



Sycamore Park District
 Regular Board Meeting
 April 23, 2024
 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 19, 2024 (Voice Vote)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

40. Superintendent of Finance Monthly Report
42. Budget
56. Superintendent of Recreation Monthly Report
59. Superintendent of Golf Operations Monthly Report
60. Superintendent of Parks and Facilities Monthly Report
63. Marketing & Community Outreach Manager
65. Executive Director Monthly Report

CORRESPONDENCE:

67. NIU

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

AGENDA**April 23, 2024, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

68. Park/Construction Updates: Jonelle/Jeff

- a. Great Western Trail seg. 2
- b. Reston Ponds
- c. Solar Panels
- d. Ball Field Lights
- e. North Grove
- f. Memorial Park fields
- g. Community Garden

69. ADA Audit/transition plan status

74. Strategic planning date: June 4

NEW BUSINESS:

- Plan Park Tour
83. Capital Funds Quarterly update.
- Introduction of new Staff

Potential Study Session May 14, 2024, at 6:00 PM—940 E. State St.**PUBLIC INPUT**

EXECUTIVE SESSION (Roll Call Vote): In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, March 19, 2024**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Community Center-Room C, located at 480 Airport Rd., Sycamore, Illinois is called to order at 6:00 p.m. on Tuesday, March 19, 2024.

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:

Staff members present were Jeff Donahoe, Jeanette Freeman, Jackie Hienbuecher, Chris Hoblit, Lisa Metcalf, and Paul Price. Director Bailey attended the meeting via video.

Guests at the Board meeting were: None

Regular and Consent Agenda Approval –

Motion

Commissioner Graves moved to approve the Regular Agenda and the Consent Agenda.
Commissioner Strack 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.

Approval of Minutes –

Motion

Commissioner Doty moved to approve the February 27, 2024, 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 Strack moved to approve the February 27, 2024, Executive Session Meeting Minutes to remain confidential. Commissioner Graves 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.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
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Claims and Accounts Approval

Motion

Commissioner Doty moved to approve and pay the bills in the amount of \$80,751.30.
 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.

Correspondence – None

Public Input –

- Commissioner Strack suggested putting it on our list as a possibility mountain bike track. Director Bailey noted there is a grant for bike trails specifically. With all the projects we have going on now, we didn't apply for it because we wouldn't be able to do it. We can look at this for future trails.
- Commissioner Graves noted he wanted to commend Lisa. She gave a tour to ten community members from the Israel Church of God. They were quite impressed and very pleased.

Plan Commission: Commissioner Strack noted only one item on the plan commission. The old 7-11 store to re-open as a convenience store. It will be the same as 7-11 with just a different owner.

Old Business:

Construction Updates:

- **GWT:** Director Bailey noted we have received the preliminary engineering service agreement to be able to get the appraisal done. The FS Grain board has approved the sale.
- **Reston Ponds:** Director Bailey noted the shelter is up. We are waiting for better weather to get everything else installed.
- **Solar Panels:** Director Bailey noted this should start around April 1st. Commissioner Graves asked how the panels will get up on the roof. If a crane is being used, he asked if we could look at local people. Director Bailey noted she had mentioned that to the company, and she will remind them.
- **Ball Field Lights:** Supt. Donahoe noted we received the email from Com Ed saying our project has been approved and they are reserving \$127,424.00 for our project. We will be working with Josh from Duke Energy and Duralack, who does the installation.

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Construction Updates- cont'd:

- **Memorial Park fields:** Supt Donahoe noted he has talked to Mark on this. Mark told Jeff at this point they may try again to bid out in the fall. It looks like they may be able to use the fields where they are now. They fixed some drainage issues and it been ok.
- **Leon Larsen:** Director Bailey noted she heard back from Deputy Chief Wig. Per his contact at Com Ed, it would be about \$3000 to hook into their electric to hook up a camera. That would be \$6400 investment for the one panning camera - \$3000 for the camera and service, \$3000 to hook up to electric and \$400 to set up data. She will bring more information to the next meeting.
- **North Grove:** Director Bailey noted we have to schedule with Upland for going out to bid.

Community Survey status: Director Bailey noted the survey went out last Monday. People have been getting them and commenting on the FB page they received it. We should have all the surveys and initial data back by May 1st. This will be in time for our strategic planning meeting.

At this point, Commissioner Graves asked if we have cameras on the golf carts. Supt. Price noted we do not but has talked about putting in a ring camera and possibly purchasing a cable to secure the carts.

Supt. Hienbuecher noted we are looking at putting a ring type camera upstairs by the fitness room in the cubby area. 24/7 members can still access the area but this area is hidden from our cameras. We have some concerns this might be a potentially unsafe area. We have not heard of any safety concerns on this, but it is on our radar. Also, possibly in the hall outside of Lisa's office.

ADA Audit/Transition plan status: Director Bailey noted the board has approved already this. John McGovern sent her the information. We will have a kickoff meeting with the project managers the first part of April.

Strategic planning Date: Director Bailey noted this will be on Tuesday June 4th from 8:30 to 6 pm. She has asked staff to talk to their teams and figure out areas they would like to see growth or see the potential for improvement before this meeting.

New Business

Approval of Annual Report Final:

Motion

Commissioner Graves moved to approve the Annual Report as presented. Commissioner Doty seconded the Motion.

Voice Vote

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

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Public Hearing on Budget and Appropriation Ordinance:

President Kroeger noted “At this time we will have the Public Hearing on the FY2024 Budget & Appropriation Ordinance 04-2024”.

Motion

Commissioner Doty 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.

Budget & Appropriation Ordinance #04-2024: 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, 2024 AND ENDING ON THE THIRTY-FIRST (31ST) DAY OF DECEMBER, 2024.

Motion

Commissioner Doty moved to approve the Budget & Appropriation Ordinance #04-2024 as presented. Commissioner Ackmann seconded the Motion.

Roll Call

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

Sycamore Chamber of Commerce Business After Hours: Director Bailey noted that is this Thursday. We have also invited other nonprofits in the area to come out and represent themselves. We also want to let everyone know about our Foundation Board and introduce the new Foundation Board members. Sarah will be the Park District liaison.

Special Announcements – None

April Study Session: None was scheduled.

Public Input – None

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Motion

The Board adjourned the Regular Session at 6:30 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Doty.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
Recording Secretary
Sycamore Park District

FROM 03/14/2024 TO 04/17/2024

Interim

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
917418513	01	TITLEIST SM10 VOKEY WDG RH S2	501000001302	03/09/24	00006603	67136	03/21/24	1,306.42	1,023.86
	02	SHIPPING INV 917418513	501000001302		00006603				1,029.00
	03	DISC INV 917418513	501000001302		00006603				15.44
									-20.58
917448610	01	TITLEIST TR ELTE WT/BL XL/XXL	501000001301	03/13/24	00006609	67136	03/21/24	1,306.42	60.81
	02	SHIPPING INV 917448610	501000001301		00006609				55.50
	03	DISC INV 917448610	501000001301		00006609				6.42
									-1.11
917476088	01	TITLEIST BRDWLK ROPE BLCK/WHITE	501000001301	03/15/24	00006609	67136	03/21/24	1,306.42	65.04
	02	SHIPPING INV 917476088	501000001301		00006609				60.00
	03	DISC INV 917476088	501000001301		00006609				6.24
									-1.20
917476106	01	TITLEIST AVX YELLOW GOLF BALL	501000001300	03/15/24	00006596	67136	03/21/24	1,306.42	156.71
	02	SHIPPING INV 917476106	501000001300		00006596				151.00
	03	DISC INV 917476106	501000001300		00006596				8.73
									-3.02
917505704	01	TITLEIST PHANTOM PUTTER 5.5 RH	501000001302	03/19/24	00006604	67157	04/05/24	1,057.76	357.23
	02	SHIPPING INV 917505704	501000001302		00006604				350.00
	03	DISC INV 917505704	501000001302		00006604				14.23
									-7.00
917558043	01	TITLEIST SEL NP 2 PLUS RH	501000001302	03/22/24	00006604	67157	04/05/24	1,057.76	376.88
	02	SHIPPING INV 917558043	501000001302		00006604				350.00
	03	DISC INV 917558043	501000001302		00006604				33.88
									-7.00
917574307	01	TITLEIST BRDWLK ROPE WHT/BLK	501000001301	03/25/24	00006609	67157	04/05/24	1,057.76	65.04
	02	SHIPPING INV 917574307	501000001301		00006609				60.00
	03	DISC INV 917574307	501000001301		00006609				6.24
									-1.20
917590223	01	TITLEIST SNTACRUZ CHR/BLK	501000001301	03/26/24	00006609	67157	04/05/24	1,057.76	65.04
	02	SHIPPING INV 917590223	501000001301		00006609				60.00
	03	DISC INV 917590223	501000001301		00006609				6.24
									-1.20
917631427	01	TITLEIST LH VOKEY SM9 WEDGE	501000001302	03/28/24	00006611	67157	04/05/24	1,057.76	128.53
	02	SHIPPING INV 917631427	501000001302		00006611				117.00
	03	DISC INV 917631427	501000001302		00006611				13.87
									-2.34

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

DATE: 04/17/2024
TIME: 15:46:59
ID: AP450000.WOW

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	917642036	01 TITLELIST BRDWLK RPE S&S W/N/R	501000001301	03/29/24	00006609	67157	04/05/24	1,057.76	65.04
		02 SHIPPING INV 917642036	501000001301		00006609				60.00
		03 DISC INV 917642036	501000001301		00006609				6.24
									-1.20
								VENDOR TOTAL:	2,364.18
AFLAC	336564	01 AFLAC - PRE TAX	101000002006	03/12/24		67137	03/21/24	524.38	524.38
		02 AFLAC - AFTER TAX	101000002007						453.62
									70.76
AIRGAS	5506650137	01 WELDING TANK RENTAL	101500066401	03/31/24		67158	04/05/24	41.98	41.98
									41.98
								VENDOR TOTAL:	41.98
ALARMDET	219337-1014	01 CH ALARM - 2BD QTR	101000056300	03/10/24		67119	03/19/24	324.27	324.27
		02 CH ALARM - 2BD QTR	201000056300						162.13
									162.14
									324.27
								VENDOR TOTAL:	324.27
ALL	241015	01 SPORTS INSTRUCTION	205550024100	03/19/24		67138	03/21/24	3,888.00	2,370.00
									2,370.00
ALL	242010	01 SPORTS INSTRUCTION	205550024100	03/19/24		67138	03/21/24	3,888.00	1,518.00
									1,518.00
								VENDOR TOTAL:	3,888.00
ALLAROUN	31997	01 CLEANOUT GOLF COURSE DRAIN LIN	504100056300	03/13/24		67139	03/21/24	750.00	750.00
		02 CLEANOUT GOLF COURSE DRAIN LIN	504000066401						400.00
									350.00
								VENDOR TOTAL:	750.00
ANCEL	102515	01 CORPORATE MATTERS	101000036120	03/08/24		67120	03/19/24	301.25	301.25
		02 TAX EXEMPTIONS	101000036120						191.25
									110.00

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
BANK		THE BANK OF NEW YORK MELLON							301.25
	252-2618410	01 AGENT FEE 2017A	101000156902	03/12/24		67159	04/05/24	825.00	825.00
									825.00
BSN		BSN SPORTS							825.00
	924959774	01 RIM FLEX GOAL	207500046216	03/01/24		67140	03/21/24	380.00	380.00
	925229924	01 TAMP HEAD	202100076519	03/25/24		67160	04/05/24	104.99	104.99
CAPITAL		CAPITAL ONE							484.99
	1654559984	01 LASAGNA/BRD/SALAD/COOKIES	303500086640	03/19/24		67162	04/05/24	603.74	603.74
		02 BOTTLED WATER	303000086631						57.85
		03 MUFNS/DNTS/GRNLA/WATER/FRUT/DI	206095156216						7.28
		04 TOMT/PNAPL/CRAN JUICE	303000086636						33.67
		05 KNIFE	303000066400						11.93
		06 FAMOUS AMOS COOKIES	303000086618						4.50
		07 VARIETY COOKIES	303000086618						17.88
		08 PB CHOCO CHIP COOKIES	303000086618						12.98
		09 GOLDFISH	303000086618						11.82
		10 CHEEZIT	303000086618						13.14
		11 HONEY BUNS	303000086611						15.62
		12 CHIPS	303000086622						13.76
		13 ORANGE JUICE	206095156216						92.40
		14 DR PEPPER	303000086631						17.34
		15 CHICKEN BREAST	303500086640						16.98
		16 PROTEIN BARS	303000086624						13.98
		17 CRKS/MEAT/EGGS/CORN/SAUCE	303500086640						47.96
		18 COFFEE/CREAMER	303000086632						120.02
		19 LIMES	303000086636						14.92
		20 HOT DOG BUNS	303000086615						0.75
		21 ONIONS	303000086629						14.60
		22 COOKIES	303500086640						2.68
		23 LIMES	303000086636						11.52
		24 CAK/NDLE/PINAPL/COLWHP/BRD/EGG	303500086640						0.75
		25 INTEREST	201000076500						31.68
		26 PROGRAM SUPPLIES	205771006216						4.29
									13.44

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
CEDAR		CEDAR RAPIDS TIRE						603.74
	940578	01 TRAILER TIRES	101500066402	03/25/24	04/05/24	67163	371.13	97.34 97.34
	940869	01 GOLF CART TIRES 02 GOLF CART TIRES	504000066409 101500066402	03/29/24	04/05/24	67163	371.13	273.79 136.89 136.90
CHICA		CHICAGO DISTRICT GOLF ASSOC.						371.13
	2116-244	01 HANDICAP SERVICES	504000036127	04/02/24	04/05/24	67164	900.00	900.00 900.00
CINTA		CINTAS CORPORATION #355						900.00
	4186565063	01 RAG & RUG SERVICE 02 RAG & RUG SERVICE 03 RAG & RUG SERVICE 04 RAG & RUG SERVICE	101500056301 504100056301 201000056301 101000056301	03/15/24	04/05/24	67166	312.33	32.54 12.04 12.04 4.22 4.24
	4186565069	01 RAG & RUG SERVICE	201000056301	03/15/24	04/05/24	67166	312.33	19.31 19.31
	4186565072	01 RAG & RUG SERVICE	207500056301	03/15/24	04/05/24	67166	312.33	52.26 52.26
	4187298568	01 RAG & RUG SERVICE 02 RAG & RUG SERVICE 03 RAG & RUG SERVICE 04 RAG & RUG SERVICE	101500056301 504100056301 201000056301 101000056301	03/22/24	04/05/24	67166	312.33	32.54 12.04 12.04 4.23 4.23
	4187298602	01 RAG & RUG SERVICE	207500056301	03/22/24	04/05/24	67166	312.33	52.26 52.26
	4187298616	01 RAG & RUG SERVICE	201000056301	03/22/24	04/05/24	67166	312.33	19.31 19.31
	4188011010	01 RAG & RUG SERVICE 02 RAG & RUG SERVICE 03 RAG & RUG SERVICE	101500056301 504100056301 201000056301	03/29/24	04/05/24	67166	312.33	32.54 12.04 12.04 4.23

