



## Administration Office

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

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

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September 16, 2024

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, September 19, 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. Invoice 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,

A handwritten signature in black ink, appearing to read "Bret Fahnstrom".

Bret Fahnstrom, CPRE

Executive Director

Enclosures

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

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**September 19, 2024**  
**Immediately after Decennial Committee**

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- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Decennial Committee\*
- V. Approval of Minutes for the Regular Meeting of September 5, 2024\*
- VI. Approval of Paid Invoice List for August 10-September 13, 2024\*
- VII. Communications
  - a. Staff Report: Recreation Department\*
  - b. NWSRA Gala Interest
  - c. IPRA Conference\*
  - d. Miscellaneous Communications\*
- VIII. Old Business
  - a. Resolution No. 24-09-19      A Resolution Approving the Tree Protection Policy\*
- IX. New Business
  - a. 2023 Annual Treasurer's Report for Cook County\*
- 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 FIFTH DAY OF SEPTEMBER 2024, AT 7:00PM**

- I. The President called the meeting to order at 7:20 p.m. and directed Crista Altergott, Administrative Assistant and Risk Management to call the roll. Upon roll being called, the following Commissioners answered present: Leah Lussem, Nancy Parra, Melissa Ackerman and Robert Hoban III. Commissioner Jennifer Rezek was absent. Also present were Executive Director Bret Fahnstrom, Superintendent of Finance & HR David Oswald, Superintendent of Parks Mike Hanley and Superintendent of Communications & Marketing Christine Powles.
- II. Visitors Comments
  - a. none
- III. The Agenda for September 5, 2024, was submitted for approval. Commissioner Ackerman moved to approve said agenda as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- IV. Decennial Committee. No action currently.
- V. Approval of Minutes for the Regular Meeting of August 15, 2024. Commissioner Ackerman moved to approve said minutes as presented. The motion was seconded by Commissioner Hoban. Commissioner Parra called for discussion to review item IX.b, bullet #2. Commissioner Ackerman requested a change to item VIII.a, bullet #3. Both items have been updated in the minutes. Commissioner Parra moved to approve said minutes as amended. The motion was seconded by Commissioner Ackerman and approved by common consent. Commissioner Rezek abstained.
- VI. Approval of the Treasurer's Report for July 2024. Superintendent of Finance & HR David Oswald presented the information which included year to date revenues and expenses. Commissioner Rezek moved to approve the Treasurer's Report for July 2024, as presented. The motion was seconded by Commissioner Ackerman and approved by common consent.
- VII. Communications
  - a. Bi-Annual Foundation Update – Executive Director, Bret Fahnstrom
    - Executive Director Bret Fahnstrom presented details concerning the River Trails Parks Foundation which has grown over the years. The growth is in part due to moving reserve funds to an account to accumulate interest earnings to pay for annual maintenance items.
    - The new Pizza Puzzle Palooza event was a hit with teams eating an 18-inch pizza, drinking 2 pitchers and completing a 300-piece puzzle. 11 teams registered for this fundraising event and the event has a net profit of just over \$1,000.
    - More individuals used the Lions Club donation for swim lessons in 2024. Growing the service by including transportation was discussed.
    - The Trusty Turtle Race was held in August and over 400 turtles were sold. Fahnstrom thanked the Board Members who were able to participate in the event.
    - Th 10<sup>th</sup> Annual OCR is scheduled for Saturday, October 5, 2024.

- b. 2024 Levy & 2025 Budget Calendar (Draft) – Superintendent of Finance & HR, David Oswald
  - Superintendent David Oswald presented the timeline of events to meet requirements for 2024 Tax Levy, 2025 Budget and Appropriations (B & A) and 2025 General Obligations (GO) Bonding. The timeline presented meets all compliance obligations and statutory guidelines. It also provides for at least two viewings of every fund.
  - Commissioner Hoban asked for confirmation on the date the Levy must be done as the last Tuesday in December is the 31<sup>st</sup>. Director Fahnstrom will make an inquiry into the county.
- c. 2025 Consolidated Election – Executive Director, Bret Fahnstrom
  - The 2025 Consolidated Elections will be held on April 1, 2025. The only Board Member up for election is Leah Lussem.
  - Commissioner Hoban inquired on the number of signatures needed. Director Fahnstrom believes the minimum to be 25 but will verify the actual number required. We generally suggest a candidate get 40 minimum just in case.
  - Director Fahnstrom and Administrative Assistant/Risk Manager Crista Altergott will work with the county to provide packets of updated information regarding the Consolidated Election.
- d. IAPD Legislative Updates – Executive Director, Bret Fahnstrom
  - Executive Bret Fahnstrom reviewed the most recent Legislative updates and how they apply to River Trails Park District. One item of interest is SB 2781 / Public Act 103-0923 (Ventura, R. / Huynh, H.) which establishes the Healthy Forests, Wetlands and Prairies Grant Program through IDNR with the goal of restoring degraded forest lands and native prairies. Commissioner Parra finds this grant timely given the District's recent adoption of the Tree Protection Policy.
- e. Miscellaneous Communications – Executive Director, Bret Fahnstrom
  - Executive Director Bret Fahnstrom presented the What's Happening Calendar for September, October, November and December 2024. Key dates are included for Board Meetings, Programs and Special Events.
  - Director Fahnstrom also presented a thank you letter in response to a recent donation provided by River Trails Park District.

## VIII. Old Business

- a. Tamarack Trails Park Master Plan and OSLAD Submittal – Executive Director, Bret Fahnstrom
  - Executive Director Bret Fahnstrom presented the background history and the newest proposal to the Tamarack Trails Park Master Plan which included Board approval of the original plan in 2022. Since then, the plan has been redesigned based on community feedback.
  - Staff presented revised concepts to a community meeting on August 20<sup>th</sup>. The meeting included community members and Commissioner Robert Hoban III. The community feedback was very clear about wanting the layout featured in Concept 2B which includes 4 dedicated pickleball courts, 2 overlay (temporary pickleball courts, a mix of modern and traditional playground features, chess area, baggo area and a shelter.
  - Commissioner Parra inquired if there will be swings for older individuals. Director Fahnstrom replied that the current plan features swings only for smaller children aged 2-5 but other swings could be added. Fahnstrom will verify the age guidelines for the swings.

- Commissioner Parra likes the chess and baggo areas as not everyone may be interested in active leisure. Parra also spoke about the importance of pickleball court netting and inquired if the water fountains will include a doggie bowl. Director Fahnstrom replied affirmative to both items.
- Director Fahnstrom believes the recent changes to the Tamarack Trails Park Master Plan to be a better use of funds and the existing footprint of the area. The concept includes OSLAD worthy improvement which if the OSLAD grant is received, will significantly reduce the amount of costs paid by the District. If the OSLAD grant is not received Fahnstrom suggested two options; wait to complete work until the next grant cycle or break up improvements into smaller segments to reduce the financial burden.
- Director Fahnstrom will take the Board's suggestions and comments back to the architect and will revisit the playground layout, but the Board will not see the revisions before the submittal on Friday, September 13, 2024.
- Commissioner Hoban moved to approve the Tamarack Trails Master Plan as recommended by staff and discussed. Jenifer Rezek seconded the motion. The President directed Crista Altergott, Administrative Assistant and Risk Management to call the roll. Upon the roll being called, the Commissioners voted as follows:

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

NAY: None

ABSENT: None

- Commissioner Hoban moved to approve Tamarack Trails Park Renewal project be submitted for an OSLAD grant. Jenifer Rezek seconded the motion. the President directed Crista Altergott, Administrative Assistant and Risk Management to call the roll. Upon the roll being called, the Commissioners voted as follows:

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

NAY: None

ABSENT: None

## IX. New Business

- a. None

## X. Commissioner Comments

- a. Commissioner Hoban thought the Last Splash Bash was a great event. He received positive feedback about the event overall, but some thought the event was too short. Hoban liked the public meeting for Tamarack as it shows democracy in action and is a good example of civic education. He requested an update on the Willow Trails survey.
- b. Commissioner Parra said it is good to see the community engaged at the community meetings and congratulated the work done at Weiss.
- c. Commissioner Ackerman inquired about the work being done at Weiss and the best time to see the improvements once everything has been completed. Director Fahnstrom replied October would be best as branding has yet to be completed.
- d. Commissioner Lussem alerted the Board that the 505K is scheduled to run through Sycamore Trails Park this Saturday. Superintendent Hanley will make sure to have his team do a pre-run cleanup.

## XI. Executive Session

- a. None

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

a. None

**XIII.** Adjournment. There being no further business to discuss President Leah Lussem adjourned the meeting at 8:10p.m.

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President

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Secretary

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
03563	CRISTA ALTERGOTT								
	MILEAGE - 7/1 - 8/15/2024			08/15/24		72356	08/15/24	70.28	70.28
	01 MILEAGE EXPENSE- 7/1-8/15/24		1010908305304						70.28
	REIMBURSE 8/26/24			08/26/24		72419	08/29/24	39.88	39.88
	01 REIMBURSE-COSTCO ADMIN SUPPLS		1010908005004						39.88
									VENDOR TOTAL: 110.16
03682	AT&T								
	847255128508/2024			08/01/24		72357	08/15/24	70.72	70.72
	01 MSWCC FAX - 7/2 - 8/1/2024		2040908405430						70.72
									VENDOR TOTAL: 70.72
04092	ANDERSON PEST SOLUTIONS								
	66722690			08/06/24		72358	08/15/24	108.00	108.00
	01 PEST CONTROL - BB		2041908505511						108.00
									VENDOR TOTAL: 108.00
05730	ATLAS BOBCAT, LLC								
	H21593			04/24/24		72420	08/29/24	302.45	302.45
	01 SKIDSTER CONTROL ARM REPAIR		1020938505546						302.45
									VENDOR TOTAL: 302.45
10340	BOUNCE HOUSES R US								
	44128			06/26/24		72359	08/15/24	1,008.00	1,008.00
	01 INFLATABLES FOR 8/25/24 EVENT		2031386015410						1,008.00
									VENDOR TOTAL: 1,008.00
12795	CANTEEN REFRESHMENT SERVICES								
	ORD299251			07/30/24		72360	08/15/24	29.95	29.95
	01 MSW COOLER RENTAL		2040908405450						29.95
	ORD304549			08/27/24		72431	09/05/24	29.95	29.95
	01 MSW COOLER RENTAL		2040908405450						29.95
									VENDOR TOTAL: 59.90
12836	CARDMEMBER SERVICE 3091								
	3081/AUG 2024-1ST PYMNT			08/20/24		72402	08/22/24	12,941.05	12,941.05
	01 HP KITCHEN-MENTOR LUNCH-BF		1010908905900						43.63
	02 VENUS PUZZLE-ROTARY EVENT		1010908905910						238.89
	03 AMAZON - OFFICE SUPPLIES		1010908005004						29.45

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	3081/AUG 2024-1ST PYMNT			08/20/24		72402	08/22/24	12,941.05	12,941.05
	04 AMAZON-1ST AID SUPPLIES		2010908005002						15.17
	05 AMAZON - OFFICE SUPPLIES		1010908005004						9.11
	06 AIRBNB-NRPA HOUSING DEPOSIT		1010908305308						133.45
	07 ZOOM-WEB MEETINGS-8/19-9/18/24		1010908605691						47.97
	08 SPOTIFY-FITNESS CLASSES-AUG		1010908605691						11.99
	09 JANF-MOBILE DEV MGMT SW-AUG		1010908605691						84.00
	10 REACH-MARKTNG DEV-FITNESS TV		2010908605690						375.44
	11 PDQ.COM-SW UPDATING & PATCHING		1010908605691						1,575.00
	12 UPWORK-ACCESS CONSULTING		1010908505510						52.50
	13 SMARTWAIVER-ZONE-FIL AUG 29		1010908605691						155.00
	14 AMAZON-PRINTER INK		2010908005005						43.18
	15 LIGHTSPEED-CONCESSION POS-AUG		1010908605691						210.38
	16 PITNEY BOWES-ADMIN LEASE		1010908005001						72.06
	17 PITNEY BOWES-REC LEASE		2010908005001						72.05
	18 ABT-RR BAR & PROSHOP TV'S		2060908005005						1,021.00
	19 ABT-FITNESS ROOM TV		2010908005005						498.00
	20 SPOTIFY-POOL AUDIO-AUG '24		1010908605691						11.99
	21 VERIZON-6/17 - 7/16/24		1010908505531						462.90
	22 UPWORK-ACCESS CONSULTING		1010908505510						31.50
	23 SAM'S CLUB-CONCESSION SNACKS		2043908005042						112.55
	24 SAM'S CLUB-CAMP FINALE SUPPLS		2031355135521						48.86
	25 ALDI - SNACKS		2043908005042						60.23
	26 SAM'S - CAMP MINI SUPPLIES		2031355455521						34.43
	27 SAM'S-PEEWEE SUPPLIES		2031355055521						39.02
	28 SAM'S-CAMP FUN SUPPLIES		2031355005521						94.11
	29 SAM'S-CAMP CIT SUPPLIES		2031355165521						29.85
	30 SAM'S-CAMP CHAMPS SUPPLIES		2031355095521						32.13
	31 AMAZON - YOGA MATS		2040408605615						107.50
	32 EPIC SPORTS-SOCCER NETS		2010908005010						294.06
	33 SAM'S - BAGS AND PLATES		2043908005040						38.46
	34 SAM'S - CONCESSIONS SNACKS		2043908005042						243.42
	35 ALDI - SNACKS		2043908005042						121.77
	36 AMAZON - GLOVES		2043908005040						27.92
	37 WALMART - CAMP FUN SUPPLIES		2031355005521						4.36
	38 ALDI-CAMP PEWEWE GRILL DAY		2031355055521						14.05
	39 ALDI-CAMP FUN GRILL DAY		2031355005521						32.37
	40 ALDI-CAMP CIT GRILL DAY		2031355165521						4.00
	41 ALDI-CAMP CHAMPS GRILL DAY		2031355095521						10.66
	42 AMAZON-BIRTHDAY PARTY SUPPLIES		2042375295521						82.06
	43 AMAZON-BIRTHDAY PARTY SUPPLIES		2042375295521						9.00
	44 SAM'S- CONCESSIONS SNACKS		2043908005042						239.74
	45 ALDI -BAGS		2043908005040						2.19
	46 ALDI - SNACKS		2043908005042						213.80
	47 AMAZON-YOGA MEDICINE BALL&RACK		2040408605615						195.90
	48 SAM'S - FOIL AND BAGS		2043908005040						55.42
	49 SAM'S - SNACKS		2043908005042						551.53
	50 GET AIR-ADVENTURE FIELD TRIP		2031355035410						317.00

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3081/AUG	2024-1ST PYMNT			08/20/24		72402	08/22/24	12,941.05	12,941.05
		51 ALDI - CONCESSIONS SNACKS	2043908005042						200.23
		52 PAYPAL-MAGCS REGISTRTRN-JR	2060928305308						200.00
		53 HOME DEPOT-IRRIGATION REPAIR	2060928005021						51.34
		54 UPS-RR ROOF BID DOCS POSTAGE	4060908705710						38.84
		55 FIRST FENCE-FENCE REPAIR	1020938005012						520.00
		56 AMAZON - CAMP FINALE SUPPLIES	2031355135521						17.97
		57 AMAZON - CAMP FUN CANOPY	2031355005521						574.80
		58 PIZZA PAVIA - CAMP FINALE	2031355135521						51.04
		59 AMAZON - CAMP FINALE SUPPLIES	2031355135521						17.18
		60 AMAZON - CAMP FINALE SUPPLIES	2031355135521						48.18
		61 FUN EXPRESS-POLAR EXPRESS SUPL	2031386235521						129.69
		62 AMAZON - LAST SPLASH SUPPLIES	2031386015521						126.96
		63 MENARDS - CAMP FUN-STORAGE	2031355005521						22.75
		64 AMERICAN BAGEL-CAMP FUN	2031355005521						50.00
		65 AMERICAN BAGEL-PEEWEE	2031355055521						15.00
		66 AMERICAN BAGEL-MINI	2031355455521						15.00
		67 AMERICAN BAGEL-CHAMPS	2031355095521						20.51
		68 WALMART - CAMP FINALE SUPPLIES	2031355135521						98.67
		69 WALGREENS - CAMP FINALE	2031355135521						6.59
		70 ROSE PARTY RENTALS-DUNK TANK	2031355135521						450.00
		71 AMAZON - CAMP FUN SUPPLIES	2031355005521						50.00
		72 AMAZON-CAMP FINALE SUPPLIES	2031355135521						43.94
		73 AMAZON-CAMP PEWEWE SUPPLIES	2031355055521						45.96
		74 AMAZON-PRESCHOOL SUPPLIES	2031320325521						19.36
		75 AMAZON-PRESCHOOL SUPPLIES	2031320325521						74.97
		76 AMAZON-CAMP MINI SUPPLIES	2031355455521						49.83
		77 AMAZON-POOL SAFETY SUPPLIES	2050908005002						70.81
		78 SAM'S-LAST SPLASH CANDY	2031386015521						68.86
		79 SAM'S-CAMP FUN SUPPLIES	2031355005521						30.00
		80 SAM'S-CAMP CHAMPS SUPPLIES	2031355095521						15.00
		81 SAM'S-CAMP PEWEWE SUPPLIES	2031355095521						12.34
		82 ROCK N KIDS-KID ROCK CLASS	2031320425410						36.00
		83 AMAZON-BEFORE/AFTER CAMP SUPPL	2031355015521						183.00
		84 AMAZON-POOL SAFETY SUPPLIES	2050908005002						26.98
		85 AMAZON-CAMP THRIVE SUPPLIES	2031355185521						28.81
		86 AMAZON - CANOPY	2031355005521						139.95
		87 AMAZON - CAMP FINALE SUPPLIES	2031355135521						30.94
		88 AMAZON - LAST SPLASH SUPPLIES	2031386015521						30.94
		89 AMAZON - LAST SPLASH SUPPLIES	2031386015521						203.66
		90 AMAZON - POOL SAFETY SUPPLIES	2050908005002						9.59
		91 AMAZON - PEWEWE CRAFT SUPPLIES	2031355055521						31.60
		92 AMAZON-CHAMPS SUPPLIES	2031355095521						25.08
		93 AMAZON-SCIENCE TAG ON SUPPLS	2031375365521						4.69
		94 JUST FOR FUN RINK-CHAMPS	2031355095410						650.00
		95 PARAMOUNT ARTS-SR TRIP DEPOSIT	2031396615410						150.00
		96 SAM'S-CAMP FUN GRILL DAY	2031355005521						22.76
		97 SAM'S-CAMP CHAMPS GRILL DAY	2031355095521						10.31

