



## Administration Office

401 E. Camp McDonald Road, Prospect Heights, IL 60070

Phone: 847.788.0551 Fax: 847.788.1248 Email: admin@rtpd.org

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April 29, 2024

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Board Meeting is scheduled for Thursday, May 2, 2024 at 7:00 pm. immediately after the Regular meeting adjourns, we will go into the Annual Meeting to elect board and committee positions.

Reminder: If you have specific questions which can/need to be researched (i.e. Voucher List) prior to the meeting, it is incredibly helpful to email me ASAP and we will make every attempt to get the entire Board informed electronically prior to the meeting. This will allow the Board to focus on critical discussion points.

If you cannot attend please contact me immediately to ensure we have a quorum. At this point, I do not anticipate an Executive Session but have placed it on the agenda just in case.

Thank you!

Sincerely,

Bret Fahnstrom, CPRE

Executive Director

Enclosures

**RIVER TRAILS PARK DISTRICT**  
Regular Meeting of the Board of Commissioners  
At 401 E. Camp McDonald Road, Prospect Heights, IL 60070

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**May 2, 2024**  
**7:00 PM**

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- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of April 18, 2024\*
- V. Approval of Treasurer's Report for March 2024\*
- VI. Communications
  - a. 2024 Quarter I Golf Revenue Report (January-March)
  - b. Miscellaneous Communications
- VII. Old Business
  - a. None
- VIII. New Business
  - a. Willow Trails Park Renewal Change order #4\*
  - b. Ordinance No. 24-05-02 An Ordinance Authorizing the Disposal of Unneeded Personal Property of the River Trails Park District\*
  - c. Cyber Security Policy\*
  - d. Call For a Special Meeting June 20, 2024 6 pm
- IX. Commissioners Comments
- X. Executive Sessions
  - a. I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
- XI. Action as a Result of the Executive Session
- XII. Adjournment

\*indicates an attachment included

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Mike Hanley, Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days' advance notice. Telephone number 847.463.3734; email:Mhanley@rtpd.org

**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 EIGHTEENTH DAY OF APRIL 2024 IMMEDIATELY  
FOLLOWING THE DECENNIAL COMMITTEE MEETING AT 7:00PM**

- I. The President called the meeting to order at 8:05 p.m. and directed Crista Altergott, Administrative Assistant & Risk Management to call the roll. Upon roll being called, the following Commissioners answered present: Jennifer Rezek, Leah Lussem, Nancy Parra, Robert Hoban III and Melissa Ackerman. Also present were Executive Director Bret Fahnstrom, Superintendent of HR and Finance David Oswald, Superintendent of Communications and Marketing Christine Powles and Superintendent of Parks Mike Hanley.
- II. Visitors Comments
  - a. None
- III. The Agenda for April 18, 2024, was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of March 21, 2024. Commissioner Ackerman moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent. Commissioners Hoban and Parra abstained from the vote.
- V. Approval of Minutes for the Regular Meeting of April 4, 2024. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Hoban and approved by common consent. Commissioners Ackerman and Lussem abstained from the vote.
- VI. Approval of the Paid Invoice List for March 16 – April 12, 2024. Commissioner Lussem moved to approve the Paid Invoice List for March 16 – April 12, 2024, as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE:	Jennifer Rezek, Leah Lussem, Nancy Parra, Robert Hoban III, Melissa Ackerman
NAY:	None
ABSENT:	None
- VII. Communications
  - a. Staff Report: Parks Department - Superintendent of Parks Mike Hanley
    - o Superintendent Hanley presented highlights of the trade work being done around the District including beginning pool operations, a refreshed look at The Zone and annual roof repairs completed at the Weiss Community Center.
    - o Parks are undergoing Spring treatment using organic fertilizers and Hanley reported installing a new 2500 Gallon rain barrel to collect rainwater. Commissioner Parra asked what our previous process for watering included. Hanley reported we would use municipal water and transport in our truck tanks.

- Rob Roy Golf Course opened on April 5<sup>th</sup> and tree work is currently done for the season. Commissioner Parra inquired how many trees were removed. Hanley reported around 40 trees, however, the district will be strategically adding trees around the golf course and parks.
  - Commissioner Parra asked for an overview of the Community Garden. Superintendent of Communications and Marketing Christine Powles outlined the intended use of the space for residents which includes park district preparation and general upkeep but relies on the residents to plant and maintain. Commissioner Rezek asked about the picture and Executive Director Bret Fahnstrom said that the Community Gardens were moved to the Sled Hill area. Commissioner Ackerman requested the compost bin be moved further from the walking path and asked for wildflowers to be planted in empty plots. Superintendent Hanley affirmed both requests are in progress.
  
- b. IAPD Legislative Updates – Executive Director Bret Fahnstrom
  - Executive Director Bret Fahnstrom presented an overview of the recent IAPD Legislative Updates. IAPD does a fantastic job representing the best interest of Parks and Recreation. They provide a communication that includes all Legislative Updates. Fahnstrom typically takes the original report and reformats the report to items most relevant to the District. Fahnstrom asked the Board if they would like to receive the direct email or continue to get the truncated version. Commissioner Hoban asked for clarification and after discussion it was determined that the truncated report is preferred.
  - Commissioner Parra asked for an explanation of how SB 2849/ HB 4715 applies to our District. Fahnstrom replied that it provides details of drone usage or denial of usage. Currently, the River Trails Park District does not have an ordinance regarding drone usage. Superintendent Powles remarked that we are near an airport which may affect usage, but FAA approval may be situationally possible.
  - Commissioner Ackerman is intrigued by the options of SB 3597 which would allow the District to borrow money from the Illinois Finance Authority to build, purchase or lease new clean energy infrastructure projects including potential EV charging stations.
  - Commissioner Hoban requested additional information regarding the bills identified as amendments to the Illinois Human Rights Act; HB 2161, HB 4867 and SB 3310. Commissioner Ackerman gave a brief explanation that a single person cannot be hired with the expectation of having more free time to work, nor a person with a family denied employment due to perceived lack of time.
  