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	4188011010	04 RAG & RUG SERVICE	101000056301	03/29/24		67166	04/05/24	312.33	32.54 4.23
	4188011051	01 RAG & RUG SERVICE	201000056301	03/29/24		67166	04/05/24	312.33	19.31 19.31
	4188011117	01 RAG & RUG SERVICE	207500056301	03/29/24		67166	04/05/24	312.33	52.26 52.26
CINTR2	CINTAS CORP						VENDOR TOTAL:		312.33
	5202278898	01 1ST AID - CC	207500076513	03/15/24		67141	03/21/24	24.83	24.83 24.83
	8406726266	01 1ST AID STOCK - CH	101500076513	03/15/24		67167	04/05/24	142.52	142.52 14.11 14.11 27.17 27.17 26.97 26.98 3.00 3.01
		02 1ST AID STOCK - CH	202100076513						
		03 1ST AID STOCK - MAINT	101500076513						
		04 1ST AID STOCK - MAINT	202100076513						
		05 DEFIB PADS - MAINT	101500076513						
		06 DEFIB PADS - MAINT	202100076513						
		07 SC	101500076513						
		08 SC	202100076513						
CITY	CITY OF SYCAMORE						VENDOR TOTAL:		167.35
	FEB 2024 CITY SALES TAX			03/19/24		67121	03/19/24	23.00	23.00
	01 CITY SALES TAX - VENDING		207500086650						6.00
	02 CITY SALES TAX - CATERING		303500116852						17.00
CMJ	CMJ TECHNOLOGIES, INC.						VENDOR TOTAL:		23.00
	18550	01 OFFICE 365	101000046206	02/01/24		67122	03/19/24	2,364.50	2,364.50 357.25 357.25
		02 OFFICE 365	201000046206						
		03 MONTHLY MAINT	101000056304						825.00
		04 MONTHLY MAINT	201000056304						825.00
COMCA	COMCAST						VENDOR TOTAL:		2,364.50
	0468024-0324	01 INTERNET	101000096706	03/10/24		67130	03/20/24	654.96	654.96 131.45 131.45
		02 INTERNET	201000096706						
		03 CABLE	207500096705						392.06

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
0468768-0424				03/25/24	04/05/24	67168	202.28	202.28
	01	CABLE	303000096705					101.14
	02	CABLE	504000096705					101.14
COMMO		COMMONWEALTH EDISON			VENDOR TOTAL:			857.24
030724				03/07/24	03/19/24	67124	12,241.03	1,204.24
	01	0915433000-FOUNDERS	101500096702					31.33
	02	5752442111-OLD MILL	101500096702					28.59
	03	3879941222-BOYNTON	101500096702					16.30
	04	3269144000-KIWANIS	101500096702					52.33
	05	3589900100-CASSIER	101500096702					21.82
	06	2973502111-GOOD TYMES	101500096702					33.31
	07	2237102111-ENTRY PARK	101500096702					25.02
	08	1933002111-MAINT BLDG	101500096702					475.19
	09	1933002111-MAINT BLDG	504100096702					475.19
	10	1933002111-SC	202100096702					16.89
	11	7963887000-SOCCER	202100096702					28.27
6571075000-0224				03/11/24	03/19/24	67124	12,241.03	11,036.79
	01	BASEBALL CONC	303300096702					83.90
	02	POOL	518100096702					253.38
	03	MAINT	101500096702					49.64
	04	MAINT	504100096702					49.64
	05	CART BLDG	504000096702					887.06
	06	CLUBHOUSE	303000096702					57.20
	07	PROSHOP	504000096702					27.20
	08	ADMIN	101000096702					148.47
	09	ADMIN	201000096702					148.47
	10	ELEC SIGN	101000096702					15.80
	11	ELEC SIGN	201000096702					15.80
	12	COMM CENTER	207500096702					9,300.23
COMMS		CONSERV FS			VENDOR TOTAL:			12,241.03
40022044				03/14/24	03/21/24	67142	413.40	413.40
	01	BALL FIELD LINING CHALK	202100076523					250.00
	02	BALL FIELD LINING CHALK	202100076533					163.40
40022163				03/27/24	04/05/24	67169	729.00	729.00
	01	CLAY-SPORTS COMPLEX	202100076500					250.00
	02	CLAY-SPORTS COMPLEX	202100066404					180.00
	03	CLAY-SPORTS COMPLEX	202100076533					299.00

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
DEKA		DEKALB LAWN & EQUIPMENT CO.						VENDOR TOTAL:	1,142.40
95031	01	FUEL PUMP -ZERO TURN MOWER	202100066403	03/14/24		67143	03/21/24	11.87	11.87
95240	01	CHAINSAW - SHOP	504100066400	03/29/24		67170	04/05/24	1,080.15	827.98
	02	CHAINSAW - SHOP	101500066400						132.00
	03	CHAINSAW - SHOP	202100066400						132.00
	04	CUTTING SYSTEM UNIT	504100066400						100.00
	05	CUTTING SYSTEM UNIT	101500066400						166.00
	06	CUTTING SYSTEM UNIT	202100066400						165.98
95270	01	WEEDEATER AIR FILTERS	101500066402	04/05/24		67170	04/05/24	1,080.15	22.78
95290	01	FILTERS-	101500066402	04/03/24		67170	04/05/24	1,080.15	229.39
	02	FILTERS-	202100066402						76.47
	03	FILTERS-	504100066402						76.45
DOTY		DOTY & SON CONCRETE PRODUCTS						VENDOR TOTAL:	1,092.02
70962	01	MEMORIAL BENCH-NICHOLAS	101500066404	03/20/24		67171	04/05/24	2,959.00	2,959.00
ENGIN		ENGINEERING RESOURCE ASSOC						VENDOR TOTAL:	2,959.00
160910LA.05	01	GWT - ROW APPRAISAL	711000207039	11/26/23		67125	03/19/24	6,000.00	6,000.00
FAST		FASTENAL COMPANY						VENDOR TOTAL:	6,000.00
ILCOR119496	01	ZIP TIES -SPORTS NETS	202100066404	03/08/24		67172	04/05/24	39.69	39.69
FENCE		FENCE SALES OF SYCAMORE INC						VENDOR TOTAL:	39.69
081223	01	SOCCER - FENCE REPLACE	101500066404	08/12/23		67144	03/21/24	4,984.32	4,984.32

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FRONTIER	FRONTIER							VENDOR TOTAL:	4,984.32
	0670-030724			03/07/24		67126	03/19/24	604.55	604.55
	01 ADMIN		101000096700						302.27
	02 ADMIN		201000096700						302.28
	4818-032224			03/22/24		67173	04/05/24	213.12	213.12
	01 MAINT		101500096700						106.56
	02 MAINT		202100096700						106.56
FUNEXP	FUN EXPRESS							VENDOR TOTAL:	817.67
	73031023801			03/13/24		67145	03/21/24	539.58	539.58
	01 BUNNY CLOTHESPINS		206095026216						8.81
	02 MASK/STABLECLOTHS		205011956216						305.84
	03 FORTUNE COOKIES		205662066216						13.49
	04 BUNNY CLOTHESPINS		206095026216						211.44
GORDH	GORDON HARDWARE							VENDOR TOTAL:	539.58
	937499			03/12/24		67146	03/21/24	1.60	1.60
	01 FASTENERS - SCREWS		101500076511						1.60
	937737			03/20/24		67174	04/05/24	246.83	56.84
	01 NUTS-BOLTS		101500076511						56.84
	938062			04/02/24		67174	04/05/24	246.83	189.99
	01 CIRCULAR SAW & BLADE		504100076512						50.00
	02 CIRCULAR SAW & BLADE		101500076512						89.99
	03 CIRCULAR SAW & BLADE		202100076512						50.00
GRAI	GRAINGER							VENDOR TOTAL:	248.43
	2505035489			04/03/24		67175	04/05/24	20.22	20.22
	01 WELDING TORCH TIPS - SHOP		101500056307						20.22
HYVEE	HY-VEE ACCOUNTS RECEIVABLE							VENDOR TOTAL:	20.22
	189345-0324			03/11/24		67127	03/19/24	164.88	164.88
	01 021624 BDAY PARTY		205011956216						74.94
	02 030124 BDAY PARTY		205011956216						89.94

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IL	IL ASSOC. OF PARK DISTRICTS							VENDOR TOTAL:	164.88
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DUES 2024	01 ANNUAL DUES		101000046204	12/13/23		67128	03/19/24	4,128.57	4,128.57
	02 ANNUAL DUES		201000046204						2,064.29
									2,064.28

INTERS	INTERSTATE BATTERIES ROCKFORD							VENDOR TOTAL:	4,128.57
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100292217	01 MOWER BATTERY		202100066403	03/14/24		67147	03/21/24	226.90	121.95
									121.95

300401495	01 CART REPLACEMENT BATTERY		504000066409	02/27/24		67147	03/21/24	226.90	104.95
									104.95

300401845	01 NEW MOWER BATTERY		202100066403	03/22/24		67176	04/05/24	104.95	104.95
	02 NEW MOWER BATTERY		101500066403						52.48
									52.47

JOHN	JOHNSON SEAT & CANVAS SHOP							VENDOR TOTAL:	331.85
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42115	01 GOLF CART SEATS-RECOVER SEATS		504000066409	03/15/24		67148	03/21/24	269.50	269.50
	02 GOLF CART SEATS-RECOVER SEATS		101500066402						200.00
									69.50

LOUISIGLU	LOUIS GLUNZ WINES, INC.							VENDOR TOTAL:	269.50
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G-1776436	01 WINE		303000086638	02/21/24		67177	04/05/24	662.50	288.00
									288.00

G-1779554	01 DINNER - WINE TASTING		206095306216	03/27/24		67177	04/05/24	662.50	374.50
									374.50

LOWE	LOWE'S							VENDOR TOTAL:	662.50
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903326-MSDIEN	01 ROAD PATCH		101500066406	03/21/24		67178	04/05/24	73.32	73.32
	02 TRASH TREACH TOOLS		101500076512						29.66
									43.66

LOWE	LOWE'S							VENDOR TOTAL:	73.32
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MARK		MARK'S MACHINE SHOP INC.							
	41270-BALANCE			01/31/24		67179	04/05/24	3,600.00	3,600.00
	01	TRUCK BUD - LABOR - BALANCE DU	701000207002						3,600.00
MENA		MENARDS - SYCAMORE						VENDOR TOTAL:	3,600.00
10005	01	RETURN - CASTOR WHEELS	101500076500	03/08/24		67150	03/21/24	361.58	-17.92
10007	01	GARAGE DOOR OPENERS - SHOP	101500066401	03/08/24		67150	03/21/24	361.58	106.90
	02	CASTOR WHEELS - SHOP	101500076500						86.94
10011	01	REACH TOOL & TAPE	207500076500	03/08/24		67150	03/21/24	361.58	19.96
10165	01	CABLE - SPORTS NETS	202100076500	03/11/24		67183	04/05/24	1,422.23	4.00
10184	01	ROPE & CASTOR WHEELS - SHOP	101500076500	03/11/24		67183	04/05/24	1,422.23	4.00
10232	01	SUMP PUMP HOSE PARTS-BROTHERS	101500066407	03/12/24		67183	04/05/24	1,422.23	13.99
10248	01	SHOP PIPE COUPLINGS	101500076500	03/12/24		67183	04/05/24	1,422.23	13.99
10370	01	SAND BELTS-ADHES-BUCKET LIDS	101500066401	03/14/24		67183	04/05/24	1,422.23	80.78
	02	FUEL CANS	202100076515						80.78
	03	WASTE BAGS-CONES-GRAF REMOVE	101500066404						5.79
10429	01	STARTER FERT-ROPE FLAG POLE	202100076527	03/15/24		67183	04/05/24	1,422.23	5.79
	02	STARTER FERT-ROPE FLAG POLE	202100066404						285.88
10448	01	TOP SOIL-WETZEL PARK HOLE	101500076508	03/15/24		67183	04/05/24	1,422.23	117.94
10615	01	PARTS-DIVOT SAND BOX 1ST TEE	504100066401	03/18/24		67183	04/05/24	1,422.23	50.00
	02	PARTS-DIVOT SAND BOX 1ST TEE	504100076500						117.94
	03	PARTS-DIVOT SAND BOX 1ST TEE	504000066401						32.98

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10618		01 SPRAY PAINT-COATING-BRUSHES	101500066404	03/18/24		67183	04/05/24	1,422.23	30.44 30.44
10642		01 TOAST/COFFEE MAT	303000076500	03/18/24		67183	04/05/24	1,422.23	20.51 20.51
10799		01 3/8" PIPE- SHOP	101500066401	03/21/24		67183	04/05/24	1,422.23	3.55 3.55
10884		01 CIRCULAR SAW BLADES	504100076500	03/22/24		67183	04/05/24	1,422.23	90.32 30.00 30.00 30.32
11048		02 BLADES-WOOD FILL-FASTENERS	101500076502						55.53 34.97 20.56
		03 SHOP BATTERIES	101500066401						
11054		01 SPORTS SEED-STARTER FERT	202100076521	03/25/24		67183	04/05/24	1,422.23	
		02 BALLFIELD NET CLIPS	202100076536						
11122		01 LEG SCREWS - SHOP	101500076511	03/25/24		67183	04/05/24	1,422.23	93.95 22.00 59.00 12.95
		02 TRANS WOOD STAIN-SEALANT	504100076500						93.54 24.27 45.00 24.27
		03 SHIOP HOSE NOZZLE	202100066401						
11183		01 PARTS - GOLF SAND DIVOT BIN	504100076500	03/26/24		67183	04/05/24	1,422.23	
		02 ROLELRS - STAIN	101500066404						50.92 32.98 17.94
		03 DEGREASER	202100076500						
11199		01 SLEDGE HAMMER - SHOP	101500076512	03/27/24		67183	04/05/24	1,422.23	
		02 DRILL BITS-SPORTS GOALS	202100076512						126.61 90.00 36.61
11258		01 TRAILER BED LINER KIT	101500066402	03/27/24		67183	04/05/24	1,422.23	
		02 ROLLERS-BRUSHES-PAINT TRAYS	101500076500						53.34 53.34
9734		01 PIPE-CONDUIT-BOLTS-SPORTS	202100066404	03/28/24		67183	04/05/24	1,422.23	
		01 CAUTION TAPE	101500076500	03/04/24		67183	04/05/24	1,422.23	72.92 10.00 44.97 17.95
		02 SAW BLADES	202100076512						
		03 PAINT-PAINT TARP	101500066404						
9783		01 JANITORIAL	207500076510	03/05/24	00006602	67150	03/21/24	361.58	11.91 11.91

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9916		01 SHOVEL HANDLE	101500076512	03/07/24	03/21/24	67150	361.58	130.85
		02 SNAP CLIPS-BB BAT CAGE NETS	202100076536					15.00
		03 SNAP CLIPS-BB BAT CAGE NETS	202100076511					38.62
		04 SNAP CLIPS-BB BAT CAGE NETS	202100066404					38.61
9998		01 SHOP DOLLY99.99	101500076512	03/08/24	03/21/24	67150	361.58	117.91
		02 CASTER WHEELS	** COMMENT **					117.91
							VENDOR TOTAL:	0.00
MR OUTHOUSE, INC								1,783.81
7891		01 PORT-O-POTS- PARKS	101500056309	02/23/24	04/05/24	67184	2,610.00	1,245.00
		02 PORT-O-POTS- SPORTS	202100056309					1,000.00
								245.00
7998		01 PORT-O-POTS - GOLF	504100056309	03/22/24	04/05/24	67184	2,610.00	1,365.00
		02 PORT-O-POTS - PARKS	101500056309					120.00
		03 PORT-O-POTS - SC	202100056309					645.00
								600.00
MSC							VENDOR TOTAL:	2,610.00
55178138		01 ALUM CLOTH SANDING ROLL-SHOP	101500076500	03/20/24	04/05/24	67185	74.09	74.09
								74.09
NICOR							VENDOR TOTAL:	74.09
022724		01 MAINT BLDG	101500096703	02/27/24	03/19/24	67129	3,090.48	3,090.48
		02 MAINT BLDG	504100096703					756.43
		03 POOL	518100096703					756.42
		04 UPSTAIRS OFFICE	101000096703					251.96
		05 ADMIN	101000096703					70.97
		06 ADMIN	201000096703					135.06
		07 PRO SHOP	504000096703					135.07
		08 CLUBHOUSE	303000096703					57.88
		09 PUMP HOUSE	504100096703					57.88
		10 AIRPORT RD PROPERTY	207500096703					69.27
								799.54
							VENDOR TOTAL:	3,090.48