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3081/AUG	2024-1ST PYMNT			08/20/24		72402	08/22/24	12,941.05	12,941.05
		98 SAM'S-PEEWEE GRILL DAY	2031355055521						9.87
3081/JUL	2024 PAYMNT #2			07/20/24		72367	08/15/24	8,615.36	8,615.36
		01 AMAZON - OFFICE SUPPLIES	1010908005004						49.36
		02 ANNUAL CHASE MEMBERSHIP FEE	1010908305307						95.00
		03 AMAZON - OFFICE SUPPLIES	1010908005004						40.79
		04 DOLLAR TREE - OFFICE SUPPLIES	1010908005004						9.33
		05 ZOOM-WEB MEETINGS-JUL 2024	1010908605691						47.97
		06 AMAZON - FITNESS TV MOUNT	1010908005005						49.49
		07 SPOTIFY-FITNESS CLASSES-7/2024	1010908605691						11.99
		08 JAMF-MOBILE DEVICE MGMT-JUL	1010908605691						84.00
		09 SMARTWAIVER-ZONE-AUG 2024	1010908605691						155.00
		10 SHOPKEEP-CONCESSION POS-JUL 24	1010908605691						210.38
		11 VERIZON - 5/17 - 6/16/2024	1010908505531						485.92
		12 SPOTIFY-POOL AUDIO-JUN 2024	1010908605691						10.99
		13 PROCTORU-PESTICIDE LICNSE-JH	1020938305309						24.00
		14 AUTO ZONE-BLINKER TRAILER	1020938005016						24.24
		15 AUTO ZONE-BUS #1 ABS LIGHT FIX	2010908505545						102.97
		16 AUTO ZONE-BUS #2 A/C FIX	2010908505545						230.99
		17 AMAZON - NITRILE GLOVES	1020938605614						62.60
		18 CENTRAL TURF - FERTILIZER	1020938005025						53.80
		19 AMAZON-PRESSURE WASHER ADAPTRS	1020938705721						68.28
		20 PROCTORU-OPERATR LIC TEST-NICK	1020938305309						24.00
		21 AMAZON - PRESSURE WASHER	1020938705721						346.49
		22 AMAZON - STRING TRIMMER REPAIR	1020938005016						20.95
		23 AMAZON - STRING TRIMMER REPAIR	1020938005016						24.99
		24 MASON DYNAMICS	1020938005012						860.91
		25 AMAZON - REPLACEMENT VISOR	1020938605614						18.99
		26 AMAZON-STICKER NUMBERS VEHICLS	1020938005015						33.80
		27 U OF I-PESTICIDE CLASS-NICK&EV	1020938305309						45.00
		28 AMAZON-CONE HOLDER-CHIPPER	1020938005016						24.95
		29 AMAZON-DELCO STARTER-RETURN	1020938005016						-168.56
		30 CARY COMPANY-GARBAGE BARRELS	1020938005012						588.40
		31 AMAZON - OFFICE SUPPLIES	2060928005004						39.34
		32 AMAZON - CHEM GLOVES	2060928605614						68.99
		33 AMAZON - SOCKET - RETURN	2060928005013						-27.88
		34 IAPD-GRANT WEBINAR-DAVID O.	1010908305308						6.00
		35 AMAZON - FLUKE THERMOMETER	2050908005013						224.09
		36 WALMART-CUSTODIAL FITNESS SUPL	2040408105206						26.93
		37 MP CHAMBER-SEMINAR-STEVE S.	1010908305308						10.00
		38 4IMPRINT - GIVEAWAYS	1010908505570						955.88
		39 FACEBOOK - POSTS	1010908505570						50.00
		40 CHASE SECURITY-WIRE GUARDS	2041908005013						238.82
		41 AUTODOORHD-ADA DOOR CONTROL	2410908705710						81.75
		42 AMAZON-WACKY SCIENCE SUPPLS	2031375365521						243.14
		43 AMAZON-CAMP FUN CRAFT SUPPLIES	2031355005521						200.00
		44 AMAZON-PEEWEE CRAFT SUPPLIES	2031355055521						12.77



FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3081	JUL 2024	PAYMNT #2		07/20/24		72367	08/15/24	8,615.36	8,615.36
	45	AMAZON-B/A CAMP SUPPLIES	2031355015521						7.49
	46	AMAZON-CAMP CHAMPS SUPPLIES	2031355095521						18.99
	47	AMAZON-CAMP FUN SUPPLIES	2031355005521						279.99
	48	AMAZON-CAMP MINI SUPPLIES	2031355455521						102.28
	49	JEWEL-SOCIAL COMMITTEE SUPPLS	1010908905525						54.74
	50	AMAZON-POOL VOLLEYBALL INFLTBL	2050908605615						47.89
	51	BP - ICE FOR CAMP	2031355015521						11.85
	52	MICHAELS-CAMP FUN CRAFT SUPPLS	2031355005521						14.48
	53	ALDI-PEEWEE GRILL DAY SUPPLS	2031355055521						8.62
	54	ALDI-CAMP FUN GRILL DAY SUPPLS	2031355005521						15.74
	55	ALDI-CHAMPS GRILL DAY SUPPLIES	2031355095521						5.34
	56	AMAZON-SCIENCE TAG ON SUPPLIES	2031375365521						56.03
	57	AMAZON-SCIENCE TAG ON SUPPLIES	2031375365521						10.75
	58	GLENVIEW PD-PATHFINDERS TRIP	2031355185410						14.50
	59	COSTCO-CAMP FUN GRILL DAY	2031355005521						94.88
	60	COSTCO-PEEWEE GRILL DAY	2031355055521						27.00
	61	COSTCO-CHAMPS GRILL DAY	2031355095521						35.00
	62	COSTCO-CAMP CIT GRILL DAY	2031355165521						20.00
	63	COSTCO-SOCIAL COMMITTEE SUPPLS	1010908905525						165.21
	64	AMAZON-CAMP THRIVE SUPPLIES	2031355185521						39.98
	65	AMAZON-CAMP FUN SUPPLIES	2031355005521						24.99
	66	WALGREENS - SUPPLIES	2031355005521						10.77
	67	AMAZON - SWIM TEAM SUPPLIES	2050517045521						21.99
	68	AMAZON - CAMP CHAMPS SUPPLIES	2031355095521						43.96
	69	AMAZON - POOL SAFETY SUPPLIES	2050908005002						27.99
	70	AMAZON - CAMP CHAMPS SUPPLIES	2031355095521						399.98
	71	AMAZON - CANOPY TENT	2041908605615						146.95
	72	AMAZON - CAMP MINI SUPPLIES	2031355455521						9.60
	73	AMAZON - CAMP PEWEE SUPPLIES	2031355055521						10.71
	74	AMAZON - CAMP FUN SUPPLIES	2031355005521						26.18
	75	AMAZON - CAMP ADVENTURE SUPPLS	2031355035521						3.19
	76	AMAZON - CAMP CIT SUPPLIES	2031355165521						2.55
	77	AMAZON - CAMP CHAMPS SUPPLIES	2031355095521						8.94
	78	AMAZON - PATHFINDERS SUPPLIES	2031355185521						2.68
	79	AMAZON-POOL EVENT SUPPLIES	2050517065521						63.96
	80	AMAZON - POOL - GLOVES	2050908005002						70.81
	81	WALMART - CARTS	2040908605615						104.00
	82	WALMART - STAPLER	2010908005004						21.56
	83	WALMART - TOYS	2031355005521						15.16
	84	AMAZON - SLIME TAG ON SUPPLIES	2031375365521						171.07
	85	AMAZON - SLIME TAG ON SUPPLIES	2031375365521						43.98
	86	AMAZON - POOL EVENT SUPPLIES	2050517065521						43.72
	87	HOBBY LOBBY - PROGRAM SUPPLS	2031355005521						60.92
	88	COSTCO - CAMP FUN SUPPLIES	2031355005521						40.96
	89	AMAZON - AFTER CAMP SUPPLIES	2031355015521						14.99
	90	AMAZON - POOL-SAFETY SUPPLIES	2050908005002						17.76
	91	AMAZON-POOL SAFETY SUPPLIES	2050908005002						9.30

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3081	JUL 2024	PAYMNT #2		07/20/24		72367	08/15/24	8,615.36	8,615.36
	92	AMAZON-POOL EVENT SUPPLIES	2050517065208						8.99
	93	LIFEGUARD STORE-UNIFORMS	2050908005008						165.09
	94	SP FAUXSTONESHEETS-SIDING SMPL	4060908705710						50.00
	95	ISA-MEMBERSHIP-MIKE HANLEY	1020938305308						175.00
VENDOR TOTAL:									21,556.41
13293		CDW-GOVERNMENT, INC.							
	AA1519S	01 COMPUTER SPEAKERS-VIDEO CAM	2010908005005	08/16/24		72421	08/29/24	598.33	145.15
	ST77273	01 WEBCAMS	2010908005005	08/09/24		72421	08/29/24	598.33	145.15
VENDOR TOTAL:									598.33
14318		CITY OF PROSPECT HEIGHTS							
	2.0355.00/AUG 2024	01 RR MAINT GARAGE-7/1-8/1/24	2060928405450	08/15/24		72403	08/22/24	195.80	51.92
	2.0357.00/AUG 2024	01 RRCH - 7/1 - 8/1/2024	2060908405450	08/15/24		72403	08/22/24	195.80	51.92
VENDOR TOTAL:									195.80
15167		COLLEY ELEVATOR COMPANY							
	263641	01 ELEVATOR INSPECTION	2060908505530	08/01/24		72368	08/15/24	408.00	408.00
VENDOR TOTAL:									408.00
15209		COMCAST							
	001001419678	01 ADMIN - 8/15 - 9/14/2024	1011908405430	08/15/24		72422	08/29/24	4,065.11	4,065.11
		02 MAINT - 8/15 - 9/14/24	1020938405430						739.11
		03 WCTR - 8/15 - 9/14/2024	2040908405430						369.56
		04 BB - 8/15 - 9/14/2024	2041908405430						1,231.85
		05 ZONE - 8/15 - 9/14/2024	2042908405430						369.56
		06 POOL - 8/15 - 9/14/2024	2050908405430						985.48
VENDOR TOTAL:									4,065.11
15210		COMCAST CABLE							
	0008566/AUG 2024	01 MSW CABLE - 8/1-8/31/24	2010908505590	08/10/24		72404	08/22/24	594.28	194.74
VENDOR TOTAL:									194.74

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0154057/AUG 2024			08/10/24		72404	08/22/24	594.28	330.68
	01 RR CABLE-8/17-9/16/24		2060908505590						330.68
	0555113/AUG 2024			08/10/24		72404	08/22/24	594.28	68.86
	01 ELEVATR EMER LINE-8/14-9/13/24		2060908405430						68.86
	0555402/AUG 2024			08/22/24		72423	08/29/24	63.72	63.72
	01 ADMIN FAX LINE-8/26 - 9/25/24		1011908405430						63.72
	1039503/AUG 2024			08/26/24		72432	09/05/24	199.86	199.86
	01 ZONE CABLE - 8/30-9/29/24		2010908505590						199.86
									VENDOR TOTAL:
									857.86
15270	COMMONWEALTH EDISON								
	0105494000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	180.01
	01 RR MAINT - 7/15-8/13/24		2060928405440						180.01
	1358754000/AUG 2024			08/12/24		72369	08/15/24	12,367.97	2,609.06
	01 ZONE - 7/12 - 8/12/2024		2042908405440						2,609.06
	2667284000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	395.79
	01 ADMIN - 7/15 - 8/13/2024		1011908405440						395.79
	3408108000/AUG 2024			08/06/24		72369	08/15/24	12,367.97	9,516.19
	01 MSW - 7/7 - 8/5/2024		2040908405440						6,023.02
	02 POOL - 7/7 - 8/5/2024		2050908405440						3,302.86
	03 PARKS - 7/7 - 8/5/2024		1020938405440						190.31
	3693724000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	548.53
	01 BB - 7/15 - 8/13/2024		2041908405440						548.53
	7083694000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	1,660.79
	01 RR - 7/15 - 8/13/2024		2060908405440						1,660.79
	7163452000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	339.11
	01 RR PUMPHOUSE-7/15 - 8/13/24		2060928405440						339.11
	7612161222/AUG 2024			08/13/24		72405	08/22/24	3,186.59	29.93
	01 WATER FOUNTAIN-7/15 - 8/13/24		2060908405440						29.93
	9350814000/AUG 2024			08/13/24		72405	08/22/24	3,186.59	32.43
	01 RR MAINT - 7/15-8/13/24		2060928405440						32.43
	9549922000/AUG 2024			08/12/24		72369	08/15/24	12,367.97	242.72
	01 SYCAMORE - 7/12 - 8/12/24		1020938405440						242.72

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
									VENDOR TOTAL:
									15,554.56
23383	JEFF ELLIS & ASSOCIATES, INC.								
	20122528			08/05/24		72370	08/15/24	1,300.00	1,300.00
	01 AUGUST POOL AUDIT		2050908505551						1,300.00
									VENDOR TOTAL:
									1,300.00
26634	EXPERT ROOFING, INC - CHICAGO								
	JOB-31298			08/07/24		72371	08/15/24	150.00	150.00
	01 ZONE - SKYLIGHT REPAIR		2042908505511						150.00
									VENDOR TOTAL:
									150.00
28616	FLOOD BROTHERS								
	7656368			08/07/24		72372	08/15/24	364.96	296.02
	01 RRCH - TRASH SERVICE		2060908505535						296.02
	7656443			08/07/24		72372	08/15/24	364.96	68.94
	01 RR MAINT - TRASH SERVICE		2060908505535						68.94
									VENDOR TOTAL:
									364.96
29361	FRIENDLY FARMS, LTD								
	5503			08/25/24		72373	08/15/24	1,000.00	1,000.00
	01 PETTING ZOO - 8/25/2024 EVENT		2031386015410						1,000.00
									VENDOR TOTAL:
									1,000.00
31300	GILIO LANDSCAPE CONTRACTORS								
	9803			08/04/24		72374	08/15/24	9,246.00	9,246.00
	01 MOW CONTRACT - JULY 2024		1020938505534						9,246.00
									VENDOR TOTAL:
									9,246.00
31922	GOLD MEDAL CHICAGO ML30								
	417331			08/07/24		72375	08/15/24	598.47	598.47
	01 NACHO TRAYS		2043908005040						59.50
	02 SNACKS		2043908005042						538.97
									VENDOR TOTAL:
									598.47
32341	GRAND PRAIRIE TRANSIT-ELK GROV								
	INV1021546			07/10/24		72376	08/15/24	1,952.50	275.00
	01 CAMP MINI - 7/10/24 FIELD TRIP		2031355455417						275.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	INV1021547	01 CAMP FUN - 7/11/24 FIELD TRIP	2031355005417	07/11/24		72376	08/15/24	1,952.50	357.50 357.50
	INV1021548	01 CAMP PEEWEE-7/12/24 FIELD TRIP	2031355055417	07/12/24		72376	08/15/24	1,952.50	288.75 288.75
	INV1021549	01 CAMP FUN - 7/12/24 FIELD TRIP	2031355005417	07/12/24		72376	08/15/24	1,952.50	357.50 357.50
	INV10215550	01 CAMP CHAMPS-7/19/24 FIELD TRIP	2031355095417	07/19/24		72376	08/15/24	1,952.50	330.00 330.00
	INV1021562	01 CAMP CHAMPS-7/31/24 FIELD TRIP	2031355095417	07/31/24		72376	08/15/24	1,952.50	206.25 206.25
	INV1021563	01 CAMP MINI - 7/31/24 FIELD TRIP	2031355455417	07/31/24		72376	08/15/24	1,952.50	137.50 137.50
							VENDOR TOTAL:		1,952.50
34070	HALOGEN SUPPLY CO., INC.								
	00615116	01 VAC REPAIR	2050908005013	06/12/24		72377	08/15/24	315.69	315.69 315.69
							VENDOR TOTAL:		315.69
36452	HINCKLEY SPRINGS								
	2540373	082524 01 ADMIN DRINKING WATER	1011908405450	08/25/24		72433	09/05/24	77.94	77.94 77.94
							VENDOR TOTAL:		77.94
37193	HOME DEPOT CREDIT SERVICES								
	5021223	01 BOLTS & NUTS FOR FUTSOL	1020938005012	07/10/24		72378	08/15/24	129.94	57.16 57.16
	6025865	01 VACUUM REPAIR	2043908005023	06/29/24		72378	08/15/24	129.94	42.95 42.95
	8010765	01 VACUUM FILTER	2043908005023	07/17/24		72378	08/15/24	129.94	24.97 24.97
	8071108	01 OUTLET	1011908005013	07/17/24		72378	08/15/24	129.94	4.86 4.86

