated for weeds, playgrounds repaired/inspected, shelters cleaned. Trees planted for memorials, natural areas sprayed and planted.
- Seasonal staff will all return with the required training and paperwork completed.

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

Administrative Initiatives (4/1 – 4/30 2023)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attend All Rotary and Chamber Meetings
- Attend all Dekalb History Center Board Meetings
- Bi-weekly meetings with the Superintendents
- Attend IPRA meetings: Diversity Section, Membership Council, Diversity Leadership Taskforce, and Illinois Parks Foundation
- Attended the Emerging Women Leaders Recognition Bruch in Springfield, IL
- Attended the Niners Women’s Golf Luncheon
- Review Marketing needs and timelines with M&OM
- Attended the Financial certification program
- Finalized SOPS’s and plans for SOR retirement,
- Interviews for the Recreation Supervisor II
- Worked with AYSO on parking lot usage and scheduling
- Started working on the Strategic plan update with the staff.
- Working with F&B staff on summer training and planning
- Review all construction projects and next steps:
 - Reston Ponds – sending final plans to the city for final comment prior to bid process.
 - Bridge #1 – bridge has been installed and we are waiting for spring for the approaches to be installed.
 - North Grove –in person survey will be the first week of April, sent out information to the HOA and posting on social media those dates (still waiting on dates)
 - Overseeing clubhouse and bathroom renovations
-

Administrative Initiatives (5/1 – 5/31 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
- Bi-weekly meetings with the Superintendent
- Attended IPRA meetings: Diversity Section, Membership Council, Diversity Leadership Taskforce, and Illinois Parks Foundation
- Attended all Dekalb History Center Board Meetings
- Continue to get to know the community members.
- Review Marketing needs and timelines with M&OM
- Work with SOR with onboarding and support
- Interviews for the Recreation Supervisor II
- Started working on the Strategic plan update with the staff
- Working with F&B staff on summer training and planning
- Review all construction projects and next steps:
 - Reston Ponds – sending final plans to the city for final comment prior to bid process.

- Bridge #1 – bridge has been installed and we are waiting for spring for the approaches to be installed.
- North Grove –
- Finalized clubhouse and bathroom renovations

EVENT LOGISTICS

Emerging Women Leaders Event

Hosted by the Illinois House Republican Caucus

- + Bring your driver's license or state ID.
- + Note there are metal detectors in the Capitol. Do not bring knives or other weapons.
- + Wear comfortable shoes, dress for the weather and be prepared to do a lot of walking on hard surfaces throughout the day.
- + Please let us know if you need disability accommodations.

Brunch Location: Merchant House

📍 625 E Monroe St. Springfield, IL 62701

The Merchant House is located on the corner of Monroe and 7th Streets in Downtown Springfield.

Brunch Parking

There is free on-street parking (no need to feed the meters) on Monroe and 7th Streets for the length of the brunch. Additionally there is affordable Municipal Garage parking across from the Merchant House at 7th and Monroe Streets (.50 cents per hour or \$7.00 per day)

You can choose to remain parked at the Municipal Garage and walk the 7 blocks to the Capitol or drive to a lot less than 3 blocks from the Capitol.

Capitol Parking

Parking is limited around the Capitol, which is why we are grateful to Conns Catering for allowing our guests to use their remote parking lot at the **Vinegar Hill Mall** just a few blocks from the Capitol at 107 W. Cook St.

Entrance to the parking lot is on Cook Street between 2nd and 1st Streets.



EVENT LOGISTICS

Other Parking

The Capitol is about 7 blocks from the brunch site for those who wish to walk. Because of construction, nearer parking may be difficult to find but you could try:

- + Capitol Complex Visitor's Center parking lot at Edwards and College Streets. Entrance to this lot is on Edwards St.
 - Free parking
- + Additionally there may be street and metered parking spots
 - Be sure to bring plenty of quarters

Overnight Accommodation Recommendations

Should you choose to spend the night in Springfield, these hotels are within walking distance of the Capitol (unfortunately we cannot cover the cost of an overnight stay):

Statehouse Inn (one block from Capitol)

101 East Adams Street, Springfield, IL

<https://www.springfieldstatehouseinn.com>

217-528-5100

President Abraham Lincoln - DoubleTree by Hilton (.07 miles -15 minute walk)

701 E. Adams Street, Springfield IL

<https://doubletree3.hilton.com/en/hotels/illinois/president-abraham-lincoln-springfield-a-doubletree-by-hilton-hotel-SPIASDT/index.html>

217-544-8800

Wyndam Springfield City Centre (.07 miles -15 minute walk)

700 E. Adams Street, Springfield, IL

<https://www.wyndhamhotels.com/wyndham/springfield-illinois/wyndham-springfield-city-centre/overview>

217-718-5519

For assistance on the day of the event contact your legislator host or Ruth Munson at 224-402-8358.

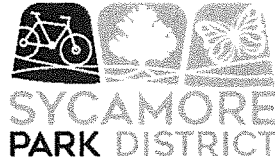
From: Jennifer Petzold Maxwell <jen.l.petzold@gmail.com>
Sent: Tuesday, April 18, 2023 9:12 PM
To: Theresa Tevsh <theresat@sycparks.org>
Cc: Chris Hoblit <ChrisH@sycparks.org>; Lisa Metcalf <lisam@sycparks.org>
Subject: Re: **Southeast School book fair Tuesday, April 18**

Chris and Lisa,

Just wanted to say a huge THANKS for being at our event tonight. The feedback from your table was great, and I know the kids had a wonderful time interacting with you two and playing the shooting game. I can't say enough about the enthusiasm you brought tonight! We were SO grateful for your presence! Theresa, thanks again for arranging this.

Thanks so much,

Jen



Board of Commissioners
Date of Board Meeting: April 25, 2023

AGENDA ITEM:

Solar Energy options

BACKGROUND INFORMATION:

At the March board meeting the Board requested that we have the roof inspected. We are working to get that scheduled with our Roofing company as well as the Solar Company's engineers. This is in process and we are hoping to have a full report for the May board meeting.

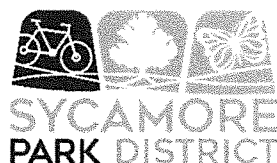
FISCAL IMPACT: To be determined.

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

A handwritten signature in black ink, appearing to read "Jonelle Bailey", is written over the printed name.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners
Date of Board Meeting: April 25, 2023

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Park and Construction updates

BACKGROUND INFORMATION:

Clubhouse:

- Construction has started on the repairs for the Caddy Shack Grill. Looking forward to getting this project completed within the next two weeks.
- Painting of the Clubhouse will be completed in the next couple of weeks as well.

Great Western Trail:

- Counteroffer from FS&G for purchase of the property from \$147,795.00 to \$180,000. Still have no heard a response to this offer.

Memorial Park:

- Still waiting for final permitting information, the trees have been moved and the dead trees have been replaced. We are waiting on ERA to contact the city.
- Signs are being designed for:
 - The overview of the course and pricing is being gathered for tee signs as well. We plan to have the scorecard be digital through a QR code.
 - A sign for the new Shelter to acknowledge the funding The Rotary Club of Sycamore Donated

Riverside: Entrance sign will be coming soon, we have received the permit from the city and are finalizing the placement.

North Grove:

- Working with Upland Designs.
- The survey is complete and was posted on social media.
- An onsite community survey will be scheduled, meeting on 4/25 to confirm dates and times.

Reston Ponds:

- Waiting on schedule to post to bid in the Spring. We have a call with Upland on 4/25 to finalize information and get update on where we are with the city.

Bridge #1: The new bridge is in, the old one removed, the gravel approaches are complete, we are waiting on asphalt. We hope to have this project complete by the end of May.

Lighting:

- All lighting projects have been approved and we are waiting to be scheduled.

Strike Guard System:

- We have received the equipment and are waiting for scheduling to get it installed.