- c. 2024 Main Events – Superintendent of Communications and Marketing Christine Powles
  - Superintendent Christine Powles led the group through the 2024 Main Events Calendar and reported renewed efforts by the Village of Mount Prospect to be more inclusive of events on the north side of town. Commissioners congratulated Powles on the format and ease of viewing.
  - Commissioner Rezek asked if there are Mount Prospect events not included on this calendar. Powles replied yes, the calendar provided only includes events that have River Trails Park District presence.
  - Commissioner Hoban inquired about the Blazing Trails Pop Up and Storytime in the Park programs. Powles explained that Storytime in the Park is an event coordinated with the Mount Prospect Library. The Blazing trails Pop Up was added to two of the dates to extend the time. Commissioner Parra expressed her approval of the reading events and suggested additional reading in the park opportunities.
  - Commissioner Hoban inquired to the early closing date of the Last Splash Bash. Director Fahnstrom replied the date is due to lack of staff as the school year begins.

- d. Miscellaneous Communications – Executive Director Bret Fahnstrom
  - Executive Director Bret Fahnstrom reminded the Board that SEI filings must be completed no later than May 1, 2024.
  - Fahnstrom also outlined opportunities for Board Members to attend events and earn Board Development Units. Registration for the entire series is due by April 29<sup>th</sup>, 2024.

## VIII. Old Business

- a. Paycom – Executive Director Bret Fahnstrom and Superintendent of HR and Finance David Oswald
  - Director Bret Fahnstrom gave a brief recount to the conversion from the Board Meeting on April 4<sup>th</sup>. Based on the initial conversation or information presented, Board Members requested additional details and a comparative review of the potential services researched. Fahnstrom congratulated Superintendent Oswald on the resulting analysis.
  - Superintendent David Oswald presented the research and how the District came to ultimately choose Paycom as the preferred vendor.
  - Commissioner Parra led a conversation on clarification between the top three vendors and congratulated Oswald as the presentation is easy to understand, thorough and relevant.
  - Commissioner Hoban inquired about the start up versus annual costs between Paycom and Paycor and noted that after hearing staff explanation it seems Paycom will be more efficient and not as cumbersome as our current Human Resources Information Systems methods.
  - Commissioner Lussem moved to approve the Paycom contract as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

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

- b. Annual Park Tour - Executive Director Bret Fahnstrom
  - After a discussion about schedules, it was determined that the Annual Park Tour will be held in place of the Regularly Scheduled Board Meeting on Thursday, June 20<sup>th</sup>. The time will be changed from 7pm to 6pm to allot for more time outdoors.

## IX. New Business

- a. Purchase of Ford E Transit Parks Truck - Superintendent of Parks Mike Hanley
  - Superintendent Hanley presented the Board with the option to replace one of our existing fleet vehicles; the 2003 GMC Sierra with 73,566 miles with a 2022 Ford E Transit vehicle with only 116 miles. This vehicle will be used for Trades, housed at The Zone.
  - Commissioner Ackerman applauded Hanley for finding a great option with fuel savings capabilities, under the approved budget amount.
  - Commissioner Hoban inquired how the decision was determined that the current vehicle was at the end of its usable life for the District. Hanley gave examples of the current vehicle wear, rust, repairs, and increased maintenance schedule.
  - Commissioner Parra inquired about the process to sell the current vehicle.
  - Due to the lower mileage, energy efficiency and low maintenance schedule, it is the staff recommendation to approve the purchase of the Ford E Transit for \$29,888.

**X. Commissioner Comments**

- a. Commissioner Ackerman inquired about the weeding schedule for Woodland Trails, relocating the compost bin away from the walking path and relocating the debris pile by the putting green. Superintendent Hanley informed the group that Spring wedding is beginning the following week. He has received complaints about the compost bin and debris pile and the crews are working on a solution for both areas.
- b. Commissioner Parra asked Hanley to review the concept of the compost area. The compost area should be organic material only, for use of the community garden. Parra also inquired about additional planting at Aspen Trails Park. Hanley confirmed that wildflowers and plants will be coming soon.

**XI. Executive Session**

- a. None

**XII. Action as a Result of the Executive Session**

- a. None

**XIII. Adjournment.** There being no further business to discuss, Commissioner Parra made a motion to adjourn the meeting at 8:52 pm. The motion was seconded by Commissioner Hoban and approved by comment consent.

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President

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Secretary



# MEMORANDUM



To: Board of Commissioners  
From: David Oswald, Superintendent of Finance  
RE: Treasurer's Report Highlights – March 2024  
Date: 4/22/2024

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## REVENUES

### YTD Revenue

- All funds above the 25% March Target Percentage

### Property Tax Revenue

- March Property Tax Revenue = \$ 1,479,000
- YTD the district has received \$ 2,007,000 in 2023 Property Tax Revenue from Cook County
  - This figure is 50% of the annual budgeted amount.

### Fund 20 – Recreation Fund

March Registration/Rental volume is approaching pre-pandemic figures. With registration and rental rate increases overtime, one would expect to see higher Rental & Registration Revenue if these volumes had fully returned to pre-pandemic levels.

Year	Registration/Rental Revenue
2024 March	\$163,000
2023 March	\$168,000
2022 March	\$127,000
2021 March	\$ 93,000
2020 March	\$ 94,000
2019 March	\$171,000
2018 March	\$203,000
2017 March	\$173,000

## EXPENSES

### YTD Expenses

- YTD Expenses are 21% of the budgeted amount. This is below the 25% March Target Percentage.

