



Administration Office

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October 25, 2024

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, November 7, 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

November 7, 2024
7:00 PM

- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of October 17, 2024*
- V. Approval of Treasurer's Report for September 2024*
- VI. Communications
 - a. Staff Report: Parks Department*
 - b. Rob Roy Q#3 Report*
 - c. Miscellaneous Communications*
- VII. Old Business
 - a. 2024 DRAFT Truth in Taxation Resolution 24-11-07*
 - b. 2024 DRAFT Levy Ordinance*
- VIII. New Business
 - a. DRAFT updated Harassment Policy* 1st viewing
 - b. 2025 DRAFT Board Meeting Schedule*
 - c. IAPD Credentials Certificate; selection of delegate(s)*
- IX. Commissioners Comments
- X. Executive Sessions
 - a. I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
- XI. Action as a Result of the Executive Session
- XII. Adjournment

*indicates an attachment included

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

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT
ON THE SEVENTEENTH DAY OF OCTOBER 2024,**

- I. The President called the meeting to order at 7:00 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, Jennifer Rezek and Nancy Parra. Commissioner Robert Hoban III arrived at 7:11pm. Commissioner Melissa Ackerman was absent. Also present were Executive Director Bret Fahnstrom, Superintendent of Finance & HR David Oswald, Superintendent of Recreation Patti Mitchell, Superintendent of Parks Mike Hanley, Superintendent of Communications & Marketing Christine Powles, Manager of Programs & Aquatics Justin Slade, Recreation Supervisor of Youth Programs & Camps Cassidy Lemrise and Corporate Relations Manager Steve Schapiro.
- II. Visitors Comments
 - a. None
- III. The Agenda for October 17, 2024, was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Rezek and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of September 19, 2024. Commissioner Rezek moved to approve said minutes as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- V. Approval of Minutes for the Decennial Committee Meeting of September 19, 2024. Commissioner Rezek moved to approve said minutes as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- VI. Approval of the Paid Invoice List for September 14 – October 11, 2024: Superintendent of Finance & HR David Oswald. Superintendent of Finance & HR David Oswald presented the information of the paid invoice list. Commissioner Rezek moved to approve the Paid Invoice List for September 14 – October 11, 2024, as presented. The motion was seconded by Commissioner Parra and then called for discussion. Commissioner Parra inquired about a few of the charges. After discussion, 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
NAY:	None
ABSENT:	Robert Hoban III, Melissa Ackerman
- VII. Approval of the Treasurer's Report for August 2024: Superintendent of Finance & HR David Oswald. Superintendent Oswald presented insight to YTD Revenue, Expenses, and the newly acquired PMA iPRIME account. After a brief discussion, Commissioner Parra moved to approve the Treasurer's Report for August 2024 as presented. The motion was seconded by Commissioner Rezek and approved by common consent.

VIII. Communications

- a. Annual Summer Camp Report: Recreation Supervisor of Youth Programs & Camps Cassidy Lemrise
 - Recreation Supervisor Cassidy Lemrise introduced herself as this was her first Board Report since being hired in June. Lemrise led the group through the report which included key financial and participation trends from the 2024 summer season.
 - Higher enrollment in full-day camps led to our highest total revenue to date. Compared to 2023, program revenues increased by \$178,790 and a total net profit of \$281,544. The jump in numbers has been attributed to hiring additional staff which allowed the waitlist to be released earlier, a slight increase to programs and offering a new camp – Camp Finale, to help bridge the gap between the end of summer camp and delayed start of School District 26 schools. The total number of registrations for 2024 summer camps was 1,774.
 - Not only did summer 2024 see a jump in registrations but also in camper participation. Each camp program participated in off-site field trips, pool/water days, grill days, arts & crafts and specialty Theme days. Some of the camper favorites included a trip to Lake Arlington, visiting Action Territory, Lifeguard Shadowing Day, Wild-Wild-West Theme Day and even hosting their very own Camp Olympics!
 - Looking forward to 2025 means hiring more staff with competitive salaries to ensure we can offer as many registration spots as possible while always keeping in mind the camp's safety. We are also looking to host more on-site field trips and activities for 2025 to utilize the space and amenities available at River Trails Park District.

- b. Annual Pool Report: Manager of Programs & Aquatics Justin Slade
 - Manager Justin Slade presented on behalf of Recreation Supervisor of Aquatics, Dance & Early Education Katie Halverson. 2024 was a GREAT season for our pool! Attendance numbers were 28,946 for an increase of over 4,000 additional guests from 2023. Swim team and swim lessons increased to 727 and 989 pool passes were sold.
 - The pool hosted quite a few special attendance nights at the Pool this summer. Country Night included 150 patrons, Red, White & Blue Night saw 250 patrons and Christmas in July had 300 patrons. Pool Pass Appreciation only had 25 attendees due to bad weather, but the Pool Party with the Police had 575 patrons, and the Last Splash Bash had a whooping 750 patrons join in the end of season fun!
 - Program revenue increased by 17%, mostly attributed to the creation of the new Junior Gators program: Swim Team Skills. 23 swimmers took advantage of the new program to learn skills to help them prepare for joining the Gator Swim Team in the future. Commission Hoban asked for additional details about the swim team. Superintendent Patti Mitchell explained that the Gators are a competitive swim team in the Northern Illinois Conference that competes against other Park Districts who have an outdoor pool. This program is only available to River Trails Park District residents and only available during the summer. RTPD hosts 2/3 meets throughout the season.
 - The lifeguard/aquatic management staff received three Exceeds on 2024 audits performed by Ellis & Associates. Many of the staff working at the pool were returning members, and we anticipate a higher return rate for 2025.
 - Although programs and attendance were at an all-time high, the general pool operations reported a loss as the park district strives to keep admission and concession costs down. Commission Parra says that despite the deficit, the pool is a great service to the Park District and a good resource for camps.
 - Commissioner Hoban relayed messages he received that the Last Splash Bash was too short. Superintendent Mitchell confirmed the swimming time was longer in past years, but it was difficult to find staff. However, extending the time, moving the date or changing the events can be discussed for the 2026 event.

- c. Marketing Report Update: Superintendent of Communications & Marketing Christine Powles and Corporate Relations Manager Steve Schapiro.