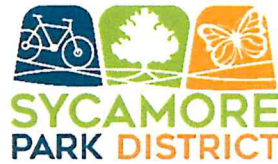
FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

Handwritten signature of Jonelle Bailey in black ink, consisting of the initials 'JB' followed by a large, stylized flourish.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners
Date of Board Meeting: April 25, 2023

AGENDA ITEM:

Executive Director Residency Requirements

BACKGROUND INFORMATION:

In December of 2022 during the annual review of the Executive Director the board adjusted the residency requirements for the current Director.

The Agreements from July 2020 are listed below, and the changes are highlighted:

- Starting Salary: \$xxx,xxx/ year
- Vacation time: 15 days
- Insurance: the District will pay ___% of the Executive Directors premium. The Executive Director can add family members/dependents and pay through a payroll deduction.
- Technology: A laptop will be provided, and monthly cell phone expenses will be reimbursed
- Residency: ***The current Executive Directors residency requirement to own/rent a residence within the 60178 zip code is no longer required.***
- Start Date: August 31, 2020

FISCAL IMPACT: \$0

STAFF RECOMMENDATION: That the board approve the changes in the Executive Directors Agreement regarding residency.

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

Policy 1-19: Residency

Recognizing that the Executive Director is a well-paid, tax-supported position in the Sycamore Community, and that the requirements of the position demand local sensitivity to matters related to our residents, while also calling on the Executive Director to be present on evenings and weekends for various events, meetings, and public exposure, it is a requirement of any individual who is hired for the Executive Director position to own/rent a residence within the 60178 zip code, but more preferably within the boundaries of the Sycamore Park District. This should occur within 3 months of their starting date for work as the Executive Director.

All other positions at the park district do not require residency in Sycamore Park District. However, some positions that have special duties, on call requirements, etc. may require hiring of individuals who live with easy access to Sycamore on short notice—for example: 15 minutes or less—as determined by the Supervisor of that position.

Adopted: March 2020

Revised: October 2022

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2023

STAFF RECOMMENDATION

AGENDA ITEM: QUARTERLY CAPITAL FUNDS UPDATE: Information Only

BACKGROUND INFORMATION: On a quarterly basis you will be provided with the attached report that details the information in the Capital Fund. The report is intended to make clear:

- Where money has been spent thus far.
- Where money will be spent yet this year.
- How much is yet to be spent.
- Estimated completion dates for work in progress or yet to be done.
- Projects that, due to their complexity or timing must be moved to next year, but funds are committed.

Attached is that report.

FISCAL IMPACT: Part of Capital Projects. Dollar amounts shown in report.

STAFF RECOMMENDATION: Information only.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

g.b. (g.b.)

PROJECT	2023	YTD	YTD	Add.'l	Net	Estimated
	BUDGET	SPENT	SPENT	COMMITTED	SAVINGS	Finish Date
		In Progress	Completed	Still to Be Spent	Project Done	
Contingency	\$30,000					
PC Replacement/Upgrades	\$10,500	\$5,020		\$5,480		December
Beverage Cart	\$10,500		\$11,459		-\$959	Got workman - insert 2024
Ice Machine	\$4,000					Not scheduled. Waiting
Ford 2005 Flat Bed	\$6,000		\$6,023		-\$23	March
Large dump 2007 bed replacement	\$6,000					defer due to changes in project
Clubhouse Ceiling Repairs	\$5,000					April
Golf Carts	\$30,000					Unable to get at this time
Bridge on 10	\$337,300					April
Greensmower	\$46,000		\$40,899		\$5,101	Feb
Shelter 8th tee	\$11,000					Fall
CC Parking Lot sealcoating/lines	\$15,000					August
third shed old maint	\$35,000					Fall
Reston Ponds	\$540,000	\$18,305				2024
Reston Ponds addl parking	\$80,000					2024
Partial Roof WPA Main	\$5,000					Fall - reaccess
North Grove Assessment	\$19,250					Spring
Signage	\$2,400					April
Brothers Park - Playground - Surfacing	\$9,000					Fall
Lightening Detection System	\$45,000	\$19,440		\$25,560		May
Nature Education Area	\$12,000	\$5,750		\$6,250		May
Parking blocks/baseball	\$3,000					April
Bleachers (new baseball)	\$5,000		\$5,682		-\$682	March
Stage Good Tymes Shelter	\$42,000					Did not get grant.
	\$1,308,950	\$23,325	\$58,382	\$5,480	\$4,118	

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2023

STAFF RECOMMENDATION

AGENDA ITEM: KSRA and Aggression Volleyball Club MOU's Update: Information Only

BACKGROUND INFORMATION:

The Park District values the partnerships and relationships with area Sycamore agencies and volunteer groups and the value it brings to the park district services. Through these partnerships, we continually strive to cultivate and grow quality recreation experiences and opportunities for our participants and the community.

KSRA is a growing organization and we welcome their new A.R.I.S.E. adult Day Care Program and soon to be sensory room. This has been added to their MOU for you to review.

We have entered into a new MOU with Aggression Volleyball Club. This will be our first Affiliate using indoor space. It is valid for two seasons in order to get them on the same schedule as our other affiliates.

This MOU contains the same language as the outdoor sport affiliates.

Aggression has been using our gym space since 2019, and they have been a positive presence promoting female sports. Their families have utilized the “walk while your wait”, purchased memberships, and purchase from our vending machines which has generated revenue for the community center.

They are excited to call the Park District their “home” and have 8-10 teams a season.

The Aggression Volleyball club has produced revenues of \$4,925 in 2021, \$6,715 in 2022, and \$8,855 in 2023 to date.

STAFF RECOMMENDATION: Information Only

See attached MOU's

1. KSRA
2. Aggression Volleyball Club

FISCAL IMPACT:

The MOU's generate income that is reported in the 2023 budget.

PREPARED BY: Lisa Metcalf, Superintendent of Recreation Services

EXECUTIVE DIRECTOR REVIEW/APPROVAL: *gB(gb)*

BOARD ACTION:



Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on this April 17, 2023, by and between the **Kishwaukee Special Recreation Association**, 1403 Sycamore Rd., DeKalb, IL 60115, herein referred to as KSRA, and **the Sycamore Park District**, 480 Airport Road, Sycamore, IL 60178, herein referred to as SPD, for the purpose of achieving the various goals, objectives, and mission relating to accommodating of KSRA programs to be held at SPD facilities; Community Center, Club House, Splash Fountain, Shelters, and Athletic Fields.

SPD values the relationship and intergovernmental service agreement with Kishwaukee Special Recreation Association (KSRA) in providing inclusion services for registrants in Sycamore Park District programs.

The Sycamore Park District core values include Equity, Transparency, Sustainability and Connections through partnerships. Through our relationship with KSRA, we continually strive to cultivate and grow quality recreation experiences and have identified KSRA's ability to offer specialized programs for participants with special needs.

SPD has developed the following guidelines to expand the relationship with KSRA for use of SPD facilities; Community Center, Club House, Splash Fountain, Shelters, and Athletic Fields for KSRA operated programs.

Sycamore Park District Rental Request: KSRA will submit a Rental Request email for KSRA managed programs and outings for review and approval of use by the Superintendent of Recreation Services. The request will also be reviewed by the assigned staff per space.

- Community Center: Superintendent of Recreation
Approved Space: Amphitheater, Back Patio, Multi-Purpose Room A, B, C, Group Fitness/Dance Studio, Gym
- Aquatics: Superintendent of Recreation
Approved Space: Splash Fountain
- Club House: Recreation Specialist, Facility Rentals
Approved Space: Clubhouse, Riverview Room
- Shelters: Customer Service Specialist
Approved Space: Shelters
- Athletic Fields: Recreation Supervisor
Approved Space: Sport Complex

Access to Park District Facilities: SPD may assign a Key FOB to full-time KSRA staff to access the Community Center during altered or non- building hours so KSRA can conduct their programming. Assigned KSRA staff will sign off that they are a key/FOB holder and will carry the same responsibility as SPD staff in securing the facility.



Memorandum of Understanding

Rental Fees:

No fee charged for:

- Rental requests received for use of park district facilities during regularly scheduled business hours.
- No fee for consecutive blocks of time 120 minutes or less, during business hours.