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:		129.94
39695	IDLEWOOD ELECTRIC SUPPLY								
	INV136793	01 SECURITY LIGHTS	2060928005013	07/10/24		72424	08/29/24	137.35	137.35 137.35
							VENDOR TOTAL:		137.35
41772	ILLINOIS-AMERICAN WATER CO.								
	21000090305/AUG 2024	01 BB - 7/10 - 8/7/2024	2041908405450	08/09/24		72379	08/15/24	188.07	163.94 163.94
	210002817551/AUG 2024	01 SYCAMORE - 7/10 - 8/8/2024	1020938405450	08/14/24		72406	08/22/24	148.77	43.11 43.11
	210003557654/AUG 2024	01 WOLF RD PIT - 6/29 - 7/31/2024	1020938405450	08/06/24		72379	08/15/24	188.07	24.13 24.13
	220039031936/AUG 2024	01 ASPEN - 7/10 - 8/8/2024	1020938405450	08/14/24		72406	08/22/24	148.77	24.15 24.15
	220039031943/AUG 2024	01 MAYA - 7/10 - 8/8/2024	1020938405450	08/12/24		72406	08/22/24	148.77	81.51 81.51
							VENDOR TOTAL:		336.84
41788	ILLINOIS STATE POLICE								
	REPLENISH - 8/22/24	01 REPLENISH BACKGROUND CHECKS	1010908505501	08/22/24		72407	08/22/24	600.00	600.00 600.00
							VENDOR TOTAL:		600.00
41789	ILLINOIS TOLLWAY								
	VNS106892886	01 REC BUS - IPASS TOLL CHARGES	2010908505547	08/08/24		72380	08/15/24	62.65	62.65 62.65
							VENDOR TOTAL:		62.65
45619	J & M GOLF								
	0708146-IN	01 PRO-SHOP GOLF MERCH	2060608005058	08/13/24		72408	08/22/24	416.29	416.29 416.29
	0708459-IN	01 GOLF MISC MERCH	2060608005058	08/16/24		72425	08/29/24	150.22	150.22 150.22

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	566.51
47527	JSD PROFESSIONAL SERVICES INC								
	12376	01 TAMARACK-PICKLEBALL-THRU 8/2	4026938705710	08/15/24		72381	08/15/24	1,450.00	700.00 700.00
	12405	01 TAMARACK OSLAD GRANT THRU 8/2	4026938705710	08/15/24		72381	08/15/24	1,450.00	750.00 750.00
								VENDOR TOTAL:	1,450.00
48261	MAGIC OF GARY KANTOR								
	8/15/2024 CLASS								
	01 YOUNG MAGICIANS-8/16/24		2031375425410	08/21/24		72409	08/22/24	35.00	35.00 35.00
								VENDOR TOTAL:	35.00
48462	KEARNS DESIGN GROUP								
	1032167	01 BUS DESIGN	1010908505510	07/23/24		72382	08/15/24	5,302.70	875.00 875.00
	1032168	01 SUMMER BROCHURE, POSTCARD	2010908505571	07/24/24		72382	08/15/24	5,302.70	4,302.70 4,302.70
	1032169	01 BROCHURE LAYOUT	1010908505570	07/13/24		72382	08/15/24	5,302.70	125.00 125.00
								VENDOR TOTAL:	5,302.70
50153	JASON KOLLUM								
	BUBBLE SHOW DEP-10/25/24								
	01 BUBBLE SHOW DEPOSIT-10/25/24		2031386005410	08/29/24		72426	08/29/24	247.50	247.50 247.50
								VENDOR TOTAL:	247.50
54590	MARCO'S PIZZA								
	AUG 2024-CONCESSIONS								
	01 AUG '24 CONCESSIONS PIZZA		2043908005042	09/02/24		72434	09/05/24	1,046.94	1,046.94 1,046.94
								VENDOR TOTAL:	1,046.94
56664	MENARDS								
	38059	01 TRAVERSE WELL PLYWOOD	2031386185521	07/23/24		72383	08/15/24	309.39	231.44 231.44

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	38401	01 EMERGENCY LIGHTS	2060908005013	07/30/24		72383	08/15/24	309.39	49.96 49.96
	38687	01 AIR FRESHNER	2041908005013	08/05/24		72436	09/05/24	307.12	3.79 3.79
	38698	01 IMP DRIVER	1020938005009	08/05/24		72383	08/15/24	309.39	27.99 27.99
	39044	01 ALCOVE WOOD REPAIR	2040908005013	08/12/24		72436	09/05/24	307.12	51.35 51.35
	39047	01 CLOSET DOOR REPAIR	2041908005013	08/12/24		72436	09/05/24	307.12	22.95 22.95
	39072	01 CAMP FINALE SUPPLIES	2031355135521	08/12/24		72410	08/22/24	92.88	29.97 29.97
	39087	01 CLOSET REPAIR	2041908005013	08/13/24		72436	09/05/24	307.12	13.04 13.04
	39132	01 CAMP FUN - STORAGE BINS	2031355005521	08/13/24		72410	08/22/24	92.88	62.91 62.91
	39144	01 PLYWOOD	2042908705710	08/14/24		72436	09/05/24	307.12	19.89 19.89
	39376	01 WASP SPRAY	1020938005025	08/19/24		72436	09/05/24	307.12	23.92 23.92
	39495	01 TURF REPAIR	2060648005013	08/21/24		72436	09/05/24	307.12	14.58 14.58
	39504	01 TURF REPAIR	2060648005013	08/21/24		72436	09/05/24	307.12	15.60 15.60
	39521	01 DOOR LOCKS	2040908005013	08/21/24		72436	09/05/24	307.12	29.94 29.94
	39549	01 WALL PATCH	2042908705710	08/22/24		72436	09/05/24	307.12	8.98 8.98
	39733	01 PLEXIGLASS	2042908705710	08/26/24		72436	09/05/24	307.12	56.42 56.42

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	39790	01 PAINT AND MASKS	1020938705721	08/27/24		72436	09/05/24	307.12	35.14 35.14
	39794	01 PARKOUR REPAIR	2042908705710	08/27/24		72436	09/05/24	307.12	11.52 11.52
							VENDOR TOTAL:		709.39
58608		MT. PROSPECT PAINT							
	00140926	01 DOOR PAINT	2040908005013	07/16/24		72384	08/15/24	23.44	23.44 23.44
	00142536	01 WEISS PAINT	4040908705710	08/23/24		72427	08/29/24	6,631.50	6,631.50 6,631.50
							VENDOR TOTAL:		6,654.94
61201		NICOR GAS							
	23032700009/AUG 2024	01 POOL - 7/23 - 8/23/2024	2050908405420	08/23/24		72428	08/29/24	2,604.28	1,781.93 1,781.93
	30532700009/AUG 2024	01 ZONE - 7/18 - 8/19/2024	2042908405420	08/19/24		72428	08/29/24	2,604.28	147.60 147.60
	34132700005/AUG 2024	01 MAINT GARAGE- 7/23 - 8/22/2024	1020938405420	08/22/24		72428	08/29/24	2,604.28	51.70 51.70
	40383400005/AUG 2024	01 RR MAINT - 7/23 - 8/22/2024	2060928405420	08/22/24		72428	08/29/24	2,604.28	148.36 148.36
	51284400002/AUG 2024	01 RR - 7/19 - 8/20/2024	2060908405420	08/20/24		72428	08/29/24	2,604.28	229.56 229.56
	63152647903/AUG 2024	01 ADMIN - 7/23 - 8/22/2024	1011908405420	08/22/24		72428	08/29/24	2,604.28	46.94 46.94
	83132700002/AUG 2024	01 MSWCC - 7/23 - 8/22/2024	2040908405420	08/22/24		72428	08/29/24	2,604.28	198.19 198.19
	88472700009/AUG 2024	01 BB - 7/16 - 8/15/24	2041908405420	08/15/24		72411	08/22/24	44.30	44.30 44.30
							VENDOR TOTAL:		2,648.58
61224		NORTHWEST SPECIAL RECREATION							
	2024 THIRD INSTALLMENT	01 2024 - THIRD INSTALLMENT	2410908505592	08/15/24		72437	09/05/24	26,652.00	26,652.00 26,652.00

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:		26,652.00
66102		OPEN KITCHENS							
	03633	01 LUNCHES FOR JR GOLF LEAGUE	2060611875410	08/12/24		72385	08/15/24	666.00	666.00 666.00
							VENDOR TOTAL:		666.00
66575		DAVID OSWALD							
	REIMBURSEMENT-9/4/24	01 PAYCOM-MANAGER TRAINING SHACKS	1010908905900	09/04/24		72438	09/05/24	48.91	48.91 48.91
							VENDOR TOTAL:		48.91
69590		PDRMA							
	0724138H	01 HEALTH,DENTL,VIS&LIFE-IAD	1010908305301	07/31/24		72412	08/22/24	19,770.40	19,770.40 3,567.19
		02 HEALTH,DENTL,VIS&LIFE-PARKS	1020938305301						7,178.25
		03 HEALTH,DENTL,VIS&LIFE-REC	2010908305301						8,040.13
		04 HEALTH,DENTL,VIS&LIFE-GOLF	2060908305301						984.83
	0824138H	01 HEALTH,DENTL,VIS&LIFE-IAD	1010908305301	08/31/24		72439	09/05/24	19,770.40	19,770.40 3,567.19
		02 HEALTH,DENTL,VIS&LIFE-PARKS	1020938305301						7,178.25
		03 HEALTH,DENTL,VIS&LIFE-REC	2010908305301						8,040.13
		04 HEALTH,DENTL,VIS&LIFE-GOLF	2060908305301						984.83
							VENDOR TOTAL:		39,540.80
70250		PETTY CASH							
	2024 COIN SPLASH	01 ANNUAL LAST SPLASH COINS	2031386015521	08/12/24		72386	08/15/24	1,000.00	300.00 300.00
	2024 TURTLE RACE AWARDS & BANK	01 ANNUAL TURTLE RACE AWARDS	1010100152300	08/12/24		72386	08/15/24	1,000.00	700.00 500.00
		02 BANK FOR TURTLE SALES	2010100101104						200.00
							VENDOR TOTAL:		1,000.00
71976		PROFORMA							
	BP99010911A	01 REC APPAREL - BEANIES	2010908905008	08/09/24		72387	08/15/24	211.46	211.46 211.46
							VENDOR TOTAL:		211.46

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
73351		RANGE SERVANT AMERICA INC.							
	136340	01 DRIVING RANGE SUPPLIES	2060648005024	08/14/24		72413	08/22/24	4,561.00	4,561.00 4,561.00
								VENDOR TOTAL:	4,561.00
74850		ROBBINS SCHWARTZ							
	979472	01 BOARD GOVERNANCE	1010908505520	05/06/24		72414	08/22/24	307.50	200.00 200.00
	988474	01 BOARD GOVERNANCE THRU 7/31/24	1010908505520	08/05/24		72414	08/22/24	307.50	107.50 107.50
								VENDOR TOTAL:	307.50
77944		SECOND CHANCE CARDIAC SOLUTION							
	24-008-4744			08/26/24		72440	09/05/24	996.00	996.00 285.00 142.00 142.00 71.00 356.00
		01 GENERAL REC SAFETY SUPPLIES	2010908005002						
		02 PARKS MAINT SAFETY SUPPLIES	1020938005002						
		03 WEISS SAFETY SUPPLIES	2040908005002						
		04 BB SAFETY SUPPLIES	2041908005002						
		05 RR SAFETY SUPPLIES	2060908005002						
								VENDOR TOTAL:	996.00
78114		SERVICE SANITATION, INC							
	8847881	01 WILLOW PORTAPOTTIE	1020938505530	08/07/24		72388	08/15/24	1,360.00	340.00 340.00
	8888267	01 HFL TOURNAMENT-PORTAPOTTIES	2010908005010	08/12/24		72388	08/15/24	1,360.00	1,020.00 1,020.00
	8921948	01 PORTAPOTTIE - WILLOW	1020938505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921949	01 PORTAPOTTIE - TAMARACK	2060908505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921950	01 PORTAPOTTIE - ASPEN	1020938505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921951	01 PORTAPOTTIE - INDIAN GROVE	2060908505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921952	01 PORTAPOTTIE - RRCG	2060908505530	08/16/24		72416	08/22/24	834.30	185.40 185.40

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	8921953	01 PORTAPOTTIE - WOODLAND	1020938505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921954	01 PORTAPOTTIE - SYCAMORE	1020938505531	08/16/24		72416	08/22/24	834.30	92.70 92.70
	8921955	01 PORTAPOTTIE - BURNING BUSH	2010908505530	08/16/24		72416	08/22/24	834.30	92.70 92.70
								VENDOR TOTAL:	2,194.30
79198		SITEONE LANDSCAPE SUPPLY, LLC							
	143912686-001			07/15/24		72389	08/15/24	683.19	683.19 567.63 115.56
		01 HERBICIDE/INSECTICIDE	2060928005025						
		02 DRAINAGE	2060928005021						
								VENDOR TOTAL:	683.19
81793		MADISON STOMPOR							
	BALLOON8625			08/15/24		72390	08/15/24	275.00	275.00 275.00
		01 BALLOON ANIMALS-9/25/24 EVENT	2031386015410						
								VENDOR TOTAL:	275.00
82240		SUPERHERO PARKOUR ACADEMY LLC							
	JUNE 2024	PARTIES/FT'S/RNTLS/OG		08/29/24		72429	08/29/24	12,473.00	12,473.00 8,255.00 115.00 1,782.50 2,320.50
		01 BIRTHDAY PARTIES	2042705295410						
		02 RENTALS	2042900035410						
		03 FIELD TRIPS	2042900035410						
		04 OPEN GYM	2042702445410						
								VENDOR TOTAL:	12,473.00
83149		TALLGRASS RESTORATION, LLC							
	2032985			07/26/24		72391	08/15/24	1,003.75	1,003.75 1,003.75
		01 INVASIVE PLANT CONTROL	1020938505534						
								VENDOR TOTAL:	1,003.75
83289		TAYLOR MADE							
	37647919			07/31/24		72392	08/15/24	186.00	186.00 186.00
		01 PRO SHOP GOLF BALLS	2060609005055						
								VENDOR TOTAL:	186.00

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
83696	TEMPLE & ASSOCIATES								
	24-10535	01 M365 LICENSING & USERS-JUL '24	1010908605691	07/31/24		72393	08/15/24	1,414.46	873.50 873.50
	24-10536	01 CLOUD BACKUP/STORAGE	1010908605691	07/31/24		72393	08/15/24	1,414.46	284.96 284.96
	24-10537	01 EDR-ANTIVIRUS-JUL '24	1010908605691	07/31/24		72393	08/15/24	1,414.46	256.00 256.00
	24-10551	01 MICROSOFT SHAREPOINT MIGRATION	1010908505510	08/15/24		72417	08/22/24	9,156.25	9,156.25 9,156.25
	24-10618	01 M365 USER LICENSING-AUG 2024	1010908605691	08/31/24		72441	09/05/24	1,418.46	873.50 873.50
	24-10619	01 CLOUD BACKUPS-USERDATA&EMAIL	1010908605691	08/31/24		72441	09/05/24	1,418.46	284.96 284.96
	24-10620	01 SENTINEL 1-EDR-AUG 2024	1010908605691	08/31/24		72441	09/05/24	1,418.46	260.00 260.00
							VENDOR TOTAL:		11,989.17
88128	UNIVAR USA INC								
	52303024	01 CHLORINE	2050908005022	08/02/24		72394	08/15/24	1,123.19	1,123.19 1,123.19
							VENDOR TOTAL:		1,123.19
90330	VILLAGE OF MT. PROSPECT								
	1132-004/AUG 2024	01 ZONE - 7/9 - 8/6/2024	2042908405450	08/15/24		72418	08/22/24	106.78	106.78 106.78
							VENDOR TOTAL:		106.78
92273	WAREHOUSE DIRECT								
	5764259-0	01 CUSTODIAL SUPPLY	2050908005023	07/31/24		72395	08/15/24	215.31	196.11 196.11
	5764642-0	01 POOL BLEACH	2050908005023	07/31/24		72395	08/15/24	215.31	19.20 19.20
							VENDOR TOTAL:		215.31

FROM 08/10/2024 TO 09/13/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
94771	WIRED UP ROBOTICS LLC								
	24001	01 ROBOTICS CAMP - SUMMER 2024	2031343575410	08/21/24		72430	08/29/24	1,771.00	1,771.00 1,771.00
							VENDOR TOTAL:		1,771.00
							TOTAL --- ALL INVOICES:		185,833.56



## **MEMORANDUM**

To: Board of Commissioners  
From: Patti Mitchell, Superintendent of Recreation Operations  
RE: Recreation Operations Report for July and August 2024

Date: 9.16.2024

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### ***Patti Mitchell – Superintendent of Recreation***

What happened to the summer? It always goes so fast! These are the things I am working on:

- I put together the brochure series for 2025 sent that to staff
- Wage scale and cost per hour along with Budget prep and capital
- Helping with some things on Paycom prep

End of summer prep work:

- Volunteer quit forms
- Staff and program evaluations

Fall brochure also registration started

We had a great summer overall with all the staff changing their responsibilities. I am extremely proud of the rec team. Justin did an excellent job moving up. Cassidy being new to River Trail has done a great job.