### Fund 24 Handicapped Recreation

- YTD Expenses are 52% of the budgeted amount
- March Expenses = \$109,212. This amount is primarily associated with the purchase of two 2019 ADA-accessible passenger vans. The purchase of these vans at \$54,465 each was previously approved by the Board.

### Fund 40 Capital Improvements

- March Capital outlay = \$ 74,751.
- Maintenance Equipment Purchase
  - Forklift = \$29,941
  - Snow Removal Machine = \$ 27,599

- Miscellaneous = \$17,211
  - Fitness Center Weights/Rack, In-House Capital Labor, Shop Remodel
  - Rob Roy Dishwasher Deposit \$6,840

#### **INVESTMENTS**

The district is working closely with our local Busey Bank executive to ensure the interest rate on our Money Market account remains competitive.





**RIVER TRAILS PARK DISTRICT**  
**Cash and Payroll Summary**  
**March 2024**

Cash Available	Amount	Yield
Busey Bank - Operating Account	455,043.15	
Busey Bank - Money Market	3,241,260.57	4.27%
IPDLAF - General Fund	4,454,385.07	5.17%
Outstanding Checks - RTPD	(192,280.50)	
<b>TOTAL CASH NET WORTH</b>	<b>\$ 7,958,408.29</b>	

Payroll Information		
Date	<b>3/6/2024</b>	<b>3/20/2024</b>
Gross Payroll	\$ 96,932.31	\$ 98,601.52
Number of Employees	103	98



## **MEMORANDUM**

To: Board of Commissioners

From: Louis Eckenbrecht  
General Manager of Golf

RE: Quarter I Golf Revenue Report (January-March 2024)

Date: 4/29/2024

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## **STATEMENT**

Attached is the Quarter I End of Year 2024 Golf Operations Financial Report.

## **DISCUSSION**

### • **Pro Shop**

- The Quarter one revenue was significantly higher than 2023 in large part to the Cook County election training being hosted in the Rob Roy Banquet Room, some early membership sales for the golf course, an even stronger registration for the Junior League, and Open Kitchens rental revenue.
- League membership across the golf leagues remained static or even increased in two leagues, but the course lost one of its newer leagues due to the tragic loss of the captain late last year.
- Expenses for quarter one 2024 were considerably lower than 2023 and the largest contribution to the reduction in costs were much lower natural gas prices, coupled with an extremely mild winter.

### • **Driving Range**

- The Driving Range opened Wednesday February 21<sup>st</sup> and was able to capitalize on some of the unseasonably warm weather.
- The driving Range revenue is considerably higher than the first quarter 2023, but our expenses were also higher due to the purchasing of some new rollers to collect the balls from the range grounds. Ideally this will lead to fewer man hours later in the season as new rollers will more efficiently clean the range.

### • **Concessions**

- Open Kitchens hosted their second year of the fish fry officially on Fridays for eight weeks from February 16<sup>th</sup> through April 5<sup>th</sup>.

- **Golf Maintenance**

- Golf Maintenance expenses were lower and the second largest contribution to reduced expenses as compared with 2023.

**CONCLUSION**

- Overall revenue through Q1 closed at \$17,126 as compared against \$4,802 Q1 2023. Overall expenses improved \$26,387 versus 2023. These combined for a \$38,700 improvement year to year comparison.
- Presently through 03/31 Year to Date Revenue is at 2.2%, and Year to Date Expenses is at 12.4%. These are within a normal range for this time of year.

**River Trails Park District  
Golf Operations Financial Report  
(January 1 - March 31)**

2022	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ -	\$ 6,115	\$ -	\$ 530	\$ -	\$ -	\$ -	\$ 6,645
Expense	\$ -	\$ 25,328	\$ -	\$ 100	\$ 728	\$ 12,591	\$ -	\$ 38,747
Profit/Loss	\$ -	\$ (19,213)	\$ -	\$ 430	\$ (728)	\$ (12,591)	\$ -	\$ (32,102)

2023	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,744	\$ 4,802
Expense	\$ 3,141	\$ 47,668	\$ -	\$ 390	\$ -	\$ 57,157	\$ -	\$ 108,356
Profit/Loss	\$ (3,083)	\$ (47,668)	\$ -	\$ (390)	\$ -	\$ (57,157)	\$ 4,744	\$ (103,554)

2024	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ 2,448	\$ -	\$ -	\$ 3,704	\$ 5,961	\$ -	\$ 5,012	\$ 17,126
Expense	\$ 432	\$ 30,562	\$ -	\$ 6,148	\$ 25	\$ 44,802	\$ -	\$ 81,969
Profit/Loss	\$ 2,016	\$ (30,562)	\$ -	\$ (2,444)	\$ 5,937	\$ (44,802)	\$ 5,012	\$ (64,844)


2024 Budget	Revenue	Expense	Profit/Loss	Change	% Change	Rounds	YTD P/L
Revenue	\$ 650,145	\$ -	\$ 9,500	\$ 70,450	\$ 22,600	\$ 5,500	\$ 758,195
Expense	\$ 108,024	\$ 211,202	\$ 920	\$ 36,220	\$ 9,750	\$ 2,792	\$ 659,113
Profit/Loss	\$ 542,121	\$ (211,202)	\$ 8,580	\$ 34,230	\$ 12,850	\$ 2,708	\$ 99,082

2019	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0
2022	0	0	0	0	0	0	0
2023	0	0	0	0	0	0	0
2024	0	0	0	0	0	0	0

took over  
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STATE REPRESENTATIVES  
**MARY BETH CANTY & MARK WALKER**  
COOK COUNTY COMMISSIONERS  
**MAGGIE TREVOR & SCOTT BRITTON**  
with **AHML & the Kenneth Young Center**  
INVITE YOU TO

