



Sycamore Park District  
 Regular Board Meeting  
 February 27, 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: January 23, 2024 (Voice Vote)  
 Executive Session Minutes: January 23, 2024 (Voice Vote) (To Remain Confidential)

#### **APPROVAL OF MONTHLY CLAIMS:**

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

#### **CONSENT AGENDA:**

36. Superintendent of Finance Monthly Report
38. Budget
52. Superintendent of Recreation Monthly Report
56. Superintendent of Golf Operations Monthly Report
57. Superintendent of Parks and Facilities Monthly Report
59. Marketing & Community Outreach Manager
60. Executive Director Monthly Report

#### **CORRESPONDENCE:**

62. Sycamore Fire Department Thank You
63. Sycamore High School Thank You

#### **PUBLIC INPUT:**

#### **POSITIVE FEEDBACK/REPORTS:**

**AGENDA****February 27, 2024, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

- 64. Park/Construction Updates: Jonelle/Jeff
  - a. Great Western Trail seg. 2
  - b. Reston Ponds
  - c. Solar Panels
  - d. Ball Field Lights
- 65. Open positions: Jonelle/Jackie
  - e. Naturalist
- 66. Community Survey status
- 67. Solar panels: Jonelle (ROLL CALL)

**NEW BUSINESS:**

- 83. Bi-Annual Review of Executive Session Minutes: Jonelle (ROLL CALL)
- 85. MOU Annual Review: Lisa
- 86. Rental Update for large rentals: Lisa/Jonelle
- 87. Strategic planning location/potential dates: Jonelle
- 88. ADA Audit/transition plan

**Special Announcements: March board meeting will be on March 19<sup>th</sup> at 6:00 pm at our Community Center building located at 480 Airport Road, Sycamore.**

**Potential Study Session March 12, 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, January 23, 2024**

The regular meeting of the Sycamore Park District Board of Commissioners, DeKalb County, Illinois, being held at our Clubhouse, located at 940 E. State St., Sycamore, Illinois is called to order at 6:01 p.m. on Tuesday, January 23, 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 Doty, Graves, Strack and Kroeger.** **Commissioner Ackmann was absent.**

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

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

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

**Guests at the Board meeting were:**

- Klint Mathey, Sycamore

**Regular and Consent Agenda Approval –  
Motion**

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

**Voice Vote**

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

**Approval of Minutes –  
Motion**

Commissioner Strack moved to approve the December 19, 2023, Regular Meeting Minutes. Commissioner Doty seconded the Motion.

**Voice Vote**

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

**Motion**

Commissioner Doty moved to approve the December 19, 2023, 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 4-0. Commissioner Ackmann was absent.

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### **Claims and Accounts Approval**

#### **Motion**

Commissioner Doty moved to approve and pay the bills in the amount of \$141,191.05.  
 Commissioner Strack seconded the Motion.

#### **Roll Call**

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

### **Correspondence – None**

### **Public Input –**

#### **Positive Feedback –**

- Commissioner Graves thanked staff for putting on a nice gathering and thanked Kirk Lundbeck for his years of service.
- Director Bailey also thanked staff for their hard work on the Fire & Ice Event.
- Commissioner Graves noted for the many years he has been on the board, this is the best annual report.
- President Kroeger gave hats off to being voted the Best Municipality to work at in DeKalb County.

**Plan Commission:** Commissioner Strack noted there were two things addressed. The first was the parcel of land behind Farm & Fleet. The owner has owned this property for over 20 years. The Plan commission approved a single-story townhome development. This would fall under the high-density bucket but within the UDO. After the Pappas conversations, it was very hard to say no to this one. The other item was information about a single lot being split up into two units.

### **Old Business:**

#### **Construction Updates:**

- **GWT:** Director Bailey noted that some of this will be discussed in executive session. The trail has been adjusted by the engineers and has been sent to IDOT for approval. We are in the same position we were with FS Grain. According to Roger it has been approved and we are just waiting on paperwork.
- **Reston Ponds:** Director Bailey noted the construction has started. We are waiting on the construction schedule.
- **Solar Panels:** Director Bailey noted we had the construction meeting today via zoom. They will be sending us a project schedule and looking to start in March. There is a delay on some parts which won't be here until July. They will do everything around these parts. We are hoping to go live in July. President Kroeger noted it would be good to let Swedberg Electric know what is going on with this. Supt. Donahoe noted when it is close to switching over, he will let them know.

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**Construction Updates- cont'd:**

- **District Softball field:** Director Bailey noted no updates on the softball field. It is in the hands of the school at this point. We recommended, as well as ERA, to rebid it, but have the construction start later in the year in the fall.
- **Pool Building:** Director Bailey noted as we are looking toward our new strategic plan in 2025, she is looking at gathering quotes for tearing down the pool building and taking out the pool. We literally can't do anything with it. We are trying to get the overall cost to tear it down, fill it in legally. Supt. Donahoe noted they have gotten some names from other places that had pools removed and filled in before. Klint Mathey asked if a greenhouse could be put over the pool. We are putting out a community survey asking what people would like to see on that area. President Kroeger noted the reason the pool was shut down was the age of all the equipment with a lot of it being over 40 years old. The staff had put band aids on as long as they could. It got to the point it would be over \$100,000 to start putting money into it. Director Bailey noted we started putting information out on the pool starting in 2020. We sent out a summer mailer to homes talking about the pool. We put information on our website and in our brochure. President Kroeger noted that after the pool closed, we didn't have much feedback from the community.

**Open Positions:**

Naturalist – Director Bailey noted the position closes February 8<sup>th</sup>. We have five applicants at this point. We are hoping to have someone hired by the end of February.

**New Business**

**March Meeting Date Change:** Director Bailey noted the March 26<sup>th</sup> meeting is being changed to March 19<sup>th</sup>. There were going to be at least two board members gone on the 26<sup>th</sup> and we need to definitely have 3 board members present.

**Motion**

Commissioner Doty moved to approve the March meeting date change as presented.  
 Commissioner Strack seconded the Motion.

**Voice Vote**

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

**Approve FY 2024 Operating Budget:**

**Motion**

Commissioner Strack moved to approve the FY 2024 Operating Budget as presented.  
 Commissioner Doty seconded the Motion.

**Roll Call**

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

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**Approve FY 2024 Capital Budget:**

**Motion**

Commissioner Doty moved to approve the FY 2024 Capital Budget as presented.  
 Commissioner Strack seconded the Motion.

**Roll Call**

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

**Ordinance #01-2024: ANNUAL ABATEMENT ORDINANCE: Ordinance abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Park Bonds (alternate Revenue Source), Series 2017A, of the Sycamore Park District, DeKalb County, Illinois:**

Supt. Hienbuecher noted this is the official way we have to submit to the County that we are not collecting taxes to pay these bonds.

**Motion**

Commissioner Strack moved to approve Tax Abatement Alternative Revenue Bonds 2017A Ordinance 01-2024 as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Ordinance #02-2024: ANNUAL ABATEMENT ORDINANCE: Ordinance abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Park Bonds (alternate Revenue Source), Series 2015A, of the Sycamore Park District, DeKalb County, Illinois:**

**Motion**

Commissioner Strack moved to approve Tax Abatement Alternative Revenue Bonds 2015A Ordinance 02-2024 as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

**Ordinance #03-2024: ANNUAL ABATEMENT ORDINANCE: Ordinance abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Park Bonds (alternate Revenue Source), Series 2019A, of the Sycamore Park District, DeKalb County, Illinois:**

**Motion**

Commissioner Strack moved to approve the Tax Abatement Alternative Revenue Bonds 2019A Ordinance 03-2024 as presented. Commissioner Doty seconded the Motion.

**Roll Call**

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

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**Ball Field Light Replacement:** Supt. Donahoe noted Com Ed is doing their program again. Luckily, the company we used for other lights got our numbers and analyzed all our fields. We use enough to make Com Ed say it is worthwhile for them. We have a signed contract for it, and we are already in the system. Commissioner Graves and Kroeger asked to have this added to the annual report.

**Motion**

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

**Roll Call**

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

**Community Survey:** Director Bailey noted she sent out a copy of the draft survey. She would like the board to review all of the questions on the survey. The main question she wanted to talk about is the one we are asking about the pool. She read off the draft different versions of the question. The cost would be approximately \$16,000,000 (based on 2022 numbers) which includes property acquisition, engineering, and construction. Commissioner Doty noted the alternative question with the dollars listed is clearer. President Kroeger noted the costs in two years have gone up a lot. Director Bailey noted that if we want to go the direction of a referendum for 2025, we have to make a decision soon. President Kroeger noted we need to just put the question out there and see what the community says. This would be a few years down the road. Commissioner Doty noted the survey would drive our direction. Commissioner Strack asked again if we want to approach doing a joint pool. Director Bailey noted DeKalb community does not want it and DeKalb Park District is doing their own renovation of their pool. She also noted that we approached Cortland on a joint pool and at the time they did not want a pool. That may have changed. President Kroeger noted \$16,000,000 is a lot for 2 months of use. Director Bailey noted there are a lot of good things about having a pool, but it is the multi million cost. Commissioner Graves noted that Neidra Erickson put on Facebook a petition to get the park district to build a pool.

**Motion**

Commissioner Doty moved to approve the use of the second question on the pool. 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 4-0. Commissioner Ackmann was absent.

**Annual Report:** The board noted it is very well done.

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**Special Announcements** – None

**January Study Session:** None was scheduled.

**Public Input** – None

**Motion**

The Board adjourned the Regular Session to go into Executive Session at 6:52 pm on a motion made by Commissioner Graves for the reasons listed below. The motion was seconded by Commissioner Doty.

**Roll Call**

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

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.

The Board convened to Executive Session at 7:02 pm. The roll was called with Commissioners Doty, Graves, Strack and Kroeger present along with Director Jonelle Bailey and Recording Secretary Freeman. Commissioner Ackmann was absent.

**Motion**

The Board adjourned the Executive Session at 7:21 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Doty.

**Voice Vote**

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

The Board reconvened to Regular Session at 7:21 pm. The roll was called with Commissioners Doty, Graves, Strack and Kroeger present.

**Motion**

The Board adjourned the Regular Session at 7:21 p.m. on a motion made by Commissioner Strack. The motion was seconded by Commissioner Graves.

**Voice Vote**

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

Respectfully Submitted,

Jeanette Freeman  
Recording Secretary  
Sycamore Park District



DATE: 02/20/2024  
 TIME: 14:19:52  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

*Interim*

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET ACUSHNET COMPANY									
917205849		01 TITLEIST CART 15 GOLF BAG	501000001304	02/05/24	00006594	66980	02/09/24	424.85	424.85
		02 TITLEIST CART 14 GOLF BAG	501000001304		00006594				153.00
		03 SHIPPING INV. 917205849	501000001304		00006594				234.60
		04 DISCOUNT INV 917205849	501000001304		00006594				45.00
									-7.75
917213810		01 PINNACLE LOGO BALLS	501000001300	02/06/24	00006595	66993	02/15/24	1,406.61	306.05
		02 SHIPPING INV 917213810	501000001300		00006595				287.50
		03 DISCOUNT INV. 917213810	501000001300		00006595				24.30
									-5.75
917243722		01 PINNACLE RUSH 15PK GOLF BALLS	501000001300	02/12/24	00006593	66993	02/15/24	1,406.61	1,100.56
		02 SHIPPING INV 917243722	501000001300		00006593				1,008.00
									92.56
VENDOR TOTAL: 1,831.46									
2454-494802		01 FUEL FILTER- MOWER	202100066403	12/01/23		66984	02/09/24	3,541.23	12.24
									12.24
2454-495259		01 FILTERS TO SERVICE CHIPPER	101500066402	12/13/23		66984	02/09/24	3,541.23	62.10
									62.10
2454-495346		01 PULLEY PULLER	101500066402	12/15/23		66984	02/09/24	3,541.23	52.99
									52.99
2454-495376		01 TRUCK BALL JOINT REMOVER TOOL	101500066402	12/15/23		66984	02/09/24	3,541.23	132.99
									132.99
2454-495448		01 CREDIT-RETURN TOOL	101500066402	12/18/23		66984	02/09/24	3,541.23	-185.98
									-185.98
2454-495449		01 SEALANT FOR BALL WASHER	504100076500	12/18/23		66984	02/09/24	3,541.23	6.43
									6.43
2454-495619		01 EZGO CART REPAIR PARTS	202100066402	12/21/23		66984	02/09/24	3,541.23	7.64
									7.64
2454-496039		01 OILS-FILTERS-GREASE-ETC	101500066403	01/03/24		66984	02/09/24	3,541.23	2,001.27
		02 OILS-FILTERS-GREASE-ETC	202100066403						667.09
		03 OILS-FILTERS-GREASE-ETC	504100066403						667.09

DATE: 02/20/2024  
 TIME: 14:19:52  
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
2454-496040				01/03/24		66984	02/09/24	3,541.23	146.32
	01	OIL-FILTER-PARTS	101500066403						48.77
	02	OIL-FILTER-PARTS	202100066403						48.77
	03	OIL-FILTER-PARTS	504100066403						48.78
2454-496041				01/03/24		66984	02/09/24	3,541.23	85.36
	01	FILTERS	101500066403						28.45
	02	FILTERS	202100066403						28.45
	03	FILTERS	504100066403						28.46
2454-496112				01/04/24		66984	02/09/24	3,541.23	6.55
	01	QUICK CONNECT TERMINALS-SHOP	101500076500						6.55
2454-496133				01/04/24		66984	02/09/24	3,541.23	19.65
	01	QUICK CONNECT TERMINAL-TRUCKS	202100066402						19.65
2454-496354				01/09/24		66984	02/09/24	3,541.23	44.84
	01	BRAKE PADS - TRUCK	101500066402						44.84
2454-496358				01/09/24		66984	02/09/24	3,541.23	176.78
	01	TRUCK BRAKE ROTORS	101500066402						58.93
	02	TRUCK BRAKE ROTORS	202100066402						58.93
	03	TRUCK BRAKE ROTORS	504100066402						58.92
2454-496374				01/09/24		66984	02/09/24	3,541.23	81.57
	01	U-JOINTS- MOWER	101500066403						81.57
2454-496375				01/09/24		66984	02/09/24	3,541.23	22.39
	01	U-JOINT	101500066403						22.39
2454-496476				01/11/24		66984	02/09/24	3,541.23	-96.37
	01	MOWER U-JOINTS	101500066403						-96.37
2454-496524				01/12/24		66984	02/09/24	3,541.23	634.62
	01	DEERE MOWER DECK DRIVESHAFT	101500066403						211.54
	02	DEERE MOWER DECK DRIVESHAFT	202100066403						211.54
	03	DEERE MOWER DECK DRIVESHAFT	504100066403						211.54
2454-496922				01/22/24		66984	02/09/24	3,541.23	25.99
	01	AIR-FUEL FILTERS- MOWERS	101500066403						25.99
2454-496989				01/23/24		66984	02/09/24	3,541.23	211.40
	01	SYNTHETIC OILS	101500076515						211.40
2454-497003				01/23/24		66984	02/09/24	3,541.23	102.45
	01	FIELD RAKE BATTERY	202100066402						102.45

DATE: 02/20/2024  
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 ID: AP450000.WOW

SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2454-497023	01 CREDIT-BATTERY CORE RETURN	101500066402	01/24/24		66984	02/09/24	3,541.23	-10.00 -10.00
AFLAC	AFLAC						VENDOR TOTAL:		3,541.23
	638785	01 AFLAC - PRE TAX 02 AFLAC - AFTER TAX	101000002006 101000002007	01/12/24		66952	01/24/24	524.38	524.38 453.62 70.76
AIRGAS	AIRGAS USA LLC						VENDOR TOTAL:		524.38
	5505228213	01 SHOP WELDING TANK RENTAL-FUEL	101500066401	01/31/24		66957	02/05/24	41.98	41.98 41.98
ALARMDET	ALARMDET ALARM DETECTION SYSTEMS, INC						VENDOR TOTAL:		41.98
	219337-1013	01 CH ALARM - 1ST QTR 02 CH ALARM - 1ST QTR	1010000056300 2010000056300	12/10/23		66930	01/23/24	399.27	324.27 162.14 162.13
SI-604782	SI-604782	01 UPDATE SECURITY CODES 02 UPDATE SECURITY CODES	1010000056300 2010000056300	12/08/23		66930	01/23/24	399.27	75.00 37.50 37.50
ANCEL	ANCEL GLINK, P.C.						VENDOR TOTAL:		399.27
	101289	01 TAX EXEMPTIONS	101000036120	01/11/24		66931	01/23/24	844.00	844.00 844.00
BANN	BANNER UP SIGNS						VENDOR TOTAL:		844.00
	81901	01 WINNER'S PLAQUE	206095196216	01/10/24	00006580	66918	01/19/24	25.00	25.00 25.00
	81984	01 AGENCY SHOWCASE BOARD	101200046203	01/24/24	00006590	66953	01/24/24	45.00	45.00 45.00
BEACO	BEACON ATHLETICS						VENDOR TOTAL:		70.00
	0583933-IN	01 SPORTS L SCREEN NEW NET	202100076519	02/01/24		66958	02/05/24	101.00	101.00 101.00

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
05842475-IN				02/07/24		66985	02/09/24	299.00	299.00
	01	BATTING CAGE L-SCREEN NETS	202100076500						149.50
	02	BATTING CAGE L-SCREEN NETS	202100066404						149.50
VENDOR TOTAL: 400.00									
BURRI		BURRIS EQUIPMENT CO.							
SW3005778-1				01/10/24		66919	01/19/24	2,839.15	2,839.15
	01	MOWER MULTI REPAIRS-PARTS	202100066402						473.20
	02	MOWER MULTI REPAIRS-PARTS	202100066403						473.20
	03	MOWER MULTI REPAIRS-PARTS	101500066402						473.20
	04	MOWER MULTI REPAIRS-PARTS	101500066403						473.20
	05	MOWER MULTI REPAIRS-PARTS	504100066402						473.20
	06	MOWER MULTI REPAIRS-PARTS	504100066403						473.15
VENDOR TOTAL: 2,839.15									
CAPITALO		CAPITAL ONE							
16563395345				01/19/24		66994	02/15/24	785.60	785.60
	01	ON/POT/CRN/CKS/CRK/HAMBURGER	303500086640						84.33
	02	CHIPS	303000086622						36.96
	03	COOKIES	303000086618						12.98
	04	CHEESE	206095176216						7.47
	05	CHK BREAST/FOIL	303500086640						73.86
	06	CANDY CANES	206095016216						24.48
	07	CANNED POP	303000086631						31.84
	08	NAPK/PLAT/MARKERS	205011956216						30.42
	09	BOWLS/PRIZES	206095176216						37.15
	10	LEMONS/LIMES	303000086636						1.33
	11	FORK/PASTA/SALT/OIL	303500086640						50.39
	12	HOLIDAY PARTY	101000046213						193.24
	13	HOLIDAY PARTY	201000046213						193.23
	14	SPOONS	206095176216						7.92
VENDOR TOTAL: 785.60									
CEDAR		CEDAR RAPIDS TIRE							
936795				01/29/24		66959	02/05/24	203.17	203.17
	01	TIRES - MOWERS/TRACTORS	101500066402						101.00
	02	TIRES - MOWERS/TRACTORS	202100066403						102.17
VENDOR TOTAL: 203.17									
CINTA		CINTAS CORPORATION #355							
4178669855				12/29/23		66934	01/23/24	403.60	31.58
	01	RAG & RUG SERVICE	101500056301						11.70
	02	RAG & RUG SERVICE	504100056301						11.69