- Superintendent of Communications & Marketing Christine Powles presented the Marketing Report which included analytics from June – September 2024. The website page views are up to 17,652 with 67% of those being opened from mobile devices. Facebook and Instagram continue to be our top referrals. Powles explained how a good opening rate for emails is typically between 15-25% but we are operating at 48% and therefore have a great average opening rate. Some of the recent email campaigns include the fall brochure, Weiss Center Renovation, events, Last Splash Bash and fall registration.
 - River Trails Park District continues to work within the community by supporting local events. RTPD was a Friday on the Green Sponsor and Block Party Kid Zone Sponsor in 2024. We also participated in Boxwood Bash, Pool Party with the Police, Storytime in the park with Mount Prospect Library and a local park passport hunt with State Representative Mary Beth Canty.
 - Fall brochures have been sent out and posted online. Over 2,000 copies were distributed to RTPD facilities and local libraries. Additionally, 13,6000 fall brochure postcards were mailed out to RTPD residents along with Mount Prospect, Prospect Heights and Des Plaines households that surround RTPD boundaries.
 - The Marketing Department played a huge role in River Trails Park Districts summer special events. Events require comprehensive advertising, marketing and promotional considerations. Additionally, Marketing accomplished special projects this summer including 2 newly wrapped busses, the creation of the new OCR logo and Fitness Center design and revitalizing the Weiss Community Center interior. Commissioners congratulated Superintendent Powles and remarked how good things look.
 - Powles then introduced Corporate Relations Manager Steve Schapiro. Steve has worked for River Trails Park District in the past and was happy to be hired back to use his 2 decades of knowledge to build RTPD's advertising and sponsorship program.
 - Schapiro took time to investigate other park districts and identify our assets before working with Superintendent Powles on the creation of a new program. Schapiro acknowledged the current working relationships RTPD has with local businesses like Busey Bank and hopes to continue building a network of local partners.
 - Event sponsorship to date has reached \$7,200 to support OCR, Monster's Bash, Last Splash Bash, Sled Hill and Pizza, Puzzle, Palooza. Advertising revenue is \$8,150 to date, which gives total sponsorship/revenue of \$15,350.
 - Schapiro believes he can grow the program by getting ahead of budget cycles and getting connected with civic-minded business. Commissioner Parra inquired about the potential of putting advertising on the pickleball courts. Schapiro believes this could be an option.
- d. 2025 PDRMA Health Plan Overview: Superintendent of Finance & HR David Oswald
- Superintendent David Oswald presented details about the 2025 PDRMA Health Plan. RTPD has been a member since 1993 and is under a 3-year contract set to expire on May 1, 2026.
 - Oswald reviewed the premium change estimates which include a potential 6.53% increase cost to the District based on the assumptions that the same number of full-time employees will utilize the program and select the same benefits.
 - No Board action is required. However, because the contract is up in 2026, Superintendent Oswald explained that he will be taking a comprehensive look prior to the contract renewal.
- e. Wheeling/Prospect Heights Chamber Taste of the Town: Executive Director, Bret Fahnstrom

- Director Fahnstrom spoke briefly about this upcoming event and asked if any other Board Members interested in participating should contact Administrative Assistant & Risk Manager, Crista Altergott.

f. Miscellaneous Communications– Executive Director, Bret Fahnstrom

- Director Bret Fahnstrom presented a flyer about the upcoming Trivia Night for the Rotary Club of River Cities, on Saturday, November 16th. For \$35 a ticket participants can join in festive trivia, costume contest and 50/50 raffle. Don't forget to bring beverages and food as this is an activity only provided event.
- Farnstrom also presented a thank you letter on behalf of Honor Flight Chicago.

IX. Old Business

- a. None

X. New Business

- a. 2024 Truth in Taxation Resolution and 2023 DRAFT Levy Ordinance. An Ordinance levying and assessing the taxes of the River Trails Park District for the 2024 Fiscal Year: Superintendent of Finance & HR David Oswald
- Superintendent of Finance & HR David Oswald presented the first viewing of the 2024 Truth in Taxation Law Resolution explaining how tax dollars are an important source of revenue for the District.
 - The District would like to ask for 6.42%, a balloon levy although we generally cannot get more than the CPI (3.4% for this year). The Commissioners, Oswald and Director Fahnstrom discussed the ramifications of asking for different percentages.
 - Superintendent Oswald also reviewed the Levy Adoption timelines. These dates are selected to meet requirements between each step of the levy process. Oswald will bring budget line items to the meeting schedule for December 5th.

XI. Commissioner Comments

- a. None

XII. Executive Session

- a. None

XIII. Action as a Result of the Executive Session

- a. None

XIV. Adjournment. There being no further business to discuss President Leah Lussem adjourned the meeting at 8:27p.m.

President

Secretary



BOARD MEMORANDUM

To: Board of Commissioners
From: David Oswald, Superintendent of Finance & HR
RE: Treasurer's Report Highlights – September 2024
Meeting Date: November 7, 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

REVENUES

YTD Revenue

- The overall YTD Revenue is 96% of the Budgeted Amount. This is above the 75% September Target Revenue Percentage.

Fund 40 Capital Improvements - YTD % Revenue

The two budgeted internal transfers to the Capital Fund were completed. The YTD % Revenue realized is now 79%. The remaining budgeted revenue item yet to be received is the OSLAD grant of \$200,000. The district expects these funds will be received by year-end.

Property Tax Revenue

Property Tax Revenue is distributed amongst all the Funds 10 through 26. The district has received 98% of the \$4,173,805 extended by Cook County for the 2023 Tax Year (2024 district Budget Year).

EXPENSES

YTD Expenses

- The overall YTD Expenses are 61% of the Budgeted Amount. This is below the 75% September Target Expense Percentage.

Upcoming Expenses

- In the coming month, there will be increased expense activity in several funds when invoices for summer recreation programs, capital improvement projects, and quarterly liability insurance are typically received and processed.
- Scheduled annual Rollover Bond payment:
 - 11/15/2024 Principal & Interest = \$ 1,016,058

Fund 40 Capital Improvements

September Capital outlay = \$26,948. This is summarized at the bottom right of the Treasurer's Report.

- Weiss Recreation Center = \$10,598
 - Lobby & Hall Epoxy Floor
 - Miscellaneous (clocks, water fountain panel)
- Miscellaneous = \$16,351
 - In-house Capital Labor & General Supplies
 - EV Tool Van Outfitting
 - Woodland Trails Park Sign – Installation
 - JSD Professional Services – Willow Trails Park
 - Futsal Goals
 - Golf Cart Metal Building – 2nd payment

PAYROLL

With the close of the summer season, the number of employees on the district payroll decreased significantly to 102.

