



Administration Office

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May 9, 2024

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, May 16, 2024 at 7:00 pm. If you cannot attend please contact me immediately to ensure we have a quorum.

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.

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

A handwritten signature in black ink, appearing to read "Bret Fahnstrom", with a long horizontal line extending to the right.

Enclosures

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

May 16, 2024
7:00 PM

- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of May 2, 2024*
- V. Approval of Minutes for the Annual Meeting of May 2, 2024*
- VI. Approval of Paid Invoice List for April 13 – May 10, 2024*
- VII. Communications
 - a. Staff Report: Rec Department*
 - b. Marketing Report*
 - c. IAPD Legislative Conference & Parks Day*
 - d. Miscellaneous Communications
- VIII. Old Business
 - a. Resolution 24-05-16 A resolution approving the amended Cyber Security Policy*
- IX. New Business
 - a. None
- X. Commissioners Comments
- XI. 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.
- XII. Action as a Result of the Executive Session
- XIII. 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 SECOND DAY OF MAY 2024 AT 7:00PM**

- I. The President called the meeting to order at 7:00 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 Recreation Patti Mitchell, Superintendent of Communications and Marketing Christine Powles and Superintendent of Parks Mike Hanley.
- II. Visitors Comments
 - a. None
- III. The Agenda for May 2, 2024, was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Hoban and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of April 18, 2024. Commissioners Hoban and Ackerman asked for slight modifications to the minutes. Commissioner Hoban moved to approve said minutes as modified. The motion was seconded by Commissioner Ackerman and approved by common consent.
- V. Approval of the Treasurer's Report for March 2024. Superintendent of HR and Finance David Oswald presented an overview including property tax revenue received on schedule, the Fund 20 Recreation Fund with added explanation for the Covid years of 2020 and 2021 and an overview on Year-to-Date Expenses. Oswald also noted ongoing cooperation with the local Busey Bank to optimize the interest rate on the RTPD Money Market account. Commission Hoban asked for an understanding of why 2018 is different from 2017 and 2019. Director Fahnstrom replied there could be many factors including less people in the registration quarters or may be an aberration. Commissioner Parra moved to approve the Treasurer's Report for March 2024, as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- VI. Communications
 - a. 2024 Quarter / Golf Revenue Report – Executive Director Bret Fahnstrom
 - Director Fahnstrom presented it on behalf of the General Manager of Golf, Louis Eckenbrecht. Rob Roy Gold Course is doing well comparatively, and a full year is still ahead. It is typical in the first quarter to see little golf and instead focus on course improvements. The Golf Course opened for the season on April 5th.
 - The Pro Shop saw slightly higher revenue due to being the host site for the Cook County election training and lower expenses.
 - The Driving Range opened on February 21st and took advantage of some warmer weather.
 - Overall, the course looks good and has gotten great feedback from the community.
 - Commissioner Parra inquired about the spreadsheet depicting rounds. Director Fahnstrom replied that all numbers reflect zero since officially, zero rounds had been played when this report is pulled March 31st each year.

- b. Miscellaneous Communications – Executive Director Bret Fahnstrom
- Director Fahnstrom mentioned an upcoming local free event, Thrive Together – A Community Mental Health Fair. The panel includes State Representatives Mary Beth Canty and Mark Walker.
 - Fahnstrom then presented a Resident Information Bulletin from the Village of Mount Prospect which outlined the need for an additional streetlight on Burning Bush Lane. At this time, the exact location of the streetlight has not been determined.
 - Communication about NWSRA’s Accessible Transportation Program was also presented with a request to share this information with others. The District supports NWSRA through its charitable arm, SLSF.

VII. Old Business

- a. None

VIII. New Business

- a. Willow Trails Park Renewal Change Order #4 – Superintendent of Parks Mike Hanley
- Superintendent Mike Hanley presented information on the newest change order for the Willow Trails Park renovations for a total of \$2,120 due to the overlay change and subsequent need to regrade the soil to prevent flooding.
 - Commissioner Hoban asked if this change was learned while doing work and why it was not anticipated. Hanley replied that it is best practice to adjust as needs come up.
 - Commissioner Ackerman praised the project and added that it looks like the scope of work details the effort.
 - Commissioner Rezek pointed out that the total amount of change orders is currently only 1.6% of the total project. This is small in terms of construction.
 - Commissioner Parra moved to approve the Willow Trails Park Renewal Change Order #4 as presented. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Nancy Parra, Robert Hoban III,
Melissa Ackerman

NAY: None

- b. Ordinance No. 24-05-02, An Ordinance Authorizing the Disposal of Unneeded Personal Property of the River Trails Park District - Superintendent of Parks Mike Hanley
- Superintendent Mike Hanley discussed how at the Regular Board Meeting on April 18th that there was a brief discussion about the disposal. The disposal ordinance is for the 2003 GMC Sierra with 73,566 miles. It has been replaced with a newer vehicle with less mileage and less maintenance needs.
 - Commissioner Hoban inquired about the process of sale. Hanley replied that the District will set the reserve price and it will sell at auction.
 - Commissioner Hoban moved to approve Ordinance No. 24-05-02, An Ordinance Authorizing the Disposal of Unneeded Personal Property of the River Trails Park District 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

- c. Cyber Security Policy - Executive Director Bret Fahnstrom
- Director Fahnstrom provided background on the need to revise the current Cyber Security Policy as the District continues to expand into technology, especially in cases where remote work can be essential in doing business on a regular basis.
 - Using a template from Hoffman Estates Park District staff met with Information and Technology Manager Michael Posch and corporate counsel to review and edit the policy. The consolidated policy will replace two current policies in the Personnel Policy Manual; 5-3 and 6-28.
 - Commissioner Parra remarked on the thorough policy and asked if tablets are used and can be taken home by employees. Superintendent Mitchell said staff do use District tablets but are not allowed to take them home.
 - Commissioner Ackerman inquired about current training. Fahnstrom replied that staff do undergo annual and periodic training through KnowBeFor. Ackerman stated that it might be helpful to have a posted annual training schedule to show compliance.
 - Commissioner Parra asked for details on the training process where Fahnstrom answered with training upon hire, as needed and annual training.
 - Parra then inquired about a protocol for sharing documents and apps/software purchases. Fahnstrom discussed how staff were advised on FOIA process and access points as well as getting all app/software purchases approved through Information and Technology Manager Michael Posch.
 - Commissioner Parra also inquired about copyright picture use. Superintendent of Recreation Patti Mitchell replied that all individuals sign a waiver when registering with RTPD and Superintendent of Communications and Marketing Christine Powles remarked how she asks for permission before taking pictures.
 - Commissioners Parra and Lussem discussed if other items were included in this policy. Fahnstrom affirmed that more than Cyber Security is included.
 - After discussion it was determined that the Commissioners would like to spend more time reviewing the Cyber Security Policy and it will be tabled until May 16th.
- d. Call for a Special Meeting, June 20, 2024, at 6pm - Executive Director Bret Fahnstrom
- Director Fahnstrom called for a special meeting to be held on June 20th, 2024, at 6pm for the Board of Commissioners to complete the annual Park Tour. This meeting will be held in place of the Regular scheduled Board Meeting on June 20th at 7pm.
 - Commissioner Ackerman moved to approve the Call for a Special Meeting on June 20th, 2024, at 6pm as presented. The motion was seconded by Commissioner Parra. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Nancy Parra, Robert Hoban III,
Melissa Ackerman

NAY: None

IX. Commissioner Comments

- Commissioner Lussem applauded the new golf course bathrooms signs. Visible and prominent. Lussem requested a reminder be sent to the Decennial Committee a minimum of two weeks prior to the next scheduled meeting date on Thursday, September 5th at 6pm.
- Commissioner Parra thinks the soccer fields look excellent!
- Commissioner Ackerman is enjoying the garden and especially the cute painting. Ackerman congratulated Superintendent of Parks, Mike Haley on the decision to get a water tank. Hanley replied that due to the recent, heavy rainfall over 1200 gallons of water has been collected which equates to roughly 7 weeks of watering.

X. Executive Session

a. None

XI. Action as a Result of the Executive Session

a. None

XII. Adjournment. There being no further business to discuss, Commissioner Lussem made a motion to adjourn the meeting at 7:35 pm. The motion was seconded by Commissioner Parra and approved by comment consent.

President

Secretary

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, BEING HELD AT
401 E. CAMP MC DONALD ROAD IN SAID DISTRICT
ON THE SECOND DAY OF MAY 2024
Immediately after the Regular Board Meeting**

I. The President called the meeting to order at 7:36 p.m.

II. Administrative Assistant and Risk Management Crista Altergott called 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 was Executive Director Bret Fahnstrom, Superintendent of Finance and HR David Oswald, Superintendent of Communications and Marketing Christine Powles, Superintendent of Parks Mike Hanley and Superintendent of Recreation Patti Mitchell.

III. Election of Officers – President and Vice President.

Commissioner Rezek moved to elect Leah Lussem, President and the motion was seconded by Commissioner Parra. Upon roll being called, the Commissioners voted as follows:

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

Commissioner Lussem moved to elect Commissioner Rezek, Vice President of the Board and the motion was seconded by Commissioner Ackerman. Upon roll being called, the Commissioners voted as follows:

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

IV. Appointments: President Lussem called to approve the slate as submitted including Nancy Parra Treasurer and Melissa Ackerman as an Open Meetings Representative. Commissioner Rezek moved to elect the slate as presented. The motion was seconded by Commissioner Ackerman. Upon roll being called, the Commissioners voted as follows:

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

V. Adoption of Resolutions:

a. Resolution #24-05-02 A Designating Freedom of Information Act Officers

Commissioner Parra moved to elect Bret Fahnstrom, David Oswald, and Crista Altergott. The motion was seconded by Commissioner Hoban. Upon roll being called, the Commissioners voted as follows:

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

b. Resolution #24-05-02 B Designating Open Meeting Act Officers

Commissioner Hoban moved to elect Bret Fahnstrom, Melissa Ackerman, and Crista Altergott. The motion was seconded by Commissioner Rezek. Upon roll being called, the Commissioners voted as follows:

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

VI. There being no further business to discuss, the meeting was adjourned at 7:40 p.m.

President

Secretary

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
00288	ABBOTT RUBBER COMPANY, INC.								
	5515351	01 DISCHARGE HOSE	2050908005013	04/15/24		71973	05/09/24	66.30	66.30
									66.30
									VENDOR TOTAL:
									66.30
01011	ADDISON BUILDING MATERIALS								
	104586	01 WT BRIDGE REPAIR	1020938005012	04/30/24		71974	05/09/24	24.30	24.30
									24.30
									VENDOR TOTAL:
									24.30
01198	ADVANCED TURF SOLUTIONS								
	SO1163076	01 FERTILIZER	2060928005025	03/25/24		71902	04/25/24	494.00	494.00
									494.00
									VENDOR TOTAL:
									494.00
03512	SAM ALONZO								
	W/S 2024 BAGS AWARD			04/18/24		71903	04/25/24	150.00	150.00
		01 W/S BAGS-1ST PLC GRP 6 SEASON	2031311215526						100.00
		02 W/S BAGS-1ST PLC SILVER TURNY	2031311215526						50.00
									VENDOR TOTAL:
									150.00
03630	AMALGAMATED BANK OF CHICAGO								
	TRUST#1857540009-4/1/24-3/31/25			04/01/24		71878	04/18/24	475.00	475.00
		01 ADMIN FEE - 4/1/24-3/31/25	2610908505510						475.00
									VENDOR TOTAL:
									475.00
03682	AT&T								
	847253478404/2024			04/10/24		71904	04/25/24	67.73	67.73
		01 RR FAX - 3/11 - 4/10/2024	2060908405430						67.73
	847788124804/2024			04/07/24		71879	04/18/24	95.98	95.98
		01 ADMIN FAX - 3/8 - 4/7/2024	1011908405430						95.98
	847824186004/2024			04/22/24		71951	05/02/24	56.30	56.30
		01 POOL FILTER - 3/23 - 4/22/24	1020938405430						56.30
									VENDOR TOTAL:
									220.01
07998	BANNER PLUMBING SUPPLY								
	3029717	01 POOL - BOILER - BALANCE	4050908705710	03/14/24		71975	05/09/24	5,000.00	5,000.00
									5,000.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
									VENDOR TOTAL:
									5,000.00
11698	JENNIFER BURKE								
	W/S 2024 BAGS AWARD			04/18/24		71905	04/25/24	150.00	150.00
		01 W/S BAGS-1ST PLC GRP 7 SEASON	2031311215526						100.00
		02 W/S BAGS-1ST PLC BRONZE TURNY	2031311215526						50.00
									VENDOR TOTAL:
									150.00
12836	CARDMEMBER SERVICE 3081								
	3081/APR 2024			04/20/24		71914	04/25/24	29,739.22	17,160.45
		01 CHASE OFFER-DUNKIN-	1020938305309						-3.00
		02 AMAZON - TRINKETS	2010908505570						180.19
		03 CHASE OFFER - VISTAPRINT	1010908005004						-2.50
		04 JEWEL - PDRMA VISIT	1010908905900						7.54
		05 IPRA-DEI - ERIK HOSP	1020938305308						90.00
		06 IPRA-SEMINAR - PATTI	2010908305308						60.00
		07 WOMEN IN LEISURE - CRISTA	1010908305308						75.00
		08 IPRA-DEI - CRISTA	1010908305308						60.00
		09 VISTAPRINT - OFFICE SUPPLIES	1010908005004						49.98
		10 AMERICAN SCIENCE-HIT THE TRLS	2031305245521						67.20
		11 CHASE OFFER - VISTAPRINT	1010908005004						-2.20
		12 CHASE OFFER - VISTAPRINT	1010908005004						-1.45
		13 SHOPKEEP-CONCESSIONS POS	1010908605691						74.65
		14 AMAZON - OFFICE SUPPLIES	2060908005005						67.98
		15 AMAZON - OFFICE SUPPLIES	2010908005005						67.98
		16 SPOTIFY - FITNESS CLASS MUSIC	1010908605691						10.99
		17 JAMP-MOBILE DEVICE MGMNT-APR	1010908605690						80.00
		18 LATITUDE-FITCLUB DOOR SW YRLY	1010908605691						398.43
		19 SMARTWAIVER- ZONE 3/29-4/29/24	1010908605691						155.00
		20 SHOPKEEP-CONCESSION POS	1010908605691						26.56
		21 VERIZON - 2/17 - 3/16/24	1010908505531						476.83
		22 FRANKLIN PLANNER-OFFICE SUPPLS	2010908005004						57.35
		23 AMAZON-SOCCER OFF SHRTS/WHSTLS	2031311055521						127.80
		24 AMAZON- 14" SOFTBALL SCOREBKS	2031311295521						39.95
		25 AMAZON- 16" SOFTBALL SCOREBKS	2031311235521						119.85
		26 VEVOR-CONCESSION SLUSHY MICHNE	4050908705710						1,414.13
		27 FITNESS PLUS-CABLE ASSEMBLY	2040408505550						215.93
		28 MARCO'S-W/S BAGS LGUE FOOD	2031311215521						76.71
		29 MARCO'S-W/S BAGS LGUE FOOD	2031311215521						72.84
		30 DICK'S-YOUTH SOCCER GLOVES	2031311055521						50.97
		31 DICK'S-YOUTH SOCCER BALLS	2031311075521						71.07
		32 HASTY AWARDS-YTH BSKTBALL AWRD	2031311415521						14.95
		33 FRANKLIN - OFFICE SUPPLIES	2010908005004						104.45
		34 MARCO'S-YTH BSKTBALL COACH PRT	2031311415521						46.13
		35 COSTCO-COACHES APPRCTN SNACKS	2031311415521						64.52
		36 COSTCO-KID SQUAD SNACKS-IG	2031305285521						100.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	QR78719	01 COMPUTER SPEAKERS	2010908005005	04/12/24		71915	04/25/24	146.30	56.23 56.23
	QR91624	01 COMP SPEAKERS	2010908005005	04/15/24		71915	04/25/24	146.30	27.67 27.67
	QS77276	01 IPAD CASE - GOLF	2060908005005	04/16/24		71915	04/25/24	146.30	62.40 62.40
	QW67796	01 USBC VIDEO ADAPTER	1010908005005	04/24/24		71976	05/09/24	66.10	66.10 66.10
							VENDOR TOTAL:		884.78
13626	CHI-TOWN CLEANING SERVICES								
	24-0165	01 JANITORIAL-ZONE-MARCH 2024	2042908505517	04/06/24		71916	04/25/24	4,998.50	4,998.50 980.00
		02 JANITORIAL-WEISS-MARCH 2024	2040908505517						2,032.50
		03 JANITORIAL-BB-MARCH 2024	2041908505517						997.00
		04 JANITORIAL-RRCH-MARCH 2024	2060908505517						989.00
							VENDOR TOTAL:		4,998.50
14274	CINTAS CORP								
	4174523079	01 CUSTODIAL SUPPLY	2040908005023	11/20/23		71917	04/25/24	795.90	293.50 293.50
	4178266697	01 CUSTODIAL SUPPLY	2040908005023	12/27/23		71917	04/25/24	795.90	214.06 214.06
	4186769710	01 CUSTODIAL SUPPLY	2040908005023	03/19/24		71917	04/25/24	795.90	163.24 163.24
	4187489091	01 CUSTODIAL SUPPLY	2040908005023	03/26/24		71917	04/25/24	795.90	125.10 125.10
							VENDOR TOTAL:		795.90
14318	CITY OF PROSPECT HEIGHTS								
	2.0355.00/APR 2024	01 RR MAINT GARAGE- 3/1 - 4/2/202	2060928405450	04/15/24		71918	04/25/24	251.44	57.94 57.94
	2.0357.00/APR 2024	01 RRCH - 3/1 - 4/2/2024	2060908405450	04/15/24		71952	05/02/24	163.46	163.46 163.46

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	2024/2025	ADMIN INSPEC/ALARM		04/18/24		71881	04/18/24	90.00	90.00 90.00
		01 2024-25 BUSINESS LICNSE-ADMIN	1020938905920						
	4.5008.00/APR 2024	01 ADMIN - 1/1 - 3/31/2024	1011908405450	04/15/24		71918	04/25/24	251.44	73.50 73.50
	4.5020.00/APR 2024	01 RRCH - 1/1 - 3/31/2024	2060908405450	04/15/24		71918	04/25/24	251.44	60.00 60.00
	4.5021.00/APR 2024	01 RR MAINT GARAGE- 1/1 - 3/31/24	2060928405450	04/15/24		71918	04/25/24	251.44	60.00 60.00
							VENDOR TOTAL:		504.90
15209	COMCAST								
	001001197880	01 ADMIN - 4/15 - 5/14/2024	1011908405430	04/15/24		71919	04/25/24	4,051.22	4,051.22 736.59
		02 MAINT - 4/15 - 5/14/2024	1020938405430						368.29
		03 WCTR - 4/15 - 5/14/2024	2040908405430						1,227.64
		04 BB - 4/15 - 5/14/2024	2041908405430						368.29
		05 ZONE - 4/15 - 5/14/2024	2042908405430						982.11
		06 POOL - 4/15 - 5/14/2024	2050908405430						368.30
							VENDOR TOTAL:		4,051.22
15210	COMCAST CABLE								
	0008566/APR 2024	01 MSW CABLE - 4/1 - 4/30/24	2010908505590	04/10/24		71953	05/02/24	194.72	194.72 194.72
	0154057/APR 2024	01 ROB ROY CABLE - 4/17 - 5/16/24	2060908505590	04/10/24		71920	04/25/24	225.73	225.73 225.73
	1039503/APR 2024	01 ZONE CABLE - 4/30-5/29/24	2010908505590	04/26/24		71977	05/09/24	199.85	199.85 199.85
							VENDOR TOTAL:		620.30
15270	COMMONWEALTH EDISON								
	0105494000/APR 2024	01 RR MAINT - 3/15 - 4/15/24	2060928405440	04/15/24		71921	04/25/24	2,024.56	330.78 330.78
	1358754000/APR 2024	01 ZONE - 3/14 - 4/12/24	2042908405440	04/12/24		71882	04/18/24	4,266.82	1,144.75 1,144.75
	2667284000/APR 2024	01 ADMIN - 3/15 - 4/15/24	1011908405440	04/15/24		71921	04/25/24	2,024.56	247.30 247.30

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3408108000	APR 2024		04/11/24		71882	04/18/24	4,266.82	2,809.61
	01	MSW - 3/8 - 4/5/24	2040908405440						2,333.79
	02	RANGE - 3/8 - 4/5/2024	2060908405440						301.55
	03	PARKS - 3/8 - 4/5/2024	1020938405440						174.27
	3693724000	APR 2024		04/15/24		71921	04/25/24	2,024.56	356.82
	01	BB - 3/15 - 4/15/24	2041908405440						356.82
	7083694000	APR 2024		04/15/24		71921	04/25/24	2,024.56	995.59
	01	RR - 3/15 - 4/15/24	2060908405440						995.59
	7163452000	APR 2024		04/15/24		71921	04/25/24	2,024.56	27.30
	01	RR PUMPHOUSE- 3/15 - 4/15/24	2060928405440						27.30
	7612161222	APR 2024		04/15/24		71921	04/25/24	2,024.56	25.25
	01	WATER FOUNTAIN-3/15 - 4/15/24	2060908405440						25.25
	9350814000	APR 2024		04/15/24		71921	04/25/24	2,024.56	41.52
	01	RR MAINT - 3/15 - 4/15/24	2060928405440						41.52
	9549922000	APR 2024		04/12/24		71882	04/18/24	4,266.82	312.46
	01	SYCAMORE - 3/14 - 4/12/24	1020938405440						312.46
							VENDOR TOTAL:		6,291.38
18133		DALE DESCHAMPS							
	W/S 2024	BAGS AWARD		04/18/24		71922	04/25/24	30.00	30.00
	01	W/S BAGS 2ND PLC GOLD TURNY	2031311215526						30.00
							VENDOR TOTAL:		30.00
18905		CAROLE DOHSE							
	MILEAGE - 1/1 - 4/30/24			05/02/24		71954	05/02/24	87.10	87.10
	01	MILEAGE EXPENSE- 1/1-4/30/24	1010908305304						87.10
							VENDOR TOTAL:		87.10
18938		RICK DOMZALSKI							
	W/S 2024	BAGS AWARD		04/18/24		71923	04/25/24	30.00	30.00
	01	W/S BAGS 2ND PLC BRONZE TURNY	2031311215526						30.00
							VENDOR TOTAL:		30.00
19700		SAM DURAY							
	W/S 2024	BAGS AWARD		04/18/24		71924	04/25/24	15.00	15.00
	01	W/S BAGS TIED 3RD PLC GOLD TRN	2031311215526						15.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:		15.00
27326		BRET FAHNSTROM							
	REIMBURSEMENT	5/09/24		05/09/24		71978	05/09/24	21.87	21.87
	01	REIMBURSE-LEGISLATIVE CONF EXP	1010908305308						21.87
							VENDOR TOTAL:		21.87
28303		FIORE NURSERY & LANDSCAPE SUPL							
	271771			04/17/24		71883	04/18/24	179.55	179.55
	01	POOL LANDSCAPING	1020938005025						179.55
							VENDOR TOTAL:		179.55
28616		FLOOD BROTHERS							
	7416332			04/07/24		71884	04/18/24	307.56	240.70
	01	RRCH - TRASH SERVICE	2060908505535						240.70
	7416409			04/07/24		71884	04/18/24	307.56	66.86
	01	GOLF MAINT - TRASH SERVICE	2060928505535						66.86
							VENDOR TOTAL:		307.56
29685		FUN EXPRESS, LLC							
	719984164			10/13/22		71979	05/09/24	244.50	244.50
	01	MONSTER'S BASH SUPPLIES	2031386005521						244.50
							VENDOR TOTAL:		244.50
30355		GEORGE GARCIA							
	W/S 2024	BAGS AWARD		04/18/24		71925	04/25/24	100.00	100.00
	01	W/S BAGS 1ST PLC GRP 9 SEASON	2031311215526						100.00
							VENDOR TOTAL:		100.00
32270		GRACE LUTHERAN CHURCH							
	2024	PARKING AGREEMENT		04/24/24		71980	05/09/24	2,500.00	2,500.00
	01	2024 PARKING AGREEMENT	1010908505590						2,500.00
							VENDOR TOTAL:		2,500.00
34310		MIKE HANLEY							
	REIMBURSEMENT	4/29/24		04/29/24		71955	05/02/24	132.41	132.41
	01	UNIFORM BOOT ALLOWANCE	1020938005008						132.41

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									132.41
36210	BEN HILGENDORF								
	W/S 2024 BAGS AWARD			04/18/24		71926	04/25/24	15.00	15.00
	01 W/S BAGS TIED 3RD PLC SILVER		2031311215526						15.00
VENDOR TOTAL:									15.00
36211	KEITH HILGENDORF								
	W/S 2024 BAGS AWARD			04/18/24		71927	04/25/24	100.00	100.00
	01 W/S BAGS 1ST PLC GRP 4 SEASON		2031311215526						100.00
VENDOR TOTAL:									100.00
36452	HINCKLEY SPRINGS								
	2540373 050524			05/05/24		71981	05/09/24	64.95	64.95
	01 ADMIN DRINKING WATER		1011908405450						64.95
VENDOR TOTAL:									64.95
37193	HOME DEPOT CREDIT SERVICES								
	1020516			04/15/24		71982	05/09/24	376.49	68.96
	01 RAIN BARREL PARTS		4020938705710						68.96
	1181793			04/15/24		71982	05/09/24	376.49	-95.38
	01 PIPES - RETURN		4020938705710						-95.38
	5430129			04/11/24		71982	05/09/24	376.49	71.69
	01 PIPES		4020938705710						71.69
	5441638			04/11/24		71982	05/09/24	376.49	23.69
	01 PIPES		4020938705710						23.69
	5904362			04/11/24		71982	05/09/24	376.49	54.00
	01 PRESSURE WASHER RENTAL		2050908505550						54.00
	614005			04/16/24		71982	05/09/24	376.49	103.53
	01 BATTERY FOR POWER TOOLS		1020938005009						103.53
	6904212			04/10/24		71982	05/09/24	376.49	150.00
	01 PRESSURE WASHER RENTAL		2050908505550						150.00
VENDOR TOTAL:									376.49
38288	HUNTLEY FORD								
	FORD E TRANSIT			04/23/24		71928	04/25/24	30,587.03	30,587.03
	01 VIN: 1FTBW9CKONKA49977		4020938605623						30,587.03

