



Sycamore Park District
 Regular Board Meeting
 March 19, 2024
 6:00 PM
 Sycamore Community Center
 Room C
 480 Airport Road, Sycamore IL 60178

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: February 27, 2024 (Voice Vote)
 Executive Session Minutes: February 27, 2024 (Voice Vote) (To Remain Confidential)

APPROVAL OF MONTHLY CLAIMS:

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

CONSENT AGENDA:

27. Superintendent of Finance Monthly Report
29. Budget
43. Superintendent of Recreation Monthly Report
46. Superintendent of Golf Operations Monthly Report
47. Superintendent of Parks and Facilities Monthly Report
49. Marketing & Community Outreach Manager
50. Executive Director Monthly Report

CORRESPONDENCE:

PUBLIC INPUT:

POSITIVE FEEDBACK/REPORTS:

AGENDA**March 19, 2024, 6:00 PM****Page 2****PLANNING COMMISSION REPORT: Ted Strack****OLD BUSINESS:**

52. Park/Construction Updates: Jonelle/Jeff
- a. Great Western Trail seg. 2
 - b. Reston Ponds
 - c. Solar Panels
 - d. Ball Field Lights
 - e. North Grove
 - f. Memorial park fields

- Community Survey status
- ADA Audit/transition plan status

53. Strategic planning date

NEW BUSINESS:

57. Approval of Annual Report Final: Sarah/Jonelle

- Public Hearing on Budget and Appropriation Ordinance

67. Vote on Budget and Appropriation Ordinance #04-2024 (Roll Call)

78. Sycamore Chamber of Commerce Business After Hours

Potential Study Session April 9, 2024, at 6:00 PM—940 E. State St.

PUBLIC INPUT

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

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

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, February 27, 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 6:00 p.m. on Tuesday, February 27, 2024.

Will the recording secretary please call the roll.

The following Sycamore Park District Commissioners are physically present and will be participating in the meeting in person: **Commissioners Ackmann, Doty, Graves, and Kroeger. Commissioner Strack arrived at 6:01 p.m.**

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

The following Sycamore Park District Commissioners are not physically present and will not be participating in the meeting:

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

Guests at the Board meeting were:

- Mike & Laura Kvasnicka
- Shawn Ajazi – Progressive Business Solutions
- Steve Braser – Mayor of Sycamore
- Jonathan Buettner, Sycamore
- Camden Lazenby, Shaw Media

**Regular and Consent Agenda Approval –
Motion**

Commissioner Graves moved to approve the Regular Agenda and the Consent Agenda with the amendment of moving Agenda Item #67 Solar Panels to before Public Comment. Commissioner Doty seconded the Motion.

Voice Vote

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

**Approval of Minutes –
Motion**

Commissioner Ackmann moved to approve the January 23, 2024, Regular Meeting Minutes. Commissioner Strack seconded the Motion.

Voice Vote

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

Motion

Commissioner Doty moved to approve the January 23, 2024, Executive Session Meeting Minutes to remain confidential. Commissioner Graves seconded the Motion.

Voice Vote

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

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday February 27, 2024
 P 2

Claims and Accounts Approval

Motion

Commissioner Doty moved to approve and pay the bills in the amount of \$205,672.50.
 Commissioner Ackmann seconded the Motion.

Roll Call

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

Correspondence –

- Sycamore Fire Department Thank You
- Sycamore High School Thank You

Solar Panels: Director Bailey noted we have an addendum to the solar panel agreement. Shawn with Progressive Business Solutions gave an update on what the change is. He noted in the final design they needed to change the type of panels being used so it decreased the overall size of the system. We are still on target for completion in September of 2024. They should be starting in approximately May or June. Commissioner Graves asked how long the shutdown will be and Shawn noted approximately 4-8 hours. Commissioner Strack asked about the financial benefits be diminished with the panels being smaller. Shawn noted it would be slightly diminished and he will send the information. Mike Kvasnicka asked what the initial outlay is versus how long it takes to recoup the amount paying out. Commissioner Strack noted there is no initial outlay. They get a return on their investment from Com Ed, and we get a reduction in our costs.

Public Input –

Pool

Laura Kvasnicka noted she is here to talk about the pool. She was part of the community pool focus group in 2021. There has been a lot of talk on Facebook about the improvements made to Reston Ponds. People commented on the post and then asked about our pool. Someone had started a petition with 281 supporters. She thought she would make a final effort to let the Park know there are people that do want to see a pool. She has heard all the reasons not to keep the current pool and about the expense of it. President Kroeger noted the board appreciates her coming and being the spokesperson for the committee. He noted we have a survey going out and will have questions in the survey about the pool. If the citizens of Sycamore feel they want a pool, we have done some preliminary pricing, and it is about \$16,000,000. We cannot build a pool in the same location because of it being in a flood plain. For the pool, property and engineering it would be approximately \$16,000,000. This is approximate, since we do not have a design and pricing for that design. For two and a half months from opening to shutdown for the season, it is a big expense for a short time. President Kroeger also noted the board kept the pool open as long as we could. The board decided if it got to a certain amount to pay for repairs and equipment, they would not go over a \$50,000 threshold.

Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday February 27, 2024
P 3

Public Input- Pool continued:

President Kroeger noted that if it turns out that the majority of the citizens want to do a pool, we will stand behind that. Director Bailey noted that NIU will do the survey and they are doing random pockets. Then we will list the survey on our website for anyone else who wants to take the survey. NIU will be doing emails, mail and calls for the survey.

Mike Kvasnicka noted he was also on the pool committee. He noted he has a lot of contacts in the pool industry and gave all his contact information while on the committee. He offered to try and get better pricing on things for repairs, and no one reached out to him. He noted they were told in the meetings we can't rebuild there and no repairs because of being in a flood plain. He questions this, because he is also FEMA flood adjustor and it doesn't cover pools anywhere. Director Bailey noted we couldn't make changes over 50% of the property without having to raise everything 6 feet to meet the current IDNR restrictions. This is what the engineers told us.

Laura Kvasnicka asked if we get to the point the survey goes well, maybe think about something like Batavia Beach which is in a flood plain.

Commissioner Graves asked if Laura had a group to report back to and people that might be willing to be on a committee. Mike noted that Laura reached out to people that were on the committee last time. Most said they felt they were blown off last time. Laura noted she will be on WLBK tomorrow, so this may drum up more interest as well.

Commissioner Strack shared some financial information. This is based on if the pool would be about \$16,000,000 and if the current EAV stays constant. So, it means for taxpayers, if there was a referendum for \$16,000,000 for every \$100,000 value on their home, they would be paying \$63 approximately per year to fund the referendum for 25 years to pay for the \$16,000,000 for a pool. Laura noted that you can make \$8000 more on your home if you have a pool. President Kroeger noted we are not here to fight against it. If the citizens want one and we have enough people behind it, we will go for a referendum. We are not against a pool and actually kept the pool open several years longer than we thought we could. Supt. Donahoe and his staff put band aids on the pool for years and kept the equipment going. Some of the equipment is no longer used in the industry.

Mike asked why we couldn't take around \$1,000,000 and upgrade the equipment. Director Bailey noted that based upon the surveys we have done since 2011 the features that people are looking for can't be put in the same area. People are looking for slides, zero depth water features, toddler areas, lazy rivers which are the things we got from the surveys. For the price tag, we are looking at purchasing property, engineering costs and construction. For the current location, we cannot meet the needs or wants of the community.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday February 27, 2024
P 4

Positive Feedback –

- Director Bailey noted the Self Care Fair went well and staff did a great job. They received good comments and participation.

President Kroeger left the meeting at 6:28 p.m. and Vice President Doty took over the meeting.

Plan Commission: Commissioner Strack noted there was no meeting.

Old Business:

Construction Updates:

- **GWT:** Director Bailey noted the trail has been adjusted to reflect the change. We are waiting to hear from IDOT if the changes have been accepted. We will then get new appraisals and offer each of the property owners an adjusted fee.
- **Reston Ponds:** Director Bailey noted some construction started this week. This should be done by June.
- **Solar Panels:** Director Bailey noted this was discussed earlier in the meeting.
- **High School fields :** Director Bailey noted no update on this.
- **Pool Building:** Director Bailey noted we are still gathering cost information on this area. We are also waiting for the survey to see what the community wants there.
- **North Grove:** Director Bailey noted we were awarded the OSLAD Grant. We are moving forward planning the bids for construction for fall of 2024 with construction to start in 2025, with completion in 2026.

Open Positions:

Naturalist – Director Bailey noted we have offered a position to a candidate. They have accepted and we are waiting for final paperwork.

Community Survey status: Director Bailey noted there are some minor changes being made and will be sent out on Monday March 4th if no other changes are needed.

New Business

Bi-Annual Review of Executive Session Minutes: Director Bailey noted there was nothing to be released.

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday February 27, 2024
P 5

MOU Annual Review: Supt. Metcalf noted this is the time of year we point out all the MOU's we have with everyone and when they are up for renewal. When they come up for renewal, she will bring them to the board at that time. Aggression Volleyball will no longer be an affiliate. They will be considered a large rental moving forward.

Rental Updates for Large Rentals: Director Bailey noted we are requesting approval for the policy we were going to change with the caveat that we adjust the pricing.

Motion

Commissioner Strack moved to approve as presented with the caveat the pricing is adjusted. Commissioner Ackmann seconded the Motion.

Roll Call

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

Strategic Planning Location/potential dates: Director Bailey noted she sent everyone dates and documents to review. She would like to have one full day for discussion of the strategic plan. She would like to have the leadership team there all day, other staff attend as they can, and the board come later in the afternoon. She will pick a date that the majority can attend. She is asking for approval of the cost to range from \$275 to \$600 for the day including food and rental.

Motion

Commissioner Strack moved to approve the expenditure. Commissioner Ackmann seconded the Motion.

Roll Call

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

ADA Audit/transition plan: Director Bailey noted she told the board she would get a full quote on the cost to do the entire district and have it assessed. This will be covered by our ADA funds and the cost is \$29,832.00.

Motion

Commissioner Strack moved to approve the \$29,832.00 cost. Commissioner Ackmann seconded the Motion.

Roll Call

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

Special Announcements – None

March Study Session: None was scheduled.

Public Input – None

Minutes of the Regular Meeting of the Board of Commissioners
 Sycamore Park District
 Tuesday February 27, 2024
P 6

Motion

The Board adjourned the Regular Session to go into Executive Session at 6:45 pm on a motion made by Commissioner Ackmann for the reasons listed below. The motion was seconded by Commissioner Graves.

Roll Call

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

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 6:46 pm. The roll was called with Commissioners Ackmann, Graves, Strack and Doty present along with Director Jonelle Bailey, Recording Secretary Freeman, Supt. Hienbuecher, Supt. Donahoe, Supt. Metcalf and Supt. Price.

Motion

The Board adjourned the Executive Session at 6:55 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Ackmann.

Voice Vote

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

The Board reconvened to Regular Session at 6:55 pm. The roll was called with Commissioners Ackmann, Graves, Strack and Doty present.

Motion

The Board adjourned the Regular Session at 6:55 p.m. on a motion made by Commissioner Ackmann. The motion was seconded by Commissioner Graves.

Voice Vote

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

Respectfully Submitted,

Jeanette Freeman
 Recording Secretary
 Sycamore Park District

DATE: 03/12/2024
 TIME: 07:44:31
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Inferim

FROM 02/24/2024 TO 03/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACUSHNET	917289306	01 TITLEIST AVX GOLF BALL	501000001300	02/21/24	00006596	67049	03/04/24	671.38	305.91
		02 SHIPPING INV 917289306	501000001300		00006596				302.00
		03 DISC INV 917289306	501000001300		00006596				9.95
									-6.04
	917312689	01 TITLEIST PROVIX LEFT DASH	501000001300	02/26/24	00006596	67049	03/04/24	671.38	253.13
		02 SHIPPING INV 917312689	501000001300		00006596				249.00
		03 DISC INV 917312689	501000001300		00006596				9.11
									-4.98
	917333128	01 TITLEIST TRU FEEL YELLOW	501000001300	02/28/24	00006596	67049	03/04/24	671.38	112.34
		02 SHIPPING INV 917333128	501000001300		00006596				105.00
		03 DISC INV 917333128	501000001300		00006596				9.44
									-2.10
BEACO		BEACON ATHLETICS						VENDOR TOTAL:	671.38
DEKA	0585756-IN	01 WHEEL KIT - BALLFIELD SCREEN	202100076500	02/26/24		67050	03/04/24	117.00	117.00
	94769	DEKALB LAWN & EQUIPMENT CO.		02/21/24		67043	02/27/24	36.71	36.71
		01 WEED EATER HEAD- MOWING LINE	101500066402					VENDOR TOTAL:	117.00
GEHLS		GEHLS FOODS INC						VENDOR TOTAL:	36.71
	03-06-2024	CHEESE MACH		03/06/24		67062	03/06/24	198.00	198.00
		01 2 NACHO CHEESE MACHINES	303300066400					VENDOR TOTAL:	198.00
GRAI		GRAINGER						VENDOR TOTAL:	198.00
	9030768619	01 SHOP TIRE GUAGE	101500066401	02/23/24		67051	03/04/24	33.56	33.56
ILLAG		ILLINOIS DEPT OF AGRICULTURE						VENDOR TOTAL:	33.56
	3 YR PEST LISC - 2024 - ST			02/28/24		67052	03/04/24	120.00	120.00
		01 PEST CONTROL LISC - ST - 2024	101500046210					VENDOR TOTAL:	120.00