INVESTMENTS

- It is noted that interest rates have begun to tick downward below 5% as expected after the Federal Reserve reduced the benchmark interest rate for the Central Bank at its September meeting.

Action and Motion Requested

Staff recommends the Board approve the September 2024 Treasurer's Report as presented.

**River Trails Park District
Treasurer's Report
September 2024**

Target 75%

FUND	Sept		Yr-to-date		Budgeted		%		Prior Year		Interfund		Yr-to-date		Beginning	
	Revenue	Expenses	Revenue	Expenses	Amount	Amount	Budget	Budget	Sept	Yr-to-Date	Transfers	Interfund Trf	Fund Balance	1/1/2024	Ending Fund	Balance
REVENUE																
10 Corporate	\$ 34,351	\$ -	\$ 1,862,083	\$ -	\$ 1,768,309	\$ -	105%	\$ 41,736	\$ 1,123,448	\$ -	\$ -	\$ -	\$ 773,198			
20 Recreation	\$ 228,951	\$ -	\$ 3,822,251	\$ -	\$ 4,065,414	\$ -	94%	\$ 207,441	\$ 3,091,545	\$ -	\$ -	\$ -	\$ 2,288,496			
21 Retirement	\$ -	\$ -	\$ 255,045	\$ -	\$ 235,000	\$ -	109%	\$ -	\$ 177,885	\$ -	\$ -	\$ -	\$ 201,409			
22 Liability Insurance	\$ -	\$ -	\$ 68,868	\$ -	\$ 90,000	\$ -	77%	\$ -	\$ 40,977	\$ -	\$ -	\$ -	\$ 36,766			
23 Audit	\$ -	\$ -	\$ 16,967	\$ -	\$ 14,000	\$ -	121%	\$ -	\$ 8,238	\$ -	\$ -	\$ -	\$ 7,241			
24 Handicapped Recreation	\$ -	\$ -	\$ 221,115	\$ -	\$ 242,000	\$ -	91%	\$ -	\$ 122,448	\$ -	\$ -	\$ -	\$ 110,265			
25 Paving & Lighting	\$ -	\$ -	\$ 25,427	\$ -	\$ 28,000	\$ -	91%	\$ -	\$ 15,306	\$ -	\$ -	\$ -	\$ 21,921			
26 Bond & Interest	\$ -	\$ -	\$ 2,030,962	\$ -	\$ 2,024,775	\$ -	100%	\$ -	\$ 1,499,467	\$ -	\$ -	\$ -	\$ 530,025			
40 Capital Improvements	\$ 3,993	\$ -	\$ 4,993	\$ -	\$ 884,769	\$ -	79%	\$ -	\$ 400,000	\$ 450,000	\$ 690,679	\$ -	\$ 2,157,827			
TOTAL REVENUE	\$ 267,296	\$ -	\$ 8,307,710	\$ -	\$ 9,352,267	\$ -	96%	\$ 249,177	\$ 6,479,313	\$ 450,000	\$ 690,679	\$ -	\$ 6,127,147			
EXPENSES																
10 Corporate	\$ 116,387	\$ -	\$ 1,002,565	\$ -	\$ 1,846,463	\$ -	65%	\$ 105,242	\$ 957,690	\$ 200,000	\$ 200,000	\$ -	\$ 1,432,715			
20 Recreation	\$ 293,796	\$ -	\$ 2,651,787	\$ -	\$ 4,113,480	\$ -	71%	\$ 249,442	\$ 2,584,151	\$ 250,000	\$ 250,000	\$ -	\$ 3,208,960			
21 Retirement	\$ 25,375	\$ -	\$ 256,776	\$ -	\$ 333,895	\$ -	77%	\$ 22,803	\$ 236,149	\$ -	\$ -	\$ -	\$ 199,678			
22 Liability Insurance	\$ -	\$ -	\$ 48,346	\$ -	\$ 112,468	\$ -	43%	\$ -	\$ 44,399	\$ -	\$ -	\$ -	\$ 57,287			
23 Audit	\$ -	\$ -	\$ 13,850	\$ -	\$ 14,695	\$ -	94%	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ 10,358			
24 Handicapped Recreation	\$ 46,541	\$ -	\$ 271,768	\$ -	\$ 293,000	\$ -	93%	\$ 59,402	\$ 154,012	\$ -	\$ -	\$ -	\$ 59,611			
25 Paving & Lighting	\$ -	\$ -	\$ 14,073	\$ -	\$ 40,000	\$ -	35%	\$ 295	\$ 20,589	\$ -	\$ -	\$ -	\$ 33,275			
26 Bond & Interest	\$ -	\$ -	\$ 745,191	\$ -	\$ 2,024,775	\$ -	49%	\$ -	\$ 720,564	\$ -	\$ 240,679	\$ -	\$ 1,575,118			
40 Capital Improvements	\$ 26,948	\$ -	\$ 403,784	\$ -	\$ 1,224,300	\$ -	33%	\$ 375,910	\$ 1,182,487	\$ -	\$ -	\$ -	\$ 2,449,714			
TOTAL EXPENSES	\$ 509,048	\$ -	\$ 5,408,141	\$ -	\$ 10,003,076	\$ -	61%	\$ 813,093	\$ 5,911,540	\$ 450,000	\$ 690,679	\$ -	\$ 9,026,717			
Profit/Loss	\$ (241,752)	\$ -	\$ 2,899,569	\$ -	\$ (650,809)	\$ -		\$ (563,917)	\$ 567,773	\$ -	\$ -	\$ -				
Monthly Capital Summary																
													Amount			
													Weiss Recreation Center	\$	10,598	
													Miscellaneous	\$	16,351	
													Total	\$	26,948	

RIVER TRAILS PARK DISTRICT
Cash and Payroll Summary
September 2024

Cash Available	Amount	Yield
Busey Bank - Operating Account	162,638.19	
Busey Bank - Money Market	2,996,605.78	4.27%
IPDLAF - General Fund	4,569,619.09	5.16%
PMA iPRIME	1,165,406.32	
Outstanding Checks - RTPD	(71,410.91)	
TOTAL CASH NET WORTH	\$ 8,822,858.47	

Payroll Information		
Date	9/3/2024	9/17/2024
Gross Payroll	\$ 109,129.95	\$ 125,885.28
Number of Employees	165	102