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
01LEQUIP		OIL EQUIPMENT CO., INC.							
	0338114-IN	01 FUEL SYSTEM	701000207002	03/26/24		67186	04/05/24	8,445.00	8,445.00
								VENDOR TOTAL:	8,445.00
PDRMA									
	IAP061298	01 RETURN-INS CLAIM CHECK	101000003018	03/20/24		67131	03/20/24	1,549.99	1,549.99
								VENDOR TOTAL:	1,549.99
PEPSI									
	31248803	PEPSI COLA GEN. BOT.							
		01 20 OZ BTL POP	303000086631	03/20/24		67187	04/05/24	644.34	644.34
		02 5GAL BIB	303000086630						243.60
		03 3GAL BIB	303000086630						292.50
		04 CELSIUS	303000086631						61.02
									47.22
								VENDOR TOTAL:	644.34
PERFOR									
	7534649	PERFORMANCE FOODSERVICE							
		01 KETCHUP	303000086629	03/20/24		67188	04/05/24	869.19	869.19
		02 RANCH DRESSING	303000086629						43.81
		03 SLICED DILL PICKLES	303000086629						77.58
		04 TORTILLAS	303000086616						43.54
		05 CHIPS	303000086622						29.46
		06 FRENCH FRIES	303000086617						43.49
		07 HAMBURGER BUNS	303000086613						32.96
		08 HOT DOGS	303000086615						36.84
		09 BRATS	303000086615						152.31
		10 SAUSAGE PATTY	303000086610						105.00
		11 12J16 CUPS	303000076550						43.38
		12 EGGS/SAUSAGE	206095026216						54.82
		13 DELIVERY	206095026216						198.50
									7.50
								VENDOR TOTAL:	869.19
PIO									
	INV918392	PIONEER MFG/PIONEER ATHLETICS							
		01 BALLFIELD STRIPING PAINT	202100076523	03/14/24		67189	04/05/24	3,514.82	3,514.82
		02 SOCCER-STRIPING PAINT	202100076524						1,114.82
									2,400.00
								VENDOR TOTAL:	3,514.82

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PRECENG		PRECISION SMALL ENGINE CO INC						
	670381	01 MNTG HOSE REEL FOR HOSES	504100076517	03/21/24	04/05/24	67190	565.16	565.16
		02 MNTG HOSE REEL FOR HOSES	202100066404					188.69
		03 MNTG HOSE REEL FOR HOSES	101500066404					188.69
								187.78
								565.16
PROVIDEN		PROVIDENT DIRECT						
	25929	01 2024 PROMO MATERIALS	101200046203	03/22/24	04/05/24	67191	911.50	911.50
								911.50
R&R		R & R PRODUCTS INC.						
	CD2882090	01 GOLF-PUT GREEN FLAGSTICK TOPS	504100076517	03/08/24	04/05/24	67192	403.70	38.35
								38.35
	CD2886087	01 1ST TEE-CLUB WASHER UNIT	504100076517	03/20/24	04/05/24	67192	403.70	365.35
		02 1ST TEE-CLUB WASHER UNIT	504100076500					200.00
								165.35
								403.70
REIN		REINDERS, INC.						
	4074897-00-1ST CHECK	01 WORKMAN UTIL CART - MAINT	701000207006	03/25/24	04/05/24	67209	7,682.66	7,682.66
								7,682.66
	4074897-00-2ND CHECK	01 WORKMAN UTIL CART - MAINT	701000207002	03/25/24	04/05/24	67210	7,682.66	7,682.66
								7,682.66
	4074897-00-3RD CHECK	01 WORKMAN UTIL CART - MAINT	701000207002	03/25/24	04/05/24	67211	7,682.68	7,682.68
								7,682.68
	4074898-00	01 SLIDE IN COOLER - CONCESSIONS	701000207010	03/25/24	04/05/24	67193	6,001.61	4,771.00
								4,771.00
	4075076-00	01 O-RINGS MOWER	202100066403	03/18/24	03/21/24	67151	8.61	8.61
								8.61
	4075126-00	01 ROUGH MOWER SENSORS	101500066403	03/25/24	04/05/24	67193	6,001.61	854.92
		02 ROUGH MOWER SENSORS	101500066402					304.92
		03 ROUGH MOWER SENSORS	202100066403					100.00
		04 ROUGH MOWER SENSORS	504100066403					250.00
								200.00

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	6049411-00	01 TIRE RIM - MOWER	101500066403	04/02/24	04/05/24	67193	6,001.61	375.69
								375.69
RINGCEN								VENDOR TOTAL: 29,058.22
	CD_000778531	01 TELEPHONE	101000096700	03/22/24	04/05/24	67194	981.23	981.23
		02 TELEPHONE	201000096700					490.61
								490.62
RONDO								VENDOR TOTAL: 981.23
	183079	01 BEARINGS-WHEELS LG TRAILER	101500066402	03/20/24	03/21/24	67152	429.62	66.63
								66.63
	183093	01 HITCH FOR TRUCKS	504100066402	03/20/24	03/21/24	67152	429.62	332.99
		02 HITCH FOR TRUCKS	101500066402					110.99
		03 HITCH FOR TRUCKS	202100066402					110.99
								111.01
	183121	01 LIGHT MOUNTING KIT-TRAILER	101500066402	03/21/24	03/21/24	67152	429.62	30.00
								30.00
	183262	01 BIG TRAILER LIGHTS	101500066402	03/24/24	04/05/24	67195	200.18	20.65
								20.65
	183373	01 TRAILER REPAIR LIGHT KIT-HITCH	101500066402	03/28/24	04/05/24	67195	200.18	86.15
								86.15
	183512	01 TRAILER WHEEL BEARINGS-SEALS	101500066402	04/02/24	04/05/24	67195	200.18	93.38
								93.38
SHAW								VENDOR TOTAL: 629.80
	032410027030	01 BUDGET HEARING	201000046203	03/30/24	04/05/24	67196	560.38	560.38
		02 BUDGET HEARING	101000046203					30.69
		03 BRIDAL GUIDE & EBLAST	101200046208					30.69
								499.00
SPEAR								VENDOR TOTAL: 560.38
	326164	01 PROBES-SPLASH PAD CHEM SYST	518100066410	03/13/24	04/05/24	67197	691.00	691.00
								691.00

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STAKLEEN	STA-KLEEN INC						VENDOR TOTAL:	691.00
135974	01	HOOD CLEANING - CLUBHOUSE	303000056307	04/05/24	67198	04/05/24	590.00	590.00
							VENDOR TOTAL:	590.00
STAPLES	STAPLES BUSINESS ADVANTAGE							
6000883244	01	STAPLER-TAPE DISP-CALC	101000046200	03/30/24	67199	04/05/24	35.06	35.06
	02	STAPLER-TAPE DISP-CALC	201000046200					8.77
	03	PAPER CLIPS-INDEX CARDS	101000046200					8.78
	04	PAPER CLIPS-INDEX CARDS	201000046200					8.75
								8.76
							VENDOR TOTAL:	35.06
SWEDELEC	SWEDBERG ELECTRIC INC.							
14748	01	ELEC-EQUIP LIFT SHOP	101500066401	03/26/24	67200	04/05/24	1,640.43	1,640.43
	02	ELEC-EQUIP LIFT SHOP	202100066401					310.11
	03	ELEC-EQUIP LIFT SHOP	504100076500					310.11
	04	ELEC-EQUIP LIFT SHOP	504100066401					300.00
	05	ELEC-EQUIP LIFT SHOP	101500056300					100.00
	06	ELEC-EQUIP LIFT SHOP	202100076500					310.11
							VENDOR TOTAL:	310.10
							VENDOR TOTAL:	1,640.43
T0000021	DONAHOE, JEFF							
	REIMB - PUMP							
	01	PUMP - REIMB	101500066400	03/19/24	67118	03/19/24	2,499.00	2,499.00
	02	PUMP - REIMB	202100066400					1,249.50
							VENDOR TOTAL:	1,249.50
T0001536	COLEMAN, ARIC							
	REPL PAYROLL CHECK							
	01	REPL PAYROLL CK 43640 9-26-23	101000001001	04/05/24	67212	04/05/24	50.00	50.00
							VENDOR TOTAL:	50.00
T0001652	BAILEY, JONELLE							
	REPL PAYROLL CHECK							
	01	REPL PAYROLL CK 43628 9-26-23	101000001001	04/05/24	67213	04/05/24	50.00	50.00
							VENDOR TOTAL:	50.00

FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001823	GRUDECKI, KOURTNEY								50.00
	REFUND	01 REFUND	201000002150	03/20/24		67132	03/20/24	8.00	8.00
								VENDOR TOTAL:	8.00
T0001824	GORDON, COLBIE								8.00
	REFUND	01 REFUND	201000002150	03/20/24		67133	03/20/24	50.00	50.00
								VENDOR TOTAL:	50.00
T0001825	FOLKERTS, CARRIE								85.82
	REFUND	01 REFUND	201000002150	03/21/24		67153	03/21/24	85.82	85.82
								VENDOR TOTAL:	85.82
T0001826	MILLZ, TRACY								105.00
	REFUND	01 REFUND	201000002150	04/05/24		67201	04/05/24	105.00	105.00
								VENDOR TOTAL:	105.00
T0001827	SMITH, WILLIAM								105.00
	REFUND	01 REFUND	201000002150	04/05/24		67202	04/05/24	105.00	105.00
								VENDOR TOTAL:	105.00
TRUGR	TRUGREEN								105.00
	188689069	01 SOCCER FIELDS WEED-N-FEED	202100076528	03/13/24		67203	04/05/24	1,022.44	1,022.44
								VENDOR TOTAL:	1,022.44
TYLER	TYLER ENTERPRISES								2,486.50
	66446	01 ROUNDUP-PARKS/SPORTS	101500076507	12/28/23		67204	04/05/24	2,486.50	2,486.50
		02 ROUNDUP-PARKS/SPORTS	202100076530						315.00
		03 GOLF FERT	504100076506						300.00
		04 GOLF-ROUGH GRUB CONTROL	504100076507						491.50
									1,380.00

SYCAMORE PARK DISTRICT
PAID INVOICE LISTING

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FROM 03/14/2024 TO 04/17/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JNIT2		UNITED STATES POSTAL SERVICE						VENDOR TOTAL:	2,486.50
		POSTAGE 4-2024	206500046202	04/02/24		67155	04/04/24	1,906.07	1,906.07
		01 SUMMER BROCHURE POSTAGE						VENDOR TOTAL:	1,906.07
JNUM		UNUM LIFE INSURANCE							
	0439956-001 0324	01 STD INS PREM	101000106801	03/20/24		67134	03/20/24	371.92	371.92
		02 STD INS PREM	101500106801						55.00
		03 STD INS PREM	504100106801						25.92
		04 STSD INS PREM	504000106801						42.04
		05 STD INS PREM	201000106801						20.00
		06 STD INS PREM	202100106801						112.74
		07 STD INS PREM	207500106801						88.20
		08 STD INS PREM	303000106801						16.40
									11.62
								VENDOR TOTAL:	371.92
JSFOODS		US FOODS INC							
	0531220	01 SHREDDED CHEESE	303000086616	03/15/24		67205	04/05/24	966.81	744.95
		02 CHIPS	303000086622						44.84
		03 MUFFINS	303000086611						156.64
		04 AUG POT/CORDBLUE/HAM	303500086640						83.06
		05 DISHWASHER LIQUID/SANITIZER	303000076551						263.34
		06 POP LIDS	303000076550						160.35
									36.72
								VENDOR TOTAL:	966.81
	551843	01 SAUCE - CATERING	303500086640	03/16/24		67205	04/05/24	966.81	86.18
									86.18
	551844	01 CUPS - GOLF	504000076500	03/16/24		67205	04/05/24	966.81	135.68
									135.68
								VENDOR TOTAL:	966.81
VERIZON		VERIZON							
	9959252159	01 DATA PLAN	504100096700	03/15/24		67206	04/05/24	36.03	36.03
									36.03
								VENDOR TOTAL:	36.03
VULC		VULCAN MATERIALS CO.							
	1166563	01 STONE	202100076509	03/29/24		67207	04/05/24	511.72	276.07
									276.07

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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
917740490	04/09/24	01	TITLEIST TOUR FTHRWEIGHT CHR/W	501000001301	00006609		04/18/24	52.50
		02	TITLEIST TOUR FTHRWEIGHT WT/BL	501000001301	00006609			52.50
		03	TITLEIST TOUR ELTE WT/BL M/L	501000001301	00006609			55.50
		04	SHIPPING INV 917740490	501000001301	00006609			6.55
		05	DISC INV 917740490	501000001301	00006609			-3.21
							INVOICE TOTAL:	163.84
							VENDOR TOTAL:	163.84
ADVANCE ADVANCE AUTO PARTS								
2454-498996	03/07/24	01	VALVE STEM EXT-MOWERS	101500066403			04/18/24	37.80
		02	VALVE STEM EXT-MOWERS	504100066403				37.80
		03	VALVE STEM EXT-MOWERS	202100066403				37.78
							INVOICE TOTAL:	113.38
2454-499138	03/11/24	01	SPARK PLUGS - CARTS	504000066409			04/18/24	24.24
							INVOICE TOTAL:	24.24
2454-499173	03/11/24	01	DRAIN LINE COUPLINGS-PARKS	101500066404			04/18/24	25.90
							INVOICE TOTAL:	25.90
2454-499264	03/13/24	01	FLEX HOSE - SHOP	101500076500			04/18/24	3.30
							INVOICE TOTAL:	3.30
2454-499321	03/14/24	01	OIL FILTER-FAIRWAY MOWER	504100066403			04/18/24	5.24
							INVOICE TOTAL:	5.24
2454-499540	03/19/24	01	TRUCK BRACKETS	101500066402			04/18/24	13.58
							INVOICE TOTAL:	13.58
2454-499921	03/27/24	01	GREASE GUN & HOSE	101500076515			04/18/24	39.10
							INVOICE TOTAL:	39.10
							VENDOR TOTAL:	224.74

ADVANCET ADVANCED TURF SOLUTIONS

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCET ADVANCED TURF SOLUTIONS								
SO1145499	03/07/24	01	GOLF GREEN FERTILIZER	504100076506			04/18/24	1,136.20
							INVOICE TOTAL:	1,136.20
							VENDOR TOTAL:	1,136.20
ALARMDET ALARM DETECTION SYSTEMS, INC								
SI-611530	04/11/24	01	CH ALARM ACCESS SETUP	101000056300			04/12/24	211.13
		02	CH ALARM ACCESS SETUP	201000056300				211.12
							INVOICE TOTAL:	422.25
SI-611583	04/12/24	01	SECURITY CAMERA TRAIN	207500056300			04/12/24	354.00
							INVOICE TOTAL:	354.00
							VENDOR TOTAL:	776.25
ANTIGUA THE ANTIGUA GROUP, INC								
AIN-4855538	04/18/24	01	ANTIGUA STAFF POLOS MEN+WOMN	504000046215	00006621		04/18/24	954.00
		02	SHIPPING 4855538	504000046215	00006621			48.00
							INVOICE TOTAL:	1,002.00
							VENDOR TOTAL:	1,002.00
BANN BANNER UP SIGNS								
82426	04/04/24	01	CC POSTER SUMMER	101200046203	00006620		04/18/24	46.00
							INVOICE TOTAL:	46.00
							VENDOR TOTAL:	46.00
BRANDED BRANDED BILLS HQ								
INV0385058	04/09/24	01	PVC PATH DESIGN 5 HAT	501000001301	00006619		04/18/24	180.00
		02	PVC PATCH DESIGN 5 SKY BLUE	501000001301	00006619			108.00
		03	PVC PATCH 5 HEATHR GRAY	501000001301	00006619			144.00
		04	PVC PATCH 9 BLACK	501000001301	00006619			216.00
		05	PVC PATCH 9 HEATHER GRAY	501000001301	00006619			216.00