FROM 02/24/2024 TO 03/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LOWE	LOWE'S								120.00
	903054-MCHVML							VENDOR TOTAL:	
	01	PICNIC TABLE STAIN	101500066404	11/28/23		67061	03/04/24	519.35	307.36
	02	SHOP WHEELED TRASH CANS	202100066401						61.43
	03	SHOP UTILITY KNIVES	504100076512						109.22
	04	FLOOR DOLLYS-CHAIRS-SHOP	504100076500						18.98
	05	CLR CLEANER-BRAKES	101500076510						85.46
									32.27
	903251-MMEYBQ								
	01	PICKUP STICKS FOR GARBAGE	202100066404	02/08/24		67053	03/04/24	225.45	43.66
									43.66
	903351-MKUCDA								
	01	DRIVE-SOCKETS-GRIND DISKS	101500076512	01/30/24		67053	03/04/24	225.45	88.73
	02	DRIVE-SOCKETS-GRIND DISKS	202100076512						44.00
									44.73
	903419-MCWVEL								
	01	POSTS TOOL ORGANIZER CHESTS-	202100076512	12/01/23		67061	03/04/24	519.35	66.45
									66.45
	903605-MLJXYM								
	01	GARBAGE CAN PAINT	202100066406	02/02/24		67053	03/04/24	225.45	93.06
	02	GARBAGE CAN PAINT	101500066406						46.53
									46.53
	903698-METGRV								
	01	SAWZAL TOOL BLADE KIT	202100076512	12/12/23		67061	03/04/24	519.35	18.99
									18.99
	903995-MEAXAM								
	01	TABLE STAIN-BOLTS-SAND PAPER	101500066407	12/06/23		67061	03/04/24	519.35	88.35
									88.35
	982796-MCRYGP								
	01	BUCKET LIDS-TOOL RACK	504100076500	11/30/23		67061	03/04/24	519.35	38.20
									38.20
MEL	MELIN'S LOCK & KEY								744.80
	26858								
	01	PADLOCKS-CUST CORES-SPORTS	202100076500	02/19/24		67044	02/27/24	211.56	211.56
	02	PADLOCKS-CUST CORES-SPORTS	202100076511						105.78
									105.78
MENA	MENARDS - SYCAMORE								211.56
	8454								
	01	MOUSE CONTROL	202100076500	02/13/24		67055	03/04/24	435.82	75.68
	02	PAINT	202100066404						5.97
	03	PIPE - SHOP	101500066401						49.98
									19.73

DATE: 03/12/2024
 TIME: 07:44:31
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 02/24/2024 TO 03/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
8479	01	FLUID HOSE - SHOP	101500066401	02/13/24		67055	03/04/24	435.82	14.37 14.37
8561	01	CHEESE BALLS - DANCE	206095036216	02/14/24		67055	03/04/24	435.82	17.97 17.97
8578	01	PAINT SUPPLIES - TRUCK BED	101500066402	02/15/24		67055	03/04/24	435.82	41.89 41.89
8877	01	MOWER LINE HOSES	101500066403	02/20/24		67055	03/04/24	435.82	27.99 27.99
8878	01	PENETRATING OIL	101500066402	02/20/24		67055	03/04/24	435.82	13.96 13.96
8957	01	RAIL TIES-SPORTS PARKING	202100066404	02/21/24		67055	03/04/24	435.82	223.11 223.11
9022	01	PAINT-BLADES-LANDSCAPE BAGS	202100066404	02/22/24		67055	03/04/24	435.82	20.85 20.85
PACKERFA		PACKER FASTENER						VENDOR TOTAL:	435.82
IN103256	01	FASTENERS - SHOP	101500076511	02/26/24		67056	03/04/24	65.21	65.21 65.21
REIN		REINDERS, INC.						VENDOR TOTAL:	65.21
6047598-00	01	PARTS - GRINDER-MOWER-REELS	504100066403	02/23/24		67057	03/04/24	434.68	434.68 108.67 108.67 108.67 108.67
REYNOLDS		REYNOLDS, BILL						VENDOR TOTAL:	434.68
02824-1	01	CPR CLASS	101000046207	02/28/24		67058	03/04/24	1,350.00	1,350.00 1,125.00 225.00
	02	CPR CLASS	201000046207					VENDOR TOTAL:	1,350.00

DATE: 03/12/2024
 TIME: 07:44:31
 ID: AP450000.WOW

SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

FROM 02/24/2024 TO 03/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
F0001333	HORN, BRENT							
	2024 CLOTHES REIM							
	01 CLOTHES REIMBURSEMENT		1012000046215	02/27/24	02/27/24	67045	44.03	44.03
								44.03
F0001821	LOCH, KAY							
	REFUND							
	01 REFUND		201000002150	03/04/24	03/04/24	67059	135.00	135.00
								135.00
								44.03
								VENDOR TOTAL:
								135.00
F0001822	CHESSER, JOSH							
	REIMBURSEMENT 3-4-24							
	01 CLOTHING REIMBURSEMENT		1012000046215	03/04/24	03/04/24	67060	75.00	75.00
								75.00
								75.00
								VENDOR TOTAL:
								75.00
JNIT2	UNITED STATES POSTAL SERVICE							
	2024 PERMIT #6							
	01 BULK MAIL PERMIT #6 RENEWAL		101000046204	02/27/24	02/27/24	67046	320.00	320.00
	02 BULK MAIL PERMIT #6 RENEWAL		201000046204					160.00
								160.00
								320.00
								VENDOR TOTAL:
								320.00
JSFOODS	US FOODS INC							
	2067683	01 CATERING FOOD	303500086640	02/05/24	02/27/24	67048	369.81	370.45
								370.45
	CM 2951573	01 CREDIT - REBATE	303500086640	01/01/24	02/27/24	67048	369.81	-0.64
								-0.64
								369.81
								5,362.56
								VENDOR TOTAL:
								5,362.56
								TOTAL --- ALL INVOICES:
								5,362.56

New

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ACUSHNET ACUSHNET COMPANY								
917357604	03/01/24	01	FOOTJOY MEN'S POLO PROFIT PACK	501000001301	00006587		03/12/24	504.00
		02	SHIPPING INV 917357604	501000001301	00006587			14.31
							INVOICE TOTAL:	518.31
917374278	03/05/24	01	TITLEIST PERMA-SOFT GLOVES	501000001301	00006601		03/12/24	1,296.00
		02	SHIPPING INV 917374278	501000001301	00006601			11.95
		03	DISC INV 917374278	501000001301	00006601			-25.92
							INVOICE TOTAL:	1,282.03
							VENDOR TOTAL:	1,800.34
ADVANCE ADVANCE AUTO PARTS								
2454-497413	02/02/24	01	EQUIPMENT MINI-BULBS	202100066402			03/12/24	19.92
		02	EQUIPMENT MINI-BULBS	101500066402				19.92
							INVOICE TOTAL:	39.84
2454-497857	02/12/24	01	WIPERS FOR FORD TRUCK	101500066402			03/12/24	50.90
							INVOICE TOTAL:	50.90
2454-497859	02/12/24	01	BRAKE CLEANER - SHOP	202100066403			03/12/24	31.92
		02	BRAKE CLEANER - SHOP	101500066403				31.92
							INVOICE TOTAL:	63.84
2454-497991	02/14/24	01	SPARK PLUGS - CARTS	504000066409			03/12/24	44.90
							INVOICE TOTAL:	44.90
2454-498291	02/21/24	01	MOWER OIL FILTER	202100066403			03/12/24	11.92
							INVOICE TOTAL:	11.92
2454-498311	02/21/24	01	CART SPARK PLUGS	504000066409			03/12/24	20.46
							INVOICE TOTAL:	20.46
2454-498313	02/21/24	01	UTIL GOLF CART-AIR-OIL FILTERS	101500066402			03/12/24	180.63
		02	UTIL GOLF CART-AIR-OIL FILTERS	202100066402				180.63

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ADVANCE ADVANCE AUTO PARTS								
2454-498313	02/21/24	03	UTIL GOLF CART-AIR-OIL FILTERS	504000066409			03/12/24	180.63
		04	UTIL GOLF CART-AIR-OIL FILTERS	504100066402				180.63
			INVOICE TOTAL:					722.52
2454-498321	02/21/24	01	CART BATTERY TERMINALS	504000066409			03/12/24	43.40
			INVOICE TOTAL:					43.40
2454-498516	02/26/24	01	NUTS - BOLTS - PLUGS	101500076511			03/12/24	12.04
		02	NUTS - BOLTS - PLUGS	202100076511				12.00
			INVOICE TOTAL:					24.04
			VENDOR TOTAL:					1,021.82
AIRGAS AIRGAS USA LLC								
5505933772	02/29/24	01	SHOIP WELDING TANK RENTAL	101500066401			03/13/24	39.78
			INVOICE TOTAL:					39.78
			VENDOR TOTAL:					39.78
BSN BSN SPORTS								
924937320	02/29/24	01	BASES FOR BALLFIELDS	202100076536			03/13/24	400.00
		02	BASES FOR BALLFIELDS	202100066404				235.00
			INVOICE TOTAL:					635.00
			VENDOR TOTAL:					635.00
BUCKEYE BUCKEYE POWER SALES								
PSV360207	02/09/24	01	REPAIRS-TEST-CC-GENERATOR	207500056300			03/13/24	800.00
		02	REPAIRS-TEST-CC-GENERATOR	207500066401				434.38
			INVOICE TOTAL:					1,234.38
			VENDOR TOTAL:					1,234.38
CAPITALO CAPITAL ONE								
1653977417	02/19/24	01	BINS	207500046200			03/12/24	64.67

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CAPITALO CAPITAL ONE								
1653977417	02/19/24	02	POP	303000086631			03/12/24	9.98
		03	COOKIES	303500086640				5.76
		04	PRIZES, PLATES, NAPKINS	206095036216				68.19
		05	VEGGIES/GRAPES	206095036216	00006600			96.50
		06	PLASTIC TOTES	207500046200	00006600			11.46
		07	CAKE	205011956216	00006600			19.96
		08	ZIPLOC	207500076555	00006600			9.56
		09	INTEREST	201000076500	00006600			11.78
								INVOICE TOTAL: 297.86
								VENDOR TOTAL: 297.86
CEDAR CEDAR RAPIDS TIRE								
3526	02/28/24	01	MOWER - TRACTOR TIRES	504100066402			03/13/24	134.03
		02	MOWER - TRACTOR TIRES	101500066402				134.03
		03	MOWER - TRACTOR TIRES	202100066402				134.02
								INVOICE TOTAL: 402.08
								VENDOR TOTAL: 402.08
CHICA CHICAGO DISTRICT GOLF ASSOC.								
2116-243	03/05/24	01	HANDICAP SERVICE	504000036127			03/13/24	100.00
								INVOICE TOTAL: 100.00
								VENDOR TOTAL: 100.00
CINTA CINTAS CORPORATION #355								
4181533084	01/26/24	01	RAGA & RUG SERVICE	207500056301			03/12/24	50.62
								INVOICE TOTAL: 50.62
4181533093	01/26/24	01	RAG & RUG SERVICE	201000056301			03/12/24	18.70
								INVOICE TOTAL: 18.70
4184410889	02/23/24	01	RAG & RUG SERVICE	207500056301			03/12/24	52.26
								INVOICE TOTAL: 52.26

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTAS CINTAS CORPORATION #355								
4184410923	02/23/24	01	RAG & RUG SERVICE	101500056301			03/12/24	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
4184410938	02/23/24	01	RAG & RUG SERVICE	201000056301			03/12/24	19.31
							INVOICE TOTAL:	19.31
4185130449	03/01/24	01	RAG & RUG SERVICE	101500056301			03/12/24	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
4185130483	03/01/24	01	RAG & RUG SERVICE	207500056301			03/12/24	52.26
							INVOICE TOTAL:	52.26
4185130533	03/01/24	01	RAG & RUG SERVICE	201000056301			03/12/24	19.31
							INVOICE TOTAL:	19.31
418533060	01/26/24	01	RAG & RUG SERVICE	101500056301			03/12/24	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
4185855117	03/08/24	01	RAG & RUG SERVICE	207500056301			03/12/24	52.26
							INVOICE TOTAL:	52.26
4185855127	03/08/24	01	RAG & RUG SERVICE	101500056301			03/12/24	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

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
CINTA CINTAS CORPORATION #355								
4185855175	03/08/24	01	RAG & RUG SERVICE	201000056301			03/12/24	19.31
							INVOICE TOTAL:	19.31
							VENDOR TOTAL:	413.23
CINTA2 CINTAS CORP								
8406686453	02/23/24	01	PEDS DEFIB PADS-SERV CHG-CLUB	101500076513			03/13/24	70.76
		02	PEDS DEFIB PADS-SERV CHG-CLUB	202100076513				70.76
							INVOICE TOTAL:	141.52
							VENDOR TOTAL:	141.52
CITY2 CITY OF SYCAMORE								
006751-022924	02/29/24	01	WATER/SEWER - MAINT	101500096704			03/12/24	273.67
							INVOICE TOTAL:	273.67
006752-022924	02/29/24	01	WATER/SEWER-CC	207500096704			03/12/24	645.66
							INVOICE TOTAL:	645.66
							VENDOR TOTAL:	919.33
CMJ CMJ TECHNOLOGIES, INC.								
18584	02/23/24	01	LAPTOP - JONELLE	701000207004			03/13/24	2,184.00
							INVOICE TOTAL:	2,184.00
18585	02/23/24	01	WORKSTATION - JEFFE	701000207004			03/13/24	1,718.99
							INVOICE TOTAL:	1,718.99
18648	03/01/24	01	OFFICE 365	101000046206			03/13/24	370.00
		02	OFFICE 365	201000046206				370.00
		03	MONTHLY MAINT	101000056304				825.00
		04	MONTHLY MAINT	201000056304				825.00
							INVOICE TOTAL:	2,390.00
							VENDOR TOTAL:	6,292.99

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
COMCA	COMCAST							
0468768-0324	02/25/24	01	CABLE	303000096705			03/12/24	101.14
		02	CABLE	504000096705				101.14
							INVOICE TOTAL:	202.28
							VENDOR TOTAL:	202.28
CONS	CONSERV FS							
121022620	03/06/24	01	GAS - NEW SHOP - TANK 2	101500076515			03/13/24	733.62
		02	GAS - NEW SHOP - TANK 2	202100076515				244.55
							INVOICE TOTAL:	978.17
							VENDOR TOTAL:	978.17
CSR	CSR BOBCAT EQUIPMENT CO.							
01-15268	02/13/24	01	RETURN - HOSES	101500066402			03/13/24	-73.01
							INVOICE TOTAL:	-73.01
01-15346	02/20/24	01	SKID LOADER-HYDRAULIC HOSES	101500066402			03/13/24	64.09
		02	SKID LOADER-HYDRAULIC HOSES	202100066402				64.09
							INVOICE TOTAL:	128.18
01-15478	02/29/24	01	REPAIRS-BOBCAT-PARTS	101500066402			03/13/24	155.43
		02	REPAIRS-BOBCAT-PARTS	202100066402				155.43
		03	REPAIRS-BOBCAT-PARTS	101500066403				155.43
							INVOICE TOTAL:	466.29
							VENDOR TOTAL:	521.46
DEKA2	DEKALB IMPLEMENT CO.,							
251373	01/26/24	01	SEALS-SPACERS-BEARINGS-MOWERS	101500066403			03/13/24	200.00
		02	SEALS-SPACERS-BEARINGS-MOWERS	202100066403				67.00
							INVOICE TOTAL:	267.00
251374	01/26/24	01	MOWER DECK CABLE&BEARINGS	202100066403			03/13/24	71.46
							INVOICE TOTAL:	71.46