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### ***Vance Violante – Recreation Manger of Facilities & Athletics***

**Concessions** – The summer concession stand wrapped up with a huge day on Aug 25<sup>th</sup>. We brought in the 2<sup>nd</sup> most revenue of any day this summer (\$1,622) in just five hours. The busiest hour was from 1-2p when we brought in \$679 which was more than 28 full days this summer. Another bright spot this summer was camp lunches which created some logistical challenges from a staffing and product standpoint. We set a record for selling 1,991 lunches which is 609 more than then last year's previous high or 44% more. Overall, we are very happy with the small amount of food not purchased, we will sell and or use it over the next few months for a variety of events, outings or staff appreciation.

#### **Miscellaneous**

- Fall Fields – We have the fall field schedules setup for rentals. Unfortunately, this year is a bit lighter than in the past. BVB (Kuba) soccer has downsized his club and Arlington Heights Thunder softball did not book as many dates as they have the last few years. We had a few good leads but nothing new came together.
- Assisted with fitness club renovations with the purchasing of yoga ball rack, dumbbell rack, medicine ball rack and yoga mats.
- OCR preparations continue with course layout, administration tasks, volunteers, banners / signage info to Christine etc. Registration is on par with past years at this point
- Turtle race – Oversaw assigning turtle numbers, organizing turtles and day of tasks. 429 total turtles purchased which is down 70 from a year ago.



***Eileen Meyers – Customer Experience Manager***

Dee made it through the summer season. I guess she is here to stay. Now I am focusing on her training for class cancellations and refund procedures.

I implemented a front desk survey for the staff to hand out to patrons this past summer. We received 117 surveys back. And the results are:

- Very Satisfied 101
- Satisfied 15
- Okay 1

Kudos to the front desk staff. I continue to emphasize to the staff the importance of the customer experience. Tallys for; Refund Fees collected June-August was \$415.00. Set up 2088 camp accounts for autopay and collected 100% of the fees.

***Justin Slade – Manager of Camps and Aquatics***

**Special Events**

- Assisted and attended the Pool Party with the Police and Christmas in July.
- Organized and ran The Last Splash Bash, held on Sunday, August 25 from 11am-3pm. This 80's themed event included face painting, inflatables, games, music, petting zoo, balloon twister, craft tent, Giant bubbles, tattoos, giant Jenga, mini golf, water balloon toss, Frozen t-shirt contest, Kids Coin Splash and Trusty the Turtle Race.
- Began preparation for the upcoming events including Monsters Bash and Polar Express.
- Started planning the Earth Day Event for 2025.

**Recreation**

- Assisted in planning and implementing 2 weeks of Camp Finale. Registration for week 1 drew 98 for the camp and 65 for before/after camp. Week 2 had 67 for the camp and 58 registered for before/after camp. This camp did not run in 2023.
- Prepared for the Fall Theater trips. We have 4 trips booked for this fall.
- Summer session of Painting class completed in August with 11 participants. In increase of 2 participants compared to session 1.

**Administration**

- Lead and assisted with planning for Winter/Spring 2025 brochure.
- Completed end of season program evaluations for camp.
- Reviewed and analyzed seasonal staff evaluations to evaluate the summer camp program.
- Cleaned and organized camp shelter space.
- Assisted with start-up of Kid Squad program including coordinating with schools, sorting/purchasing supplies, and training of staff.
- Started to prepare for end of season reports and 2025 budgets.

***Jeff Brunke – Facility & Rental Specialist***

**July and Aug 23**

- Between Burning Bush Large Room, The North Room, The Dance Room, and The Meeting Room we had 40 room rentals. In addition, we had 72 Weiss gym rentals.

**July and Aug 24**

- Between Burning Bush Large Room, The North Room, The Dance Room, and The Meeting Room we had 37 room rentals. Two church groups didn't return in 2024 which dropped our totals. In addition, We had 77 Weiss gym rentals.

**Miscellaneous:**

- On-boarded 2 new employees.
- Starting to confirm and book the returning fall and winter season gym renters.
- Book and confirm pool rentals and splash parties.

**Katie Halverson – Recreation Supervisor Aquatics, Dane & Early Childhood**

**Aquatics**

- Our aquatic staff received an Exceeds on both the July & August pool audits from Ellis. We anticipate earning a Platinum rating for the summer season.
- Two special events were held at the pool in July: Christmas in July with 300 attendees and Pool Party with the Police with 575 attendees. In August, we ran the Pool Pass Appreciation event and had 25 attendees.
- The Gator Swim Team slightly decreased from 95 swimmers in 2023 to 83 swimmers in 2024. Gators placed second in B Division for the season and will remain in B Division for 2025. We also added a new swim team prep class “Junior Gators” that had 23 participants.
- In July/Aug group swim lessons saw a slight uptick in numbers compared to 2023.
- Private Swim Lessons saw a large increase. In 2023 staff taught 226 private lessons, but in total for 2024 staff taught 339 lessons. This is the highest number of private lessons ever taught in a summer!

**Early Childhood**

- Camp Kiddie had a total of 102 preschool campers through the summer sessions. The Prairie Trails Early Learning Center does not offer a preschool summer camp, and we had an influx of campers from there.
- Our preschool teachers worked to prep for the 24-25 preschool year. There are 52 preschoolers registered, a small increase from the 49 students in 2023. We will continue to accept registration on a rolling basis for available spots.

**Dance**

- During the summer session we ran 2 classes: Pre-Hip Hop and Beginning Ballet/Tap.
- Fall dance classes are seeing a nice increase in numbers from the past season. Currently, there are 69 dancers registered for the September-March dance session. In 2023 there were 51 dancers.

**Cassidy Lemrise – Recreation Supervisor of Youth Programs & Camps**

**Summer Camps:**

- Completed Sessions 2, 3 as well as two weeks of Camp Finale
- Summer Camp 2024 concluded on August 23<sup>rd</sup>
- Among all 4 sessions we had a total of 1,609 campers registered (excluding our Tag-On classes and specialty camps) for camp this summer, which is an increase of 179 campers from 2023.

**Kid Squad Before/After Care:**

- We began our Kid Squad 2024-25 program on August 26<sup>th</sup>.
- Conducted Kid Squad Staff Training on August 20<sup>th</sup>
  - We currently have 20 staff members (7 Supervisors and 13 Leaders) but are still actively hiring for Kid Squad Leaders
- Week 1 we had 167 kids registered in both our AM and PM programs (84 AM and 83 PM) – our highest total in the AM has been 47 students (late start Thursday morning), while our highest total in the PM was 30 students.

**Special Interest:**

- Our Young Magician’s programs ran 2 sessions during the summer that took place at the Arlington Heights Park District. We had 2 students enrolled in each class.
- Our Computer Explorer’s: Robot Engineers class also ran this summer as a co-op with the Mt. Prospect Park District. We had one student enrolled in that class.

**Josh Mulholland - Recreation Supervisor of The Zone**

**Parkour Classes/Camps/Tag-Ons**

- Parkour Classes saw a decrease in participation compared to 2023, while the seasonal parkour session totals increased.
  - Summer Session 1 had a total of 111 participants, compared to 161 participants in 2023.
  - Summer Session 2 was completed in August with 117 participants, compared to 147 in 2023.
  - The Parkour Camp Tag-on classes had a total of 67 participants, an increase of 5 from last summer.
  - The Parkour Summer Camps also saw a total increase in participants with 102 campers over 5 weeks (compared to 92 campers last summer).

**Parkour Open Gym and Special Open Gym**

- Parkour Open Gyms saw a slight decrease in total participation compared to 2023.
  - **July** - Drew a total of 182 participants for Open Gym, which was an increase of 14 participants compared to 2023.
  - **August** - Drew a total of 223 participants for Open Gym, which was a decrease of 34 participants compared to 2023.

**Parkour Birthday Parties**

- Parkour Birthday Parties did not see a considerable increase or decrease compared to last year.
  - **July** - 25 parkour parties ran in July - a decrease of 3 parties compared to 2023.
  - **August** - 24 parkour parties ran in August - an increase of 1 party compared to 2023.

**RTPD Birthday Parties**

- RTPD Turf Birthday Parties did not see a considerable increase or decrease compared to last year.
  - **July** - 8 turf parties were completed in July - a decrease of 2 parties compared to 2023.
  - **August** - 9 turf parties were completed in August - an increase of 2 parties compared to 2023

**Andy Sirakides – Recreation Supervisor of Athletics**

**Youth Athletics**

- **Micro Baseball**
  - Completed Micro Baseball season with 60 participants. 24 in T-ball and 36 in Rookie ball.
  - Micro Baseball participation decreased around 10 kids compared to summer of 2023 (increase to rookie ball, while t-ball decreased).
- **Summer Tag-On**
  - Archery Tag-on ran with 10 participants (up 2 participants from last summer).
  - Dodgeball and Flag Football Tag-Ons ran with around 8 participants each.
- **Tennis Lessons**
  - Lessons drew a total of 30 participants in 6 classes in July. Enrollment was up 2 kids compared to July of 2023.
- **Little Kickers/Youth Soccer**
  - Practices began in late August with 19 teams in 5 divisions. There are a total of 185 players participating.

**Adult Athletics**

- **Adult Softball** - Wrapped up Summer Leagues
  - 16" Wednesday Men's League had a total of 8 teams registered (down 3 teams from Summer 2023)
  - 14" Coed Friday League had 5 teams registered (same as Summer 2023)
- **Men's Basketball** - Wrapped up Outdoor Summer League – tournament in August
  - We had a total of 11 teams registered for the season (down 3 teams compared to Summer 2023)

**Silvia Durkin – Fitness Supervisor**

Here are some highlights from the world of exercise.

- Patti and I hosted a Summer Yoga Social Event. The event went very well as we had 12 participants in class. We saw some new participants and they are excited for the next Yoga event.
- With the Winger/Spring brochure on the horizon, a few instructors brought forward a new class ideas such spring outdoor walking, golf stretching and winter candlelight yoga.
- The new Chair Yoga class that had started in the Fall brochure was very successful. We had 5 participants in, and they had asked if there could be a possibility of a second class during the week.
- The Pool classes were a big hit this summer. We had returning participants as well as many new participants. The instructors had stated we hit record numbers with an average of more than 30 participants in class. We sold the following punch cards this summer:
  - 33 punches – Yoga 1, Fitness / aqua 5
  - 22 punches - Yoga 0, fitness / aqua 27
  - 11 punches – Yoga 20, fitness / aqua 50
  - Fitness Summer/Aqua Unlimited - 42

**Louis Eckenbrecht – Rob Roy Golf Course General Manager**

**Golf Course**

- Leagues- League play remained consistent with only two exceptionally hot days that used rain dates. No other rain dates have been used so many leagues will be finishing earlier this year.
- Business- Day-to-day business remained busier than last year throughout July and August. Independence Day was very busy until early afternoon and business dropped off.
- Pro-shop-Outfitted the pro-shop with some new small merchandise and custom logo ball markers that have been a hit.
- Lessons-Private Lessons with our Jr PGA pro Katarina picked up in July and August. She had three consistent clients most weeks. The guests love her.
- Weather-Weather was clear and pleasant most of July and all of August. Temperatures remained manageable as well.
- Cart Deal-Two days in August hit an excess of 95 degrees. The free cart was a big hit with the leagues that encouraged them to play despite the 98-degree day.

**Driving Range/Mini-Golf**

- Range-Range play was the highest it has been during high summer in years. Had to purchase more balls and increase picks to keep up with demand and loss.
- Mini-Golf-Offset to the increased range business mini-golf sales have been lower than last year. Mini-golf moved back to weekend only hours in late August.

**Open Kitchens/10<sup>th</sup> Hole**

- 10th Hole Bar & Grill- The 10<sup>th</sup> hole continues to be busier than last year day to day. Beer sales are much higher due to the introduction of a beverage cart girl.
- Music Events-The music nights have been largely successful this year. Johnny Burnett continues to have a turnout of 150-200 people.



## BOARD MEMORANDUM

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To: Board of Commissioners  
From: Bret Fahnstrom, CPRE  
RE: IAPD / IPRA Conference Attendance  
Meeting Date: September 19, 2024

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### **Background / Analysis**

The 2025 IAPD / IPRA Conference registration has opened so we are gauging interest in your participation. Historically, Commissioners tend to come down on Saturday, but Friday does have some appropriate sessions and activities, including the exhibit hall.

I have included the Preliminary Program so you can get a taste of what is there and the timelines. Early-Bird registration is open until December 13, which is preferable. Let us know if you are interested in attending and we'll get you registered.

### **Action and Motion Requested**

Informational Purposes Only. No Board Action Requested

PRELIMINARY PROGRAM



IAPD / IPRA  
**SOARING to  
NEW HEIGHTS**

CONFERENCE

January 23-25, 2025 | Hyatt Regency Chicago

151 E. Wacker Drive, Chicago, Illinois

[ILparksconference.com](http://ILparksconference.com)

**2025**



# WELCOME



## WELCOME AND GREETINGS!

Right now, in one of your parks, a child is swinging upside down, dreaming of becoming the next Simone Biles. Another is swimming laps, hoping to surpass Michael Phelps' record 28 Olympic medals. Countless others are on courts, fields, golf courses, ice rinks, and trails, perfecting their skills in hopes of someday standing on that coveted, world-renowned podium.

It can happen.

Just ask Deerfield native Paul Juda, a member of the now historic 2024 American men's Olympic gymnastics team that ended a 16-year medal drought by capturing the bronze; or 4x200 swimmer Anna Peplowski, hailing from Germantown Hills, who helped Team USA take the silver.

Those of us committing our time and talents to Illinois park districts, forest preserves, conservation, recreation, and special recreation agencies are providing the foundation for athletes who may develop into future Olympians. We get to be a part of dreams come true, and it doesn't get more rewarding than that!

Just as elite athletes train to be the best, so do our board members and professionals. One of the best training programs we have is the IAPD/IPRA Soaring to New Heights Conference, the largest state park and recreation conference in the nation.

Our Joint Conference Committee, volunteers, and staff have been working for more than a year to create a power-packed program with an impressive educational curriculum, a diverse array of opportunities to connect with colleagues, and an engaging Exhibit Hall showcasing the latest products and services from more than 320 vendors.

We are excited to present this Preliminary 2025 Conference Program, complete with details about Thursday night's social featuring One Night Band and newly added games to inspire friendly competition; Friday afternoon's Awards Luncheon, recognizing the stars of our field; Saturday morning's Keynote Address with Gregory Offner, 'dueling pianist turned award-winning speaker'; and Saturday evening's Closing Social at the awe-inspiring Griffin Museum of Science and Industry.

Download our conference app through the Apple Store or Google Play. Once you have registered for the conference, this convenient app will enable you to personalize your schedule, explore the exhibit hall, earn and track CEUs, complete session surveys, and more!

A heartfelt THANK YOU goes out to the many exceptional conference volunteers, as your countless hours of work and steadfast dedication are instrumental to this event's continued success. To our exhibitors and speakers, thank you for your unwavering support. Lastly, to our attendees, we applaud your commitment to the pursuit of knowledge that will secure a promising future in which our park, recreation, and conservation agencies will thrive as we continue to play a critical role in helping the greatest of dreams come true.