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
BRANDED BRANDED BILLS HQ								
INV0385058	04/09/24	06	LIFETIME ACCT SETUP FEE	501000001306	00006619		04/18/24	30.00
		07	SHIPPING INV 0385058	501000001301	00006619			31.21
							INVOICE TOTAL:	925.21
							VENDOR TOTAL:	925.21
CINTA CINTAS CORPORATION #355								
4188729328	04/05/24	01	RAG & RUG SERVICE	101500056301			04/18/24	12.04
		02	RAG & RUG SERVICE	504100056301				12.04
		03	RAG & RUG SERVICE	201000056301				4.23
		04	RAG & RUG SERVICE	101000056301				4.23
							INVOICE TOTAL:	32.54
4188729387	04/05/24	01	RAG & RUG SERVICE	201000056301			04/18/24	19.31
							INVOICE TOTAL:	19.31
4188729407	04/05/24	01	RAG & RUG SERVICE	207500056301			04/18/24	52.26
							INVOICE TOTAL:	52.26
4189460815	04/12/24	01	RAG & RUG SERVICE	101500056301			04/18/24	12.04
		02	RAG & RUG SERVICE	504100056301				12.04
		03	RAG & RUG SERVICE	201000056301				4.22
		04	RAG & RUG SERVICE	101000056301				4.24
							INVOICE TOTAL:	32.54
4189460830	04/12/24	01	RAG & RUG SERVICE	201000056301			04/18/24	19.31
							INVOICE TOTAL:	19.31
4189460863	04/12/24	01	RAG & RUG SERVICE	207500056301			04/18/24	46.08
							INVOICE TOTAL:	46.08
							VENDOR TOTAL:	202.04
CINTA2 CINTAS CORP								
5206386632	04/12/24	01	1ST AID STOCK - CC	207500076513			04/18/24	23.86
							INVOICE TOTAL:	23.86
							VENDOR TOTAL:	23.86

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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CMJ			CMJ TECHNOLOGIES, INC.					
18788	04/01/24	01	OFFICE 365	201000046206			04/18/24	384.13
		02	OFFICE 365	201000046206				384.12
		03	MONTHLY MAINT	101000056304				852.00
		04	MONTHLY MAINT	201000056304				852.00
								2,472.25
								INVOICE TOTAL:
18804	04/03/24	01	MONITOR	7010000207004			04/18/24	214.98
								214.98
								2,687.23
								INVOICE TOTAL:
								VENDOR TOTAL:
COMCA			COMCAST					
0468024-0424	04/10/24	01	INTERNET	101000096706			04/18/24	131.45
		02	INTERNET	201000096706				131.45
		03	CABLE	207500096705				392.06
								654.96
								654.96
								INVOICE TOTAL:
								VENDOR TOTAL:
COMMO			COMMONWEALTH EDISON					
040524	04/05/24	01	0915433000-FOUNDERS	101500096702			04/18/24	30.36
		02	575244211 - OLD MILL	101500096702				27.16
		03	3879941222-BOYNTON	101500096702				16.30
		04	3269144000-KIWANIS	101500096702				45.72
		05	3589900100-CASSIER	101500096702				21.82
		06	2973502111-GOOD TYMES	101500096702				29.42
		07	2237102111-ENTRY PARK	101500096702				25.02
		08	1933002111-MAINT BLDG	101500096702				422.83
		09	1933002111-MAINT BLDG	504100096702				422.83
		10	1933002111-SPORTS COMPLEX	202100096702				14.99
		11	7963887000-SOCCER	202100096702				29.66
								1,086.11
								INVOICE TOTAL:
6571075000-0324	04/08/24	01	BASEBALL CONC	303300096702			04/18/24	54.34

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VENDOR # COMMONWEALTH EDISON								
6571075000-0324	04/08/24	02	POOL	518100096702			04/18/24	198.55
		03	MAINT	101500096702				36.41
		04	MAINT	504100096702				36.41
		05	CART BLDG	504000096702				730.19
		06	CLUBHOUSE	303000096702				62.99
		07	PROSHOP	504000096702				62.99
		08	ADMIN	101000096702				146.98
		09	ADMIN	201000096702				146.98
		10	ELECTRONIC SIGN	101000096702				13.30
		11	ELECTRONIC SIGN	201000096702				13.30
		12	COMM CTR	207500096702				7,583.15
								INVOICE TOTAL: 9,085.59
								VENDOR TOTAL: 10,171.70

CONS CONSERV FS

121022766	04/01/24	01	GAS - NEW SHOP - TANK 2	101500076515			04/18/24	642.48
		02	GAS - NEW SHOP - TANK 2	202100076515				214.17
								INVOICE TOTAL: 856.65

121022767	04/01/24	01	DIESEL - NEW SHOP TANK #1	101500076515			04/18/24	296.03
		02	DIESEL - NEW SHOP TANK #1	202100076515				98.68
								INVOICE TOTAL: 394.71

121022768	04/01/24	01	GAS OLD SHOP - TANK 4	504000076515			04/18/24	1,413.36
								INVOICE TOTAL: 1,413.36

121022769	04/01/24	01	DIESEL - OLD SHIOP TANK #3	504100076515			04/18/24	1,385.29
								INVOICE TOTAL: 1,385.29
								VENDOR TOTAL: 4,050.01

CSR CSR BOBCAT EQUIPMENT CO.

01-15262	02/12/24	01	SKID STEER HYDRAULIC HOSES	101500066402			04/18/24	73.01
								INVOICE TOTAL: 73.01
								VENDOR TOTAL: 73.01

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SYCAMORE PARK DISTRICT
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INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DEKA	DEKALB LAWN & EQUIPMENT CO.							
95315	04/04/24	01	OIL SEALS - SMALL ENGINES	202100076500			04/18/24	10.47
							INVOICE TOTAL:	10.47
95327	04/05/24	01	PUMP FLYWHEEL KEY	202100076500			04/18/24	10.38
							INVOICE TOTAL:	10.38
95403	04/10/24	01	LIMIT STOP KIT-BRUSH SAW	101500066404			04/18/24	26.99
							INVOICE TOTAL:	26.99
							VENDOR TOTAL:	47.84
DEKA2	DEKALB IMPLEMENT CO.,							
255647	04/10/24	01	BOLTS-DEERE RACK	202100066402			04/18/24	10.70
							INVOICE TOTAL:	10.70
							VENDOR TOTAL:	10.70
ECO	ECOWATER SYSTEMS, INC.							
130856-031524	03/16/24	01	SALT	101000056300			04/18/24	19.47
		02	SALT	201000056300				19.48
							INVOICE TOTAL:	38.95
							VENDOR TOTAL:	38.95
FOX1	FOX VALLEY FIRE & SAFETY							
IN00677848	04/12/24	01	CH GRILL SYSTEM INSP-CLEAN	303000056300			04/18/24	103.50
							INVOICE TOTAL:	103.50
							VENDOR TOTAL:	103.50
FRONTIER	FRONTIER							
0670-040724	04/07/24	01	ADMIN	101000096700			04/18/24	331.17
		02	ADMIN	201000096700				331.17
							INVOICE TOTAL:	662.34
							VENDOR TOTAL:	662.34

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
GORDH	GORDON HARDWARE							
938297	04/10/24	01	TAP & DIE FOR SHOP	101500076511			04/18/24	13.98
							INVOICE TOTAL:	13.98
							VENDOR TOTAL:	13.98
GROUPPL	GROUP PLAN SOLUTIONS							
3629	03/29/24	01	COBRA/FSA - APR	101000106801			04/18/24	48.25
		02	COBRA/FSA - APR	201000106801				48.25
							INVOICE TOTAL:	96.50
							VENDOR TOTAL:	96.50
HAGG	HAGG PRESS							
120080	04/05/24	01	BROCHURE SUMMER 2024	206500046203			04/18/24	7,466.00
							INVOICE TOTAL:	7,466.00
							VENDOR TOTAL:	7,466.00
HYVEE	HY-VEE ACCOUNTS RECEIVABLE							
189345-0424	04/08/24	01	040824 BDAY PARTY	205011956216			04/18/24	44.97
							INVOICE TOTAL:	44.97
							VENDOR TOTAL:	44.97
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							
IINV112751	04/02/24	01	PRINTER/COPIER - PRO SHOP	101000056304			04/18/24	5.50
		02	PRINTER/COPIER - PRO SHOP	201000056304				5.51
							INVOICE TOTAL:	11.01
INV112752	04/02/24	01	PRINTER/COPIER - MAINT	101000056304			04/18/24	17.80
		02	PRINTER/COPIER - MAINT	201000056304				17.79
							INVOICE TOTAL:	35.59
INV112753	04/02/24	01	PRINTER/COPIER - CC	101000056304			04/18/24	49.39

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SYCAMORE PARK DISTRICT
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INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							
INV112753	04/02/24	02	PRINTER/COPIER - CC	201000056304			04/18/24	49.39
							INVOICE TOTAL:	98.78
INV112754	04/02/24	01	PRINTER/COPIER - ADMIN	101000056304			04/18/24	19.09
		02	PRINTER/COPIER - ADMIN	201000056304				19.10
							INVOICE TOTAL:	38.19
							VENDOR TOTAL:	183.57
INTERS	INTERSTATE BATTERIES ROCKFORD							
3000402009	04/12/24	01	GOLF CART & WORKHORSE BATTERIE	504000066409			04/18/24	104.95
		02	GOLF CART & WORKHORSE BATTERIE	101500066402				106.95
							INVOICE TOTAL:	211.90
							VENDOR TOTAL:	211.90
MART	MARTENSON TURF PRODUCTS							
94150	04/12/24	01	GRASS SEED	101500076502			04/18/24	203.00
							INVOICE TOTAL:	203.00
							VENDOR TOTAL:	203.00
MEL	MELIN'S LOCK & KEY							
26976	04/12/24	01	KEY COPIES	101500066401			04/18/24	24.32
							INVOICE TOTAL:	24.32
							VENDOR TOTAL:	24.32
MENA	MENARDS - SYCAMORE							
11642	04/03/24	01	PAINT ROLLERS-COVERS-SPONGES	101500066404			04/18/24	42.94
							INVOICE TOTAL:	42.94
11749	04/05/24	01	CHEMICAL GLOVES	101500076514			04/18/24	6.99
		02	PAINT SUPPLIES	101500066404				5.00
							INVOICE TOTAL:	11.99

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENARDS - SYCAMORE								
11922	04/08/24	01	SHOP - EQUIPMENT PAINT	101500076500			04/18/24	33.74
							INVOICE TOTAL:	33.74
11994	04/09/24	01	C BATTERIES LIGHT DETEC-PROSHO	504000076500			04/18/24	8.59
							INVOICE TOTAL:	8.59
12000	04/09/24	01	TOP SOIL FOR PARK SEEDING	101500076508			04/18/24	17.82
							INVOICE TOTAL:	17.82
12031	04/09/24	01	NAT AREA MGMT EQUIPMENT	101500066404			04/18/24	31.85
							INVOICE TOTAL:	31.85
12065	04/10/24	01	CONCRETE MIX - PARKS	101500066404			04/18/24	37.80
							INVOICE TOTAL:	37.80
12066	04/10/24	01	STRAW FOR SEEDING - SHELTERS	101500066404			04/18/24	12.98
							INVOICE TOTAL:	12.98
12075	04/10/24	01	SEED MIX - PARKS	101500076502			04/18/24	56.17
							INVOICE TOTAL:	56.17
12179	04/11/24	01	CABLE-FASTENERS-SPORTS	202100076500			04/18/24	26.05
							INVOICE TOTAL:	26.05
12247	04/12/24	01	DOORS-RIVERVIEW ROOM	101000066401			04/18/24	317.99
							INVOICE TOTAL:	317.99
							VENDOR TOTAL:	597.92
NELSON FIRE PROTECTION								
31111	04/15/24	01	REPL OUTDOOR SPRINKLER-SHOP	504100056300			04/18/24	300.00
		02	REPL OUTDOOR SPRINKLER-SHOP	101500056300				1,020.00
		03	REPL OUTDOOR SPRINKLER-SHOP	202100066401				300.00
							INVOICE TOTAL:	1,620.00
							VENDOR TOTAL:	1,620.00

DATE: 04/18/24
 TIME: 14:33:03
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SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
NICOR NICOR GAS								
032824	03/28/24	01	MAINT BLDG	101500096703			04/18/24	576.94
		02	MAINT BLDG	504100096703				576.95
		03	POOL	518100096703				197.49
		04	UPSTAIRS OFFICE	101000096703				53.08
		05	ADMIN	101000096703				100.44
		06	ADMIN	201000096703				100.43
		07	PRO SHOP	504000096703				43.05
		08	CLUBHOUSE	303000096703				43.05
		09	PUMP HOUSE	504100096703				67.59
		10	AIRPORT RD PROPERTY	207500096703				633.35
								2,392.37
								2,392.37
PDRMA PDRMA								
MAR 2024	04/18/24	01	HEALTH INS PREM	101000106801			04/18/24	5,895.35
		02	HEALTH INS PREM	101500106801				1,584.10
		03	HEALTH INS PREM	504100106801				3,035.27
		04	HEALTH INS PREM	504000106801				946.04
		05	HEALTH INS PREM	201000106801				7,684.96
		06	HEALTH INS PREM	202100106801				6,764.49
		07	HEALTH INS PREM	207500106801				1,019.11
		08	HEALTH INS PREM	303000106801				610.44
								27,539.76
								27,539.76
REIN REINDERS, INC.								
4075246-00	04/08/24	01	SEAT SYSTEM-MOWER	504100066403			04/18/24	400.00
		02	SEAT SYSTEM-MOWER	504100066402				361.48
								761.48
4075305-00								
	04/11/24	01	MOWER MIRROR - REPL	504100066403			04/18/24	135.00
								135.00

DATE: 04/18/24
 TIME: 14:33:03
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REIN	REINDERS, INC.							
4075325-00	04/10/24	01	CREDIT-RETURN PARTS	504100066403			04/18/24	-31.11
							INVOICE TOTAL:	-31.11
							VENDOR TOTAL:	865.37
REYNOLDS REYNOLDS, BILL								
040824-1	04/08/24	01	CPR CLASS	201000046207			04/18/24	600.00
							INVOICE TOTAL:	600.00
							VENDOR TOTAL:	600.00
ROCHNEW ROCHELLE NEWS-LEADER								
INV293955	04/07/24	01	GOLF GUIDE	101200046208			04/18/24	245.00
							INVOICE TOTAL:	245.00
							VENDOR TOTAL:	245.00
SITE ONE SITE ONE								
139909316-001	04/08/24	01	HERBICIDE - NATURAL AREA	101500076507			04/18/24	73.96
							INVOICE TOTAL:	73.96
139910265-001	04/09/24	01	WEED CONTROL	101500076507			04/18/24	175.14
							INVOICE TOTAL:	175.14
							VENDOR TOTAL:	249.10
SOFT SOFT WATER CITY								
2652-0324	03/31/24	01	RENT-WATER	101500076500			04/18/24	73.44
		02	SALT	207500076500				42.60
							INVOICE TOTAL:	116.04
							VENDOR TOTAL:	116.04
STAPLES STAPLES BUSINESS ADVANTAGE								
6001180524	04/13/24	01	TOILET PAPER - CC	207500076510			04/18/24	38.72