DATE: 02/20/2024  
 TIME: 14:19:52  
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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4178669855		03 RAG & RUG SERVICE	201000056301	12/29/23		66934	01/23/24	403.60	31.58
		04 RAG & RUG SERVICE	101000056301						4.09
									4.10
4178669867		01 RAG & RUG SERVICE	201000056301	12/29/23		66934	01/23/24	403.60	18.70
4178669869		01 RAG & RUG SERVICE	207500056301	12/29/23		66934	01/23/24	403.60	18.70
4179379920		01 RAG & RUG SERVICE	101500056301	01/05/24		66934	01/23/24	403.60	50.62
		02 RAG & RUG SERVICE	504100056301						50.62
		03 RAG & RUG SERVICE	201000056301						31.58
		04 RAG & RUG SERVICE	101000056301						11.70
4179380023		01 RAG & RUG SERVICE	201000056301	01/05/24		66934	01/23/24	403.60	11.69
4179380032		01 RAG & RUG SERVICE	207500056301	01/05/24		66934	01/23/24	403.60	4.09
4180097408		01 RAG & RUG SERVICE	101500056301	01/12/24		66934	01/23/24	403.60	4.10
		02 RAG & RUG SERVICE	504100056301						18.70
		03 RAG & RUG SERVICE	201000056301						18.70
		04 RAG & RUG SERVICE	101000056301						31.58
4180097438		01 RAG & RUG SERVICE	207500056301	01/12/24		66934	01/23/24	403.60	11.70
4180097447		01 RAG & RUG SERVICE	201000056301	01/12/24		66934	01/23/24	403.60	11.69
4180825296		01 RAG & RUG SERVICE	101500056301	01/19/24		66934	01/23/24	403.60	4.09
		02 RAG & RUG SERVICE	504100056301						4.10
		03 RAG & RUG SERVICE	201000056301						18.70
		04 RAG & RUG SERVICE	101000056301						18.70
4180825318		01 RAG & RUG SERVICE	201000056301	01/19/24		66934	01/23/24	403.60	31.58
4180825342		01 RAG & RUG SERVICE	207500056301	01/19/24		66934	01/23/24	403.60	11.70
									11.69
									4.09
									4.10
									18.70
									18.70
									50.62
									50.62

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CINTA2 CINTAS CORP 403.60

5193403597 01 CC - 1ST AID STOCK 207500076513 01/18/24 66960 02/05/24 300.31 201.80  
 02 CC - NEW DEFIB PADS-UPSTAIRS 207500076513 33.94  
 03 CC-NEW DEFIB PADS-FITNESS CTR 207500076513 53.95  
 04 CC - NEW DEFIB PADS-LOBBY 207500076513 53.95  
 05 SERVICE CHARGE 207500076513 6.01

8406633664 01 CH -1ST AID STOCK 101500076513 01/19/24 66960 02/05/24 300.31 98.51  
 02 CH - 1ST AID STOCK 202100076513 7.66  
 03 MAINT-1ST AID STOCK 101500076513 11.62  
 04 MAINT-1ST AID STOCK 202100076513 11.62  
 05 SERVICE CHARGE 101500076513 3.00  
 06 SERVICE CHARGE 202100076513 3.01  
 07 MAINT - NEW DEFIBS 101500076513 26.97  
 08 MAINT - NEW DEFIBS 202100076513 26.98

CITY CITY OF SYCAMORE VENDOR TOTAL: 300.31

DECEMBER 2023 01 CITY SALES TAX - CLUBHOUSE 303000116852 01/19/24 66928 01/22/24 67.00 67.00  
 02 CITY SALES TAX - VENDING 207500086650 13.00  
 03 CITY SALES TAX - CC CONC 303400116852 6.00  
 04 CITY SALES TAX - CATERING 303500116852 12.00  
 36.00

CMJ CMJ TECHNOLOGIES, INC. VENDOR TOTAL: 67.00

18408 01 OFFICE 365 101000046206 01/01/24 66935 01/23/24 2,441.00 2,441.00  
 02 OFFICE 365 201000046206 395.50  
 03 MONTHLY MAINT 101000056304 395.50  
 04 MONTHLY MAINT 201000056304 825.00  
 825.00

COMCA COMCAST VENDOR TOTAL: 2,441.00

0468024-0124 01 INTERNET 101000096706 01/10/24 66936 01/23/24 654.96 654.96  
 02 INTERNET 201000096706 131.45  
 03 CABLE 207500096705 131.45  
 392.06

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0468768-0224 01 CABLE 303000096705 01/25/24 66995 02/15/24 202.28 202.28  
 02 CABLE 504000096705 101.14  
 101.14

VENDOR TOTAL: 857.24

COMMO COMMONWEALTH EDISON

010824 01 2451374004 - MAINT BLDG 101500096702 01/08/24 66938 01/23/24 11,711.07 1,029.19  
 02 2451374004 - MAINT BLDG 504100096702 469.86  
 03 2451374004 - SPORTS COMPLEX 202100096702 469.86  
 04 2789257005-WETZEL PARK 101500096702 16.52  
 72.95

020724 01 0351055064 - FOUNDERS 101500096702 02/07/24 66996 02/15/24 1,386.88 1,386.88  
 02 2830131187 - OLDMILL 101500096702 31.00  
 03 2103121091 - BOYNTON 101500096702 28.78  
 04 0443066019 - KIWANIS 101500096702 16.30  
 05 0953017019 - CASSIER 101500096702 49.60  
 06 2451549001 - GOOD TYMES 101500096702 21.82  
 07 2789257005 - WETZEL PARK 101500096702 31.92  
 08 2451370177 - ENTRY PARK 101500096702 71.48  
 09 2451374004 - MAINT BLDG 101500096702 25.02  
 10 2451374004 - MAINT BLDG 504100096702 534.95  
 11 2451374004 - SPORTS COMPLEX 202100096702 534.95  
 12 7584074070 - SOCCER 202100096702 13.01  
 28.05

0558722008-1223 01 BB CONC 303300096702 01/08/24 66938 01/23/24 11,711.07 10,681.88  
 02 POOL 518100096702 79.41  
 03 MAINT 101500096702 262.28  
 04 MAINT 504100096702 43.29  
 05 CART BLDG 504000096702 43.29  
 06 CH 303000096702 948.88  
 07 PROSHOP 504000096702 70.72  
 08 ADMIN 101000096702 70.72  
 09 ADMIN 201000096702 165.01  
 10 ELECTRONIC SIGN 101000096702 165.00  
 11 ELECTRONIC SIGN 201000096702 20.09  
 12 COMM CTR 207500096702 20.09  
 8,793.10

VENDOR TOTAL: 13,097.95

CONSERV FS

40021587 01 SALT-ROAD & LOTS 207500066401 01/18/24 66920 01/19/24 414.12 414.12  
 02 SALT-ROAD & LOTS 101000066401 300.00  
 114.12

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
40021670		01 EQUIP COOLANT/ANTIFREEZE	101500066402	01/24/24	02/05/24	66961	608.85	608.85
		02 EQUIP COOLANT/ANTIFREEZE	101500066403					101.47
		03 EQUIP COOLANT/ANTIFREEZE	202100066402					101.47
		04 EQUIP COOLANT/ANTIFREEZE	202100066403					101.47
		05 EQUIP COOLANT/ANTIFREEZE	504100066402					101.47
		06 EQUIP COOLANT/ANTIFREEZE	504100066403					101.50
40021760		01 KEROSENE-POWER WASHER	101500076515	02/08/24	02/09/24	66986	259.17	259.17
								259.17
							VENDOR TOTAL:	1,282.14
CSR		CSR BOBCAT EQUIPMENT CO.						
01-14823		01 NEW TIRES-BOBCAT SKID STEER	101500066403	01/10/24	02/05/24	66962	700.00	700.00
		02 NEW TIRES-BOBCAT SKID STEER	101500066402					175.00
		03 NEW TIRES-BOBCAT SKID STEER	202100066402					175.00
		04 NEW TIRES-BOBCAT SKID STEER	504100066402					175.00
							VENDOR TOTAL:	700.00
DEKA2		DEKALB IMPLEMENT CO.,						
250873		01 PARTS-DEERE MOWERS	101500066403	01/11/24	01/19/24	66921	711.05	711.05
		02 PARTS-DEERE MOWERS	202100066403					237.17
		03 PARTS-DEERE MOWERS	504100066403					237.17
								236.71
							VENDOR TOTAL:	711.05
DEKAM		DEKALB MECHANICAL INC						
87084		01 CC - HVAC REPAIR	207500056300	01/03/24	02/05/24	66963	150.00	150.00
87159		01 CC-HVAC CALL-REPAIRS	207500056300	01/24/24	02/09/24	66987	852.50	852.50
								852.50
							VENDOR TOTAL:	1,002.50
ECO		ECOWATER SYSTEMS, INC.						
130856-122323		01 SALT	101000056300	12/23/23	01/23/24	66939	24.65	24.65
		02 SALT	201000056300					12.33
								12.32
							VENDOR TOTAL:	24.65



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ENGIN		ENGINEERING RESOURCE ASSOC							
	160910.PI.41		711000207039	11/26/23		66940	01/23/24	1,881.90	1,881.90
	01	GWT PHASE I ENG							1,881.90
EUCL		EUCLID BEVERAGE LTD.							
	W-3808156			12/22/23		66954	01/24/24	385.35	272.80
	01	COORS LIGHT	303000086634		00006585				99.00
	02	MILLER LITE	303000086634		00006585				99.00
	03	GUINNESS BEER	303000086634		00006585				66.80
	04	DELIVERY FEE	303000086634		00006585				8.00
	W-3820908			01/05/24		66954	01/24/24	385.35	112.55
	01	COLD SNAP	303000086634		00006586				104.55
	02	DELIVERY	303000086634		00006586				8.00
FINN		FINNEY'S ELECTRIC							
	25263		504000066401	01/19/24		66922	01/19/24	4,288.30	4,288.30
	01	PRO SHOP LIGHTS							4,288.30
FOX1		FOX VALLEY FIRE & SAFETY							
	IN00656830		101000056300	01/18/24		66923	01/19/24	609.00	322.00
	01	CH ANNUAL FIRE ALARM INSP							322.00
	IN00656836		101500056300	01/18/24		66923	01/19/24	609.00	287.00
	01	MAINT ANNUAL FIRE ALARM INSP							287.00
	IN00657724		101500056300	01/24/24		66964	02/05/24	2,945.00	555.00
	01	SHOP EMERG EXIT LIGHT INSP							185.00
	02	SHOP EMERG EXIT LIGHT INSP	101500066401						185.00
	03	SHOP EMERG EXIT LIGHT INSP	202100066401						185.00
	IN00657742		207500056300	01/24/24		66964	02/05/24	2,945.00	2,005.00
	01	CC-EMERG EXIT LIGHTS INSP							1,300.00
	02	CC-EMERG EXIT LIGHTS INSP	207500066401						705.00
	IN00657744		101000056300	01/24/24		66964	02/05/24	2,945.00	385.00
	01	CH - EMERG EXIT LIGHTS INSP							385.00
								VENDOR TOTAL:	3,554.00

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
FRONTIER	FRONTIER								
	0670-010724			01/07/24		66941	01/23/24	604.55	604.55
	01 ADMIN		101000096700						302.27
	02 ADMIN		201000096700						302.28
	4818-012224			01/22/24		66997	02/15/24	213.12	213.12
	01 MAINT		1015000096700						106.56
	02 MAINT		202100096700						106.56
GRAI	GRAINGER						VENDOR TOTAL:		817.67
	9972096995			01/23/24		66965	02/05/24	100.50	100.50
	01 MOWER AIR FILTERS		101500066403						50.25
	02 MOWER AIR FILTERS		504100066403						50.25
GROUPPL	GROUP PLAN SOLUTIONS						VENDOR TOTAL:		100.50
	3547			01/05/24		66942	01/23/24	80.00	80.00
	01 COBRA/FSA - JAN		101000106801						40.00
	02 COBRA/FSA - JAN		201000106801						40.00
HVVEE	HY-VEE ACCOUNTS RECEIVABLE						VENDOR TOTAL:		80.00
	189345-011024			01/10/24		66943	01/23/24	44.97	44.97
	01 PIZZA PARTY - 12/31		205011956216						44.97
INTEG	INTEGRA BUSINESS SYSTEMS, INC.						VENDOR TOTAL:		44.97
	INV111489			01/03/24		66944	01/23/24	193.45	7.62
	01 PRINTER/COPIER = PRO SHOP		101000056304						3.81
	02 PRINTER/COPIER = PRO SHOP		201000056304						3.81
	INV111490			01/03/24		66944	01/23/24	193.45	65.97
	01 PRINTER/COPIER - MAINT		101000056304						32.99
	02 PRINTER/COPIER - MAINT		201000056304						32.98
	INV111491			01/03/24		66944	01/23/24	193.45	78.32
	01 PRINTER/COPIER - CC		101000056304						39.16
	02 PRINTER/COPIER - CC		201000056304						39.16
	INV111492			01/03/24		66944	01/23/24	193.45	41.54
	01 PRINTE/RCOPIER - ADMIN		101000056304						20.77
	02 PRINTE/RCOPIER - ADMIN		201000056304						20.77

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JOEBERO	16127	JOE BERO PLUMBING INC							193.45	
				VENDOR TOTAL:						1,134.00
				VENDOR TOTAL:						1,134.00
				VENDOR TOTAL:						220.00
				VENDOR TOTAL:						457.00
				VENDOR TOTAL:						457.00
JULIEINC	2024-1736	JULIE INC.							1,134.00	
				VENDOR TOTAL:						1,134.00
				VENDOR TOTAL:						14.43
				VENDOR TOTAL:						14.43
LIFEFIT	80119260	LIFE FITNESS							14.43	
				VENDOR TOTAL:						14.43
LOWE	903591-MJQRDK	LOWE'S							2,415.00	
				VENDOR TOTAL:						2,415.00
				VENDOR TOTAL:						2,415.00
MENA	6374	MENARDS - SYCAMORE							39.39	
				VENDOR TOTAL:						39.39
				VENDOR TOTAL:						39.39
				VENDOR TOTAL:						63.71
				VENDOR TOTAL:						63.71
				VENDOR TOTAL:						9.42
				VENDOR TOTAL:						9.42
				VENDOR TOTAL:						28.03
				VENDOR TOTAL:						28.03
				VENDOR TOTAL:						56.96
				VENDOR TOTAL:						43.98
				VENDOR TOTAL:						12.98
				VENDOR TOTAL:						67.97
				VENDOR TOTAL:						67.97

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
7419	01	SHOP-VINYL TUBING	101500076500	01/26/24		66969	02/05/24	168.95	15.99
7645	01	STEEL END FRAME	207500076500	01/30/24		66988	02/09/24	161.71	43.99
7649	01	CREDIT-RETURN CLAMPS	101500076512	01/30/24		66988	02/09/24	161.71	43.99
7650	01	RATCHET SET & ADAPTER	101500076512	01/30/24		66988	02/09/24	161.71	-34.01
7788	01	SHOP FASTENERS	101500076511	02/01/24		66988	02/09/24	161.71	-34.01
	02	SPRAY PAINT	202100076500						90.95
7854	01	SPRAY PAINT-SHOP TOWELS	101500076500	02/02/24		66988	02/09/24	161.71	90.95
								VENDOR TOTAL:	403.79
MRROUT		MR OUTHOUSE, INC							
7842	01	PORT-O-POTS-LAKE SYC	101500056309	01/26/24		66989	02/09/24	150.00	150.00
								VENDOR TOTAL:	150.00
NCPERS		NCPERS GROUP LIFE INSURANCE							
3317112023	01	REPLACE CK #043683 - 11/1-11/3	101000002011	01/24/24		66955	01/24/24	24.00	24.00
								VENDOR TOTAL:	24.00
NELSO		NELSON FIRE PROTECTION							
30617	01	CC-ANNUAL FIRE SPRINKLER INSP	207500056300	01/31/24		66970	02/05/24	360.00	360.00
								VENDOR TOTAL:	360.00
NEWV		NEW VALUES MAGAZINE							
5352	01	1/4 PG AD SELF-CARE FAIR	101200046208	01/24/24	00006589	66956	01/24/24	325.00	325.00
								VENDOR TOTAL:	325.00

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NICOR		NICOR GAS							
	012924	01 MAINT BLDG	101500096703	01/29/24		66998	02/15/24	4,429.30	4,429.30
		02 MAINT BLDG	504100096703						1,052.42
		03 POOL	518100096703						1,052.42
		04 UPSTAIRS OFFICE	101000096703						323.27
		05 ADMIN	101000096703						77.83
		06 ADMIN	201000096703						172.38
		07 PRO SHOP	504000096703						172.37
		08 CLUBHOUSE	303000096703						73.87
		09 PUMP HOUSE	504100096703						73.87
		10 AIRPORT RD PROPERTY	207500096703						67.58
									1,363.29
	123023	01 PRO SHOP	504000096703	12/30/23		66945	01/23/24	405.67	405.67
		02 CLUBHOUSE	303000096703						60.85
		03 ADMIN	101000096703						60.85
		04 ADMIN	201000096703						141.98
									141.99
									VENDOR TOTAL: 4,834.97
PACKERFA		PACKER FASTENER							
	IN95835	01 NUTS/BOLTS - SHOP	101500076511	02/08/24		66990	02/09/24	20.79	20.79
									20.79
									VENDOR TOTAL: 20.79
PDRMA		PDRMA							
	DEC 2023	01 HEALTH INS PREM	101000106801	01/23/24		66946	01/23/24	25,387.53	25,387.53
		02 HEALTH INS PREM	101500106801						5,421.85
		03 HEALTH INS PREM	504100106801						1,488.35
		04 HEALTH INS PREM	504000106801						2,728.23
		05 HEALTH INS PREM	201000106801						1,377.24
		06 HEALTH INS PREM	202100106801						7,078.55
		07 HEALTH INS PREM	207500106801						5,947.00
		08 HEALTH INS PREM	303000106801						841.23
									505.08
	SH23191	01 WORKERS COMP	231000106805	12/31/23		66947	01/23/24	31,322.64	31,322.64
		02 GENERLA LIABILITY	231000106806						13,226.82
									18,095.82
									VENDOR TOTAL: 56,710.17
REIN		REINDERS, INC.							
	6046058-00	01 MOWER PARTS	101500066403	01/25/24		66971	02/05/24	816.88	370.83
									370.83