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
DEKALB IMPLEMENT CO.,								
251375	01/26/24	01	CREDIT-RETURN MOWER PARTS	101500066403			03/13/24	-200.00
		02	CREDIT-RETURN MOWER PARTS	202100066403				-183.77
							INVOICE TOTAL:	-383.77
251864	02/07/24	01	DEERE TRIM MOWER ENGINE SHAFT	101500066403			03/13/24	203.10
		02	DEERE TRIM MOWER ENGINE SHAFT	202100066403				203.00
		03	DEERE TRIM MOWER ENGINE SHAFT	504100066403				203.00
							INVOICE TOTAL:	609.10
252250	02/16/24	01	DEERE MOWER ENG LINKS-GASKETS	202100066403			03/13/24	31.31
							INVOICE TOTAL:	31.31
							VENDOR TOTAL:	595.10
DEKAM								
DEKALB MECHANICAL INC								
87425	02/21/24	01	PARTS-SERV-TEST HVAC-MAINT SHE	101500056300			03/13/24	600.00
		02	PARTS-SERV-TEST HVAC-MAINT SHE	504100056300				268.42
		03	PARTS-SERV-TEST HVAC-MAINT SHE	101500066401				268.42
		04	PARTS-SERV-TEST HVAC-MAINT SHE	202100066401				268.42
							INVOICE TOTAL:	1,405.26
							VENDOR TOTAL:	1,405.26
ECO								
ECOWATER SYSTEMS, INC.								
130856-021524	02/15/24	01	SALT	101000056300			03/13/24	7.15
		02	SALT	201000056300				7.15
							INVOICE TOTAL:	14.30
							VENDOR TOTAL:	14.30
FAST								
FASTENAL COMPANY								
ILCOR119346	02/06/24	01	CABLE TIES - SPORTS - SCREENS	202100076500			03/13/24	129.28
							INVOICE TOTAL:	129.28
							VENDOR TOTAL:	129.28

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
FOX1	FOX VALLEY FIRE & SAFETY							
IN00668951	03/07/24	01	SHOP FIRE ALARM MONITORING	1015000066401			03/13/24	165.00
							INVOICE TOTAL:	165.00
							VENDOR TOTAL:	165.00
FRONTIER FRONTIER	FRONTIER FRONTIER							
4818-022224	02/22/24	01	MAINT	1015000096700			03/12/24	106.56
		02	MAINT	2021000096700				106.56
							INVOICE TOTAL:	213.12
							VENDOR TOTAL:	213.12
GAME	GAMETIME							
PJI-0228852	02/15/24	01	SWING SETS-BELT SWING REPL	1015000066407			03/13/24	317.93
							INVOICE TOTAL:	317.93
							VENDOR TOTAL:	317.93
GENOABU	GENOA BUSINESS FORMS							
396011IN	03/08/24	01	PAYROLL CHECKS	1010000046203			03/13/24	81.18
		02	PAYROLL CHECKS	2010000046203				81.18
							INVOICE TOTAL:	162.36
							VENDOR TOTAL:	162.36
GROUPPL	GROUP PLAN SOLUTIONS							
3601	03/01/24	01	COBRA/FSA - MAR	1010000106801			03/13/24	48.25
		02	COBRA/FSA - MAR	2010000106801				48.25
							INVOICE TOTAL:	96.50
							VENDOR TOTAL:	96.50
HARRG	HARRIS GOLF CARS SALES & SERVI							
01-363255	02/28/24	01	GOLF CART PARTS- BELTS	5040000066409			03/13/24	172.58
							INVOICE TOTAL:	172.58
							VENDOR TOTAL:	172.58

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
ILLAG			ILLINOIS DEPT OF AGRICULTURE					
PEST LIISC - AC	03/08/24	01	3 YR PEST APPL LIISC - AC	1015000046210			03/13/24	90.00
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00
INTEG			INTEGRA BUSINESS SYSTEMS, INC.					
INV112325	03/04/24	01	PRINTER/COPIER - PRO SHOP	101000056304			03/13/24	3.35
		02	PRINTER/COPIER - PRO SHOP	201000056304				3.35
							INVOICE TOTAL:	6.70
INV112326	03/04/24	01	PRINTER/COPIER - MAINT	101000056304			03/13/24	29.62
		02	PRINTER/COPIER - MAINT	201000056304				29.62
							INVOICE TOTAL:	59.24
INV112327	03/04/24	01	PRINTER/COPIER - CC	101000056304			03/13/24	54.46
		02	PRINTER/COPIER - CC	201000056304				54.46
							INVOICE TOTAL:	108.92
INV112328	03/04/24	01	PRINTER/COPIER - ADMIN	101000056304			03/13/24	26.56
		02	PRINTER/COPIER - ADMIN	201000056304				26.55
							INVOICE TOTAL:	53.11
							VENDOR TOTAL:	227.97
INTERS			INTERSTATE BATTERIES ROCKFORD					
100291977	02/29/24	01	BATTERIES - GOLF CARTS	504000066409			03/13/24	256.90
							INVOICE TOTAL:	256.90
300400886	12/21/23	01	BATTERY CORE CREDIT	1015000066403			03/13/24	-45.00
							INVOICE TOTAL:	-45.00
							VENDOR TOTAL:	211.90
JOEBERO			JOE BERO PLUMBING INC					
WO-1476	02/15/24	01	CC-WATER HEATER REPAIR- PARTS	2075000056300			03/13/24	476.00
							INVOICE TOTAL:	476.00
							VENDOR TOTAL:	476.00

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
MARK MARK'S MACHINE SHOP INC.								
41328	03/05/24	01	PISTON SAFETY GUARD-BIG TRUCK	101500066402			03/13/24	246.36
							INVOICE TOTAL:	246.36
							VENDOR TOTAL:	246.36
MARS M.A.R.S., INC.								
591697	03/04/24	01	GOLF CART STARTER REBUILD	504000066409			03/13/24	168.00
							INVOICE TOTAL:	168.00
							VENDOR TOTAL:	168.00
MCCLOUD MCCLOUD AQUATICS								
38393-24	03/08/24	01	POND MAINT-O.M. & P.P.	101500076504			03/13/24	6,388.75
							INVOICE TOTAL:	6,388.75
38397-24	03/08/24	01	POND MAINT - M.O. & P.P.	101500076504			03/13/24	1,928.50
							INVOICE TOTAL:	1,928.50
							VENDOR TOTAL:	8,317.25
MENA MENARDS - SYCAMORE								
9427	02/28/24	01	PENETRATING OIL - SHOP	101500076515			03/13/24	13.96
							INVOICE TOTAL:	13.96
9560	03/01/24	01	EQUIPMENT PAINT	202100066402			03/13/24	20.00
		02	SANDPAPER	101500076500				13.44
		03	FASTENERS	101500076511				13.44
							INVOICE TOTAL:	46.88
							VENDOR TOTAL:	60.84
MID-WEST MID-WEST FAMILY BROADCASTING								
IN-124026964	02/29/24	01	SELF CARE FAIR ADS	101200046209			03/13/24	206.25
							INVOICE TOTAL:	206.25
							VENDOR TOTAL:	206.25

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
PDRMA PDRMA								
FEB 2024	03/13/24	01	HEALTH INS PREM	101000106801			03/13/24	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
PIRTEK PIRTEK ROCKFORD								
RF-T00005045	03/06/24	01	GRAPPLER PARTS	101500066402			03/13/24	300.00
		02	GRAPPLER PARTS	202100066402				200.00
		03	GRAPPLER PARTS	504100066402				200.00
		04	GRAPPLER PARTS	101500056307				213.58
							INVOICE TOTAL:	913.58
							VENDOR TOTAL:	913.58
REIN REINDERS, INC.								
6044987-02	03/11/24	01	MOWER REELE BEARINGS	504100066403			03/13/24	400.00
		02	MOWER REELE BEARINGS	101500066403				236.59
							INVOICE TOTAL:	636.59
6047678-00	02/27/24	01	TORO MOWER WASHERS	202100066403			03/13/24	49.97
							INVOICE TOTAL:	49.97
6047820-00	02/28/24	01	TORO MOWERS TIRE RIMS	101500066402			03/13/24	124.19
		02	TORO MOWERS TIRE RIMS	202100066402				124.19
		03	TORO MOWERS TIRE RIMS	504100066402				124.19
							INVOICE TOTAL:	372.57
							VENDOR TOTAL:	1,059.13

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
REVELS	REVELS TURF & TRACTOR, LLC							
292602	02/19/24	01	PARTS JD MOWERS	101500066403			03/13/24	200.00
		02	PARTS JD MOWERS	101500066402				150.00
		03	PARTS JD MOWERS	202100066402				100.00
		04	PARTS JD MOWERS	202100066403				89.58
								539.58
								539.58
RHLENT	RHL ENTERPRISES LLC							
14644	02/22/24	01	WALL DIVIDER SERVICE	207500056300			03/13/24	317.20
								317.20
								317.20
RINGCEN	RINGCENTRAL INC.							
CD_000757308	02/22/24	01	TELEPHONE	101000096700			03/13/24	490.61
		02	TELEPHONE	201000096700				490.62
								981.23
								981.23
SELDAL	SELDAL PLUMBING							
5826	03/04/24	01	REPAIR-FACUCET-PIPE LEAK HOUSE	101500066401			03/13/24	148.00
								148.00
								148.00
SERVICE	SERVICEMASTER RESTORATION							
13238	02/20/24	01	MAINT SHOP FLOORS STRIPPED-WAX	101500056300			03/13/24	1,575.00
		02	CONCERT SPONSOR	206194003050				-1,200.00
								375.00
								375.00
SHAW	SHAW SUBURBAN MEDIA							

SYCAMORE PARK DISTRICT
DETAIL BOARD REPORT

DATE: 03/13/24
TIME: 13:10:05
ID: AP441000.WOW

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
SHAW	SHAW SUBURBAN MEDIA							
022410027030	02/29/24	01	DIDITAL DISPLAY	101200046208			03/13/24	295.00
		02	WORKPLACE	101200046208				14.00
		03	DC MAG	101200046208				600.00
		04	MEETING CHANGE NOTICE	101000046203				37.82
								946.82
								946.82
SOFT	SOFT WATER CITY							
2652-0224	02/29/24	01	WATER	101500076500			03/13/24	57.44
								57.44
								57.44
STAPLES	STAPLES BUSINESS ADVANTAGE							
356032969	02/24/24	01	MOUSE PAD	101000046200			03/13/24	1.39
		02	MOUSE PAD	201000046200				1.39
		03	TOILET PAPER - CC	207000076510				154.88
		04	PAPER TOWELS - CC	207000076510				55.06
								212.72
3561731188	03/09/24	01	PAPER	101000046200			03/13/24	20.74
		02	PAPER	201000046200				20.75
		03	PENS - DOG PARK USE	207500046200				9.92
								51.41
								264.13
SYCROT	SYCAMORE ROTARY CLUB							
1794	02/26/24	01	3RD QTR DUES	101000046204			03/13/24	95.00
		02	3RD QTR DUES	201000046204				95.00
								190.00
								190.00
THIELSEN	THIELSEN, CHRIS							

DATE: 03/13/24
 TIME: 13:10:05
 ID: AP441000.WOW

SYCAMORE PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/13/2024

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
THIELSEN THIELSEN, CHRIS								
152024	02/22/24	01	EQUIPMENT LIFT	701000207005			03/13/24	5,600.00
							INVOICE TOTAL:	5,600.00
152024-2ND CHECK	02/22/24	01	EQUIPMENT LIFE	701000207005			03/13/24	4,835.00
							INVOICE TOTAL:	4,835.00
							VENDOR TOTAL:	10,435.00
THINKDRI THINK DRIVEN, INC.								
19792	03/05/24	01	TIRE MOUNT/REPAIR	504100066403			03/13/24	47.64
							INVOICE TOTAL:	47.64
							VENDOR TOTAL:	47.64
TYLER TYLER ENTERPRISES								
66748	03/08/24	01	GROWTH REGULATOR	504100076507			03/13/24	2,873.00
							INVOICE TOTAL:	2,873.00
							VENDOR TOTAL:	2,873.00
WINDYCIT WINDY CITY CLEANING EQUIPMENT								
006129	02/09/24	01	EQUIP DEGREASER -SOAP	504100066402			03/13/24	85.00
		02	EQUIP DEGREASER -SOAP	101500066402				85.00
		03	EQUIP DEGREASER -SOAP	202100066402				85.00
		04	EQUIP DEGREASER -SOAP	101500066403				85.00
		05	EQUIP DEGREASER -SOAP	202100066403				84.99
							INVOICE TOTAL:	424.99
							VENDOR TOTAL:	424.99
							TOTAL ALL INVOICES:	75,388.74

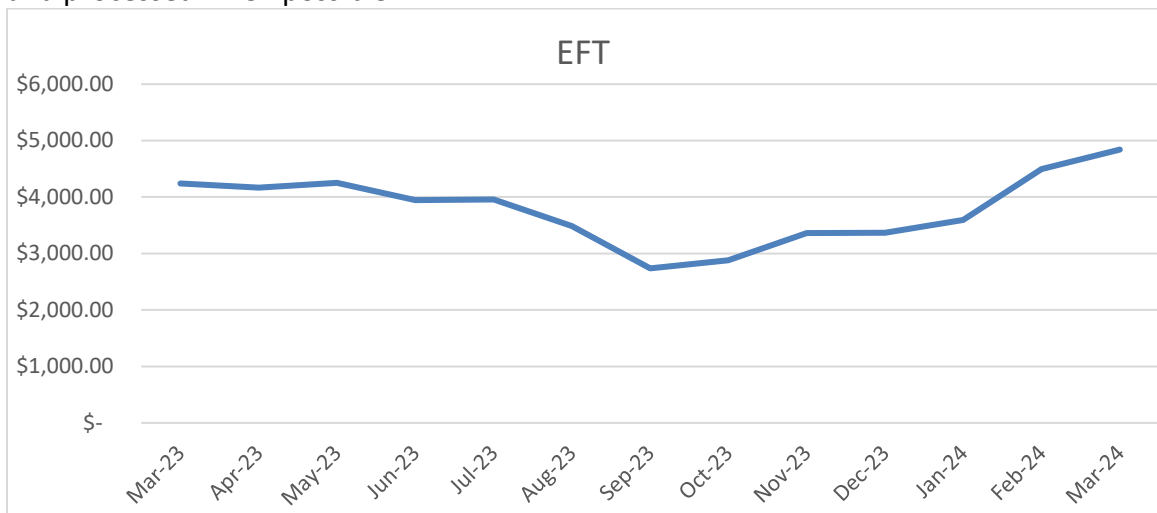
Interim \$ 5,362.56
NEW \$ 75,388.74

Total \$ 80,751.30

To: Board of Commissioners
 From: Jackie Hienbuecher
 Subject: Monthly Report
 Date: March 19, 2024

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

- Attended scheduled Board and leadership meetings.
- Installment billing for Pathway Fitness memberships and passes for March were not completed at the time of this report. The estimated March installment is for 218 individuals, an increase of 15 from February. The monthly installment is estimated at \$4,653.74 (\$346.34 increase) processed through credit cards and \$187 (no change) through ACH transactions. Any credit cards declined will be followed up on and processed 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, 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.
- Prepared additional documentation for audit.
- Prepared final draft Budget & Appropriation Ordinance for Board to pass. File with County.
- Participated in the following webinars:

- PDRMA PATH Essentials
- PDRMA Unemployment Update: Overview of New Online Portal
- Provided financial data for Gold Medal application.
- Provided data for
- Completed workers comp audit.
- Updated processing for new IMRF website and reports.
- Review of status of trail grants with ERA.