DATE: 04/18/24
 TIME: 14:33:03
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
STAPLES STAPLES BUSINESS ADVANTAGE								
6001180524	04/13/24	02	TOLLET PAPER - CH	303000076510			04/18/24	38.72
							INVOICE TOTAL:	77.44
6001180525	04/13/24	01	CLIPS - PAPER	2075000046200			04/18/24	54.68
							INVOICE TOTAL:	54.68
							VENDOR TOTAL:	132.12
SYC SYCAMORE CHAMBER OF COMMERCE								
231016	03/15/24	01	LEADERSHIP ACADEMY	201000046207			04/18/24	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
THINKDRI THINK DRIVEN, INC.								
19978	04/09/24	01	SMALL TRACTOR TIRES	101500066402			04/18/24	47.64
							INVOICE TOTAL:	47.64
							VENDOR TOTAL:	47.64
TYLER TYLER ENTERPRISES								
67035	04/08/24	01	GOLF COURSE FUNGICIDE	504100076507			04/18/24	700.00
							INVOICE TOTAL:	700.00
67100	04/12/24	01	WEED CONTORL-WET AGENTS	101500076507			04/18/24	225.00
							INVOICE TOTAL:	225.00
							VENDOR TOTAL:	925.00
WARE WAREHOUSE DIRECT BUSINESS								
5703187-0	04/12/24	01	PAPER TOWELS	207500076510			04/18/24	106.00
							INVOICE TOTAL:	106.00
C5676638-0	02/28/24	01	PRICE ADJ	207500076510			04/18/24	-4.28
							INVOICE TOTAL:	-4.28
							VENDOR TOTAL:	101.72

INVOICES DUE ON/BEFORE 04/18/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT	
3732983-2011-1	04/03/24	01	REFUSE - ADMIN	101000056302			04/18/24	77.62	
		02	REFUSE - CH	303000056302				77.62	
		03	REFUSE - ADMIN	101000056302				8.50	
		04	REFUSE - OLD SHOP	504100056302				71.37	
		05	REFUSE - SC	202100056302				41.50	
		06	REFUSE - PARKS	101500056302				41.50	
		07	REFUSE - PICNIC	101500056302				71.00	
		08	REFUSE - CC	207500056302				199.97	
								INVOICE TOTAL:	589.08
								VENDOR TOTAL:	589.08
								TOTAL ALL INVOICES:	67,765.74

Interim \$ 124,176.56

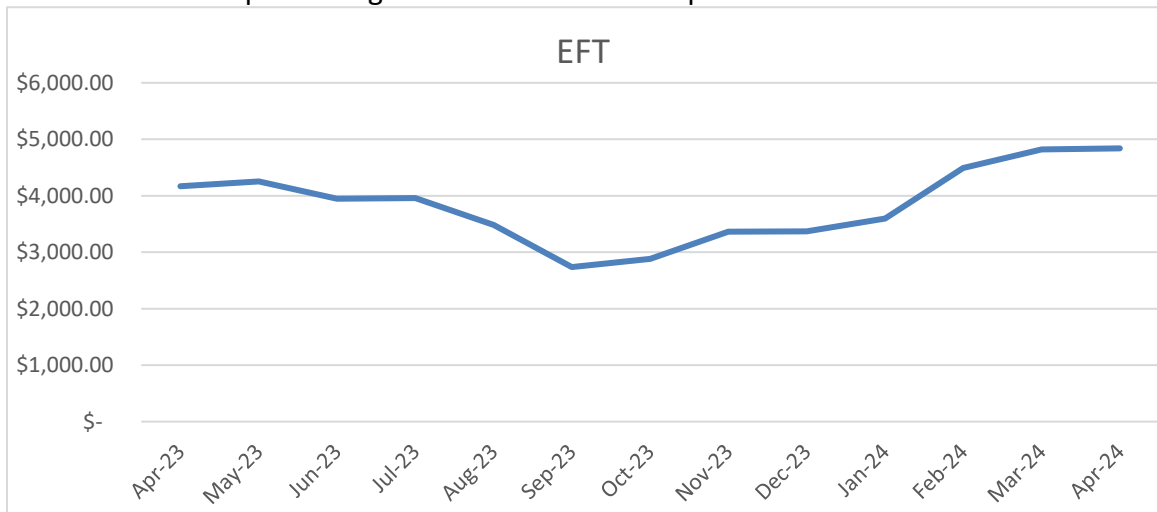
New \$ 67,765.74

total \$ 191,942.30

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: April 23, 2024

Administrative Initiatives (4/1/24 – 4/30/24)

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes. The April installment was for 218 individuals, a decrease of 2 from March. The monthly installment was \$4,640.20 (\$16.46 increase) processed through credit cards and \$199 (no change) through ACH transactions. There were 10 households whose credit cards did not process (\$332.00) due to declined credit cards. Following up on each of these and processing the transactions when possible.



- Continued to monitor new household accounts on Rectrac for residency and process refund for those that registered as non-resident when they should be resident. Updated database with new addresses that are in-district.
- Assisted staff with technology problems/concerns/needs with assistance from CMJ when necessary. Topics: Security cameras
- 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.
- Submitted final documentation for audit.
- Reviewed scholarship request.
- Processed deposits while Jeanette on vacation.
- Finalized Tax Levy.

- Completed Annual Survey of Public Employment & Payroll.
- Followed up on uncashed payroll checks.
- HR related items:
 - Discussed withholding documents.
 - Onboarding of new staff.
 - Employee Engagement Survey

Administrative Initiatives (5/1/24 – 5/31/24)

- Attend scheduled Leadership and Board meetings.
- Submit monthly unemployment report to state.
- Prepare and file monthly Sales Tax Return.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly ACH EFT for memberships/passes. Review credit card and assist in collection of declined transactions.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Provide MSI Training to staff in need.
- Complete documentation needed to add acquired property to insurance.
- Attend WILS LeadHERship event at Villa Olivia.
- Attend Legislative Reception & Conference in Springfield.
- Participate in PDRMA Health Happenings Webinar.
- Review final audit documents.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Corporate Fund (10)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	12,239.20	39,578.11	1,779,832	80,275.52	-50.7% (1)
Marketing	800.00	2,000.00	1,200	800.00	150.0%
Parks	1,440.00	3,845.00	24,967	3,905.00	-1.5% (2)
	<u>14,479.20</u>	<u>45,423.11</u>	<u>1,805,999</u>	<u>84,980.52</u>	<u>-46.5%</u>
Total Revenues	14,479.20	45,423.11	1,805,999	84,980.52	-46.5%
Expenses					
Administration	36,860.67	108,922.21	1,344,621	134,933.64	-19.3% (3)
Marketing	1,244.90	7,231.56	47,678	12,125.58	-40.4%
Parks	27,314.77	59,853.23	386,510	60,215.35	-0.6% (4)
	<u>65,420.34</u>	<u>176,007.00</u>	<u>1,778,809</u>	<u>207,274.57</u>	<u>-15.1%</u>
Total Expenses	65,420.34	176,007.00	1,778,809	207,274.57	-15.1%
Total Fund Revenues	14,479.20	45,423.11	1,805,999	84,980.52	-46.5%
Total Fund Expenses	65,420.34	176,007.00	1,778,809	207,274.57	-15.1%
Surplus (Deficit)	(50,941.14)	(130,583.89)	27,190	(122,294.05)	6.8%

(1) Replacement taxes lower in 2024 37.6% \$12,909. 2023 misc income higher 95.3% \$4,058 due to sale of surplus equip and refund. Also received in 2023 \$17,637 for purchase of Merry Oaks Property and Insurance proceeds \$8,054.

(2) Dog park revenue

(3) 2023 expenses higher primarily due to expenses related to Clubhouse flooding (\$27,008)

(4) 2024 Wages/taxes/benefits lower 34.4% \$11,364 due to vacant Naturalist position. Pond Management higher \$8,317.

Recreation Fund (20)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	2,623.33	8,682.27	1,128,124	7,512.48	15.6% (1)
Sports Complex	-	-	42,008	(150.00)	-100.0%
Sports Complex Maintenance	-	-	36,280	-	#DIV/0!
Programs-Youth	2,568.00	8,998.00	33,829	9,286.00	-3.1% (2)
Programs-Tweens	500.00	2,040.00	3,254	(470.00)	-534.0% (2)
Programs-Adult	1,042.70	4,127.70	14,453	3,085.00	33.8% (2)
Programs-Nature	-	-	720	720.00	-100.0% (2)
Programs-Leagues	1,050.00	5,980.40	33,467	4,690.00	27.5% (2)
Programs-Youth Athletics	(2,515.00)	6,905.00	47,616	13,307.00	-48.1% (2)
Programs-Fitness	1,540.90	9,518.25	37,755	8,983.17	6.0% (2)
Programs-Early Childhood	(45.00)	1,198.00	5,570	3,068.00	-61.0% (2)
Programs-Dance	(48.00)	1,270.00	2,775	410.00	209.8% (2)
Programs-Special Events	1,797.00	7,476.00	12,234	6,451.50	15.9% (2)
Programs-Community Events	3,700.00	5,200.00	15,193	3,750.00	38.7% (2)
Brochure	1,000.00	1,000.00	1,500	-	#DIV/0!
Weight Room	14,369.78	46,620.71	132,806	38,794.02	20.2% (3)
Community Center	8,646.41	30,749.94	88,092	30,297.07	1.5% (3)
		-			
Total Revenues	36,230.12	139,766.27	1,635,676	129,734.24	7.7%

- (1) Interest income
- (2) Revenue from programs decreased 1.1%, \$567 compared to 2023.
- (3) Compared to Annual Budget/Compared to 2023 YTD
 - Pathway Fitness Membership 31.92% / 111.18%
 - Pathway Fitness Pass 36.89% / 126.22%
 - Track Only Pass 40.07% / 138.85%
 - Pre-pay Card -
 - Program Fees -
 - Daily Admission Fee 38.85% / 85.45%
- Compared to Annual Budget/Compared to 2023 YTD:
 - Open Gym Daily 38.90% / 92.36%
 - Open Gym Membership 33.53% / 98.61%
 - Rentals 46.06% / 105.45%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Expenses

Administration	45,254.87	152,084.06	611,312	145,634.06	4.4%
Sports Complex	-	-	-	-	#DIV/0!
Sports Complex Maintenance	37,613.39	104,455.56	514,329	103,645.56	0.8%
Programs-Youth	1,483.92	2,547.69	18,967	2,821.11	-9.7% (1)
Programs-Tweens	-	445.17	1,575	-	#DIV/0! (1)
Programs-Adult	188.66	522.92	7,168	910.09	-42.5% (1)
Programs-Nature	-	-	600	499.98	-100.0% (1)
Programs-Leagues	1,589.56	7,105.12	22,750	5,714.36	24.3% (1)
Programs-Youth Athletics	75.34	368.20	29,801	5,244.25	-93.0% (1)
Programs-Fitness	1,951.50	5,093.58	30,352	4,727.69	7.7% (1)
Programs-Early Childhood	226.88	433.58	3,661	716.65	-39.5% (1)
Programs-Dance	60.30	271.37	1,177	206.60	31.4% (1)
Programs-Special Events	663.12	1,215.71	5,065	3,829.47	-68.3% (1)
Programs-Community Events	290.00	290.00	15,120	-	#DIV/0! (1)
Brochure	-	-	29,600	-	#DIV/0!
Weight Room	209.94	2,624.94	8,730	4,472.08	-41.3%
Community Center	26,853.47	70,548.34	311,489	55,070.28	28.1% (2)
Total Expenses	116,460.95	348,006.24	1,611,696	333,492.18	4.4%
Total Fund Revenues	36,230.12	139,766.27	1,635,676	129,734.24	7.7%
Total Fund Expenses	116,460.95	348,006.24	1,611,696	333,492.18	4.4%
Surplus (Deficit)	(80,230.83)	(208,239.97)	23,980	(203,757.94)	2.2%

(1) Expenses for programs decreased 30.3%, \$5,110 compared to 2023.

(2) Electricity at CC up 259.9% \$13,415. (Jan 2023 was last month before rate increase)

Donations (21)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,279.03	3,478.64	75,000	1,998.66	74.0%
Total Revenues	1,279.03	3,478.64	75,000	1,998.66	74.0%
Expenses					
Administration	-	-	279,300	-	#DIV/0!
Total Expenses	-	-	279,300	-	#DIV/0!
Total Fund Revenues	1,279.03	3,478.64	75,000	1,998.66	74.0%
Total Fund Expenses	-	-	279,300	-	#DIV/0!
Surplus (Deficit)	1,279.03	3,478.64	(204,300)	1,998.66	74.0%

Special Recreation (22)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,474.02	4,336.57	265,000	2,229.02	94.6%
Total Revenues	1,474.02	4,336.57	265,000	2,229.02	94.6%
Expenses					
Administration	465.64	465.64	470,000	100.15	364.9%
Total Expenses	465.64	465.64	470,000	100.15	364.9%
Total Fund Revenues	1,474.02	4,336.57	265,000	2,229.02	94.6%
Total Fund Expenses	465.64	465.64	470,000	100.15	364.9%
Surplus (Deficit)	1,008.38	3,870.93	(205,000)	2,128.87	81.8%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2024

Insurance (23)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	257.24	756.14	54,000	553.98	36.5%
Total Revenues	257.24	756.14	54,000	553.98	36.5%
Expenses					
Administration	-	-	73,866	-	#DIV/0!
Total Expenses	-	-	73,866	-	#DIV/0!
Total Fund Revenues	257.24	756.14	54,000	553.98	36.5%
Total Fund Expenses	-	-	73,866	-	#DIV/0!
Surplus (Deficit)	257.24	756.14	(19,866)	553.98	36.5%

Audit (24)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	43.59	132.05	16,050	77.20	71.0%
Total Revenues	43.59	132.05	16,050	77.20	71.0%
Expenses					
Administration	-	950.00	16,050	15,080.00	-93.7%
Total Expenses	-	950.00	16,050	15,080.00	-93.7%
Total Fund Revenues	43.59	132.05	16,050	77.20	71.0%
Total Fund Expenses	-	950.00	16,050	15,080.00	-93.7%
Surplus (Deficit)	43.59	(817.95)	-	(15,002.80)	-94.5%

Paving & Lighting (25)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	310.28	912.07	26,500	466.88	95.4%
Total Revenues	310.28	912.07	26,500	466.88	95.4%
Expenses					
Administration	-	-	100,000	-	#DIV/0!
Total Expenses	-	-	100,000	-	#DIV/0!
Total Fund Revenues	310.28	912.07	26,500	466.88	
Total Fund Expenses	-	-	100,000	-	
Surplus (Deficit)	310.28	912.07	(73,500)	466.88	

Park Police (26)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	11.31	37.39	6,509	30.92	20.9%
Total Revenues	11.31	37.39	6,509	30.92	20.9%
Expenses					
Administration	318.31	1,120.46	6,588	1,137.07	-1.5%
Total Expenses	318.31	1,120.46	6,588	1,137.07	-1.5%
Total Fund Revenues	11.31	37.39	6,509	30.92	20.9%
Total Fund Expenses	318.31	1,120.46	6,588	1,137.07	
Surplus (Deficit)	(307.00)	(1,083.07)	(79)	(1,106.15)	-2.1%

IMRF (27)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	-	-	65,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	65,000	-	#DIV/0!
Expenses					
Administration	-	-	69,489	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	69,489	-	#DIV/0!
Total Fund Revenues	-	-	65,000	-	#DIV/0!
Total Fund Expenses	-	-	69,489	-	#DIV/0!
Surplus (Deficit)	-	-	(4,489)	-	

Social Security (28)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	-	-	128,000	-	#DIV/0!
	<hr/>				
Total Revenues	-	-	128,000	-	#DIV/0!
Expenses					
Administration	-	-	128,000	-	#DIV/0!
	<hr/>				
Total Expenses	-	-	128,000	-	#DIV/0!
Total Fund Revenues	-	-	128,000	-	#DIV/0!
Total Fund Expenses	-	-	128,000	-	#DIV/0!
Surplus (Deficit)	-	-	-	-	

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Concessions (30)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Clubhouse Concessions	1,207.78	1,261.31	95,478	6.53	19215.6% (2)
Beverage Cart	-	-	11,465	-	#DIV/0!
Sports Complex Concessions	-	-	65,326	-	#DIV/0!
Pool Concessions	-	-	-	-	#DIV/0!
Catering	3,517.50	9,308.00	24,870	4,826.50	92.9% (1)
Total Revenues	4,725.28	10,569.31	197,139	4,833.03	118.7%
Expenses					
Clubhouse Concessions	2,638.01	8,043.16	119,861	8,496.02	-5.3%
Beverage Cart	-	-	10,780	-	#DIV/0!
Sports Complex Concessions	1,182.78	4,137.76	58,565	3,321.69	24.6%
Pool Concessions	-	-	-	-	#DIV/0!
Catering	674.75	2,193.57	8,058	723.41	203.2% (1)
Total Expenses	4,495.54	14,374.49	197,264	12,541.12	14.6%
Total Fund Revenues	4,725.28	10,569.31	197,139	4,833.03	118.7%
Total Fund Expenses	4,495.54	14,374.49	197,264	12,541.12	14.6%
Surplus (Deficit)	229.74	(3,805.18)	(125)	(7,708.09)	-50.6%

(1) Increase in room rentals and catering. (Lions and Kiwanis)

(2) Golf course/clubhouse opened earlier in 2024.

