

**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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**December 1, 2022**  
**7:00 PM**

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- I. Roll Call
- II. Visitors Comments
- III. Proclamation      Bob Nicioli
- IV. Approval of Agenda / Changes
- V. Approval of Minutes for the Regular Meeting of November 17, 2022\*
- VI. Approval of Treasurer's Report for October 2022\*
- VII. Communications
  - a. Director's Report\*
  - b. Miscellaneous Communications
- VIII. Old Business
  - a. None
- IX. New Business
  - a. Resolution 22-12-01 Resolution Approving the Amended and Restated Personnel Policy Manual\*
  - b. Custodial Bids for 2023, 2024 & 2025\*
  - c. Draft Budget              Funds 21 - 26\*
  - d. 2023 Full Time Pay Grade Scale Chart\*
- 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](mailto: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 SEVENTEETH DAY OF NOVEMBER 2022 AT 7:00 P.M.**

- I. The President called the meeting to order at 7:01 p.m. and directed Carole Dohse, Accounting and Administrative Assistant to call the roll. Upon the roll being called, the following Commissioners answered present: Jennifer Rezek, Nancy Parra, Leah Lussem, and Edward Rechner (arrived at 7:06 p.m.) Commissioner Robert Hoban III was absent. Also present were Director Bret Fahnstrom, Superintendent of Parks Mike Hanley, and Superintendent of Finance David Oswald.
- II. Visitors Present: None
- III. Proclamation Bob Nicioli This item is tabled until a future Board meeting.
- IV. The Agenda for November 17, 2022 was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- V. Approval of Minutes for the Regular Meeting of November 3, 2022. Commissioner Lussem moved to approve the Minutes as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- VI. Approval of Voucher List of Bills for October 15 – November 11, 2022. Commissioner Parra moved to approve the Voucher List of Bills for October 15 – November 11, 2022 as presented. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:  
  
AYE: Nancy Parra, Jennifer Rezek, Ed Rechner, Leah Lussem  
NAY: None  
ABSENT: Robert Hoban III
- VII. Communications
  - a. Staff Report - Recreation. Director Fahnstrom reported that Parkour Fall Session 1 had a new season high of 364 participants, and Fall Session 2 had a new season high of 493 participants. Kid Squad will return to the school locations starting in January 2023. Dance had 64 participants in the fall program and there currently is only one dance teacher. There was a new yoga event – “Glow with the Flow Halloween Yoga” that included wine and costumes. There were 14 participants.
  - b. Rob Roy GC Operations Q3. Director Fahnstrom highlighted that there were 19,494 rounds played in Q3 2022, up 1,249 rounds over Q3 2021. Presently, YTD Revenue is 98.7% against the budget and Expenses are 52.6% against budget. It has been an incredibly positive golf year to date, accented with great golf weather.
  - c. Miscellaneous Communications. Director Fahnstrom discussed the Director evaluation process that will be talked about further in Executive Session.

**VIII. Old Business**

- a. 2022 Personnel Policy Manual Review Section 1, 3<sup>rd</sup> viewing. Following discussion Commissioner Lussem made a motion to approve the 2022 Personnel Policy Manual Section 1 changes as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- b. 2022 Personnel Policy Manual Review Section 2, 2<sup>nd</sup> viewing. Following discussion Commissioner Lussem made a motion to approve the 2022 Personnel Policy Manual Section 2 changes as presented. The motion was seconded by Commissioner Rechner and approved by common consent.
- c. Resolution 22-11-17 Truth in Taxation Hearing. A Public Hearing for the Levy Ordinance will be held at the December 15th Board Meeting. Commissioner Rechner moved to adopt the Truth in Taxation Resolution 22-11-17 as presented. Commissioner Lussem seconded the motion, and upon the roll being called, the Commissioners voted as follows:

AYE: Nancy Parra, Ed Rechner, Jennifer Rezek, Leah Lussem  
NAY: None  
ABSENT: Robert Hoban III

**IX. New Business**

- a. 2022 Personnel Policy Manual Review Section 3, 1<sup>st</sup> viewing. Following discussion Commissioner Parra made a motion to approve the 2022 Personnel Policy Manual Section 3 changes as presented. The motion was seconded by Commissioner Lussem and approved by common consent.

**X. Commissioner Comments**

- a. Commissioner Parra shared a way to engage community feedback through using bar codes to rate programs on resident's phones.

- XI. a.** Executive Session. At 7:42 p.m., Commissioner Parra made a motion to go into Executive Session to consider the purchase or lease of real property pursuant to Section 2(c)(5) of the Open Meetings Act and it was seconded by Commissioner Lussem.

AYE: Nancy Parra, Ed Rechner, Jennifer Rezek, Leah Lussem  
NAY: None  
ABSENT: Robert Hoban III

- b. At 7:53 p.m., Commissioner Lussem made a motion to go into 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 and it was seconded by Commissioner Rechner.