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

- Attend scheduled Leadership and Board meetings.
- Prepare and file quarterly payroll taxes.
- Prepare and file monthly Sales Tax Return.
- File monthly IMRF earnings and submit payment.
- Monthly bank reconciliation.
- Process monthly ACH EFT for memberships/passes. Review credit card and assist in collection of declined transactions.
- Review scholarship requests as submitted.
- Work with CMJ on technology as needed.
- Provide MSI Training to staff in need.
- Complete documentation needed to add acquired property to insurance.
- Finalize audit.
- Update address database in Rectrac.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2024

Corporate Fund (10)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	<u>Variance</u>
Revenues					
Administration	6,070.07	27,338.91	1,779,832	52,397.87	-47.8% (1)
Marketing	800.00	1,200.00	1,200	-	#DIV/0!
Parks	1,605.00	2,405.00	24,967	3,315.00	-27.5% (2)
Total Revenues	8,475.07	30,943.91	1,805,999	55,712.87	-44.5%
Expenses					
Administration	37,015.73	72,055.17	1,344,621	71,495.21	0.8% (3)
Marketing	4,179.05	5,986.66	47,678	6,286.43	-4.8%
Parks	17,812.63	32,538.46	386,510	39,609.88	-17.9% (4)
Total Expenses	59,007.41	110,580.29	1,778,809	117,391.52	-5.8%
Total Fund Revenues	8,475.07	30,943.91	1,805,999	55,712.87	-44.5%
Total Fund Expenses	59,007.41	110,580.29	1,778,809	117,391.52	-5.8%
Surplus (Deficit)	(50,532.34)	(79,636.38)	27,190	(61,678.65)	29.1%

(1) Replacement taxes lower in 2024 41.3% \$9,484. Interest higher 50.0% \$3,520. 2023 misc income higher 95.3% \$4,058 due to sale of surplus equip and refund. Also received in 2023 \$17,637 for purchase of Merry Oaks Property

(2) Dog park revenue

(3) Education higher 2024 170.7% \$6,473 (Director's School in Colorado and Golf Supt conference in AZ)

(4) 2024 Wages/taxes/benefits lower 35.4% \$7,506 due to vacant Naturalist position.

Recreation Fund (20)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	2,762.73	6,058.94	1,128,124	4,253.38	42.5% (1)
Sports Complex	-	-	42,008	-	#DIV/0!
Sports Complex Maintenance	-	-	36,280	-	#DIV/0!
Programs-Youth	2,804.00	6,430.00	33,829	7,038.00	-8.6% (2)
Programs-Tweens	420.00	1,540.00	3,254	(470.00)	-427.7% (2)
Programs-Adult	1,250.00	3,085.00	14,453	2,480.00	24.4% (2)
Programs-Nature	-	-	720	740.00	-100.0% (2)
Programs-Leagues	1,050.00	4,930.40	33,467	3,590.00	37.3% (2)
Programs-Youth Athletics	2,375.00	9,420.00	47,616	8,051.00	17.0% (2)
Programs-Fitness	1,513.45	7,977.35	37,755	7,591.37	5.1% (2)
Programs-Early Childhood	56.00	1,243.00	5,570	2,090.00	-40.5% (2)
Programs-Dance	616.00	1,318.00	2,775	678.00	94.4% (2)
Programs-Special Events	3,083.00	5,679.00	12,234	5,841.50	-2.8% (2)
Programs-Community Events	1,500.00	1,500.00	15,193	-	#DIV/0! (2)
Brochure	-	-	1,500	-	#DIV/0!
Weight Room	13,916.43	32,250.93	132,806	26,872.02	20.0% (3)
Community Center	8,278.31	22,103.53	88,092	21,512.07	2.7% (3)
		-			
Total Revenues	39,624.92	103,536.15	1,635,676	90,267.34	14.7%

- (1) Interest income
- (2) Revenue from programs increased 14.6%, \$5,493 compared to 2023.
- (3) Compared to Annual Budget/Compared to 2023 YTD
 - Pathway Fitness Membership 20.94% / 110.81%
 - Pathway Fitness Pass 25.11% / 119.68%
 - Track Only Pass 31.69% / 152.37%
 - Pre-pay Card -
 - Program Fees -
 - Daily Admission Fee 30.50% / 89.91%
- Compared to Annual Budget/Compared to 2023 YTD:
 - Open Gym Daily 26.02% / 100.35%
 - Open Gym Membership 25.35% / 115.15%
 - Rentals 35.55% / 102.96%

4,114.33

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2024

Expenses		9,275.20		5,160.87	79.7%
Administration	44,913.60	106,829.19	611,312	105,647.16	1.1%
Sports Complex	-	-	-	-	#DIV/0!
Sports Complex Maintenance	35,906.51	66,842.17	514,329	66,737.20	0.2%
Programs-Youth	670.94	1,063.77	18,967	1,631.45	-34.8% (1)
Programs-Tweens	-	445.17	1,575	-	#DIV/0! (1)
Programs-Adult	222.84	334.26	7,168	800.29	-58.2% (1)
Programs-Nature	-	-	600	39.98	-100.0% (1)
Programs-Leagues	3,007.53	5,515.56	22,750	4,282.12	28.8% (1)
Programs-Youth Athletics	165.72	292.86	29,801	2,863.27	-89.8% (1)
Programs-Fitness	2,233.77	3,142.08	30,352	3,081.85	2.0% (1)
Programs-Early Childhood	206.70	206.70	3,661	393.99	-47.5% (1)
Programs-Dance	165.83	211.07	1,177	206.60	2.2% (1)
Programs-Special Events	314.02	552.59	5,065	3,574.27	-84.5% (1)
Programs-Community Events	-	-	15,120	-	#DIV/0! (1)
Brochure	-	-	29,600	-	#DIV/0!
Weight Room	-	2,415.00	8,730	3,066.28	-21.2%
Community Center	32,498.01	43,512.80	311,489	39,832.13	9.2% (2)
Total Expenses	120,305.47	231,363.22	1,611,696	232,156.59	-0.3%
Total Fund Revenues	39,624.92	103,536.15	1,635,676	90,267.34	14.7%
Total Fund Expenses	120,305.47	231,363.22	1,611,696	232,156.59	-0.3%
Surplus (Deficit)	(80,680.55)	(127,827.07)	23,980	(141,889.25)	-9.9%

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

(2) Electricity at CC up 79.7% \$4,114. (Jan 2023 was last month before rate increase)

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Donations (21)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,325.08	2,199.61	75,000	1,277.28	72.2%
Total Revenues	1,325.08	2,199.61	75,000	1,277.28	72.2%
Expenses					
Administration	-	-	279,300	-	#DIV/0!
Total Expenses	-	-	279,300	-	#DIV/0!
Total Fund Revenues	1,325.08	2,199.61	75,000	1,277.28	72.2%
Total Fund Expenses	-	-	279,300	-	#DIV/0!
Surplus (Deficit)	1,325.08	2,199.61	(204,300)	1,277.28	72.2%

Special Recreation (22)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,387.94	2,862.55	265,000	1,424.73	100.9%
Total Revenues	1,387.94	2,862.55	265,000	1,424.73	100.9%
Expenses					
Administration	-	-	470,000	-	#DIV/0!
Total Expenses	-	-	470,000	-	#DIV/0!
Total Fund Revenues	1,387.94	2,862.55	265,000	1,424.73	100.9%
Total Fund Expenses	-	-	470,000	-	#DIV/0!
Surplus (Deficit)	1,387.94	2,862.55	(205,000)	1,424.73	100.9%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Insurance (23)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	241.90	498.90	54,000	352.60	41.5%
Total Revenues	241.90	498.90	54,000	352.60	41.5%
Expenses					
Administration	-	-	73,866	-	#DIV/0!
Total Expenses	-	-	73,866	-	#DIV/0!
Total Fund Revenues	241.90	498.90	54,000	352.60	41.5%
Total Fund Expenses	-	-	73,866	-	#DIV/0!
Surplus (Deficit)	241.90	498.90	(19,866)	352.60	41.5%

Audit (24)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	40.99	88.46	16,050	77.20	14.6%
Total Revenues	40.99	88.46	16,050	77.20	14.6%
Expenses					
Administration	950.00	950.00	16,050	-	#DIV/0!
Total Expenses	950.00	950.00	16,050	-	#DIV/0!
Total Fund Revenues	40.99	88.46	16,050	77.20	14.6%
Total Fund Expenses	950.00	950.00	16,050	-	#DIV/0!
Surplus (Deficit)	(909.01)	(861.54)	-	77.20	-1216.0%

Paving & Lighting (25)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	291.79	601.79	26,500	298.37	101.7%
Total Revenues	291.79	601.79	26,500	298.37	101.7%
Expenses					
Administration	-	-	100,000	-	#DIV/0!
Total Expenses	-	-	100,000	-	#DIV/0!
Total Fund Revenues	291.79	601.79	26,500	298.37	
Total Fund Expenses	-	-	100,000	-	
Surplus (Deficit)	291.79	601.79	(73,500)	298.37	

Park Police (26)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	11.86	26.08	6,509	20.82	25.3%
Total Revenues	11.86	26.08	6,509	20.82	25.3%
Expenses					
Administration	390.92	802.15	6,588	799.86	0.3%
Total Expenses	390.92	802.15	6,588	799.86	0.3%
Total Fund Revenues	11.86	26.08	6,509	20.82	25.3%
Total Fund Expenses	390.92	802.15	6,588	799.86	
Surplus (Deficit)	(379.06)	(776.07)	(79)	(779.04)	-0.4%

IMRF (27)

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

Social Security (28)

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

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2024

Concessions (30)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Clubhouse Concessions	30.34	53.53	95,478	6.53	719.8%
Beverage Cart	-	-	11,465	-	#DIV/0!
Sports Complex Concessions	-	-	65,326	-	#DIV/0!
Pool Concessions	-	-	-	-	#DIV/0!
Catering	2,479.50	5,790.50	24,870	2,358.00	145.6% (1)
Total Revenues	2,509.84	5,844.03	197,139	2,364.53	147.2%
Expenses					
Clubhouse Concessions	3,358.46	5,401.90	119,861	5,040.14	7.2%
Beverage Cart	-	-	10,780	-	#DIV/0!
Sports Complex Concessions	356.24	2,954.98	58,565	3,321.69	-11.0%
Pool Concessions	-	-	-	-	#DIV/0!
Catering	1,130.66	1,518.82	8,058	435.70	248.6% (1)
Total Expenses	4,845.36	9,875.70	197,264	8,797.53	12.3%
Total Fund Revenues	2,509.84	5,844.03	197,139	2,364.53	147.2%
Total Fund Expenses	4,845.36	9,875.70	197,264	8,797.53	12.3%
Surplus (Deficit)	(2,335.52)	(4,031.67)	(125)	(6,433.00)	-37.3%

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

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Developer Contributions (32)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	11,485.06	13,581.82	16,500	3,005.07	352.0% (1)
Total Revenues	11,485.06	13,581.82	16,500	3,005.07	352.0%
Expenses					
Administration	-	-	76,000	-	#DIV/0!
Total Expenses	-	-	76,000	-	#DIV/0!
Total Fund Revenues	11,485.06	13,581.82	16,500	3,005.07	352.0%
Total Fund Expenses	-	-	76,000	-	#DIV/0!
Surplus (Deficit)	11,485.06	13,581.82	(59,500)	3,005.07	352.0%

(1) Impact Fees

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Golf Course (50)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Golf Operations	2,568.50	2,588.91	662,066	435.00	495.2%
Golf Maintenance	-	-	21,156	-	#DIV/0!
Total Revenues	2,568.50	2,588.91	683,222	435.00	495.2%
Expenses					
Golf Operations	10,396.40	42,968.09	296,261	28,835.57	49.0% (1)
Golf Maintenance	21,305.19	40,068.78	357,382	37,775.29	6.1%
Total Expenses	31,701.59	83,036.87	653,643	66,610.86	24.7%
Total Fund Revenues	2,568.50	2,588.91	683,222	435.00	495.2%
Total Fund Expenses	31,701.59	83,036.87	653,643	66,610.86	24.7%
Surplus (Deficit)	(29,133.09)	(80,447.96)	29,579	(66,175.86)	21.6%