Fee charged for:

- Rental requests received for use of park district facilities outside of regularly scheduled building hours at \$25/hr.
- Consecutive blocks of time exceeding 120 minutes may be charged the District's Non-Profit rate.
- Long term space reservation expenses (KSRA Play afterschool, Camp Adventure, Adult Day Program, Sensory Room) can use the SPD ADA Funds of the district to cover rental fees through an internal-budget transfer to the Recreation fund.
- Any additional cleaning that may occur due to KSRA Programs will incur a fee of \$25/hr not to exceed \$50.

Rental Request & Communication

- SPD Superintendent of Recreation will share SPD Seasonal Brochure Planning Schedule by December 1 of each year.
- KSRA Rental Requests will be accepted and reviewed following the SPD Seasonal Brochure Planning Schedule.
- SPD programs take priority. SPD will not displace SPD programs, activities, and services to accommodate KSRA programs.
- KSRA submit KSRA Rental Request to Superintendent of Recreation Services.
- Appropriate SPD staff will confirm usage request and any conflicting dates with KSRA.
- Submittal of the Request does not condone use of space requested until an Approved Rental Request acknowledgment is received from the Superintendent of Recreation Services.

On-Site Supply/Equipment Storage

- KSRA is responsible for providing program equipment and supplies for KSRA programs.
- KSRA is not guaranteed storage space for program equipment and supplies.
- Requests for storage space may be included in the Rental Request Form for consideration by SPD.
- Requested storage space may not be used to store perishable/consumable supplies onsite during duration of agreement.
- KSRA may use the Classroom C- 2 lower cabinets and 2 upper drawers for use during long term programming.
- KSRA may use space at the Clubhouse for storage of ARISE Program materials.

Should storage be approved by SPD:

- KSRA is responsible for ensuring equipment and supplies are organized.
- KSRA is responsible for securing and labeling storage containers, as needed, to store in storage spaces provided.
- Sycamore Park District is not responsible for loss or use of items.
- Sycamore Park District is not responsible for damaged equipment.



Memorandum of Understanding

The above reflects the understanding of the parties and will be reviewed yearly.

Sycamore Park District

Kishwaukee Special Recreation Association

Name: Jonelle Bailey
Title: Executive Director
Date: April 25, 2023

Name: Dawn Schaefer
Title: Executive Director
Date: April , 2023

**Sycamore Park District
and
Aggression Volleyball Club
Affiliate Group Memorandum of Understanding**

Purpose

The Sycamore Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating, and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible, and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of the individual responsibilities.

To this end, the Park District is willing to establish a working relationship and Memorandum of Understanding with Aggression Volleyball Club (hereafter “Affiliate”). With this Memorandum of Understanding, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this Memorandum of Understanding cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein assure that the parties’ concept of joint planning, use and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action planning while developing and maintaining recreational programs.

I. Criteria and Conditions

1. The Affiliate shall provide its own leadership and structure.
2. The Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Affiliate shall have its own volunteer governing board with adopted written bylaws or guidelines to guide their board in policy-making decisions, and:
 - a. Will have at least 50% of the members/participants of the Affiliate be residents of the Park District.

- b. Provide an annual budget to the Park District showing all anticipated revenue and expenditures.
4. The Affiliate shall provide a list of current Board members, emails, and telephone numbers, and notify the Park District of any change in Board composition.
5. Upon request, the Affiliate shall supply a roster listing first initial of first name, last name, town of residence, and zip code of all participants to the Sycamore Park District in a Microsoft Excel spreadsheet. Emailed file must be submitted by the third practice of the season. Park District agrees to maintain the confidentiality of such list and shall only use them for contract purposes in the event of an emergency or pursuant to an order or request by legal authorities or pursuant to court order.
6. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees, or volunteers (collectively "Community Group/Affiliate") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group's/Affiliate's sole responsibility and not the Park District's. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
7. The Affiliate shall not represent itself or members of the Affiliate as employees, volunteers, or agents of the Park District.
8. The Affiliate shall designate a liaison to the Park District, and provide the individual's name, address, email address, home, and cell phone numbers to the Park District by June 1st of the year in which that person will serve. Likewise, the District will provide a liaison to the Affiliate.
9. The Affiliate or members of the Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District. Likewise, the District will not advertise or solicit participants using the registered trademark and or logo of the Affiliate, without the approval from the Affiliate.
10. All fees, charges, monies, and expenditures shall be managed by the Affiliate itself, with its own accounts in the group's name.

11. The Affiliate acknowledges and agrees that the group is responsible for all expenses, including, but not limited to, the provision of equipment and materials related to the Affiliate activities and use of Park District property and facilities, unless specified and agreed to in writing.
12. Activities sponsored by Affiliate shall not, other than to adhere to specific memberships guidelines or minimum residency standards, discriminate against or exclude any individual, from participation for reasons of race, color, creed, national origin, sex, disability, or any other characteristic protected by local, state, or federal law.
13. The Affiliate agrees to conduct criminal background checks, at its own expense, for all staff and volunteers who directly supervise individuals under the age of eighteen (18) years. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The district would be willing to function as a resource to assist the Affiliate in finding an efficient and cost-effective means to accomplish this.
14. The Affiliate agrees to conduct Sexual Harassment Training, at its own expense, for all staff and volunteers. The Affiliate is solely responsible for determining if any conviction requires, by law, and/or by the Affiliate's own standards to preclude employment or volunteer services for the Affiliate. The district would be willing to function as a resource to assist the Affiliate in finding an efficient and cost-effective means to accomplish this.
15. The Affiliate understands and agrees that it is solely responsible for determining whether any member of its board, staff or volunteers are qualified and suitable for any Affiliate position and/or activity and that the park district is not responsible for any hiring or retention decisions.
16. Registration for membership/tryouts must not exclude Sycamore Park District residents.
17. The Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Affiliate shall base staff, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), disability, marital status, or any other protected characteristics as established by law.

II. Facility Use

1. The Affiliate shall have authorization and permission to use the Park District property known as community center, surrounding walkways, parking lots, and other common areas for the period and fees indicated herein. Court scheduling to be coordinated by the Recreation staff liaison.

2. It is the sole responsibility of the Affiliate to determine whether any facility space or location is safe and/or appropriate for any intended use. However, the Park District has overriding say in all decisions.
3. The Affiliate shall inspect each court equipment prior to and subsequent to each use and shall promptly report any unsafe condition (holes in nets, damage to sport court flooring, broken equipment, etc.) to the Park District Superintendent of Recreation Services.
4. The Affiliate is solely responsible for providing supervision for all Affiliate activities.
5. The Park District does not assume any responsibility, care, custody, or control of any Affiliate property or equipment brought upon or stored upon Park District property. The Affiliate is solely responsible for the safety and/or security of any property, participant or equipment brought upon or stored on Park District Property.
6. The Affiliate shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
7. The Affiliate shall not play or operate any sound amplification devices including radios, television sets, public address systems, musical instruments, etc., or operate any other energy amplification device in such way that is disruptive to the Park District patrons.
8. The Affiliate will have continued and uninterrupted access and exclusive use of either two (2) volleyball courts, three (3) days a week OR three (3) volleyball courts, two (2) days a week from 5-9pm for their Club (Winter) season November 1-March 31 and the Spring season April 1-June 30.
9. The Affiliate will have exclusive use of all four (4) volleyball courts for tryouts. Three (3) Sundays, 2-6pm (2 in July and 1 in October) and one (1) Saturday in July, 4-8pm
10. Additionally, if this Memorandum of Understanding is in good standing, the Affiliate shall have access to Storage closet B1, 2 shelves for volleyballs, uniforms, and team equipment. It is the responsibility of the Affiliate to provide all team equipment and uniforms.
11. Finally, the Affiliate is responsible for putting out volleyball equipment before each practice and returning it to the storage closet after use is completed.

*Only trained coaching staff will be allowed to set up/take down volleyball equipment, only after watching SPD training video and/or training session by SPD staff. . IF volleyball equipment is not properly stored or damaged, the Affiliate will be responsible for financial compensation to the Park District for their replacement, repair, or hourly wage to SPD staff to repair.