AYE: Nancy Parra, Ed Rechner, Jennifer Rezek, Leah Lussem  
NAY: None  
ABSENT: Robert Hoban III



**XII.** Action as a Result of the Executive Session. None

**XIII.** Adjournment. There being no further business to discuss, Commissioner Lussem made a motion to adjourn the meeting at 8:16 p.m. The motion was seconded by Commissioner Rechner and approved by common consent.

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President

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Secretary





**MEMORANDUM**



To: Board of Commissioners  
From: David Oswald, Superintendent of Finance  
RE: Treasurer's Report Highlights – October 2022  
Date: November 29, 2022

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**REVENUES:**

YTD Overall Revenue - Realized 64% of the 83.3% Target

- Shortfall is due to deferred Cook County Tax installment
- With the \$1.7 million installment, YTD Overall Revenue would be 82.7%

YTD Capital Fund Revenue - Realized 1% of the 75% Target

- Inter-Fund transfers to the Capital Fund are planned

**EXPENSES:**

YTD Overall Expenses - Realized 57% of the 83.3% Target

- This in line with historic October 2018-2019 data (60-63%); 2021 Bonding year (110%)

YTD Audit Fund Expenses - Realized 0% of the 83.3% Target

- Invoice received and paid on 11/29 brings YTD to 100%

YTD Handicap Fund Expenses - Realized 40% of the 83.3% Target

- Willow Park was budgeted for 2022, pushed to 2023
- New bus was budgeted for 2022, supply chain issues pushed purchase to 2023

YTD Bond & Interest Fund Expenses - Realized 25% of the 83.3% Target

- \$921,593.31 Bond payment made on 11/15 brings YTD to 57%
- Year-end Inter-Fund transfer to the Capital Fund will bring YTD expenses to 100%

YTD Capital Expenses - Realized 60% of the 83.3% Target

- \$215K expenses paid in November will bring YTD expenses to 70.5%

Payroll

- Winter season – approximately 100 total employees

**INTERFUND TRANSFERS:**

- None in October 2022

**Capital Fund 40:**

- Expenditures (Soccer Goals \$5,440)









## MEMORANDUM

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December 1, 2022

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To: Board of Commissioners  
From: Bret Fahnstrom, CPRE Executive Director  
RE: Director's Report

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### What is coming up in the upcoming month(s):

- Rob Roy GC scheduled to close December 1
- RTPD Holiday Party December 2
- Stocking Deliveries December 3
- Breakfast with Santa December 10
- **Board Meeting** **December 15**
- Breakfast with Santa December 17
- Polar Express December 19, 20, 21
- Illinois Parkour Championships @ The Zone February 4

### Significant Projects

- Off season facility ADA updates
- Capital Replacement Plan updates
- Repaired or vacated three (3) more bunkers on holes #3 and #4
- Willow Trails Park renewal project starting
- Financial Policy Manual Review and Updates
- Pool repairs finishing up for season; planning for 2023
- Conversations with CPH concerning the Willow Trails Park property

### Other Committees Meetings

- PDRMA Wellness Committee
- LINK Coalition Committee
- Prospect Heights Leadership Meeting
- NWSRA Board of Director's meetings
- IPRA Admin & Finance Committee
- IPRA Membership Council Committee
- RTPD Foundation Meetings
- RTPD Safety Committee

**Information Purposes; No Board Action is Needed**



## **MEMORANDUM**

To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

RE: Resolution 22-12-01 Resolution Approving the Amended and Restated Personnel Policy Manual\*

Date: 11/28/2022

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### **DISCUSSION**

It has been 5 years since a major overhaul and time for a review. I have already sent this Policy Manual to legal counsel to review, give recommendations on suggested changes and update what legally needed to be updated. We have reviewed this manual in sections over the last 4 Board meetings.

All the suggested changes have been reviewed and tentatively approved. The last step is to pass the Resolution formally adopting all the changes which were approved in the previous meetings.

We will continue to have Legal Counsel review every five (5) years as well as supply the District with changes to existing policies or adding suggested policies as times change.

### **CONCLUSION**

Staff recommends the Board Adopt Resolution 22-12-01 Resolution Approving the Amended and Restated Personnel Policy Manual as submitted

**RESOLUTION NO. 22-12-01**

**RIVER TRAILS PARK DISTRICT**

**RESOLUTION APPROVING AMENDED AND RESTATED PERSONNEL POLICY MANUAL**

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

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

**WHEREAS**, the District’s Executive Director has caused the District’s Personnel Policy Manual (the “Manual”) to be updated and amended in order to account for recent changes in state and federal laws, and said Manual is attached to and incorporated in this Resolution as Exhibit 1.

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

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

**SECTION TWO:** The Board hereby approves the amended and restated Personnel Policy Manual attached to and incorporated into this Resolution as Exhibit 1.