We look forward to seeing you January 23-25 at the Hyatt Regency Chicago.

ROBERT L. JOHNSON SR.  
President-at-Large  
Peoria Park District

DAWN KRAWIEC, CPRP  
Superintendent of Recreation  
SEASPAR

*Published by:*  
ILLINOIS ASSOCIATION  
OF PARK DISTRICTS (IAPD)  
211 East Monroe Street  
Springfield, IL 62701  
P: (217) 523-4554  
www.ilparks.org

ILLINOIS PARK & RECREATION  
ASSOCIATION (IPRA)  
536 East Avenue  
La Grange, IL 60525  
P: (708) 588-2280  
www.ilipra.org

*Designed by:*  
GOSS ADVERTISING  
1806 North Oakcrest Avenue  
Decatur, IL 62526  
P: (217) 423-4739  
www.gossadvertising.com



# SCHEDULE - AT - A - GLANCE

## THURSDAY, JANUARY 23

8:00 am – 5:00 pm	Conference Registration Open
10:00 am – 11:00 am	Conference Sessions (0.1 CEUs)
10:00 am – 12:00 pm	Conference Workshops (0.2 CEUs)*
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
11:00 am – 5:00 pm	Grand Opening of the Exhibit Hall
1:00 pm – 3:00 pm	Conference Workshops (0.2 CEUs)*
1:30 pm – 2:30 pm	Conference Sessions (0.1 CEUs)
3:00 pm – 4:00 pm	Conference Sessions (0.1 CEUs)
4:00 pm – 5:00 pm	Exhibit Hall Dedicated Hours
5:00 pm – 6:00 pm	IPRA Section Meetings
5:00 pm – 6:00 pm	Professional Connection
5:45 pm – 7:15 pm	IPRA Conference Kick-Off
9:00 pm – 11:30 pm	Welcome Social featuring One Night Band

## FRIDAY, JANUARY 24

7:00 am – 5:00 pm	Conference Registration Open
8:30 am – 9:30 am	Conference Sessions (0.1 CEUs)
8:30 am – 4:00 pm	Agency Showcase
9:00 am – 12:00 pm	Exhibit Hall Open
10:00 am – 11:00 am	Conference Sessions (0.1 CEUs)
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
12:00 pm – 2:00 pm	All-Conference Awards Luncheon*
12:15 pm – 12:45 pm	Conference Speed Sessions
1:00 pm – 2:00 pm	Conference Sessions (0.1 CEUs)
1:00 pm – 3:00 pm	Exhibit Hall Open
2:00 pm – 3:00 pm	Dessert in the Exhibit Hall*
3:30 pm – 4:30 pm	Conference Sessions (0.1 CEUs)
5:00 pm – 6:30 pm	IPRA Annual Business Meeting
5:00 pm – 6:30 pm	Commissioners' Reception**
9:30 pm – 11:00 pm	Leadership Reception**

## SATURDAY, JANUARY 25

7:30 am – 8:30 am	Core & More Fitness Class
7:45 am – 12:00 pm	Conference Registration Open
9:00 am – 10:00 am	Keynote General Session (0.1 CEUs)
10:30 am – 11:30 am	Conference Sessions (0.1 CEUs)
12:30 pm – 1:30 pm	Conference Sessions (0.1 CEUs)
2:00 pm – 3:00 pm	Conference Sessions (0.1 CEUs)
3:30 pm – 5:00 pm	IAPD Annual Business Meeting
7:00 pm – 10:00 pm	Closing Social at Griffin Museum of Science+Industry*

\* Ticketed Event

\*\* By Invitation Only

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\* Ticketed Event

Event photography provided by JHyde Photography.



# GENERAL INFORMATION

## ANNUAL MEETINGS FOR IPRA AND IAPD

The Illinois Park & Recreation Association's (IPRA) Annual Meeting will be held on Friday, January 24 at 5:00 pm. The Illinois Association of Park Districts' (IAPD) Annual Meeting will be held on Saturday, January 25 at 3:30 pm.

The associations have staggered their annual meetings to accommodate elected officials and professionals who would like to attend both meetings.



## IPRA CONFERENCE KICK-OFF: A HOSTED HAPPY HOUR!

**NEW  
THIS  
YEAR!**

Attention all IPRA members!  
Please join us on Thursday, January 23 at 5:45 pm. Be a part of our inaugural IPRA Conference Kick-Off to network with your fellow conference attendees and have a drink on us to kick off an amazing first day of conferences! IPRA Board and Staff will be in attendance to celebrate with members.

## COMMISSIONERS' RECEPTION

Attention all IAPD members!  
Please join us on Friday, January 24 at 5:00 pm. This reception will be an excellent opportunity for commissioners to exchange ideas, network, and socialize. The IAPD board and staff will be present to answer questions and offer the perfect venue to visit with fellow commissioners.



## CEUs and CLEs Are Digital!

To simplify the process, CEUs and CLEs will be contactless and fully digital through the conference mobile app (no paper tickets). Attendees are required to attend entire sessions and complete session evaluation to obtain CEU credit.

Since no paper tickets will be issued, you will not need to sign up for CEUs during the registration process. You will need to ensure that you provide a valid email so that you will be able to access the mobile app. Attendees will be able to login to the app at any time during the conference to manage, earn, and track their CEUs.

You must register and pay for CLEs. See details under CLEs.

## CONTINUING EDUCATION UNITS (CEUs)

Attendees will be able to earn up to 1.3 Continuing Education Units (CEUs) by attending a variety of workshops and general sessions. CEUs can be earned based on the number of sessions attended during the Soaring to New Heights Conference.

- Concurrent sessions and the Keynote General Session scheduled for 60 minutes award 0.1 CEUs.
- Conference workshops scheduled for 120 minutes award 0.2 CEUs.
- No CEUs for speed sessions.
- No additional CEU fees for Thursday, Friday, and Saturday sessions apply.
- Track CEU progress on demand in the mobile app. Official CEU transcripts will be emailed 3-4 weeks after conference. No hard copies will be distributed.

## CONTINUING LEGAL EDUCATION (CLE)

The CLE credit is educational credits that attorneys elect to earn by attending educational offerings certified by the Supreme Court of Illinois.

Sessions scheduled for 60 minutes award 1.0 CLE. Please note not all sessions are eligible for CLE credits. If you would like to apply for CLE credits, you must register, provide your ARDC number and pay for the CLEs with your conference registration. See page C32.

- Four different CLE packages are offered:
- (3) CLE credits are \$60 plus registration
  - (4) CLE credits are \$80 plus registration
  - (7) CLE credits are \$140 plus registration
  - (8) CLE credits are \$160 plus registration

Attorneys will receive their CLE attendance receipt(s) within 2 weeks of the conclusion of the conference.



# GENERAL INFORMATION



## CONFERENCE TRACKS AND NUMBERING SYSTEM - Website

To help attendees identify sessions and workshops relevant to their field/interests, the conference program is organized around twelve different topic tracks: Boardmanship, Diversity, Facilities, Finance/Information Technology, Forest Preserve/Conservation, Governance/Legal, HR/Risk Management, Leadership/Management, Marketing/Communications, Parks/Natural Resources, Recreation and Therapeutic Recreation.

Additionally, a numbering system is used to provide attendees with another avenue for identifying sessions/workshops that may be beneficial to them. The numbering system indicates the host sponsoring the session/workshop. Attendees can use the numbering system to quickly identify any session/workshop pertaining to a specific host across multiple tracks. The following is the numbering system legend:

- 0-9: IAPD & IPRA
- 10 – 99: IPRA
- 100 – 199: IAPD
- 200 – 299: Parks and Natural Resource Management Section (PNRMS)
- 300 – 399: Administration and Finance Section (A&F)
- 400 – 499: Recreation Section (REC)
- 500 – 599: Therapeutic Recreation Section (TR)
- 600 – 699: Facilities Management Section (FM)
- 900 – 999: Communications and Marketing Section (C&M)
- 1000 – 1099: Diversity Section (DIV)
- 1100 – 1199: Forest Preserve/Conservation (FP/CONSV)

## EXCEPTIONAL WORKPLACE AWARD 2024

The Exceptional Workplace Award was developed to help agencies identify and achieve a high level of health and wellness for their employees, and to recognize their achievements. Park, Recreation, and Conservation agencies applying for the Exceptional Workplace Award (EWA) must complete an online survey, consisting of a series of 48 questions. Surveys must be completed by November 9, 2024. The application fee is \$50.

If the park and recreation agency meets the award criteria, the recognition as an IPRA Exceptional Workplace is five years. Park and recreation agencies may re-apply five years after receiving the IPRA Exceptional Workplace award for subsequent consideration. If a park and recreation agency does NOT meet the minimum award requirements during their application year, they may re-apply the following year at no additional cost.

Agencies that meet the criteria will receive the Exceptional Workplace Award at the 2025 *Soaring to New Heights* Conference, during the IPRA annual business meeting.

If you have questions about the EWA program, please contact: Shannon Tovey, SEASPAR, [stovey@seaspar.org](mailto:stovey@seaspar.org).



## EXHIBIT HALL

The Exhibit Hall will be open on Thursday and Friday, with dedicated hours on both days.

Visit more than 320 commercial manufacturers, distributors, designers, and educational booths. The exhibits will showcase the newest equipment, supplies, ideas, and services available to park, recreation, forest preserve, conservation, and therapeutic recreation agencies. Plan to spend several hours in the exhibit hall viewing the displays and visiting with exhibitors.

Each registered delegate will have multiple opportunities to win great prizes. Drawings will take place throughout the day Thursday and Friday. Entry blanks will be in the registration materials that you must pick up at conference registration. You must be present to win. Rules and regulations will apply.

The IAPD/IPRA *Soaring to New Heights* Conference has the largest exhibition of any state park and recreation conference in the country. Be sure to visit!

## Back by 'PUP'ular demand!

adoptable pups in the exhibit hall!



HINSDALE  
HUMANE  
SOCIETY



## EXHIBIT HALL HOURS

*Thursday, January 23:*

11:00 am – 5:00 pm, Grand Opening

12:00 pm – 1:00 pm; 4:00 pm – 5:00 pm (*Dedicated Hours*)

*Friday, January 24:*

9:00 am – 12:00 pm

11:00 am – 12:00 pm (*Dedicated Hour*)

1:00 pm – 3:00 pm

2:00 pm – 3:00 pm (*Dessert Reception and Dedicated Hour*)

# GENERAL INFORMATION

## REGISTRATION INFORMATION

Early Bird Registration Deadline Friday, December 13, 2024

Registration Deadline Friday, January 17, 2025

### Registration Methods:

- Online at [ilparksconference.com](http://ilparksconference.com); online registration must be accompanied by credit card for payment.
- Complete the Advance Registration Form and mail it with your check to 2025 IAPD/IPRA CONFERENCE, 1460 Renaissance Drive, Suite 209, Park Ridge, IL 60068

### Registration Information:

- Mailed, and online registrations will be accepted until January 17, 2025.
- IAPD/IPRA will not invoice agencies or individuals for conference registrations.
- After registering you will receive an email confirmation with a bar code – please bring this with you to conference. This confirmation and a photo ID will be required to pick up your registration materials.
- Each registered delegate will receive their name badge and event tickets, and CLE coupons (if applicable) on-site at conference.
- Once on-site there will be a \$5 charge to reprint your name badge and **EVENT TICKETS WILL NOT BE REPRINTED. You must purchase new tickets at the current on-site price in order to attend any ticketed events.**
- You will not be permitted into conference workshops, sessions, or the Exhibit Hall without the proper name badge.

### On-site Registration Hours:

- Thursday, January 23 8:00 am – 5:00 pm
- Friday, January 24 7:00 am – 5:00 pm
- Saturday, January 25 7:45 am – 12:00 pm

### Registration Questions?

Contact CTE, our conference registration company, at either [ilparks2025@cteusa.com](mailto:ilparks2025@cteusa.com) or (847) 957-4255.

## SPECIAL DIETS/ACCOMMODATIONS

Attendees with allergies should indicate their needs on the conference registration form. If you have questions or need additional assistance, please contact Cindy Galvan at [Cindy@ilpra.org](mailto:Cindy@ilpra.org) no later than January 17, 2025.

## SPOUSE/GUEST PROGRAM AND REGISTRATION

All spouses or guests must register in order to participate in the conference, visit the exhibit hall, and attend special programs. Spouses or guests must have no affiliation with or be employed by any park district, forest preserve, conservation, recreation or special recreation agency. Registration will include a name badge for admission to the Exhibit Hall, Welcome Social on Thursday, all 60-minute educational breakout sessions, and the Keynote General Session on Saturday. Tickets for the All-Conference Awards Luncheon and the Saturday evening Closing Social will be available for purchase. See page C32 for registration.

## STUDENT EVENTS

Professional Connection

THURSDAY, JANUARY 23 5:00 pm – 6:00 pm

Don't miss this unique opportunity to network with professionals in the field. The Professional Connection provides a relaxed, social atmosphere and an informal setting for talking with and getting to know professionals currently working in your area of interest. It is a great opportunity to learn about current and upcoming internships. Everyone who attends is invited to the inaugural IPRA Conference Kick-Off for complimentary drinks. To register, see page C32 of the registration form.

Mock Interviews/Resume Review

FRIDAY, JANUARY 24 10:00 am – 11:00 am

The Mock Interviews/Resume Review offers students the opportunity to receive critique on their resume, along with practice to improve their interviewing skills by being paired with a professional who will engage them in a simulated interview experience. At the conclusion of the interview, students will receive constructive feedback and advice to help them be more prepared and to do well in a real-life interview.

Matched student-professional pairs will be communicated with prior to the conference. Dedicated meeting space will be available on Friday, January 24 from 10:00 am – 11:00 am for the Mock Interviews/Resume Reviews to take place. However, since the goal is to help students connect and gain career advice from professionals, matched student-professional pairs are welcome to meet at a time and location that is most convenient for them.

In order to participate and be matched in the program, advance registration is required. See page C33 of the registration form.

## SILENT AUCTION

The Illinois Park and Recreation Foundation (IPRF) provides resources to park and recreation agencies and professionals statewide.



Part of our commitment to the profession is ensuring that future and current park and recreation professionals have the tools they need to be successful. IPRF will hold a Silent Auction at the IAPD/IPRA Soaring to New Heights Conference to provide support and funding for educational programming and research that will benefit the Illinois Park & Recreation Association and its members, and funding support for professional development for students studying parks and recreation within Illinois.

If you would like to make a donation or need more information, please contact Anne Kiwala at [akiwala@nwsra.org](mailto:akiwala@nwsra.org).

## BOARDSMANSHIP

- Government Finance for Non-Finance Park and Recreation Leaders
- Understanding Your Tax-Capped Levy
- Minutes Shouldn't Take Hours
- The Agenda: In What Order Should Business Take Place
- Illinois Sunshine Laws: FOIA and Open Meetings Act
- Board Member to Board Leader Part I
- Board Member to Board Leader Part II
- Boardmanship Essentials Part I
- Boardmanship Essentials Part II
- So You Want to Stay Out of Jail? What Park District Leadership Must Know About Ethics Requirements
- Having a Healthy and Prosperous Relationship with your Executive Director
- Affiliates: A Blessing or a Curse?
- Board Policy Manuals: Why They Are Essential For Your Agency

## DIVERSITY, EQUALITY & INCLUSION

- Bridging Communities: Empowering Diversity through Parks & Recreation
- Equitable Youth Suicide Prevention
- Navigating the AI Landscape: A Leadership Blueprint for Parks and Recreation
- Stepping Away From Stigmas and Spotlights: Veterans in Outdoor Spaces
- Tennis for All: Leveraging USTA Resources for Community Impact
- Innovative Programs, Quality Instructors, and Healthy Communities: The Role of Parks Professionals in Growing Tennis
- Welcoming Immigrants & Offering Culturally Pertinent Programming - 3 Different Perspectives from 3 First-Time Latino Commissioners to Sit on Board
- Conversation on Implicit Bias
- Improving Operations through Intersectionality and Systems Change

## FACILITY MANAGEMENT

- Aquatics Roundtable
- Maintenance Round Table
- Creating a Safety Plan: Mitigating Risks and Ensuring Safety
- When Soft Surface Becomes Too Hard – Challenges in Maintenance, Repairs, and Replacement of Soft Surface Playground Systems
- Elevating Skills: The Vital Role of Continuing Education for Trades Employees in Parks and Recreation
- Bridging Generations: Customer Service Excellence and Facility Management in Recreation
- 21 Secrets to Master F&B Sales & Profits
- Improving Health and Wellness in the Workplace: Understanding & Implementing the WELL Building Standard
- Curveballs to Comebacks: Navigating Patron Challenges in Facilities
- Leveraging AI Tools and Virtual Assistants for Parks & Recreation
- Build the Foundation of Your Fitness Facility Programming with Health Coaching Services

# SESSIONS AT-A-GLANCE

Please visit [ilparksconference.com](http://ilparksconference.com) for session dates and times.