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6046093-00	01	TORO MOWER PARTS	504100066403	01/24/24		66971	02/05/24	816.88	286.40
	02	TORO MOWER PARTS	202100066403						143.20
6046400-00	01	MOWER BLADES-BOLTS	101500066403	01/31/24		66971	02/05/24	816.88	159.65
6046657-00	01	MOWER REEL DRIVE-ADAPTOR TOO	504100066403	02/05/24		66991	02/09/24	530.55	159.19
6046762-00	01	TORO SPRAYER BRAKE CYLINDERS	504100066402	02/07/24		66991	02/09/24	530.55	283.64
6046795-00	01	MOWER REEL DRIVE ADAPTER TOOL	504100066403	02/07/24		66991	02/09/24	530.55	140.90
6046879-00	01	MOWER BED KNIFE SCREWS	504100066403	02/08/24		66991	02/09/24	530.55	140.90
6046881-00	01	CREDIT-RETURN	504100066403	02/08/24		66991	02/09/24	530.55	92.10
									92.10
									-145.28
									-145.28
									1,347.43
RINGCEN		RINGCENTRAL INC.						VENDOR TOTAL:	
CD_000737233	01	TELEPHONE	101000096700	01/22/24		66972	02/05/24	981.23	981.23
	02	TELEPHONE	201000096700						490.61
									490.62
SERVICE		SERVICEMASTER RESTORATION						VENDOR TOTAL:	981.23
13206	01	FLOORS-CARPETS CH - BATHS	101000056300	02/02/24		66992	02/09/24	450.00	450.00
SHAW		SHAW SUBURBAN MEDIA						VENDOR TOTAL:	450.00
012410027030	01	MEETING DATES - PUBLISH	101000046203	01/31/24		66973	02/05/24	56.42	56.42
	02	MEETING DATES - PUBLISH	201000046203						28.21
									28.21
SOFT		SOFT WATER CITY						VENDOR TOTAL:	56.42
2652-1123	01	SALT	207500076500	11/30/23		66948	01/23/24	349.86	79.92
									20.84

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2652-1123	02 RENT-WATER	101500076500	11/30/23		66948	01/23/24	349.86	79.92 59.08
	2652-1223	01 WATER	101500076500	12/31/23		66948	01/23/24	349.86	21.54 21.54
	3129-2024	01 HOUSE WATER SOFTENER	101000056300	12/31/23		66948	01/23/24	349.86	248.40 248.40
						VENDOR TOTAL:		349.86	
SPE		SPEER FINANCIAL INC.							
	D723/4	01 2023 LTD DISCLOSURE	101000036125	12/28/23		66949	01/23/24	150.00	150.00 150.00
						VENDOR TOTAL:		150.00	
STAPLES		STAPLES BUSINESS ADVANTAGE							
	3557969493	01 STORAGE BOXES	101000046200	01/27/24		66974	02/05/24	281.97	67.32 19.58
		02 STORAGE BOXES	201000046200						19.58
		03 WINDOW ENVELOPES	101000046200						14.08
		04 WINDOW ENVELOPES	201000046200						14.08
	3558941867	01 REPORT COVERS	101000046200	02/03/24		66974	02/05/24	281.97	57.00 28.50
		02 REPORT COVERS	201000046200						28.50
	3558941868	01 TOILET PAPER - CH	303000076510	02/03/24		66974	02/05/24	281.97	157.65 116.16
		02 COPY PAPER	101000046200						20.74
		03 COPY PAPER	201000046200						20.75
						VENDOR TOTAL:		281.97	
SYCPK2		SYCAMORE PARK DISTRICT							
	REIMB BANK	01 REIMB BANK-GARBAGE CONT	101500066404	02/05/24		66975	02/05/24	300.00	300.00
		02 REIMB BANK-GARBAGE CONT	202100066404						150.00 150.00
						VENDOR TOTAL:		300.00	
T0000024	DOBBERSTEIN, MELISSA								
	REIMB CONF	01 REIMB TRANSP HOME - CONF	201000046207	02/15/24		66999	02/15/24	7.00	7.00 7.00

FROM 01/18/2024 TO 02/19/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
T0000194	HIEBUECHER, JACKIE							7.00
	REPL BONUS CHECK			02/08/24	02/08/24	66978	250.00	250.00
	01 REPL 12-20-23 BONUS CHECK		101000001001					250.00
T0001170	METCALF, LISA							250.00
	MILEAGE 2-5-24			02/05/24	02/05/24	66976	101.04	101.04
	01 CONF-NIU CAMP REC BLDG		101000046211					50.52
	02 CONF-NIU CAMP REC BLDG		201000046211					50.52
T0001721	HOBBLIT, CHRIS							101.04
	VOLLEYBALL 2024			02/15/24	02/15/24	67000	1,050.00	1,050.00
	01 VOLLEYBALL PRIZES 2024		205490014100					1,050.00
T0001760	RAMIREZ, MICHAEL							1,050.00
	DJ 2024 DANCE			02/15/24	02/15/24	67001	200.00	200.00
	01 DJ 2024 SWEETHEART DANCE		206095036128					200.00
T0001818	BUETTNER, JONATHAN							200.00
	REFUND			01/19/24	01/19/24	66926	32.61	32.61
	01 REFUND		201000002150					32.61
T0001819	MATHEY, KLINTON							32.61
	REPL PAYROLL CHECK			02/08/24	02/08/24	66979	125.85	125.85
	01 REPL 2-9-24 PAYROLL DIRECT DEP		101000001001					125.85
TEESNAP	TEESNAP LLC							125.85
	2023-37009			01/01/24	01/23/24	66950	12,800.00	12,800.00
	01 POS		504000046206					10,200.00
	02 POS TABLETS		303300056307					2,600.00
								12,800.00



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SYCAMORE PARK DISTRICT  
 PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
		UNUM LIFE INSURANCE						
	0439956-001	0124		01/23/24	01/23/24	66951	371.92	371.92
		01 STD INS PREM	1010000106801					55.00
		02 STD INS PREM	1015000106801					25.92
		03 STD INS PREM	5041000106801					42.04
		04 STD INS PREM	5040000106801					20.00
		05 STD INS PREM	2010000106801					112.74
		06 STD INS PREM	2021000106801					88.20
		07 STD INS PREM	2075000106801					16.40
		08 STD INS PREM	3030000106801					11.62
							VENDOR TOTAL:	371.92
VORTEX		VORTEX AQUATIC STRUCTURES						
	57626	01 CHEMICAL INJECTOR-SPLASH PAD	518100066410	01/17/24	01/19/24	66927	126.20	126.20
								126.20
							VENDOR TOTAL:	126.20
WARE		WAREHOUSE DIRECT BUSINESS						
	5658812-0	01 MULTIFOLD TOWELS - CC	207500076510	01/31/24	02/05/24	66977	106.00	106.00
		02 MULTIFOLD TOWELS - CH	303000076510					26.50
								79.50
							VENDOR TOTAL:	106.00
WASTE		WASTE MANAGEMENT						
	3725654-2011-7	01 REFUSE - ADMIN	101000056302	01/04/24	01/22/24	66929	529.16	529.16
		02 REFUSE - CH	303000056302					76.80
		03 REFUSE - ADMIN	101000056302					76.80
		04 REFUSE - OLD SHOP	504100056302					8.50
		05 REFUSE - SC	202100056302					71.37
		06 REFUSE - PARKS	101500056302					-27.50
		07 REFUSE - SC	202100056302					-27.50
		08 REFUSE -PARKS	101500056302					41.50
		09 REFUSE -PICNIC	101500056302					41.50
		10 REFUSE -COMM CTR	207500056302					71.00
								196.69
							VENDOR TOTAL:	529.16
							TOTAL --- ALL INVOICES:	129,762.05

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

*New*

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1STAYD 1ST AYD CORPORATION								
PSI675714	02/05/24	01	WORK GLOVES-CLEANER-UR DISKS	101500076514			02/22/24	91.05
		02	WORK GLOVES-CLEANER-UR DISKS	101500076510				91.04
		03	WORK GLOVES-CLEANER-UR DISKS	504100076510				50.00
		04	WORK GLOVES-CLEANER-UR DISKS	202100076510				50.00
								282.09
INVOICE TOTAL:								282.09
VENDOR TOTAL:								282.09
ACUSHNET ACUSHNET COMPANY								
917257842	02/14/24	01	TITLEIST TOUR SOFT WHT	501000001300	00006596		02/22/24	1,680.00
		02	TITLEIST TOUR SOFT YELLOW	501000001300	00006596			168.00
		03	TITLEIST TOUR SOFT GREEN	501000001300	00006596			168.00
		04	TITLEIST VELOCITY WHITE	501000001300	00006596			1,260.00
		05	TITLEIST VELOCITY MAT GRN 3DZN	501000001300	00006596			60.00
		06	TITLEIST VELOCITY MAT ORN 3DZN	501000001300	00006596			60.00
		07	TITLEIST TRU FEEL WHITE	501000001300	00006596			1,050.00
		08	SHIPPING INV 917257842	501000001300	00006596			170.26
		09	DISC INV 917257842	501000001300	00006596			-88.92
								4,527.34
INVOICE TOTAL:								4,527.34
917257843	02/14/24	01	TITLEIST PROV1 WHT	501000001300	00006596		02/22/24	747.00
		02	TITLEIST PROV1 WHT HIGH #S	501000001300	00006596			249.00
		03	TITLEIST PROV1 YELLOW	501000001300	00006596			498.00
		04	TITLEIST PROV1X WHT	501000001300	00006596			747.00
		05	TITLEIST PROV1X HIGH #S	501000001300	00006596			249.00
		06	TITLEIST PROV1X YELLOW	501000001300	00006596			249.00
		07	TITLEIST PROV1 FAM 6DZN DISPLY	501000001300	00006596			249.00
		08	SHIPPING INV 917257843	501000001300	00006596			68.27
		09	DISC INV 917257843	501000001300	00006596			-59.76
								2,996.51
INVOICE TOTAL:								2,996.51
VENDOR TOTAL:								7,523.85
AFLAC	AFLAC							
992412	02/12/24	01	AFLAC - PRE TAX	101000002006			02/22/24	453.62

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
AFLAC	AFLAC							
992412	02/12/24	02	AFLAC - AFTER TAX	101000002007			02/22/24	70.76
							INVOICE TOTAL:	524.38
							VENDOR TOTAL:	524.38
ALARMDET ALARM DETECTION SYSTEMS, INC								
219339-1017	02/11/24	01	QUARTERLY ALARM - CC	207500056300			02/22/24	494.79
							INVOICE TOTAL:	494.79
							VENDOR TOTAL:	494.79
ANCEL ANCEL GLINK, P.C.								
102005	02/09/24	01	CORPORATE MATTERS	101000036120			02/22/24	63.75
							INVOICE TOTAL:	63.75
							VENDOR TOTAL:	63.75
BRANDED BRANDED BILLS HQ								
INV0361468	02/13/24	01	CRVED PERF. LEATHER DESERT HAT	501000001301	00006597		02/22/24	114.00
		02	CRVED PERF. LEATHER GRAY HAT	501000001301	00006597			152.00
		03	5PNL ROPE LEATHER BLACK HAT	501000001301	00006597			190.00
		04	SHIPPING INV 0361468	501000001301	00006597			21.10
							INVOICE TOTAL:	477.10
							VENDOR TOTAL:	477.10
BSN BSN SPORTS								
924718990	02/06/24	01	NEW BLEACHERS - FIELD 19	701000207008			02/22/24	5,864.16
							INVOICE TOTAL:	5,864.16
							VENDOR TOTAL:	5,864.16
CINTA CINTAS CORPORATION #355								
4182255099	02/02/24	01	RAG & RUG SERVICE	101500056301			02/22/24	11.70

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTA CINTAS CORPORATION #355								
4182255099	02/02/24	02	RAG & RUG SERVICE	504100056301			02/22/24	11.69
		03	RAG & RUG SERVICE	201000056301				4.09
		04	RAG & RUG SERVICE	101000056301				4.10
			INVOICE TOTAL:					31.58
4182255134	02/02/24	01	RAG & RUG SERVICE	201000056301			02/22/24	18.70
			INVOICE TOTAL:					18.70
4182255172	02/02/24	01	RAG & RUG SERVICE	207500056301			02/22/24	50.62
			INVOICE TOTAL:					50.62
4182966880	02/09/24	01	RAG & RUG SERVICE	207500056301			02/22/24	50.70
			INVOICE TOTAL:					50.70
4182966898	02/09/24	01	RAG & RUG SERVICE	201000056301			02/22/24	18.70
			INVOICE TOTAL:					18.70
4182966908	02/09/24	01	RAG & RUG SERVICE	101500056301			02/22/24	11.70
		02	RAG & RUG SERVICE	504100056301				11.69
		03	RAG & RUG SERVICE	201000056301				4.09
		04	RAG & RUG SERVICE	101000056301				4.10
			INVOICE TOTAL:					31.58
4183699538	02/16/24	01	RAG & RUG SERVICE	201000056301			02/22/24	19.31
			INVOICE TOTAL:					19.31
4183699548	02/16/24	01	RAG & RUG SERVICE	207500056301			02/22/24	52.26
			INVOICE TOTAL:					52.26
4183699560	02/16/24	01	RAG & RUG SERVICE	101500056301			02/22/24	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
			VENDOR TOTAL:					305.99

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
COMCA	COMCAST							
0468024-0224	02/10/24	01	INTERNET	101000096706			02/23/24	131.45
		02	INTERNET	201000096706				131.45
		03	CABLE	207500096705				392.06
							INVOICE TOTAL:	654.96
							VENDOR TOTAL:	654.96
COMMO	COMMONWEALTH EDISON							
0558722008-0124	02/06/24	01	BASEBALL CONC	3033000096702			02/22/24	64.82
		02	POOL	518100096702				255.81
		03	MAINT	101500096702				50.56
		04	MAINT	504100096702				50.56
		05	CART BLDG	504000096702				1,170.29
		06	CLUBHOUSE	303000096702				58.95
		07	PROSHOP	504000096702				58.95
		08	ADMIN	101000096702				137.56
		09	ADMIN	201000096702				137.56
		10	ELECTRONIC SIGN	101000096702				11.19
		11	ELECTRONIC SIGN	201000096702				11.18
		12	COMM. CTR	207500096702				9,275.20
							INVOICE TOTAL:	11,282.63
							VENDOR TOTAL:	11,282.63
CONS	CONSERV FS							
121022486	02/09/24	01	GAS - TANK 2 - NBEW SHOP	1015000076515			02/22/24	1,082.40
		02	GAS - TANK 2 - NBEW SHOP	2021000076515				360.81
							INVOICE TOTAL:	1,443.21
							VENDOR TOTAL:	1,443.21
FINN	FINNEY'S ELECTRIC							
25332	02/19/24	01	NEW SHED - ELECTRIC	7010000207008			02/22/24	3,740.04
							INVOICE TOTAL:	3,740.04
							VENDOR TOTAL:	3,740.04

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0670-020724	02/07/24	01	ADMIN	101000096700			02/23/24	302.28
		02	ADMIN	201000096700				302.27
							INVOICE TOTAL:	604.55
							VENDOR TOTAL:	604.55
GRAI GRAINGER								
9015845929	02/09/24	01	OIL DRUM HAND PUMP	101500076515			02/22/24	125.75
							INVOICE TOTAL:	125.75
9019687467	02/14/24	01	OIL DRUM HAND PUMP	101500076515			02/22/24	125.75
							INVOICE TOTAL:	125.75
9025098725	02/19/24	01	RETURN - OIL DRUM PUMP	202100066401			02/22/24	-125.75
							INVOICE TOTAL:	-125.75
							VENDOR TOTAL:	125.75
GROUPPL GROUP PLAN SOLUTIONS								
3579	02/02/24	01	COBRA./FSA - FEB	101000106801			02/22/24	48.25
		02	COBRA./FSA - FEB	201000106801				48.25
							INVOICE TOTAL:	96.50
							VENDOR TOTAL:	96.50
HYVEE HY-VEE ACCOUNTS RECEIVABLE								
189345-021224	02/12/24	01	BIRTHDAY PARTY SUPPLIES	205011956216			02/23/24	89.94
							INVOICE TOTAL:	89.94
							VENDOR TOTAL:	89.94
ILLAG ILLINOIS DEPT OF AGRICULTURE								
3 YR PEST LISC-2024-	02/21/24	01	PEST CONTROL LISC - JD 2024	101500046210			02/22/24	90.00
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
INTEG	INTEGRA BUSINESS SYSTEMS, INC.							
INV111907	02/02/24	01	PRINTER/COPIER - PRO SHOP	101000056304			02/22/24	3.07
		02	PRINTER/COPIER - PRO SHOP	201000056304				3.07
			INVOICE TOTAL:					6.14
INV111908	02/02/24	01	PRINTER/COPIER- MAINT	101000056304			02/22/24	22.87
		02	PRINTER/COPIER- MAINT	201000056304				22.88
			INVOICE TOTAL:					45.75
INV111909	02/02/24	01	PRINTER/COPIER - CC	101000056304			02/22/24	56.04
		02	PRINTER/COPIER - CC	201000056304				56.04
			INVOICE TOTAL:					112.08
INV111910	02/02/24	01	PRINTER/COPIER - ADMIN	101000056304			02/22/24	32.49
		02	PRINTER/COPIER - ADMIN	201000056304				32.49
			INVOICE TOTAL:					64.98
			VENDOR TOTAL:					228.95
LAUTER	LAUTERBACH & AMEN LLP							
87129	02/09/24	01	2023 ACTUARIAL	241000036122			02/22/24	950.00
			INVOICE TOTAL:					950.00
			VENDOR TOTAL:					950.00
MARK	MARK'S MACHINE SHOP INC.							
41270	01/31/24	01	TRUCK BED BIG DUMP TRUCK	701000207002			02/22/24	7,580.00
			INVOICE TOTAL:					7,580.00
			VENDOR TOTAL:					7,580.00
MENA	MENARDS - SYCAMORE							
8081	02/06/24	01	WALKING STONES-LEON LARSON	101500066404			02/22/24	21.96
			INVOICE TOTAL:					21.96
8273	02/09/24	01	TRUCK PAINT	101500066402			02/22/24	32.00