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

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

PASSED this 1<sup>st</sup> day of December, 2022 by roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

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

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



STATE OF ILLINOIS            )  
  )        ss  
COUNTY OF COOK            )

**SECRETARY'S CERTIFICATE**

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

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

**RESOLUTION NO. 22-12-01**

**RIVER TRAILS PARK DISTRICT**

**RESOLUTION APPROVING AMENDED AND RESTATED PERSONNEL POLICY MANUAL**

adopted at a duly called regular meeting of the Board of Park Commissioners of the River Trails Park District, held at Prospect Heights, Illinois in said District at 7:00 p.m. on the 1<sup>st</sup> day of December, 2022.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said River Trails Park District at Prospect Heights, Illinois, this 1<sup>st</sup> day of December, 2022.

\_\_\_\_\_  
Secretary

[SEAL]

**EXHIBIT NO. 1  
RIVER TRAILS PARK DISTRICT  
AMENDED AND RESTATED PERSONNEL POLICY MANUAL**

# **RIVER TRAILS DISTRICT**

## **PERSONNEL POLICY MANUAL**



**RIVER TRAILS**  
P A R K D I S T R I C T

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

### **BOARD OF COMMISSIONERS**

Jennifer Rezek, President                      Leah Lussem, Vice-President  
Nancy Parra, Treasurer                      Edward Rechner, Commissioner  
Robert Hoban III, Commissioner

### **DIRECTOR**

Bret D. Fahnstrom, CPRE

UPDATED and APPROVED: December 1, 2022

UPDATED and APPROVED: July 20, 2017

UPDATED and APPROVED: 2010





## BOARD MEMORANDUM

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### December 1, 2022 Board Meeting Agenda Item

To: Board of Commissioners  
 From: Mike Hanley Superintendent of Parks  
 RE: Custodial Bid for 2023, 2024 & 2025

#### **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**

Over the years, custodial services at the park district have been accomplished through full-time, part-time, and contractual staffing. In 2022, we will spend approximately \$165,000 on custodial (\$108,000 RTPD full-time and part-time labor, \$57,000 contractual services at the Rob Roy Club House, The Zone, Pool Bathhouse).

This fall, the district conducted a public bid for custodial work. The contract was made available to bidders on 10/27/2022 and bids were opened 11/15/2022. Six bidders submitted pricing for custodial work for 2023, 2024, 2025. The bid results are as follows:

Company	Bid Price			
	2023	2024	2025	Total
Eco Maintenance	\$69,792	\$69,792	\$72,583	\$212,167
Bravo Services	\$79,900	\$83,895	\$88,089.73	\$251,885
Crystal Maintenance	\$98,820	\$98,820	\$98,820	\$296,460
Multisystem Management	\$63,120	\$64,920	\$67,280	\$195,320
<b>Chi-Town Cleaning Services</b>	<b>\$62,920</b>	<b>\$64,620</b>	<b>\$67,080</b>	<b>\$194,620</b>
Total Facility Maintenance, Inc.	\$36,000	\$37,894.74	\$39,889.20	\$113,783.94

Total Facility Maintenance, Inc. was the low bid totaling \$113,783.94 but rescinded their bid on 11/18/22. Chi-Town Cleaning Services is the second lowest bid totaling \$194,620.00.

**SUMMARY OF WORK**

The scope of work for the Custodial Bid includes custodial work at the Marvin Weiss Community Center, Burning Bush Community Center, Rob Roy Club House, The Zone, and Woodland Trails Pool Bathhouse.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weiss: Contract	Night						
BB: Contract	Night		Night			Night	Night
Zone: Contract	Night			Night		Night	Night
RRCH: Contract	Night		Night		Night		Night
Pool: Contract	Night (Seasonal June 9 <sup>th</sup> - September 3 <sup>rd</sup> )						

This will be a shift moving towards more custodial services being supported contractually. A District IMRF part-time custodian will be employed for general and spot cleaning at the district facilities with regular hours during hours of operation in addition to the nightly contracted custodial work.

The anticipated custodial budget for 2023 labor and contractual services is \$105,700. This would be a savings of \$59,300 from 2022.

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**Action and Motion Requested**

Staff recommends the Board to Approve the award of the River Trails Custodial Bid to Chi-Town Cleaning Services for \$194,620.00



## MEMORANDUM



To: Board of Commissioners

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

RE: 2023 Draft Budget Part 1: Funds 21-26

Date: 11/29/2022

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### INTRODUCTION

We would like to make you aware of the most notable changes in the budget from 2022 to 2023.

Our budget will be presented in sections so the entire budget document is easier to consume by the Board. Please see the schedule below.

Board Meeting Date	Funds Presented
12/1/2022	Part 1: Funds 21 - 26
12/15/2022	Part 2: Fund 10 Corporate; Fund 40 Capital
1/5/2023	Part 3: Fund 20 Recreation
1/5 or 1/19/2023	Tentative Overall Budget
2/2/2023	Final Overall Budget

It is hoped that the detail provided in this memo will answer some of the questions that may arise as you preview the information prior to the Board meeting.