## FINANCE/INFORMATION TECHNOLOGY

- Beyond the Noise: AI in Parks and Recreation
- Bodacious Building Blocks of Parks and Recreation
- Municipal Market Update in the Post Election Environment
- Tech-Forward Parks & Rec: Transforming Recreation with AI and Innovation
- Financing the Fun: An Introduction to Municipal Bonds
- Microsoft's AI Vision
- Innovate and Automate: Creating Custom Apps and Automations for your Organization
- Ransomware ... Now What?
- Funding Capital Projects: Bonding vs. Spending Reserves in the Current Market
- Planning for a Referendum: Available Options, Key Points and Milestones

## FOREST PRESERVE & CONSERVATION

- City Nature Challenge - Connect Your Community
- How Trends in Volunteerism Can Facilitate Recruitment and Retention in Our Programs
- Balancing Environmental and Historic Preservation Goals at Fullersburg Forest Preserve
- Harnessing Passion & Collaboration: Elevating Community Engagement & Education to New Heights via Social Media
- Recreational Hunting: An On Ramp for the Conservation Highway
- Cultural Landscapes and Historic Structures: A Preservation Approach
- Exhibits on Any Budget
- Inclusion: Be More Than A Buzzword
- Tech Trek: Enhancing Efficiency, Effectiveness & Engagement in Parks and Recreation
- Brief Encounters of the Best Kind
- Prescribed Fires: Balancing Safety and Ecological Benefits in Urbanized Settings

## GOVERNANCE/LEGAL

- Direct & Deliberate: How to Successfully PASS a Referendum
- Social Media & The Law: Facebook? Instagram? X?
- Legal/Legislative I
- Legal/Legislative II
- The NEW Americans with Disabilities Act Mandates: Can Parks and Recreation Agencies Keep Up? Part I
- The NEW Americans with Disabilities Act Mandates: Can Parks and Recreation Agencies Keep Up? Part II
- Responding to First Amendment Audits
- 2025 Employment Law Update
- Tips for Avoiding Claims of Harassment / Discrimination in the Workplace
- Beyond the Basics: Navigating Politically Sensitive Community Projects and Issues
- Park District Finance - It's Not Intuitive
- So You're Thinking About Going Solar
- Can We and Should We Have Video Surveillance in Parks and Facilities?
- Real Estate 101: What You Need to Know About Acquiring, Selling and Using Property
- Regulating Controversial Park Activities
- Crossing the Line: What Park Districts Need to Know about the Migrant Crisis

## HR/ RISK MANAGEMENT

- Human Resource Orienteering: Learn to Navigate Recruitment & Onboarding at Your Agency
- Understanding the Pathway to Violence: Preventing Targeted Attacks through Behavioral Threat Assessment
- Part-Time Staff: The Crux of Our Success! They Matter... A LOT
- Beyond the Offer: Mastering Onboarding and Orientation for Long-Term Success
- Illuminating Parks & Rec: Attracting Applicants, Keeping Good Employees, and Amplifying Career Pathways
- Developing a Lifeguard Audit Program for Peak Performance
- Listen Up! Leveraging Employee Surveys for a Happier, More Productive Workplace
- The Power of Paid Leave: Boosting Employee Happiness and Retention through Parental and Emergency Leave Policies
- Safety Savvy: Training Organization and Compliance
- Managing Employee Leaves of Absence and Accommodations
- Productive Transition: Navigating Employee Transitions in the Workplace
- Your IMRF Benefits
- Recognizing Substance Use and How Recovery Connects to Parks and Recreation
- Addressing Employee Mental Health Conditions
- Large Event, Festival and Parade Security

## LEADERSHIP/MANAGEMENT

- Innovations that Lead to BIG Changes
- From Burned Out to Fueled Up – Five Tools to Spark Engagement & Wellbeing
- Encouraging Silly & Fun in the Workplace is a BIG DILL
- The Power of PechaKucha
- Engaging the New-Collar Worker
- Mastering the Art of Leadership: Cultivating Essential Metaskills for Success
- Leadership Lessons We Can Learn From Ted Lasso
- Leading When Promoted from Within
- Be Fleet on Your Feet: 7 Keys to Spontaneous Thinking to Benefit You and Your Agency
- Executive Director's Roundtable: A Chat With Neelay
- Q&A is the Best Way to National Certification Exam Success
- Journeying Together: Navigating Professional Development As Mentor and Mentee
- Agency State Accreditation - A Blueprint to Excellence
- Lessons From the Ballot Box
- Unified Actions: Managing Protest Scenarios through Municipal Intergovernmental Cooperation
- Girl Power - Get Your Questions Answered
- Girl Power - What's Holding You Back?

## MARKETING & COMMUNICATION

- True Life: Sponsors Tell All
- Parks and Recreation Marketing with AI
- SHOW ME THE MONEY! Sponsorship and Finance Tracking
- The Constant & The Cutting-Edge: A Marketer's Guide to Traditions & Trends (2025 & Beyond)
- Communication Management: The Good, The Bad, and The Ugly in Telling Your Story
- Better Engagement, Less Effort
- You Can, Canva! Unlock Creativity & Efficiency at Your Agency
- Marketing (Taylor's Version)
- Practical Steps to Build Your Personal Brand Today
- Build a Better Board Report: Communicating Your Digital Marketing Success to Your Board
- Build Community Trust by Leveraging the Power of Parks, Planning and P.R.
- Inclusive Marketing Strategies: Promoting Special Recreation Programs for All
- Unplug Illinois Day - Boost Community Engagement at Your Agency
- Parks Reinvented: Harnessing the Potential of Your 501 © (3) Nonprofit

# SESSIONS AT-A-GLANCE

Please visit [ilparksconference.com](http://ilparksconference.com) for session dates and times.

## PARKS & NATURAL RESOURCE MANAGEMENT

- Contracting for Rookies
- Best Practices in Tree Planting
- Stopping the Spread of the Invasive Weed Lesser Celandine: Planning, Control, Evaluation and Community Engagement.
- Creating Impactful Service for Any Organization
- Sustainability Planning for Parks & Recreation
- Bridging Parks, Facilities and Marketing for Community Impact
- The Journey from Parks to Executive Director
- Everyone Can Be Salt Smart: Resources for Park Districts for Winter
- Grant Update for 2025
- Putting the Puzzle Pieces Together: Elements of Park Master Planning

## RECREATION

- Little Thinkers: Keeping Young Minds Focused and Engaged
- Just Be In The Room
- "Breakaway" From the Traditional Basketball League
- Nurturing Passion: Connecting Youth Interests to Meaningful Recreation Activities
- Crafting Learning Journeys: Preschool Curriculum Following the Understanding by Design (UbD) Model
- Engaging Communities with Mobile Augmented Reality
- Teens: Too Old for Camp, Too Young for Counselor. What to do with them?
- Active Adults/Senior Programming: "Start Where You Are- Build an Active Adult/Senior Membership from within"
- Our Leadership Role in Quality Youth Sports
- Health, Happiness, and the Great Outdoors
- Permit Problems - Managing Illegal Park Use
- Theming For Success
- It is All in the Details: Going the Extra Mile
- Art Without Boundaries: Identifying and Overcoming Barriers in Cultural Arts Programming
- Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown
- Volunteer Coaches: Attracting, Training, and Retaining the Heart of Your Sports Leagues
- Engaging Holistic Wellness Programs for Older Adults that Enhance Brain Health
- Summer Camps: What are the People and the Data Saying in a Post-Pandemic World?
- Esports Ecosystem
- Managing Recreational Waterbodies — Keeping Everyone Pleased! A Case Study for Diamond Lake, Mundelein, Illinois

## THERAPEUTIC RECREATION

- Occupational Therapy's Role in Accessible Parks and Recreation
- Supporting Those Experiencing Domestic Violence
- The Power of a Micro-Credential: Understanding Veteran Culture in Therapeutic Recreation
- Soaring to New Heights with The Alliance and Self-Advocacy!
- Staff Development Across Different Stages of Employment: How to Keep Staff Engaged, Invested and Coming Back for More.
- Engaging the Next Generation: Recruiting Students to Major in Recreation Therapy
- How to Have Difficult Conversations and How to Mentor and Guide Others (part time staff) Through the Process
- Anatomy of a Meltdown
- ABA 101

## Bret Fahnstrom

---

**From:** Crista Altergott  
**Sent:** Monday, September 16, 2024 11:49 AM  
**To:** Bret Fahnstrom  
**Subject:** FW: Thank You! - Pete Krol Memorial Golf Outing

**From:** Kelly Brunning <ksbrunning@gmail.com>  
**Sent:** Monday, September 16, 2024 11:36 AM  
**To:** Crista Altergott <caltergott@rtpd.org>  
**Subject:** Thank You! - Pete Krol Memorial Golf Outing

Dear Crista,

My family and I would like to thank you for supporting our first annual Pete Krol Memorial Golf Outing. The weather was perfect and the event could not have been better! It was such a special way for us to honor my brother, Pete, and raise money for a cause important to us. Thanks to all the donations we received, including yours, we raised over \$12,000 that will be donated to the National Alliance for Mental Illness (NAMI). We hope through this donation we will bring more awareness and assistance to mental health issues and those in need. Thank you again for your support!

Sincerely,

Kelly Brunning (Krol)





**MARY BETH CANTY**  
STATE REPRESENTATIVE • 54<sup>TH</sup>

AUG. 2024

DEAR BRET & TEAM,

I WANTED TO THANK YOU ONCE AGAIN FOR ALL OF YOUR HELP WITH OUR 2024 SUMMER PARK HUNT! THIS EVENT IS A SUCCESS BECAUSE OF YOUR GENEROUS DONATIONS AND YOUR DEDICATION!

I LOOK FORWARD TO WORKING WITH YOU AGAIN NEXT YEAR!

ALL THE BEST,  
MARY BETH



## BOARD MEMORANDUM

---

To: Board of Commissioners  
From: Bret Fahnstrom, CPRE  
RE: Resolution 24-09-19 Tree Protection Policy  
Meeting Date: September 19, 2024

---

### **Supports the Following Initiatives**

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

### **Background / Analysis**

As you remember, staff brought the DRAFT Tree Protection Policy in from of the Board at the August 15 Board meeting. During discussion, the only recommended change was to section 1.8.D. staff updated that item as per conversation at the August 15 meeting. Since then, there have been no new questions, and the staff is very excited to get this new policy approved and engaged.

As the District continues to improve on all levels of operations and the desire to be in a leading position of conservation and environmental stewardship within the community, staff looked at the opportunity to create a Tree Protection Policy.

We feel this policy creates guardrails in which the administration and parks team can operate in relation to managing our tree inventory without creating an undue burden on the district.

### **Action and Motion Requested**

Staff recommends the Board approve Resolution 24-09-15, Tree Protection Policy as submitted



*To enrich the lives of our diverse community by providing quality parks, facilities  
and programs for recreation, education and wellness.*



## ***Tree Protection Policy***

Approved TBD, 2024

### BOARD OF COMMISSIONERS

Leah Lussem, President      Jennifer Rezek, Vice-President  
Nancy Parra, Treasurer      Robert Hoban III, Commissioner  
Melissa Ackerman, Commissioner

Bret Fahnstrom, CPRE, Executive Director  
Mike Hanley, Superintendent of Parks

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- 1.7 BOUNDARY TREES / SHARED TREES
- 1.8 TREE REMOVAL
- 1.9 TREE REPLACEMENT
- 1.10 PENALTIES FOR DAMAGED TREES
- 1.11 TREE PRESERVATION AND/OR REMOVAL PLAN FOR SIGNIFICANT  
REMOVALS, CONSTRUCTION AND/OR DEVELOPMENT
- 1.12 INVASIVE SPECIES CONTROL
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\*International Society of Arboriculture

## 1.1 STATEMENT OF PURPOSE

This Section of the policy is structured to preserve, protect and enhance critical infrastructure – the portion of the urban forest which is in the River Trails Park District (“District”) boundaries. The complete urban forest is comprised of trees across all land uses and ownership on public and private land. This Section will regulate District property trees but recognizes that trees on public and private property are part of the collective community resource.

The purpose of this Section is to recognize the services and function that trees provide as a collective asset to the entire community and to state the goals of the District with respect to the protection, preservation, care, and planting of trees in the District.

Specific goals of this section are to:

- A. Protect, preserve and enhance the quality of life and general welfare of the District, its patrons, and residents of the Village of Mount Prospect and the City of Prospect Heights; and conserve and enhance the District’s natural, physical and aesthetic environment.
- B. Preserve, protect, and enhance the urban forest to ensure that trees are properly planted and maintained within the District so that trees can protect, enhance, and preserve the quality of life for patron of District and its residents.
- C. Recognize that trees are an integral part of the infrastructure of the District and as such should be preserved, protected, and cared for as other critical District infrastructure.
  - a. Trees absorb pollution from the air
  - b. Trees absorb and sequester carbon dioxide
  - c. Trees absorb and filter pollution from stormwater run-off
  - d. Trees produce oxygen
  - e. Trees reduce flooding
  - f. Trees stabilize soils and reduce erosion
  - g. Trees improve property values
  - h. Tree-filled parks improve commercial District buyer traffic and purchasing
  - i. Areas with trees have higher levels of community interaction
  - j. Trees provide important habitat for birds and other wildlife
  - k. Trees protect and enhance our quality of life
- D. Trees provide the District collective benefits that extend beyond property boundaries throughout the entire Village of Mount Prospect and the City of Prospect Heights as well as suburban Cook County.
- E. Recognize that larger trees provide larger benefits. When a large tree is removed and replaced with a smaller tree the benefits and services are reduced.
- F. Recognize that some trees may be in a condition that constitutes a threat, danger or nuisance to the public or property within the district or may be dangerous to the health of other trees and vegetation in the District.

## 1.2 DEFINITIONS

ARBORIST	An individual experienced in the profession of forestry or a related field and is licensed or certified in forestry by an accredited forestry industry body, e.g. International Society of Arboriculture.
BUCKTHORN:	An undesirable exotic invasive ornamental shrub introduced to North America. This species inhabits woodlands and savannas where it dominates the landscape prohibiting the development of native trees and plants. There are six species of buckthorn listed in the Illinois Exotic Weed Act, which prohibits the sale, distribution, or planting of this species, <i>Rhamnus cathartica</i> , <i>davurica</i> , <i>frangula</i> , <i>argula</i> , <i>utilis</i> , and <i>japonica</i> .
BUILDING ACTIVITY AREA:	The portion of a property within which development activity, including grading, excavation, storage of materials, construction access and construction of both main buildings and unattached structures.
CANOPY:	The upper portion of a tree is sometimes called the crown. This section of the tree usually contains branches and leaves.
CONTRACTOR:	A company or individual contracted to perform services.
DAMAGE:	Impact or loss of function to any tree including but not limited to: removal, root compaction, root removal, girdling, soil contamination, topping, pruning more than 20% of the trees, canopy removal, bark removal, poisoning and or/ actions resulting in the decline or death of a tree.
DEVELOPMENT:	Any proposed change in the use or character of land, including, but not limited to the replacement of any structure or site improvements, e.g. irrigation installation, driveway replacement, installation of a retaining wall among others. When appropriate to the context, development may refer to the receipt or necessity of any building, tree, or site work permit.
DIAMETER AT BREAST HEIGHT:	The diameter of the trunk of the tree measured in inches at a point 4.5 feet above the ground line. This forestry standard measurement is used for established and mature trees and is referred to as "DBH". All reference to diameter size shall be to the DBH.
FORESTER:	An individual trained and experienced in the profession of forestry who has a forestry degree from an institution of advanced education, or equivalent experience as a subject matter expert.
INFRASTRUCTURE:	The basic underlying framework or features that provide collective services, including but not limited to roads, waterlines, storm sewers, bioswales, and trees.