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SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MENA MENARDS - SYCAMORE								
8273	02/09/24	02	SHOP PIPE FITTINGS	101500066401			02/22/24	7.04
							INVOICE TOTAL:	39.04
							VENDOR TOTAL:	61.00
NATGOLF NATIONAL GOLF GRAPHICS LLC								
14447	02/11/24	01	COURSE GREEN FLAGSTICKS	504100076517			02/22/24	300.00
		02	COURSE GREEN FLAGSTICKS	504100076500				181.25
							INVOICE TOTAL:	481.25
							VENDOR TOTAL:	481.25
PDRMA PDRMA								
JAN. 2024	02/22/24	01	HEALTH INS PREM	101000106801			02/22/24	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
							INVOICE TOTAL:	27,539.76
							VENDOR TOTAL:	27,539.76
R&R R & R PRODUCTS INC.								
CD2872191	02/09/24	01	GOLF GREEN FLAG STICKS	504100076517			02/22/24	100.00
		02	GOLF GREEN FLAG STICKS	504100076500				79.95
							INVOICE TOTAL:	179.95
CD2872216	02/09/24	01	SPORTS-POSTS-BB FIELDS	202100066404			02/22/24	78.40
		02	STAY OFF SIGNS	202100076536				70.00
							INVOICE TOTAL:	148.40
							VENDOR TOTAL:	328.35



INVOICES DUE ON/BEFORE 02/23/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REIN REINDERS, INC.								
4074681-00	02/12/24	01	SERV CALLS-REPAIRS-GRIND-MOWER	101500056307			02/22/24	136.00
		02	SERV CALLS-REPAIRS-GRIND-MOWER	101500056300				136.00
		03	SERV CALLS-REPAIRS-GRIND-MOWER	101500066403				136.00
		04	SERV CALLS-REPAIRS-GRIND-MOWER	202100066403				136.00
		05	SERV CALLS-REPAIRS-GRIND-MOWER	504100066403				136.00
			INVOICE TOTAL:					680.00
6047015-00	02/13/24	01	BRUSH ASSYS-BEARING PULLEY	504100066403			02/22/24	300.00
		02	BRUSH ASSYS-BEARING PULLEY	504100066402				177.86
			INVOICE TOTAL:					477.86
6047043-00	02/14/24	01	MOWER DRIVE SHAFT	202100066403			02/22/24	134.99
			INVOICE TOTAL:					134.99
6047290-00	02/16/24	01	MOWER REEL FRONT BEARINGS	504100066403			02/22/24	136.47
			INVOICE TOTAL:					136.47
			VENDOR TOTAL:					1,429.32
RONDO RONDO ENTERPRISES, INC.								
181968	02/14/24	01	WIRING HARNESS-PARKS TRAILER	101500066402			02/22/24	53.94
			INVOICE TOTAL:					53.94
			VENDOR TOTAL:					53.94
SAF SAFETY-KLEEN CORP.								
93883384	02/17/24	01	WASTE ENG-HYDR OIL PICKUP	101500076515			02/22/24	250.00
			INVOICE TOTAL:					250.00
			VENDOR TOTAL:					250.00
SCHINDLE SCHINDLER ELEVATOR CORP								
8106460951	02/01/24	01	CC-ELEV SERV-REPAIR CONTRACT	207500056300			02/22/24	818.48
		02	CC-ELEV SERV-REPAIR CONTRACT	207500066401				818.47
			INVOICE TOTAL:					1,636.95
			VENDOR TOTAL:					1,636.95

DATE: 02/23/24  
 TIME: 07:15:21  
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/23/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
138109663-001	02/14/24	01	GREEN BALLMARK REPAIR TOOL	504100076517			02/22/24	182.75
							INVOICE TOTAL:	182.75
							VENDOR TOTAL:	182.75
SOFT	SOFT WATER CITY							
2652-0124	01/31/24	01	SALT	207500076500			02/22/24	31.95
		02	RENT-WATER	101500076500				80.62
							INVOICE TOTAL:	112.57
							VENDOR TOTAL:	112.57
SYC	SYCAMORE CHAMBER OF COMMERCE							
230878	01/31/24	01	ANNUAL MEETING	101200046214			02/22/24	90.00
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00
T0001576	SNOW, JEREMY							
CLOTHING REIMB 2024	02/23/24	01	CLOTHING REIMB-2024	101200046215			02/23/24	130.00
							INVOICE TOTAL:	130.00
							VENDOR TOTAL:	130.00
ULINE	ULINE							
174273701	02/12/24	01	OIL DRUM HAND PUMP	101500076515			02/22/24	80.76
							INVOICE TOTAL:	80.76
							VENDOR TOTAL:	80.76
UNUM	UNUM LIFE INSURANCE							
04399556-001-0224	02/23/24	01	STD INS PREM	101000106801			02/23/24	55.00
		02	STD INS PREM	101500106801				25.92
		03	STD INS PREM	504100106801				42.04

SYCAMORE PARK DISTRICT  
DETAIL BOARD REPORT

DATE: 02/23/24  
TIME: 07:15:21  
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 02/23/2024

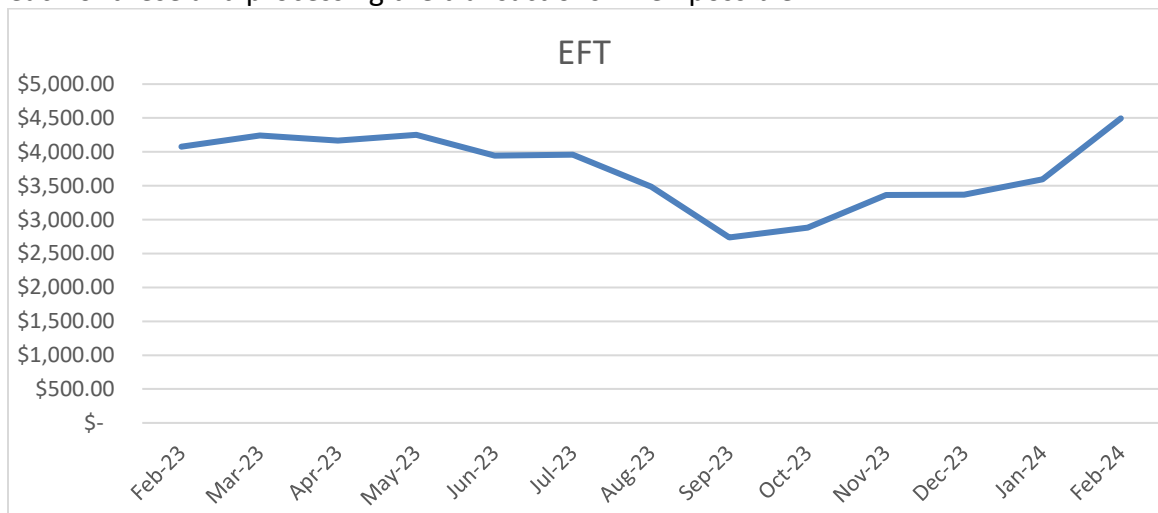
INVOICE #	UNUM	UNUM LIFE INSURANCE	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
04399556-001-0224			02/23/24	04	STD INS PREM	504000106801			02/23/24	20.00
				05	STD INS PREM	201000106801				112.74
				06	STD INS PREM	202100106801				88.20
				07	STD INS PREM	207500106801				16.40
				08	STD INS PREM	303000106801				11.62
										371.92
										371.92
WARE		WAREHOUSE DIRECT BUSINESS								
5671889-0			02/21/24	01	MULTIFOLD TOWELS	207500076510			02/23/24	106.00
				02	CAN LINERS	207500076510				48.26
										154.26
										154.26
WASTE		WASTE MANAGEMENT								
3728124-2011-8			02/05/24	01	REFUSE - ADMIN	101000056302			02/23/24	76.93
				02	REFUSE - CH	303000056302				76.94
				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 - PICNIC	207500056302				197.24
										584.98
										584.98
										TOTAL ALL INVOICES: 75,910.45

Interim \$ 129,762.05  
 New \$ 75,910.45  
Total \$ 205,672.50

To: Board of Commissioners  
 From: Jackie Hienbuecher  
 Subject: Monthly Report  
 Date: February 27, 2024

**Administrative Initiatives** (2/1/24 – 2/29/24)

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes. The February installment was for 203 individuals, an increase of 36 from January. The monthly installment was \$4,307.40 (\$893.00 increase) processed through credit cards and \$187 (\$6 increase) through ACH transactions. There were 5 households whose credit cards did not process (\$177.00) 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: email updates, new equipment, Xfinity website blocks, Teesnap updates.
- Prepared monthly sales tax returns.
- Filed monthly IMRF earnings and submitted payment.
- Submitted monthly unemployment report to the State.
- 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.
- Verified entry of 2024 FY Operating Budget into MSI.
- Prepared documentation for audit fieldwork.
- Worked with Superintendent of Golf on inventory process.

- Prepared draft Budget & Appropriation Ordinance.
- Participated in the following webinars:
  - PDRMA Legal Updates
  - PDRMA Health Happenings
- Completed FOIA officer training.
- Completed annual Sexual Harassment Training.
- Worked to get required information for Trust.
- Participated in field trip to Chicago Kroc Center.
- Updated Labor Law posters and provided PDF for Employee Portal.
- Reviewed Gold Medal application.
- Renewed SAM registration.
- Provided documentation for PATH payout.
- Provided updated information for OPEB audit.

#### **Administrative Initiatives** (3/1/24 – 3/31/24)

- Attend scheduled Leadership and Board meetings.
- File monthly unemployment report with the state.
- Prepare and file monthly Sales Tax Return.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly ACH EFT for memberships/passes. Review credit card and assist in collection of declined transactions.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Provide MSI Training to staff in need.
- Complete documentation needed to add acquired property to insurance.
- Finalize Budget & Appropriation Ordinance for Board approval and file with County.
- Follow up on open items with auditors.
- Prepare documents for Workers Comp audit.
- Update address database in Rectrac.
- Update processing for new IMRF website and reports.
- Finalized Budget & Appropriation ordinance. Published required hearing notice. File with County.

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

**Corporate Fund (10)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	<u>Variance</u>
<b>Revenues</b>				
Administration	21,268.84	1,779,832	31,213.21	-31.9% (1)
Marketing	400.00	1,200	-	#DIV/0!
Parks	800.00	24,967	2,655.00	-69.9% (2)
	<u>22,468.84</u>	<u>1,805,999</u>	<u>33,868.21</u>	<u>-33.7%</u>
<b>Expenses</b>				
Administration	32,179.51	1,344,621	29,636.94	8.6% (3)
Marketing	1,807.61	47,678	4,103.47	-55.9% (4)
Parks	14,656.48	386,510	11,436.43	28.2% (5)
	<u>48,643.60</u>	<u>1,778,809</u>	<u>45,176.84</u>	<u>7.7%</u>
Total Fund Revenues	22,468.84	1,805,999	33,868.21	-33.7%
Total Fund Expenses	48,643.60	1,778,809	45,176.84	7.7%
Surplus (Deficit)	(26,174.76)	27,190	(11,308.63)	131.5%

(1) Replacement taxes lower in 2024 41.3% \$9,484. Interest higher 48.5% \$1,840. 2023 misc income higher 95.3% \$4,058 due to sale of surplus equip and refund.

(2) Dog park revenue

(3) \$3,000 Directors School in 2024

(4) 100 year anniversary expenses in 2023

(5) Increased Maintenance costs, primarily tractors/mowers

**Recreation Fund (20)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u> <u>Actual</u>	
<b>Revenues</b>				
Administration	3,296.21	1,128,124	2,397.83	37.5% (1)
Sports Complex	-	42,008	-	#DIV/0!
Sports Complex Maintenance	-	36,280	-	#DIV/0!
Programs-Youth	3,626.00	33,829	4,029.00	-10.0% (2)
Programs-Tweens	1,120.00	3,254	(410.00)	-373.2% (2)
Programs-Adult	1,835.00	14,453	1,695.00	8.3% (2)
Programs-Nature	-	720	685.00	-100.0% (2)
Programs-Leagues	3,880.40	33,467	2,700.00	43.7% (2)
Programs-Youth Athletics	7,045.00	47,616	5,052.00	39.4% (2)
Programs-Fitness	6,463.90	37,755	6,207.40	4.1% (2)
Programs-Early Childhood	1,187.00	5,570	1,881.00	-36.9% (2)
Programs-Dance	702.00	2,775	540.00	30.0% (2)
Programs-Special Events	2,596.00	12,234	3,763.50	-31.0% (2)
Programs-Community Events	-	15,193	-	#DIV/0! (2)
Brochure	-	1,500	-	#DIV/0!
Weight Room	18,334.50	132,806	14,337.02	27.9% (3)
Community Center	13,824.72	88,092	16,186.71	-14.6% (3)
<b>Total Revenues</b>	<b>63,910.73</b>	<b>1,635,676</b>	<b>59,064.46</b>	<b>8.2%</b>

- (1) Interest income
- (2) Revenue from programs increased 8.8%, \$2,312 compared to 2023.
- (3) Compared to Annual Budget/Compared to 2023 YTD
  - Pathway Fitness Membership 11.92% / 127.21%
  - Pathway Fitness Pass 13.37% / 119.47%
  - Track Only Pass 19.54% / 148.34%
  - Pre-pay Card -
  - Program Fees -
  - Daily Admission Fee 22.73% / 121.60%
- Compared to Annual Budget/Compared to 2023 YTD:
  - Open Gym Daily 12.20% / 93.81%
  - Open Gym Membership 13.11% / 101.88%
  - Rentals 26.12% / 78.35%

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

Expenses				
Administration	60,032.84	611,312	57,779.88	3.9%
Sports Complex	-	-	-	#DIV/0!
Sports Complex Maintenance	30,640.01	514,329	25,790.11	18.8% (2)
Programs-Youth	392.83	18,967	727.93	-46.0% (1)
Programs-Tweens	445.17	1,575	-	#DIV/0! (1)
Programs-Adult	111.42	7,168	580.70	-80.8% (1)
Programs-Nature	-	600	-	#DIV/0! (1)
Programs-Leagues	2,508.03	22,750	1,614.76	55.3% (1)
Programs-Youth Athletics	127.14	29,801	188.92	-32.7% (1)
Programs-Fitness	908.31	30,352	1,190.91	-23.7% (1)
Programs-Early Childhood	-	3,661	131.33	-100.0% (1)
Programs-Dance	45.24	1,177	135.00	-66.5% (1)
Programs-Special Events	238.57	5,065	2,490.28	-90.4% (1)
Programs-Community Events	-	15,120	-	#DIV/0! (1)
Brochure	-	29,600	-	#DIV/0!
Weight Room	2,415.00	8,730	2,397.16	0.7%
Community Center	11,014.79	311,489	11,665.34	-5.6%
	<u>108,879.35</u>	<u>1,611,696</u>	<u>104,692.32</u>	
Total Expenses	108,879.35	1,611,696	104,692.32	4.0%
Total Fund Revenues	63,910.73	1,635,676	59,064.46	8.2%
Total Fund Expenses	108,879.35	1,611,696	104,692.32	4.0%
Surplus (Deficit)	(44,968.62)	23,980	(45,627.86)	-1.4%

(1) Expenses for programs decreased 32.3%, \$2,283 compared to 2023.

(2) Increased Maintenance costs, primarily tractors/mowers



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

**Donations (21)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	<u>874.53</u>	<u>75,000</u>	<u>651.62</u>	34.2%
Total Revenues	874.53	75,000	651.62	34.2%
Expenses				
Administration	<u>-</u>	<u>279,300</u>	<u>-</u>	#DIV/0!
Total Expenses	-	279,300	-	#DIV/0!
Total Fund Revenues	874.53	75,000	651.62	34.2%
Total Fund Expenses	-	279,300	-	#DIV/0!
Surplus (Deficit)	874.53	(204,300)	651.62	34.2%

**Special Recreation (22)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	<u>1,474.61</u>	<u>265,000</u>	<u>726.84</u>	102.9%
Total Revenues	1,474.61	265,000	726.84	102.9%
Expenses				
Administration	<u>-</u>	<u>470,000</u>	<u>-</u>	#DIV/0!
Total Expenses	-	470,000	-	#DIV/0!
Total Fund Revenues	1,474.61	265,000	726.84	102.9%
Total Fund Expenses	-	470,000	-	#DIV/0!
Surplus (Deficit)	1,474.61	(205,000)	726.84	102.9%

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

**Insurance (23)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
<b>Revenues</b>				
Administration	257.00	54,000	177.94	44.4%
Total Revenues	257.00	54,000	177.94	44.4%
<b>Expenses</b>				
Administration	-	73,866	-	#DIV/0!
Total Expenses	-	73,866	-	#DIV/0!
Total Fund Revenues	257.00	54,000	177.94	44.4%
Total Fund Expenses	-	73,866	-	#DIV/0!
Surplus (Deficit)	257.00	(19,866)	177.94	44.4%

**Audit (24)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
<b>Revenues</b>				
Administration	47.47	16,050	39.38	20.5%
Total Revenues	47.47	16,050	39.38	20.5%
<b>Expenses</b>				
Administration	-	16,050	-	#DIV/0!
Total Expenses	-	16,050	-	#DIV/0!
Total Fund Revenues	47.47	16,050	39.38	20.5%
Total Fund Expenses	-	16,050	-	#DIV/0!
Surplus (Deficit)	47.47	-	39.38	20.5%

**Paving & Lighting (25)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	310.00	26,500	152.22	103.7%
Total Revenues	310.00	26,500	152.22	103.7%
Expenses				
Administration	-	100,000	-	#DIV/0!
Total Expenses	-	100,000	-	#DIV/0!
Total Fund Revenues	310.00	26,500	152.22	
Total Fund Expenses	-	100,000	-	
Surplus (Deficit)	310.00	(73,500)	152.22	

**Park Police (26)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	14.22	6,509	11.02	29.0%
Total Revenues	14.22	6,509	11.02	29.0%
Expenses				
Administration	411.23	6,588	545.53	-24.6%
Total Expenses	411.23	6,588	545.53	-24.6%
Total Fund Revenues	14.22	6,509	11.02	29.0%
Total Fund Expenses	411.23	6,588	545.53	
Surplus (Deficit)	(397.01)	(79)	(534.51)	-25.7%

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

**IMRF (27)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	-	65,000	-	#DIV/0!
Total Revenues	-	65,000	-	#DIV/0!
Expenses				
Administration	-	69,489	-	#DIV/0!
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>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	-	128,000	-	#DIV/0!
Total Revenues	-	128,000	-	#DIV/0!
Expenses				
Administration	-	128,000	-	#DIV/0!
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 January 31, 2024

**Concessions (30)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u>	
			<u>Actual</u>	
Revenues				
Clubhouse Concessions	23.19	95,478	(6.83)	-439.5%
Beverage Cart	-	11,465	-	#DIV/0!
Sports Complex Concessions	-	65,326	-	#DIV/0!
Pool Concessions	-	-	-	#DIV/0!
Catering	3,311.00	24,870	1,259.50	162.9% (1)
	<u>3,334.19</u>	<u>197,139</u>	<u>1,252.67</u>	<u>166.2%</u>
Total Revenues				
Expenses				
Clubhouse Concessions	2,043.44	119,861	1,839.76	11.1%
Beverage Cart	-	10,780	-	#DIV/0!
Sports Complex Concessions	2,598.74	58,565	(1.95)	##### (2)
Pool Concessions	-	-	-	#DIV/0!
Catering	388.16	8,058	177.21	119.0%
	<u>5,030.34</u>	<u>197,264</u>	<u>2,015.02</u>	<u>149.6%</u>
Total Expenses				
Total Fund Revenues	3,334.19	197,139	1,252.67	166.2%
Total Fund Expenses	5,030.34	197,264	2,015.02	149.6%
Surplus (Deficit)	(1,696.15)	(125)	(762.35)	122.5%

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

(2) Bill for TeeSnap tablets received earlier in 2024.