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									30,587.03
41771	ILLINOIS DEPT OF AGRICULTURE								
	APPLICATOR LICENSE-JR-'24-'26			05/08/24		71983	05/09/24	120.00	120.00
	01 APPLICATOR LICENSE-J.ROLF		2060928305308						120.00
VENDOR TOTAL:									120.00
41772	ILLINOIS-AMERICAN WATER CO.								
	210000090305/APR 2024			04/09/24		71885	04/18/24	127.88	127.88
	01 BB - 3/8 - 4/5/2024		2041908405450						127.88
	210000591044/MAY 2024			05/01/24		71984	05/09/24	757.70	309.83
	01 POOL - 4/8 - 4/29/24		2050908405450						309.83
	210000591839/MAY 2024			05/01/24		71984	05/09/24	757.70	63.07
	01 MAINT GARAGE- 3/29 - 4/29/24		1020938405450						63.07
	210000592092/MAY 2024			05/01/24		71984	05/09/24	757.70	48.43
	01 RANGE - 3/29 - 4/29/24		2060908405450						48.43
	210000592245/MAY 2024			05/01/24		71984	05/09/24	757.70	336.37
	01 MSWCC - 3/29 - 4/29/24		2040908405450						336.37
VENDOR TOTAL:									885.58
41775	ILLINOIS SHOTOKAN KARATE, INC								
	646			04/05/24		71886	04/18/24	6,947.20	6,947.20
	01 WINTER 2024 PRE-KARATE		2031311185410						1,578.40
	02 WINTER 2024 KARATE		2031311195410						5,368.80
VENDOR TOTAL:									6,947.20
45917	J.C. LICHT, LLC								
	61165375			04/19/24		71985	05/09/24	110.91	110.91
	01 PAINT		2041908005013						110.91
VENDOR TOTAL:									110.91
46751	JOHNSON CONTROLS								
	40052375			04/13/24		71929	04/25/24	972.00	972.00
	01 ANNUAL FIRE MONITOR SERV		2050908505530						972.00
VENDOR TOTAL:									972.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
50293	CHRISTINA KOZIL								
	REIMBURSEMENT			04/15/24		71956	05/02/24	50.56	50.56
	01	DOLLAR TREE-BINDERS-SRTB	2031320315521						25.00
	02	DOLLAR TREE-BINDERS & SUPPL	2031320315521						16.25
	03	JEWEL-STORY CRAFT CLASS SUPPL	2031320405521						9.31
									VENDOR TOTAL:
									50.56
51999	DAN LEHMAN								
	W/S 2024 BAGS AWARD			04/18/24		71930	04/25/24	15.00	15.00
	01	W/S BAGS TIED 3RD PLC SILVER	2031311215526						15.00
									VENDOR TOTAL:
									15.00
53723	LURVEY LANDSCAPE SUPPLY								
	T7-10146568			04/10/24		71887	04/18/24	346.50	235.50
	01	SOD	1020938005025						235.50
	T7-10146639			04/11/24		71887	04/18/24	346.50	111.00
	01	SOD	1020938005025						111.00
	T7-10147430			04/22/24		71931	04/25/24	96.60	96.60
	01	MINI GOLF SOD	1020938005025						96.60
									VENDOR TOTAL:
									443.10
54483	HR SOURCE								
	FY25-92987			05/01/24		71957	05/02/24	1,500.00	1,500.00
	01	2025 MEMBERSHIP DUES THRU 6/30	1010908305307						1,500.00
									VENDOR TOTAL:
									1,500.00
56664	MENARDS								
	32754			04/09/24		71888	04/18/24	240.24	109.98
	01	HOSE REPLACEMENT	2050908505550						109.98
	32849			04/11/24		71888	04/18/24	240.24	6.85
	01	SHOP RAIN BARREL PARTS	4020938705710						6.85
	32850			04/11/24		71888	04/18/24	240.24	42.34
	01	HOLE SAW & SILICONE	1020938005009						42.34
	32865			04/11/24		71933	04/25/24	554.64	16.99
	01	BATTERIES	2040908005013						16.99

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	32917			04/12/24		71888	04/18/24	240.24	49.98
	01	CHAIN	1020938605623						49.98
	32918			04/12/24		71888	04/18/24	240.24	9.28
	01	PAINT	1020938705721						9.28
	33093			04/16/24		71888	04/18/24	240.24	21.81
	01	RAIN BARREL PARTS	4020938705710						21.81
	33096			04/16/24		71933	04/25/24	554.64	39.95
	01	ADA POOL FOUNTAIN	2410908705710						39.95
	33126			04/17/24		71933	04/25/24	554.64	5.49
	01	RAIN BARREL SUPPL	4020938705710						5.49
	33133			04/17/24		71933	04/25/24	554.64	34.44
	01	ADA POOL FOUNTAIN	2410908705710						34.44
	33181			04/18/24		71933	04/25/24	554.64	23.78
	01	PALLET WRAP	1020938705721						23.78
	33231			04/19/24		71933	04/25/24	554.64	226.10
	01	PRE SCHOOL BLINDS	2041908005013						226.10
	33237			04/19/24		71933	04/25/24	554.64	29.88
	01	PAINT	2041908005013						29.88
	33242			04/19/24		71933	04/25/24	554.64	97.72
	01	PLEXIGLASS	2060648005013						97.72
	33344			04/22/24		71987	05/09/24	399.28	6.99
	01	TIRE REPAIR	1020938005015						6.99
	33347			04/22/24		71933	04/25/24	554.64	70.89
	01	RAIN BARREL SUPPLIES	4020938705710						70.89
	33372			04/22/24		71933	04/25/24	554.64	9.40
	01	B DAY PARTY SUPPLIES	2042375295521						9.40
	33431			04/23/24		71987	05/09/24	399.28	11.18
	01	BITS	1020938005009						11.18
	33460			04/24/24		71987	05/09/24	399.28	10.39
	01	BALL RETURN REPAIR	2060648005013						10.39

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	33508	01 SPRAY PAINT	1020938705721	04/25/24		71958	05/02/24	252.71	46.40 46.40
	33533	01 BOLLARDS	1020938005025	04/25/24		71958	05/02/24	252.71	111.03 111.03
	33565	01 COMMUNITY GARDEN-GATE CHAIN	1020938005025	04/26/24		71958	05/02/24	252.71	19.99 19.99
	33705	01 SINK REPAIR	1020938005013	04/29/24		71987	05/09/24	399.28	21.99 21.99
	33721	01 SLED HILL - BRIDGE REPAIR	1020938005012	04/29/24		71987	05/09/24	399.28	19.57 19.57
	33752	01 RAIN BARREL PARTS	1020938005025	04/30/24		71958	05/02/24	252.71	52.12 52.12
	33757	01 RAIN BARREL PARTS	1020938005025	04/30/24		71958	05/02/24	252.71	9.51 9.51
	33780	01 RAIN BARREL PARTS	1020938005025	04/30/24		71958	05/02/24	252.71	13.66 13.66
	33815	01 WALL REPAIR	2060908005013	05/01/24		71987	05/09/24	399.28	9.38 9.38
	33822	01 INSULATION	2050908005013	05/01/24		71987	05/09/24	399.28	7.99 7.99
	33909	01 FLOOR MATS	2060908005013	05/03/24		71987	05/09/24	399.28	63.96 63.96
	33916	01 TAPE	2060908005013	05/03/24		71987	05/09/24	399.28	7.99 7.99
	33920	01 KITCHEN LIGHT BULBS	2060908005013	05/03/24		71987	05/09/24	399.28	6.98 6.98
	34098	01 POOL DECK CAULK	2050908005013	05/07/24		71987	05/09/24	399.28	24.41 24.41
	34133	01 GARBAGE CAN H-FRAMES	1020938005012	05/07/24		71987	05/09/24	399.28	208.45 208.45

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	1,446.87
57845		CARMEN MONTESINOS							
		MILEAGE - APRIL 2024		05/09/24		71988	05/09/24	316.91	154.10 154.10
		01 MILEAGE EXPENSE - APRIL 2024	1020938305304						
		MILEAGE - MARCH 2024		05/09/24		71988	05/09/24	316.91	162.81 162.81
		01 MILEAGE EXPENSE - MARCH 2024	1020938305304						
								VENDOR TOTAL:	316.91
58599		MT PROSPECT FIGURE SKTNG ACDMY							
		WINTER 2 - 2024		04/29/24		71959	05/02/24	1,407.00	1,407.00 1,029.00 378.00
		01 WINTER 2 -THE BASICS-7 SKATERS	2031375115410						
		02 WINTER 2-SNOWFLOW SAM-3 SKATRS	2031375115410						
								VENDOR TOTAL:	1,407.00
58904		JOSHUA MULHOLLAND							
		MILEAGE - APRIL 2024		05/09/24		71989	05/09/24	34.17	34.17 34.17
		01 MILEAGE EXPENSE - APRIL 2024	2010908305304						
								VENDOR TOTAL:	34.17
58950		MUNCH'S SUPPLY CO., INC							
		S8276532.001		04/19/24		71934	04/25/24	589.31	589.31 589.31
		01 RTU3 REPAIR PARTS	2060908005013						
								VENDOR TOTAL:	589.31
59770		NAPA AUTO PARTS							
		6871-246481		04/10/24		71935	04/25/24	91.97	91.97 91.97
		01 CART BATTERY	2060928005017						
		6871-252997		05/01/24		71960	05/02/24	149.87	143.88 143.88
		01 RANGER OIL LEAK REPAIR	1020938005015						
		6871-253007		05/01/24		71960	05/02/24	149.87	5.99 5.99
		01 RANGER OIL LEAK REPAIR	1020938005015						
								VENDOR TOTAL:	241.84
60384		SCOT NEUKIRCH							
		W/S 2024 BAGS AWARD		04/18/24		71936	04/25/24	100.00	100.00 100.00
		01 W/S BAGS 1ST PLC GRP 3 SEASON	2031311215526						

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									100.00
60690	TOM NIEDOBORSKI								
	W/S 2024 BAGS AWARD			04/18/24		71937	04/25/24	115.00	115.00
	01 W/S BAGS 1ST PLC GRP 8 SEASON		2031311215526						100.00
	02 W/S BAGS TIED 3RD PLC BRONZE		2031311215526						15.00
VENDOR TOTAL:									115.00
61201	NICOR GAS								
	23032700009/APR 2024			04/22/24		71961	05/02/24	1,719.88	240.54
	01 RANGE - 3/22 - 4/21/2024		2060908405420						240.54
	30532700009/APR 2024			04/17/24		71938	04/25/24	1,467.57	809.72
	01 ZONE - 3/19 - 4/16/2024		2042908405420						809.72
	34132700005/APR 2024			04/22/24		71961	05/02/24	1,719.88	173.93
	01 MAINT GARAGE - 3/22 - 4/21/24		1020938405420						173.93
	40383400005/APR 2024			04/22/24		71961	05/02/24	1,719.88	307.44
	01 RR MAINT - 3/22 - 4/21/24		2060928405420						307.44
	51284400002/APR 2024			04/18/24		71938	04/25/24	1,467.57	478.65
	01 RR - 3/20 - 4/17/2024		2060908405420						478.65
	63152647903/APR 2024			04/22/24		71961	05/02/24	1,719.88	128.30
	01 ADMIN - 3/22 - 4/21/2024		1011908405420						128.30
	83132700002/APR 2024			04/22/24		71961	05/02/24	1,719.88	869.67
	01 MSWCC - 3/22 - 4/21/2024		2040908405420						869.67
	88472700009/APR 2024			04/15/24		71938	04/25/24	1,467.57	179.20
	01 BB - 3/15 - 4/14/2024		2041908405420						179.20
VENDOR TOTAL:									3,187.45
65290	OMEGA SIGN & LIGHTING, INC./								
	3578 - DEPOSIT			04/09/24		71889	04/18/24	5,765.00	5,765.00
	01 DEPOSIT FOR WOODLAND SIGN		4021938705710						5,765.00
VENDOR TOTAL:									5,765.00
69057	BLU PETROLEUM, INC.								
	0139611-IN			03/20/24		71962	05/02/24	2,073.21	2,073.21
	01 PARKS GAS		1020938505547						1,036.61
	02 GOLF MAINTENANCE GAS		2060928505547						829.28
	03 REC BUSESSES		2010908505547						207.32