BOARD MEMORANDUM

To: Board of Commissioners
From: Mike Hanley, Superintendent of Parks
RE: Parks Report
Meeting Date: November 7, 2024

Background / Analysis

Parks

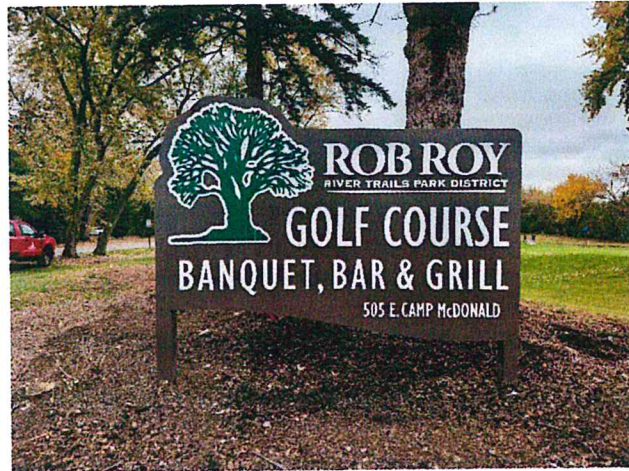
- Water Usage: In 2024, over 90% of our water usage from the water cart has been sourced from rainwater collected in our barrel, totaling over 28,000 gallons. We have utilized rainwater not just for watering trees and plants, but also projects/maintenance that require water.
- New Signage:
 - A new park sign has been installed at Woodland Trails Park, near the community garden and sled hill along Wolf Rd.
 - New Rob Roy GC sign has been placed on the corner of Wheeling and Euclid.
- Woodland Trails Grove: The area has been re-graded to improve drainage. We are targeting a late spring to early summer 2025 opening date for the grove and accompanying trails.
- Tree Planting: The fall tree planting season has begun, starting with 4 donation trees planted at Sycamore Trails Park. An additional 16 trees will be planted throughout various parks and the golf course.
- Ballfields: We will be adding infield mix, regrading, and reestablishing the arc on the baseball field at Woodland Trails Park.
- Leaves: We have begun the leaf cleanup process throughout all parks. Collected leaf debris will be incorporated into the community garden to further enhance the soil composition.

Trades

- Staff did a great job in the planning, building, and day of participation in the OCR and Monsters Bash special events
- Electric component, "Bucket", installed at the Weiss Center upstairs Mechanical Room Electrical Distribution Panel for the HVAC system in preparation for winter.
- Began and continue to install new light fixtures throughout the Weiss Center
- Staff worked with contractors on Weiss Lobby, Hallway, Gym, and Fitness Center Renovation Project. This project focused on flooring, painting, and updating door hardware.
- In process of winterizing the pool and bathhouse as well as seasonal take down of drinking fountains and irrigation systems
- Continued building inspections and routine maintenance
- Parking lot resurfacing of the main pool and administrative office completed

Golf

- Mowing has slowed down significantly as the weather cools. We are currently preparing the course for winter.
- Leaf management is the main focus at this time.
- John, our IMRF Golf Maintenance Worker, has continued to be a great asset to the team and takes initiative on what needs to be done. Juan, our Mechanic, is also a great asset for us, limiting down time for equipment if/when breakdowns occur.
- Tree plantings along Wheeling Road and various other locations around the course will occur this fall.





MEMORANDUM

To: Board of Commissioners

From: Louis Eckenbrecht
General Manager of Golf

RE: Quarter 3 Golf Revenue Report (January-September 2024)

Date: 10/31/2024

STATEMENT

Attached is the End of Quarter 3, 2024 Golf Operations Financial Report.

DISCUSSION

• Pro Shop

- The weather for Prospect Heights was mild and comfortable, it stayed consistently clear from July-September. Most storms were either after closing or during the night. Play was only affected 3-4 days during Q3 and only minorly.
 - July averaged a high of 84, August averaged a high of 81, and September averaged a high of 74. Precipitation was extremely low during Q3. Not technically in a drought but considered abnormally dry. It did not adversely affect playability.
- Round count continued to grow over 2024 through Q3. In previous years there has always been an upward trend in the rounds played, but this year saw a 10% increase, ending September with 23,677 rounds played as compared to 21,497 rounds ending September 2023.
- The course is averaging 143 rounds per day in Q3 2024 against 132 for Q3 2023.
- We are currently only 414 rounds from breaking the record set in 2023 for rounds played for the year. Which was 24,091 rounds.

• Driving Range

- The Range is still on track to have its busiest year yet. Payroll costs did rise unexpectedly to cover the demand. On some of the busiest days we had to pick twice per day.
- Expenses continued to increase in terms of operational supplies to purchase more balls than anticipated.

- **Concessions**
 - Open Kitchens finished hosting their “Live on Deck” music nights, and the last three had incredible turn outs and patrons stayed late on the patio.
 - The 10th Hole hosted most of the leagues final play luncheons. Open Kitchens continues to improve their relationship with many of the regular leagues and I am hopeful we can get all of the final luncheons hosted on premises.

- **Golf Maintenance**
 - Golf Maintenance continues to keep the course in excellent condition.
 - The skunks have done some damage to the rough in September, but have not impacted play, just caused some headaches for the maintenance team.

CONCLUSION

The gross revenue through September 2024 closed at \$727,723 as compared to the end of quarter 3 2023 closing at \$635,597. Net revenue is up \$58,853 year over year compared to 2023. We are going to set our all-time high record of rounds played for years to come. Presently through September, year-to-date revenue is at 95.9% of the budgeted amount, and year-to-date expenses are at 66%. We are still confidently looking at over 100% of the target budget while staying ideally around 90% budgeted expenses.