# **THRIVE TOGETHER**

## **Community Mental Health Fair**

**MONDAY,  
May 6**

**5 P.M. TO 7 P.M.**

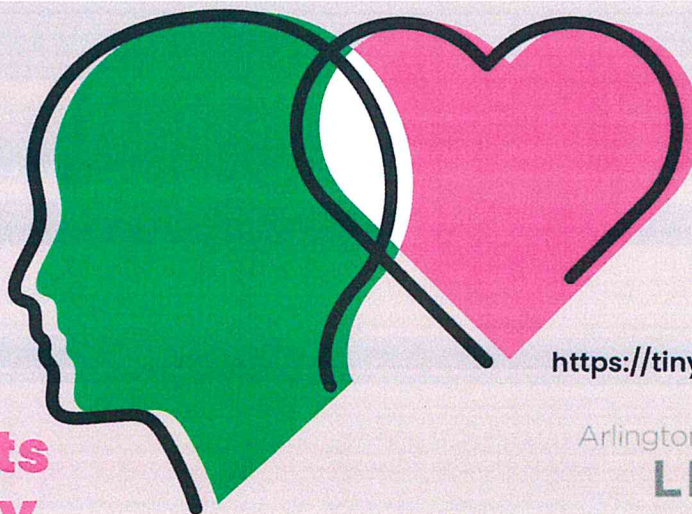
**Arlington Heights  
Memorial Library**

**500 N Dunton Ave.  
Arlington Heights**

**PANEL BEGINS AT 6 P.M.**

May is Mental Health Awareness Month. Come and join us for an interactive Mental Health Fair! Visit with advocates, learn about the mental health services available in our area, and stay for a panel discussion on Illinois mental health services and policy.

For more information, please call Rep. Canty's constituent service office at 224-248-8187 or [info.repmbc@gmail.com](mailto:info.repmbc@gmail.com).



REGISTER HERE:



<https://tinyurl.com/ThriveAHML>

Arlington Heights Memorial  
**LIBRARY** ▶



# Resident Information Bulletin

## Burning Bush Lane Lighting Project

Village of Mount Prospect  
Public Works Department  
April 2024

### INTRODUCTION

The purpose of this Resident Information Bulletin is to introduce you to a street light project planned for Burning Bush Lane this year. A key component of the Mount Prospect Strategic Plan established by the Village Board of Trustees is to improve the Village's residential street light system. Each year, the Village evaluates residential streets to determine a location that will benefit from having streetlights. As part of this project, streetlights will be installed on Burning Bush Lane between Camp McDonald Road and Euclid Avenue. The streetlights will be silver aluminum poles with LED luminaires, like the ones installed on Seminole Lane. They will typically be installed at intersections and spaced approximately every 300'. Old ComEd lights on wood poles that currently exist along the project route will be removed at the end of the project. **At this time, it has not been determined exactly where the streetlights will be located.**

Burning Bush Lane was chosen for this year's project based on a few factors. Indian Grove Elementary School and Burning Bush Trails Park generate a lot of pedestrian activity along the street. In addition, Burning Bush Lane is classified as a collector street, a neighborhood street that carries more traffic than other local streets. And finally, the schools often experience traffic congestion during the morning and afternoon, and occasionally at evening events. These factors make the street the preferred choice for this year's street light project.

### SCHEDULE

The Village has recently awarded a contract to Ciorba Group, Inc. of Chicago, Illinois, to develop the necessary engineering plans and specifications. Their first task will be to perform a topographic survey collecting data along the street. It is anticipated that the survey work will take place in May/June. Once the engineering plans and specifications are complete, the Village will solicit bids from contractors to perform the construction. It is anticipated that construction will begin in the fall with completion of the street light foundations and underground conduit by the end of the year. The street light poles, arms, and luminaires are expected to be installed in the spring of 2025 once they are received from the manufacturer.

### PROJECT INFORMATION

A project web page has been created and can be found on the Village website at [www.mountprospect.org](http://www.mountprospect.org) under Departments, Public Works, Village Infrastructure Projects, Design Phase, Roadway Improvements, and Burning Bush Lane Lighting Project. You can also scan the QR Code below.

The project web page will periodically be updated throughout the project to provide the latest information, including the engineering plans once completed. The Village will also send another Resident Information Bulletin prior to construction to let you know what to expect during construction.

### QUESTIONS?

Please visit the project web page for updated information throughout the project. Should you have additional questions, please contact us.

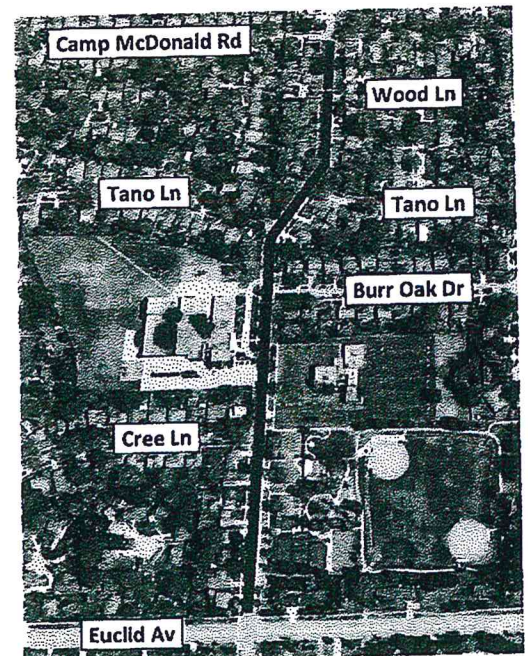
Donna Brown, Project Engineer  
Phone: 847-870-5640  
Email: [dbrown@mountprospect.org](mailto:dbrown@mountprospect.org)



VILLAGE OF MOUNT PROSPECT  
PUBLIC WORKS DEPARTMENT

1700 W. Central Road  
Mount Prospect, IL 60056  
[www.mountprospect.org](http://www.mountprospect.org)

Phone: 847-870-5640  
TDD: 847-392-1235



Project Location Map



NWSRA's Accessible Vehicles provide over 10,000 rides annually to individuals with disabilities

Dear Bret,

We hope this letter finds you well. As a valued supporter of our community, I am reaching out to you on behalf of SLSF to support NWSRA's Accessible Transportation Program.