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									2,073.21
69520	STEVE PAWLAK								
	W/S 2024 BAGS AWARD			04/18/24		71939	04/25/24	15.00	15.00
	01 W/S BAGS TIED 3RD PLC GOLD TRN		2031311215526						15.00
VENDOR TOTAL:									15.00
69590	PDRMA								
	0424138H			04/30/24		71963	05/02/24	19,758.94	19,758.94
	01 HEALTH,DENT,VIS & LIFE - IAD		1010908305301						3,565.43
	02 HEALTH,DENT,VIS & LIFE - PARKS		1020938305301						7,179.88
	03 HEALTH,DENT,VIS & LIFE - REC		2010908305301						8,029.11
	04 HEALTH,DENT,VIS & LIFE - GOLF		2060908305301						984.52
	1707224291			03/19/24		71940	04/25/24	65.00	65.00
	01 OSHA CERT - MIKE H.		1020938305308						65.00
VENDOR TOTAL:									19,823.94
70250	PETTY CASH								
	2024 BANK - DRIVING RANGE			04/22/24		71901	04/22/24	200.00	200.00
	01 2024 DRIVING RANGE BANK		2010100101104						200.00
	POOL BANK - 2024			04/17/24		71890	04/18/24	400.00	400.00
	01 POOL BANKS - 2024 SEASON		2010100101104						400.00
VENDOR TOTAL:									600.00
70452	PHASE 2 SERVICES								
	58840			04/11/24		71964	05/02/24	1,625.00	1,625.00
	01 BAR & GRILL MAINTENANCE AGRMNT		2060628505530						1,625.00
VENDOR TOTAL:									1,625.00
70844	ZACH PINZ								
	REIMBURSE 4/24/2024			04/24/24		71941	04/25/24	66.00	66.00
	01 ST PATRICK'S DAY SUPPLIES		2031305285521						66.00
VENDOR TOTAL:									66.00
71460	POSTMASTER OF MT. PROSPECT								
	SUMMER POSTCARD - 2024			04/17/24		71891	04/18/24	1,000.00	1,000.00
	01 SUMMER POSTCARD POSTAGE		2010908005001						1,000.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									1,000.00
72006	P.R. STREICH & SONS, INC								
	54807	01 LIFT INSTALL	4020938605623	04/16/24		71892	04/18/24	13,833.05	11,234.30
	54808	01 ELECTRIC INSTALL FOR SHOP LIFT	4020938605623	04/16/24		71892	04/18/24	13,833.05	2,598.75
VENDOR TOTAL:									13,833.05
72242	PITNEY BOWES RESERVE ACCOUNT								
	RESERVE DEPOSIT - 4/18/24			04/18/24		71893	04/18/24	500.00	500.00
	01 DEPOSIT TO RESERVE POSTAGE ACC		1010908005001						500.00
VENDOR TOTAL:									500.00
74460	RICKS SEWER AND DRAINAGE								
	4220	01 SEWER RODDING	2060648005016	05/04/24		71990	05/09/24	550.00	550.00
VENDOR TOTAL:									550.00
74470	RICOH USA INC.								
	5069293194	01 MSW COPIER USAGE-Q1 2024	2010908505530	04/10/24		71894	04/18/24	696.72	696.72
VENDOR TOTAL:									696.72
74850	ROBBINS SCHWARTZ								
	976815	01 BOARD GOVERNANCE THRU 3/31/24	1010908505520	04/09/24		71965	05/02/24	2,450.00	2,000.00
	977704	01 2019 FIANDACA PTAB APPEAL	1010908505520	04/19/24		71965	05/02/24	2,450.00	400.00
	977706	01 2011-2014 TAX RATE OBJECTIONS	1010908505520	04/19/24		71965	05/02/24	2,450.00	50.00
VENDOR TOTAL:									2,450.00
75333	ROCK 'N' KIDS, INC								
	RTSP24	01 TOT ROCK SPRING 1 - 1 STUDENT	2031320425410	05/02/24		71991	05/09/24	178.50	178.50
		02 KID ROCK SPRING 1 - 2 STUDENTS	2031320425410						59.50
VENDOR TOTAL:									119.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									178.50
75903	ROTARY CLUB OF RIVER CITIES								
	1136	01 DUES FOR QUARTER END 3/31/24	1010908305306	05/01/24		71966	05/02/24	240.00	240.00
VENDOR TOTAL:									240.00
75940	ROUTE 12 RENTAL								
	138517	01 STUMP GRINDER RENTAL	1020938505540	04/09/24		71895	04/18/24	1,698.00	1,698.00
		02 STUMP GRINDER RENTAL	2060928505540						849.00
VENDOR TOTAL:									1,698.00
76373	RUSSO POWER EQUIPMENT								
	SPI20600503	01 POLE SAW PARTS	2060928005016	04/18/24		71942	04/25/24	30.98	30.98
	SPI20619228	01 SCAG MOWERS - PARTS	1020938005016	04/29/24		71967	05/02/24	92.87	68.89
	SPI20624949	01 SCAG MOWERS AIR FILTER	1020938005016	05/01/24		71967	05/02/24	92.87	23.98
VENDOR TOTAL:									123.85
77633	JOE SCODIUS								
	W/S 2024 BAGS AWARD			04/18/24		71943	04/25/24	100.00	100.00
	01 W/S BAGS 1ST PLC GRP 7 SEASON		2031311215526						100.00
VENDOR TOTAL:									100.00
77944	SECOND CHANCE CARDIAC SOLUTION								
	24-004-4186	01 AED SUPPLIES	2010908005002	04/19/24		71944	04/25/24	760.00	760.00
VENDOR TOTAL:									760.00
78114	SERVICE SANITATION, INC								
	8817683	01 RRCG - PORTAPOTTIE	2060908505530	04/02/24		71969	05/02/24	1,039.57	158.92
	8822839	01 INDIAN GROVE - PORTAPOTTIE	2060908505530	04/12/24		71969	05/02/24	1,039.57	46.35
VENDOR TOTAL:									46.35

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	8830523	01 WILLOW - PORTAPOTTIE	1020938505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830524	01 TAMARACK - PORTAPOTTIE	2060908505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830525	01 ASPEN - PORTAPOTTIE	1020938505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830526	01 INDIAN GROVE - PORTAPOTTIE	2060908505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830527	01 RRG - PORTAPOTTIE	2060908505530	04/26/24		71969	05/02/24	1,039.57	185.40 185.40
	8830528	01 WOODLAND - PORTAPOTTIE	1020938505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830529	01 SYCAMORE - PORTAPOTTIE	1020938505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
	8830530	01 BB - PORTAPOTTIE	2010908505530	04/26/24		71969	05/02/24	1,039.57	92.70 92.70
								VENDOR TOTAL:	1,039.57
79045	SIKICH, LLP								
	50218	01 AUDIT SERVICES THRU 4/15/24	2310908505591	04/10/24		71945	04/25/24	9,265.00	9,265.00 9,265.00
								VENDOR TOTAL:	9,265.00
79198	SITEONE LANDSCAPE SUPPLY, LLC								
	135424937-001	01 CHEMICALS	2060928005025	02/28/24		71992	05/09/24	6,409.09	6,409.09 6,409.09
								VENDOR TOTAL:	6,409.09
80550	TOM SPALDING								
	W/S 2024 BAGS AWARD								
	01 W/S BAGS 2ND PLC SILVER TRN		2031311215526	04/18/24		71946	04/25/24	30.00	30.00 30.00
								VENDOR TOTAL:	30.00
81110	STATE GRAPHICS								
	95450	01 A/P CHECKS	1010908005004	04/18/24		71896	04/18/24	230.00	230.00 230.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	230.00
83289	TAYLOR MADE								
	37381112	01 UNIFORM HATS	1020938005008	04/18/24		71970	05/02/24	1,377.50	265.50 265.50
	37381808	01 GOLF MERCH	2060608005058	04/01/24		71970	05/02/24	1,377.50	50.00 50.00
	37382642	01 GOLF MERCH	2060608005058	04/18/24		71970	05/02/24	1,377.50	1,062.00 1,062.00
								VENDOR TOTAL:	1,377.50
83696	TEMPLE & ASSOCIATES								
	24-10084	01 M365 TWEAKS & COMPLIANCE PLAN	1010908050510	04/15/24		71947	04/25/24	765.00	765.00 765.00
	24-10151	01 M365-ACCOUNTS,EMAIL,STRGE 4/24	1010908605691	04/30/24		71993	05/09/24	1,367.46	858.50 858.50
	24-10152	01 CLOUD BACKUPS - MONTHLY	1010908605691	04/30/24		71993	05/09/24	1,367.46	256.96 256.96
	24-10153	01 EPP/EDR ANTIMALWARE-APR '24	1010908605691	04/30/24		71993	05/09/24	1,367.46	252.00 252.00
								VENDOR TOTAL:	2,132.46
84423	PETE TICHANSKY								
	W/S 2024 BAGS AWARD								
	01 W/S BAGS TIED 3RD PLC BRONZE		2031311215526	04/18/24		71948	04/25/24	15.00	15.00 15.00
								VENDOR TOTAL:	15.00
85050	DONNALYNN TORTORELLA								
	MILEAGE - 2/20 - 4/16/2024								
	01 MILEAGE EXPENSE- 2/20-4/16/24		1010908305304	04/18/24		71897	04/18/24	160.13	160.13 160.13
								VENDOR TOTAL:	160.13
85232	TRASSIG								
	26556	01 BB PLAYGROUND SURFACE REPAIR	1020938005012	04/01/24		71898	04/18/24	488.89	488.89 488.89

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
85701	FRANK TYSL								VENDOR TOTAL: 488.89
	W/S 2024 BAGS AWARD								
	01 W/S BAGS 1ST PLC GRP 1 SEASON	2031311215526		04/18/24		71949	04/25/24	150.00	150.00
	02 W/S BAGS 1ST PLC GOLD TURNY	2031311215526							100.00
									50.00
87000	ULINE								VENDOR TOTAL: 150.00
	176457042								
	01 STORAGE CABINETS	1020938005025		04/03/24		71899	04/18/24	1,423.01	1,423.01
									1,423.01
90330	VILLAGE OF MT. PROSPECT								VENDOR TOTAL: 1,423.01
	1132-004/APR 2024								
	01 ZONE - 3/8 - 4/8/2024	2042908405450		04/15/24		71900	04/18/24	124.45	124.45
									124.45
93120	TED WESOLOWSKI								VENDOR TOTAL: 124.45
	W/S 2024 BAGS AWARD								
	01 W/S BAGS 1ST PLC GRP 5 SEASON	2031311215526		04/18/24		71950	04/25/24	100.00	100.00
									100.00
R30581	ALICE GRIPPE								VENDOR TOTAL: 100.00
	REFUND 4/29/2024								
	01 REFUND 4/29/2024	2010100152506		04/29/24		71971	05/02/24	21.00	21.00
									21.00
R67336	JULIE OHLSEN								VENDOR TOTAL: 21.00
	REFUND 4/29/2024								
	01 REFUND 4/29/2024	2010100152506		04/29/24		71972	05/02/24	36.00	36.00
									36.00
R71705	ELIZABETH RACELIS								VENDOR TOTAL: 36.00
	REFUND 5/3/2024								
	01 REFUND 5/3/2024	2010100152506		05/03/24		71994	05/09/24	90.00	90.00
									90.00
									VENDOR TOTAL: 90.00

FROM 04/13/2024 TO 05/10/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
R77503	LOUIS SEIF								
	REFUND 5/2/2024								
	01 REFUND 5/2/2024	2010100152506		05/02/24		71995	05/09/24	24.33	24.33
									24.33
									VENDOR TOTAL: 24.33
									TOTAL --- ALL INVOICES: 182,954.87



MEMORANDUM

To: Board of Commissioners
From: Patti Mitchell, Superintendent of Recreation Operations
RE: Recreation Operations Report for March and April
Date: 5/14/2024

Patti Mitchell – Superintendent of Recreation

- With Katelynn's departure much of March and April was spent finishing the summer brochure, in addition, we are starting on the Fall brochure.
- Meeting with Andy each Friday to touch base on camp status.
- Updated Camp Parent Handbooks handed off to Michael to export into the Community Pass camp registrations online.
- Attended a Seminar on Better communications, as well as an entire day of Diversity training.
- Training with Sylvia Durkin our new Exercise Supervisor. We met with each of the exercise teachers to touch base, ask about equipment needs, fall brochure ideas, and their salary increases. This was very good.
- Sylvia and I have also been in the Dance room figuring out equipment inventory and who uses what so we can get rid of things that are not being used.
- Meeting with Justin as he takes over Katelynn's old position as Recreation Manager.
- Last day of Pool Passes on April 30. We had \$46,628 revenue come in at that time.

Louis Eckenbrecht – Rob Roy Golf Course General Manager

Golf Course

- **Merchandise** - Pro-shop has balls, tees, gloves, scorecards, and pencils. Operating smoothly day to day.
- **Liquor/Business License** - License renewal and business licenses are fully up to date for clubhouse.
- **Leagues** - All but one league returned this year, and two leagues grew substantially.
- **Weather** - Course opened April 5th. Had a slow opening weekend followed by an incredibly beautiful and busy weekend. Only one closure this April and only three Frost delays. April was beautiful this year.