12. The Park District is responsible for volleyball equipment which includes volleyball posts, nets, safety pads, referee ladders. The Affiliate upon occasion may assist in the purchase of new supplies and or equipment.
13. Fees will change at times, and an annual fee rate will be provided by the Park District to the Affiliate no later than **January 15th of each year**. Fees are intended to recover the cost to the district for its commitments found in this Memorandum of Understanding. The court fee will be **\$30/hr./court** starting October 2023. This rate will increase to ALL Affiliates 5% through 2025.

Aggression will pay \$30/hr./court October 2023-March 2024.

Aggression will pay \$31.50/hr./court April-June 2024

Aggression will pay \$34/hr./court October 2024-March 2025

*Aggression receives a “discounted rate” for providing their coaches to set-up/take down volleyball equipment due to lack of SPD staffing to set up the court.

In 2022 the court rental fee was \$30/hr./court: Aggression paid \$20.

In 2023 the court rental fee was \$45/hr./court: Aggression paid \$20. (\$30 by October 2023)

****Should the Park District retain adequate custodial staff to set-up/take down volleyball equipment, the park district reserves the right to adjust the court rental fees to be 10% discount of the Resident rental rate charged to Affiliate groups.**

14. Sycamore Park District operates/oversees all concessions on Park District property. Any sale of products of any kind and in any form is governed by park district policy and permit. Upon occasion the District understands that the Affiliate may wish to sell non-food and non-beverage items, for their respective organizations. The Affiliate may then contact the Superintendent of Finance and ask to fill out a “Vendor Permit” to sell those items. Specifics of the items sold and date(s) of when they will be sold must be provided. A fee may be required for this permit. The Affiliate may not conduct any sales on Park District property without written permission from the Park District.

15. Other Provisions:

- a. **The Affiliate must submit facility requests a minimum of 30 days in advance of scheduled start dates.**
- b. The Park District requires a minimum of 50% residency rate for an Affiliate. Should the Affiliate not meet this standard, a higher fee will be charged, and/or the Memorandum of Understanding may be withdrawn by the Park District.

- c. All fees due the Park District shall be paid within thirty (30) days of receipt of invoice (emailed facility receipt from RecTrac). Failure to pay will result in loss of Park District services and facilities in the future, and a withdrawal of the Memorandum of Understanding.
- d. Practice scheduling shall be coordinated by the Affiliate. Adequate time between practices should be considered to allow for parking constraints.
- e. The Park District will provide use of the Community Center, as available during building hours, for a photo day in the gym plus one classroom for two hours, once a month, six times a year. Anything more than two hours will incur the set hourly rate. Large groups of over fifty people will require an additional \$25 fee for set up. The Affiliate MUST schedule all room rentals at least one week in advance.
- f. The Affiliate is not permitted to assign its right of access to the courts to any other organization.
- g. When the Affiliate has a need for a capital improvement, it must plan with the Park District for that improvement before submitting it to the Park District Board for consideration. Should the Park District Board agree to the improvement, the Affiliate will be asked to financially assist in such capital improvement. The Park District should not be expected to contribute to that cost but will consider it on a case-by-case basis. Should an improvement be approved, upon completion it will become the property of the park district and shall be cared for to the best of the district's ability. Contribution to its upkeep by the Affiliate would be welcomed by the Park District.
- h. The Affiliate may be asked to pay a portion of the services of an on-site "Gym Monitor" to ensure that the Affiliate is receiving services it requested.

III. Advertisement

The Park District will provide the Affiliate with a quarter page advertisement in their seasonal program guide. The Affiliate is responsible for providing information for the advertisement, and the Park District will design the advertisement with consultation of the group. The cost for this space will be free.

IV. Insurance and Indemnification

The Affiliate shall procure and maintain for the duration of this agreement, the insurance required by the park district's liability insurance carrier and legal counsel. It is understood, given the nature of liability insurance claims and coverage that these insurance requirements will change and grow.

1. General Insurance Provisions/Evidence of Insurance

- a. Prior to exercising any rights under this Memorandum of Understanding, the Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s) executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth by the Park District.
- b. All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written Notice to the Park District shall be by certified mail, return receipt requested.
- c. Failure of the Park District to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligations to maintain such insurance.
- d. The Park District shall have the right, but not the obligation, of prohibiting the Affiliate from using the premises until such certificates or other evidence that Insurance has been placed in complete compliance with these requirements is received and approved by the Park District.
- e. Failure to maintain the required insurance may result in termination of this Memorandum of Understanding at Park District's option.

2. Indemnification

- a. The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community

Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

- b. While Aggression Volleyball Club will use reasonable care in protecting the Park District property during its activity, Aggression Volleyball Club does not accept any financial burden related to the repair and maintenance of Park District property, unless such damage is the result of intentional acts or reckless conduct of any Aggression Volleyball Club participants, agents, or invitees.
- c. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this paragraph.

V. No Third-Party Beneficiary

This Memorandum of Understanding is entered into solely for the benefit of the Affiliate and Park District, and nothing in this Memorandum of Understanding is intended, either expressly or implied, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to the Memorandum of Understanding, or acknowledge, establish or impose any legal duty to any third party.

VI. Donations of Time, materials, or facility Improvements

Donations from the affiliate such as gym equipment improvements, additions or donations of time or materials are appreciated by the district and will be recognized. Donations of materials or property will be considered the property of the district and at that point the district will be solely responsible for the property/material.

*Donation of volleyballs 1x a year

*Donation of coaching staff to lead Winter &/or Spring 1hr clinics

*Donation of coaching staff to lead Summer Camps

VII. MISC Items, etc.

-Park District agrees to mount 1 mailbox for Aggression in the secured office area.

-Park District agrees to contribute gift certificates to Aggressions Fundraisers.

-Aggression agrees to have SPD staff attend the annual parent meeting to review building rules, safety, membership options.

-Aggression Club and SPD agree to discuss hosting a volleyball tournament. Details to be outlined in separate agreement.

-Aggression Club and SPD agree to mutually prepare for a summer volleyball camp; SPD to handle all registration, pay Aggression 80% resident fees, both to share marketing, and Aggression to supply coaching staff.

VII. Termination

This Memorandum of Understanding is valid for two seasons of 2023-2024, and 2024-2025. Therefore, this Memorandum of Understanding shall be deemed automatically renewed for the next two years, unless either party shall advise the other party in writing of its intention not to renew the Memorandum of Understanding, or unless the parties otherwise mutually agree to terminate the Memorandum of Understanding. The Park District retains the right to alter the terms and conditions of this Memorandum of Understanding or to terminate this Memorandum of Understanding at any time and for any reason, including, but not limited to misconduct of the Affiliate or for misuse of Property, for purposes deemed necessary for public safety or preservation of Property, if termination serves the interests of Park District residents, or because the Affiliate has breached any of its obligations under this Memorandum of Understanding.

The Memorandum of Understanding may be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of Affiliate

Authorized Signature of Park District

Print Name/Title of Above Signature

Print Name/Title of Above Signature

Date

Date



Board of Commissioners
Date of Board Meeting: April 25, 2023

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Strategic Plan Draft v.1

BACKGROUND INFORMATION:

When I started in 2020, I formalized the strategic planning document, so it was easy to follow and update. We reviewed it last year but only with the leadership team. This year we had everyone put their eyes on it. Theresa had a recreation department meeting to review the whole document prior to our meeting. Attached you will find what we currently have in our 2021 – 2025 strategic planning document. This document not only will assist us with applying for grants but will help us define what our goals are according to our Mission, Vision, and Core Values.

In addition, *(If the Church is interested in working with us)* I proposed a community improvement project where we partner with Israel of God Church to improve their 6.5-acre property and create a more defined park space for that community. They currently have a basketball court and a building that needs to come down and be converted into a picnic shelter. This group has a summer camp of approximately 125 youth every summer that use the space. This will assist us with serving an area of our community which we normally do not connect with. We can work with them to procure grants that they may not be eligible for as a church that we would as a public agency. This project also highlights our mission of Connecting Sycamore to wellness, nature, and each other.