## DISCUSSION

- The district continues to anticipate **revenues conservatively** and **expenses liberally**. Therefore, we will likely see more revenue and less expenses than budgeted. We feel this is a good representation of our 2023 fiscal plan.
- The district continues to be watchful of legislation that could affect our property tax revenue.
- The district is reducing its levy ask in Funds 21, 22, and 25 to bring Projected 2023 Year-End Fund Balances in line with Board policy carrying 25 – 50% of annual operating costs.

Fund		2023 Budget Increases	Notes
21	Retirement -IMRF -Social Security	\$5,500	<ul style="list-style-type: none"> <li>• 2% decrease in IMRF Employer Contribution Rate (2023 = 5.87%; 2022 = 7.98%)</li> <li>• Assumes 4% increase in wages</li> </ul>
22	Liability	\$12,000	<ul style="list-style-type: none"> <li>• Workers' Compensation (+11,000)</li> </ul>
23	Audit	-	<ul style="list-style-type: none"> <li>• No significant changes</li> </ul>
24	Handicapped	\$47,000	<ul style="list-style-type: none"> <li>• Willow Park Surfacing / Miscellaneous Improvements (\$152,000)</li> <li>• Bus (\$110,000)</li> </ul>
25	Paving & Lighting	-	<ul style="list-style-type: none"> <li>• No significant changes</li> </ul>
26	Bond & Interest	\$960,000 decrease	<ul style="list-style-type: none"> <li>• Similar to 2022, monies received from the levy and bonds will cover all the bond principal and interest payments and a \$220,000 transfer to the Capital Fund.</li> <li>• Large decrease – we don't receive GO Bond Revenue every year.</li> </ul>

## CONCLUSION

- This is a **Draft Budget**.
- If we make any changes after the Board has reviewed this Draft Budget Part 1, it will be included as an update when the Tentative Overall Budget is presented.
- The final budget must be passed in the first quarter (March 31).

**River Trails Park District  
2023 Budget Appropriations DRAFT**

Account Number	Account Description	2022 Budget	2023 Budget	2023 Appropriation
<b>RETIREMENT FUND</b>				\$ -
21-10-90-830-5302	IMRF Retirement	\$ 127,700	\$ 130,250	\$ 162,813
21-10-90-830-5303	Social Security	\$ 197,000	\$ 199,880	\$ 249,850
	<b>Revenue Total</b>	<b>\$ 281,000</b>	<b>\$ 230,000</b>	<b>\$ 287,500</b>
	<b>Expenses Total</b>	<b>\$ 324,700</b>	<b>\$ 330,130</b>	<b>\$ 412,663</b>
	<b>Net</b>	<b>\$ (43,700)</b>	<b>\$ (100,130)</b>	<b>\$ (125,163)</b>
<b>LIABILITY INSURANCE FUND</b>				\$ -
22-10-90-850-5581	Liability Insurance	\$ 39,000	\$ 39,510	\$ 49,387
22-10-90-850-5582	Unemployment Compensation	\$ 4,000	\$ 4,652	\$ 5,815
22-10-90-850-5583	Workers' Compensation	\$ 24,750	\$ 35,924	\$ 44,905
	<b>Revenue Total</b>	<b>\$ 70,000</b>	<b>\$ 65,000</b>	<b>\$ 81,250</b>
	<b>Expenses Total</b>	<b>\$ 67,750</b>	<b>\$ 80,086</b>	<b>\$ 100,107</b>
	<b>Net</b>	<b>\$ 2,250</b>	<b>\$ (15,086)</b>	<b>\$ (18,857)</b>
<b>AUDIT FUND</b>				\$ -
23-10-90-850-5591	Annual Audit Fee	\$ 13,575	\$ 14,525	\$ 18,157
	<b>Revenue Total</b>	<b>\$ 14,000</b>	<b>\$ 16,000</b>	<b>\$ 20,000</b>
	<b>Expenses Total</b>	<b>\$ 13,575</b>	<b>\$ 14,525</b>	<b>\$ 18,157</b>
	<b>Net</b>	<b>\$ 425</b>	<b>\$ 1,475</b>	<b>\$ 1,843</b>
<b>HANDICAPPED RECREATION FUND</b>				\$ -
24-10-90-850-5592	NWSRA Annual Assessment	\$ 106,000	\$ 108,000	\$ 135,000
24-10-90-870-5710	Capital Improvements - ADA (Willow, Misc)	\$ 198,560	\$ 152,000	\$ 190,000
24-10-90-890-5900	Miscellaneous Expense (bus)	\$ 28,450	\$ 110,000	\$ 137,500
	<b>Revenue Total</b>	<b>\$ 234,000</b>	<b>\$ 234,000</b>	<b>\$ 292,500</b>
	<b>Expenses Total</b>	<b>\$ 333,010</b>	<b>\$ 370,000</b>	<b>\$ 462,500</b>
	<b>Net</b>	<b>\$ (99,010)</b>	<b>\$ (136,000)</b>	<b>\$ (170,000)</b>
<b>PAVING &amp; LIGHTING FUND</b>				\$ -
25-10-90-870-5730	Lighting Expenses	\$ -	\$ -	\$ -
25-10-90-870-5735	Paving Expenses	\$ 38,050	\$ 30,000	\$ 37,500
	<b>Revenue Total</b>	<b>\$ 29,500</b>	<b>\$ 24,000</b>	<b>\$ 30,000</b>
	<b>Expenses Total</b>	<b>\$ 38,050</b>	<b>\$ 40,000</b>	<b>\$ 50,000</b>
	<b>Net</b>	<b>\$ (8,550)</b>	<b>\$ (16,000)</b>	<b>\$ (20,000)</b>