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended March 31, 2024

Developer Contributions (32)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	6,039.66	19,621.48	16,500	3,198.18	513.5% (1)
Total Revenues	6,039.66	19,621.48	16,500	3,198.18	513.5%
Expenses					
Administration	-	-	76,000	-	#DIV/0!
Total Expenses	-	-	76,000	-	#DIV/0!
Total Fund Revenues	6,039.66	19,621.48	16,500	3,198.18	513.5%
Total Fund Expenses	-	-	76,000	-	#DIV/0!
Surplus (Deficit)	6,039.66	19,621.48	(59,500)	3,198.18	513.5%

(1) Impact Fees

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Golf Course (50)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Golf Operations	153,730.66	156,319.57	662,066	119,713.02	30.6%
Golf Maintenance	-	-	21,156	-	#DIV/0!
Total Revenues	153,730.66	156,319.57	683,222	119,713.02	30.6%
Expenses					
Golf Operations	20,353.95	63,322.04	296,261	42,227.66	50.0% (1)
Golf Maintenance	23,620.88	63,689.66	357,382	61,539.45	3.5%
Total Expenses	43,974.83	127,011.70	653,643	103,767.11	22.4%
Total Fund Revenues	153,730.66	156,319.57	683,222	119,713.02	30.6%
Total Fund Expenses	43,974.83	127,011.70	653,643	103,767.11	22.4%
Surplus (Deficit)	109,755.83	29,307.87	29,579	15,945.91	83.8%

(1) Final payout of retired Supt of Golf 4 weeks vacation. Lighting repairs in pro shop

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Aquatics (51)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Pool	-	-	-	-	#DIV/0!
Swim Lessons	-	-	-	-	
Splashpad	-	-	19,725	-	#DIV/0!
Total Revenues	-	-	19,725	-	#DIV/0!
Expenses					
Pool	-	-	-	-	#DIV/0!
Aquatics Maintenance	505.34	1,210.62	10,600	1,091.85	10.9%
Swim Lessons	-	-	-	-	
Splashpad	-	-	800	-	#DIV/0!
Total Expenses	505.34	1,210.62	11,400	1,091.85	10.9%
Total Fund Revenues	-	-	19,725	-	#DIV/0!
Total Fund Expenses	505.34	1,210.62	11,400	1,091.85	10.9%
Surplus (Deficit)	(505.34)	(1,210.62)	8,325	(1,091.85)	10.9%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Debt Service (60)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	493.29	1,450.02	717,676	1,007.83	43.9%
Total Revenues	493.29	1,450.02	717,676	1,007.83	43.9%
Expenses					
Administration	-	-	715,680	-	#DIV/0!
Total Expenses	-	-	715,680	-	#DIV/0!
Total Fund Revenues	493.29	1,450.02	717,676	1,007.83	43.9%
Total Fund Expenses	-	-	715,680	-	#DIV/0!
Surplus (Deficit)	493.29	1,450.02	1,996	1,007.83	43.9%

Capital Projects (70)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,825.11	5,550.26	1,048,412	125,860.76	-95.6%
Total Revenues	1,825.11	5,550.26	1,048,412	125,860.76	-95.6%
Expenses					
Administration	14,337.99	31,522.19	1,111,230	101,116.08	-68.8%
Total Expenses	14,337.99	31,522.19	1,111,230	101,116.08	-68.8%
Total Fund Revenues	1,825.11	5,550.26	1,048,412	125,860.76	-95.6%
Total Fund Expenses	14,337.99	31,522.19	1,111,230	101,116.08	-68.8%
Surplus (Deficit)	(12,512.88)	(25,971.93)	(62,818)	24,744.68	-205.0%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended March 31, 2024

Action 2020 (71)

<u>Department</u>	<u>March Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	954.92	2,854.86	269,000	1,494.91	91.0%
Total Revenues	954.92	2,854.86	269,000	1,494.91	91.0%
Expenses					
Administration	-	-	300,000	128,326.52	-100.0%
Total Expenses	-	-	300,000	128,326.52	-100.0%
Total Fund Revenues	954.92	2,854.86	269,000	1,494.91	91.0%
Total Fund Expenses	-	-	300,000	128,326.52	-100.0%
Surplus (Deficit)	954.92	2,854.86	(31,000)	(126,831.61)	-102.3%
Total Fund Revenues	221,853.71	391,207.74	7,029,408	476,179.15	
Total Fund Expenses	245,978.94	700,668.34	7,599,015	903,926.65	
Surplus (Deficit)	(24,125.23)	(309,460.60)	(569,607)	(427,747.50)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2024	Revenues	Expenses	unaudited 3/31/2024	3/31/2024 Cash balance
10 Corporate	1,188,719.66	45,423.11	176,007.00	1,058,135.77	1,058,873.88
20 Recreation	835,131.81	139,766.27	348,006.24	626,891.84	648,855.54
21 Donations	232,840.51	3,478.64	-	236,319.15	236,319.15
22 Special Recreation	355,731.27	4,336.57	465.64	359,602.20	359,602.20
23 Insurance	61,999.43	756.14	-	62,755.57	62,755.57
24 Audit	11,451.53	132.05	950.00	10,633.58	10,633.58
25 Paving & Lighting	74,784.84	912.07	-	75,696.91	75,696.91
26 Park Police	3,751.75	37.39	1,120.46	2,668.68	2,758.56
27 IMRF	4,489.09	-	-	4,489.09	4,489.09
28 Social Security	-	-	-	-	-
30 Concessions	73,078.15	10,569.31	14,374.49	69,272.97	63,024.95
32 Developer Contributions	76,414.93	19,621.48	-	96,036.41	96,036.41
50 Golf	217,911.69	156,319.57	127,011.70	247,219.56	269,968.93
51 Aquatics	(66,366.35)	-	1,210.62	(67,576.97)	(67,576.97)
60 Debt Service	118,893.47	1,450.02	-	120,343.49	120,343.49
70 Capital Projects	435,539.98	5,550.26	31,522.19	409,568.05	445,253.05
71 Action 2020	273,135.90	2,854.86	-	275,990.76	232,960.87
	3,897,507.66	391,207.74	700,668.34	3,588,047.06	3,619,995.21
		-	-		

Summary of depository accounts as of **4/16/2024**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	458,545.44	3.76
Resource Bank	203,906.81	1.41
IPDLAF	2,839,386.00	5.16
DCCF - Action 2020	70,006.64	
Dekalb Co. Community Foundation	<u>22,825.95</u>	
	3,594,670.84	

To: Board of Commissioners
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff
 Subject: Monthly Report
 Date: April 23, 2024

Administrative Initiatives (4/1/24-4/30/24)

Superintendent Metcalf

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 302 Pathway Fitness 24/7 Memberships, 266 Pathway Fitness Passes, 77 Track 24/7 Memberships, 217 Track Passes, and 325 Open Gym Passes.
- Had a Rec Staff meeting to go over winter/spring special events and summer brochure information.
- Hosted the Sycamore Chamber Expo at the Community Center.
- Had a Service Desk Staff meeting to discuss summer programs and prepare for registrations.
- Hosted the Sycamore Library's Total Eclipse of the Park event.
- The Sycamore Fire Department did a CPR / First Aid Training to certify the Service Desk Staff.
- Attended the KSRF Board Meeting.
- Was a part of the WT Group kick-off meeting for updating areas of the Park District to meet ADA requirements.
- Continued to do a Virtual Prep Program to help study for the CPRP exam.
- Meet with Alarm Detection System to adjust some cameras and learn more about recordings.
- Registration for summer programs began.
- Attended the DEI Institute in Bolingbrook.
- Finished up our SMART Goal with PDRMA and started discussions about what our next one will be.
- Continue to work in RecTrac to update things as new things get added and changed.

Food and Beverage Manager Dobberstein

- Did vending for March selling \$277.00 in product.
- Had total of 12 Birthday Packages at the community center.
- Had 9 Multi-Purpose Room rentals for April.
- Had 5 gym rentals for April.
- Have ongoing 4-H rental.
- Had 2 clubhouse rentals for April.
- Had 2 Riverview Room rentals for April.
- Still hosting Kiwanis and Lions Club at clubhouse.
- Attended 2024 Performance Food Group food showcase in Davenport, Iowa.
- Doing research on air curtains for sports complex.
- Working on getting vendors for the Sip n Savor.
- Working on getting attendees for Junk in Your Trunk.
- Getting banners for Sports Complex to install to show open.
- Cleaned sports complex to prepare for opening.
- Opened soccer concession.
- Opened sports complex starting with first tournament.
- Attended Pumpkin Fest Committee meeting for April.

Recreation Supervisor Hoblit

- 42% of pickleball classes are running in April.
- 35% of Jr. Sports programs are running in April.
- Dog Obedience Class is running in April with 5 registrations which is in the 75% range of registration numbers.
- 206 Dog Park memberships sold since Jan 1. 46 memberships in the last month.
- Working on CPRP certification.

Recreation Supervisor Turner

- Wrapped up final Winter/Spring season classes and events.
 - Including Tai Chi for Wellness Workshop
- Finished CPRP Test prep classes and took the CPRP exam.
- Volunteered for Chamber of Commerce Taste of Spring event representing the Park District.
- Began with registrations for the Summer 2024 season of classes and events.
- Began talks with a new art instructor to offer some different, additional art classes.
- Started thinking/planning for Fall season classes and programs.

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

Administrative Initiatives (5/1/24-5/31/24)**Superintendent Metcalf**

- Will have our regular Rec Staff Meeting.
- Will attend the WILS LeadHERship Conference.
- Will attend the Wellness Committee meeting through the School District.
- Will participate in the KSRA Golf Outing.
- Will attend the Safety Coordinator Webinar.
- Will take the CPRP Exam.
- Splash Fountain opens for the season.

Food and Beverage Manager Dobberstein

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

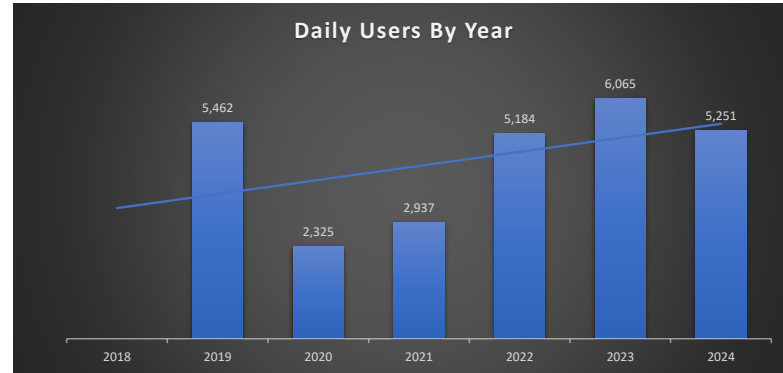
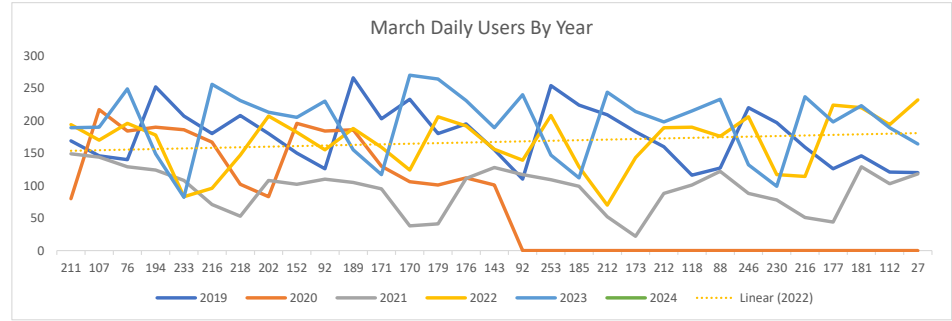
Recreation Supervisor Hoblit

- Working toward CPRP exam.
- Working on fall program offerings.

Recreation Supervisor Turner

- Start prepping for summer classes to begin, especially the different camp offerings.
- The first classes of the summer season will be starting.
- Submit fall class and program offerings to Lisa.
- Be prepared for Strategic Planning Day happening in early June.
- Work with the rest of the Recreation department to discuss the Special Events coverage (including Sip N Savor, concerts, etc.).
- Start planning for Athletic Business Show in November.
- Need to continue working on changes to the Fitness Class Punch Cards and coming up with a plan for those.