The NWSRA Accessible Transportation Program serves the needs of thousands of riders, all of whom rely on our services to access recreation and leisure activities for themselves or their family members. Without accessible transportation, it would be impossible for individuals with disabilities to take part in the activities offered to them. Our programs provide participants with the opportunity to experience the freedom and independence that many take for granted, fostering social connections and enhancing their overall quality of life.

Our mission is to ensure that individuals with disabilities have access to safe and reliable transportation services, enabling them to participate fully in recreational activities and enjoy the independence that comes with it.

Your generous support will enable us to continue providing wheelchair-accessible transportation to individuals in need, ensuring their safety and well-being during all transports. The success of our transportation program relies on meeting the demands of routine maintenance and following the annual replacement schedule through partnerships with community-minded individuals and organizations.

By supporting the NWSRA Accessible Transportation Program, you will directly impact the lives of individuals with disabilities in our community.

We hope you will join us in celebrating the ability of children and adults with disabilities and supporting their access to recreational opportunities. Please know that 100% of your donation will be restricted towards providing accessible transportation to individuals with disabilities.

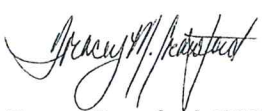
To make a donation:

- Complete and return the enclosed envelope with your gift
- Visit [NWSRAonthego.givesmart.com](http://NWSRAonthego.givesmart.com)
- Scan the QR code to donate

If you have any questions regarding your gift, please contact Anne Kiwala at 847-392-2848, ext. 244 or email [akiwala@slsf.me](mailto:akiwala@slsf.me).

Thank you for your compassion and generosity. Together, we can ensure that individuals with disabilities have the opportunity to live full and active lives.

Warm Regards,

  
Tracey Crawford, CTRS,  
CPRP SLSF President

  
Anne Kiwala  
Superintendent of Development

Estimated 3.6 million individuals with disabilities in this country never leave their home because of transportation difficulties.\*



\*Source: US Department of Transportation: Bureau of Transportation Statistics - 2018

"As a working parent of a disabled child, NWSRA's transportation is a necessity. The programs held during school days off and camps are vital to me being able to work. We need the transportation for these programs."



- B.S. of Elk Grove



Make a donation today at  
[NWSRAonthego.givesmart.com](http://NWSRAonthego.givesmart.com)







## **MEMORANDUM**



To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

RE: Willow Trails Park Construction Change Orders

Date: 4/29/2024

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### **STATEMENT**

With construction come some adjustments

### **DISCUSSION**

The great thing about this project is that there have been very few change orders and the total previous changes totaled a mere \$12,500.

Change Order #4 Regrade Southeast and Northeast corners of the basketball / play areas to eliminate ponding due to the elevation changes which occurred when the overlay was changed to remove and replace on the asphalt. This concern was discovered and discussed with staff who felt was necessary for change.

### **Action and Motion Requested**

Staff recommends the Board approve Change Order #4 for the Willow Trails Park renovations for total of \$2,120.00.



## CHANGE ORDER

Change Order No.: 4 JSD. Project No.: 22-11853

Project Title: Willow Trails Park

Date of Issuance: April 17, 2024 Effective Date: April 17, 2024

JSD Project Manager: Lori Vierow, PLA

**CLIENT/CONTRACTOR:** Contract No. / Purchase Order No. \_\_\_\_\_

Name: Clauss Brothers, Inc.

Address: 12N330 Switzer Road  
Elgin, IL 60124


DESCRIPTION OF CHANGE: Regrade Southeast and Northeast Corners of Basketball Court to eliminate Ponding due to elevation changes when overlay was changed to remove and replace on the Asphalt. Loading, Unloading, Grading by Hand, Resod and Seed with Pen Mulch as Needed Positive Drainage Achieved

ATTACHMENTS: Clauss Brothers, Inc. WAR

**AMOUNTS:**

Original Contract Amount	<u>\$852,189.90</u>	Original Contract Duration	<u>          </u> Days
Previous Change Orders	<u>\$12,514.20</u>	Previous Change Order	<u>          </u> Days
This Change Order	<u>\$2,120.00</u>	This Change Order	<u>          </u> Days
Revised Contract Amount	<u>\$866,824.10</u>	Revised Completion Date	<u>          </u> Days

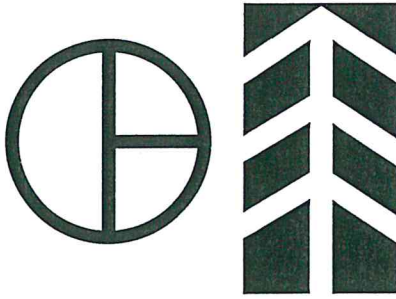
**APPROVALS:**

By:   
 Name: Lori Vierow  
JSD Authorized Representative  
 Title: Senior Landscape Architect  
 Date: April 17, 2024

By: \_\_\_\_\_  
 Name: Bret Fahnstrom  
Client/Contractor Authorized Representative  
 Title: Executive Director  
 Date: \_\_\_\_\_

Copies: Client/Contractor, JSD Project File





**CLAUSS BROTHERS, Inc.**  
Landscape Architects & Contractors

12N330 Switzer Rd.  
Elgin, IL. 60124  
TEL (847) 488-0711  
FAX (847) 488-0551

Work Authorization Request # 3

To: River Trails Park District  
1500 E. Euclid Ave  
Mount Prospect, IL. 60056  
Phone: 847-394-0734  
Attn: Bret Fahnstrom

Date: 4-16-2024

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Willow Trails Park

Scope of Work:

- 1) Regrade Southeast and Northeast Corners of Basketball Court to eliminate ponding due to elevation changes when overlay was changed to remove and replace on the Asphalt.  
Loading, Unloading, Grading by Hand, Resod and Seed with Pen Mulch as Needed Positive Drainage Achieved  
**2 Men – 8 Hours Each \$ 2,120.00**

Respectfully Submitted: \_\_\_\_\_  
Peter A. Stevenson , Senior Construction Manager

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**ACCEPTANCE OF THIS WORK ORDER**

The above pricing is satisfactory and are hereby accepted. The proposed work has been authorized and shall be completed as specified. The amount accepted will be deducted from the allowance provided under this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

RIVER TRAILS PARK DISTRICT

**ORDINANCE NO. 24-05-02**

AN ORDINANCE AUTHORIZING THE DISPOSAL  
OF UNNEEDED PERSONAL PROPERTY  
OF THE RIVER TRAILS PARK DISTRICT,  
COOK COUNTY, ILLINOIS

WHEREAS, the Board of Park Commissioners (the "Board") of the River Trails Park District, Cook County, Illinois (the "District"), has determined that personal property of the District, specifically, the **2003 GMC Sierra**, is unneeded and unnecessary, and it is in the best interest of the District to dispose of it.

NOW, THEREFORE, it is hereby ordained by the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois, that the **2003 GMC Sierra with 73,566 Miles, VIN: 1GTFG15T731201388** is to be disposed and authorizes the Superintendent of Parks to sell it at fair market value in the most expeditious method (sale to a dealer; sale to private party on a bid basis; or other appropriate method).

Adopted this 2<sup>nd</sup> day of May, 2024 pursuant to a roll call vote as follows:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstained: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Rezek  
President, Board of Park Commissioners  
River Trails Park District

ATTESTED this 2<sup>nd</sup> day of May 2024:

\_\_\_\_\_  
Bret Fahnstrom  
Secretary, Board of Park Commissioners  
River Trails Park District





## BOARD MEMORANDUM

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### May 2, 2024 Board Meeting Agenda Item

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To: Board of Commissioners  
From: Bret Fahnstrom, CPRE Executive Director  
RE: Cyber Security Policy

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#### **Supports the Following Initiatives**

- Maintaining Financial Strength and Sustainability
- Improvements in the Internal Processes and Systems
- Developing and Maintaining Community Relationships
- Being a Source of Innovation and Growth
- Being a Leader in Social Diversity, Equity and Inclusion (DEI)

#### **Background / Analysis**

As the world continues to expand into technology, especially in cases where remote work can be essential in doing business on a regular basis, the district needed to address more advanced levels and clarifications of Cyber Security.

Staff reached out to many of the NWSRA membership for examples of policies and the one from Hoffman Estates best fit the needs of the district. Reviewing the template policy alongside several of the district policies, staff were able to create a cleaner version of cyber security measures for staff to follow going forward. Staff met with Michael Posch, Information Technology Manager several times to review and edit the policy in an effort to ensure we are meeting our needs and maintaining compliances matching with PDRMA and our IT contractor. Staff spoke, at length, with corporate counsel in respect to the policy development and the Resolution creation process.

This consolidated policy will replace a couple existing (5-3; 6-28) policies from the Personnel Policy manual. When passed, the new policy will supersede the existing ones, which we will notate in the manuals. The entire Personnel Policy Manual is due to be reviewed in 2027, at that point, the full manual will be updated to reflect changes.

#### **Action and Motion Requested**

Staff assumed the Board would prefer to review at the May 2 meeting and potentially pass the Resolution at the May 16 meeting. Staff recommends the Board move to approve the River Trails Park District Cyber Security Policy.



## Cyber Security Policy

### Disclaimer

The Cyber Security Policy is to inform District users: employees, contractors, and other authorized users of their obligatory requirements for protecting the technology and information assets of the District; and describes the technology and information assets that we must protect and identifies many of the threats to those assets.

It is the obligation of all users of the District's systems to protect the technology and information assets of the District. This information must be protected from unauthorized access, theft, and destruction. The technology and information assets of the district are made up of many components including but not limited to:

- **Hardware:** computers (desktops, laptops), mobile devices (smartphone, tablet, iPad), printers, fax machines, scanners, usb media drives, networked media drives, cd/dvd media discs, servers, phones, Security Cameras, Alarm Systems, etc.
- **Software:** Windows and Windows Server OS, Microsoft 365 (Word, Excel, Outlook, Powerpoint, plus WebApps associated with M365 etc.), Comcast (phones), Exchange (email), etc.
- **Applications:** MSI, Community Pass, GolfNow (GI), When to Work, Paycom, Applitrack etc.
- **Network:** Routers, modems, switches, firewall, card readers, analog phone lines, wireless access points, etc.

The internet is a worldwide network of computers that contains millions of pages of information. Although our firewall filters our access, users are still cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content or worst malicious software that automatically installs. Additionally, providing your email address on the internet may lead to the receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk and the District is not responsible for material viewed or downloaded by users from the internet. To minimize these risks, your use of the internet at District is governed by the following policy:

## **Permitted Use of Internet and District Computer Network**

The computer network is the property of the District and may only be used for legitimate business purposes. Internal “Users” (employees and contractors) are provided access to the computer network to assist them in the performance and completion of their jobs. All Users have a responsibility to use the Districts’ computer resources and the internet in a professional, lawful, and ethical manner. Abuse of the computer network or the internet may result in disciplinary action, including possible termination, and civil and/or criminal liability.

### **Accessibility**

Public users of the district website may look at programs and events; however, the registration software may only be accessed via the internet by participants with a logon id and password.

Administrators must have a valid logon id and password to access the system and an additional layer of credentials to access specific software.