**River Trails Park District  
2023 Budget Appropriations DRAFT**

Account Number	Account Description	2022 Budget	2023 Budget	2023 Appropriation
				\$ -
<b>BOND &amp; INTEREST FUND</b>				\$ -
26-10-90-850-5510	Bond Issuance Loss & Costs	\$ 15,000	\$ 13,500	\$ 16,875
26-10-90-880-8805	Principal Payment-Bonds February	\$ 912,000	\$ -	\$ -
26-10-90-880-8806	Principal Payment-Bonds 2018 B	\$ 262,000	\$ 280,000	\$ 350,000
26-10-90-880-8807	Principal Payment-Bonds 2018 C	\$ -	\$ -	\$ -
26-10-90-880-8808	Principal Payment-Bonds 2021 B	\$ 210,000	\$ 220,000	\$ 275,000
	Principal Bond Payment - 2022		\$ 943,010	\$ 1,178,763
26-10-90-880-8825	Interest Payment-Bonds February	\$ 9,576	\$ -	\$ -
26-10-90-880-8824	Interest Payment 2018 B	\$ 14,862	\$ 7,840	\$ 9,800
26-10-90-880-8824	Interest Payment 2018 C	\$ 149,291	\$ 149,300	\$ 186,625
26-10-90-880-8828	Interest Payment 2021 B	\$ 93,148	\$ 95,900	\$ 119,875
	Interest Payment Bond - 2022	\$ -	\$ 24,662	\$ 30,828
26-10-90-890-5925	Transfer to Other Funds	\$ 1,250,000	\$ 222,745	\$ 278,431
	<b>Revenue Total</b>	<b>\$ 1,872,240</b>	<b>\$ 1,956,957</b>	<b>\$ 2,446,197</b>
	<b>Expenses Total</b>	<b>\$ 2,915,877</b>	<b>\$ 1,956,957</b>	<b>\$ 2,446,196</b>
	<b>Net</b>	<b>\$ (1,043,637)</b>	<b>\$ 0</b>	<b>\$ 0</b>





## BOARD MEMORANDUM

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### December 1, 2022 Board Meeting Agenda Item

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To: Board of Commissioners  
From: Bret Fahnstrom, CPRE Executive Director  
RE: 2023 Wage Scale Chart

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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

Throughout the last two years, staffing has been a growing challenge for the District, industry and community. While part-time workers have been challenging, the full time staff has been mostly constant and amazingly dedicated to advancing the mission of our District within our community. The District's goal is to 1) grow their experiences to hopefully advance within the organization when there are opportunities, 2) to keep the amazing staff as long as possible as long as it benefits both parties and 3) be a destination for other future professionals when opportunities arise.

We are in the 2023 Budget process and I will be bringing some staff salary recommendations in which we feel is best to support the above goals, I feel there is a real opportunity to make a long term impact with a small financial impact.

The first spreadsheet is the existing Wage Scale Chart presently for 2022. The second spreadsheet is my proposed adjusted Wage Scale going forward starting in 2023. It essentially moves thirteen employees up ½ of a full step and six up a full step. Based on where all the existing staff are located in their individual salary ranges, only 1-2 would fall just outside of the new range. The adjustment would be (<\$400) nominal.

This adjustment will accomplish several tasks. First, it allows for 2-4 years of additional longevity for any employee who may be closing in on the upper end of their specific wage scale. Second, several employees will also move into the lower third of their wage scale and they get a little boost annually to try to get them to the midpoint in 5-7 years. Additionally, it also raises the bar going forward in when we do have turnover, which in time, is inevitable.



**Action and Motion Requested**

Staff recommends the Board to approve the 2023 Wage Scale Chart as submitted.