		2018	2019	2020	2021	2022	2023	2024
March	1		169	80	149	194	189	211
	2		146	217	144	170	190	107
	3		140	184	129	196	249	76
	4		252	190	124	178	149	194
	5		207	186	108	83	82	233
	6		180	167	71	96	256	216
	7		208	102	53	147	231	218
	8		180	83	108	207	213	202
	9		150	196	102	182	205	152
	10		126	184	110	155	230	92
	11		266	186	105	188	155	189
	12		203	130	95	159	117	171
	13		233	106	38	124	270	170
	14		180	101	41	206	264	179
	15	BUILDING NOT OPEN	195	112	111	192	231	176
	16	BUILDING NOT OPEN	155	101	128	156	189	143
	17	BUILDING NOT OPEN	110	0	117	139	240	92
	18	BUILDING NOT OPEN	254	0	109	208	147	253
	19	BUILDING NOT OPEN	224	0	99	129	112	185
	20	BUILDING NOT OPEN	209	0	52	70	244	212
	21	BUILDING NOT OPEN	183	0	22	143	214	173
	22	BUILDING NOT OPEN	160	0	88	189	198	212
	23	BUILDING NOT OPEN	116	0	101	190	215	118
	24	BUILDING NOT OPEN	127	0	122	176	233	88
	25	BUILDING NOT OPEN	220	0	88	206	132	246
	26	BUILDING NOT OPEN	197	0	78	117	99	230
	27	BUILDING NOT OPEN	159	0	51	114	237	216
	28	BUILDING NOT OPEN	126	0	44	224	198	177
	29	BUILDING NOT OPEN	146	0	129	220	223	181
	30	BUILDING NOT OPEN	121	0	103	194	189	112
	31	BUILDING NOT OPEN	120	0	118	232	164	27
	TOTALS		5,462	2,325	2,937	5,184	6,065	5,251



To: Board of Commissioners
 From: Paul Price
 Subject: Monthly Report
 Date: April 2024



Administrative Initiatives (4/1/24 - 4/30/24)

- Attended Leadership Meetings
- Began registration for SAY-GOLF Camp and League
- Began registration for Putting & Chipping workshops
- Finalized 2024 golf outings/events
- Finalized Permanent Tee Times
- Finalized League Rosters/Schedules/Rules/Scoring
- Finalized Locker Rentals
- Received staff shirts and distributed as ordered
- Updated golf website content
- Received, tagged, organized, and positioned new merchandise
- Continued to receive merchandise for new season
- Continued collaboration with Sarah on all things golf marketing, e
 - Golf Cart Placards, Signage, Facebook, Emails, Advertising
- Sent out April Birdie Bulletin E-newsletter
- Prepared for ADA audit visitation at Pro Shop, Clubhouse, etc...
- Successfully implemented lock system for golf carts stationed outdoors
- Changed name and information on golf cards, including errant golf ball policy
- Renewed USGA Club Annual Membership
- Completed USGA Handicap Rules quiz (required by CDGA)
- Finalized CDGA Handicaps before activation deadline
- Ordered new women's apparel for Pro Shop
- Researched the purchase of new push carts from Bag Boy
- Researched the possibility of indoor lessons in off-season by Uneekor
- Started constructing an Emergency Action Plan (EAP) for Sycamore Golf Club

Administrative Initiatives (5/1/24 - 5/31/24)

- Attend Leadership Meetings
- Continue to receive merchandise from vendors
- Work on May e-newsletter and social media content
- Continue to fine-tune the golf cart organization and use schedule/process
- Prepare for first week of leagues
- Prepare for first outing of the season (May 17th - NIU Wrestling)
- Continue to explore sponsorships and partnerships with local businesses
 - Coroca Coffee / CMJ - in-house events sponsor package
- Continue to work on SGC EAP
- Conduct Putting and Chipping workshops on May 21/23
- Continue taking SAY GOLF and workshop registration

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: April 23rd, 2024

Administrative Initiatives (4/1/24-4/30/24)

Golf

- The course is now growing and blooming with the rains and unusually warm temperatures this early spring. We were pleased to have an eight-day break in the rain this past week which finally allowed the turf to firm up for a few days to allow carts and our mowers to operate.
- The rains in March and early April did raise the river to the edge and flooded the creek from 13 tee to 10 green, however, the river went down quickly, and staff were able to pump the excess water from the low areas.
- We have already completed preemergent spraying for seedheads, applied preemergent crabgrass and fertilizer on tees and traps banks, sprayed for weeds in beds, and has been spraying for dandelions – all operations that are typically a couple of weeks later in the spring.
- Turf mowing has also begun in all areas with the unusual warmth. The area is about two hundred growing degree days ahead of last year at this time.
- We have had excellent communication with Paul and Donald in the Pro Shop. Paul sends us a weekly staffing schedule so we can reach out each morning to whomever is opening to relay frost delays and other course operations for the day. They also notify Conner of any cart related issues as they occur.
- The irrigation system will be filled and tested in the next week or so.

Sports

- Spring sports began with practices going on in all areas and some games have started as well. I have been collaborating with all user groups and Chris with the recreation staff as field use schedules are being planned continuously.
- Staff have completed lining all ball fields and soccer fields. Regular mowing, trimming, and daily ball field dragging/chalking is underway. Addition of ag lime to infields and thin turf area seeding is also being completed during the dry days.
- The ball fields have been treated for weed control and fertilizer. The soccer fields have also been treated and have also been deep tine aerified to aid in surface drainage.
- The ballfield light replacement project will be scheduled once the contractor has the dates open and the turf is solid enough to support the aerial lift needed.

- The first large tournament of the season will be the Titans travel baseball two-day event on April 27th and 28th. This will be followed by the ever-growing Mom's Rock softball tournament on May 11th. AYSO soccer games start on April 20th.

Parks

- I attended staff, Board, budget, and park planning meetings.
- Ordered products and equipment from Capital and operating budgets.
- The Parkside Park installation continues as weather allows; the playground installation will be the next step.
- Park staff completed work on all equipment. They are outside cleaning the parks of tree debris during the nice weather at all parks. Picnic tables and trash cans are being put out, mowing is beginning at all areas, repairs and inspections of playground equipment are being conducted regularly.
- We are working with Wagner Excavating to install improved drainage at the Brother's Park playground area once we get a dry spell.
- Kiara Rodriguez, our new Natural Areas Park specialist started working on April 1st. She is learning our park system and the many natural areas and landscape beds she will be managing. She has been a terrific addition to our team and gets along with all the staff very well.
- Some seasonal staff have returned to help with mowing with more expected once school is completed in May.
- Beginning this week to turn on the wells that run the shelters, concessions, and drinking fountains. I also work with the Dekalb County Health Dept. on required water sample testing as they are turned on for the season.
- The solar installation project continues on the Community Center roof. All the panels have been installed already on the maintenance shop roof. General Energy Corp. has been good to work with and are very respectful of our operational needs and working around them.

Administrative Initiatives (5/1/24-5/31/24)

- Attending staff, Board, and budget meetings. Continue working with Solar installation group.
- Have all seasonal staff begin work with continued mowing, trimming, cleaning of all parks, sports fields, and golf facilities.
- The busy spring sports season will continue with daily communication with user groups and game field prep schedules along with weather adjustments.
- Start up the splash pad mid-May and make any needed repairs and chemical feeder replacements.
- Park staff will add certified mulch to the needed playground equipment areas.

- The golf greens will be aerated and top-dressed mid-May.
- Collaborate with contractor and design group as work on Parkside Dr. Park continues.
- Continue inspections and repairs of playgrounds and park trails, along with prepping weekly for shelter rentals.

To: Board of Commissioners
From: Sarah Rex
Subject: Monthly Report
Date: April 23, 2024

Administrative Initiatives (4/1/24-4/30/24)

- Marketing and Outreach Coordinator Rex
 - Secured sponsorships for summer programming: Summer Concert Series \$6,200; Sip 'n' Savor \$1,100; Saturday Bags \$150.
 - Attended the Sycamore Chamber of Commerce Community Expo and Job Fair held in the Community Center.
 - Attended study sessions through IPRA for the Certified Park and Recreation Professional exam.
 - Took the CPRP Exam
 - Along with the Executive Director met with the manager of COROCO Coffee about a partnership so that we may serve their coffee and cold brew at the Caddyshack Grill.
 - Worked with an Illinois artist to create posters depicting four of Sycamore's parks that also represent amenities throughout the entire park system. The Sycamore Parks Foundation will sell prints and items with the artwork on them as a fundraiser. Park District staff will order items to use as promotional items, gifts, and community raffle donations. There are plans to display the artwork on a larger scale at the Golf Course and/or Community Center. See the images on the next page.
 - Attended Sycamore Parks Foundation Meetings: Quarter 2 Meeting and planning committee meetings for Give DeKalb County and their Pickleball Tournament.
 - Attended the IPRA Diversity Section's DEI Institute.

Administrative Initiatives (5/1/24-5/31/24)

- Marketing and Outreach Coordinator Rex
 - Will assist the Sycamore Parks Foundation with their Give DeKalb County Campaign.
 - Will work with NIU Center for Governmental Studies to finalize the community-wide survey and arrange for them to present the findings at the May Board meeting.
 - Will continue summer promotion of programs, events, and seasonal facilities.



CITIZENS MEMORIAL SPORTS COMPLEX
sycamore park district



COMMUNITY PARK
sycamore park district



RIVERSIDE SOCCER COMPLEX
sycamore park district



SYCAMORE LAKE ROTARY PARK
sycamore park district

To: Board of Commissioners
 From: Jonelle Bailey
 Subject: Monthly Report
 Date: April 2024

Administrative Initiatives (4/1 – 4/30/2024)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attended the KSRA board and Foundation meetings.
 - Was appointed president of the KSRA board
- Attended Dekalb History Center Board Meetings
- Attended NRPA CAPRA meetings.
- Attended American Camping Association of Illinois Board meetings.
- Bi-weekly meetings with the Superintendents
- Attended IPRA meetings: Diversity Section, Membership Council, and Illinois Parks Foundation
- Met with AYSO for soccer schedule and parking plan for Spring 2024
- Marketing Manager and I met with Coroco Coffee to discuss a partnership with the Park District.
- Trainings:
 - Attended and Presented at the Western Illinois University Professional Development School 4/19
 - IPRA Diversity Education Institute on April 26
- Continue to get to know the community members.
- Sent out Employee engagement survey for all staff from RecStar and internally for Customer Service Staff.
- Review all construction projects and next steps:
 - Reston Ponds – restarted construction, waiting on updated schedule.
 - GWT – waiting for IDOT approval of route change.
 - Solar panel installation should be completed by the end of the month.
 - Riverside Soccer: working with ERA for construction documents and bid dates.
 - Duke Environmental (formerly LEAD) regarding Ball Field light replacement – waiting on dates for installation.
- Working on document updates for the Efficiency Committee changed the date for the EC meeting to happen after the ADA assessment.
- Working on the 2025 Strategic plan update with the staff.

Administrative Initiatives (5/1 – 5/31/2024)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attended Rotary and Chamber Meetings
- Attended the KSRA board and Foundation meetings.
- Attended NRPA CAPRA meetings.
- Attended American Camping Association of Illinois Board meeting.
- Bi-weekly meetings with the Superintendents
- Attended IPRA meetings: Diversity Section, Membership Council, and Illinois Parks Foundation
- Attended Dekalb History Center Board Meetings
- Continue to get to know the community members.
- Trainings:

- Women in Leadership Training: May 3
- IAPD Legislative Conference: May 7 & 8
- Review all construction projects and next steps:
 - Reston Ponds – restarted construction, waiting for an updated schedule.
 - GWT – waiting on IDOT approval of route change.
 - Solar panels waiting on connection information.
 - Duke Environmental (formerly LEAD) regarding Ball Field light replacement – waiting on dates for installation.
 - Riverside Soccer: working with ERA for construction documents and bid dates.
- Working on the 2025 Strategic plan update with the staff. Creating outline of process and working through information already received.



Northern Illinois University Huskies

Intercollegiate Athletics

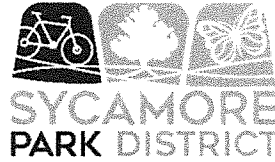
1525 West Lincoln Highway DeKalb, IL 60115-2854

Jonelle,

We would like to take a moment to thank you for attending the Rotary luncheon in the Nelson Suite. We look forward to seeing you at future events.

Go Huskies!

Muskie Athletic Fund Team



Board of Commissioners
Date of Board Meeting: April 23, 2024

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Park and Construction updates

BACKGROUND INFORMATION:

Great Western Trail:

- We have the updated agreement from IDOT identifying the minor change in the route and mailed the signed copies back to IDOT. Still waiting for a final approval of the trail change to start the updated property assessments.
- American Survey stated they were in contact with FS Grain, we have the signed contracts and they have been sent to Ancel Glink for review and filing.

Reston Ponds:

- Construction has begun and will continue to be weather dependent. Waiting for an official schedule to be provided. Construction will be concluded in June.

Solar Panels:

- Solar panel installation started on April 5th at the Maintenance and has moved to the community center. Installation should be completed by the end of April. Connection of the system is scheduled to be completed by July.

Memorial Park Softball field w/the school district:

- No current updates

Ball Field Lights:

- Waiting for the start date from Duke Environmental on installation dates.

Pool Building:

- IN process – reached out to a couple of contractors and waiting for further information.

North Grove:

- Status is the same: the district was awarded an OSLAD grant and will move forward with planning and bidding out the construction for Fall of 2024 and construction to start in Fall of 2025. Potential completion 2026. We will be working with Upland Design and ERA on this project.

Riverside Soccer Complex:

- ERA is preparing the construction documents for the additional parking lot so the project can be bid out in the fall for 2025 late spring/early summer.

Community Gardens:

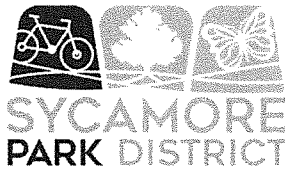
- Have not received any additional information or response from the property owners in question. Requesting assistance from the board to move forward with this project.

FISCAL IMPACT: information only

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners
 Date of Board Meeting: April 23, 2024

Information Only

AGENDA ITEM:

2024 Access Audit and Transition Plan

BACKGROUND INFORMATION:

We held the kick-off meeting on Tuesday April 9th where we reviewed the assessment schedule and overall process.

- The assessment started on Wednesday April 17 at the Sycamore Golf Club. Most of the visits will be on Wednesdays and Fridays.
- There will be an audit of the parks, facilities, and trails for all of our properties.
- Site reports for each park will be prepared.
- A transition plan with estimated costs will be presented in early October.

FISCAL IMPACT:

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

A handwritten signature in black ink, appearing to read "JEB", is written over the text "Executive Director".

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:



Engineering • Design • Consulting

TO: Sycamore Park District Staff

FROM: WT Group Accessibility Practice

RE: Upcoming Audit Process

DATE: April 10, 2024

The Sycamore Park District has retained The WT Group Accessibility Practice to conduct an audit of the parks and facilities in the District, to determine compliance with the Americans with Disabilities Act (ADA). The primary goal of the ADA is to provide the residents of Sycamore equal access to your facilities and services. In order to do so, an audit will be conducted at each of your parks and facilities.

The audit will involve several visits to each of your locations to collect data. A report will then be prepared for the District. Data collection will include taking measurements, testing pull forces on all doors, and taking pictures. Our goal is to create minimal interruption to residents and staff as we conduct the audit.

What we will need from you when we arrive is access to **each and every** room and space in facilities, including employee and mechanical spaces. This will most likely involve providing a key or a staff to unlock secured rooms.

We have provided your District contact with an estimated time and dates for our visits. At times, our planned schedule may change because of weather, or a slower or faster pace than anticipated at a site. We ask you to be flexible with the times in those cases. If the dates and times we provide coincide with a large event or heavy use time at the site, advise us of a better day and time to visit.

If you have any questions about the audit process, please feel free to contact Aaron Hirthe, Project Manager at 224-293-6332 or ahirthe@wtgroup.com. Thank you for your assistance in this process.

