

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT
ON THE FIFTHTEENTH DAY OF JUNE 2023 AT 7:00 P.M.**

- I.** The President called the meeting to order at 7:01 p.m. and directed Crista Altergott, Administrative Assistant & Risk Management to call the roll. Upon the roll being called, the following Commissioners answered present: Jennifer Rezek, Nancy Parra, Leah Lussem and Melissa Ackerman. Commissioner Robert Hoban III was absent. Also present were Director Bret Fahnstrom, Superintendent of Finance & HR David Oswald, Superintendent of Communications and Marketing Christine Powels and Superintendent of Parks Mike Hanley.
- II.** Visitors Present: Anthony Cervini
- III.** The Agenda for June 15, 2023 was submitted for approval. Commissioner Ackerman moved to approve said agenda as amended. The motion was seconded by Commissioner Lussem and approved by common consent.
- IV.** Approval of Minutes for the Special Meeting of June 1, 2023. Commissioner Parra moved to approve the Minutes as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- V.** Approval of Voucher List of Bills for May 13 – June 9, 2023. Commissioner Parra asked to confirm that JSD is the architect company. Superintendent of Finance & HR David Oswald confirmed in the affirmative. Commissioner Lussem moved to approve the Voucher List of Bills for May 13 – June 9, 2023 as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman
NAY: None
ABSENT: Robert Hoban III

- VI.** Approval of Treasurer's Report for April 2023. Superintendent of Finance & HR David Oswald highlighted several key point of the first quarter of 2023 including: all funds are above the 33.3% April target percentage which is \$755,573 higher than last YTD. Commissioner Rezek asked if tax revenue funds approved in 2022 are used in 2023. Director Fahnstrom explained how funds were captured but not included in the general ledger. Superintendent David Oswald also clarified that there will be one more revision of the 2022 Budget to reflect any 2023 numbers that might cross over. Commissioner Rezek then inquired about the accrual process. Visitor Anthony Cervini briefly explained how monthly budget information mostly pertains to cash inflow and outflow, whereas the Annual Audit captures funds from all sources. Commissioner Lussem moved to approve the Treasurer's Report for April 2023 as presented. The motion was seconded by Commissioner Parra. Upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman
NAY: None
ABSENT: Robert Hoban III

VII. 2022 Financial Audit Report. Anthony Cervini, Sikich, talked through the 2022 Financial Audit Report of the River Trails Park District which received The Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended December 31, 2021. New Pronouncements #87 & #96 have been identified and added to the annual comprehensive report. Anthony expressed his compliments to the Statement of Net Position which indicates good, strong financial management. Anthony also stated that the Independent Auditor's Opinion expressed on the financial statements is a clean and unmodified opinion which the best one that can be achieved with the highest level of assurance. Director Fahnstrom and Superintendent of Finance & HR David Oswald will be updating the Financial Policy Manual to reflect items noted in the report. Commissioner Ackerman inquired if the IMRF Pension Plan is open to new employees. Anthony reported that this is a benefit provided to new employees and clarified that employees hired after 2011 receive a Tier 2 Benefit. All employees registered prior to 2011 are grandfathered into a Tier 1 benefit. Commissioner Ackerman then inquired if employees can choose their contribution. Anthony and Director Fahnstrom described how the plan is a combination IMRF mandatory and IMRF voluntary contributions. Anthony congratulated the District on an excellent, well set plan for employees. Commissioner Parra moved to approve the 2022 Financial Audit Report as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman
NAY: None
ABSENT: Robert Hoban III

VIII. Communications

a. Staff Report – Parks.

- Superintendent of Parks, Mike Hanley talked about the successful pool opening on June 9th, ADA compliant amenities installed, routine maintenance and the completion of facility safety audits and repairs.
- Superintendent Hanley also reported on the update on the irrigation system at Rob Roy. The pump, installed in 2004, broke and pipe needed to be replaced which was especially precarious during the drought. Superintendent Hanley congratulated employees Jeremy Rolf, Jeremy Hakala and their teams for their efforts during that time which included hand watering the greens. Commissioner Parra inquired of the normal lifespan of a pump. Superintendent Hanley replied that the life span varies but on average is 20 years which will put us in good standing for the replaced irrigation system.
- Commissioner Ackerman commented on the appearance of Woodland Trails playground and inquired about the schedule of repairs and replacement. Director Fahnstrom reported that temporary updates are underway but is not a long term solution. Overall updates to Woodland Trails will be addressed in the Master Plan.
- Commissioner Ackerman applauded the visually appealing bushes recently put in front of the Weiss building. Commissioners Parra and Rezek commented on the relaxing fountain and bench newly installed in front of the Weiss building as well.

b. Annual Athletics Report – Recreation. Director Fahnstrom presented as Superintendent Mitchell was unavailable.