- User accounts on District computer systems are to be used only for the business of the district and not to be used for personal activities.
- Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their logon IDs and passwords.
- Users are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of the District.
- Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to District systems for which they do not have authorization.
- Users shall not attach unauthorized devices to their PCs or workstations unless they have received specific authorization from the Information Technology Manager and the employees’ manager.
- Users shall not download unauthorized software from the internet onto their PCs or workstations.
- Personal email accounts (i.e. @gmail.com, @yahoo.com, etc.) are not to be used for District business. Please realize this is not allowed and any such email account must be discontinued immediately. No individuals are allowed to utilize outside (non @RTPD.org) accounts to conduct park district business.

The Executive Director shall serve as the Chief Information Officer and the Technology Manager shall be designated as the Security Administrator for the District.



## **Threats to Security**

Threats to security include employees, amateur hackers/vandals, and criminal hackers/vandals. Security and credentials must be layered to compensate for all levels of threat. Users are required to report any weaknesses in the District computer security, any incidents of misuse or violation of this policy to the Security Administrator.

## **Computer Network Use Limitations**

### **Prohibited Use**

The internet is a business tool for the District. It is to be used for business-related purposes such as: communicating via email with constituents, suppliers, and business partners, providing assistance and obtaining useful business information. The District will provide internet access to employees and contractors who are connected to the internal network *and* who have a business need for this access.

Without prior written permission from the District, computer networks may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use the districts' internet connection to download games or other entertainment software (including screen savers), or to play games over the internet unless directly affiliated with a District program or facility. Additionally, you may not use the computer network to display, store or send (by email or any other any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, bittorrents, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

Internet access may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature, or any other purpose which is illegal or for personal gain.

### **Illegal Copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express permission of the districts' management.

### **Communication of Trade Secrets**

Unless expressly authorized to do so, Users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to the District. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

## **Duty not to Waste or Damage Computer Resources**

### **Accessing the Internet**

In order to ensure security and avoid the spread of viruses, users accessing the internet through a computer attached to the districts' network must do so through an approved internet firewall or other security device. Bypassing the Districts' computer network security by accessing the internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to Districts' network.

### **Frivolous Use**

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the internet.

### **Virus Detection**

Files obtained from sources outside of Districts' network, including USB drives or devices brought from home, files downloaded from the internet, newsgroups, bulletin boards, or other online services; files attached to email, and files provided by customers or vendors, may contain dangerous computer viruses that may damage Districts' computer network. **If you suspect that a virus has been introduced into the District network, notify IT support immediately.**

## **No Expectation of Privacy**

Employees are given computers and internet access to assist them in the performance and completion of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using District computer equipment. The computer network is the property of the District and may be used only for District business purposes.

### **Waiver of Privacy Rights**

User expressly waives any right of privacy in anything they create, store, send or receive using Districts' computer equipment or internet access. User consents to allow IT support personnel as well as manager/supervisor access to and review of all materials created, stored, sent, or received by User through any District network or internet connection. Any data files that you transfer to your District issued computer becomes the property of the District.

## **Monitoring of Computer and Internet Usage**

The District has the right and capability to monitor electronic information created. Monitoring of computer and internet usage The District has the right and capability to monitor electronic information created and/or communicated by persons using District computer systems and networks, including email messages and usage of the internet. The district has the right to monitor and log any and all aspects of its network/computer system including, but not limited to, monitoring internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users. It is not the District policy or intent to continuously monitor all computer usage by employees or other users of the District computer systems and network. However, users of the systems should be aware that the District may monitor usage, including, but not limited to, patterns of usage of the internet (i.e. site, online length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the internet and other electronic communications are being used in compliance with the law and with District policy.

## **District Computers**

District computers are defined as hardware (desktop or laptop) devices purchased by the District and given to a District employee for business use.

Employee agrees to the following regarding District computers:

- Employee will not install software without prior authorization from IT.
- Employee will report Loss or Theft of District computers to IT and management immediately.
- Employee will take all reasonable measures to ensure the physical and digital security of the computer including but not limited to:
  - Safeguarding the password and changing regularly as required by the District.
  - Ensuring that Antivirus and Spyware software is updated and functioning properly.
  - If a laptop, securing the laptop in a secure location when it is not in use.
  - Being cautious when utilizing unsecured public WIFI. If available utilize a secured WIFI requiring a password or use your district mobile device as a hotspot.
- In the event of termination, all company property, including District computer must be returned to the District.

## **Mobile Devices (smartphone, tablet, etc.)**

District email may be used on a personally owned mobile device by an employee for District business purposes. The following policy defines the appropriate use and procedures for using personally owned mobile devices for District business use.

## **Applicability**

This policy applies to any user who configures a District email on a personally owned mobile device. Due to rapidly changing technologies, District IT support reserves the right to modify this policy, including implementing additional requirements or processes to retain the integrity of the Districts' IT resources. The Districts' Security Administrator for the District shall be the primary contact for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it.

## **Policy Statement**

Mobile devices (laptops, tablets and smartphones, such as, but not limited to the following: Apple iPhone, Samsung Android, etc.), can present unique security challenges. When a smartphone or tablet is lost or stolen, it may not be considered as serious as losing a laptop, but it can depend on how the device is used.

Confidential electronic information, including Personally Identifiable Information (PII) that is off the physical premises of the district must be protected in such a way as to prevent it from being exposed if the device upon which the information is stored were to be lost or stolen or in the event that the employee leaves the employ of the district.

No employee is to access the district network or email through a personal mobile device without the approval of their supervisor. The manager will notify the IT staff of the approval prior to the employee accessing the network or email account.