<b>INVASIVE SPECIES:</b>	An introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g. buckthorn).
<b>LANDSCAPE:</b>	Vegetation and hardscapes installed and maintained by the District.
<b>MANAGEMENT PLAN:</b>	A plan approved by the District outlining strategies for care and management of a specific type of landscape.
<b>NUISANCE TREES:</b>	Nuisance trees are trees that may impact other trees, people, or structures. This would include, but not be limited to, diseased, infested, structurally unsound trees or known invasive or aggressive species.
<b>PARCEL:</b>	A single parcel shall mean any lot of record, zoning lot or any grouping of adjacent lots under single ownership, serving a principal structure or use.
<b>PREFERRED TREE LIST:</b>	A listing of tree species, identified in the District and certified Arborist for sites and parks around the District.
<b>PROPERTY OWNER:</b>	An individual or organization who owns property located within the corporate limits of the Village of Mount Prospect or the City of Prospect Heights.
<b>SIGNIFICANT TREE REMOVAL:</b>	Removal of a grouping/stand of trees.
<b>SIMPLE TREE REMOVAL:</b>	Removal of a tree without other associated site impacts or other site improvements.
<b>SITE:</b>	That parcel of land for which landscaping changes or tree removal is sought.
<b>TRANSPLANTING:</b>	The removal of any tree for replanting elsewhere.
<b>TREE:</b>	Any self-supporting woody plant, together with its root system, trunk, and canopy; growing upon the earth usually with one trunk, or a multi-stemmed trunk system, supporting a formed crown.
<b>TREE PRESERVATION PLAN</b>	A document required during construction activities which identifies, by common name and/or scientific name, certain species of trees of a specified DBH within a particular area. The plan shall list all existing and proposed trees and shall specifically state how each tree is proposed to be destroyed, relocated, replaced, preserved at its present location, introduced into the site from an off- site source, and whether the tree is to receive remediated actions due to construction impacts, e.g. root pruning. The District may provide that the tree preservation plan excludes those portions of the site which it determines will not be affected by the activity. Any tree preservation plan required by this Section must be dated within thirty-six months of the start date of the proposed activity.
<b>TREE REMOVAL</b>	The cutting down, destruction, removal, or relocation of any tree, including damaging by poison or other direct or indirect action.

### 1.3 PRESERVATION

- A. Any urban forestry work completed by a contractor within the District shall be under the direction of a certified arborist or forester.
- B. The District shall have an urban forest inventory of owned trees. This inventory shall be maintained in its current state. Re-inventory may be required every 5-7 years unless the inventory is updated with the pruning cycle or is updated as part of routine tree maintenance.
- C. The District shall have an Urban Management Plan. This plan shall be the framework for the protection, management, and planting of trees within the District and shall support and clearly define regulations identified in the Tree Preservation Policy. This plan shall include the following:
  - a. Clear guidelines on tree species and age diversity.
  - b. Clear identification of replacement value and requirements for tree removal or damage.
  - c. An approved and an unapproved tree list.
  - d. Clearly defined specifications for tree planting, pruning, and impact reduction.
  - e. A risk assessment and management program.
  - f. A strategy for management, preservation, and protection of naturalized areas.
  - g. A strategy for administration and implementation of a volunteer program.
  - h. A forestry budget with one-, five- and ten-year commitments.
  - i. The District should require that any Contractor, working for the District who may interact or have impact on District urban forest have a Certified Arborist on staff, and periodically on site for all work pertaining to trees, including but not limited to removal, pruning and planting activities.
- D. All tree planting, selection and management shall follow the District Tree Plan/Policy.
- E. It is recognized that diverse species and age structure of urban trees throughout the District are critical to the health of the forest structure and protects the District from catastrophic loss and improved longevity. Specifications for species and age diversity, will in recommended from a certified arborist,

### 1.4 PLANTING

- A. The District shall plant and recommend diverse species with the ratio of not more than \*30% of any one family, \*20% of any one genus or \*10% of any one species, except for naturalized areas where species selections are based on the natural species and conditions of Parks where trees will be installed. Diverse species composition protects the Park District from catastrophic loss.
- B. All trees planted by the District or their agent shall be planted in accordance with the ANSI A300 standards for planting.
- C. Trees purchased by the District shall meet the specifications ANSI Z 60.1 Standards.
- D. Prior written approval from the Superintendent of Parks or the Executive Director is required to plant any plant, tree, or shrub on District property (i.e. scout group request).



- E. The District shall not plant any trees under utility wires that are anticipated to grow to a height that will interfere with the wires.
- F. The District shall provide education and outreach to District patrons/residents on the need for species and age diversity, proper selection, and planting practices, and how to select species for sites.

## **1.5 TREE CARE AND PRUNING**

Tree care within the District, shall comply with all Best Management Practices as defined by the international Society of Arboriculture for Pruning and Maintenance (ANSI A300) Pruning trees is essential for maintaining tree vitality and preventing hazards. Pruning guidelines shall include the following as set forth by the ISA best practices and guidelines.

- A. Prune for a Purpose: Clearly define the objectives of the pruning, whether it's for safety, health,
  - B. aesthetics, or clearance.
- C. Understand Tree Biology: Familiarize yourself with the biology and growth habits of the tree species you're pruning. Different trees have different requirements.
- D. Timing: Prune trees during their dormant season whenever possible, as this minimizes stress to the tree. Avoid pruning during periods of active growth or extreme weather conditions.
- E. Proper Tools and Equipment: Use the right tools and equipment, such as sharp and clean pruning shears, saws, and safety gear. Keep tools well-maintained to ensure clean cuts.
- F. Pruning Cuts: Make proper pruning cuts that are clean, without tearing or damaging the bark. Common types of cuts include
  - a. Thinning cuts: Remove branches at their point of origin, leaving the branch collar intact.
  - b. Heading cuts: Reduce the length of branches by cutting back to a lateral branch or bud.
- G. Branch Collar Preservation: Leave the branch collar intact when making pruning cuts. The branch collar is the slightly swollen area where a branch attaches to the trunk. This helps with wound closure.
- H. Avoid Topping: Topping, or removing large portions of the tree's crown, is harmful to trees and should be avoided. Instead, use selective pruning methods to reduce canopy size.
- I. Prune to Maintain Natural Form: Preserve the tree's natural form and avoid excessive shaping. Pruning should enhance, not alter, the tree's growth pattern.
- J. Remove Dead or Hazardous Branches: Prioritize the removal of dead, diseased, or structurally weak branches to improve tree safety and health.
- K. Consider the 3 Ds: Prune for dead, diseased, and damaged branches to promote overall tree well-being.
- L. Maintain Safe Distances: When pruning near utility lines, maintain safe distances or contact utility companies for assistance.

- M. Limit the Amount of Live Tissue Removed: Avoid removing more than 25% of the tree's live foliage in a single pruning event to minimize stress on the tree.
- N. Regular Inspection: Periodically inspect your trees to identify potential issues that may require pruning, such as crossing or rubbing branches.
- O. District staff will be formally trained in house prior to tree pruning.

## **1.6 TREE PROTECTION**

This Section applies to any work or activity which may impact District trees.

- A. Unless otherwise authorized by this Section, it shall be unlawful for any person to remove, injure or undertake any procedure which will cause death, substantial damage, or create a hazard, to any District tree without first obtaining written approval from the District.
- B. In the event of any site improvement which may impact District property trees, a Tree Preservation Plan is required, must be approved by District staff or the Forestry Consultant, and implemented prior to the start of any work or delivery of any materials to the building activity area. The approved Tree Preservation Plan shall be available on the site throughout the entire construction period until final approvals for all site work shall be received in writing. The tree preservation plan shall include a report that includes a survey of all trees on the site, a plan for replacements, installation, and maintenance. This report should be submitted to the District at the time of the first construction meeting.

In instances where the activity requires the use of heavy equipment and where that activity may impact trees on District property, all appropriate tree protection measures must be taken and identified in the Tree Preservation Plan. In addition, all tree protection measures shall include the following when trees have been designated for preservation during construction; All trees on District property that are designated for preservation near any excavation or construction of any building, structure, or construction shall be protected to avoid all injury to the trunk, crown, and unnecessary injury to the root system of the tree. The critical root zone of a public tree shall be at a distance in feet from the tree equal to the DBH of the tree trunk in inches and shall be designated and protected using snow fencing or other protective measures approved by the Superintendent of Parks or Executive Director.

Building materials, stone, brick, sand, concrete, soil, or other debris shall not be placed or stored on or in the critical root zone area of any District tree on District owned property, without written authorization from the Superintendent of Parks or Executive Director obtained prior to storing any such materials or debris.

## **1.7 BOUNDARY TREES / SHARED TREES**

This section applies to trees which appear to be shared property between a District property and a neighboring property of differing ownership.

- A. Any tree which has any portion of average trunk diameter, not including surface or buttress roots, on 2 or more properties shall be considered a Boundary Tree, and Shared Property.
- B. The District shall consult with joint tenants of Boundary Trees prior to executing any maintenance activities or tree removals upon those trees and attempt to gain consent of the joint tenant prior to proceeding with such work.

- C. Joint tenants with the District concerning ownership of a tree may, under Illinois law, remove limbs on their side of the property line, and the District may do the same.
- D. Should the removal of limbs result in loss of the tree, either party may seek civil damages for loss of the tree if the other party is not consulted prior to commencement of work.

## 1.8 TREE REMOVAL

Tree removals are considered an impact to the entire District. It is clearly documented that larger trees provide larger benefits. It is recognized that the planting of smaller trees does not replace the value of larger trees that are lost. It will take tens of years for that value to be replaced and for that reason efforts should be made to preserve and protect the trees where they are growing.

- A. It shall be unlawful for any individual to remove or cause damage to any tree located on District property without written approval from District.
- B. Any tree removed from District owned property or transplanted offsite should be replaced according to planting instruction within this policy.
- C. All stump removals shall require underground utility locations prior to any action.
- D. If a tree is removed or damaged by a resident person or developer without written approval from the District ~~that includes installation and maintenance~~, it must be replaced with a species as approved by District staff ~~with a species~~ as set forth by the plan. Replacement cost of the tree is owed to the District which includes both installation and maintenance.

## 1.9 TREE REPLACEMENT

- A. It is required that tree replacement species come from the Preferred Species List. The Preferred Species List is provided in this policy and is dependent upon location. The District staff will always review requests and will approve requests dependent upon location and condition of soil at all District parks.
- B. As the sole property owner of all District-owned land in the District, the following regulations shall be self-imposed when the District makes improvements on its land. The District shall be responsible for holding its contractors and vendors to its internal standards. These standards have no application on private property or with privately owned trees
- C. Any tree species of any size in landscaped areas which is removed, or any 6" DBH or 6" group of trees in a natural area which is removed, which is not identified on the unapproved species list, is required for replacement by this Section.
- D. When a tree removal is required because of any project, tree replacement shall occur at the rate of 2" for every 1" of tree diameter lost for approved species, and 1" for every 1" of tree diameter lost for unapproved species.
- E. All tree replacement plantings shall require an underground utility location prior to planting.
- F. Final planting locations of replacement trees shall be at the discretion of Superintendent of Park, Executive Director or a Forestry Consultant and be consistent with the goals outlined in this plan/policy.

- G. It shall be encouraged that any species identified as invasive species in Illinois be removed. There is no replacement requirement for these removals.

### **1.10 PENALTIES FOR DAMAGED TREES**

The following penalties and fees may be charged at the discretion of the District for unlawful removal of or damage to its trees, either fully owned or jointly owned under Illinois law. These monies can be utilized for tree replacement or other Forestry-Related services at the discretion of the Executive Director or Superintendent of Parks.

For trees up to 18" in Diameter, The District may charge up to \$200 per caliper inch.

For trees over 18" in Diameter, where values may be significantly higher, the above formula may not accurately reflect value. In these cases, District should retain the services of a Consulting Arborist to perform a formal appraisal according to the CTLA's 10<sup>th</sup> Guide to Plant Appraisal to accurately capture value.

No single tree shall be appraised for a loss at greater than 5% of the real market value of the parcel on which it stands.

### **1.11 TREE PRESERVATION AND/OR REMOVAL PLAN FOR SIGNIFICANT REMOVALS, CONSTRUCTION AND/OR DEVELOPMENT**

Significant tree removals or tree removals and/or planting related to construction and/or development shall comply with all requirements of this plan or an Urban Forest Management plan once developed and approved.

In the case of significant tree removals or tree removal and/or planting related to construction and/or development, the Staff Arborist or Forestry Consultant shall review and approve planned removals and plantings.

### **1.12 INVASIVE SPECIES CONTROL**

#### **A. INVASIVE WOODY PLANTS**

- a. Invasive plants cause ecological disruption to natural ecosystems. The type of impact varies based on the species and the traits of that species. These species shall not be planted and should be removed and controlled to reduce impacts to other vegetation.
- b. Typical impacts include:
  - i. Chemical disturbance to the soil limits development of other species.
  - ii. Dense plant growth limiting light to soil surface resulting in exposed soil allowing erosion.
- c. Displacement of naturally occurring species resulting in a monoculture of invasive species and aggressive tendencies.

## **1.13 TREE PLANTING, REMOVAL, PRUNING APPROVAL**

### **TREE REMOVAL PROCEDURES**

As the sole property owner of all Park District-owned land in the District, the District shall have sole discretion as to trees to be planted, maintained, or removed on its property. The District shall be responsible for holding its contractors and vendors to its internal standards. The administrator of this chapter shall be the responsibility of the Executive Director or their designee. No resident or other party may apply for permission to remove, maintain, or plant trees on District owned land. The District Arborist shall approve proposed tree removals only when other mitigation options are unavailable or unacceptable. The District Executive Director or their designee shall approve or disapprove of tree planting, removal and pruning work performed by its hired contractors by written authorization.

### **1.14 FINAL INSPECTION**

Final approval shall be issued when all relocation, replacement or remediation of trees is completed by contractors, and a final inspection has been conducted by the District. Should the District determine that the season is inappropriate for planting then relocation or replacement shall be deferred until the next planting season.

### **1.15 EXCEPTIONS**

If because of emergency weather or other casualty conditions a tree is endangering health, safety or property and requires immediate removal, verbal authorization may be given by the District for the tree removal without obtaining written approval. Such verbal authorization shall later be confirmed in writing by the District.

### **1.16 APPEALS FOR VARIANCE**

Any person aggrieved by any decision of the District in the enforcement of any terms or provisions of this Section may, within ten working days after the date of the decision, appeal to the Executive Director by filing a written notice of appeal with the District. The notice of appeal shall set forth concisely the decision and the reasons or grounds for the appeal. The Executive Director may make a recommendation to the District to affirm, modify, or reverse the decision. The decision of the District shall be final and no petition for rehearing or reconsideration shall be available. Reasonable notice of the hearing by the Executive Director shall be provided by the District to all affected parties.

### **1.17 CIVIL REMEDIES**

In addition to any other remedies provided by this Section, the District shall have the following judicial remedies available for violations of this Section or any condition promulgated under this Section.

- A. The District may institute a civil action in a court of competent jurisdiction to establish liability and to recover damages for any injury caused by the removal or damage of trees in contravention of the terms of this Section.
- B. The District may institute a civil action in a court of competent jurisdiction to seek injunctive relief to enforce compliance with this Section to enjoin any violation, and to seek injunctive relief to prevent irreparable injury to the trees or properties encompassed by the terms of this Section.

## **1.18 LIABILITY INSURANCE CONTRACTS-VENDORS**

Any contractor working on trees on District Property shall obtain Commercial General Liability Insurance (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self- insurance afforded to District.

Company shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements.

## **1.19 OVERSIGHT & AUTHORITY**

- A. The Executive Director or a specified designee will have authority in enforcing the ordinance and all elements of this plan. To streamline operations, tasks will be assigned to various staff, contractors, and consultants.
  - a. The Superintendent of Parks is responsible for overseeing and coordinating the activities of both in-house staff, outside contractors or consultants, and volunteers. The Superintendent of Parks will oversee maintenance of the GIS system and be the liaison with the contracted vendor of tree inventory software.
  - b. The Executive Director is tasked with making sound decisions about funding, and plan implementation.



## BOARD MEMORANDUM

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To: Board of Commissioners  
From: David Oswald, Superintendent of Finance & HR  
RE: 2023 Annual Treasurer's Report for Cook County  
Meeting Date: September 19, 2024

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### **Supports the Following Initiatives**

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

### **Background / Analysis**

To fulfill compliance obligations, the district must submit an Annual Treasurer's Report in the specified format with the Cook County Clerk following the annual audit.

### **Action Requested**

District staff requests the Board acknowledge receipt of the 2023 Annual Treasurer's Report for Cook County.



# Administration Office

401 E. Camp McDonald Road, Prospect Heights, IL 60070  
**Phone:** 847.788.0551 **Fax:** 847.788.1248 **Email:** admin@rtpd.org



**RIVER TRAILS PARK DISTRICT**  
**Treasurer's Report for Fiscal Year**  
**Beginning January 1, 2023 and ending December 31, 2023**

State of Illinois  
County of Cook

I, Nancy Parra, Treasurer of the River Trails Park District, in the county and state aforesaid, being duly sworn, depose and say that the following is a correct statement of the amount of public funds on hand at the commencement of the calendar year ending December 31, 2023 and the public funds received and the source from which received, the amount of public funds expended, and the individuals to whom paid for the calendar year ended December 31, 2023.

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Nancy Parra, Treasurer

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Bret Fahnstrom, Executive Director

Subscribed and sworn to before me this 19th day of September, 2024.