**River Trails Park District
Golf Operations Financial Report
(January 1 - September 30)**

2022	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ 463,924	\$ 6,168	\$ 8,604	\$ 43,095	\$ 13,150	\$ -	\$ -	\$ 534,941
Expense	\$ 51,624	\$ 101,791	\$ 575	\$ 18,186	\$ 4,510	\$ 125,679	\$ -	\$ 302,365
Profit/Loss	\$ 412,300	\$ (95,623)	\$ 8,029	\$ 24,909	\$ 8,640	\$ (125,679)	\$ -	\$ 232,576

2023	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ 558,506	\$ (54)	\$ 8,646	\$ 58,374	\$ 5,342	\$ -	\$ 4,783	\$ 635,597
Expense	\$ 62,558	\$ 127,277	\$ 71	\$ 24,709	\$ 823	\$ 186,010	\$ 1,289	\$ 402,737
Profit/Loss	\$ 495,948	\$ (127,331)	\$ 8,575	\$ 33,665	\$ 4,519	\$ (186,010)	\$ 3,494	\$ 232,860

2024	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
Revenue	\$ 619,594	\$ (44)	\$ 7,775	\$ 78,035	\$ 14,684	\$ -	\$ 7,680	\$ 727,723
Expense	\$ 59,339	\$ 115,990	\$ -	\$ 41,024	\$ 1,703	\$ 214,566	\$ 3,388	\$ 436,010
Profit/Loss	\$ 560,255	\$ (116,034)	\$ 7,775	\$ 37,010	\$ 12,981	\$ (214,566)	\$ 4,292	\$ 291,713

2024 Budget	Revenue	Expense	Profit/Loss	Change	% Change
	\$ 650,145	\$ 108,024	\$ 542,121	\$ -	
	\$ 650,145	\$ 108,024	\$ 542,121	\$ 211,202	32.6%
	\$ 650,145	\$ 108,024	\$ 542,121	\$ (211,202)	(32.6%)

Rounds	Change	% Change	YTD P/L
2019	16,893		\$ -
2021	18,245	took over	\$ -
2022	19,494	6.85%	\$ -
2023	21,497	10.27%	\$ -
2024	23,677	10.14%	\$ -
			\$ 291,713
			\$ 232,860
			\$ 58,853



BOARD MEMORANDUM

To: Board of Commissioners

From: Bret Fahnstrom, Executive Director
David Oswald, Superintendent of Finance & HR

RE: 2024 Truth in Taxation Law Resolution – Second Viewing

Meeting Date: November 7, 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

Property tax dollars are an important revenue source for our park district. Historically, the district has followed the strategy of optimizing the annual levy request to fully capture property tax dollars available under the Property Tax Extension Limitation Law (PTELL). This strategy serves to secure the funding necessary to maintain park district services for the community and build capacity to address capital needs.

PTELL limits the increase over the prior property tax extension to the lesser of 5% or the annual percentage increase in the Consumer Price Index (CPI) as of December for the prior year. The Midwest Urban CPI figure published by the Illinois Department of Revenue for the 12-month period ending in December of 2023 is 3.4%.

As the state formula used in property tax extension calculations includes current unknowns (new property and final Equalized Assessed Valuation), taxing bodies seeking to optimize available property tax funds must levy amounts large enough to fully capture the anticipated new property.

Under Illinois law, a district must also comply with certain public hearing requirements before it can pass a Tax Levy Ordinance. Whenever a district considers extending an aggregate property tax levy of more than 5% of the preceding year's extension, the Truth in Taxation Act requires that the district publicly disclose its intention by announcing through a newspaper and holding a public hearing. **As the district is proposing a tax levy request of 4.98% greater than the amount extended in the prior year, a public hearing is not required.**

Impact on Taxpayers

Under the proposed River Trails Park District levy request, the table below summarizes the impact on 2024 property taxes to be paid in 2025 as compared to 2023 property taxes paid in 2024. Note 2024 property taxes are based upon prior year 2023 home values.

2023 Home Value	Estimated Increase in 2024 Property Taxes
\$ 600,000	\$ 4.88
\$ 500,000	\$ 3.83
\$ 400,000	\$ 2.79
\$ 300,000	\$ 1.74

Enclosed with this memo:

- Truth in Taxation Resolution
- Newspaper Notice regarding Truth in Taxation Hearing on the Levy
- Annual Levy Ordinance DRAFT

A more in-depth memo regarding the 2024 Levy Ordinance and supporting documents will be presented at the December 5th Board meeting.

Option A

Levy Adoption Timeline Summary – with **NO** Public Hearing

- ~~10/17/2024 Board first viewing – DRAFT 2024 Truth in Taxation Resolution and Levy Ordinance~~
11/07/2024 Board second viewing - DRAFT Tax Levy Ordinance presented to the Board.
This determination of the amount of money to be raised by the tax levy must be done at least 20 days prior to adopting the levy ordinance
12/05/2024 The Board adopts the 2024 Levy Ordinance.
12/9/2024 The Levy Ordinance is updated to the Cook County Clerk portal prior to the last Tuesday in December. (This date is specified by Illinois statute).

Option B

Levy Adoption Timeline Summary – with Public Hearing

- ~~10/17/2024 Board first viewing – 2024 Truth in Taxation Resolution and Levy Ordinance – DRAFTS~~
11/07/2024 The Board adopts the 2024 Truth in Taxation Resolution.
This determination of the amount of money to be raised by the tax levy must be done at least 20 days prior to adopting the levy ordinance).
11/25/2024 Notice of Truth in Taxation Hearing on the levy is published in the newspaper. (Notice must be published 7 – 14 days prior to the Public Hearing).
12/05/2024 The Board holds a Truth in Taxation Hearing regarding the proposed levy
The Board adopts the 2024 Levy Ordinance
12/9/2024 The Levy Ordinance is updated to the Cook County Clerk portal prior to the last Tuesday in December. (This date is specified by Illinois statute).

Action and Motion Requested

If the Board chooses Option A, staff recommends the Board accept the DRAFT Tax Levy Ordinance

If the Board chooses Option B, which requires the District to hold a public hearing on the tax levy, staff recommends the Board to adopt the Truth in Taxation Resolution as submitted.

River Trails Park District
Resolution 24-11-07
Truth in Taxation Resolution

RESOLVED, by the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law":

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, **extended** by the Park District, plus any amount abated by the Park District before extension, upon the final 2023 real estate tax levy of the Park District (2024 tax bill) is \$ 3,066,162.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, **proposed to be levied** by the Park District for 2024 (2025 tax bill) is \$ 3,219,000.
3. Based on the foregoing, the estimated percentage increase in the proposed 2024 aggregate levy over the amount of real estate taxes extended upon the final 2023 aggregate levy is 4.98%.

FURTHER RESOLVED, that a public hearing on the proposed 2024 aggregate levy of the Park District be held on December 5, 2024, at 7:00 p.m. at 401 East Camp McDonald Rd, Prospect Heights, Cook County, Illinois; and that the Secretary cause notice of said hearing to be published in accordance with the requirements of the Truth in Taxation Law.