Motion: I move to approve the adjusted 2023 Wage Scales

# Existing Salary Structure

River Trails Park District  
 Pay Grade Assignments  
 Effective January 1, 2023  
 Based on a 40 Hour Workweek

Board Approved 10/7/21

Pay Grade	FLSA Category	Position Title	Minimum			Midpoint			Maximum			Hiring Range Guideline				
			80%	100%	120%	100%	120%	120%	Lower Minimum	Middle Minimum	Upper Minimum	Upper Maximum				
12		Hold for future restructuring	\$122,228	\$152,785	\$183,342	\$122,228	\$142,599	\$162,970	\$183,342	\$58,76	\$68,56	\$78,35	\$88,15			
			\$58,76	\$73,45	\$88,15	\$58,76	\$68,56	\$78,35	\$88,15							
			80%	100%	120%	80%	100%	120%	120%							
11.5		Hold for future restructuring	\$115,103	\$143,879	\$172,655	\$115,103	\$134,287	\$153,471	\$172,655	\$55,34	\$64,56	\$73,78	\$83,01			
			\$55,34	\$69,17	\$83,01	\$55,34	\$64,56	\$73,78	\$83,01							
			80%	100%	120%	80%	100%	120%	120%							
11	E	Executive Director	\$107,979	\$134,974	\$161,968	\$107,979	\$125,975	\$143,972	\$161,968	\$51,91	\$60,57	\$69,22	\$77,87			
			\$51,91	\$64,89	\$77,87	\$51,91	\$60,57	\$69,22	\$77,87							
			80%	100%	120%	80%	100%	120%	120%							
10.5		Hold for future restructuring	\$101,685	\$127,106	\$152,527	\$101,685	\$118,632	\$135,580	\$152,527	\$48,89	\$57,03	\$65,18	\$73,33			
			\$48,89	\$61,11	\$73,33	\$48,89	\$57,03	\$65,18	\$73,33							
			80%	100%	120%	80%	100%	120%	120%							
10		Hold for future restructuring	\$95,391	\$119,239	\$143,087	\$95,391	\$111,290	\$127,188	\$143,087	\$45,86	\$53,50	\$61,15	\$68,79			
			\$45,86	\$57,33	\$68,79	\$45,86	\$53,50	\$61,15	\$68,79							
			80%	100%	120%	80%	100%	120%	120%							
9.5		Hold for future restructuring	\$89,831	\$112,289	\$134,746	\$89,831	\$104,803	\$119,775	\$134,746	\$43,19	\$50,39	\$57,58	\$64,78			
			\$43,19	\$53,98	\$64,78	\$43,19	\$50,39	\$57,58	\$64,78							
			80%	100%	120%	80%	100%	120%	120%							
9		Hold for future restructuring	\$84,271	\$105,338	\$126,406	\$84,271	\$98,316	\$112,361	\$126,406	\$40,51	\$47,27	\$54,02	\$60,77			
			\$40,51	\$50,64	\$60,77	\$40,51	\$47,27	\$54,02	\$60,77							
			80%	100%	120%	80%	100%	120%	120%							
8.5	E	Superintendent of Finance	\$79,359	\$99,198	\$119,038	\$79,359	\$92,585	\$105,812	\$119,038	\$38,15	\$44,51	\$50,87	\$57,23			
			\$38,15	\$47,69	\$57,23	\$38,15	\$44,51	\$50,87	\$57,23							
			80%	100%	120%	80%	100%	120%	120%							
8	E	Superintendent of Parks	\$74,447	\$93,058	\$111,670	\$74,447	\$86,855	\$99,262	\$111,670	\$35,79	\$41,76	\$47,72	\$53,69			
			\$35,79	\$44,74	\$53,69	\$35,79	\$41,76	\$47,72	\$53,69							
			80%	100%	120%	80%	100%	120%	120%							
7.5	E	Superintendent of Recreation	\$70,107	\$87,634	\$105,161	\$70,107	\$81,792	\$93,476	\$105,161	\$33,71	\$39,32	\$44,94	\$50,56			
			\$33,71	\$42,13	\$50,56	\$33,71	\$39,32	\$44,94	\$50,56							
			80%	100%	120%	80%	100%	120%	120%							
7		Hold for future restructuring	\$65,768	\$82,210	\$98,652	\$65,768	\$76,729	\$87,691	\$98,652	\$31,62	\$36,89	\$42,16	\$47,43			
			\$31,62	\$39,52	\$47,43	\$31,62	\$36,89	\$42,16	\$47,43							
			80%	100%	120%	80%	100%	120%	120%							
6.5		Hold for future restructuring	\$61,934	\$77,418	\$92,902	\$61,934	\$72,257	\$82,579	\$92,902	\$29,78	\$34,74	\$39,70	\$44,66			
			\$29,78	\$37,22	\$44,66	\$29,78	\$34,74	\$39,70	\$44,66							
			80%	100%	120%	80%	100%	120%	120%							



# EXISTING SALARY STRUCTURE

River Trails Park District  
 Pay Grade Assignments  
 Effective January 1, 2023  
 Based on a 40 Hour Workweek