I have also included an excerpt from our long-range planning document to highlight some of the community survey needs and how those connect to our Mission, Vision and Core Value statements.

FISCAL IMPACT:

STAFF RECOMMENDATION: Approval of plan as outlined.

PREPARED BY: Jonelle Bailey, Executive Director

JB (gld)

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

Goal 1: Funding Goal 2: Growth Goal 3: Sustainability		2021	2022	2023	2024	2025
Objectives						
FUNDING						
1.1	Build a five-year budget to fund identified priorities	in progress	in progress	in progress	Starting 5 year process for 2026 - 2030	
1.2	Staffing: Identify and prioritize new positions		PT Pro Shop asst. manager	PT Rec Assist; 2 FT Rec supervisor; IMRF F&B posit	additional:FT custodian; IMRF position Maint	IMRF Pro Shop asst. mgr. & sports & parks Maint
1.3	Staffing: Hire a part-time accountant		2022 - done			IMRF position
1.4	Facilities: Identify opportunities to increase office and programming space.	April '21 created Riverview room	SOR in NWMedicine office	Marketing moved to Maint. Office; expanded CG space; Education space		replacing the structure on hole 8 Pool repurpose
1.5	Facilities: Universal Program Design for neighborhood parks				Creating educational components for parks/facilities; park parties 1 - 2 parks per summer	Rec outdoor program that are consistent
1.6	Park Development: Reston Ponds, North Grove, Memorial Park			in progress		
1.7	Facilities: Review and determine use/life of community pool			Terminated Pool		Pool repurpose
1.8	Facilities: Create a plan of improvement for current facilities: lighting, signage, landscaping, trails			updated lighting, updated signage ordered and going in, GWT seg. 2; future trails on DSATs list, signage for Disc Golf; parking lot at Reston Ponds; LC parking seal coated (AUG)	redoing paving at Golf Course, sports complex; infrastructure	Parking lot at Riverside Splash pad need concrete sealed; add concrete with river stones in mulch/mud area
1.9	Facilities: Increase usage of Community Center by 15% annually		in process/done 2022 (list %)	in process		
1.1	Technology: Build in cost for new website development		done	look into grants for communication tech thru META; add phone for account assist	move various positions to laptops vs desktops	Update phones and systems; look at update for TeeSnap use or alternate
1.11	Technology: App for Park District engagement: geofencing			add rain out cancellation app	track people on trails (geo fence); scheduling app for fields	maybe during large events to have notice for communications/calendar access for ballfield usage/Meta grant for communications
1.12	Programming: Review of KPI's to facilitate program growth, marketing needs and partnership opportunities	Senior tees added; 18 hole ladies league; brought bay SAY golf program	Senior men's league; adult lessons	IntelliTrace; SAY Jr. League and return on couples leagues		Key Performance Indicators
1.13	Budgeting: Creation of a foundation to assist with legacy sustainability	done				

Mission
Connecting Sycamore to wellness, nature, and each other.
Vision
To enhance the Sycamore community through wellness, recreation and greenspace , the Board and Staff take a responsive and inclusive approach to service, community relationships, and sustaining the Sycamore Park District legacy.
Core Values
We value Equity by recognizing and serving all groups in our community, and continually seeking new ways to be inclusive and engage with diverse populations.
We value Transparency through fiscal responsibility, equitable policies, and proactive communication.
We value Sustainability and are committed to the conservation of Sycamore's green space for recreation and the well-being of the community today and for future generations.
We value Connections that stem from the relationships that begin and grow through the opportunities and partnerships we maintain.

GROWTH		2021	2022	2023	2024	2025	
2.1	Add at least one new partner area			Dekalb County History/NIU Outdoor adventures; Community Improvement Projects (partner with the Baptist Church) ; Hyvee			Kishwaukee Art League; Kishwaukee College; AmeriCorp Seniors (lifescape); DEIB focus for community engagement
2.2	Identify opportunities to program with other agencies			Dekalb & Genoa Pools/Dekalb County Basics(parent tot)	Teen trip partners (Belvidere, Genoa, Dekalb)		4-H/U of I extension; (ongoing w/KSRA)
2.3	Survey Assessment of programming, facility usage: Quarterly and annually		Started doing staff surveys; continue w/program surevys	continue staff and programming survey	IntelliTrac data for KPI assessments		
2.4	5-year community assessment for the overall needs of the community			Dog Park survey; partner pool use survey		Community assessments should be every 5 years - with an outside organization	
2.5	Develop Sales & Marketing plan to include:		in process	will be completed; outline created by M&OM			
2.5.1	Continued printed seasonal brochure of programming & activities	continual	continual	continual	continual	continual	
2.5.2	Create park parties for neighborhood parks on rotation		Old Mill Park June 2022	Charly Lang; Rotary	Brothers; Founders	2025(Reston Ponds)	*under funding?
2.5.3	Notify Governmental/partnership agencies of programming, events, camps			Inform and promote to intergovernmental groups; chambers; library; school; ADD community board at the LC			SOR;M&OM; ED
2.5.4	Re-branding of the Park District		done				
2.5.5	100-year Anniversary Celebration			in process			
2.5.6	Fireside Chats with Board, Staff and Community???? Good boote/beer				Hold this prior to the Syr comm assessment in 2025		plan to be at community events
2.5.7	Virtual Programming opportunities						
2.5.8	Maintain partnerships with local business and service groups	continual		yearly check in with MOU? This is done in Rec dept 3x yr.			work this out with SOR & ED; mom
2.5.9	Community Events: Lightshow, Races, Tastings , Family engagement activities	tastings started	Sip & Savor	Doty Community Games; sip n savor; fireworks 100th anni; fire & ice winter festival	Kris Kringle Market in front of the pool		Senior event TRIAD Picnic as host

SUSTAINABILITY		2021	2022	2023	2024	2025
3.1	Annually review and record the number of certified, recreation specialists, coaches and leaders and monitor regulations associated with certifications.		added 2 staff w/ CPP, 5 ServSafe certs, 3 CPO; CPSI JD	CPRE Jo; CPRP LM CH Basset JH; Financial Cert: JH, LM, JB	Full list to updated in 2024	
3.2	Discussion of career pathways: Succession planning		Started	REstructure of Rec Dept	completed SOPs for each department	
3.3	Identify non-monetary benefits that staff might enjoy		changed benefits			review these
3.4	Maintain accreditation through PDRMA	continual				
3.5	Seek additional awards of excellence: IAPD, IPRA, NRPA	IAPD, IPRA		IPRA, NRPA in process,		Distinguished agency award
3.6	Promote and encourage staff training and engagement	continual		annual review of trainings per department (Nov)		
3.7	Expanded internship/Graduation Assistant programs - discuss next steps.	2 GA, Intern	1 GA, Intern	4 Colleges & IPRA listing for Internship.	formal internship program	
3.8	Update of agency policy manuals.		Employee Portal			review agency policy manuals
3.9	Work with the DeKalb County History Center		in process	in process		
3.91	Highlight the legacy of the Park District in the City of Sycamore			in process; 100th anni		
3.92	Creation of memorial display at the Sports Center					Start
3.93	Assess current green space to determine appropriate programming, accessibility, and growth for the community				Merry Oaks trail by Ted's trees; trail connections	another outdoor fitness component- seek grant \$

MOU with NIU through May 2024, Aggression requested GA for Sport Training

Review accesibility oportunities at each park; DSATS; last done 2014; utilize ADA funds; need supporting documentation; work w/KSRA & contractors

Sycamore Park District Sustaining the Legacy: 2025

Expert from Sycamore Park District's Long-range Plan

Mission, Vision, and Core Values

Connecting Sycamore to wellness, nature, and each other.

The enhance the Sycamore community through wellness, recreation and greenspace, the Board and Staff take a responsive and inclusive approach to service, community relationships, and sustaining the Sycamore Park District legacy.