Passed this 7th day of November, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

Leah Lussem, President
Board of Park Commissioners
River Trails Park District

Attested and filed this 7th day of November, 2024.

BRET FAHNSTROM
Secretary, Board of Park Commissioners
River Trails Park District

**NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR THE RIVER TRAILS PARK DISTRICT**

I. A public hearing to approve a proposed property tax levy increase for the River Trails Park District for 2024 will be held on December 5, 2024 at 7:00pm at 401 E. Camp McDonald Road, Prospect Heights, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Bret Fahnstrom, Executive Director, River Trails Park District, Illinois (telephone 847-788-0551).

II. The corporate and special purpose property taxes extended or abated for 2023 were \$3,107,384.

The proposed corporate and special purpose property taxes to be levied for 2024 are \$3,307,000. This represents a **4.98%** increase over the previous year extension.

III. The property taxes extended for debt service and public building commission leases for 2023 were \$1,066,862.

The proposed property taxes to be levied for debt service and public building commission leases for 2024 are \$1,050,606.

IV. The total property taxes extended or abated for 2023 were \$4,174,246.

The proposed total property taxes to be levied for 2024 are \$4,357,606. This represents a **3.30%** increase over the prior year extension.

Bret Fahnstrom
Executive Director
River Trails Park District
Board of Commissioners

**River Trails Park District
Annual Levy Ordinance
No. 24-12-05**

**AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE RIVER TRAILS PARK DISTRICT FOR THE
2024 FISCAL YEAR**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE RIVER TRAILS PARK DISTRICT, COOK COUNTY, ILLINOIS:

Section 1: The sum of *four million, two-hundred sixty-nine thousand, six hundred and six dollars (\$4,269,606)* is hereby assessed and levied from and against all taxable property within the limits of the River Trails Park District as the same is assessed and equalized for State and County purposes for the current year, said taxes hereby levied being for the current fiscal year 2024 of said Park District, commencing January 1, 2024 and ending December 31, 2024. The ordinance heretofore adopted by the Board of Commissioners of the said Park District at a meeting thereof regularly convened and held on December 5, 2024 lists the various objects and purposes for which said levied amounts have been assessed, and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Levied", as follows:

Fund Number	Fund Description	Levy Amount
10	Corporate	\$ 1,600,000
20	Recreation	\$ 965,000
21	Retirement - Illinois Municipal Retirement	\$ 135,000
21	Retirement - Social Security	\$ 240,000
22	Liability	\$ 105,000
23	Audit	\$ 14,000
24	Handicap	\$ 127,000
25	Paving & Lighting	\$ 33,000
26	Bond & Interest	\$ 1,050,606
	Total Levy Request	\$ 4,269,606

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the Cook County Clerk, within the time specified by law.

Section 3: If an item or any portion thereof of this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portions of this Ordinance.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED: _____

APPROVED: _____

Leah Lussem, President
Board of Commissioners

ATTEST:

Bret Fahnstrom, Secretary

DRAFT



BOARD MEMORANDUM

To: Board of Commissioners

From: Bret Fahnstrom, CPRE
Executive Director

RE: Updated Harassment Policy Personnel and Board Policy Manuals

Meeting Date: November 7, 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

In reviewing some of our policies as part of Distinguished Agency, it was discovered that there was a deficiency in the Harassment Policy of 2020. I shared our existing policy with corporate counsel, and this is the direction given. Additionally, there were some minor clerical changes which I already cleared up.

For the PERSONNEL POLICY MANUAL:

Pages #1-2; Paragraphs #2, 3, 4, 6

Counsel stated that if this list (highlighted) is not included, then the District assumes employees know what are legally protected characteristics.

Page #3; last paragraph

Any employee engaging in practices or conduct constituting discrimination, harassment, or retaliation of any kind shall be subject to disciplinary action, up to and including discharge from employment. The District will take appropriate remedial action against any other individual (e.g., Park Board commissioners, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation.

Counsel stated that this "Follows through on addressing other conduct"

Page #3; middle paragraph

Counsel added the Whistleblower paragraph as needed for Distinguished Agency

Page #4; Park Board paragraph

- The State and Ethics Act requires that the District's sexual harassment policy be amended to address sexual harassment between Board members.
- Counsel recommended the provision below be codified with your existing sexual harassment policy included in the **Personnel Policy Manual as well as in the District's Board Manual**.
 - The second attachment is the Board Policy Manual Section 08-09 which includes the policy to be amended.

Page #5; 2nd paragraph

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any employee should immediately advise the Director who will investigate the conduct and take prompt remedial action if the allegations are substantiated.

All employees are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not you are the intended victim. In the event the allegations implicate the Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual should immediately advise the President of the Board, and the District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

Counsel stated that "Follow through with the reporting procedure explained above"

Action and Motion Requested

Since this is the first viewing, this is for Informational Purposes. No Board Action Requested

It is staff intent to supply the Board with the adopting ordinance at the November 21 Board meeting

Personnel Policy MANUAL

1-2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or a particular any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, or any other legally protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Sexual Harassment

This form of harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when any of the following occur:

- a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and all other Social Media); and other physical, verbal or visual conduct of a sexual nature.

Harassment on The Basis of Any Other Protected Characteristic

This form of harassment is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy, or other legally protected characteristic: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in practices or conduct constituting discrimination, harassment, or retaliation of any kind shall be subject to disciplinary action, up to and including discharge from employment. The District will take appropriate remedial action against any other individual (e.g., Park Board commissioners, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation.

Retaliation Is Prohibited

The District prohibits retaliation against any individual who reports discrimination, harassment, or retaliation, who participates in an investigation of such reports, and/or files a charge of discrimination, harassment or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination and/or other remedial action as warranted by the circumstances.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

7

Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If an employee experiences or witnesses harassment, discrimination, or retaliation of any kind, they should deal with the incident(s) as directly and firmly as possible by clearly communicating the objection to the offending person, your immediate supervisor, and/or the Director. The employee should document each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

Your response to harassment in the workplace may include any or all of the following steps:

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, and you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, and you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. *However, you are not required to confront the person who is the source of your report, question, or complaint directly before notifying any of those individuals listed below.* Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** After the direct communication is undertaken, or if you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor or department head. If you feel uncomfortable doing so, or if your immediate supervisor is the source of, condones or ignores the problem, report directly to the Director.
- **Report to Director/President of the Board of Park Commissioners:** An employee may report incidents of harassment or discrimination directly to the Director. The Director or his designee will promptly investigate the facts and take remedial action when an allegation is determined to be substantiated. If your complaint alleges harassment, discrimination or retaliation by the Director, or the Director condones or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners.