- Youth Athletics has seen an overall increase; basketball participation has doubled with 81 participants and 25 new players have been added to youth volleyball.
- Adult athletics continue to do well, particularly with basketball held at Willow Trails. Director Fahnstrom reported how the possibility of cutting the league was entertained due to low team numbers but had unexpectedly bounced back. Commissioner Rezek remarked on the importance of providing services to residents in the Willow Trails area and inquired about options to keeping the league. Director Fahnstrom is looking into options as this is a diverse league and could potentially be moved into a new facility.

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- c. Rob Roy Q31 Report. Director Fahnstrom presented this report as well as Golf Manager Louis Eckenbrecht was unavailable.
 - April was a busy month with a total of 1,670 rounds.
 - The greens conditions continue to be reported and reviewed exceptionally with an average score on Golfpass of 4.7/5.
 - Operation costs are up due to an increase in utilities, an increase in hiring and training to ensure the golf course is fully staffed.
- d. Communications and Marketing Report (March 27-June 9). Superintendent of Communications and Marketing Christine Powels detailed her work since starting at River Trails Park District in March.
 - Her approach to integrated marketing included a mix of both digital and traditional marketing to promote brand consistency. This includes expressing a consistent identity and promoting content through various channels and tactics.
 - Superintendent Powels the importance of community involvement and outlined recent sponsorships at the Village of Mount Prospect Friday on the Green and the City of Prospect Heights Community Days.
 - Superintendent Powels would like to bring back printed brochures as many participants are not Mount Prospect or Prospect Heights residents. These would be made available in the facilities and not directly mailed to every household. Powels is currently looking into pricing options. Commissioner Parra expressed her approval and believes it is a good idea to put physical pieces in hand.
 - Social media was examined and Powels expressed the desire to update the River Trails Park District website at some point in the near future as it was created in 2016 and efficiencies can be made. A dive into social media usage indicates that the majority of individuals utilize their mobile devices to view our website. Commissioner Parra asked if mobile users are our target interface and if so, what can be done to make the viewing process easier. Powels briefly outlined what is currently in place including QR codes. Powels also expressed her desire to create and maintain social media outlets that contain creative and mindful content. Commissioner Rezek applauded Superintendent Powels on her interactive posts including staff updates and special events.
 - Two events were presented; Family Camp Night on Thursday, June 8th and Woodland Trails Pool Opening on Friday, June 9th. Both of which were fun, engaging and well received by the community. Commissioner Parra remarked that our day camps have been described as one of the best in the area. Staff member Crista Altergott expressed her gratitude for the Family Camp Night as it is a wonderful way for incoming campers to meet their camp counselors and fellow campers, therefore helping to quell some anxiety in new situations.
- e. Miscellaneous Communications
 - Superintendent of Finance & HR David Oswald verified with Board Members that Docusign was received and offered to work with any individuals that had further questions.
 - What's Happening. The Summer 2022 What's Happening calendar of events from July 4 – August 27 was presented. The Board Members in attendance remarked on the accessibility of viewing events in this manner and asked for a calendar to be presented in 2 month increments each time.
 - Closest to the Pin, July 14th: Director Fahnstrom and Superintendent Powels went over the recently published Closest to the Pin flyer. Commissioner Ackerman commented that the event will be ending right before a music event at Rob Roy. Director Fahnstrom will make an announcement at the conclusion of the event to inquire if anyone would like to head over to Rob Roy.

IX. Old Business None

X. New Business

- a. 2022 Annual Treasurer’s Report for Cook County. Superintendent of Finance & HR David Oswald presented. The report will be submitted to the State of Illinois for compliance with II statute. Commissioner Lussem motioned to formally accept the 2022 Annual Treasurer’s Report. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman
NAY: None
ABSENT: Robert Hoban III

- b. Woodland Trails Outdoor Athletic Lighting LED Conversion Project. Superintendent Mike Hanley provided background to the project whereas outdoor lighting with high usage are targeted to be replaced with lower wattage light fixtures and lightbulbs. Hanley highlighted a zero expense from the district with an approximate \$242,000 annual cost savings and a 70% reduction in electrical usage. Commissioner Parra motioned to formally acknowledge the understanding of the scope of the project and authorize the Director to sign the forthcoming contract with the contingency that capital changes be discussed with the Board prior to Directors’ acceptance. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman
NAY: None
ABSENT: Robert Hoban III

- c. Board Meeting July 6. Director Fahnstrom asked to consider cancelling the Board Meeting scheduled for July 6th as typically there is not much to report during this time and it is around the July 4th holiday. Discussion ensued about Board Member summer availability where it was decided that the Regular Meeting scheduled on July 6th and the Regular Meeting scheduled on July 20th will be cancelled. A Special Meeting was agreed to be scheduled on Thursday, July 13th. A call for a Special Meeting was made and agreed upon by common consent.

XI. Commissioner Comments None

XII. Executive Session. None

XIII. Action as a Result of the Executive Session. None

XIV. Adjournment. There being no further business to discuss, Commissioner Rezek made a motion to adjourn the meeting at 8:52 p.m. The motion was seconded by Commissioner Lussem and approved by common consent.

President

Secretary