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

Sycamore Park District
Summarized Revenue & Expense Report
Period ended February 29, 2024

Aquatics (51)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Pool	-	-	-	-	#DIV/0!
Swim Lessons	-	-	-	-	
Splashpad	-	-	19,725	-	#DIV/0!
Total Revenues	-	-	19,725	-	#DIV/0!
Expenses					
Pool	-	-	-	-	#DIV/0!
Aquatics Maintenance	579.08	705.28	10,600	444.11	58.8%
Swim Lessons	-	-	-	-	
Splashpad	-	-	800	-	#DIV/0!
Total Expenses	579.08	705.28	11,400	444.11	58.8%
Total Fund Revenues	-	-	19,725	-	#DIV/0!
Total Fund Expenses	579.08	705.28	11,400	444.11	58.8%
Surplus (Deficit)	(579.08)	(705.28)	8,325	(444.11)	58.8%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Debt Service (60)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	463.88	956.73	717,676	644.07	48.5%
Total Revenues	463.88	956.73	717,676	644.07	48.5%
Expenses					
Administration	-	-	715,680	-	#DIV/0!
Total Expenses	-	-	715,680	-	#DIV/0!
Total Fund Revenues	463.88	956.73	717,676	644.07	48.5%
Total Fund Expenses	-	-	715,680	-	#DIV/0!
Surplus (Deficit)	463.88	956.73	1,996	644.07	48.5%

Capital Projects (70)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	1,771.79	3,725.15	1,048,412	123,797.62	-97.0%
Total Revenues	1,771.79	3,725.15	1,048,412	123,797.62	-97.0%
Expenses					
Administration	17,184.20	17,184.20	1,111,230	83,661.30	-79.5%
Total Expenses	17,184.20	17,184.20	1,111,230	83,661.30	-79.5%
Total Fund Revenues	1,771.79	3,725.15	1,048,412	123,797.62	-97.0%
Total Fund Expenses	17,184.20	17,184.20	1,111,230	83,661.30	-79.5%
Surplus (Deficit)	(15,412.41)	(13,459.05)	(62,818)	40,136.32	-133.5%

Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended February 29, 2024

Action 2020 (71)

<u>Department</u>	<u>February Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>2023 YTD Actual</u>	
Revenues					
Administration	921.21	1,899.94	269,000	1,117.48	70.0%
Total Revenues	921.21	1,899.94	269,000	1,117.48	70.0%
Expenses					
Administration	-	-	300,000	-	#DIV/0!
Total Expenses	-	-	300,000	-	#DIV/0!
Total Fund Revenues	921.21	1,899.94	269,000	1,117.48	70.0%
Total Fund Expenses	-	-	300,000	-	#DIV/0!
Surplus (Deficit)	921.21	1,899.94	(31,000)	1,117.48	70.0%
Total Fund Revenues	71,119.83	169,354.03	7,029,408	280,794.98	
Total Fund Expenses	234,964.03	454,497.71	7,599,015	509,861.77	
Surplus (Deficit)	(163,844.20)	(285,143.68)	(569,607)	(229,066.79)	

Sycamore Park District
Fund Balances

	unaudited 1/1/2024	Revenues	Expenses	unaudited 2/29/2024	2/29/2024 Cash balance
10 Corporate	1,188,719.66	30,943.91	110,580.29	1,109,083.28	1,110,117.48
20 Recreation	835,131.81	103,536.15	231,363.22	707,304.74	729,544.30
21 Donations	232,840.51	2,199.61	-	235,040.12	235,040.12
22 Special Recreation	355,731.27	2,862.55	-	358,593.82	358,593.82
23 Insurance	61,999.43	498.90	-	62,498.33	62,498.33
24 Audit	11,451.53	88.46	950.00	10,589.99	10,589.99
25 Paving & Lighting	74,784.84	601.79	-	75,386.63	75,386.63
26 Park Police	3,751.75	26.08	802.15	2,975.68	3,065.56
27 IMRF	4,489.09	-	-	4,489.09	4,489.09
28 Social Security	-	-	-	-	-
30 Concessions	73,078.15	5,844.03	9,875.70	69,046.48	62,798.46
32 Developer Contributions	76,414.93	13,581.82	-	89,996.75	89,996.75
50 Golf	217,911.69	2,588.91	83,036.87	137,463.73	164,855.83
51 Aquatics	(66,366.35)	-	705.28	(67,071.63)	(67,071.63)
60 Debt Service	118,893.47	956.73	-	119,850.20	119,850.20
70 Capital Projects	435,539.98	3,725.15	17,184.20	422,080.93	457,765.93
71 Action 2020	273,135.90	1,899.94	-	275,035.84	238,005.95
	3,897,507.66	169,354.03	454,497.71	3,612,363.98	3,655,526.81
		-	-		

Summary of depository accounts as of **3/13/2024**

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Old National Bank	687,304.82	3.76
Resource Bank	203,680.25	1.41
IPDLAF	2,827,012.29	5.16
DCCF - Action 2020	70,006.64	
Dekalb Co. Community Foundation	<u>22,273.62</u>	
	3,810,277.62	

To: Board of Commissioners
 From: Lisa Metcalf, Superintendent of Recreation Services and Recreation Staff
 Subject: Monthly Report
 Date: March 19, 2024

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

Superintendent Metcalf

- Attended scheduled leadership, staff, and Board meetings.
- Current active memberships/passes: 294 Pathway Fitness 24/7 Memberships, 263 Pathway Fitness Passes, 73 Track 24/7 Memberships, 209 Track Passes, and 326 Open Gym Passes.
- 2024 Dog Park Memberships sold to date: 157.
- Had a Rec Staff meeting to go over winter/spring special events and summer brochure information.
- Had the carpets cleaned at the Community Center.
- Attended the Wellness Committee meeting through the School District.
- Finalized content for the summer brochure.
- Met with Kyle, our rep from PDRMA, for our annual kick-off meeting.
- Coordinated a tour of the Community Center and program offerings for Bishop Henton and their church.
- Continued to do a Virtual Prep Program to help study for the CPRP exam.
- Attended a Safety Coordinator Webinar.
- Attended a meeting with the Chamber to discuss the Chamber Expo which will be held at the Community Center in April.
- Had our Breakfast with the Bunny special event.
- Continue to work in RecTrac to update things as new things get added and changed.

Food and Beverage Manager Dobberstein

- Did vending for February selling \$403.50 in product.
- Had total of 7 Birthday Packages at the community center.
- Had 10 Multi-Purpose Room rentals for March.
- Had 3 gym rentals for March.
- Have ongoing 4-H rental.
- Had 2 clubhouse rentals for March.
- Attended The Showcase for park district Swag items.
- Still hosting Kiwanis and Lions Club at clubhouse.
- Deep cleaned kitchen and organized to prepare for opening.
- Opened Caddyshack Grill at clubhouse for the 2024 golf season.
- Doing research on air curtains for sports complex.
- Had Breakfast with the Bunny.
- Worked with Rudy Galindo for dinner/wine pairings.

Recreation Supervisor Hoblit

- 42% of pickleball classes ran in March.
- 50% of Jr. Sports programs ran in March.
- 3 new sports camps are being offered over spring break.
- Cooking for Breakfast with the Bunny event.
- Working on CPRP certification.

Recreation Supervisor Turner

- Was recertified in CPR/First Aid
- Began with the Sycamore Chamber of Commerce Leadership Academy
 - Attended the Chamber Annual Luncheon with Sarah Rex and Paul Price
- Began with CPRP Test prep virtual classes.
- Hired a new Youth Instructor (Dance, Cheer, Tumbling).
 - Also began interviews for an instructor to begin offering new theatre classes.
- Assisted as a pancake flipper for the Breakfast with the Bunny event.
- Ran a successful Little Spring Breakers camp during the school spring break week.
- Final/Second session classes for Winter/Spring season all began.
- Created an additional 5-week session of Homeschool Wednesdays due to requests from parents.
- Began discussions with Fitness Instructors on changes to the current Punch Cards and class “make-up” policy.
- Finalized Summer Brochure content.

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

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

Superintendent Metcalf

- Will have our regular Rec Staff Meeting.
- Will continue to attend the CPRP Virtual Exam Prep Program.
- Will host the Chamber Expo.
- Will have a Service Desk Staff Meeting to discuss summer programming.
- Will host the Library’s Total Eclipse of the Park event.
- Will attend the KSRF Board Meeting.

Food and Beverage Manager Dobberstein

- Having cleaning day to scrub down sports complex inside.
- Get sports complex stocked
- Continue to do birthday bookings.
- Continue to do facility rentals.
- 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.
- Work on getting vendors for Junk in Your Trunk.
- Working on food trucks for Sip n Savor and Junk in Your Trunk.

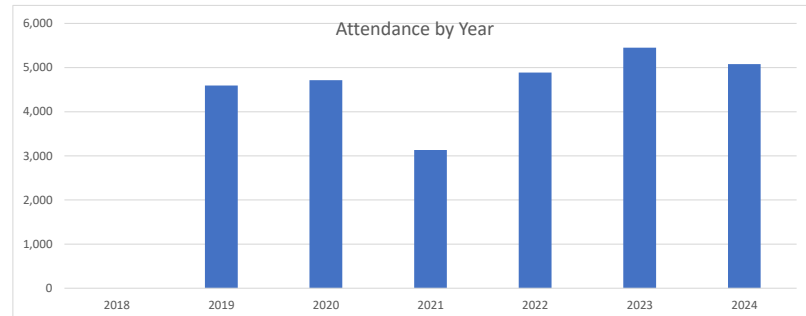
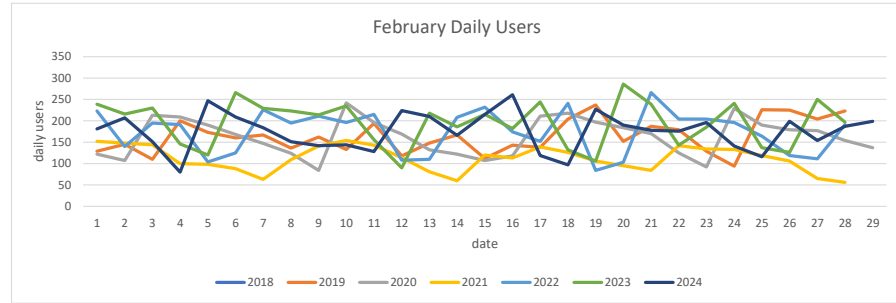
Recreation Supervisor Hoblit

- Working toward CPRP exam.

Recreation Supervisor Turner

- Finish with the CPRP prep classes and begin to plan for scheduling testing date.
- Volunteer for the Sycamore Chamber working at their Taste of Spring event.
- Virtually attend ILIPRA Rec committee section webinars.
- Make sure the Tai Chi for Wellness Workshop goes off smoothly and join as a participant.
- Start getting together some concrete plans on theatre class offerings.
- Finalize decisions to present to Lisa with changes to Fitness class Punch Cards and class make up policies.

		2018	2019	2020	2021	2022	2023	2024
February	1		129	122	152	223	239	181
	2		145	107	148	140	216	207
	3		110	213	144	195	230	151
	4		200	209	100	191	146	80
	5		173	190	98	104	120	247
	6		160	168	88	125	266	209
	7		167	147	63	226	229	184
	8		136	124	109	195	223	151
	9		162	84	141	211	214	142
	10		133	242	154	196	235	144
	11		194	196	143	215	156	128
	12		118	169	114	108	90	224
	13		148	132	81	110	218	210
	14	BUILDING	167	122	60	208	186	166
	15	NOT	112	107	120	232	215	215
	16	OPEN	143	118	113	174	182	261
	17		138	211	139	152	244	119
	18		204	218	126	241	132	97
	19		237	197	106	84	106	227
	20		152	184	95	103	286	190
	21		187	170	84	266	239	178
	22		179	125	142	204	143	176
	23		129	92	134	204	185	196
	24		94	229	133	196	241	141
	25		226	190	119	164	137	116
	26		225	179	106	119	126	199
	27		204	177	65	111	250	154
	28		223	154	56	191	197	187
	29			137				199
	TOTALS		4,595	4,713	3,133	4,888	5,451	5,079



Paul Price
 Superintendent of Golf Services
 Monthly Board Report
 For Board Meeting: **MARCH 19, 2024**



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

- Completed Swing into Spring Preseason Sale finishing 11% increase from 2023.
 - Results were emailed to Board members in the days following
- Attended the Sycamore Chamber of Commerce Annual Meeting
- Worked with Jeanette to enhance/increase efficiency of new and returning staff submitting employment paperwork
- Attended the PPA Chicago show hosted by Geiger
- Hosted an all golf staff meeting before opening day
- Successfully opened the golf course with the help of staff
- Hosted a “Guess the Opening Day” Contest and picked the winner on opening day
- Continued to receive merchandise for new season
- Received, tagged, organized, and positioned new merchandise
- Continued collaboration with Sarah on all things golf marketing, especially Facebook
- Updated golf website content
- Introduced NEW Putting and Chipping workshops in May and August
- Attended all Leadership Meetings
- Trained new staff in their respective departments (Pro Shop, Carts, Player Asst.)
- Prepared Clubhouse for March 19th Election voting
- Finalized use of Sling App - staff scheduling for golf staff
- Submitted final content for SPD Summer Brochure 2024
- Cleaned and organized cart barn for golf carts to be returned from winter service
- Tentatively planned golf cart rentals for high-capacity outings/events this season
- Ordered staff shirts for golf staff

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

- Attend Leadership Meetings
- Continue to receive merchandise from vendors
- Work on April e-newsletter and social media content
- Continue to fine-tune the golf cart organization and use schedule/process
- Prepare for SAY-GOLF registration on April 15
- Prepare for Putting and Chipping Workshop registration on April 15
- Finalize remaining outings/events
- Finalize Permanent Tee Times
- Finalize League Rosters/Schedules
- Finalize Locker Rentals
- Prepare for the 1st of 3 Wine Tasting Dinner events and Clubhouse
- Continue to explore sponsorships and partnerships with local businesses

To: Board of Commissioners
From: Jeff Donahoe
Subject: Monthly Report
Date: March 19th, 2024

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

Golf

- The golf course will open on March 13th. The warm weather continued from February and allowed the turf to green up quickly. The forecast predicts more seasonal temperatures in the second half of March, but nothing to suggest winter will return.
- Golf cart use will be determined daily as the course has recently received heavy rain doses that caused the river to rise and the creek at 11 tee to overflow its banks. Cart signs will be installed to deter traffic in the wet areas.
- Due to the short winter, staff have stepped up the timetable on servicing the equipment and golf carts. They will continue to work on equipment at the beginning of the morning while still dark, and waiting for frost to melt off the turf.
- The first mowings of the fairways and greens occurred on March 11th and 12th. This is the second earliest we have had to mow turf in the spring. The earliest was the 2012 season.
- Staff has quickly been blowing and picking up tree debris from winter, putting out course equipment, and preparing for opening. We have already had seasonal staff come in at times to help with the prep work.
- We are happy to see that all our seasonal staff from last year on the golf course are returning this season.