Driving Range/Mini-Golf

- **Range Opening** - The driving range has been much busier than last year due to the great weather and early opening. We are running more mats this year than ever before.
- **Mini-Golf Cleanup** - Mini-golf course has been cleaned for summer season. Some of the turf was replaced and a lot of overgrowth was cut back as well. The course looks much better.
- **Hiring** - Concluded interviewing and hiring for the season.
- **Opening Day** - Opening was April 26th

Open Kitchens

- **10th Hole Bar & Grill** - Bags concluded and the new tables and chairs are set up. Prep for the season on-going. They are planning to open in early May.
- **Fish Fry** - The Fish Fry ran for eight weeks concluding April 5th.
- **Banquet Room** - Events have been going every Saturday in April.

Katie Halverson – Recreation Supervisor Aquatics, Dance & Early Childhood

Aquatics

- Attended Northern Illinois Swim Conference meeting and the Ellis & Associates Roundtable.
- Worked on summer schedule for general operation and aquatic programming.
- General season prep: ordering supplies, updating manuals and forms, being in contact with staff for updates, booking rental groups, inputting aquatic brochure information, etc.

Early Childhood

- Open preschool registration began for the 24-25 year. There are 34 current registrants. For comparison, we have 49 preschoolers in the current school year. We will be promoting this throughout the summer. We do anticipate our numbers will expand.
- All Tu/Th (3-4 yr) Camp Kiddie Sessions are full for the summer. There is still limited space in the M/W/F (4yr) Camp Kiddie. This is a shift from past trends, as normally the 4-year-old camp fills up first.

Dance

- The Dance Recital took place in March with 51 dancers participating.
- Spring session classes began in April with 30 dancers registered. This number is lower than spring 2023 by 12 dancers.

Events

- We held an Easter Egg Hunt event with 102 attendees. We also held a Scavenger Egg Hunt that had 30 attendees, which is an increase of 5 attendees from the year prior.

Andy Sirakides – Recreation Supervisor of Youth Programs & Camps

Kid Squad Before/After Care:

- We have continued to average around 140 daily kids in both our AM and PM programs (70 AM and 70 PM) – our highest total in the AM has been 110 students (late start Thursday morning), while our highest total in the PM was 80 students. This number has stayed consistent with our January and February participation numbers.
- District 26 will finish school on May 24th and Frost will finish the week after on May 31st!

Hit the Trails:

- We had a Hit the Trails: School's Out Day in March. We had about 25 students, which is consistent with our participation numbers for March.
- We will have a full week of Hit the Trails: School's Out Days from June 3rd-7th. We did three of these days last year and are hoping to continue to increase the number of participants for them.

Special Interest:

- Chess Scholars has stayed consistent at the 30-35 kid range for our first 2 sessions of Winter/Spring.
- Young Magicians and Computer Explorers classes continue to run consistently (generally 2-4 RTPD participants per class) - both programs are a co-op with Mt. Prospect, Prospect Heights, and Arlington Heights
- Children's Theater has 10 kids currently enrolled for the newest session. They are working on the play 'Grease Jr.'.

Summer Camps:

- Summer Camp preparation has been in full swing. All staff have been hired and registration has been filled. Camp coordinators have already started helping with setting up camp, and the site supervisors will all be in by the week of May 20th.

Jeff Brunke – Facility & Rental Specialist

March – April 2024

- Between Burning Bush Large Room, The North Room, The Dance Room, Glass Room, Ivy Room, and The Meeting Room we had 52 room rentals. One church group didn't return in 2024 which dropped our totals.
- We had 102 Weiss gym rentals with 6 gym rental date cancelations. We also had 2 groups not return for Sunday mornings and Monday night which dropped our totals.

Miscellaneous:

- Organizing and scheduling the second round of CPR certification training sessions for the Rec Team, IMRF employees, and key-players for summer camp and pool
- Continuing to book long term summer season gym renters.
- Held all staff meeting in April.
- Ordered and issued summer program first aid supplies.

Vance Violante – Recreation Manger of Facilities & Athletics

Bags – Bags league finished the winter / spring league in mid-April with 38 teams which is the highest since pre-covid. We are coming up on the 20th year anniversary of starting the bags league this fall and we are starting to brainstorm to see what we could do to commemorate the first 20 years.

Concessions – Summer is starting up for the Stand. 10 out of 12 of last year's staff will be returning, which includes all four managers. Interviews for the open spots occurred and we had a great pool of applicants which made choosing new staff very difficult. Beyond interviews, yearly tasks such as pricing, timelines for cleaning, POS and other trainings have begun. We also needed / decided to purchase two new machines. First, a freezer was needed to replace the large chest freezer that showed signs that was breaking down last year. Next, after receiving word from Pepsi that for a 3rd consecutive year they couldn't promise us any slushie mix, we decided to purchase our own machine for the first time. This is exciting as it will give us more options for changing up flavors and the ability to offer product at a much more reasonable price which we will in turn expect to see more sales and revenue.

Miscellaneous:

- Field permits – outdoor renters began the 2nd week of April. We have two youth soccer groups, one adult soccer group and one youth softball group. We may have a 2nd adult group starting in May but that is TBA. The amount of usage is close to the "normal" level of usage.
- Fitness Club – We received the squat rack in March and have received some positive feedback on it. We are looking at smaller storage products to better organize machine attachments, medicine balls, small weights etc.
- Summer T-shirt order – The order was put together with the rec team and submitted. The artwork is being approved and we hope to get all shirts by mid-May. For reference, we order about 1000 shirts for staff and campers.
- OCR – our committee has met, and we have agreed on a new slant wall climbing obstacle to be built by the parks team. Jeremy and I walked the woods to identify a new spot (or two) for creek crossings. With this being our 10th year, we want to throw some new things out there for the runners that do this event annually.
- Wage Scale – Patti and I have met and have been working on updating our wage scale form for the rec dept so that is more staff friendly to use when hiring staff.

Eileen Meyers – Customer Experience Manager

- I have been very involved in training both Dee and Damian with more in-depth operations of the office. They are a great team working together. The patrons love them!
- Between March and April, we have set up 574 camp accounts for autopay.
- I have, with the input of Jeff and Vance, put together a self-evaluation for Customer Service Representatives (Front Office Staff) feedback regarding the front desk. We will ask staff to complete the forms to determine what area or staff need additional attention with training.
- The Customer Experience Team have put together a customer survey. Christine is in the process of sending it out to be professionally printed.
- We have received 2 families requesting the Lions Club scholarship for swim lessons so far.
- Continuously monitored camp waitlist.

Justin Slade –Manager of Youth Programs and Camps/ Recreation Supervisor of The Zone

Youth Programs and Camp

- Began transition to Youth Programs and Camps in April
- Attended Ellis and Associated Roundtable
- Attended Northern Illinois Swim Conference Meeting
- Assisted with Easter Event

Parkour

- **Parkour Classes-**
 - Winter Session 2 was completed in April with a total of 453 participants. An increase of 50 participants compared to Winter Session 1. Session 3 classes started in April with a total of 313 participants.
- **Parkour Open Gym and Special Open Gym-**
 - **March-** Drew a total of 1057 participants for Parkour Open Gym and Special Open Gyms. Open Gym attendance increased by 248 participants compared to March 2023.
 - **April-** Participation decreased by 13 participants compared to 2023 with a total of 211 participants in Open Gym and Special Open Gyms.
- **Parkour Birthday Party, Field Trips, and Rentals**
 - **March-** 39 birthday parties, field trips, and rentals were completed in March. An increase of 10 compared to the previous month.
 - **April-** 33 parties and rentals were completed in April. Two less parties compared to 2023.

Turf/Room Rentals

- **Turf/Arrow-Tag Birthday Parties**
 - **March-** RTPD staff completed 13 parties an increase of 5 parties compared to 2023.
 - **April-** Parties increased to 16 in February. Only 15 turf parties ran in 2023.
- **Turf Rentals-** We have 5 weekly renters using a combined 29 hours each week in March. April only had one recurring renter. An additional 4 turf rentals were booked for single use.
- **Glass/Ivy Room Rentals**
 - **March-** We have one weekly renter utilizing the glass room on Sundays and fitness class on Monday and Wednesday. 5 additional rentals were held in the glass or ivy room.
 - **April-** Our weekly renter and fitness class continued in April. The glass room had 3 additional rentals.

Josh Mulholland - Recreation Supervisor of Athletics

Youth Athletics

- **Volleyball League**
 - The winter volleyball leagues finished in March with a total of 71 participants (57 from RTPD). Participation from River Trails players increased by 5 players compared to the Fall 2023 season.
- **Winter Basketball League**
 - Our winter leagues finished in March with a total of 30 teams - 24 from RTPD (up 2 teams from 2023).
 - Our K-4th grade divisions welcomed in 6 teams from Prospect Heights and Wheeling.
 - Participation for RTPD participants reached 189 total players, which was just under the RTPD total from last season (197).
- **Futsal**
 - We completed our newly added futsal (indoor soccer) class in March with a total of 8 participants.
- **Lacrosse**
 - We also ran our newly added lacrosse clinic in April. 2 participants took lessons with an instructor in conjunction with Lakeshore Lacrosse.
- **Karate**
 - Spring Karate classes began in April. There was a total of 57 RTPD participants between 14 different classes (down 10 participants from the Spring 2023 classes).
- **Little Kickers/Youth Outdoor Soccer**
 - Practices and games for our Spring season started in April. We have a total of 234 players on 21 teams in 5 divisions. 4 teams were added in for the spring season for a total of 39 new players from the fall season. Our 5th/6th grade team takes part in a league run in cooperation with MPPD.

Adult Athletics

- **Pickleball**

- Indoor drop in pickleball successfully ran this spring and completed in April.
- Attendance has stayed consistent at around 12-14 participants at daily drop-ins.
- We have been setting up 2-3 courts each day throughout the spring. We implemented a maximum cap of 24 participants due to higher numbers several days in efforts to maximize game time for our regular punch card holders and regularly attending players.
- Total revenue from Jan-April was \$2,963 – up just over \$1000 from W/S 2023. We added an additional open court date (Wednesday mornings) from last W/S, which played a part in the increased revenue, as well as heavily increased drop-in attendance.

- **Adult Softball/Basketball**

- Began preparations for both the Adult Softball and Basketball leagues in April.
 - Purchasing league supplies
 - Reaching out to league captains
 - Contacting staff/league assignors



RIVER TRAILS
PARK DISTRICT

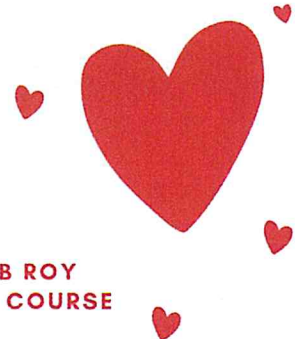
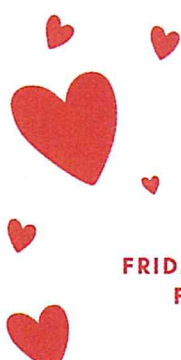
MARKETING REPORT

January-May 10th

Winter & Spring 2024

SPECIAL EVENTS MARKETING & PRESENCE

- Website
- Social Media
 - Event Posting
 - Post Event Photos
- Email Communication
- Facility Center TVs
- Brochure
- Posters & Flyers



FAMILY

Valentine's Dance

FRIDAY, FEBRUARY 2
FROM 6-8 PM

ROB ROY
GOLF COURSE



river_trails_park_district
Original audio

river_trails_park_district thanks to all our amazing participants that rocked the Illinois Parkour Championships. Athleticism, endurance and speed were shown throughout the day. Session 2 registration is open for classes and begin at the end of February! <http://tinyurl.com/4srdaapn>

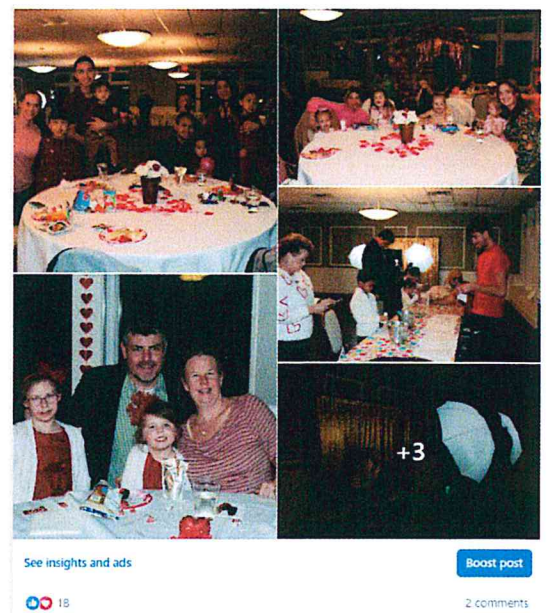
View insights

Boost reel

Liked by xtine.maria and 5 others
February 15

River Trails Park District is at Rob Roy Golf Course
Published by Marvin West · February 8 · Prospect Heights ·