Board Approved 10/7/21

Pay Grade	FLSA Category	Position Title	Minimum	Midpoint	Maximum	Hiring Range Guideline				
						Lower Minimum	Middle Minimum	Upper Minimum	Upper Maximum	
6	E	Facility Manager	\$58,101 \$27.93 80%	\$72,626 \$34.92 100%	\$87,151 \$41.90 120%	\$58,101 \$27.93	\$67,784 \$32.59	\$77,468 \$37.24	\$87,151 \$41.90	
5.5	E, E E, E	Golf Superintendent/Greenskeeper Recreation Manager 2 Technology Manager Golf General Manager	\$54,714 \$26.30 80%	\$68,393 \$32.88 100%	\$82,072 \$39.46 120%	\$54,714 \$26.30	\$63,833 \$30.69	\$72,952 \$35.07	\$82,072 \$39.46	
5	NE E	Maintenance Tradesworker 2 - Aquatics Maintenance Tradesworker 2 - Projects	\$51,328 \$24.68 80%	\$64,160 \$30.85 100%	\$76,992 \$37.02 120%	\$51,328 \$24.68	\$59,882 \$28.79	\$68,437 \$32.90	\$76,992 \$37.02	
4.5	E E	Communication and Marketing Manager Recreation Manager 1	\$48,336 \$23.24 80%	\$60,420 \$29.05 100%	\$72,504 \$34.86 120%	\$48,336 \$23.24	\$56,392 \$27.11	\$64,448 \$30.98	\$72,504 \$34.86	
4		Hold for future restructuring	\$45,344 \$21.80 80%	\$56,680 \$27.25 100%	\$68,016 \$32.70 120%	\$45,344 \$21.80	\$52,902 \$25.43	\$60,459 \$29.07	\$68,016 \$32.70	
3.5	NE NE	Maintenance Tradesworker 1 - Aquatics Maintenance Tradesworker 1 - Projects	\$42,701 \$20.53 80%	\$53,376 \$25.66 100%	\$64,052 \$30.79 120%	\$42,701 \$20.53	\$49,818 \$23.95	\$56,935 \$27.37	\$64,052 \$30.79	
3	E NE	Recreation Supervisor (FT) Customer Service Supervisor	\$40,058 \$19.26 80%	\$50,073 \$24.07 100%	\$60,087 \$28.89 120%	\$40,058 \$19.26	\$46,734 \$22.47	\$53,411 \$25.68	\$60,087 \$28.89	
2.5	NE NE	IMRF Accounting Assistant IMRF Maintenance Facilities Worker	\$37,723 \$18.14 80%	\$47,154 \$22.67 100%	\$56,585 \$27.20 120%	\$37,723 \$18.14	\$44,010 \$21.16	\$50,298 \$24.18	\$56,585 \$27.20	
2	NE NE NE	Maint Tradesworker - Custodial Supervisor FT Grounds Foreman IMRF PT Recreation Sup, IMRF Kid Squad Coord	\$35,388 \$17.01 80%	\$44,235 \$21.27 100%	\$53,082 \$25.52 120%	\$35,388 \$17.01	\$41,286 \$19.85	\$47,184 \$22.68	\$53,082 \$25.52	
1.5	NE NE	IMRF Kid Squad Site Supervisor IMRF Customer Service Assistant Supervisor	\$33,326 \$16.02 80%	\$41,657 \$20.03 100%	\$49,988 \$24.03 120%	\$33,326 \$16.02	\$38,880 \$18.69	\$44,434 \$21.36	\$49,988 \$24.03	
1	NE NE	IMRF Assist. Preschool Teacher IMRF Grounds Worker, Custodian IMRF Office Support/Customer Service	\$31,263 \$15.03 80%	\$39,079 \$18.79 100%	\$46,894 \$22.55 120%	\$31,263 \$15.03	\$36,473 \$17.54	\$41,684 \$20.04	\$46,894 \$22.55	

Exempt E Salaried, no overtime  
 on-Exempt NE Hourly, Subject to overtime

As defined by Fair Labor Standards Act (FLSA)  
 I:\Administration Department Files\Start\Wage Scales\1 & IMRF Pay Grades 2023

Hiring Range Example:  
 The first two columns serve as a guide for posting  
 Ex: Rec Sup (Pay Grade 3) \$40 - \$46K DDO



**DRAFT**

River Trails Park District  
 Pay Grade Assignments  
 Effective January 1, 2023  
 Based on a 40 Hour Workweek