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

**Developer Contributions (32)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	<u>2,096.76</u>	<u>16,500</u>	<u>165.84</u>	1164.3% (1)
Total Revenues	2,096.76	16,500	165.84	1164.3%
Expenses				
Administration	<u>-</u>	<u>76,000</u>	<u>-</u>	#DIV/0!
Total Expenses	-	76,000	-	#DIV/0!
Total Fund Revenues	2,096.76	16,500	165.84	1164.3%
Total Fund Expenses	-	76,000	-	#DIV/0!
Surplus (Deficit)	2,096.76	(59,500)	165.84	1164.3%

(1) Impact Fees

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

**Golf Course (50)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u>	
			<u>Actual</u>	
Revenues				
Golf Operations	20.41	662,066	-	#DIV/0!
Golf Maintenance	-	21,156	-	#DIV/0!
Total Revenues	20.41	683,222	-	#DIV/0!
Expenses				
Golf Operations	32,538.69	296,261	6,863.50	374.1% (1)
Golf Maintenance	18,763.59	357,382	15,256.64	23.0%
Total Expenses	51,302.28	653,643	22,120.14	131.9%
Total Fund Revenues	20.41	683,222	-	#DIV/0!
Total Fund Expenses	51,302.28	653,643	22,120.14	131.9%
Surplus (Deficit)	(51,281.87)	29,579	(22,120.14)	131.8%

(1) Final payout of retired Supt of Golf 4 weeks vacation. Earlier payment to TeeSnap in 2024. Lighting repairs in pro shop

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

**Aquatics (51)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u> <u>Actual</u>	
Revenues				
Pool	-	-	-	#DIV/0!
Swim Lessons	-	-	-	
Splashpad	-	19,725	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Revenues	-	19,725	-	#DIV/0!
Expenses				
Pool	-	-	-	#DIV/0!
Aquatics Maintenance	126.20	10,600	-	#DIV/0!
Swim Lessons	-	-	-	
Splashpad	-	800	-	#DIV/0!
	<hr/>	<hr/>	<hr/>	
Total Expenses	126.20	11,400	-	#DIV/0!
Total Fund Revenues	-	19,725	-	#DIV/0!
Total Fund Expenses	126.20	11,400	-	#DIV/0!
Surplus (Deficit)	(126.20)	8,325	-	#DIV/0!



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

**Debt Service (60)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u> <u>Actual</u>	
Revenues				
Administration	<u>492.85</u>	<u>717,676</u>	<u>328.58</u>	50.0%
Total Revenues	492.85	717,676	328.58	50.0%
Expenses				
Administration	<u>-</u>	<u>715,680</u>	<u>-</u>	#DIV/0!
Total Expenses	-	715,680	-	#DIV/0!
Total Fund Revenues	492.85	717,676	328.58	50.0%
Total Fund Expenses	-	715,680	-	#DIV/0!
Surplus (Deficit)	492.85	1,996	328.58	50.0%

**Capital Projects (70)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD</u> <u>Actual</u>	
Revenues				
Administration	<u>1,953.36</u>	<u>1,048,412</u>	<u>1,804.44</u>	8.3%
Total Revenues	1,953.36	1,048,412	1,804.44	8.3%
Expenses				
Administration	<u>-</u>	<u>1,111,230</u>	<u>(3.00)</u>	-100.0%
Total Expenses	-	1,111,230	(3.00)	-100.0%
Total Fund Revenues	1,953.36	1,048,412	1,804.44	8.3%
Total Fund Expenses	-	1,111,230	(3.00)	-100.0%
Surplus (Deficit)	1,953.36	(62,818)	1,807.44	8.1%

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

**Action 2020 (71)**

<u>Department</u>	<u>January Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues				
Administration	<u>978.73</u>	<u>269,000</u>	<u>574.92</u>	70.2%
Total Revenues	978.73	269,000	574.92	70.2%
Expenses				
Administration	<u>-</u>	<u>300,000</u>	<u>-</u>	#DIV/0!
Total Expenses	-	300,000	-	#DIV/0!
Total Fund Revenues	978.73	269,000	574.92	70.2%
Total Fund Expenses	-	300,000	-	#DIV/0!
Surplus (Deficit)	978.73	(31,000)	574.92	70.2%
Total Fund Revenues	98,233.70	7,029,408	98,818.14	
Total Fund Expenses	214,393.00	7,599,015	174,546.85	
Surplus (Deficit)	(116,159.30)	(569,607)	(75,728.71)	

Sycamore Park District  
Fund Balances

	unaudited 1/1/2024	Revenues	Expenses	unaudited 1/31/2024	1/31/2024 Cash balance
10 Corporate	1,188,719.66	22,468.84	48,643.60	1,162,544.90	1,160,899.07
20 Recreation	835,131.81	63,910.73	108,879.35	790,163.19	810,394.31
21 Donations	232,840.51	874.53	-	233,715.04	233,715.04
22 Special Recreation	355,731.27	1,474.61	-	357,205.88	357,205.88
23 Insurance	61,999.43	257.00	-	62,256.43	62,256.43
24 Audit	11,451.53	47.47	-	11,499.00	11,499.00
25 Paving & Lighting	74,784.84	310.00	-	75,094.84	75,094.84
26 Park Police	3,751.75	14.22	411.23	3,354.74	3,444.62
27 IMRF	4,489.09	-	-	4,489.09	4,489.09
28 Social Security	-	-	-	-	-
30 Concessions	73,078.15	3,334.19	5,030.34	71,382.00	65,343.98
32 Developer Contributions	76,414.93	2,096.76	-	78,511.69	78,511.69
50 Golf	217,911.69	20.41	51,302.28	166,629.82	203,674.02
51 Aquatics	(66,366.35)	-	126.20	(66,492.55)	(66,492.55)
60 Debt Service	118,893.47	492.85	-	119,386.32	119,386.32
70 Capital Projects	435,539.98	1,953.36	-	437,493.34	473,178.34
71 Action 2020	273,135.90	978.73	-	274,114.63	237,084.74
	3,897,507.66	98,233.70	214,393.00	3,781,348.36	3,829,684.82

Summary of depository accounts as of **2/21/2024**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	712,963.68	3.76
Resource Bank	203,453.94	1.41
IPDLAF	2,815,414.93	5.20
DCCF - Action 2020	70,006.64	
Dekalb Co. Community Foundation	<u>21,608.56</u>	
	3,823,447.75	

To: Board of Commissioners  
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff  
 Subject: Monthly Report  
 Date: February 27, 2024

### **Administrative Initiatives (2/1/24-2/29/24)**

#### **Superintendent Metcalf**

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 290 Pathway Fitness 24/7 Memberships, 259 Pathway Fitness Passes, 76 Track 24/7 Memberships, 209 Track Passes, and 332 Open Gym Passes.
- 2024 Dog Park Memberships sold to date: 103.
- Had a Rec Staff meeting to go over winter/spring special events and summer brochure information.
- The Community Center hosted the Opportunity House Volleyball Fundraiser. It ran very smooth and they are now looking to host it at our facility every year.
- Attended the KSRA Foundation Board Meeting.
- Had a meeting with Aggression Volleyball to limit their use of gym space to allow for park district programs and more open gym time.
- Finalized content for the summer brochure.
- Helped out with interviews for the Naturalist position.
- Filled out our Annual Kick-Off form and set up a meeting with our PDRMA rep to discuss the upcoming year and any safety issues.
- Started a Virtual Prep Program to help study for the CPRP exam.
- Helped out at our Self-Care Fair.
- Coordinated a CPR/First Aid Training for staff through the Fire Department.
- Continue to work in RecTrac to update things as new things get added and changed.

#### **Food and Beverage Manager Dobberstein**

- Did vending for January selling \$358.50 in product.
- Had total of 7 Birthday Packages at the community center.
- Had 6 Multi-Purpose Room rentals for February.
- Had 11 gym rentals for January.
- Have ongoing 4-H rental.
- Had 2 clubhouse rentals for February.
- Had large gym rental for private basketball group.
- Hosted the Sweetheart Dance with almost 200 people in attendance, first year without day of registration.
- Attended rec meetings for brochure planning.
- Still hosting Kiwanis and Lions Club at clubhouse.
- Had 30 participants for the self-care fair.
- Have hired most of the Food and Beverage Staff for 2024.
- Worked with rec staff to organize far back closet.
- Organized office shelves in back cubicle common area.

#### **Recreation Supervisor Hoblit**

- 70% of Athletics classes ran in Jan/Feb. 50% will run for March/April.
- 70% of Pickleball classes ran in Feb.

- Advanced Pickleball classes are now being taught at The Pickleball Connection. Participants pay a one-time fee of \$20 per class to the Pickleball Connection to use their courts.
- Dog Obedience group classes registration numbers continue to decline but private lessons are maintaining steady numbers.

#### **Recreation Supervisor Turner**

- Watch enrollments numbers and class sizes for the second session of Winter/Spring.
  - Pay close attention to enrollments for new “pop ups” including community connections classes and meditation classes.
- Ran a successful “Mommy and Me” painting class with 4 pairs enrolled and more interest generated.
  - Would like to continue to offer these “specialty” type of classes.
- Helped with the Sweetheart Dance.
- Helped with Self-Care Fair
  - Had a few fitness instructors present to talk and give quick demonstrations to promote classes/programs.
- Began with Chamber of Commerce Leadership Academy.
- CPRP examination prep work began.
- Finalized Summer Brochure information.
- Have been working with volunteers from NIU Kinesiology department in the homeschool program and other special events.

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

#### **Administrative Initiatives (3/1/24-3/31/24)**

##### **Superintendent Metcalf**

- Will have our regular Rec Staff Meeting.
- Will continue to attend the CPRP Virtual Exam Prep Program.
- Will attend the Wellness Committee meeting through the School District.
- Will meet with Kyle, our rep from PDRMA, for our annual kick-off meeting.
- Will attend a Safety Coordinator Webinar.
- Will have our Breakfast with the Bunny special event.

##### **Food and Beverage Manager Dobberstein**

- Having cleaning day to scrub down kitchen and clubhouse.
- Continue to do birthday bookings.
- Continue to do bookings.
- Continue to investigate for food truck/trailer for sports and concert and other events.
- Need to work towards getting permanent structure at the new ball fields.
- Working on Breakfast with the Bunny for March.

##### **Recreation Supervisor Hoblit**

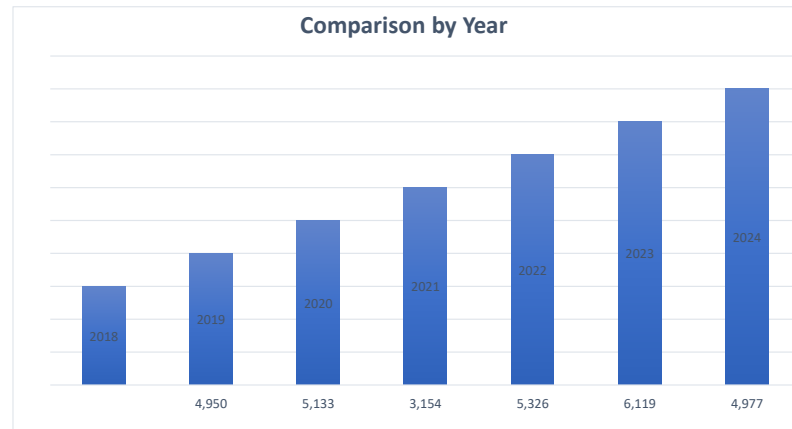
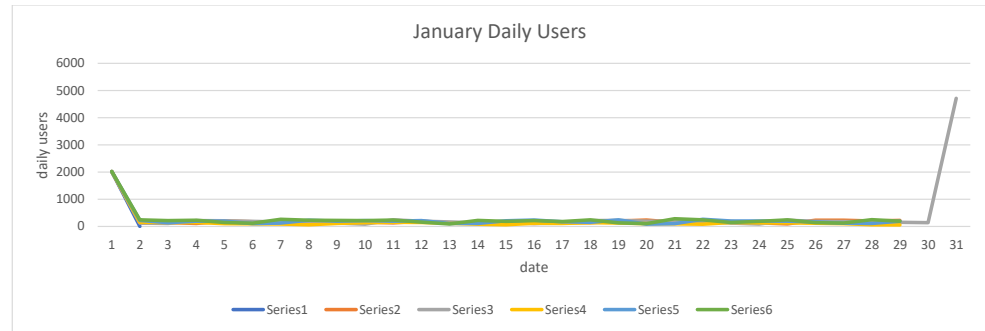
- Will help out at our Breakfast with the Bunny event.
- Working toward CPRP exam.

##### **Recreation Supervisor Turner**

- Run the first Adult Mindful Meditation class.
- Attending the Annual Sycamore Chamber of Commerce Meeting as well as other Leadership Academy trainings.
- Plan on attending ILIPRA Recreation Joint Section committee (virtual).

- Assist with Breakfast with the Bunny (pancake flipper).
- Assist with T-Explorer event.
- Explore other possible Spring Break activities for Teens/Youth.

		2018	2019	2020	2021	2022	2023	2024
January	1		58	53	21	22	36	46
	2		203	175	65	89	246	247
	3		210	153	38	207	230	214
	4		145	118	123	205	299	219
	5		119	131	131	140	232	244
	6		129	241	111	152	174	38
	7		252	202	107	194	96	118
	8		218	204	115	133	100	237
	9		207	193	81	95	224	92
	10		212	164	64	203	216	175
	11		172	105	142	218	207	172
	12		126	113	128	211	236	22
	13		130	223	131	198	242	75
	14		273	202	113	215	124	76
	15	Building Not Open	225	172	100	153	129	193
	16		238	198	63	115	301	204
	17		236	148	70	276	248	156
	18		170	84	123	222	235	161
	19		82	122	147	200	224	155
	20		154	238	147	200	213	123
	21		240	205	129	212	168	120
	22		147	205	137	153	110	214
	23		144	170	85	102	315	188
	24		189	152	81	174	239	181
	25		118	83	152	187	187	215
	26		140	130	77	201	178	189
	27		118	210	116	184	181	144
	28		117	206	127	200	147	112
	29		66	185	89	138	130	252
	30		0	207	102	111	245	203
	31		112	141	39	216	207	192
<b>TOTALS</b>			4,950	5,133	3,154	5,326	6,119	4,977



Paul Price  
 Superintendent of Golf Services  
 Monthly Board Report  
 For Board Meeting: **FEBRUARY 27, 2024**



### **Administrative Initiatives (2/1/24 – 2/29/24)**

- Finalized 83% of golf outings and events for new season
- Launched The Birdie Bulletin, a monthly e-newsletter containing relevant golf info!
- Scheduled CPR training for Donald Carlson, Pro Shop Manager
- Interviewed and Hired new staff
  - 1 Pro Shop Cashier, 2 Cart Attendants, and 1 Player Assistant
- Collaborated with Sarah on social media and email blast content for upcoming season
- Ordered hats from new partners at Branded Bills
- Received, tagged, organized, and positioned new merchandise
- Finalized components for Swing into Spring Sale
  - Guess the Opening Day Contest (for 2023&2024 passholders only)
  - Wine Tasting (open to public)
- Clubhouse and Pro Shop carpets were professionally cleaned
- Clubhouse bathroom floors were professionally cleaned
- Revised Permanent Tee Time Policies
- Updated golf website content
- Attended all Leadership Meetings
- Created a Teesnap training guide for Pro Shop Cashier staff
- Attended the Chicago Golf Show with Donald

### **Administrative Initiatives (3/1/24 - 3/31/24)**

- Attend Leadership Meetings
- Host the Swing into Spring Sale (March 1-3)
- Continue to receive merchandise from vendors
- Work on March e-newsletter and social media content
- Restage golf carts when returned from Maintenance service
- Begin training part time staff, finalize staff schedules/availability
- Work with Jeff & Steve on preparing the course for Spring play
- Finalize SAY-GOLF registration details in Teesnap
- Finalize remaining outings/events
- Finalize Permanent Tee Times
- Finalize League Rosters/Schedules
- Finalize Locker Rentals
- Continue to explore sponsorships and partnerships with local businesses



To: Board of Commissioners  
From: Jeff Donahoe  
Subject: Monthly Report  
Date: February 27th, 2024

### **Administrative Initiatives** (2/1/24-2/29/24)

#### **Golf**

- The recent unprecedented weather warm up has people asking about the course opening. As you know from the past, we like to wait until the turf starts growing after greening up which allows the course to recover from traffic. Ball marks, divots, footprints, pull carts, and golf cart tracks cannot recover when the turf is dormant. Our typical opening is the third or fourth week of March. If we see the temperatures are going to consistently stay above well above normal through March, we will consider opening in mid-March if growth begins, but current long-range forecasts show more seasonal weather by then.
- The staff continues to work on all equipment and vehicles for winter service. The golf carts will serviced later this week, which takes a couple of weeks to complete depending on issues.
- The old shop's new third shed was installed and then inspected by the City of Sycamore. Electric lights and outlets have also now been added and inspected by the City of Sycamore.
- Steve and I have been working with Paul on outings and event planning for the season.
- I completed updating pesticide and fertilizer application schedules for the year.

#### **Sports**

- Planning for the season has begun with the major weekend events set for the user groups. The main change is the Dingers for Dads baseball tournament is now June 8<sup>th</sup> and 9<sup>th</sup> instead of the following weekend.
- Staff have been outside with the nice weather doing field preps and repairs. The High School baseball teams have been out practicing and the field is firm and dry – never heard of in February. We plan on all five new ball fields to be used this spring.
- I have been ordering parts, products, bases, and field needs for 2024. Youth baseball, girls' softball, the School District, and the Park District are sharing the cost of replacing the two batting cage nets at fields 1 and 2, great to see everyone work together on this.
- AYSO soccer will begin practices on April 8<sup>th</sup> with games starting April 20<sup>th</sup>. We will get the fields deep-tine aerated again in early April to improve drainage.