Lots of Love ❤️ was in the air at our Family Valentine's Dance this past weekend at Rob Roy Golf Course. It was a magical evening filled with crafts, treats and music 🎵



See insights and ads

Boost post

18

2 comments

SPECIAL EVENTS MARKETING & PRESENCE



River Trails Park District
Published by Marvin Weiss · March 6 ·

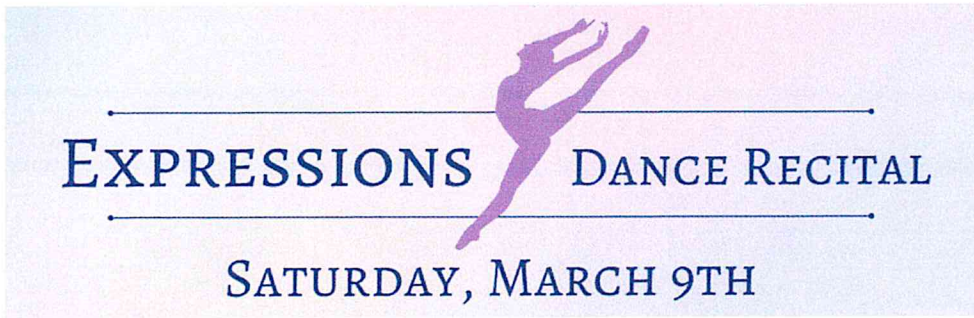
The 1st Pizza 🍕 Puzzle 🧩 Palooza 🍕 was a blast! Thank you to the 10 teams that came out and helped raise over \$1k for the River Trails Park & Recreation Foundation! We can't wait to see you next year! 🍕 🧩 🍕



See insights and ads

25 1 comment 1 share

Boost post



River Trails Park District
March 12 ·

The 2024 "Once Upon a Time" Dance Recital took place this past weekend featuring our talented Expression Dance Studio students! 🌸 🌸 🌸



Boost this post to reach up to 3223 more people if you spend \$77.

Boost post

26



River Trails Park District is at Burning Bush Trails Park
Published by Marvin Weiss · March 25 · Mount Prospect ·

We had fun hoppin' around and searching for eggs! Thanks to all the peeps that attended this year's Easter Egg Hunt! 🐰 🥚 🐰



See insights and ads

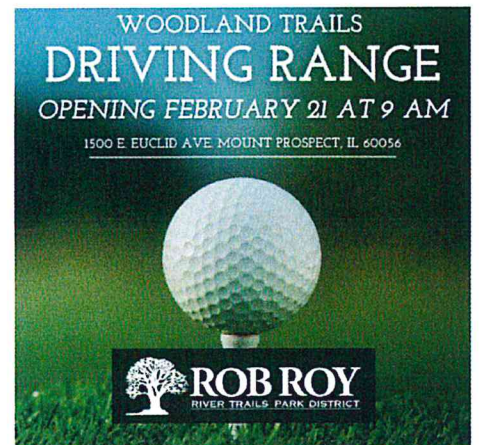
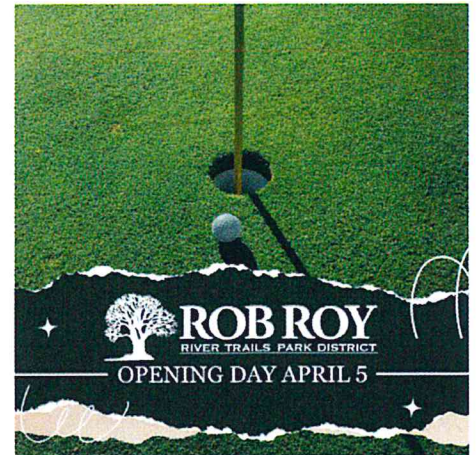
Boost post

The Zone and 36 others 2 comments 3 shares



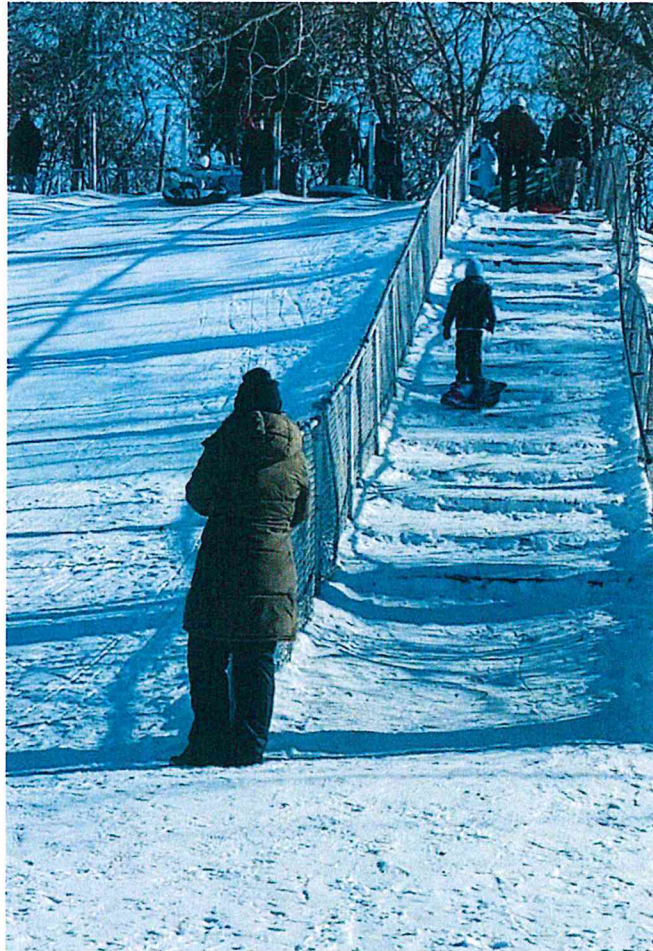
SPECIAL ADVERTISING

- Summer Brochure & Registration
- Summer Camp & Registration
- Woodland Trails Pool Passes
- Early Childhood 2024-25 Registration
- Summer Job Openings
- Rob Roy Fish Fry
- Driving Range Opening
- Rob Roy Golf Course Opening
- Community Garden
- Website
- Social Media
- Banners
- Posters & Flyers
- Email Communication
- Facility Center TVs
- Brochure



SPECIAL PROJECTS

- Woodland Trails Sled Hill
- Parks Day at the Capitol
- Hiring Steve Schapiro, Corporate Relations Manager
 - Part-Time: Sponsorships



SPONSORSHIP

Partnering Your Business with the River Trails Park District – A Recipe for Success.

A partnership with River Trails Park District provides an effective and targeted way to reach greater visibility, generate brand awareness, and impact the community. We serve everyone from children to seniors. Talk to us! The right sponsorship opportunity is there for your business.

We are excited to welcome Steve Schapiro, our new Corporate Relations Manager. Steve comes to us with many years of experience and success in creating win-win partnerships between the business community and leading non-profit organizations and governmental agencies, including park districts. Steve would love to hear from you to discuss how your business can engage with the River Trails Park District. Contact him today at sschapiro@rtpd.org or 847-463-3738.



BROCHURES

Summer Brochure

- Posted online April 18
- Brochures in Facilities April 22
- Postcard mailed April 22
- Resident Registration began April 25
- Open Registration began May 9



Summer Camp Brochure

- Posted online January 29
- Brochures in Facilities February 5th
- Brochures mailed January 29
- Resident Registration began Feb 6
- Open Registration began Feb 20



WEBSITE

Analytics January 1-April 30

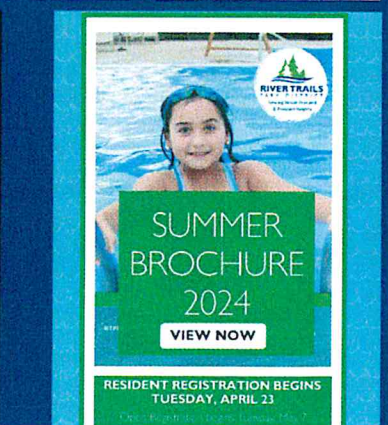
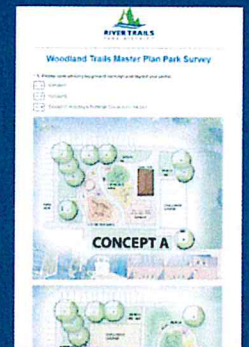
- **Website Views**
 - 47,649
- **Page Views**
 - 94,376
 - up 35% in the past 120 days
- **23% New Visitors**
- **77% Returning**
- **Devices**
 - 1% Tablet
 - 35% Desktop
 - 64% Mobile

Top Pages

1. Homepage: 22,025
2. Registration: 11,425
3. The Zone: 9,411
4. Seasonal Brochure: 6,379
5. Parkour: 4,486
6. Summer Camp: 3,204
7. Birthday Parties: 3,080
8. Employment: 2,146
9. Marvin Weiss Community Center: 1,647
10. Woodland Trails Pool: 1,521

EMAIL CAMPAIGNS

- **Total Contacts: 11,600**
- **Open Rate 49%**
- **Emails**
 - **Summer 2024 Pool Pass (x3)**
 - Open Rate 48%
 - **Woodland Trails Park Survey**
 - Results: 214 Responses
 - **Summer Camp Registration**
 - Open Rate 57%
 - **Pizza, Puzzle Palooza Event**
 - Open Rate: 47%
 - **Trail Blazers Registration**
 - Open Rate: 49%
 - **Golf Season 2024**
 - Open Rate: 47%
 - **Summer Brochure & Registration**
 - Open Rate: 54%



46th ANNUAL IAPD Legislative Conference

IAPD

Illinois Association of Park Districts



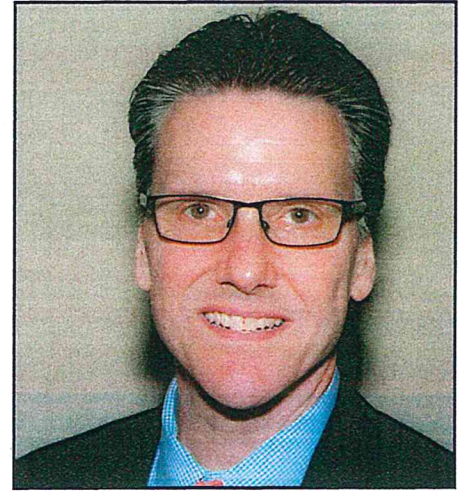
May 8, 2024

Crowne Plaza | Springfield, IL

Keeping Illinois Elections Secure

Matt Dietrich joined the Illinois State Board of Elections in January 2018 as the agency's first public information officer.

Prior to joining SBE, Matt worked for 30 years in journalism, including nearly 25 years at newspapers in New Jersey, New York, Wisconsin, and Illinois. He wrote extensively about Illinois government and politics as editorial page editor at The State Journal-Register in Springfield, was the founding editor of the government news website Reboot Illinois, and wrote fact-check articles on Illinois issues for Politifact and the Better Government Association.



Matt Dietrich
Public Information Officer
Illinois State Board of Elections



Recent Public Access Counselor Opinions and Tips for Compliance

Public Access Counselor Annual Report

An Overview
of 2023

March 2024



2023 Statewide Research Findings:

Results of W-2 and Revenue Research





Key Findings/Insights:

Employment Numbers and Profiles

- Park, forest preserve/conservation, and SRA districts employ nearly 57,000 Illinoisans statewide across all age groups.
 - However, **agencies report about 10,000 fewer employees** in 2022 vs. 2015.
 - **This suggests that agencies (which have returned to “normal” post-COVID) are delivering as much or more to their communities with less – an important message for residents and taxpayers.**
 - Nearly two-thirds of all agencies report on average 12 unfilled positions each. The most difficult to fill are custodial, parks maintenance, pool lifeguards, and a range of childcare positions (e.g., before-/after-school programs, day camps, preschool programs, etc.).
- Agencies statewide continue to employ workers of all ages, especially younger adults ages 25 and under (who account for 55% of all agencies employees statewide).
 - The percent of employees in this younger age group is on the rise, about 5% higher than 2015 levels. Younger employees are most prevalent within park agencies and SRAs, while most forest preserve/conservation district staff members are between 26 and 59 years old
 - In addition, agencies overall report that about one in eight (12%) of their employees are ages 60+ — again, representing a wide range of age groups, experience, and different perspectives.

Wage and Revenue Data

- These agency positions represent nearly three-quarters of \$1B in household incomes statewide (\$739.5M overall).
 - Given the drop in total positions, and the increase in employees ages 25 and younger since 2015, total wages are down about 13% from 2015 levels after adjusting for inflation.
- Despite the challenges that agencies faced during COVID, they still depend mostly on non-tax sources for revenue, including:
 - 35% of 2022 revenues coming from earned income such as fees, memberships, rentals, etc. (down only slightly from in 2015)
 - 21% from grants, donations, other income.

The remaining 44% comes from property tax revenues (virtually unchanged from 2015).