Sports

- Spring planning with the user groups continues as practices for all groups will begin at the end of the month and the beginning of April. Some travel teams will be using the fields for practice during March on the nice days. The High School baseball teams have been practicing on field 1 since the end of February on nice days.
- Staff have been outside with the nice weather doing field preps and repairs. All five of the new ball fields will be used this spring. Staff will start painting foul lines and laying out soccer field lines during the next couple of weeks.
- Thanks to the Sycamore School District staff who replaced the wood southern face of the field 1 press box and stained the wood. Our staff helped them with the project which took place the week of March 4th.
- Our staff also was able to use the aerial lift the School District rented to install the two new batting cage nets that Sycamore Youth Baseball ordered.

- AYSO soccer will begin practices on April 8th with games starting April 20th. DC United soccer will start playing games on April 13th. 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.
- Ordered products and equipment from Capital and operating budgets.
- Park staff continue to work on all equipment. They are also outside cleaning the parks of tree debris during the nice weather at all parks. Picnic tables are going out to shelters as time allows. Regular service of the port-o-pots started early this year with the early spring.
- Staff have been making repairs at parks. Tree roots pushed up the pour-in-place rubber surfacing at the swing portion of the playground at Wetzel Park. They were able to cut out sections of the surfacing, cut out the roots, and replace the surfacing.
- At the moment, all seasonal staff from last year will be returning to the Park's side this year.
- We are excited that Kiara Rodriguez will be starting with us as the new Natural Areas Specialist on April 1st.
- I have completed three exams for renewal of the State pesticide applicator license. Steve Tritt and Aric Coleman also completed their required renewal exams.
- Staff completed CPR and first aid renewal training on February 28th taught by the Sycamore Fire Dept.

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

- Attending staff, Board, and budget meetings.
- Finish equipment repairs, continue cleaning winter debris from all areas, start mowing/trimming all areas, clean shelters, complete setting out all cans and tables, start seasonal workers.
- Finalize shipping dates for golf and sports products.
- Start up irrigation system, test lines and heads.
- Receive training on the irrigation computer updates made to the software.
- Work with Kiara on training of Park system and job duties.
- Start pesticide/fertilizer applications on golf course and sports fields.
- Receive ordered parts for the splash pad.
- Collaborate with contractor and design group as work on Parkside Dr. Park continues.
- Continue inspections and repairs of playgrounds and park trails.

To: Board of Commissioners
From: Sarah Rex
Subject: Monthly Report
Date: March 19, 2024

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

- Marketing and Outreach Coordinator Rex
 - Attended study sessions through IPRA for the Certified Park and Recreation Professional exam.
 - Recertified in first aid and CPR Training
 - Attended Sycamore Parks Foundation's Business After Hours with the Sycamore Chamber of Commerce.
 - Submitted the Park District 2024 National Gold Medal Award nomination
 - Submitted the summer brochure to the printer
 - Helped finalize the community-wide survey sent out by NIU Center for Governmental Studies.
 - Continued securing sponsorships for summer events

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

- Marketing and Outreach Coordinator Rex
 - Will attend the Chamber Community Expo held at the Community Center
 - Will attend study sessions through IPRA for the Certified Park and Recreation Professional exam.
 - Will begin summer promotion of programs, events, and seasonal facilities.

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

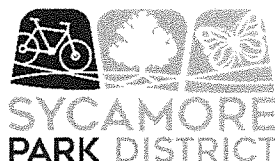
Administrative Initiatives (3/1 – 3/31/2024)

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.
- Attended 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
- Trainings:
 - Attended the NRPA Directors School in Denver, Co. It was very informative and covered the topics listed below. Year one was extremely valuable.
 - Diversity and Cultural Awareness
 - Economic Benefits of Parks and Recreation
 - Facility Operations Strategy
 - Qualities of Effective Leadership
 - Creating a Data Driven Organization
 - Director's Role in Community Development
 - Human Capital Management
 - Master & Strategic Planning
 - Park Planning and Development
 - Responding to Community Needs
 - Attended the NRPEMS Retreat in Atlanta, GA
- Attended the New Products Show on March 14
- Continue to get to know the community members.
- Working on Community Survey with Marketing and Outreach Manager
 - Was sent out on March 4 – waiting for the results.
- Hired the Naturalist Position she will start on April 1
- Review all construction projects and next steps:
 - Reston Ponds – restarted construction, waiting on updated schedule.
 - GWT – waiting on IDOT approval of route change on FS grain is taking our offer to their board.
 - Solar panels – paperwork approved – next step is installation.
 - 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.

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

- Attended all Staff, Board and Planning meetings.
- Attended all Administrative staff meetings as scheduled.
- Attended Park Foundation meetings as scheduled.

- Attended 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. It was very informative and covered the topics listed below. Year one was extremely valuable.
 - Diversity and Cultural Awareness
 - Economic Benefits of Parks and Recreation
 - Facility Operations Strategy
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- 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. Creating outline of process and determining date and location.



Board of Commissioners
Date of Board Meeting: March 19, 2024

STAFF RECOMMENDATION AND INFORMATION

AGENDA ITEM:

Park and Construction updates

BACKGROUND INFORMATION:

Great Western Trail:

- Received the Preliminary Engineering Service agreement we need to send signed copies with the updated engineering information. Currently waiting on confirmation of the addendums from ERA.
- F&S Grain's board approved the sale of the property and are waiting on signatures. American Survey sent an email and left a voicemail last week with them. Still no response.

Reston Ponds:

- Construction weather dependent. They will be getting the pieces placed as needed.

Solar Panels:

- Solar panel installation will start in 3 wks – approximately April 1.

Memorial Park Softball field w/the School district:

- They have discussed going out to bid again as well as improving the field they currently have since the drainage is greatly improved.

Ball Field Lights:

- ComEd approved the Ballfield replacement project. We will be working with Duke Environmental on schedule dates for replacement.

Pool Building:

- IN process

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.

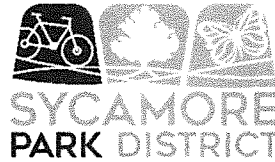
FISCAL IMPACT: information only

STAFF RECOMMENDATION:

PREPARED BY: Jonelle Bailey, Executive Director

JB (JB)

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:



Board of Commissioners
Date of Board Meeting: March 19, 2024

INFORMATION ONLY

AGENDA ITEM:

Strategic Plan Document

BACKGROUND INFORMATION:

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

I have put together an outline for the Strategic plan that I would like to utilize.

I would ask that all staff and commissioners review these questions and the outline and think about where we are currently and where you would like to see the District Grow. This information in addition to the Community Survey results will help us to define and create our overall plan for the next 10 – 15 years (Master Plan) as well as the immediate needs, short term goals, action steps and tracking KPI's to make that plan a reality (Strategic Plan).

The date that was chosen to finalize our plan is Tuesday June 4 from 8:30am – 6pm approximately. The location will be finalized next week.

FISCAL IMPACT:

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

PREPARED BY: Jonelle Bailey, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL: BOARD ACTION:

J.B. (9/4)

Master Planning:

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

Strategic Planning Outline:

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

1. Mission, Vision, and Values:

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

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

2. Situational Analysis:

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

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

3. Strategic Goals and Objectives:

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

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

4. Strategic Initiatives and Action Plans:

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

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

5. Implementation and Monitoring:

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

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

Additional Considerations:

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

Quarterly check-in's:

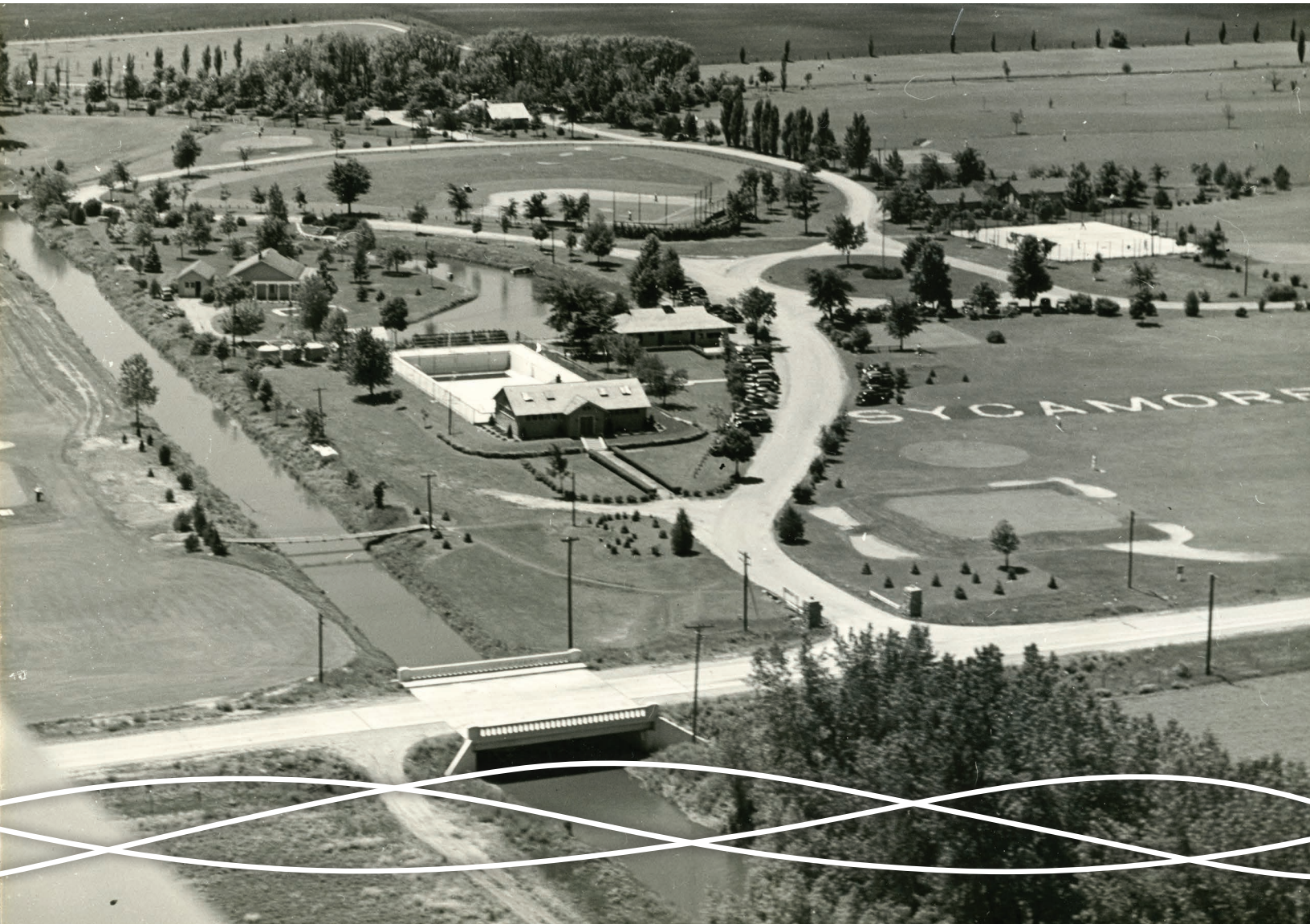
- What did we do well this quarter?
- What do we need to work on?
- What should we keep doing?
- Highlights for the quarter - programming, maintenance, facility, outreach, events, etc.

- By addressing these main areas, a strategic planning document provides a roadmap for the organization's future, outlining its goals, direction, and how to achieve them.



**SYCAMORE
PARK DISTRICT**

Annual Report 2023



**A YEAR OF CELEBRATING THE
PARK DISTRICT'S LEGACY & FUTURE**



SYCAMORE PARK DISTRICT

MISSION

Connecting Sycamore to wellness, nature, and each other.

VISION

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

CORE VALUES

We value...

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

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

Sustainability and are committed to the conservation of Sycamore's greenspace for recreation and the well-being of the community today and for future generations.

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

ABOUT THIS REPORT

This report provides highlights of the Sycamore Park District's finances, significant projects and initiatives, facility usage, and community relationships in 2023. It is also a chance to reflect on goals and values as we look towards the coming year.

Complete budget reports and other District information can be found on the Transparency Portal at sycparks.org. Questions and feedback regarding the information in this document can be sent to

Jonelle Bailey, Executive Director
jonelleb@sycparks.org | 815-895-3365.

You may obtain a paper copy at the Sycamore Park District Community Center, 480 Airport Road, Sycamore.

ABOUT THE DISTRICT

The Park District, established in 1923, is in the process of acquiring and developing park sites and open spaces to serve a growing community. Park sites, totaling 509 acres, include neighborhood parks, community parks, athletic fields, and natural areas. The Park District also maintains a Community Center, 18-hole golf course, dog park, sled hill, community pool, and splashpad. In addition, staff provides recreational and wellness programming throughout the parks and facilities.

Through the support of tax dollars, the Sycamore Parks Foundation, and partners, which include community groups and local bodies of government, the Sycamore Park District keeps Sycamore connected to wellness, nature, and each other.

YOUR TAX DOLLARS



The graph on the left shows how your 2022 tax bill (paid in 2023) is allocated among the various taxing districts in Sycamore.

- School District 427 62.2%
- DeKalb County 10.2%
- City of Sycamore 7.4%
- Sycamore Park District 6.8%
- CC 523 Kishwaukee 6.4%
- Sycamore Road & Bridge 2.5%
- Sycamore Library 2.5%
- Sycamore Township 1.2%
- DeKalb Count Forest Preserve 0.7%

CAPITAL BUDGET & ALLOCATING RESOURCES

The District has approximately \$425,000 available annually for the maintenance and upkeep of parks and facilities. The Board focuses funds on the highest priorities and most impactful ways to achieve sustainability.