We value **Equity** by recognizing and serving all groups in our community, and continually seeking new ways to be inclusive and engage with diverse populations.

We value **Transparency** through fiscal responsibility, equitable policies, and pro-active communication.

We value **Sustainability**, and we are committed to the conservation of Sycamore's green space for recreation and the well-being of the community today and for future generations.

We value **Connections** that stem from the relationships that begin and grow through the opportunities and partnerships we maintain.

Priorities Statements

After careful consideration, the Sycamore Park District Staff and Board have outlined three priorities to guide this next strategic growth stage: Funding, Growth, and Sustainability.

Objective 1: Funding

The Sycamore Park District will remain fiscally viable and responsible for the variety of property it maintains. We can accomplish this with grants, programs, rental fees, donations, partnerships, endowments, estate planning, sound budgeting, and planning practices.

1.8 Facilities: Create a plan of improvement for current facilities: lighting, signage, landscaping, trails

Objective 2: Growth

The Sycamore Park District will grow in program offerings and availability. Engage with and Promote Equity in the diverse populations we serve. The change will be accomplished with updated policies, marketing, program availability, and job creation. Thereby increasing the number of participants served.

Objective 3: Sustainability

The Sycamore Park District is committed to the conservation of green space and the rich history of Sycamore. We strive to preserve those valuable assets for today and future generations.

Supporting Materials

Expert from Survey I of the Sycamore Park District’s 2019-2020 Community-wide Survey

Summary of Key Potential Actions Based on Citizen Input from the Resident Survey

The primary purpose of the Resident Survey was to gain citizen feedback regarding usage, satisfaction, and priorities to maintain and improve existing parks, trails, facilities, and programs.

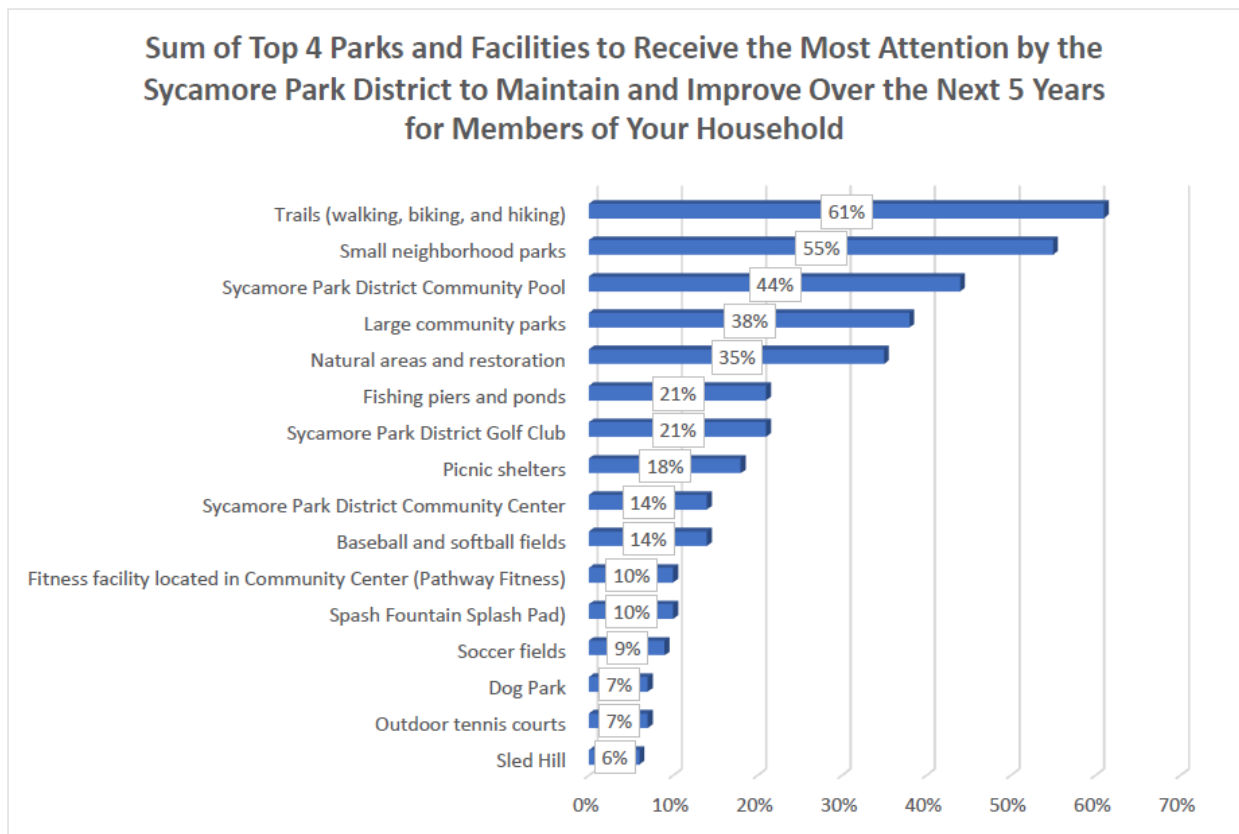
Summary of Key Findings

Finding #2: When asked to judge which four of the parks and facilities should receive the most attention over the next five years for their household: 70% said trails (walking, biking and hiking), 55% said small neighborhood parks, and 44% said the Sycamore Park District Community Pool should receive the most attention from the Sycamore Park District to maintain and improve over the next five (5) years.

Finding #3: When asked to judge which four of the parks and facilities should receive the most attention over the next five years for the entire Sycamore community, residents responded slightly different. In this case, respondents top four (4) choices were: Sycamore Park District Pool (54%), small neighborhood parks (50%), trails, for walking, biking, and hiking (49%), and large community parks (42%) to receive the most attention from the Sycamore Park District to maintain and improve over the next five (5) years.

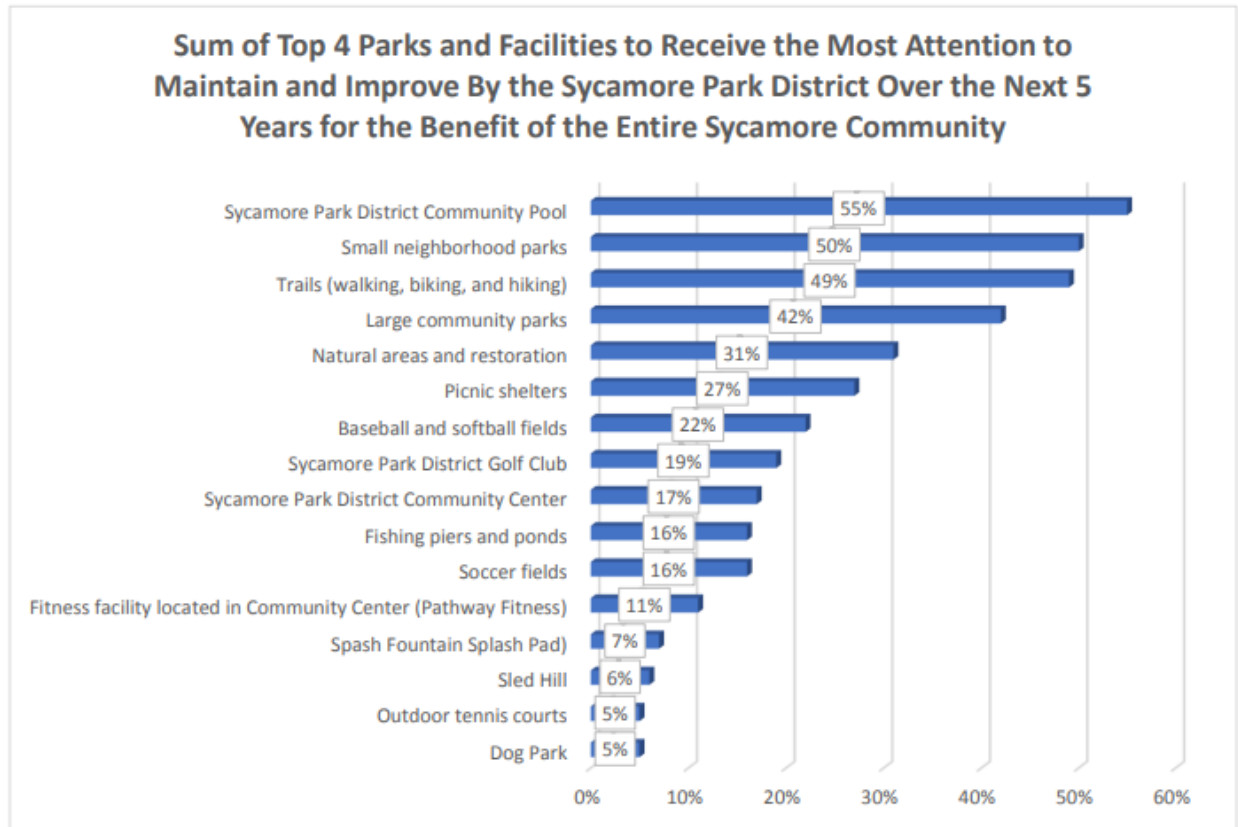
Summary of Survey Questions and Analysis