If approved by Management to access the network and/or company email through a personal device, the employee agrees and accepts the following risks, liabilities, responsibilities, and disclaimers:

- All personal mobile devices must be password protected at all times.
- In addition to a device password, utilize a secondary authentication mechanism such as FaceID (iphone) and Fingerprint or App Lock (android)
- At no time does the district accept liability for the maintenance, backup, or loss of data on a personal device. It is the responsibility of the equipment owner to backup all software and data to other appropriate backup storage systems before requesting assistance from IT.
- The District shall not be liable for the loss, theft, or damage of a personally owned mobile device. This includes, but is not limited to, when the device is being used for Park district business, on Park district time, or during business travel.
- Notify the Districts' IT Support immediately if the connected personally owned mobile device is lost, stolen, or believed to be compromised. District IT reserves the right to send a signal to implement a data wipe to a mobile device or factory default to ensure the removal of District owned data.
- Destroy, remove, or return all data, electronic or otherwise belonging to the district, once their relationship with the district ends or once they are no longer the owner or primary user of the personally owned mobile device. (i.e. the sale or transfer of a personally owned mobile device to another person or vendor)
- Personally owned mobile device may be subject to a search and review of District data as necessary. In addition, the device may be subject to FOIA as a result of litigation that involves the district.
- Persons violating this policy may also be held personally liable for resulting damages and civil or criminal charges. The District will comply with any applicable laws regarding data loss or breach notification and may also refer suspected violations of applicable laws to appropriate law enforcement agencies.
- Support for the personally owned mobile device is limited to configuration of personally owned mobile device for communication with the District Email system.

## **Personal Computers**

Personal computers are defined as hardware (desktop or laptop) devices purchased by the employee without consent from IT or management. This can include personal laptops that an employee purchases for work purposes but was not given or sanctioned by members of IT or management.

Personal computers are not permitted on the District network through wireless, wired, or other connective means. If Personal computers are detected on the district network through monitoring software or other means, they are subject to confiscation regardless of who purchased them.

## **Blocking Sites With Inappropriate Content**

The District has the right to utilize hardware & software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate or unauthorized in the workplace. A fundamental component of our Cyber Security Policy is controlling access to critical information resources that require protection from unauthorized disclosure or modification. The fundamental meaning is that permissions are assigned to individuals or systems that are authorized to access specific resources. Access controls exist at various layers of the system, including the network. Access control is implemented by logon ID and password.

Security administrators will have full access to host systems & servers, routers, switches, and firewalls as required to fulfill the duties of their job. All system administrator passwords will be *CHANGED* immediately after any administrator who has access to such passwords is terminated, fired, or otherwise leaves the employment of the District.

## **Security Breach**

In the event of a suspected security breach, users will notify the Security Administrator or the Chief Information Officer who will investigate and make notification in conjunction with Illinois law 815ILCS 530/ of the Personal Information Protection Act.

## **Remote Access, & Passwords**

### **General**

In an effort to keep District data secure, while also understanding that our changing culture requires work to be performed remotely, the district provides remote access to certain users and outside vendors with appropriate approval. This defines the standards for connecting to the District network from any remote host and remote network. These standards are designed to minimize the potential exposure to the District from damages that may result from unauthorized access to the Districts' administrative network through a non-District controlled network device, or medium. Damages include the loss of confidential or internal use data, intellectual property, damage to public image, or damage to critical District computing network and information systems. Only authorized persons may remotely access the District network. Remote access is provided to those employees, contractors and business partners of the district that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses the authorized highly secure methods of remote access and poses a threat to the security of the entire network.

## **Scope**

This policy applies to:

- All users of the District
- All systems, networks, and facilities administered by District IT Support
- All equipment used to connect to the districts' network, including but not limited to handheld communication devices and privately owned devices not managed or maintained by the District

## **Statement**

All individuals using IT devices connected to the Districts' network are required to manage the security of those devices in accordance with the District information security policy and standards including, but not limited to, security standards for desktops, servers, authentication/passwords, data, and applications. All individuals accessing District confidential or internal use data from a non-District location, or transporting such data off-site on electronic devices, must be authorized to do so and must comply with all District IT security standards.

## **Compliance**

Any person found to have violated this policy may have their remote access privileges temporarily or permanently revoked. It is the responsibility of District employees to ensure that all possible measures have been taken to secure the remote computer (such as installing hardware and software security applications) and have the most recent operating system and applicable patches. These practices must use the most up-to-date anti-virus software, keep virus definitions up to date, and run regular scans. This includes personally owned computers used for District business.

Certain District users will be granted remote access privilege as part of their normal network access. The district employee must ensure that he/she does not violate any District policies, does not perform illegal activities, and does not use remote access for outside business interests. The district employee bears responsibility for the consequences if remote access is misused.

## **Requirements**

remote access must be strictly controlled. Control will be enforced via your login password authentication. At no time should any District employee provide his or her login or email password to anyone, not even family members. Remote Users must ensure that their District-owned or personal laptop or desktop, which is remotely connected to the District network, is not connected to any other external network at the same time, other than a home private network under the user's control. Only supported remote control software can be used which is currently LogMeIn.

## Network Login / Computer Passwords

- Users cannot reuse their past three (3) passwords.
- Users have five (5) attempts before their account becomes locked out. If it is locked out there is a 5 min wait time before they can try again. The user can also contact IT support for immediate help.
- The password cannot contain any part of the user's login account name or full name.
- Be at least eight (12) characters in length.
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z); Recommended to capitalize a character OTHER than the first character.
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %) ; Recommended to not use exclamation point at the end of the password.

## Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy governing the use of the District computer network. I understand that violation of this policy may result in disciplinary action, including but not limited to:

- Suspension of user's District account.
- Revocation of device access to the District email system.
- Remote data wipe and factory reset of user's personally owned mobile device.
- Civil and criminal penalties.

All users are expected to have knowledge of these security policies and are required to report violations to the Security Administrator. The District takes the issue of security seriously, those who use the technology and information resources of the District must be aware that they can be disciplined if they violate this policy. **Upon violation of this policy, an employee of the District may be subject to discipline up to and including dismissal.**

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Signature

Date

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Printed Name