

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD AT
401 E. CAMP MC DONALD ROAD IN SAID DISTRICT
ON THE SECOND DAY OF FEBRUARY, 2017 AT 7:15 P.M.**

The President called the meeting to order and directed the Secretary to call the roll. Upon roll being called, the following Commissioners answered present: Edward W. Rechner, Lois B. Hauge and Gail Dieterich. Also present were Director Bret Fahnstrom, Superintendent of Parks Tom Pope, Superintendent of Recreation Patti Mitchell, Superintendent of Finance Steve Cummins and Recording Secretary Moira Zale. Commissioners James L. Murphy and Jack Cerniglia were absent.

II. Guests Present: Communications and Marketing Manager, Christine Powles.

III. The Agenda for February 2, 2017 was submitted for approval. Commissioner Hauge moved to approve said agenda as presented. The motion was seconded by Commissioner Cerniglia and approved by common consent.

IV. The Minutes of the Regular Meeting of January 5, 2017 were submitted for approval. Commissioner Dieterich moved to approve said minutes as presented. Commissioner Hauge seconded the motion which was approved by common consent.

V. Discussion of the Preliminary – Pre Accruals Treasurer Report for December 2016 was presented by Superintendent of Finance Cummins. The final December 2016 Treasurer’s Report will be presented at the February 16, 2017 Board Meeting.

VI. Superintendent Cummins submitted for approval the invoice listing from December 13, 2016 thru January 30, 2017 in the amount of \$289,105.46. Following discussion, Commissioner Hauge moved to approve the Invoice Listing as presented. Commissioner Dieterich seconded the motion, and upon roll being called, the Commissioners voted as follows:

AYE: Edward W. Rechner, Lois B. Hauge and Gail Dieterich

NAY: None

ABSENT: Jack Cerniglia and James L. Murphy

VII. Communications:

a. Golf Operations Update. Superintendent Mitchell presented the Golf Operations Financial Report for December 2016. There was discussion of the Pro-shop, Golf Programs, Golf Lessons and Mini-Golf programs. Congratulations to Yessica the Banquet / Bar/ Grill Manager at Rob Roy Clubhouse. She has been nominated to receive a Banquet Sales Award for having the highest sales! Congratulations from the Board and all present. The February 16, 2017 board meeting will take place at RR Clubhouse for dinner and the 2016 year in review with BCG.

b. Annual Communications and Marketing Report presented by Christine Powles.

Christine presented a power point and a binder with the 2016 brochures, flyers and many of the marketing tools that she has created for RTPD in 2016. The new web-site was launched in August and has been a great resource for the community. The website was entered in a contest at the recent IPRA conference that was held in January 2017. Christine was very proud to present the Board of Commissioners with a “1st place” plaque won by RTPD. A great big thank you and kudos to our behind the scenes IT Manager Michael Posch, without his continual support and help the website and many other marketing tools would not be available to the community and staff without him!! Facebook and other social media tools have really been great in helping to promote upcoming programs, special events and many other park district happenings.

- c. **General Communications.** There was discussion of the recently attended IPRA conference and winning "1st Place" for our new website.

VIII. Old Business.

- a. **Draft Salary Administration Policy and Procedure.** After discussion, the Commissioners had further questions and would like to discuss the policy with Commissioners Murphy and Cerniglia before approving the Salary Policy and Procedure.
- b. Superintendent Cummins will present the Fund Balance Transfers policy at the February 16, 2017 meeting.

IX. New Business

a. **Ordinance #17-02-02: 2017 Annual Budget and Appropriation**

Following discussion, Commissioner Hauge moved to approve Ordinance # 17-01-02 as presented. Commissioner Dieterich seconded the motion, and upon roll being called, the Commissioners voted as follows:

AYE: Lois B. Hauge, Edward W. Rechner and Gail Dieterich

NAY: None

ABSENT: James Murphy and Jack Cerniglia

X. Commissioners Comments. President Rechner discussed the Sunrise Connection for Elected Officials breakfast that was held on January 26th at the Mt. Prospect Library. President Rechner will be attending the IPRA Legislative Breakfast being held Friday, February 3rd. President Rechner would like to see letters written to the State Senators discussing funding and other issues affecting the Park District and Community. Commissioner Hauge would like see more data regarding the Salary Survey.

X. Executive Session. None

XII. Action as a result of the Executive Session held January 5, 2017. Approval of Director Fahnstrom's contract and salary. After discussion the Commissioners have come to a consensus. Commissioner Dieterich moved to approve said contract and salary as discussed. Commissioner Hauge seconded the motion, and upon roll being called, the Commissioners voted as follows:

AYE: Lois B. Hauge, Edward W. Rechner and Gail Dieterich

NAY: None

ABSENT: James Murphy and Jack Cerniglia

XIII. Adjournment: There being no further business to discuss, the meeting was adjourned at 9:20 p.m.

President

Secretary