Question #3: For you and members of your household, which FOUR of the parks and facilities listed in Question #1 and Question #2 should receive the most attention from the Park District to maintain and improve over the next FIVE years. Key Findings: Fully 61% of households chose trails as one of their top 4 parks and facilities to receive attention.



Question #4: For the benefit of the entire Sycamore community, which FOUR of the parks and facilities listed in Question #1 and Question #2 should receive the most attention from the Park District to maintain and improve over the next FIVE years?

Key Findings: As the chart below shows, out of the 16 listed parks and facilities provided by the Sycamore Park District, the Sycamore Park District Pool (55%), small neighborhood parks (50%), and trails for walking, biking and hiking (49%), were the three (3) parks and facilities that should receive the most attention to maintain and improve over the next five years for the benefit of the entire Sycamore community based on respondents 1st 2nd, 3rd and 4th choices.



Expert from Survey II of the Sycamore Park District’s 2019-2020 Community-wide Survey

Summary of Methodology for Sycamore Park District 2nd Resident Survey

The “2020 Sycamore Park District Resident Survey” was conducted to drill down on key input from citizens obtained in the 2019 survey.

Summary of Key Findings

Walking, Hiking, and Biking Trails

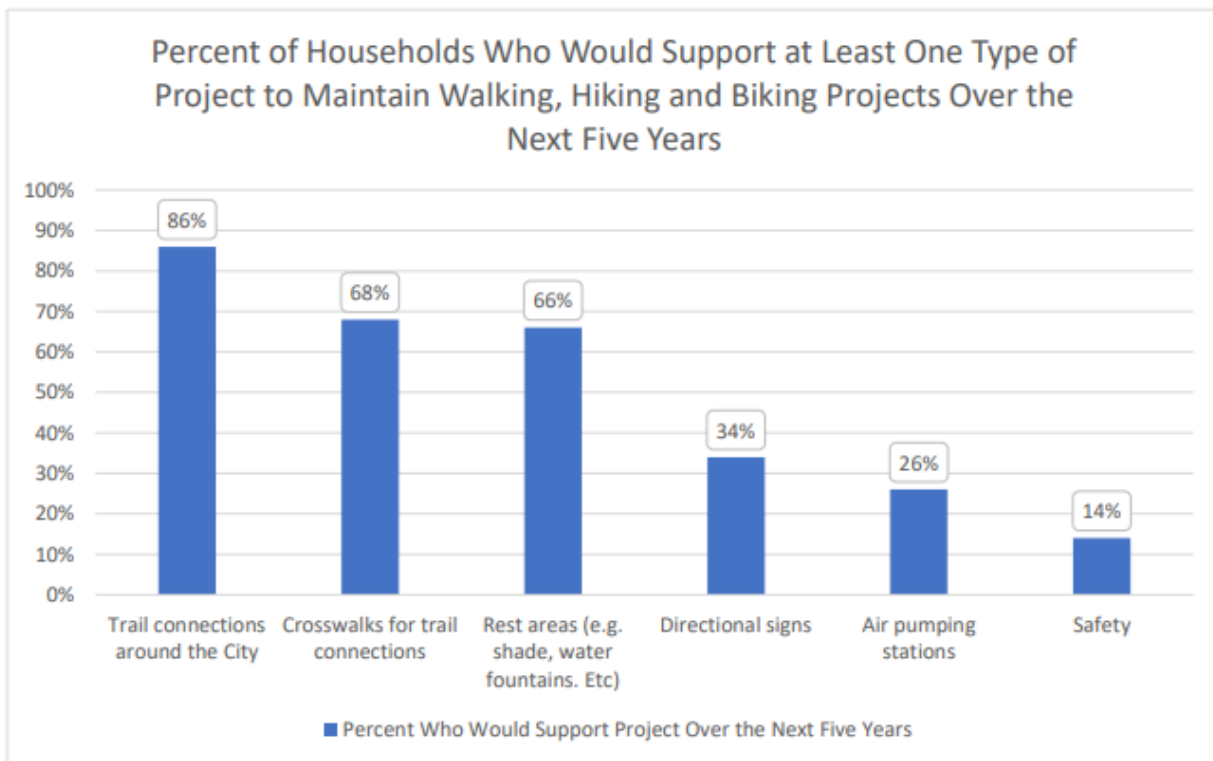
Finding #4: From a list of six choices, respondents when asked to indicate all the projects their household would support to maintain walking, hiking and biking trails over the next 5 years. Eighty-six percent (86%) of respondent households indicated trail connections around the City. The next highest rated projects respondents would support were crosswalks for trail connections (68%) and rest areas (e.g. shade, water, fountains) at (66%).

Finding #5: Out of the same choices indicated in Finding #4, respondents were asked to indicate which TWO walking, hiking and biking projects their household would most support doing over the next 5 years. Fifty-nine (59%) of respondent households indicated trail connections around the City as their first choice and 19% indicated trail connections around the City as their 2nd choice.

Summary of Survey Questions and Analysis

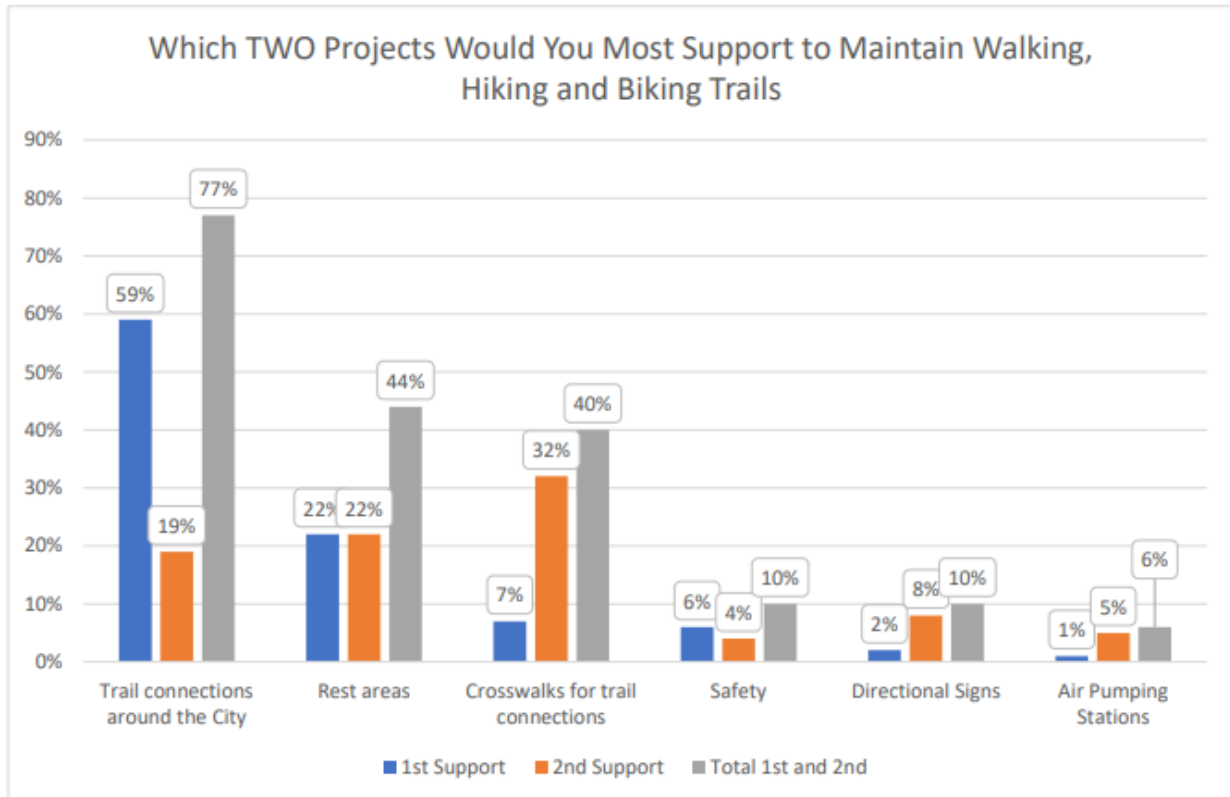
Question #2: From the following list, please check ALL the walking, hiking and biking projects you would support the Sycamore Park District doing over the next five years to maintain walking, hiking and biking trails.