#### **Parks**

- I attended staff, Board, budget, and park planning meetings.

- Working on refinement of the operating budget with staff for 2024.
- Park staff continue to work on all equipment and checking garbage with the nice weather at all parks.
- I have completed testing for renewal of State pesticide applicator license exams with one more to go in early March.
- We are conducting interviews for the Natural Areas Park maintenance position this week. There will be four interviews and we should be ready to make an offer at the end of February. The start date will be the end of March or the very beginning of April.
- Staff will be attending CPR and first aid renewal training on February 28<sup>th</sup> taught by the Sycamore Fire Dept.

**Administrative Initiatives** (3/1/24-3/31/24)

- Attending staff, Board, and budget meetings.
- Order approved Capital budget items and get project quotes.
- Open golf course and prep sports fields for end of month use.
- Receive ordered supplies for each department.
- Scheduled tile floors at maintenance to get striped and waxed which was completed on February 19<sup>th</sup>.
- Receive training on the irrigation computer updates made to the software.
- Work with new Natural Area position.
- Work with Paul as course opens and opening times, frost delays, etc.
- Complete equipment maintenance and golf cart repairs. Staff will put out cans and picnic tables at all the parks and pavilions.
- Hire needed seasonal staff to start in April or for summer. We have several coming back from last year with only a couple of spots to fill at this point.
- Will order needed parts for the splash pad.

To: Board of Commissioners  
From: Sarah Rex  
Subject: Monthly Report  
Date: February 27, 2024

### **Administrative Initiatives (2/1/24-2/29/24)**

- Marketing and Outreach Coordinator Rex
  - Worked with the Superintendent of Golf Services to plan 2024 social media and email marketing
  - Helped Sycamore Parks Foundation Coordinate their March Business After Hours with the Sycamore Chamber of Commerce.
  - Began work on the Summer 2024 brochure
  - Booked bands and secured sponsors for the Summer Concert Series

### **Administrative Initiatives (3/1/24-3/31/24)**

- Marketing and Outreach Coordinator Rex
  - Will begin study sessions through IPRA for the Certified Park and Recreation Professional exam.
  - Will attend first aid and CPR Training
  - Will attend Sycamore Parks Foundation's Business After Hours with the Sycamore Chamber of Commerce.
  - Will submit the Park District 2024 National Gold Medal Award nomination
  - Will work with NIU Center for Governmental Studies to begin developing the Community-wide survey
  - Will continue securing sponsorships for summer events

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

### **Administrative Initiatives (2/1 – 2/29/2024)**

- 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 all Dekalb History Center Board Meetings
- Continue to get to know the community members.
- Working on Community Survey with Marketing and Outreach Manager
  - Sent it back to NIU waiting on distribution information.
- Interviewed for the Naturalist Position
- Review all construction projects and next steps:
  - Reston Ponds – planning to start in late March Early April
  - GWT – waiting on IDOT approval of route change on FS grain is taking our offer to their board.
  - Solar panels – waiting on approval of paperwork changes.
  - Security Cameras: the city would like us to consider working with ComEd to use a better camera for
  - Signed paperwork with Duke Environmental (formerly LEAD) regarding Ball Field light replacement.
- 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 (3/1 – 3/31/2024)**

- 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
- Trainings:
  - Attended the NRPA Directors School in Denver, Co
  - Attended the NRPEMS Retreat in Atlanta, GA
- Attended the New Products Show
- Continue to get to know the community members.
- Working on Community Survey with Marketing and Outreach Manager

- Sent it back to NIU waiting on distribution information.
- Hired the Naturalist Position
- Review all construction projects and next steps:
  - Reston Ponds – planning to start in late March Early April
  - GWT – waiting on IDOT approval of route change on FS grain is taking our offer to their board.
  - Solar panels – waiting on approval of paperwork changes.
  - Security Cameras: the police would like us to consider working with ComEd to use a better camera for coverage.
  - Signed paperwork with 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. Determining offsite location to meet.

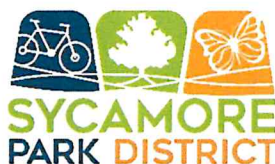
Thank you for helping us  
to honor the memory of  
Firefighter Brad Belanger.

Sincerely,  
Lycamore Fire Department

Sycamore Park Dist Staff.

Thank you so very much for  
opening your doors to my students.  
You did a great job of going through  
the types of jobs and what makes  
a good employer.

Lee Paulon Karduck  
Sycamore High School



Board of Commissioners  
Date of Board Meeting: February 27, 2024

**STAFF RECOMMENDATION AND INFORMATION**

**AGENDA ITEM:**

Park and Construction updates

**BACKGROUND INFORMATION:**

**Great Western Trail:**

- The trail path has been adjusted to reflect the preferred change for the property owners. Waiting to hear from IDOT if that change will be accepted.
- F&S Grain's board approved the sale of the property and are waiting on signatures. Still have no response from FS Grain or our contractor.

**Reston Ponds:**

- Tentative construction

**Solar Panels:**

- We are waiting on updated agreement and will be setting the construction date.

**Memorial Park Softball field w/the School district:**

- Waiting for new information from the school.

**Pool Building:**

- Gathering quotes on the overall cost to tear down the pool building. We will be utilizing the information from the community survey to determine what will replace it.

**North Grove:**

- 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.

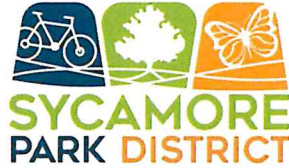
**FISCAL IMPACT:** information only

**STAFF RECOMMENDATION:**

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:**





Board of Commissioners  
Date of Board Meeting: February 27, 2024

Information Only

**AGENDA ITEM:**

Staff update

**BACKGROUND INFORMATION:**

We have started interviews for the Naturalist position. We had six (6) applicants for the position. We interviewed four (4) based upon the scores of the interview committee. We will have a candidate selected by the end of February and hope to have them start by April 1 at the latest.

**FISCAL IMPACT:**

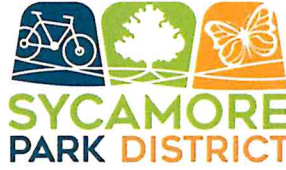
**STAFF RECOMMENDATION:**

**PREPARED BY:** Jonelle Bailey, Executive Director

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

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



Board of Commissioners  
Date of Board Meeting: February 27, 2024

Information Only

**AGENDA ITEM:**

Community Survey: Status

**BACKGROUND INFORMATION:**

We are in the process of creating a community survey to assist with planning for our next Strategic Plan which will cover 2025 – 2030.

In this process we wanted to gage the community’s interest in building a new pool for the Sycamore Community. We have estimated the cost of a new pool including purchase of property, engineering, and construction to be around 16 million.

We are currently working with the NIU Center for Governmental Studies to complete the community survey.

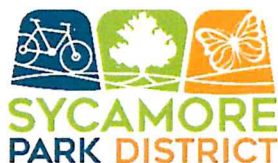
**FISCAL IMPACT:**

**STAFF RECOMMENDATION:**

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



**Board of Commissioners**  
**Date of Board Meeting: February 27, 2024**

Staff Recommendation

**AGENDA ITEM:**

Solar Energy

**BACKGROUND INFORMATION:**

The Purchase and Lease agreements have been approved by the board. There have been some manufacturing changes which resulted in minor changes that are listed in the attached amendment.

Modules were swapped out on this project, which resulted in an almost 5% decrease in DC size.

1. Current Outside Dates:
  - Outside Installation Commencement: April 1, 2024
  - Anticipated Commercial Operation: September 30, 2024
2. Current System Size: 221.25 kWDC
3. Current Expected First Year Energy Production: 269,672 kWhs
4. Current Module Manufacturer/Model/Quantity:
  - 375 Q.PEAK DUO XL-G11S.3 590
5. Current Inverter Manufacturer/Model/Quantity:
  - 3 CPS SCA50KTL-DO/US-480
  - 1 CPS SCA25KTL-DO/US-480
6. Current Exhibits 4 (Termination Values) and 6 (Production Table)

The Energy Rate remains the same (\$0.0673/kWh).

**Sycamore Maintenance Building:**

Modules were swapped out on this project as well, however the change in system size is within the 3% parameter.

1. Current Outside Dates:
  - Outside Installation Commencement: April 1, 2024
  - Anticipated Commercial Operation: September 30, 2024
2. Current System Size: 110.33 kWDC
3. Current Expected First Year Energy Production: 127,538 kWhs
4. Current Module Manufacturer/Model/Quantity:
  - 187 Q.PEAK DUO XL-G11S.3 590
5. Current Inverter Manufacturer/Model/Quantity:
  - 3 CPS SCA25KTL/US-208
6. Current Exhibits 4 and 6

The Energy Rate remains the same (\$0.0673/kWh).

**FISCAL IMPACT:**

**STAFF RECOMMENDATION:** Asking board to approve amendments for the Community Center and the Maintenance building.

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:**

*2094*

**FIRST AMENDMENT TO  
SOLAR POWER PURCHASE AGREEMENT**

This **FIRST AMENDMENT TO SOLAR POWER PURCHASE AGREEMENT** (this “**Amendment**”) is dated as of [\_\_\_\_\_] [\_\_\_\_], 2024 (the “**Effective Date**”), by and between Sycamore Park District (“**Purchaser**”) and Airport Road II Solar Project 2023, LLC (“**Seller**” and together with Purchaser, the “**Parties**” and each a “**Party**”).

**WHEREAS**, Purchaser and Seller are parties to that certain Solar Power Purchase Agreement dated August 25, 2023 (the “**PPA**”), for the purchase and sale of electrical energy generation from a solar photovoltaic system owned by Seller, as more fully described in the PPA; and

**WHEREAS**, Purchaser and Seller wish to amend the PPA as provided herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Purchaser and Seller hereby agree as follows:

**AGREEMENT**

1. **Definitions**. Capitalized terms used in this Amendment shall have the same meaning ascribed to such capitalized terms in the PPA, unless otherwise provided for herein.

2. **Amendments to PPA**. As of the Effective Date, the PPA is hereby amended as follows:

2.1. **Amendment to Section 5 of Exhibit 1 to PPA (Outside Installation Commencement Date)**. Exhibit 1, Section 5 of the PPA is hereby amended and replaced with the following:

**Outside Installation Commencement Date:** April 1, 2024, which is the outside date by which the conditions (listed in Section 6.a of the General Terms and Conditions) to Seller installing the System and selling electricity to Purchaser must be satisfied.

2.2. **Amendment to Section 6 of Exhibit 1 to PPA (Anticipated Commercial Operation Date)**. Exhibit 1, Section 6 of the PPA is hereby amended and replaced with the following:

**Anticipated Commercial Operation Date:** September 30, 2024

2.3. **Amendment to Section 1 of Exhibit 2 to PPA (System Location)**. Exhibit 2, Section 1 of the PPA is hereby amended and replaced with the following:

**System Location:** 480 Airport Road, Sycamore, IL 60178 (Community Center)

2.4. **Amendment to Section 3 of Exhibit 2 to PPA (System Size)**. Exhibit 2, Section 3 of the PPA is hereby amended and replaced with the following:

**System Size (DC kW): 221.25 kW DC**

2.5. **Amendment to Section 4 of Exhibit 2 to PPA (Expected First Year Energy Production)**. Exhibit 2, Section 4 of the PPA is hereby amended and replaced with the following:

**Expected First Year Energy Production (kWh): 269,672 kWhs**

2.6. **Amendment to Section 6 of Exhibit 2 to PPA (Expected Module(s))**. Exhibit 2, Section 6 of the PPA is hereby amended and replaced with the following:

**Expected Module(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
Manufacturer: Hanwha, or equivalent  Model: Q.PEAK DUO XL-G11S.3 590	Quantity: 375

2.7. **Amendment to Section 7 of Exhibit 2 to PPA (Expected Inverter(s))**. Exhibit 2, Section 7 of the PPA is hereby amended and replaced with the following:

**Expected Inverter(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
Manufacturer: Chint Power Systems, or equivalent  Model: SCA50KTL-DO/US-480	Quantity: 3
Manufacturer: Chint Power Systems, or equivalent  Model: SCA25KTL-DO/US-480	Quantity: 1

2.8. **Amendment to Attachment A of Exhibit 2 to PPA (Facility and System Layout)**. Exhibit 2, Attachment A of the PPA is hereby amended and replaced with the Facility and System Layout depicted on **Exhibit A** attached hereto.

**2.9. Amendment to Exhibit 4 to PPA (Purchaser’s Termination Payment Schedule).**  
Exhibit 4 of the PPA is hereby amended and replaced with the following:

Purchaser’s Termination Payment Schedule

<b>Contract Year</b>	<b>Termination Value</b>
1	\$643,056
2	\$481,321
3	\$388,279
4	\$303,878
5	\$221,426
6	\$138,035
7	\$96,594
8	\$77,020
9	\$72,114
10	\$67,032
11	\$61,759
12	\$61,409
13	\$58,753
14	\$56,107
15	\$53,477
16	\$48,239
17	\$29,928
18	\$23,271
19	\$16,317
20	\$9,046

**2.10. Amendment to Attachment A of Exhibit 6 to PPA (Forecast Production for Guarantee Period).** Exhibit 6, Attachment A of the PPA is hereby amended and replaced with the following:

Forecast Production for Guarantee Period

<b>Contract Year</b>	<b>Estimated Contract Year Production (kWh)</b>	<b>Minimum Production Threshold (kWh)</b>	<b>Forecast Production for Guarantee Period (kWh)</b>
1	269,672	229,221	
2	268,324	228,075	
3	266,982	226,935	
4	265,647	225,800	
5	264,319	224,671	1,134,702
6	262,997	223,548	

7	261,682	222,430	
8	260,374	221,318	
9	259,072	220,211	
10	257,777	219,110	1,106,617
11	256,488	218,015	
12	255,205	216,925	
13	253,929	215,840	
14	252,660	214,761	
15	251,396	213,687	1,079,227
16	250,139	212,618	
17	248,889	211,555	
18	247,644	210,498	
19	246,406	209,445	
20	245,174	208,398	1,052,514

### 3. General Provisions.

3.1. **Governing Law.** This Amendment and the rights and obligations of the Parties hereto shall be interpreted and construed in accordance with and governed by the laws of the State of Illinois without giving effect to conflict of laws principles that would cause the laws of another jurisdiction to apply to this Agreement.

3.2. **Ratification of PPA.** Except as modified hereby, all other terms and conditions of the PPA remain unchanged and in full force and effect and are hereby ratified and confirmed by the Parties hereto.

3.3. **Entire Agreement.** This Amendment, in conjunction with the PPA, constitutes the entire agreement of Purchaser and Seller with respect to the subject matter hereof and supersedes all oral and written agreements and understandings made and entered into by the Parties prior to the date hereof.

3.4. **Multiple Counterparts; Signature.** This Amendment may be executed in multiple counterparts, all of which, when taken together, shall constitute one and the same instrument. Any signature to this Amendment transmitted via electronic mail shall be deemed an original signature and be binding upon the parties hereto with the same force and effect as an original signature.

[signatures appear on following page]



**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first above written.

Sycamore Park District

By: \_\_\_\_\_  
Name: William Kroeger  
Title: President

Airport Road II Solar Project 2023, LLC

By: \_\_\_\_\_  
Name: Erik Schiemann  
Title: President

**EXHIBIT A to**  
**FIRST AMENDMENT TO SOLAR POWER PURCHASE AGREEMENT**  
**FACILITY AND SYSTEM LAYOUT**

**Exhibit 2**  
**Attachment A:**  
Facility and System Layout



**FIRST AMENDMENT TO  
SOLAR POWER PURCHASE AGREEMENT**

This **FIRST AMENDMENT TO SOLAR POWER PURCHASE AGREEMENT** (this “*Amendment*”) is dated as of [\_\_\_\_\_] [\_\_\_\_], 2024 (the “*Effective Date*”), by and between Sycamore Park District (“*Purchaser*”) and Airport Road I Solar Project 2023, LLC (“*Seller*” and together with Purchaser, the “*Parties*” and each a “*Party*”).

**WHEREAS**, Purchaser and Seller are parties to that certain Solar Power Purchase Agreement dated August 25, 2023 (the “*PPA*”), for the purchase and sale of electrical energy generation from a solar photovoltaic system owned by Seller, as more fully described in the PPA; and

**WHEREAS**, Purchaser and Seller wish to amend the PPA as provided herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Purchaser and Seller hereby agree as follows:

**AGREEMENT**

1. **Definitions**. Capitalized terms used in this Amendment shall have the same meaning ascribed to such capitalized terms in the PPA, unless otherwise provided for herein.

2. **Amendments to PPA**. As of the Effective Date, the PPA is hereby amended as follows:

2.1. **Amendment to Section 5 of Exhibit 1 to PPA (Outside Installation Commencement Date)**. Exhibit 1, Section 5 of the PPA is hereby amended and replaced with the following:

**Outside Installation Commencement Date:** April 1, 2024, which is the outside date by which the conditions (listed in Section 6.a of the General Terms and Conditions) to Seller installing the System and selling electricity to Purchaser must be satisfied.

2.2. **Amendment to Section 6 of Exhibit 1 to PPA (Anticipated Commercial Operation Date)**. Exhibit 1, Section 6 of the PPA is hereby amended and replaced with the following:

**Anticipated Commercial Operation Date:** September 30, 2024

2.3. **Amendment to Section 3 of Exhibit 2 to PPA (System Size)**. Exhibit 2, Section 3 of the PPA is hereby amended and replaced with the following:

**System Size (DC kW):** 110.33 kW DC

2.4. **Amendment to Section 4 of Exhibit 2 to PPA (Expected First Year Energy Production)**. Exhibit 2, Section 4 of the PPA is hereby amended and replaced with the following:

**Expected First Year Energy Production (kWh):** 127,538 kWhs

2.5. **Amendment to Section 6 of Exhibit 2 to PPA (Expected Module(s))**. Exhibit 2, Section 6 of the PPA is hereby amended and replaced with the following:

**Expected Module(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
Manufacturer: Hanwha, or equivalent  Model: Q.PEAK DUO XL-G11S.3 590	Quantity: 187

2.6. **Amendment to Section 7 of Exhibit 2 to PPA (Expected Inverter(s))**. Exhibit 2, Section 7 of the PPA is hereby amended and replaced with the following:

**Expected Inverter(s):**

<u>Manufacturer/Model</u>	<u>Quantity</u>
Manufacturer: Chint Power Systems, or equivalent  Model: SCA25KTL/US-208	Quantity: 3

2.7. **Amendment to Attachment A of Exhibit 2 to PPA (Facility and System Layout)**. Exhibit 2, Attachment A of the PPA is hereby amended and replaced with the Facility and System Layout depicted on **Exhibit A** attached hereto.