AH/WTG MEMO TO SYCAMORE PARK DISTRICT STAFF 202401

**SYCAMORE PARK DISTRICT
ACCESS AUDIT AND TRANSITION PLAN**

KICKOFF MEETING

**Wednesday, April 10, 2024
10:30 am, via Zoom**

- 1. Introductions (all)**
 - A. Who is the Sycamore Park District?**
 - B. Who is WT Group?**
- 2. What has the Park District done towards access?**
- 3. What is the scope of this project?**
 - A. Task 1 - Project Management**
 - B. Task 2 - Access Audit of Parks and facilities**
 - C. Task 3 - Site Reports**
 - D. Task 4 - Transition Plan with Cost References**
 - E. Task 5 – Community Engagement**
 - F. Task 7 – Preparation and Presentation of Final Reports**
 - G. Task 8 – Provide Staff Training**
 - H. Alternates?**
- 4. Program Access, guidelines, and newer standards**
- 5. How will the audits be conducted?**
- 6. Our approach to trails**
- 7. A question regarding safety at Sycamore Park District sites**
- 8. Speaking of safety...COVID protocols**
- 9. What will be in the report?**

**Sycamore Park District
Kickoff Meeting
April 10, 2024**

- 10. What is the schedule?**
- 11. What do we need from you?**
- 12. Next visit**
- 13. Conclusion**

AH/SYCAMORE PARK DISTRICT KICKOFF MEETING 202401

SYCAMORE PARK DISTRICT – TENTATIVE AUDIT SCHEDULE

Wednesday, 4/17	Friday, April 19	Wednesday, April 24	Friday, April 26
Sycamore Golf Club Begin - Citizens Memorial Sports Complex	Finish - Citizens Memorial Sports Complex Begin - Sycamore Community Park	Finish - Sycamore Community Park Begin – Riverside Sports Complex	Finish – Riverside Sports Complex Dr. John Ovitz Park Founders Park Boynton Park

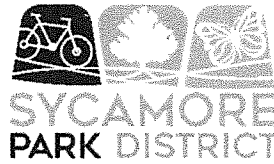
Day 5 - TBD	Day 6 -TBD	Day 7 - TBD	Day 8 - TBD	Day 9 - TBD
Chief Black Partridge Nature Preserve Emil Cassier Park Merry Oaks Path Elmer & Stanley Larson Park Wetzel Park Charlie Laing Memorial Park	Leon D. Larson Memorial Park Sycamore Lake Rotary Park Brothers Park	Old Mill Park Parkside Preserve Kiwanis East Park Kiwanis Prairie Park	Community Center and Legacy Campus	SPD Maintenance Building Finish – any remaining sites or facilities yet to be audited

WT Group Auditors:

Aaron Hirthe, WTG Project Manager - 224.293.6332

Tanya Scheibe - 224.293.6454

Shelley Zuniga - 224.293.6452



Board of Commissioners
Date of Board Meeting: April 23, 2024

INFORMATION ONLY

AGENDA ITEM:

Strategic Plan Document

BACKGROUND INFORMATION:

In attending the NRPA Directors School I was privileged to be able to attend sessions regarding creating a Master and Strategic Planning Documents, in addition to better Data Analysis processes.

I have crafted questions to review for the 2025 – 2030 strategic planning and Master plan creation to be discussed on June 4 at Whiskey Acres in their board room.

Please review and provide feed back on or before June 4.

FISCAL IMPACT:

STAFF RECOMMENDATION: I would ask that each department and the board review the information, prepare goals, and action steps for their areas of responsibility to be discussed at our June 4 meeting date.

PREPARED BY: Jonelle Bailey, Executive Director

A handwritten signature in black ink, appearing to be "JEB", is written to the right of the printed name.

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

Master Planning:

- **Vision and Goals:** This section outlines the desired future state for the project or area. It describes what the plan aims to achieve in the long term (typically 10-20 years).
- **Current Conditions and Analysis:** This section assesses the existing situation. It might include data on demographics, infrastructure, environmental factors, and any challenges or opportunities present.
- **Guiding Principles and Strategies:** This section outlines the overall approach to achieving the vision. It defines key principles that will guide decision-making throughout the plan's implementation.
- **Specific Plans and Recommendations:** This section details specific actions and projects needed to achieve the goals. It might include land-use plans, infrastructure development strategies, or programs for community engagement.
- **Implementation and Phasing:** This section outlines how the plan will be put into action. It might include timelines, responsible parties, funding sources, and a process for monitoring progress.

Strategic Planning Outline:

The main areas of focus in a strategic planning document typically address both the big picture and the nitty-gritty of how to get there. Here's a breakdown of the common sections:

1. Mission, Vision, and Values:

- **Review**
- **Mission:** This clarifies the organization's core purpose, what it does and why it exists. **What you do; why you do it; what you don't do**
- **Vision:** This paints a picture of the desired future state, the long-term goal the organization strives for.
- **Values:** These are the fundamental principles that guide decision-making and behavior within the organization. **What you believe; why someone would with you; why someone would buy from you**

These elements set the stage for the strategic direction and ensure everyone is aligned towards a common goal.

2. Situational Analysis:

- **Internal Analysis:** This examines the organization's strengths and weaknesses. It might assess resources (financial, human capital (staff)), capabilities, and competitive advantages.
- **External Analysis:** This evaluates external factors that can impact the organization. This could include industry trends, competitor analysis, economic climate, and social/political landscapes (often referred to as a SWOT analysis - Strengths, Weaknesses, Opportunities, Threats).

Understanding the internal and external landscapes helps identify opportunities and threats to navigate.

3. Strategic Goals and Objectives:

- **Strategic Goals:** These are the high-level, ambitious targets that contribute to achieving the vision. They should be specific, measurable, achievable, relevant, and time-bound (SMART goals).
- **Objectives:** These are more specific and actionable steps that need to be taken to achieve the strategic goals.

This section translates the vision into concrete targets and outlines the direction for the organization.

4. Strategic Initiatives and Action Plans:

- **Strategic Initiatives:** These are broad programs or projects undertaken to achieve the strategic goals.
- **Action Plans:** These detail the specific activities, tasks, and resources required to implement the strategic initiatives. They often include timelines, responsible parties, and performance metrics.

This section outlines the "how" - translating goals into action steps and assigning ownership.

5. Implementation and Monitoring:

- **Implementation Plan:** This outlines the steps for putting the strategic plan into action, including timelines, resources, and communication strategies.
- **Monitoring and Evaluation:** This describes how progress will be measured and how the plan will be evaluated to ensure it's achieving the desired outcomes.

This section ensures effective execution and tracks progress towards achieving the strategic goals.

Additional Considerations:

- **Competitive Advantage:** Strategic plans often consider how the organization can differentiate itself from competitors and gain a sustainable advantage.
- **Resource Allocation:** The plan should address how resources (financial, staff) will be allocated to support the strategic initiatives.
- **Risk Management:** The plan may identify potential risks and outline strategies to mitigate them.
- What is the big picture? Where do we want to go? What do we want the agency to look like?
- How can we be innovative? How can we be flexible to adapt and adjust to trends and market competitors?
- What is our ability to execute? How will we measure KPI's and success (Qualitative/Quantitate)

Quarterly check-in's:

- What did we do well this quarter?
 - What do we need to work on?
 - What should we keep doing?
 - Highlights for the quarter - programming, maintenance, facility, outreach, events, etc.
 -
- By addressing these main areas, a strategic planning document provides a roadmap for the organization's future, outlining its goals, direction, and how to achieve them.

2025-2030 Strategic Planning and Masterplan Questions to review

The main areas of focus in a strategic planning document typically address both the big picture and the nitty-gritty of how to get there. Here's a breakdown of the common sections:

1. Mission, Vision, and Values:

- **Review:** Ensure that what we are currently doing and have an outline will continue to work in guiding us.
- **Mission:** This clarifies the organization's core purpose, what it does and why it exists. **What you do; why you do it; what you don't do**
- **Vision:** This paints a picture of the desired future state, the long-term goal the organization strives for.
- **Values:** These are the fundamental principles that guide decision-making and behavior within the organization. **What you believe; why someone would work with you; why someone would buy from you**

These elements set the stage for the strategic direction and ensure everyone is aligned towards a common goal.

2. Situational Analysis: SWOT

- **Internal Analysis:** This examines the organization's strengths and weaknesses. It might assess resources (financial, human capital (staff), capabilities, and competitive advantages).
- **External Analysis:** This evaluates external factors that can impact on the organization. This could include industry trends, competitor analysis, economic climate, and social/political landscapes (often referred to as a SWOT analysis - Strengths, Weaknesses, Opportunities, Threats).

Understanding the internal and external landscapes helps identify opportunities and threats to navigate.

3. Strategic Goals and Objectives: What do we want to achieve for each area?

- **Strategic Goals:** These are the high-level, ambitious targets that contribute to achieving the vision. They should be specific, measurable, achievable, relevant, and time-bound (SMART goals).
- **Objectives:** These are more specific and actionable steps that need to be taken to achieve the strategic goals.

This section translates the vision into concrete targets and outlines the direction for the organization.

4. Strategic Initiatives and Action Plans:

- **Strategic Initiatives:** These are broad programs or projects undertaken to achieve the strategic goals.
- **Action Plans:** These detail the specific activities, tasks, and resources required to implement the strategic initiatives. They often include timelines, responsible parties, and performance metrics. This section outlines the "how" - translating goals into action steps and assigning ownership.

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- **Implementation Plan:** This outlines the steps for putting the strategic plan into action, including timelines, resources, and communication strategies.

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Additional Considerations:

- **Competitive Advantage:** Strategic plans often consider how the organization can differentiate itself from competitors and gain a sustainable advantage.
- **Resource Allocation:** The plan should address how resources (financial, human) will be allocated to support the strategic initiatives.
- **Risk Management:** The plan may identify potential risks and outline strategies to mitigate them. By addressing these main areas, a strategic planning document provides a roadmap for the organization's future, outlining its goals, direction, and how to achieve them.

Strategic planning Questions

1. Internal Analysis:

- What are the organization's strengths and weaknesses? (Resources, capabilities, competitive advantages)
- **External Analysis:**
- What are the key trends and opportunities in industry or relevant environment?
- What are the main threats or challenges facing the organization? (Economic, social, political, technological)
- Look beyond your organization. Identify key trends, opportunities, and threats in the external environment (industry, economic climate, social/political landscape)
- A SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) can be a helpful tool for this.

2. Defining Strategic Direction

Strategic Goals:

- What are the high-level, ambitious targets that the organization wants to achieve in the next 3-5 years? (SMART goals)
- How do these goals contribute to achieving the vision?
- Based on your internal and external analysis, set ambitious yet achievable strategic goals for the next 3-5 years. Ensure these goals are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

Strategic Objectives:

- What are the specific, measurable steps needed to achieve the strategic goals?

3. Developing Action Plans

- **Strategic Initiatives:**
- What broad programs or projects will be undertaken to achieve the strategic goals?
- **Action Plans:**
- What detailed activities, tasks, and resources are needed to implement the strategic initiatives?
- Who is responsible for each action item?
- What are the timelines for each action item?
- How will progress be measured?

4. Implementation and Monitoring

- **Implementation Plan:**
- What steps will be taken to put the strategic plan into action?
- How will resources be allocated?
- What communication strategies will be used to keep stakeholders informed?

Change Management:

- Anticipate resistance to change and develop strategies to address it. Effective communication and employee engagement are crucial.
- Where are our pain points of change going to be?

Monitoring and Evaluation:

- **Performance Monitoring:** Regularly track progress towards your strategic goals using KPIs and adjust your strategies as needed.
- **Continuous Improvement:** The strategic landscape is dynamic. Be prepared to adapt your plan based on new information, emerging opportunities, or unforeseen challenges.
 - How will the organization track progress towards achieving its strategic goals?
 - How will the strategic plan be evaluated to ensure it's on track?
 - What process is in place to adapt the plan if needed?

Additional Considerations

- **Competitive Advantage:** How can the organization differentiate itself and gain a sustainable advantage?
- **Resource Allocation:** How will resources be allocated to support the strategic initiatives? (Financial, human)
- **Risk Management:** What are the potential risks to achieving the strategic goals, and how will they be mitigated?

By considering these questions throughout the strategic planning process, organizations can develop a clear and actionable roadmap for their future success.

- What is the big picture? Where do we want to go? What do we want the agency to look like?
- How can we be innovative? How can we be flexible to adapt and adjust to trends and market competitors?
- What is our ability to execute? How will we measure KPI's and success (Qualitative/Quantitate)

Quarterly check-in's:

- What did we do well this quarter?
- What do we need to work on?
- What should we keep doing?
- Highlights for the quarter - programming, maintenance, facility, outreach, events, etc.

Master Plan Document 2025 - 2035

- **Vision and Goals:** This section outlines the desired future state for the project or area. It describes what the plan aims to achieve in the long term (typically 10-20 years).
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SWOT Questions 2024

Strengths:

- **Internal Resources:**
 - What are our financial strengths (assets, revenue streams)?
 - Do we have a strong team with diverse skills and experience?
 - What innovative technologies or processes do we possess?
 - What competitive advantages do our products or services offer?
 - Do we have a loyal customer base or strong brand reputation?
- **Capabilities and Processes:**
 - What are we good at doing?
 - Do we have efficient and effective internal operations?
 - Are we known for exceptional customer service or high-quality products?
 - Do we have a strong track record of innovation or problem-solving?
 - What unique capabilities or expertise sets us apart from competitors?

Weaknesses:

- **Internal Limitations:**
 - Do we have any financial constraints or resource limitations?
 - Are there any skills or expertise gaps within our team?
 - Are our internal processes outdated or inefficient?
 - Do we lack brand awareness or struggle with customer loyalty?
 - Are there areas where our products or services fall short compared to competitors?
- **Challenges and Risks:**
 - What are our biggest operational challenges or areas for improvement?
 - Do we have high employee turnover or low morale?
 - Are we reliant on outdated technology or infrastructure?
 - Are we susceptible to any compliance or regulatory risks?
 - Are there any weaknesses in our marketing or sales strategies?

Opportunities:

- **External Trends and Developments:**
 - What are the emerging trends in our industry or market?
 - Are there any unmet customer needs we can address?
 - Can we leverage new technologies to improve our products or services?
 - Are there potential partnerships or collaborations that could benefit us?
 - Are there new markets or customer segments we can explore?
- **Favorable Conditions:**

- Are there any favorable economic or political conditions that can benefit us?
- Are there any changes in regulations or policies creating new opportunities?
- Are our competitors facing any challenges that we can capitalize on?
- Can we expand our reach through new marketing channels or distribution networks?
- Are there any social or environmental trends we can align with to create value?

Threats:

- **External Challenges:**
 - What are the biggest threats facing our industry or market?
 - Are there any new or emerging competitors we need to be aware of?
 - Are there any potential disruptions to our supply chain or operations?
 - Are there any economic, political, or social factors that could pose a threat?
 - Are there any changes in technology that could render our products or services obsolete?
- **Competitive Landscape:**
 - What are the strengths and weaknesses of our main competitors?
 - Are they launching any new products or services that could threaten our market share?
 - Are there any regulatory changes that could disadvantage us compared to competitors?
 - Are there any shifting customer preferences that we need to address?
 - How can we stay ahead of the curve and maintain a competitive advantage?

By thoroughly considering these questions, you can gain valuable insights into your organization's internal and external environment. This will help you develop a comprehensive SWOT analysis that informs your strategic planning process and positions your organization for future success.

Remember:

- There are no "one size fits all" questions. Tailor them to your specific industry and organization.
- Conduct brainstorming sessions to involve diverse perspectives and generate a wider range of ideas.
- Regularly revisit and update your SWOT analysis as circumstances change.

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 pro-active 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.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: April 23, 2024

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:

PROJECT	2024	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			\$15,080		
Large dump (2007)			\$11,180			2023 budget/finished 2024
New Shed - Electric			\$3,740			2023 budget/finished 2024
PC Replacement/Upgrades	\$21,250	\$3,903		\$17,347		December
Beverage Cart Insert	\$4,400		\$4,771		-\$371	April
Ice Machine	\$4,000					if needed
Workman (Toro 1993)	\$24,000		\$23,048		\$952	April
Mini Heavy Asphalt Roller (Used)	\$12,000					Postponed, may use for other project
HVAC Clubhouse	\$25,000					November
Bobcat Shear Attachment	\$4,000					July
Golf Carts	\$35,000					April
Shelter 8th tee	\$11,000					Fall
Two Post Lift	\$10,400		\$10,435		-\$35	March
Suction Pump (Splashpad)	\$2,000					May
Window Tint CC	\$4,000					Fall
Reston Ponds - Phase 1	\$227,317					June
Field Lighting (Comed Incentive Program offset)	\$140,000					September
Partial Roof WPA Main	\$5,000					October
Signage (Kiwanis East/Founders)	\$3,000					May/June
Paving West Entrance	\$130,000					October
Bleachers (new baseball)	\$6,000		\$5,864		\$136	February
Portable Stage (offset in revenue)	\$180,000					Not happening/no grant
Kwanis Park West climbing net/musical (Kiwanis)	\$40,000					June
Fuel System	\$10,000		\$8,445		\$1,555	April
	\$928,367	\$3,903	\$53,174	\$32,427	\$546	