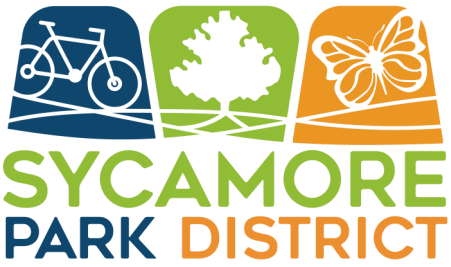
Analysis: Trail connections around the City (86%) was the project that the highest percent of households would support, importantly, households with children under 10, households with children 10-19, households with no children and adults 20-54, and households with no children and adults 55 and over, each selected trail connections around the City as the #1 project the highest percent of households would support. Additionally, households with children under 10, households with children 10-19, households with no children and adults 20-54, and households with no children and adults 55 and over, each selected trail connections around the City, crosswalks for trail connections and rest areas (e.g. as shade, water fountains, etc.) as the 3 projects the highest percentage of households would support.



Question #3: Which TWO projects from Question #2 to maintain walking, hiking and biking trails would you most support?

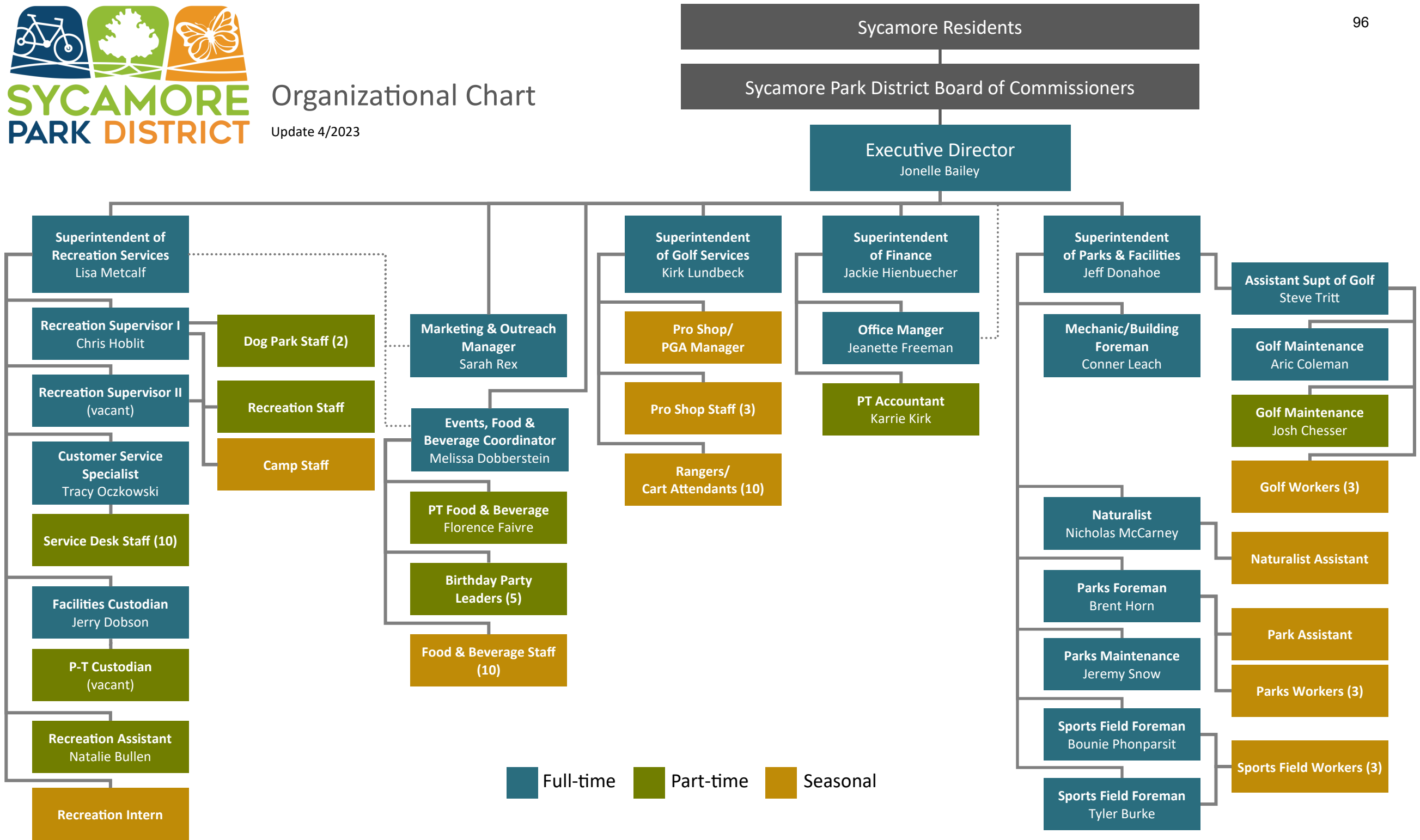
Key Findings: By a wide margin, trail connections around the City was the project respondents would most support by a combination of 1st and 2nd choices for the Sycamore Park District to maintain over the next 5 years. While 86% of households (previous page) would support trail connections around the City, 77% of respondents selected trail connections around the City as the #1 project (59%) or 2nd project (19%) they would support. Clearly, trail connections around the City is by far, the most supported project for the Sycamore Park District to maintain over the next 5 years.





Organizational Chart

Update 4/2023



Full-time
 Part-time
 Seasonal

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 25, 2023STAFF RECOMMENDATIONAGENDA ITEM:**APPROVE TRAVEL National Parks and Recreation Association Annual Conference**

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) more than \$500 for any employees of the District.

The annual National Parks and Recreation Conference will be held in Dallas, TX at the Kay Bailey Hutchinson Convention Center October 10 - 12. Jonelle will be presenting and be eligible for 25% discount on the conference.

Attending would be Jonelle Bailey, Jackie Hienbuecher and Lisa Metcalf

Expenses covered include:

- Registration: \$615.00
- Transportation to and from symposium. Airfare is approximately \$355 - \$450 per person. A rental car may not be needed, the hotel selected is within walking distance of the Kay Bailey Hutchinson Convention Center. Related incidentals: mileage to/from airport, miscellaneous cab fare.
- Hotel – the Dallas rate is \$225 per night plus taxes. The maximum nights would be four, Monday - Friday. $\$900 \times 3 = \$2,700$
- Meals – limited to the current U.S. General Services Administration regulations. Per day is \$70. $\$210 \text{ per day} \times 3 \text{ days} = \630

FISCAL IMPACT: Approximate cost per attendee would be approximately \$2,547. This is a planned training course and is within our current operating budget.

STAFF RECOMMENDATION: Recommend approval.

PREPARED BY: Jonelle Bailey

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

JB (JB)