Areas where these funds were divided in 2023 include:

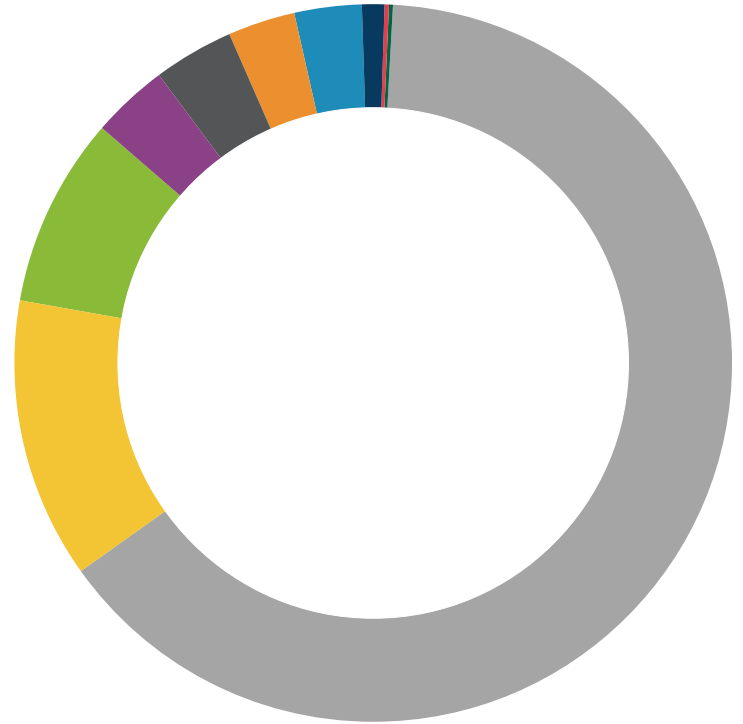
- NEIGHBORHOOD PARKS**
- GOLF COURSE AND CLUBHOUSE**
- TRAILS**
- SPLASHPAD**
- COMMUNITY CENTER**
- SPORTS COMPLEXES**
- EQUIPMENT**
- UPKEEP OF EQUIPMENT**



OPERATING BUDGET

Revenue FISCAL YEAR 2023

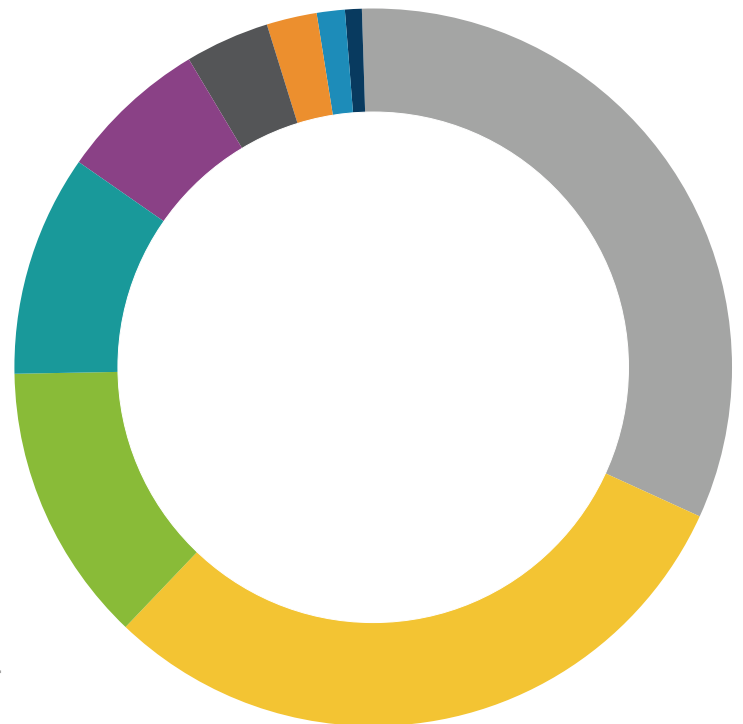
● Property Tax Receipts.....	\$3,841,667	65.12%
● Golf	\$745,830	12.64%
● Grants & Donations	\$258,639	4.38%
● Miscellaneous.....	\$236,675	4.01%
● Concessions	\$200,670	3.40%
● Program Fees	\$183,890	3.12%
● Pathway Fitness/Gym.....	\$177,221	3.00%
● Interest	\$172,484	2.92%
● Rentals.....	\$59,182	1.00%
● Aquatics.....	\$15,796	0.27%
● Dog Park	\$7,558	0.13%



TOTAL..... \$5,899,612

Expense FISCAL YEAR 2023

● Salaries & Wages.....	\$1,622,628	32.66%
● Debt Service.....	\$1,493,535	30.06%
● Materials & Supplies	\$620,105	12.48%
● Employment Expenses	\$504,478	10.15%
● Contractual.....	\$330,169	6.65%
● Utilities.....	\$188,637	3.80%
● Special Recreation.....	\$118,103	2.38%
● Insurance	\$61,415	1.24%
● Misc.....	\$28,948	0.58%



TOTAL..... \$4,968,018

FACILITY OVERVIEWS

SYCAMORE GOLF CLUB

- SAY-Golf Junior Lesson Program grew to 98 Participants
- New expansion of senior/ladies' tees on holes 8 and 13
- Senior League, Match Play and the new SAY-Golf Junior League showed an increase in participation.
- The 6X6X6 Ryder Cup tournament and The Frozen Fingers Open increased to accommodate the increased interest. Pumpkin Scramble filled the day registration opened and remains a sought after event.
- Superintendent of Golf Operations/Head Professional Kirk Lundbeck retires after 27 years of service.



Sycamore Golf Club	2021	2022	2023
Pass Holders	368	374	393
Rounds Sold	28,352	28,952	31,700
Outings	41	43	49
Total Revenue	\$607,255	\$597,047	\$753,794



LEGACY CAMPUS

	2021	2022	2023
Splash Fountain Visits	2,437	3,903	3,779
Dog Park Memberships	468	381	338
Community Center Daily Visits	40,121	52,764	54,100
Pathway Fitness Members	2021	2022	2023
24/7 Members*	244	279	312
Building Hours Pass Holders*	258	263	279
Track Only Passes*	197	234	270
Open Gym Passes*	251	304	337

*Average Active Members/Pass holders per month

Sustaining the Legacy: 2025

2021-2025 STRATEGIC PLAN

The goal of this 5-year plan is to support and maintain what is currently part of the park system at a high level of care, improving program offerings, and increasing engagement and awareness with the diverse backgrounds in our community.

HERE ARE THE OBJECTIVES ACHIEVED IN 2023.

GOAL 1 FUNDING

Identified and prioritized new positions including a Recreation Supervisor and Marketing and Outreach Coordinator

Technology: Updated equipment, added safety measures

GOAL 2 GROWTH

Continually assessing program and facility use satisfaction with seasonal surveys

Producing printed seasonal program guide which the 2019/2020 survey indicated is an important communication tool for residents

Introduced a new community event: Art in the Park

GOAL 3 SUSTAINABILITY

Continued discussions with staff about career paths and succession planning

Began staff surveys to assess satisfaction and training opportunities

Created an Efficiency Committee made up of community members to study and report on efficiency throughout the agency.

Updated all building and outside lighting to LED through Com Ed incentive programs at very little cost to the District.



Parks in Progress

NEIGHBORHOOD PARKS

Broke ground on the new **Reston Ponds Park Development Project**. Phase I Projects: Playground, Small loop trail, Picnic shelter, Soccer field, Pickleball court, Native landscaping buffer and educational sign. Additional amenities including a second pickleball court, large loop trail, tennis court, basketball court, and a parking lot will be phased in over the coming years.

AWARDS

National Gold Medal Award Finalist

The Sycamore Park District was selected as a 2023 National Gold Medal Award Finalist in Class V (population less than 30,000).



Awarded by the American Academy for Parks and Recreation Administration and National Park and Recreation Association, this award recognizes agencies nationwide that exemplify excellence in park and recreation management.

IAPD Best Friend of Illinois Parks

Doty & Sons Concrete Products won the Best Friend of IL Parks Award for their support of the Park District's mission and the community.

IAPD Give Us Your Best Shot

Natural Areas Specialist, Nicholas McCarney won second place in Nature/Landscapes Category and first place as well as honorable mention in the Wildlife Category for the Illinois Association of Park District's Give Us Your Best Shot photo contest.

Daily-Chronicle DeKalb County Top Workplaces Readers' Choice Awards

Winner in the municipalities category.



Celebrating 100 Years!

This year, the Sycamore Park District celebrated its 100th Anniversary! What began as a park and golf course in 1923 has developed into a vibrant 509-acre park system thanks to Sycamore's passionate and dedicated residents.

With value placed on equity, transparency, sustainability, and connections, we are on an exciting path toward making the next 100 years just as successful as the first!

FIRE & ICE FESTIVAL

January 14



HISTORY PROGRAM

August 3



PUMPKIN FEST PARADE

October 29



FIREWORKS SHOW

November 18




100TH ANNIVERSARY FILM



VIRTUAL TIMELINE

July 1, 1996
Park District Assumes Recreational Services Levy



In 1996, the Park District successfully negotiated with the city of Sycamore to take over the responsibility of the city's recreation commission and assume their levy for those services. With this 20-year

[Read More...](#)

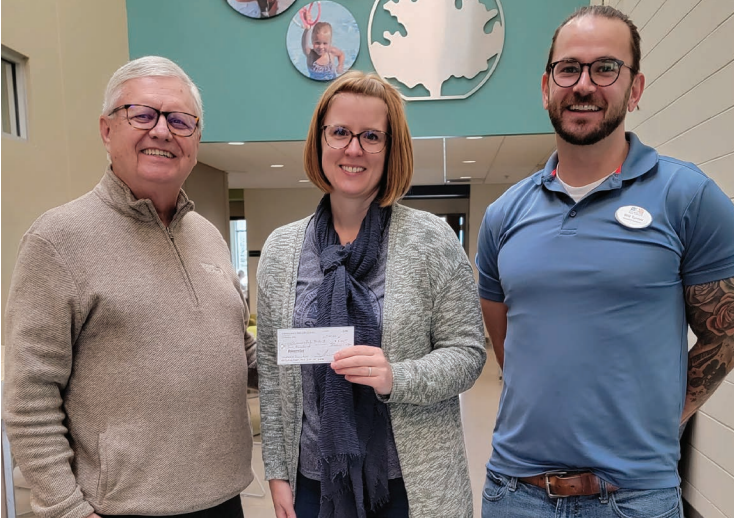
Community Connections

INTERGOVERNMENTAL AGREEMENTS

City of Sycamore

Sycamore CUSD 427

Kishwaukee Special Recreation Association



AFFILIATES

AYSO Soccer

Kishwaukee Valley Storm

Sycamore Youth Baseball

Sycamore Girls Softball

PARTNERS

DeKalb County Forest Preserve District

DeKalb County History Center

Family Service Agency of DeKalb County

Kish Kids Outside

Kishwaukee Special Recreation Association

NIU Outdoor Adventures

Sycamore Parks Foundation

Sycamore Public Library

FRIENDS, SPONSORS, & DONORS

Access to Growth Learning Solutions

Aggression Volleyball

Banner Up

Clean USA

Coroco Coffee

DeKalb Park District

Doty and Sons Concrete Products, Inc.

Edward Jones, Brittany Starkey

Engineering Resource Associates

EStreet Epoxy

First State Bank

Genoa Park District

Hauser-Ross Eye Institute

Illinois Crafted

Joiner History Room

Keep Clean Laundry

Kiwanis Club of Sycamore

Midwest Irrigation

MVP Sports Bar

OC Creative

Old National Bank

Orthodontic Experts

Pest Control Consultants

Pizza. Beer. Whiskey

Raph's Car Wash

ServiceMaster Restoration and Cleaning by Skip

Sycamore Lions Club

Sycamore Whiskey Club

Turning Back Time Car Club



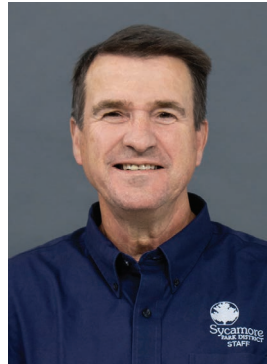
BOARD OF COMMISSIONERS



Bill Kroeger
President



Ben Doty
Vice President



Ted Strack
Commissioner



Daryl Graves
Commissioner



Denise Ackmann
Commissioner

PARK BOARD MEETINGS

The Board of Commissioners meets on the 4th Tuesday of each month at 6pm in the Sycamore Golf Club Clubhouse, 940 E. State Street, unless otherwise noted at sycparks.org. The public is invited to attend.

LEADERSHIP TEAM

- Jonelle Bailey.....Executive Director, CPRP, MAOL
- Jeff Donahoe.....Superintendent of Parks & Facilities, GCSAA, CPO, CPSI
- Jackie Hienbuecher.....Superintendent of Finance & Business Services, CPA & CPRP
- Lisa Metcalf.....Superintendent of Recreation Services
- Paul Price.....Superintendent of Golf Services

ESTABLISHED
1923

20
PARKS

9.8
MILES
TRAILS

509
ACRES

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: March 19, 2024

STAFF RECOMMENDATION

AGENDA ITEM: BUDGET AND APPROPRIATION ORDINANCE 04-2024: Recommended Approval

BACKGROUND INFORMATION: The combined annual budget and appropriation ordinance appropriates the monies that are necessary to cover the projected expenses and liabilities the district may incur in its next budget year. The ordinance must be passed and approved within or before the first quarter of each fiscal year and filed with the county. The ordinance is first prepared in tentative form and was made available for public inspection at least 30 days prior to final action. Additionally, a required public hearing is held by the Board, which was published, in advance, in an ad in the local paper.

The appropriation ordinance serves as an upper limit on what may be spent during the current fiscal year. It is, in effect, a statement of the maximum amount that could conceivably be spent if sufficient funds are available. It is allowable and recommended that the appropriation should exceed the working budget, which the board has already adopted, to allow for some leeway in spending. The ordinance reflects approximately a 15% increase over the working budget. This process and the 15% “buffer” is part of a larger process, as mandated by law. The ordinance has been available, now, for 30 days, and we are able to act upon it at this meeting.