2.8. **Amendment to Exhibit 4 to PPA (Purchaser's Termination Payment Schedule)**. Exhibit 4 of the PPA is hereby amended and replaced with the following:

Purchaser's Termination Payment Schedule

<b>Year</b>	<b><i>Value \$</i></b>
1	\$299,683
2	\$218,960
3	\$172,922
4	\$131,240
5	\$90,582
6	\$49,511
7	\$29,419
8	\$21,546
9	\$19,660

10	\$17,758
11	\$15,839
12	\$17,530
13	\$16,995
14	\$16,558
15	\$16,229
16	\$14,894
17	\$7,180
18	\$5,416
19	\$3,661
20	\$1,918

2.10. **Amendment to Attachment A of Exhibit 6 to PPA (Forecast Production for Guarantee Period)**. Exhibit 6, Attachment A of the PPA is hereby amended and replaced with the following:

Forecast Production for Guarantee Period

<b>Contract Year</b>	<b>Estimated Contract Year Production (kWh)</b>	<b>Minimum Production Threshold (kWh)</b>	<b>Forecast Production for Guarantee Period (kWh)</b>
1	127,538	108,407	
2	126,900	107,865	
3	126,266	107,326	
4	125,634	106,789	
5	125,006	106,255	536,643
6	124,381	105,724	
7	123,759	105,195	
8	123,141	104,669	
9	122,525	104,146	
10	121,912	103,625	523,361
11	121,303	103,107	
12	120,696	102,592	
13	120,093	102,079	
14	119,492	101,568	
15	118,895	101,061	510,407
16	118,300	100,555	
17	117,709	100,052	
18	117,120	99,552	
19	116,535	99,054	
20	115,952	98,559	497,774

### 3. General Provisions.

3.1. **Governing Law.** This Amendment and the rights and obligations of the Parties hereto shall be interpreted and construed in accordance with and governed by the laws of the State of Illinois without giving effect to conflict of laws principles that would cause the laws of another jurisdiction to apply to this Agreement.

3.2. **Ratification of PPA.** Except as modified hereby, all other terms and conditions of the PPA remain unchanged and in full force and effect and are hereby ratified and confirmed by the Parties hereto.

3.3. **Entire Agreement.** This Amendment, in conjunction with the PPA, constitutes the entire agreement of Purchaser and Seller with respect to the subject matter hereof and supersedes all oral and written agreements and understandings made and entered into by the Parties prior to the date hereof.

3.4. **Multiple Counterparts; Signature.** This Amendment may be executed in multiple counterparts, all of which, when taken together, shall constitute one and the same instrument. Any signature to this Amendment transmitted via electronic mail shall be deemed an original signature and be binding upon the parties hereto with the same force and effect as an original signature.

[signatures appear on following page]

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first above written.

Sycamore Park District

By: \_\_\_\_\_  
Name: William Kroeger  
Title: President

Airport Road I Solar Project 2023, LLC

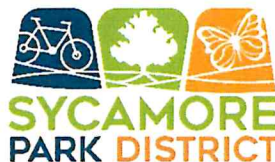
By: \_\_\_\_\_  
Name: Erik Schiemann  
Title: President



**EXHIBIT A to**  
**FIRST AMENDMENT TO SOLAR POWER PURCHASE AGREEMENT**  
**FACILITY AND SYSTEM LAYOUT**

**Exhibit 2**  
**Attachment A:**  
Facility and System Layout





Board of Commissioners  
Date of Board Meeting: February 27, 2024

**STAFF RECOMMENDATION**

**AGENDA ITEM:**

Sycamore Park District Board of Commissioners Executive Session Minutes Bi-annual review

**BACKGROUND INFORMATION:**

The Board is required to review the Executive Session Meeting Minutes at least twice a year. The purpose of the review is to determine if a need for confidentiality exists concerning all or part of the meeting minutes. Minutes of "Closed Meetings" should only be released to the public after the Board has determined that it is no longer necessary to protect the public interest or an individual's privacy by keeping them confidential. The Secretary should only release it.

It is best to keep minutes confidential when their release might cause hardship to the park district, individuals, or employees. Additionally, there is a need to protect the district in ongoing concerns related to any reason permitted by law to hold executive sessions. Should minutes refer to matters that still require confidentiality to protect the district on these legally allowed purposes for holding executive sessions, then those minutes should remain confidential.

The Board will receive a binder before each bi-annual review which contains the executive session minutes. The Recording Secretary has worked on the binder, which has been provided to each Commissioner for review and consideration. The Executive Director will suggest which minute dates should be released, and the Board may suggest additional items for consideration. **AT NO TIME SHOULD THE BOARD COPY OR REMOVE ANY ITEM FROM THE BINDER OR MAKE IT PUBLICALLY AVAILABLE.**

If discussion is needed regarding the minutes, then the Board will convene in Executive Session to discuss those matters. If no discussion is required, the Board will act based on the Executive Director's recommendation to release the minutes. All information in the binder is strictly confidential, and the Board has a fiduciary duty to treat the material as such. Specific discussion of the material in Executive Session minutes should only occur during Executive Sessions. Board action to release closed session minutes must be in open session.

The complete binder must be returned to the Secretary with no changes, removals, marks, or copies at the first Regular Meeting immediately after the Board member receives the binder.

**FISCAL IMPACT:** None

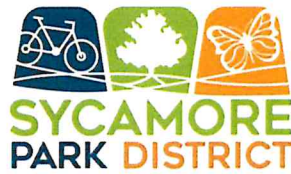
**STAFF RECOMMENDATION:**

- I do not recommend any Executive Session Minutes to be released at this time.

**PREPARED BY:** Jonelle Bailey, Executive Director



**EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:**



Board of Commissioners

Date of Board Meeting: February 27, 2024

**STAFF RECOMMENDATION**

**AGENDA ITEM: REVIEW OF PARK DISTRICT MOU'S**

**BACKGROUND INFORMATION:** The Park District has established the following MOU agreements with these listed organizations. This list of agencies is a reminder of the community partners we work with and is a part of our core value: Connections.

- Kishwaukee Special Recreation Association – will be renewed in 2027
- Sycamore Community School District - will be renewed fall 2024
- Family Services Agency of DeKalb County – will be renewed fall 2024
- Sycamore Youth Baseball – will be renewed in 2025
- Sycamore Girls' Softball – will be renewed in 2025
- Sycamore AYSO Soccer – will be renewed in 2025
- Kishwaukee Valley STORM – will be renewed in 2025
- Aggression Volleyball League
  - Aggression Volleyball League is now removed from being an affiliate with an MOU and will be considered a large rental moving forward.

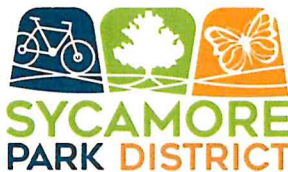
**FISCAL IMPACT:** None at this time.

**STAFF RECOMMENDATION:** For Board information.

**PREPARED BY:** Lisa Metcalf, Superintendent of Recreation Services

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



**Board of Commissioners**

**Date of Board Meeting: February 27, 2024**

**STAFF RECOMMENDATION**

**AGENDA ITEM: RESERVATION POLICY/FEEES for LARGE RENTALS at the COMMUNITY CENTER:  
Recommended Approval**

**BACKGROUND INFORMATION:** The Community Center has seen an increase in large, multiple-hours, long-term rentals. With this, staff identified an opportunity to review and develop a reservation policy for these types of rentals.

Based on availability, after park district programs are planned and adequate space is allowed for members and pass holders, Community Center space may be rented out for large rentals with the following applied.

- When renting out space for five (5) or more consecutive hours, a \$15 discount on all rooms and/or gym quadrants will be applied. Fees are \$45 per hour; per room/court, lowering the fee to \$30 per hour with this discount.
- When renting out space for five (5) or more at least one-hour rentals, a \$15 discount on all rooms and/or gym quadrants will be applied. Fees are \$45 per hour; per room/court, lowering the fee to \$30 per hour with this discount.
- For any consecutive/continuous rentals, the park district will only allow up to two (2) gym quadrants, up to two (2) times a week, based on availability.

**FISCAL IMPACT:** None at this time.

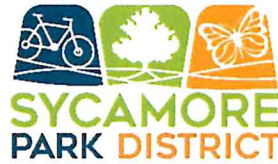
**STAFF RECOMMENDATION:** Staff requests approval of the reservation policy for large rentals.

**PREPARED BY:** Lisa Metcalf, Superintendent of Recreation Services

*JEB*

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



**Board of Commissioners**  
**Date of Board Meeting: February 27, 2024**

**STAFF RECOMMENDATION AND INFORMATION**

**AGENDA ITEM:**

Strategic Plan Document

**BACKGROUND INFORMATION:**

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

**Phase 1:**

- 1<sup>st</sup> Quarter 2024 (February) Community Survey (will be moved to March)
- Have Leadership team and staff meet and discuss strategic plan for 2025 – 2030.
- Park Board Commissioners review the current plan and add areas they would like to see in the next plan.
- ADA Access Audit and Transition plan to be completed by WT Group

**Phase 2:**

- 2<sup>nd</sup> Quarter 2024 (July) Review of survey
- Leadership team and Commissioners meet offsite for planning meetings to discuss community and district needs.

**Phase 3:**

- 3<sup>rd</sup> Quarter 2024 (November) finalize Strategic Plan

**Phase 4:**

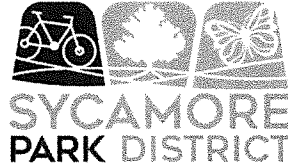
- 1<sup>st</sup> Quarter 2025 (January) post the Strategic Plan for the community. Coincide with Annual Report.

**FISCAL IMPACT:** \$275 - \$650

**STAFF RECOMMENDATION:** I would like to confirm a budget and location for the offsite meeting. I have found a location in Oregon, IL for \$275 for the day including beverages. I recommend approval to move forward with finding a location.

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:**



Board of Commissioners

Date of Board Meeting: February 27, 2024

Staff Recommendation

**AGENDA ITEM:**

2024 Access Audit and Transition Plan

**BACKGROUND INFORMATION:**

We are in the process of creating a community survey to assist with planning for our next Strategic Plan which will cover 2025 – 2030.

In this process we wanted felt it was necessary to do a full access audit and transition plan for our ADA needs in the District.

We are looking to work with WT Group utilizing our ADA funds to complete this assessment.

**FISCAL IMPACT:** \$29,832 total cost of the assessment not including the alternates.

This includes:

- Project Management
- Access Audits of sites & Facilities
- Prepare site reports
- Prepare Excel spreadsheet Transition Plan
- Plan and conduct community engagement
- Prepare and present final reports

**STAFF RECOMMENDATION:** Staff recommends approval of the assement.

**PREPARED BY:** Jonelle Bailey, Executive Director

**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

**BOARD ACTION:**



# **SYCAMORE PARK DISTRICT 2024 ACCESS AUDIT AND TRANSITION PLAN**

**A PROPOSAL BY THE WT GROUP, LLC  
ACCESSIBILITY PRACTICE**

**February 12, 2024**

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- VALUE ADDED SERVICE page 13
- PROJECT TIMETABLE page 13
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- CONCLUSION page 14

**Sycamore Park District ADA Initiative  
 Proposal by The W-T Group, LLC Accessibility Practice  
 February 12, 2024 page 3**

**INTRODUCTION**

The WT Group, LLC (WTG) Accessibility Practice provides this proposal at the request of the Sycamore Park District, for an Access Audit and Transition Plan. We look forward to the opportunity to serve the District.

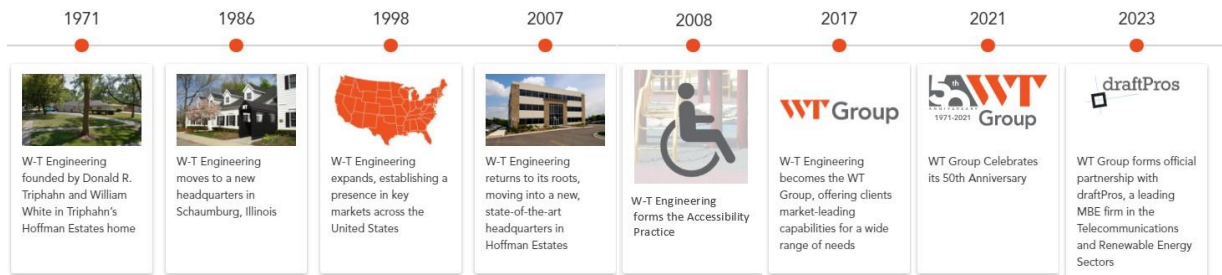
In this proposal, we describe our experience, our approach to the scope of service, our team, and our qualifications. We also discuss our costs for the project. We formed in 2008 for exactly this scope of service, and have since served more than 600 entities.

**EXPERIENCE**

Our corporate status has evolved to meet the needs of park districts and other parks and recreation agencies across the country.

In 2008, The WT Group created the Accessibility Practice. We formed to address compliance efforts by park districts and parks and recreation agencies within cities, counties, and states. Our focus then and today is the requirements of the title II regulation issued by the US Department of Justice (DOJ) to implement the comprehensive civil rights law, the Americans with Disabilities Act (ADA).

We have served park districts large and small across the State, and municipal parks and recreation agencies from coast to coast. In 2023, we worked in 19 states, conducting access audits and developing transition plans. Many of our park district clients have retained us more than once. Plan review, staff training, updating prior transition plans, dispute resolution, and providing expert advice are the most common reasons we return to a former client.



As to The WT Group (WTG), we have provided professional services to park districts for more than 50 years. A full service firm, our access, architecture, and engineering consulting is valued nationwide. Our professional licenses span all of the 50 states. WTG clients include many park districts, cities, villages, counties, townships, school districts, states, colleges and universities, businesses, property developers, owners, nonprofits, and faith-based entities. Additionally, our merger in March of 2023 with draftPros has greatly added to our staff capacity. Today, minorities, women, and people with disabilities own more than 70% of WTG. This diversity helps us better match the diversity of our clients across the country.

Our Practice Areas work together for our clients. Practice Areas include Accessibility, Architecture, Civil Engineering, Construction, Electrical Engineering, Land Surveying, Mechanical Engineering, Plumbing Engineering, Structural Engineering, and a strong

**Sycamore Park District ADA Initiative  
Proposal by The W-T Group, LLC Accessibility Practice  
February 12, 2024 page 4**

presence in the rapidly changing Telecommunications Engineering world. For the Sycamore Park District project, only the Accessibility Practice will be involved. Other Practices are available though, if the design of a solution becomes a part of the scope.

## **SCOPE OF SERVICE AND OUR APPROACH**

### ***Introduction***

We did review your helpful information regarding District sites. This proposal is based on that information.

### ***Tasks***

We see six specific Tasks to complete the work. We also suggest four alternates. Each is below, and we describe in detail how we approach and execute each Task or Alternate. The Tasks and Alternates are:

1. Project Management;
2. Access Audits of Parks and Facilities;
3. Site Reports;
4. Transition Plan and Cost References;
5. Community Engagement; and
6. Preparation and Presentation of the Final Report.

Alternate 1 is a review of the District website. Here, we identify areas of noncompliance with the Website Content Accessibility Guidelines.

Alternate 2 is a review of District public facing policies, including a review of the process by which reasonable modifications are invited, analyzed, and fulfilled.

Alternate 3 is a staff training series. The topics will touch administrative staff, planners, recreation and facility staffs, and maintenance staffs.

Alternate 4 is report data in a GIS shapefile. We can do that, within the app we use for auditing – BlueDag.

### ***Task 1 – Project Management***

Regular communication is essential for a transition plan project. Towards that end, our Project Manager is Tanya Scheibe, RAS, a WTG Accessibility Practice Project Manager. She leads our work, establishing schedules and agendas for meetings. Meetings occur in-person or by Zoom or a similar platform.

**Sycamore Park District ADA Initiative  
Proposal by The W-T Group, LLC Accessibility Practice  
February 12, 2024 page 5**

Meeting agendas will include a review of work the prior month, work planned for the next month, and address issues or questions that may arise during the month. She will also produce and distribute meeting notes to District staff. She leads the meetings and other WTG staff may attend. We ask the District to have at least one staff on the project management team.

**Task 2 – Access Audits of Parks and Facilities**

Task 2 is conducting access audits of District facilities and parks, based on the list provided to us by the District. Scheibe leads our effort here, supported by Hirthe. Scheibe will schedule audits for the sites. Our auditors are Hirthe and Scheibe. We anticipate two weeks to complete all site audits.

We often conduct access audits alone, but at some sites, Hirthe and Scheibe may work together. For site audits, we use a handheld smartphone app called BlueDAG. This cloud-based system incorporates federal and Illinois requirements, and smart practices we recommend for park districts.

Our carefully designed checklists prompt experienced auditors regarding access requirements, who then gather metrics (slope, height, etc.) and enter observations in BlueDAG. We use simple tools, including a 2' digital level, tape measure, door pressure gauge, and a GPS enabled smart phone. Auditors are experienced in applying federal and Illinois requirements, and smart practices.

Our audit process is made more efficient by using BlueDAG. The smartphone is easy to use and very portable. This system literally writes the site report as the audit occurs (more on site reports later in this proposal), and we can provide site reports with a range of information, as desired by District staff.

Our objective here is to make the site reports clear and easy to understand. We document access deficits with a digital image.

As to schedule, we will prepare a schedule for the project once the work is awarded and we know the entire scope. Two factors could impact audits: weather and Covid-19. Although difficult to predict, we are hopeful neither will be an issue. If a scheduling issue does arise, we will resolve it in our Project Management meetings. ***The entire project should require six months from start to finish. Please advise if the District requires an earlier timeline.***

We evaluate everything; we do not have digital eyeballs or feet. We will make spaces used by the public our highest priority for audits. We will also evaluate spaces used only by employees, and apply the “approach, enter, and exit” test in the 2010 Standards.

We typically start the audit process early in the day. Scheibe will prepare a proposed audit schedule and seek feedback from District staff as to the times and proximity of sites. We understand the importance of your residents having unrestricted access to sites. Our auditors will not interfere with District functions.



**Sycamore Park District ADA Initiative  
Proposal by The W-T Group, LLC Accessibility Practice  
February 12, 2024 page 6**

***Task 3 – Site Reports***

Task 3 is the preparation of site reports after the audits. Scheibe and Hirthe will lead our work here. McGovern is also involved.

These site reports note noncompliant elements. For those elements, we describe the deficit, recommend a retrofit, and then apply the program access test. This may result in an asset at a facility, or a facility itself, being left as is and inaccessible. The DOJ makes it clear that not necessarily every deficit must be removed. We do use DOJ guidance on unique, one-of-a-kind District sites like Sycamore Golf Club, as well as recurring sites or site assets.

The site reports will include digital images and a brief description of the deficit, and this assures that District staff will know the precise location of the deficit. Our digital images and our site report language make clear where the deficit is at the site.