Park Board

Any commissioner of the River Trails Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

When an allegation of discrimination, harassment or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged harassment, discrimination or retaliation conduct the investigation. All employees must cooperate with any investigation of workplace harassment, discrimination, or retaliation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Director or his designee will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect the employee from further contact with such persons. However, that the District has limited control over the actions of non-employees.

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any employee should immediately advise the Director who will investigate the conduct and take prompt remedial action if the allegations are substantiated.

All employees are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not you are the intended victim. In the event the allegations implicate the Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual should immediately advise the President of the Board, and the District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality as the District must be able to fully investigate and take prompt remedial action when necessary.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to an including termination.

Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example: training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the District believes appropriate under the circumstances.

Education and Training

Education and training for employees at each level of the work force is critical to the success of the policy against discrimination, harassment and retaliation.

Education and training include the following components:

1. As part of general orientation, each recently hired employee will be informed of the standards of behavior.
2. All employees with supervisory authority over other employees, and all employees working in a managerial capacity will participate in periodic training sessions on discrimination and harassment. Training will include examples of what types of remarks, behavior and pictures will not be tolerated in the work place. Participants will be informed that they are responsible for knowing the contents of the District's non-discrimination and anti-harassment policy.
3. All employees will participate in periodic seminars that describe workplace sexual harassment and teach strategies for resisting and preventing sexual harassment

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Resolution Outside the District

The District hopes that any incident of discrimination, sexual or other harassment, or retaliation can be resolved through the internal process as outlined above. All employees however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) at 555 West Monroe, Suite 700 (7th Floor), Chicago, Illinois 60661, (312) 814-6200, (TTY)866-740-3953 and/or the United States Equal Employment Opportunity Commission (EEOC) 1-800-669-4000 (TDD 1-800-669-6820) about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. A charge with the IDHR must be filed no later than 300 days of the incident of discrimination or harassment. A charge with the EEOC must be filed within 300 days of the incident.

**Amended November
17, 2022**

Board Policy Manual



- Policy
- Procedure
- Protocol/Best Practice

Section: **08-09**

History of Approvals / Amendments:

FINAL 5.20.21

08-09 Additional Matters

9.1 Staff and Board Education and Training. The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve the District, as designated by the majority of the Board. (See **Appendix L** for the Board's complete Policy Governing Commissioner Attendance at Educational Sessions and Expense Reimbursement).

9.2 Membership in IAPD and NRPA. The Board recognizes the benefits derived from the programs, services, and information provided by the IAPD and NRPA and, as such, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

9.3 Expense Reimbursement. Only those expenses necessary for training, development and other reasonable expenses incurred related to the exercise of official duties are reimbursable. Activities such as parks and recreation conferences, training sessions, assigned committees and educational seminars are examples of and considered allowable expenses. These activities and meetings must be considered beneficial to the District. Expenses by family members accompanying a Commissioner are not reimbursable. Commissioners may attend conferences and other training opportunities at their own expense if they are otherwise ineligible for reimbursement. Expenses for District representatives to participate in community and District associated events are also allowable. All expenses charged against the Board's budget allotment must be in compliance with and follow the required procedures as outlined in the District's current financial policies.

If any Commissioner believes that finance policies or procedures have been violated, he or she should notify the Board President who, in turn, will notify the Board member in question. The Board President and the Commissioner in question will determine the best method for resolution. If they are unable to resolve the matter, the President will bring the issue to the full Board for final resolution. Expenses that the Board determines to be in violation of the District's finance policies or procedures will not be reimbursed to the Commissioner in question, or if the District has already issued a reimbursement, the Commissioner in question must immediately pay back the District. In the event that the Commissioner in question is the Board President, the Board Vice President shall be notified and the same procedure will be followed with the Vice President replacing the role of the President. See **Appendix L**, Policy Governing Attendance at Educational Sessions and Expense Reimbursement).

9.4 Annual Calendar of Actions and Activities. The Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in April, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

9.5 Use of Expert Consultants. The Board recognizes the need from time to time to utilize the services of consultants for a special project or projects. The Board shall appoint such engineers, architects, planners and others as the Board shall determine prudent, and shall approve the consultant's amount of compensation, if any. The Director shall be involved with the Board on all aspects relating to such an appointment, and shall work directly with the consultant in completing his/her assigned responsibilities and tasks.

9.6 Conflicts of Interest. District Ordinance Number 04-04-15, as it relates to the Illinois State Ethics Law, shall apply.

9.7 Acceptance of Donations. The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance is in the best interests of the District.

9.8 Recognition of Outgoing Board Members. Service on the Board shall be recognized, upon completion of the Board member's term on the Board, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the Annual Meeting of the Board.

9.9 Procedures for Resident / Public Input. Resident and general public input on District matters is encouraged by the Board. Staff will widely publicize all appropriate means for the public to communicate (questions, comments, complaints) with the District and Board, e.g. telephone numbers, postal addresses, email addresses, website address, and will use bulletin boards and suggestion boxes where appropriate.

Although communication from the public may be in any form, District staff should encourage the public to communicate in writing where possible and to include their contact information so that the District may contact these individuals in the event additional information is required. Complaint forms are to be available at both the Weiss and Burning Bush Recreation Centers.

9.10 Prospective Candidate Information Packet. Staff will prepare an information packet for prospective Board candidates, whether elective or appointive candidates. This packet of information will contain essential information about the Board and District and include at a minimum: the District's Mission and Vision Statements, Board policies, current brochures, a District facilities listing and map, Commissioner responsibilities and an invitation by the Director to meet with the candidate and discuss the above and any other timely matters of interest. Other documents are available at the District's Administrative building.

9.11 Special Recreation. The District acknowledges and supports the Americans With Disabilities Act (42 U.S.C. 12131 "ADA") and prohibits discrimination on the basis of disability in the employment, services, programs, or activities of the District. The Board adopted the ADA grievance procedure and authorizes, empowers, and directs the Director to designate a responsible employee or employees to coordinate the District's efforts to comply with and carry out its responsibilities under ADA. The Board recognizes the need to provide quality recreation for special populations that live in the District's boundaries, within the financial resources available. The District will meet its responsibilities through participation in a cooperative special recreation association where such is more economical or viable than an "in-District" program. It is the Director's responsibility to monitor the performance of the Special Recreation Association and report to the Board accordingly.