Key Findings/Insights *(continued)*

Younger Employee Survey

- From the follow-up online survey of n=62 agency employees ages 25 and under:
 - Satisfaction with their work experience remains extremely high (95% satisfied overall, including 56% extremely satisfied – up from 52% in the baseline survey). Demonstrating appreciation for young employees' work and input appears to drive their satisfaction most.
 - Overall, 90% are likely to recommend agency employment to friends and peers (including 66% very likely to do so). **The Employee Net Promoter Score (eNPS) from these likelihood-to-recommend ratings far exceeds the scores from employees in other industries.**
 - In addition, **these young employees continue to report that agency employment offers great training opportunities for tomorrow's workforce.** The work-related accomplishments that these young employees value most are:
 - Leadership skills, professionalism, and accountability (cited by 47%)
 - Better communication skills (29%)
 - Teamwork and collaboration (26%)
 - Improved time management (21%)
 - Over half (52%) also cite specific skills learned from their agency experience (budgeting and accounting, handling equipment and tools, marketing and communications, etc.). About one in five cite people skills, customer service, and learning how to manage/teach others as specific skills that they picked up (21% each).
 - **Virtually all (97%) feel their agency experience will help with future employment opportunities.**



Statewide, most agency revenue continues to come from non-tax sources. Earned revenue represents over a third of their income.



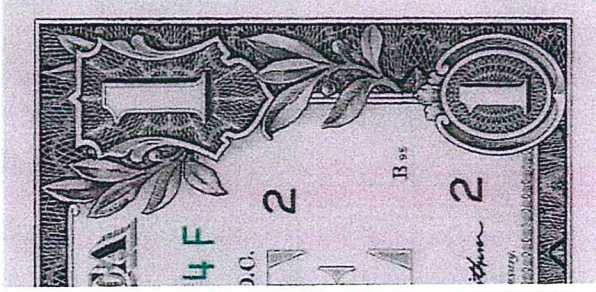
Property Tax Revenue
(excluding debt service)

\$0.44



Earned Revenue
(e.g., program fees, memberships, rentals, etc.)

\$0.35

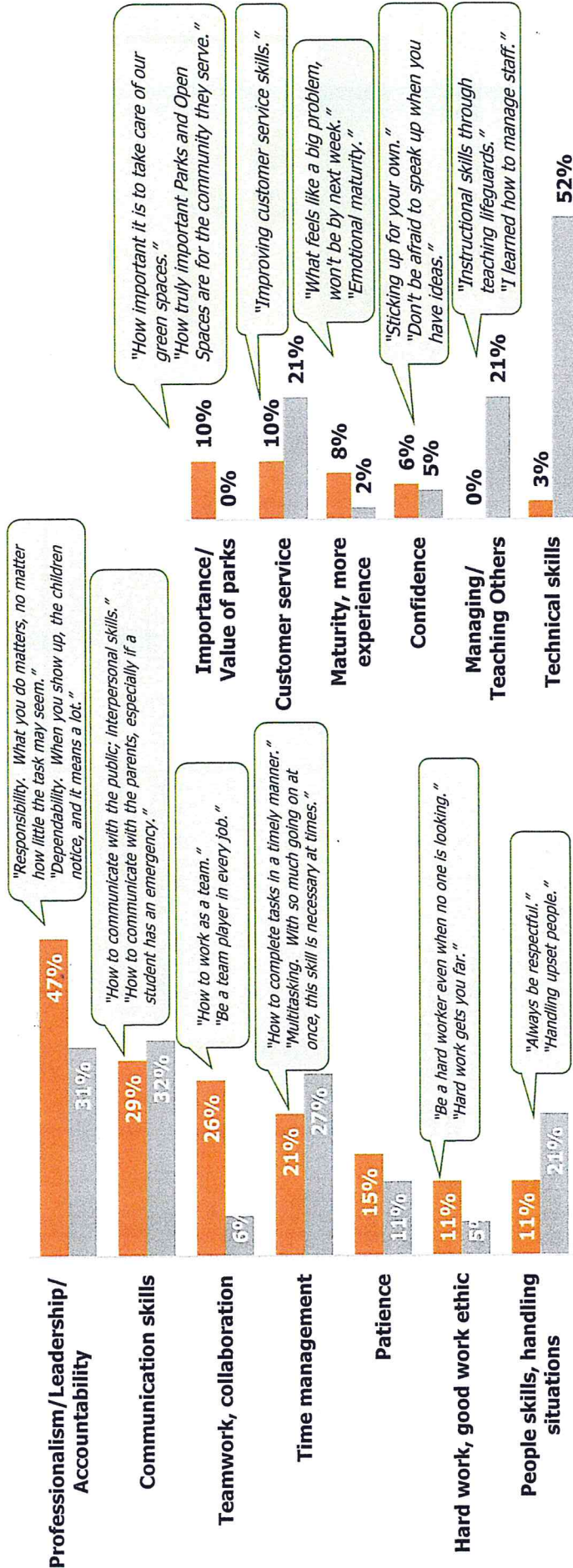


Other Sources
(e.g., grants, interest, donations, etc.)

\$0.21

The key benefits that young staff report from their agency experience are learning leadership skills and responsibility, better communications skills, teamwork, and time management.

Most Important Accomplishments, and Specific Skills, Attained from Agency Employment



Most often: Budgeting/accounting/payroll (n=8); Using tools/ equipment (n=7); marketing/social media/digital communications (n=5); software such as RecTrac, ArcGIS, GPS software (n=5); safety (n=5)

Multiple survey responses from n=62 agency employees statewide under age 25: "What would you say are the three most important things you have learned from your employment at (agency)?" and "What specific skills have/did you develop as part of your employment?"

The very positive feedback and anecdotes about the learning experiences and opportunities gained from agency employment come from all locations and districts.

"The District has a philosophy of serving the community that I align with and work hard to promote. It is one of the most fulfilling jobs I've ever had, and staff members are beyond great to work with." (northwest IL park district, age 19)

"This job sparked my passion to become a teacher. I recommended this job to other future teachers, and they agree that it teaches you so much about how to communicate with and help children." (northwest IL park district, age 19)

"Working at the park district gives you a feeling of pride and satisfaction. Nothing better than getting paid to better your community." (downstate park district, age 25)

"My bosses are very helpful and make my job easier. The city employees are the best and make my job fun and easier as well." (downstate city parks department, age 20)

"I enjoy my co-workers and the agency. The possibilities available to improve the quality of life of community members are limitless." (downstate park district, age 24)

"The work I'm doing has a direct impact on my community." (suburban forest preserve district, age 24)

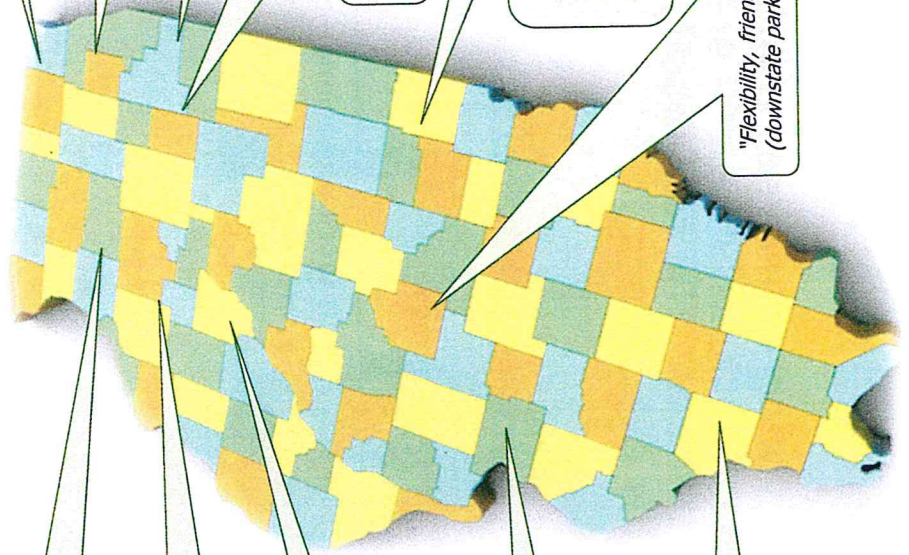
"The District has always been welcoming and protective of their employees. From top to bottom, they treat everyone with respect and kindness." (suburban park district, age 23)

"The people that I work with have helped me gain experience, teach me as much as possible, give me responsibilities, and helped me get to where I am." (suburban park district, age 24)

"Working at the District is an overall positive experience. I have gained valuable skills that I will carry into the future." (suburban forest preserve district, age 25)

"My major is Vocal Music Education, so the Director let me do music activities with the students and be in charge. She gave feedback on activities that would be beneficial for the kids (and the opportunity to see the students full-time for a day, which was the most experience that I got and has been very beneficial for me as a future educator." (downstate park district, age 22)

"Flexibility, friendly staff, and good leadership." (downstate park district, age 25)



The **IAPD Leadership** Institute

Thursday, June 6

Virtual | 6:30 - 7:30 p.m.

Success Skills: How to Achieve More by Making Habits You Want and Breaking Habits that Hold You Back

Aristotle said, "We are what we repeatedly do. Excellence, then is not an act, but a habit." Yet we frequently overlook the building blocks to our successes or failures: our habits. In this session, you will see how habits create hidden systems that determine results. And you will learn simple techniques to harness your habits to build personal and professional success systems. With better habits you can:

- create systems to achieve your goals
- eliminate hidden barriers to success
- quickly overcome setbacks
- create repeatable, measurable results
- make it easier to achieve your goals

Registration Fee: \$75 members; \$190 non-members | 0.1 CEUs: \$6 processing fee

Deadline to register: [Monday, June 3, 2024](#)

Thursday, July 25

Virtual | 6:30 - 7:30 p.m.

How to Get What You Want: Communicating for Results

Studies consistently show that effective communication is key to personal and professional success. After all, how can you get what you want if you can't express what you want? Learn practical techniques to increase productivity, inspire others, and achieve your goals by improving your communication skills. You will learn:

- why most communications fail and how to avoid communication pitfalls
- how to increase productivity and effectiveness with better communication skills
- how to create clear, concise, and compelling messages that address the needs of your listener
- practical techniques to improve every communication whether written or verbal, professional or personal

Registration Fee: \$75 members; \$190 non-members | 0.1 CEUs awarded: \$6 processing fee

Deadline to register: [Monday, July 22, 2024](#)

**REGISTER
NOW!**





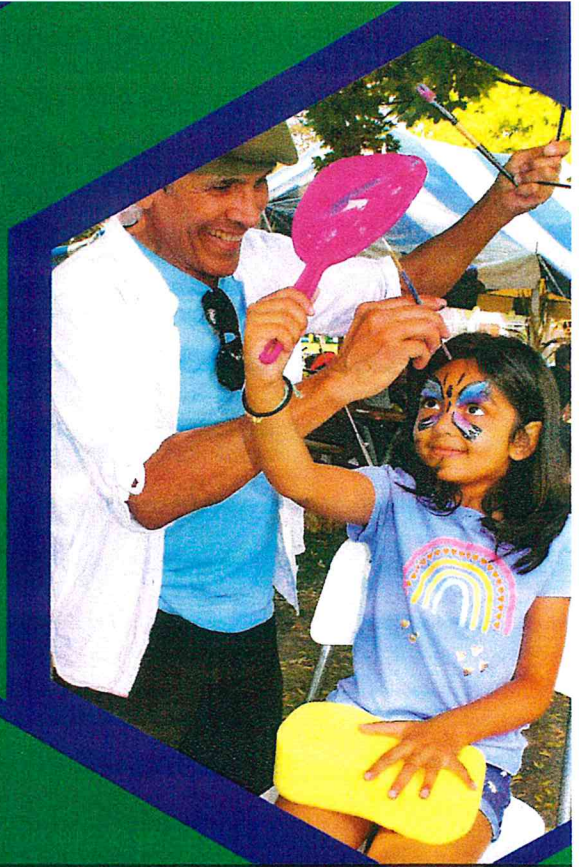
PARKS

Provide Thousands of Illinois Residents with Local Jobs

Park Districts, Forest Preserves, Conservation Districts, Recreation, and Special Recreation Agencies provide Illinois residents living within their geographical boundaries with jobs and income which stimulate local economies.

IAPD

Illinois Association of Park Districts



PARK DISTRICTS,

**FOREST PRESERVES,
CONSERVATION, RECREATION, &
SPECIAL RECREATION AGENCIES**

The Illinois Association of Park Districts is dedicated to helping our members thrive through education, research and advocacy.

The information in this brochure is based on 2023 statewide research of W-2s, audits, and financial reporting by IAPD agencies conducted by aQity Research & Insights, Inc.

Visit ILparks.org for more information on IAPD's research initiatives.

IAPD

Illinois Association of Park Districts

Survey Methodology

In 2023, the Illinois Association of Park Districts engaged aQity Research & Insights, Inc. to investigate the role that local park districts, forest preserves, conservation, recreation and special recreation agencies throughout the State represent as employers and job generators in their communities.