FISCAL IMPACT: Documents upper limits of what may be spent. These figures are based upon the Operating and Capital Budgets already approved by the board.

STAFF RECOMMENDATION: Recommend approval of Ordinance 04-2024.

PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:BOARD ACTION:

J.B. (94)

**ORDINANCE NO. 04-2024
BUDGET AND APPROPRIATION ORDINANCE**

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE SYCAMORE PARK DISTRICT, DEKALB COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE FIRST (1st) DAY OF JANUARY, 2024, AND ENDING ON THE THIRTY-FIRST (31st) DAY OF DECEMBER, 2024.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (the Board) of the SYCAMORE PARK DISTRICT (the “District”), DEKALB COUNTY, ILLINOIS:

Section I. It is hereby found and determined:

(a) This Board has heretofore caused to be prepared a combined annual budget and appropriation in tentative form, which ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon:

(b) A public hearing was held at the Sycamore Park District, DeKalb County, Illinois on the 19th day of March, 2024 on said ordinance, notice of said hearing having been given by publication in the Daily Chronicle, being a newspaper published within this District, at least one week prior to such hearing; and,

(c) That all other legal requirements for the adoption of the annual budget and appropriation ordinance of this District for the fiscal year beginning January 1, 2024 and ending December 31, 2024 have heretofore been performed.

Section II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2024 and ending on the thirty-first (31st) day of December, 2024.

I. CORPORATE FUND

Salaries, Wages and Taxes	\$ 553,569
Professional and Contracted Services	\$ 143,026
Administrative Supplies and Expenses	\$ 137,163
Repairs and Maintenance	\$ 127,477
Utilities	\$ 51,076
Insurance	\$ 104,852
Debt Service	\$ 928,467
Transfer of funds	<u>\$ 200,000</u>
Total Estimated Expenditures	\$ 2,245,630

CORPORATE FUND SUMMARY

Fund Balance January 1, 2024	\$ 1,188,720
Estimated 2023 Property Taxes & Interest	\$ 1,814,700
Estimated transfer of IMRF/SS tax levy	\$ 60,920
Estimated 2024 Corporate Replacement	\$ 118,450
Estimated transfer from other funds	\$ -
Miscellaneous revenue	<u>\$ 82,829</u>
Total Estimated Available Revenues	\$ 3,265,619
Total Estimated Expenditures	<u>\$ 2,245,630</u>
Estimated Fund Balance December 31, 2024	\$ 1,019,989

II. RECREATION FUND

Salaries, Wages and Taxes	\$ 1,072,928
Professional and Contracted Services	\$ 136,176
Supplies	\$ 179,590
Repairs and Maintenance	\$ 101,890
Utilities	\$ 168,976
Insurance	<u>\$ 207,000</u>
Total Estimated Expenditures	\$ 1,899,560

RECREATION FUND SUMMARY

Fund Balance January 1, 2024	\$ 768,765
Estimated 2023 Property Taxes & Interest	\$ 1,225,900
Estimated transfer of IMRF/SS tax levy	\$ 111,732
League & Sports Fees	\$ 48,309
Programs/Events	\$ 237,652
Fitness	\$ 152,727
Community Center Services	\$ 78,200
Splashpad	\$ 22,684
Miscellaneous revenue	<u>\$ 26,507</u>
Total Estimated Available Revenues	\$ 2,672,476
Total Estimated Expenditures	<u>\$ 1,899,560</u>
Estimated Fund Balance December 31, 2024	\$ 772,916

III. RESTRICTED CONTRIBUTIONS

Expenses	\$ 332,841
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RESTRICTED CONTRIBUTIONS SUMMARY

Fund Balance January 1, 2024	\$ 232,841
Donations	<u>\$ 100,000</u>
Total Estimated Available Revenues	\$ 332,841
Total Estimated Expenditures	<u>\$ 332,841</u>
Estimated Fund Balance December 31, 2024	\$ 0

IV. SPECIAL RECREATION FUND

Expenses	\$ 540,500
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SPECIAL RECREATION FUND SUMMARY

Fund Balance January 1, 2024	\$ 355,731
Estimated 2023 Property Taxes & Interest	<u>\$ 296,700</u>
Total Estimated Available Revenues	\$ 652,431
Total Estimated Expenditures	<u>\$ 540,500</u>
Estimated Fund Balance December 31, 2024	\$ 111,931

V. IMRF FUND

Expenses	\$ 79,912
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IMRF FUND SUMMARY

Fund Balance January 1, 2024	\$ 4,489
Estimated 2023 Property Taxes & Interest	<u>\$ 75,423</u>
Total Estimated Available Revenues	\$ 79,912
Total Estimated Expenditures	<u>\$ 79,912</u>
Estimated Fund Balance December 31, 2024	\$ 0

VI. SOCIAL SECURITY FUND

Expenses	\$ 147,200
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SOCIAL SECURITY FUND SUMMARY

Fund Balance January 1, 2024	\$ 0
Estimated 2023 Property Taxes & Interest	<u>\$ 147,200</u>
Total Estimated Available Revenues	\$ 147,200
Total Estimated Expenditures	<u>\$ 147,200</u>
Estimated Fund Balance December 31, 2024	\$ 0

VII. LIABILITY TORT FUND

Expenses	\$ 84,946
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LIABILITY TORT FUND SUMMARY

Fund Balance January 1, 2024	\$ 61,999
Estimated 2023 Property Taxes & Interest	<u>\$ 62,100</u>
Total Estimated Available Revenues	\$ 124,099
Total Estimated Expenditures	<u>\$ 84,946</u>
Estimated Fund Balance December 31, 2024	\$ 39,153

VIII. AUDIT FUND

Expenses	\$ 18,458
-----------------	------------------

AUDIT FUND SUMMARY

Fund Balance January 1, 2024	\$ 11,452
Estimated 2023 Property Taxes & Interest	<u>\$ 18,458</u>
Total Estimated Available Revenues	\$ 29,910
Total Estimated Expenditures	<u>\$ 18,458</u>
Estimated Fund Balance December 31, 2024	\$ 11,452

IX. PAVING & LIGHTING FUND

Expenses	\$ 105,260
-----------------	-------------------

PAVING & LIGHTING FUND SUMMARY

Fund Balance January 1, 2024	\$ 74,785
Estimated 2023 Property Taxes & Interest	\$ 30,475
Total Estimated Available Revenues	\$ 105,260
Total Estimated Expenditures	\$ 105,260
Estimated Fund Balance December 31, 2024	\$ 0

X. POLICE FUND

Expenses	\$ 7,576
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POLICE FUND SUMMARY

Fund Balance January 1, 2024	\$ 3,752
Estimated 2023 Property Taxes & Interest	\$ 6,958
Estimated transfer of IMRF/SS tax levy	\$ 528
Total Estimated Available Revenues	\$ 11,238
Total Estimated Expenditures	\$ 7,576
Estimated Fund Balance December 31, 2024	\$ 3,662

XI. DEVELOPMENT CONTRIBUTION FUND

Expenses	\$ 95,390
-----------------	------------------

DEVELOPMENT CONTRIBUTION FUND SUMMARY

Fund Balance January 1, 2024	\$ 76,415
Development Contributions	\$ 18,400
Miscellaneous revenue	\$ 575
Total Estimated Available Revenues	\$ 95,390
Total Estimated Expenditures	\$ 95,390
Estimated Fund Balance December 31, 2024	\$ 0

XII. GOLF COURSE FUND

Salaries, Wages and Taxes	\$ 443,032
Professional and Contracted Services	\$ 37,892
Supplies	\$ 49,622
Repairs and Maintenance	\$ 123,568
Utilities	\$ 38,001
Insurance	\$ 56,690
Misc.	\$ 2,884
Total Estimated Expenditures	\$ 751,689

GOLF FUND SUMMARY (rolls into Corporate Fund)

Fund Balance, January 1, 2024	\$ 217,912
Estimated transfer of IMRF/SS tax levy	\$ 7,309
Daily Fees	\$ 281,750
Season Passes	\$ 166,233
Carts	\$ 228,505
Golf Events & Programs	\$ 23,345
Miscellaneous	\$ 37,950
Pro Shop Sales	\$ 40,613
Total Estimated Available Revenues	\$ 1,003,617
Total Estimated Expenditures	\$ 751,689
Estimated Fund Balance, December 31, 2024	\$ 251,928

XIII. CONCESSIONS (rolls into Recreation Fund)

Salaries, Wages and Taxes	\$ 88,179
Supplies	\$ 97,486
Repairs and Maintenance	\$ 5,980
Utilities	\$ 9,210
Insurance	\$ 8,059
Misc.	\$ 17,940
Total Estimated Expenditures	\$ 226,854

CONCESSIONS FUND SUMMARY

Fund Balance January 1, 2024	\$ 73,078
Estimated transfer of IMRF/SS tax levy	\$ 8,673
Sports Complex	\$ 72,709
Clubhouse	\$ 103,755
Beverage Cart	\$ 12,593
Catering	\$ 28,405
Marketing Fund	\$ <u>575</u>
Total Estimated Available Revenues	\$ 299,788
Total Estimated Expenditures	\$ <u>226,854</u>
Estimated Fund Balance December 31, 2024	\$ 72,934

XIV. BOND AND INTEREST FUND

Interest	\$ 33,626
Principal	\$ 789,406
Transfers to other funds	\$ <u>118,893</u>
Total Expenses	\$ 941,925

BOND AND INTEREST FUND SUMMARY

Fund Balance January 1, 2024	\$ 118,893
Estimated 2023 Property Taxes & Interest	\$ <u>825,327</u>
Total Estimated Available Revenues	\$ 944,220
Total Estimated Expenditures	\$ <u>941,925</u>
Estimated Fund Balance December 31, 2024	\$ 2,295

XV. CAPITAL FUND

Buildings & Structures	\$ 28,750
Maintenance Equipment	\$ 46,000
Equipment/Furnishings	\$ 58,938
Golf Course	\$ 64,860
Action 20/20	\$ 345,000
Community Center	\$ 4,600
Parks & Grounds	\$ 852,515
Miscellaneous	\$ <u>222,252</u>
Total Estimated Expenditures	\$ 1,622,915

CAPITAL FUND SUMMARY

Fund Balance January 1, 2024	\$ 675,493
Grant Income	\$ 488,923
Bond Proceeds	\$ 705,826
Miscellaneous revenue	<u>\$ 320,275</u>
Total Estimated Available Revenues	\$ 2,190,517
Total Estimated Expenditures	<u>\$ 1,622,915</u>
Estimated Fund Balance December 31, 2024	\$ 567,602

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2024 and ending December 31, 2024 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended December 31, 2023 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

Section III. The following determinations have been made and are hereby made a part of the aforesaid budget:

(a)	An estimate of the cash on hand at the beginning of the fiscal year is expected to be	\$ 4,006,043
(b)	An estimate of the cash expected to be received during the fiscal year from all sources is	\$ 7,669,031
(c)	An estimate of the expenditures contemplated for the fiscal year is	\$ 8,554,651
(d)	An estimate of the cash expected to be on hand at the end of the fiscal year is	\$ 3,120,423
(e)	An estimate of the amount of taxes to be received during the fiscal year is	\$ 3,916,000

Section IV. The receipts and revenues of the Sycamore Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

Section V. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

This ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Commissioners of the Sycamore Park District this _____ day of _____, 2024.

President

ATTEST:

Secretary

State of Illinois)
) SS
County of DeKalb)

CERTIFICATION OF MINUTES

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 04-2024 entitled “An Ordinance adopting the combined Annual Budget and Appropriation of funds for the Sycamore Park District, DeKalb County, Illinois, for the fiscal year beginning on the first day (1st) of January, 2024 and ending on the thirty-first (31st) day of December, 2024” enacted by the Board at a March 19, 2024, regular meeting.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 19th day of March, 2024.

Secretary, Board of Park Commissioners
Jonelle Bailey

(SEAL)

SYCAMORE PARK DISTRICT

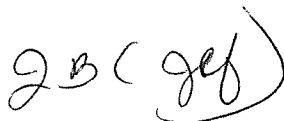
Board of Commissioners

Date of Board Meeting: March 19, 2024STAFF RECOMMENDATION**AGENDA ITEM: Sycamore Chamber of Commerce Business After Hours for information only****BACKGROUND INFORMATION:** As a member of the Sycamore Chamber of Commerce the Sycamore Parks Foundation has the opportunity to host one of their Business After Hours networking events. They are hosting their first one on March 21, 2024, with the following objectives:

- Introduction of the 4 new Foundation Board members
- Begin creating momentum for 2024's programs, events, and campaign including Give DeKalb County on May 4.
- Provide a purposeful event that aligns with these Items from the Parks Foundation's Vision Statement:
 - o Facilitating communication and collaboration to create efficiencies among the many individuals, organizations, and businesses whose goals, projects, and activities work towards enhancing life in Sycamore through the betterment of recreational opportunities.

This event provides an opportunity for Sycamore's business community to learn about and connect with the needs of area nonprofit organizations and for non-profits to connect with one another.

The event details are attached. It is open to all Sycamore Chamber members, so we invite Park District staff and Board members to stop by, meet the Sycamore Parks Foundation members, and interact with local businesses.

FISCAL IMPACT: None**STAFF RECOMMENDATION:** For Information Only.**PREPARED BY:** Jonelle Bailey, Executive Director; Sarah Rex, Marketing and Outreach Coordinator**EXECUTIVE DIRECTOR REVIEW/APPROVAL:**

BOARD ACTION: None

Thursday, March 21
4:30-6:30pm
Sycamore Golf Club Clubhouse

The Sycamore Parks Foundation knows how important community connections are to making Sycamore a great place to live, work, and play! From sponsorships, volunteer opportunities, fundraising events, in-kind donations, and more, come learn about the Sycamore Chamber's wonderful non-profit members and connect with the community through the opportunities they provide.

This will be a casual fair-type atmosphere where non-profits will have a table or mingle providing purposeful community-focused networking opportunities. Enjoy a fun raffle, charcuterie spread, one complimentary drink ticket, and a cash bar.