The Executive Director of the Special Recreation Association will be required to provide a written and oral report to the Board biannually. The District will meet its financial obligations for the support of the Special Recreation Association primarily through a tax levy authorized for this purpose. Payments will be forwarded to the Special Recreation Association in accordance with operational agreements between the Special Recreation Association and the Park District.

The District will adopt a policy of compliance in the construction of new facilities as well as upgrading present facilities and will from time to time evaluate its services, policies, and practices in light of the requirements of ADA in order to serve persons with disabilities including those participating in the Special Recreation Association of which the District is a member.

9.12 Regulating the Use of the Parks and Property. The Board recognizes the need to establish policies and ordinances to govern the use of District parks and property by the public. For this purpose, the Board has adopted the "Conduct Ordinance." It is the responsibility of Director, with assistance of the City of Prospect Heights and Village Mount Prospect Police Departments to enforce these policies and ordinances.

9.13 Non-Discrimination. The District shall not discriminate in the provision of its services or facilities, or in its employment practices, on any unlawful basis, including but not limited to race, religion, national origin, age, sex or sexual orientation, pregnancy, disability or association with a person with a disability, veteran status, or citizenship status and will not tolerate harassment or intimidation of any park patron, or District employee or volunteer. Our "zero tolerance" policy extends to discriminatory conduct or harassment or intimidation by a District elected or appointed official or District employee, or by a patron, volunteer, vendor, contractor, customer, or affiliated organization or other business partner of the District. The policy applies to all District operations.

Any commissioner of the River Trails Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

9.14 Amendment of Policies. Consideration of a new policy or the amendment of an existing policy may be initiated by any Board member or by the Director at any time. A written draft of the amendment or new policy must be submitted to the Board President to be considered for inclusion on a Board meeting agenda. Prior to Park Board consideration, the draft policy will be provided to the District's Attorney for review and comment. Any changes or additions to policies must be approved by a majority of the full Board at a regular or special meeting.

9.15 Tours of Facilities. Board members shall endeavor to tour the District's parks and other key facilities at least once each year in order to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

ORDINANCE NO. 24-11-21

ORDINANCE APPROVING RIVER TRAILS PARK DISTRICT AMENDED SEXUAL HARASSMENT POLICY

WHEREAS, the Illinois General Assembly has enacted amendments to the State Officials and Employees Ethics Act in Public Act 101-221, effective August 9, 2019 (the "Act"); and

WHEREAS, the Act requires units of local government to adopt an ordinance or resolution within 6 months of the effective date of the Act, amending their existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

WHEREAS, the Board of Park Commissioners of the River Trails Park District has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current sexual harassment policy, in order to ensure full compliance with the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE RIVER TRAILS PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The recitals set forth hereinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The River Trails Park District's Sexual Harassment Policy is hereby amended to comply with the Act, as follows: *Alleged harassment by a commissioner against another elected official can be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other commissioner. Any report under this section must be referred to the District's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.* The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

SECTION THREE: Any prior ordinance, resolution, policy or order of the River Trails Park District in conflict with the provisions of the Policy or this Ordinance, shall be and hereby are, repealed to the extent of such conflict.

SECTION FOUR: This Ordinance shall take effect upon its passage and approval in the manner provided by law.

PASSED THIS 21st day of November, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

President, River Trails Park District
Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners



BOARD MEMORANDUM

November 7, 2024 Board Meeting Agenda Item

To: Board of Commissioners
From: Bret Fahnstrom, CPRE Executive Director
RE: 2025 Draft Board Meeting Calendar

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

Attached is the DRAFT version of the 2025 Board Meeting Calendar. All the suggested dates are based on the Thursday meeting dates the 1st and 3rd weeks of each month.

- The January 2nd meeting is challenging since staff would be preparing documentation just prior to New Years Eve and Day with the meeting after. I hesitate to cancel since the Draft Budget process may include important budget or bond action item.
- The Annual Meeting notation in May since we do it the same meeting every year
- Independence Day is Friday so initially we wouldn't cancel but we have made practice of canceling one meeting in each off June, July and August. Recommend canceling July 3.
- I left the other two summer months at two meetings with the understanding that the Board may decide to cancel a meeting each month as we have previously.
- NRPA is now in September for the next 4 years. The September 18 meeting conflicts with NRPA in 2025. Recommend canceling September 18.

Conclusion

Motion: I make a motion to Approve the 2025 Board Meeting Calendar as submitted



Administration Office

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



Following is a list of the 2025 regular meeting dates of the Board of Park Commissioners of the River Trails Park District

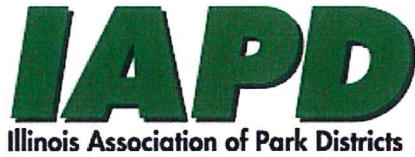
January 2, 2025	NY Eve week?	July 3, 2025	July 4 wknd?
January 16, 2025		July 17, 2025	
February 6, 2025		August 7, 2025	
February 20, 2025		August 21, 2025	
March 6, 2025		September 4, 2025	
March 20, 2025		September 18, 2025 NRPA	
April 3, 2025		October 2, 2025	
April 17, 2025		October 16, 2025	
May 1, 2025	ANNUAL MEETING	November 6, 2025	
May 15, 2025		November 20, 2025	
June 5, 2025		December 4, 2025	
June 19, 2025		December 18, 2025	

*All the above dates are the first (1st) and third (3rd) Thursdays of the month

*All meetings are held at 7:00 pm at the Administrative Building located at 401 E. Camp McDonald Rd, Prospect Heights, Illinois.

Mission Statement

To responsibly Enrich the Lives of Our Diverse Community



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 8, 2024

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 23-25, 2025.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2025 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ held at
(Name of Agency)
_____ on _____ at _____
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 25, 2025 at 3:30 p.m.:**

Name Title Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____ Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



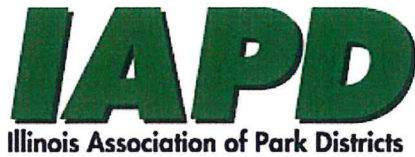
TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2024
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

- (a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 26, 2024) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 11, 2024) to the Annual Business Meeting.
- (b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.
- (c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 26, 2024.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2024
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 26, 2024 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 11, 2024) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 26, 2024 is the deadline for all changes and/or amendments to be received in the Association's office.