**Summary Data**  
**2023 Annual Comprehensive Financial Report**  
**Pages 9-10**

<b>Fund Category</b>	<b>Balance 1/1/2023</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Other Sources (Uses)</b>	<b>Balance 12/31/2023</b>
General Fund	\$ 1,328,333	\$ 2,000,593	\$ 1,360,728	\$ (1,195,000)	\$ 773,198
Recreation Fund	\$ 1,698,378	\$ 3,898,931	\$ 3,365,837	\$ 57,024	\$ 2,288,496
Debt Service Fund	\$ 516,434	\$ 999,824	\$ 741,434	\$ (244,799)	\$ 530,025
Capital Projects Fund	\$ 1,896,395	\$ 400,000	\$ 1,578,367	\$ 1,439,799	\$ 2,157,827
Nonmajor Government Funds	\$ 681,732	\$ 575,210	\$ 822,317	\$ (57,024)	\$ 377,601
<b>Total All Funds</b>	<b>\$ 6,121,272</b>	<b>\$ 7,874,558</b>	<b>\$ 7,868,683</b>	<b>\$ -</b>	<b>\$ 6,127,147</b>

<b>Revenue Sources</b>	<b>Revenues</b>
Property Tax	\$ 3,896,958
Replacement Tax	\$ 242,210
Interest Income	\$ 338,877
Recreation Fees	\$ 2,056,701
Golf Course Fees	\$ 706,757
Grant	\$ 400,000
Other	\$ 233,055
<b>Total Revenues</b>	<b>\$ 7,874,558</b>

**RIVER TRAILS PARK DISTRICT  
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023**

**PAYROLL: 0.01 TO 25,000.00**

ADDANTE, FRANCESCO; ALCHIKH IBRAHIM, ALI; ALKASS, AVA; ALONSO FLORES, YESSICA; AMANJI, KAUSAR; AMANJI, YUSRA; ANDERSON, SAMUEL; ANTUNEZ, ADALIZ; ARCISZEWSKI, AMY; ASCENCIO, IVAN; BABAL, TYLAR; BAKHDAL, ASHLEY; BANKLIAN, ALEK; BANKLIAN, AREN; BARRY, BRUCE; BENNETT, STEPHANIE; BIENIEK, OLIVIA; BIGELOW, JACOB; BIN-WALID, ANISA; BIN-WALID, SOFIA; BLAKE, SYDNEY; BOEYKENS, CHARLETT; BOUZAS, NATALIE; BOVA, COSMO; BRIDGES, CAROLINE; BRUNETTI, CHARLOTTE; BRUNKE, JEFFREY; CAPONIGRO, ANTHONY; CARL-BECK, DARLEEN; CARLQUIST, DYLAN; CARNALLA, CHRISTIAN; CARRELL, MICHAEL; CASCELLA, FRANK; CASTRO, CHARLIE; CAVENDER, ERIN; CELNIK, ETHAN; CHAVEZ, JOY; CHRONOS, GEORGE; COGLIANESE, MARY; CONTANU, ANDI; CORBU, ALEXIA; CRAWFORD, TAYLOR; CRUZ, JACQUELINE; CUELLAR, ADELLA; CUMMINS, STEPHEN; DALBY, KATELYN; DAPPERT, DEREK; DAVIS, JEFFREY A; DELAHUNTY, JOSEPH; DELGADO, LEONARDO; DENIC, MAYA; DESJARDINS, DANIEL; DOROSZ, MAYA; DRAGOVICH, MICHAEL; DROLL, ISABELLE; DURAY, KATHERINE; ENGERT, COLBY; ERICKSON, ASHLEY; ERICKSON, JACK; ERICKSON, KATE; ERICKSON, LILY; ESTRADA, ADAN; FAGRELIUS, CHRISTIAN; FAHEY, EVAN; FEDORYNA, DARIA; FEREC, ISABELLE; FIARITO, ANTONIO; FIARITO, ISABELLA; FIARITO, SOFIA; FIRNBACH, KASEY; FOGARTY, ELLEN; FOLEY, JOHN B; GALINSKA, ALEKSANDRA; GARCIA, LESLY; GAZDA, AIDAN; GOGOLA, KATHRYN; GOLDBERG, DANIELLE; GOLONKA, ALEXANDRA; GRABSKE, LYDIA; GRABSKE, MARGARETHA; GWIAZDOWSKI, GABRIELA; HAFHEY, KARA; HEIDRICH, ELIZABETH; HEINKING, KARLA; HEPPE, MARGARET; HERBST, JANICE L; HESS, EMILY; HILL, JONATHAN; HOLMSTROM, JANE; INGAUNIS, VINCENTAS; INOUE, CHANCE; JANKUSKY, REMINGTON; JEDRAS, EMILIA; JETTER, MELANIE; JOHANSON, AIDEN; JONES, ADDISON; JURKULAK, PATRICK; KACZKOWSKI, ANGELA; KARIM, ANUM; KASPARI, PAUL; KIM, MATTHEW; KIM, MICHAEL; KIRCH, KATHERINE; KOBUS, DANNY; KOKA, NIKHIL; KONRATH, JULIA; KOPEC, ZOFIA; KRECU, NIKOLAS; KUBECK, ANDREW; KUSNIERZ, JULIA; KUSNIERZ, POLA; KWIETNIEWSKI, JULIA; LAJA, TOBI; LAMBERSON, DALE; LASKIEWICZ, JAMIE; LASKIEWICZ, TIMOTHY; LASOTA, ZUZANNA; LAURES, MATTHEW; LECHOWICZ, MARTYNA; LEE, LIDA; LEWIS, OWEN; LIMANOWKA, ERYK; LISOWSKI, VICTORIA; LUCIANO JR , JOSEPH; LUNDEEN, ANNA; LUNDEEN, MATTHEW; LUNDSTROM, JACOB; LUTZ, CLAIRE; LYNCH, KATHRYN; MADAYAG, MICHAEL; MAGANA, SANTOS; MAGLIO, JOSEPH; MAINAEV, NIKOL; MAKOWSKI, AMELIA; MAKOWSKI, MARTYNA; MARSENIC, JULIAN; MARTINEZ, ALEXANDER; MARTINEZ, DANIEL; MATANOVIC, TEA; MATHEW, ANN; MAYER, MAX; MC CLELLAN, AVA; MC CLELLAN, KEELY; MC CLELLAN, OWEN; MC LOUGHLIN, KAREN; MCGOWAN, MARK; MEILINGER, JACK; METZINGER, HANS; MEYERS, ABIGAIL; MIRANDA, YOLANDA; MOGA, CONNOR; MOGA, GRANT; MOIZUDDIN, HUDA; MONTESINOS, KAITLYN; MORALES, MANUEL; MORENO, MAIDELY; MROZIK, JACOB; MULHOLLAND, NICOLE; NALLON, AMY; NAUMOWICZ, ALEC; NEIGEBAUER, DAVID; NEIL REINKEN, JOSEPH; NEMCEK, SABRINA; NEWSTED, RIVER; NICIOLI, ROBERT; O'BRIEN, ANN; O'DONNELL, JOHN; O'DONNELL, TESS; OLIVERAS, BREANNA; OLSEN, LINNEA; OLSEN, MADELYN; OTT-DURKIN, SYLVIA; PADGETT, GRACE; PALAFOX, JASON; PANOS, JOHN; PAVLOV, NIKOLAY; PEARSON, NOAH; PERKINS, MATTHEW; PHILIPPAS, CHRISTIAN; PHUAK-IM, SAICHON; PICCHIOTTI, JEANNE; PIECORO, SAMANTHA; PINZ, ZACHARIAH; PLEWA, NATALIA; POGUIO, CARMITA; POPE, THOMAS; POPLAWSKI, SABINA; POTTER, JOHN; PROSILIAKOS, IOSIF; PROSILIAKOS, THEODORA; PROVOST, EMMA; PRUESER-CHAVEZ, OZZIE; PUTZ-DURAY, SALLY; QUINTERO, OMAR; RAMIREZ, BRIAN; RANKIN, MARK; REBHOLZ, ALLISON; REZEK, SARAH; ROBINSON, DAMIAN; RODGERS, JOSEPH; RODGERS, JOSEPH SR; ROSENTHAL, CYNTHIA; RUSSO, ANDREA; RYAN, KAILEY; SAJU, GEORGIAN; SAMARINIOTIS, NICHOLAS; SANCHEZ, ANTONIO; SANCHEZ, PENNY; SASANUMA, EMI; SASANUMA, RACHAEL; SCAROS, PATRICIA; SCHULTZ, COCO; SCHULTZ, PEPPER; SEISSER, MATTHEW; SHAH, ERIC; SHAH, TIYA; SIDDIQUI, DAANIYAH; SIDDIQUI, ISRAA; SIDOR, JULIA; SKLIVAGOS, ANTONIOS; SMITH, JOSEPH; SNYDER, ALEX; SOSKICH, TONY; SOTELO-HERNANDEZ, ASHLEY; SPALDING, CLAUDIA; STANTON, JACQUELINE; STEPHANIE, MADELEINE; STOICESCU, NICOLE; STOLZER, JACK; STONE, SARAFINA; STRAHAMMER,

MADELYN; SUAREZ, WILLIAM; SULLIVAN, MAYAH; SZWEDOWSKI, FILIP; SZWEDOWSKI, LILIA; TABER, DEBORAH; THATTE, SUNITA; THOMAS, JEAN-CLAUDE; THOMAS, JESLYN; THORSEN, KERRI; THUM, JADEN; TOCZYLOWSKI, VERONICA; TOLL, FREEDOM; TOPALOVA, MARINA; ULLRICH, RUTH; VALLADARES-DIAZ, JENNIFER; VARGAS, ALIYAH; VARGHESE, ALAN; VIERS, ADAM; VIOLANTE, RENNA; VOULGARAKIS, KIMBERLY; WALORSKI, JOYCE J; WASILEWSKA, ANNA; WEINBERG, JACOB; WIETZEMA, NATALIE; WITEK, RICHARD; WRIGHT, KYLE; WRIGHT, WILLARD; ZAMORA, GIOVANNI

**PAYROLL: 25,000.01 TO 50,000.00**

ALTERGOTT, CRISTA; BURKE, JOHN; DOHSE, CAROLE; GOTTSCHALK, HANNAH; HOSP, ERIK; KOZIL, CHRISTINA; MONTESINOS, CARMEN; SIRAKIDES, ANDREW; SLADE, JUSTIN; TORTORELLA, DONNALYNN; WAITE, SEAN

**PAYROLL: 50,000.01 TO 75,000.00**

ECKENBRECHT, LOUIS; GEISLER, RYAN; HAKALA, JEREMY; HALVERSON, KATIE; MEYERS, EILEEN; MULHOLLAND, JOSHUA; POWLES, CHRISTINE; PUTKONEN, KATELYNN

**PAYROLL: 75,000.01 TO 100,000.00**

HANLEY, MICHAEL; KEARNS, THOMAS; OSWALD, DAVID; POSCH, MICHAEL; ROLF, JEREMIAH; VIOLANTE, VANCE

**PAYROLL: 100,000.01 TO 150,000.00**

FAHNSTROM, BRET; MITCHELL, PATRICIA

**TOTAL 2,789,440**

**LIABILITY**

PDRMA HEALTH PROGRAM 3,976; BUSEY BANK 33,284; ILLINOIS DEPARTMENT OF REVENUE 7,038; IL MUNICIPAL RETIREMENT FUND 15,580; SECURITY BENEFIT GROUP 7,660; STATE DISBURSEMENT UNIT 2,315

**TOTAL 69,852**

**EXPENSES OVER 2,500.00**

1ST AYD CORPORATION 11,938; ACCURATE INDUSTRIES 7,699; ADVANCED TURF SOLUTIONS 14,891; AIR COMFORT CORPORATION 4,455; ALPHA GRAPHICS 2,804; AMERICAN LOCKER 8,077; ANDERSON PEST SOLUTIONS 4,014; CENTURISK 3,600; AT&T 6,731; ATLAS BOBCAT, LLC 4,151; BASELINE YOUTH SPORTS, INC 2,945; BEST OFFICIALS 2,720; BILL'S AUTO & TRUCK REPAIR 7,102; BILL'S HEATING & AIR CONDITION 6,197; BLU PETROLEUM, INC. 27,491; BLUEMAX SERVICES INC. 4,840; BOUNCE HOUSES R US 3,639; BRAVO HEATING & HVAC 9,900; BURLINGTON GOLF 4,500; CAPTUREPOINT 16,500; CARDMEMBER SERVICE 3081 225,237; CDW-GOVERNMENT, INC. 13,981; CHAPMAN AND CUTLER 6,800; FAMBRO MANAGEMENT, LLC 13,532; CHI-TOWN CLEANING SERVICES 53,960; CHILDREN'S THEATRE COMPANY 3,536; CITY OF PROSPECT HEIGHTS 3,874; CLAUSS BROTHERS, INC. 811,014; CLEAN CUT TREE SERVICE 18,200; COMCAST 30,274; COMCAST CABLE 7,225; COMMONWEALTH EDISON 89,210; CONSERV FS, INC 2,712; CURRIE MOTORS 53,112; DELL BUSINESS CREDIT 27,627; DEMAND & PRECISION PARTS, INC. 5,885; JEFF ELLIS & ASSOCIATES, INC. 6,370; FLOOD BROTHERS 4,443; GILIO LANDSCAPE CONTRACTORS 62,170; GLOBAL KNOWLEDGE TRAINING LLC 3,699; GOLD MEDAL CHICAGO ML30 7,875; GRACE LUTHERAN CHURCH 4,228; GRAND PRAIRIE TRANSIT-ELK GROV 6,390; HARRIS COMPUTER SYSTEMS 14,498; HARRIS GOLF CARS 13,920; HERITAGE TENNIS CLUB 3,182; HOME DEPOT CREDIT SERVICES 5,493; HOT SHOT SPORTS 3,749; ILLINOIS ASSOCIATION OF 6,327; ILLINOIS-AMERICAN WATER CO.

20,190; ILLINOIS SHOTOKAN KARATE, INC 28,957; INTER-CITY SUPPLY CO., INC 20,576; J.C. LICHT, LLC 3,067; JOHNSON CONTROLS 3,992; JSD PROFESSIONAL SERVICES INC 101,410; KEARNS DESIGN GROUP 11,469; KEELER CONSTRUCTION GROUP, INC 48,256; KINNUCAN COMPANY 5,300; KNAPHEIDE TRUCK EQUIP CNTR CHI 3,045; LANDSCAPE STRUCTURES, INC. 146,926; THE LIFEGUARD STORE 4,936; LUCAS LANDSCAPE 14,395; MARCO'S PIZZA 5,045; MENARDS 17,299; MIDWEST COMMERCIAL FITNESS 12,370; MITY-LITE, INC. 7,865; MOST DEPENDABLE FOUNTAINS 3,719; MT PROSPECT FIGURE SKTNG ACDMY 3,682; NAPA AUTO PARTS 2,798; NICOR GAS 49,726; NORTH SHORE GOOSE CONTROL 5,205; NORTHWEST SPECIAL RECREATION 107,365; OMEGA SIGN & LIGHTING, INC./ 9,554; OPEN KITCHENS 8,707; OSI HARDWARE, INC 2,675; PDRMA 340,564; PEPSI-COLA GENERAL BOTTLING CO 7,922; PETTY CASH 4,653; PHASE 2 SERVICES 4,083; PLANSOURCE 10,240; MICHAEL J. POSCH 2,532; POSTMASTER OF MT. PROSPECT 4,700; PRO-TECH SERVICES, INC. 6,223; PUMPSTATION PROFESSIONALS 28,770; R. H. SHUDY 4,800; RAISE RITE CONCRETE LIFTING IL 3,665; RANGE SERVANT AMERICA INC. 5,040; REINDERS, INC. 10,713; REPUBLIC SERVICES #551 8,633; REVELS TURF & TRACTOR 160,729; ROBBINS SCHWARTZ 11,110; JOE M. RODGERS 2,905; RUSSO POWER EQUIPMENT 41,588; S & H PAVING INC. 31,885; SANTO SPORT STORE 5,384; SEGAL CONSULTING 2,500; SERVICE SANITATION, INC 10,363; SIKICH CPA LLC 25,227; SITEONE LANDSCAPE SUPPLY, LLC 16,742; SPECIALTY FLOORS, INC. 3,078; SPEER FINANCIAL, INC. 6,800; STUCKEY CONSTRUCTION CO 281,188; SUNBURST SPORTSWEAR 9,671; SUPERHERO PARKOUR ACADEMY LLC 255,954; JOHN S. TAMRAZ 4,104; TAYLOR MADE 4,359; TEMPLE & ASSOCIATES 15,073; TEXTRON E-Z-GO LLC 3,202; THE MULCH CENTER 4,286; UNIVAR USA INC 9,227; UP 'N ADAM SERVICE 11,993; US POSTAL SERVICE 3,000; VIKING PLUMBING, LLC 4,325; VILLAGE OF MT. PROSPECT 297,753; THE W-T GROUP, LLC 11,827; KENNETH KASPER 32,070; P & W GOLF SUPPLY, LLC 4,194; WOODWARD PRINTING SERVICES 10,025;

**EXPENSE DISBURSEMENTS UNDER 2,500.00**

146,154

**GRAND TOTAL 4,180,498**