In site reports, we do incorporate the concepts of construction tolerance, technical infeasibility, safe harbor, and equivalent facilitation. As a result, site reports may describe a deficit, but recommend it be left as is if safe harbor applies, remediation is technically infeasible, the variance is within a construction tolerance, or the remediation is not necessary because of the program access test.

Site reports also address the opportunities for universal design, enabling ease of access by persons of all types.

Importantly, we will provide a priority for retrofit. Our three-phased approach is based on the type of space and the type of deficit. The title II regulation is silent on the order of retrofit for existing facilities, except in the circumstance of an alteration or addition. Our unique approach assures that District services within District facilities are accessible to Sycamore residents and visitors. We discuss this further in the portion of our response that addresses the transition plan report.



To familiarize staff with the site reports, we will provide two draft site reports after the first week of audits. These can be reviewed and discussed in-person or at a project management meeting, or both. The discussion can shape the format of the remaining site reports.

We caution the District that the site reports will be full of detail. Reports for larger sites exceed 100 pages. We urge the District to view reports digitally, and for conservation purposes, not to print site reports.

**Sycamore Park District ADA Initiative  
Proposal by The W-T Group, LLC Accessibility Practice  
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***Task 4 – Transition Plan and Cost References***

Task 4 is the preparation of a Transition Plan that exceeds the title II 35.150(d) requirements. Scheibe, Hirthe, and McGovern are involved in this Task.

The Transition Plan is the key deliverable. The work product must be useful for District staff now and in the future. This deliverable is an Excel spreadsheet database. With the site reports, it meets and exceeds the title II 35.150(d) requirements.

Title II 35.150(d) requires a transition plan to include:

- A description of every deficit (this is in our site report);
- A description of the retrofit we recommend (in our site report and Excel document);
- Name the person responsible for barrier removal (is in the Excel document); and
- Date by which barrier removal will occur (we include this as a phase in the Excel spreadsheet).

We also include cost references for planning purposes. We note here that title II does not require costs. However, we know the District cannot make a plan without costs.

We apply the program access test, and advise the District as to whether we believe a retrofit must occur or can be left as is. We use RS Means for accessible design to develop cost references, adding a multiplier because this version of Means has not been revised in 20 years. These are cost references for planning purposes, not estimates or budgets. We will work with District staff to apply a multiplier to Means' numbers to reflect the change in the cost of retrofits since 2004 in Illinois.

We will seek feedback on retrofit priorities from District staff by way of an order of retrofit memo. This memo describes factors that other entities have applied in the development of a transition plan. To the greatest extent possible, we will blend feedback from the public with feedback from District staff.

The Transition Plan is an Excel document with two tabs. Excel is a great tool for this, as it allows sorting by task, site, cost, completion, and other variables.

The first tab has nine columns. Those are:

- 1) The name of the site (the first time the site is named it is hyperlinked to the site report for ease of reference);
- 2) The citation to our recommended retrofit in the site report;
- 3) The type of correction (a few-word description, e.g., parking signs);
- 4) Our specific retrofit recommendation, such as "Install accessible parking signs at accessible parking stall";
- 5) The price or cost reference per unit;

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- 6) The unit type, e.g., linear feet, staff time, or an object;
- 7) The number of units, e.g., 100 linear feet;
- 8) The projected total cost reference; and
- 9) The Phase in which we recommend the work occur.

The second tab is an Excel Pivot Table, which provides an at-a-glance review for each site. This is an excellent fiscal summary of the cost references provided. Projected costs for all five phases of the work are sorted on a table. District staff can sort and search pivot tables in many ways.

We generally phase work as described below.

*Phase One* usually has two sets of tasks. One set is tasks that the District can complete with current human and fiscal resources (low hanging fruit). The second set is work completed by the District since 1992, if that work was constructed or designed in a way that fails the access standards. This latter set of work is a high priority for work since it was done wrong. We typically make Phase One include three or four fiscal years.

*Phase Two* usually includes elements new to the 2010 Standards. This includes park assets, pavilions, sport fields and courts, playgrounds, boat ramps, fishing areas, golf, pools, and other recreation assets. We include Illinois guidance for trails and picnic areas too. We typically make Phase Two include three or four fiscal years.

*Phase Three* usually includes two sets of tasks. One set is tasks that are complex or costly, or involve a partner entity. These are considered long-term tasks. We typically make Phase Three include two or three fiscal years.

Not necessarily every site, or every element at a site, needs to be retrofit. The retrofit may be technically infeasible, or the retrofit may not be necessary because of the program access test. We call this *fourth phase* "District Option".

Finally, we include smart practices. These are access methods that exceed the minimum, such as a power door opener. This is the fifth phase in our report.

District staff will see and review the draft Transition Plan. Staff feedback is critical to internal adoption and understanding of the Transition Plan. Once we have heard the voices of staff, we can move to gather community feedback.

### ***Task 5 - Plan and Conduct Community Engagement Activities***

Task 5 is planning and conducting community engagement. We propose two means of gathering public feedback. The public feedback requirement is required in title II at both 35.105 and 35.150(d).



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That said, title II is not prescriptive as to the form of community engagement. We have had success with both of the methods below. We will work closely with the Kishwaukee Special Recreation Association (KSRA) and the District on this part of the project.



*In-Person Public Feedback Session:* In collaboration with KSRA and District staff, we conduct two in-person meetings, one during the day and one in the evening on a weekday. We will review the project scope, discuss the ADA requirements for existing facilities, and illustrate some of our findings with images of park and facility access deficits. We will discuss the factors used to phase retrofit work by other jurisdictions, and then ask the public for their access preferences and priorities, listening for ideas that can influence our recommendations to the District for the order of retrofit. These typically run 90 minutes.

*Survey:* Here, we survey Sycamore residents with disabilities. This has helped identify access preferences and priorities. This survey provides the District with much more feedback. We will review survey results in tandem with the Public Feedback Session comments. The survey requires four to five minutes to complete.

### ***Task 6 – Preparation and Presentation of Final Report***

Task 6 is preparing and presenting the Final Report, and is the last of our Tasks. McGovern and Scheibe lead here.

Our Final Report is in Word and pdf. It captures the title II requirements for existing facilities, the process used to evaluate sites, how we applied the program access test, how we applied the technical infeasibility exception, how we treated construction tolerance, how community engagement influenced the recommendations, the final priorities for the retrofits to be made, fiscal issues, implementation strategies, and more. We also offer implementation strategies that make the ADA initiative more effective.

This report is not developed in a vacuum. District leaders will see and discuss the draft before we make it final. The District may also choose to share the draft with stakeholders as it sees fit. Our Practice Area Principal-in-Charge and the Project Manager will report to the District leadership and other District officials as desired, at a date to be determined.

At your pleasure, we can report to leadership staff, the Park Board, or a Board Committee.

### ***Value-Added Staff Training***

We do offer the District a training series as an alternate. However, we understand the importance of training staff regarding the implementation of the Transition Plan. Therefore, regardless of whether the District chooses the training series alternate below, we will provide two workshops for staff at no charge.

Both are two hours in length. The first addresses park district infrastructure, and reviews common problems and solutions in parks and facilities.

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We intend the second for recreation and administrative staff, and it addresses policy requirements, the eight-step recreation inclusion process, and the definition of reasonable modification. We usually conduct these towards the end of the project, but are happy to work on other dates that may better meet the schedule of the Sycamore Park District.

**Alternate 1 – Website Audit**

Website use has dramatically increased. Studies show that people with disabilities use websites more than those without disabilities. Ensuring that the website is accessible for people who are blind, deaf, or have limited mobility is critical. We subcontract this work to Promet Source, Inc., a leader in website accessibility.

**Alternate 2 – Program and Policy Review**

The title II regulation is full of policy issues, and offers substantial direction regarding programs and services. We will interview selected staff to identify any knowledge gaps regarding the title II regulation and how policies and programs are implemented. Our deliverable is a report with recommended changes for title II compliance.

**Alternate 3 – Staff Training Series**

We propose a training series with content we develop in collaboration with you and your staff. Topics are one hour in length and related topics can be combined in a longer session. All sessions are supported by the statute, regulations, court decisions, and settlement agreements. Topics could include, but are not limited to:

- The eight-step recreation inclusion process
- Recreation dispute case studies
- Top ten facility and park errors and the 2010 Standards
- The role of maintenance in ADA compliance
- Just what is a reasonable modification?
- Rules and policies must change as medical technology advances
- ADA enforcement methods

**Alternate 4 – GIS Shapefile**

We can develop a GIS shapefile consistent with any GIS system in use by the District. Scheibe coordinates this effort.

## **TEAM QUALIFICATIONS**

### ***Our Personnel***

Our team includes a wide range of credentials and experience. Three are assigned to the Sycamore project, and each is identified below.

***The Project Director is John McGovern.*** He leads the WTG Accessibility Practice. His career experience includes more than 30 years in public parks and recreation, and fifteen years as a nationwide ADA consultant. While working in parks and recreation, he was

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appointed to represent the National Recreation and Park Association (NRPA) on the three federal advisory committees that developed content for the 2010 Standards for Accessible Design. When US DOJ wanted enforcement staffs to better understand how parks and recreation agencies implement ADA title II, he was invited to Washington to train architects, engineers, investigators, and others.

In every one of the more than 600 WTG Accessibility Practice projects, he is the title II interpreter. He leads the community engagement process, and is the primary reporter to District leadership. A sought after trainer, he is heavily involved in developing training content and providing the training itself. He regularly presents speaks at the NRPA conference and the IAPD/IPRA conference.

***The Project Manager is Tanya Scheibe.*** She is a Project Manager in the WTG Accessibility Practice and is a Registered Accessibility Specialist. Her degree in architecture and her 13 years of experience with WTG brings great perspective to this project. She has a great understanding of the accessibility code requirements. She will perform tasks she has implemented for many other parks and recreation agencies. With Hirthe, she will plan and conduct access audits of existing facilities and sites. Post-audit, she will coordinate site reports, and serve as quality control for audits.

***Aaron Hirthe is one of our Accessibility Specialists.*** He is a Certified Parks and Recreation Professional (CPRP). He has served people with disabilities his entire career. He will lead audits and write site reports.

Other staff at WTG are available if needed. This includes architects, engineers, a Registered Accessibility Specialist, a Certified Access Specialist, and more. If such a need arises, we will provide credentials to, and seek consent from, the District before changing our team.

## REFERENCES

We list two references below. If you wish to see more, please reach out.

**NWSRA (IL):** NWSRA retained us in early 2022 for a scope identical to the one proposed for Sycamore. We completed audits and a transition plan for the NWSRA facility. For this project, we audited all assets, prepared site reports, conducted community engagement, prepared a transition plan, and reported to NWSRA leadership. Reach Tracey Crawford at [tcrawford@nwsra.org](mailto:tcrawford@nwsra.org) or by phone at 847-392-2848.

**Plainfield Park District (IL):** The District retained us in 2023 for exactly the scope we propose here. We conducted access audits of all sites and prepared a transition plan with cost references for retrofits. We conducted community engagement events and provided staff training. We completed the project in the fall of 2023. Reach Carlo Capalbo at 779-252-2703 or [capalbo@plfdparks.org](mailto:capalbo@plfdparks.org).

**Seminole County Leisure Services Department (FL):** The Department retained us in mid-2021 for exactly the scope we propose here. We conducted access audits of all existing sites and prepared a transition plan with cost references. We conducted community engagement and reported to Department leadership as well as the County Board. Reach Michael Wirsing at [wirsing@seminolecountyfl.gov](mailto:wirsing@seminolecountyfl.gov) or by phone at 407-665-2171.

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## PROPOSED COST

Here, we include information about the NRPA discount, a rate table, and proposed costs by Task. We also provide a cost for each of the Alternates.

### ***NRPA Discount***

Since 2013 our firm has been the preferred provider of access consulting to the more than 60,000 members of the National Recreation and Park Association. We value this recognition, and in return, we provide a 10% discount in our rates to agencies with staff or commissioners who are NRPA members.

We know the District staff or commissioners are NRPA members. We have therefore applied the 10% discount.

CONSULTANT	TITLE AND CREDENTIALS	NRPA RATE
<b>John McGovern</b>	WTG Partner, Principal-in-Charge of the WTG Accessibility Practice, licensed attorney (IL)	\$ 175.50
<b>Tanya Scheibe</b>	WTG Accessibility Practice Senior Project Manager, MSW, Certified ADA Coordinator	\$ 144.00
<b>Aaron Hirthe</b>	WTG Accessibility Practice Accessibility Specialist, CPRP	\$ 121.50

### ***Total All Inclusive Proposed Cost***

The total cost, exclusive of alternates, \$29,832.00. By Task, we list proposed fees below.

<b>Total All Inclusive Proposed Cost by Task</b>	
Project management:	\$873.00
Access audits of sites and facilities:	\$16,102.50
Prepare site reports:	\$7,434.00
Prepare Excel spreadsheet Transition Plan:	\$927.00
Plan and conduct community engagement:	\$2,155.50
Prepare and present Final Report:	\$2,340.00

<b>Proposed Fees for Alternates</b>		
Alternate 1	Website Audit	\$20,000.00
Alternate 2	Policy and Program Review	\$8,500.00
Alternate 1	Staff Training Modules (three at \$1,500 each)	\$4,500.00
Alternate 2	GIS shapefiles	\$6,500.00

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**VALUE ADDED SERVICE**

As noted earlier, we know how important staff training is regarding ADA compliance. We therefore offer you two free workshops, one regarding park and facility access, and the second regarding programs and policies. Whether you choose the added scope staff training or not, these two free events will help the Park District on the journey to ADA compliance.

**PROJECT TIMETABLE**

Weather and Covid are the only probable delays in the completion of the project. We anticipate the project will require six months, depending on when we start. It is difficult to audit parks in inclement weather. Once awarded, we will prepare a detailed schedule for your review. As noted before, please advise if an accelerated schedule is required.

TASKS	March	April	May	June	July	Aug.	Sept.
Project Management	Green	Green	Green	Green	Green	Green	Green
Access Audits	Blue	Blue	Blue				
Site Reports			Cyan	Cyan	Cyan		
Transition Plan					Orange	Orange	
Community Engagement					Dark Blue		
Final Report						Red	
Staff Training						Grey	

Alternates, if the District chooses, may change the schedule.

**TERMS AND CONDITIONS**

We have attached our terms and conditions, and these are an integral part of our proposal.

**CONCLUSION**

Some park districts make compliance with the Americans with Disabilities Act more complex than need be. Acting voluntarily, as the District is here, saves valuable resources for other District activities. A Transition Plan is also a great tool for the District and your residents, helping meet accreditation requirements and demonstrating your commitment to equity.

Our unique team stands ready to help. There is no other team with an attorney with ADA experience, a Certified Access Specialist, a Registered Accessibility Specialist, a Certified Therapeutic Recreation Specialist, two Certified ADA Coordinators, a MSW, and two Certified Park and Recreation Professionals. Our designers are available too if needed.

Our career parks and recreation experience complements our work with parks and recreation agencies nationwide. We hope you agree. If there are any questions, please reach me at

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[jmccgovern@wtgroup.com](mailto:jmccgovern@wtgroup.com) or reach me by phone at 224-293-6451. Thanks for the invitation to submit, and we look forward to serving the District.

Sincerely,



John N. McGovern, JD  
Partner, Principal-in-Charge  
The W-T Group, LLC Accessibility Practice

JNM/SYCAMORE PARK DISTRICT ADA INITIATIVE 202401

## 2024 GENERAL TERMS AND CONDITIONS

1. **BILLING AND PAYMENT** – The Client or Owner agrees to compensate the Consultant for services on a fixed fee basis. Services and expenses will be invoiced upon completion of tasks within the overall project, and not at the end of the entire project. Invoice amounts are due within 30 days. Interest of 1% per month compounded daily applies to all invoices outstanding after 30 days.
2. **REIMBURSABLE EXPENSES** - Reimbursable expenses shall be marked up 10% and are subject to the payment terms described in Condition 1 above.
3. **CONSEQUENTIAL DAMAGES** – The Client, Owner, and Consultant agree to waive consequential damages for claims, disputes or other matters arising from or related to this Agreement against each other.
4. **DELAYS** – The Consultant will not be liable for delays due to force majeure or for any delays caused by others or by circumstances outside the control of Consultant.
5. **DISPUTE RESOLUTION** – Any dispute under this contract shall be subject to mediation as a condition precedent to litigation. Mediation shall be initiated by a written demand served by any party hereto to the other party.  
  
Mediation shall occur at a forum and with a mediator acceptable to both parties hereto. Mediation costs shall be shared equally by the parties.
6. **ENVIRONMENTAL** – The Consultant assumes no responsibility for the detection or removal of any hazardous substances found at the job site.
7. **JOBSITE SAFETY** – The Consultant is not responsible for job site safety or for construction means, methods, techniques, or sequences. Job site safety and construction means, methods, techniques, and sequences are the responsibility of the Owner.
8. **LIMITATION OF LIABILITY** – The Client or Owner agrees, to the fullest extent permitted by law, to limit the liability of the Consultant so that the total aggregate liability of the Consultant shall not exceed the Consultant's fee paid for services rendered pursuant to this Agreement.

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It is acknowledged and agreed that this limitation of liability applies to any and all causes of action, be it sounding in contract, tort, statutory violation or otherwise. The Client or Owner agrees to bring any claims against the Consultant Company, not any individual directors, officers or employees of the Consultant.

9. **OWNER PROVIDED INFORMATION** – The Consultant shall have the right to rely on the accuracy of any information provided by the Owner or Client. The Consultant will not review this information for accuracy *unless so noted in the proposal*.
10. **OWNERSHIP OF INSTRUMENTS OF SERVICE** – All documents, including drawings, plats, and other data prepared or furnished by Consultant pursuant to this Agreement are Instruments of Service with respect to the Project. The Consultant retains all intellectual property rights including common law, statutory, and other reserved rights in the instruments of service, including copyrights.

The Consultant grants a nonexclusive license to use the Instruments of Service to the Client or Owner for purposes related to reporting, grant seeking, public information, risk management, and other management purposes, provided Owner or Client shall comply with all obligations required by this Agreement, including prompt payment of all sums when due. Any termination of this Agreement prior to completion of the services shall terminate this license. For use of this report by the Client or Owner for other purposes, the express written consent of the Consultant must be obtained.

11. **RIGHT OF ACCESS** – The Consultant shall have access to the job site whenever work is in preparation or in progress.
12. **TERMINATION** – The contract may be terminated by either party for convenience with 14 days' written notice, or for cause with 7 days written notice. The project may be suspended by the client with 30 days written notice. In the event of suspension or cancellation for convenience, the Client shall pay all fees and expenses incurred prior to the date of notice.
13. **STANDARD OF CARE** – The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the skill and care used by members of the Consultant's profession under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under the Agreement or otherwise in connection with Consultant's services.