Using 2022 data as the most current full year available, a total of 200 IAPD member agencies participated in the research, representing a strong 57% response rate. For the remaining park districts, forest preserves, conservation, recreation and special recreation agencies, employment data was compiled from annual financial reports filed with the State Comptroller.

Having few preconceptions of what the findings would reveal, we were impressed by the critical role these agencies play as significant employers, both statewide and in their communities. When factoring in compensation to contractors (representing even more jobs and business for service providers), the contribution that these districts have on employment is significant.

Key Statewide Findings

Based on W-2s generated, these

agencies employ nearly 37,000 people statewide. These jobs represent more than \$739 million paid in annual wages.

More than half of these jobs are important early work experiences for younger adults (ages 25 and under).

For these younger employees, satisfaction with their agency work experience is extremely positive; virtually all would recommend agency employment to friends who are seeking a job.

On average, most of the wages paid to these younger employees are spent within the district's community, contributing further to the local economy.

Not only are these agencies significant employers, they also paid more than \$62 million statewide to contractors for a wide range of services, further helping those businesses and local/state economies.

In addition to W-2 data, the study also analyzed sources of revenue.

This survey demonstrates the positive impact park districts, forest preserves, conservation, recreation and special recreation agencies have on our State and local economies.



Peter M. Murphy
IAPD President / CEO

NEARLY 57,000 JOBS STATEWIDE

56,619 Illinois residents are employed by park districts, forest preserves, conservation, recreation and special recreation agencies.



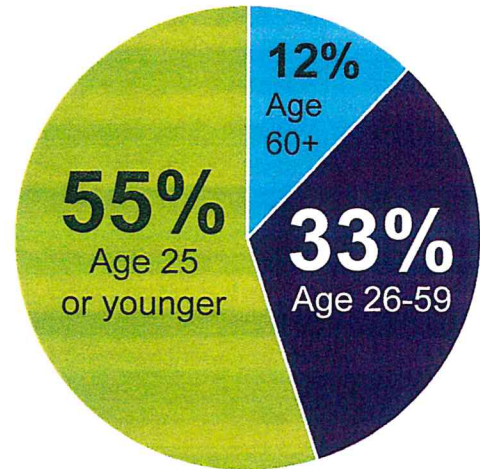
\$739 MILLION IN SALARIES

Jobs generated by park districts, forest preserves and conservation districts along with special recreation agencies contribute \$739 million to household incomes statewide.



EMPLOYMENT OF YOUTH

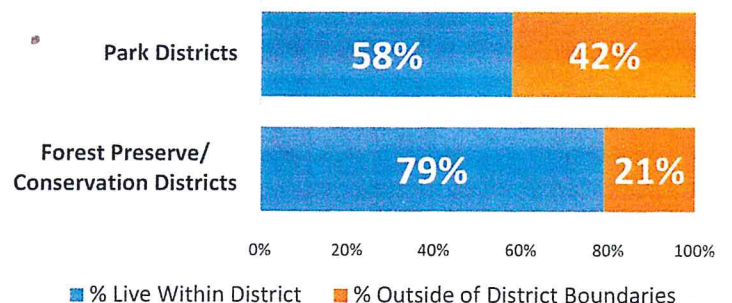
More than half of park district employees statewide are under age 25, and one in ten are older adults (age 60+).



LOCAL JOB CREATORS

These agencies are significant local job creators, as most of their employees live within their districts.

Percentage of Agency Employees Living Within Their Employer's District



SALARIES EARNED BY INDEPENDENT CONTRACTORS

In addition to salaries and income to employees, these agencies also generate over \$62 million in compensation to contractors.



AGENCY JOBS RESULT IN LOCAL SPENDING

Young agency employees spend over half of their wages within their employer's district, translating into more than \$83 million returning to local economies.

**Projected Local Spending Statewide:
Dollars Spent By Agency Employees
25 and Under Within Their District**



\$83,390,767

PARK AGENCIES NOT FULLY DEPENDENT ON PROPERTY TAXES

PARK DISTRICTS

56%

Self-Generated Revenue and Other Revenue

44%

Tax Revenue

YOUNG EMPLOYEES FIND VALUE IN EMPLOYMENT

Virtually all (97%) feel their agency experience will help with future employment opportunities.





What's Happening?!

**Summer
2024**

Date	Name of Event	Description	Location	Time
JUNE				
Thursday, June 6, 2024	BOC	Regular Board Meeting	Weiss	7pm
Friday, June 7, 2024	Woodland Trails Pool Opening	Pool opens for Summer season	Woodland Trails Pool	12pm
Monday, June 10, 2024	Summer Programs	Summer Programs Start	Varies	Varies
Thursday, June 13, 2024	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Friday, June 14, 2024	Country Night at the Pool	Themed evening at the pool	Woodland Trails Pool	6:30-9pm
Thursday, June 20, 2024	BOC	SPECIAL Board Meeting - Park Tour	Weiss	6pm
Friday, June 21, 2024	Red, White & Blue Night at the Pool	Themed evening at the pool	Woodland Trails Pool	6:30-9pm
Friday, June 21, 2024	Live on the Deck	Music with Johnny Burnett	Rob Roy	7-10pm
JULY				
Thursday, July 4, 2024	Weiss & Offices Closed	Weiss & Offices Closed	Varies	NA
Wednesday, July 10, 2024	Storytime in the Park	Collaboration with MPPL (Free)	Sycamore	10-10:30am
Wednesday, July 10, 2024	Blazing Trails Pop Up	Summertime toys and fun activities (Free)	Sycamore	10:30-11:30am
Thursday, July 11, 2024	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Friday, July 12, 2024	Christmas in July Pool Party	Themed night at the pool	Woodland Trails Pool	6:30-9pm
Friday, July 12, 2024	Live on the Deck	Music with Johnny Burnett	Rob Roy	7-10pm
Thursday, July 18, 2024	BOC	Regular Board Meeting	401 Admin Building	7pm
Wednesday, July 17, 2024	Storytime in the Park	Collaboration with MPPL	Sycamore	10-10:30am
Wednesday, July 17, 2024	Blazing Trails Pop Up	Summertime toys and fun activities (Free)	Sycamore	10:30-11:30am
Friday, July 19, 2024	Pool Party with the Police	Themed night with Mount Prospect Police (Free)	Woodland Trails Pool	6:30-9pm
Wednesday, July 24, 2024	Storytime in the Park	Collaboration with MPPL	Sycamore	10-10:30am
Wednesday, July 31, 2024	Storytime in the Park	Collaboration with MPPL	Sycamore	10-10:30am
AUGUST				
Thursday, August 1, 2024	BOC	Regular Board Meeting	401 Admin Building	7pm
Friday, August 2, 2024	Live on the Deck	Music with Acousticity	Rob Roy	7-10pm
Sunday, August 4, 2024	Pool Pass Appreciation Party	Pool party for pass holders	Woodland Trails Pool	10-11am
Tuesday, August 6, 2024	Trailblazers Open House	Preschool Preview	Weiss	6-7pm
Thursday, August 8, 2024	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Saturday, August 10, 2024	Summer Yoga Social	Yoga Event	Rob Roy	9:30am-12pm
Thursday, August 15, 2024	BOC	Regular Board Meeting	401 Admin	7pm
Friday, August 23, 2024	Live on the Deck	Music with Johnny Burnett	Rob Roy	7-10pm
Sunday, August 25, 2024	Last Splash Bash	Pool Closing Event (Free)	Woodland Trails Pool	11am-3pm
Monday, August 26, 2024	Parkour Closed 8/26-9/6	Parkour Closed 8/26-9/6	The Zone	NA
Wednesday, August 28, 2024	Summer Programs	Summer Programs End	Varies	Varies
SEPTEMBER				
Monday, September 2, 2024	Weiss & Offices Closed	Weiss & Offices Closed	Varies	NA
Thursday, September 5, 2024	Decennial Committee	Committee Meeting	401 Admin Building	7pm
Thursday, September 5, 2024	BOC	Regular Board Meeting	401 Admin Building	Immediately After Decennial



415 west golf road
suite 47
arlington heights
illinois 60005

847 806 6526 phone
847 806 6531 fax
www.nwcasa.org

- programs
- advocacy
- counseling
- education
- prevention
- communities
- arlington heights
- barrington
- bartlett
- buffalo grove
- des plaines
- elk grove village
- evanston
- glencoe
- glenview
- golf
- hanover park
- hoffman estates
- inverness
- kenilworth
- lincolnwood
- morton grove
- mount prospect
- niles
- northbrook
- northfield
- palatine
- park ridge
- prospect heights
- rolling meadows
- schaumburg
- skokie
- streamwood
- wheeling
- wilmette
- winnetka

24 hour crisis hotline
888 802 8890



May 8, 2024

River Trails Park District
Crista Altergott
401 E. Camp McDonald Road
Prospect Heights, IL 60070

Dear Crista,

Thank you for your gift certificate donation to Northwest Center Against Sexual Assault (NWCASA) . We sincerely appreciate your ongoing support. It always amazes me to see the community come together and have such great impact. You are helping to improve lives where we live.

Because of community members like you, NWCASA can continue offering crucial, free services to Survivors of sexual harm. Your donation provides hope to those who would otherwise suffer alone at no cost to them. And by assuring cost will not be a barrier, you provide the opportunity for absolutely NO ONE in our community to face the trauma of sexual abuse/assault alone.

It takes each one of us to combat sexual violence, and **we truly cannot do this without you.** Please feel free to reach out with any questions or concerns. I can be reached directly at 847-806-6526 x140 or via email cestrada@nwcasa.org.

Sincerely,

Carrie Estrada

Carrie Estrada, LCSW
Executive Director

P.S. Thank you for being a part of the movement and standing with Survivors in solidarity! If you want to get more involved – reach out to me. We have space for you.

*Northwest CASA is a 501c3 nonprofit organization; therefore your contribution is tax deductible. No goods or services were provided in exchange for your financial donation.



BOARD MEMORANDUM

May 16, 2024

To: Board of Commissioners
From: Bret Fahnstrom, CPRE Executive Director
RE: Resolution 24-05-16 Cyber Security Policy

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

At the May 2 board meeting, staff introduced the Draft Cyber Security Policy for review and comments. Since the meeting, any final edits were made and the attached would be the present Final version of the Cyber Security Policy, which will reside in the Personnel Policy Manual.

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.

Of the brief discussion points at the previous meeting, there were no additions as most of the topics already existed within the document and some of the other topics were not specific to security. We have not included trainings in the policy since cyber security changes rapidly and staff should not be constrained by policy.

Action and Motion Requested

Staff recommends the Board move to approve the River Trails Park District Cyber Security Policy.

RESOLUTION NO. 24-05-16

RIVER TRAILS PARK DISTRICT

RESOLUTION APPROVING AMENDED CYBER SECURITY POLICY

WHEREAS, the River Trails Park District (“District”) is an Illinois park district organized and operating pursuant to the provisions of the Illinois Park District Code (“Code”) (70 ILCS 1205/1-1 et seq.) and all laws amendatory thereof and supplementary thereto; and

WHEREAS, Article 8-1(d) of the Code in relevant part empowers the District’s Board of Park Commissioners (“Board”) to pass all necessary resolutions and ordinances, rules and regulations for the proper management and conduct of the business of the District; and

WHEREAS, the District’s Executive Director has caused the District’s Cyber Security Policies to be updated and amended in order to account for recent changes in state and federal laws, and need for heightened security protocols and said Policy is attached to and incorporated in this Resolution as Exhibit 1.

WHEREAS, the amended policies replace the existing policies 5-3 (Electronic Communications Policy) and 6-28 (Information Systems) from the Personnel Policy Manual.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the River Trails Park District as follows:

SECTION ONE: The recitals contained in the preambles to this Resolution are hereby incorporated into this Resolution as if said preambles were fully set forth within this Section One.

SECTION TWO: The Board hereby approves the amended and restated District’s Cyber Security Policy attached to and incorporated into this Resolution as Exhibit 1.

SECTION THREE: Any and all policies, resolutions or ordinances of the District which may conflict with this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED this 16th day of May, 2024 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Secretary
Board of Park Commissioners
River Trails Park District
Cook County, Illinois

President,
Board of Park Commissioners
River Trails Park District
Cook County, Illinois

STATE OF ILLINOIS)
) ss
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Bret Fahnstrom, do hereby certify that I am the Secretary of the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois and, as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of

RESOLUTION NO. 24-05-16

RIVER TRAILS PARK DISTRICT

RESOLUTION APPROVING AMENDED CYBER SECURITY POLICY

adopted at a duly called regular meeting of the Board of Park Commissioners of the River Trails Park District, held at Prospect Heights, Illinois in said District at 7:00 p.m. on the 16th day of May, 2024.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and 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 and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said River Trails Park District at Prospect Heights, Illinois, this 16th day of May, 2024.

Secretary

[SEAL]

**EXHIBIT NO. 1
RIVER TRAILS PARK DISTRICT
AMENDED 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:

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 district's 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, laptop or mobile) 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 without approval. 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.**

Signature

Date

Printed Name