Board Approved 10/7/21

Pay Grade	FLSA Category	Position Title	Minimum	Midpoint	Maximum	Hiring Range Guideline			
						Lower Minimum	Middle Minimum	Upper Minimum	Upper Maximum
12		Hold for future restructuring	\$122,228	\$152,785	\$183,342	\$122,228	\$142,599	\$162,970	\$183,342
			\$58,76 80%	\$73.45 100%	\$88.15 120%	\$68.56	\$78.35	\$88.15	
11.5		Hold for future restructuring	\$115,103	\$143,879	\$172,655	\$115,103	\$134,287	\$153,471	\$172,655
			\$55.34 80%	\$69.17 100%	\$83.01 120%	\$64.56	\$73.78	\$83.01	
11	E	Executive Director	\$107,979	\$134,974	\$161,968	\$107,979	\$125,975	\$143,972	\$161,968
			\$51.91 80%	\$64.89 100%	\$77.87 120%	\$60.57	\$69.22	\$77.87	
10.5		Hold for future restructuring	\$101,685	\$127,106	\$152,527	\$101,685	\$118,632	\$135,580	\$152,527
			\$48.89 80%	\$61.11 100%	\$73.33 120%	\$57.03	\$65.18	\$73.33	
10		Hold for future restructuring	\$95,391	\$119,239	\$143,087	\$95,391	\$111,290	\$127,188	\$143,087
			\$45.86 80%	\$57.33 100%	\$68.79 120%	\$53.50	\$61.15	\$68.79	
9.5		Hold for future restructuring	\$89,831	\$112,289	\$134,746	\$89,831	\$104,803	\$119,775	\$134,746
			\$43.19 80%	\$53.98 100%	\$64.78 120%	\$50.39	\$57.58	\$64.78	
9	E	Superintendent of Finance	\$84,271	\$105,338	\$126,406	\$84,271	\$98,316	\$112,361	\$126,406
			\$40.51 80%	\$50.64 100%	\$60.77 120%	\$47.27	\$54.02	\$60.77	
8.5	E	Superintendent of Parks	\$79,359	\$99,198	\$119,038	\$79,359	\$92,585	\$105,812	\$119,038
			\$38.15 80%	\$47.69 100%	\$57.23 120%	\$44.51	\$50.87	\$57.23	
8	E	Superintendent of Recreation	\$74,447	\$93,058	\$111,670	\$74,447	\$86,855	\$99,262	\$111,670
			\$35.79 80%	\$44.74 100%	\$53.69 120%	\$41.76	\$47.72	\$53.69	
7.5		Hold for future restructuring	\$70,107	\$87,634	\$105,161	\$70,107	\$81,792	\$93,476	\$105,161
			\$33.71 80%	\$42.13 100%	\$50.56 120%	\$39.32	\$44.94	\$50.56	
7		Hold for future restructuring	\$65,768	\$82,210	\$98,652	\$65,768	\$76,729	\$87,691	\$98,652
			\$31.62 80%	\$39.52 100%	\$47.43 120%	\$36.89	\$42.16	\$47.43	
6.5	E	Parks Facility Manager	\$61,934	\$77,418	\$92,902	\$61,934	\$72,257	\$82,579	\$92,902
			\$29.78 80%	\$37.22 100%	\$44.66 120%	\$34.74	\$39.70	\$44.66	



**DRAFT**

River Trails Park District  
 Pay Grade Assignments  
 Effective January 1, 2023  
 Based on a 40 Hour Workweek

Board Approved 10/7/21

Pay Grade	FLSA Category	Position Title	Minimum	Midpoint	Maximum	Hiring Range Guideline				
						Lower Minimum	Middle Minimum	Upper Minimum	Upper Maximum	
6	E, E, E, E	Golf Superintendent/Greenskeeper Recreation Manager 2 Technology Manager Golf General Manager	\$58,101	\$72,626	\$87,151	\$58,101	\$67,784	\$77,468	\$87,151	
			\$27.93	\$34.92	\$41.90	\$27.93	\$32.59	\$37.24	\$41.90	
			80%	100%	120%					
5.5	NE, NE	Maintenance Tradesworker 2 - Aquatics Maintenance Tradesworker 2 - Projects	\$54,714	\$68,393	\$82,072	\$54,714	\$63,833	\$72,952	\$82,072	
			\$26.30	\$32.88	\$39.46	\$26.30	\$30.69	\$35.07	\$39.46	
			80%	100%	120%					
5	E, E	Communication and Marketing Manager Recreation Manager 1	\$51,328	\$64,160	\$76,992	\$51,328	\$59,882	\$68,437	\$76,992	
			\$24.68	\$30.85	\$37.02	\$24.68	\$28.79	\$32.90	\$37.02	
			80%	100%	120%					
4.5		Hold for future restructuring	\$48,336	\$60,420	\$72,504	\$48,336	\$56,392	\$64,448	\$72,504	
			\$23.24	\$29.05	\$34.86	\$23.24	\$27.11	\$30.98	\$34.86	
			80%	100%	120%					
4	NE, E, NE	Maintenance Tradesworker 1 - Aquatics & Projects Recreation Supervisor (FT) Customer Service Supervisor	\$45,344	\$56,680	\$68,016	\$45,344	\$52,902	\$60,459	\$68,016	
			\$21.80	\$27.25	\$32.70	\$21.80	\$25.43	\$29.07	\$32.70	
			80%	100%	120%					
3.5		Hold for future restructuring	\$42,701	\$53,376	\$64,052	\$42,701	\$49,818	\$56,935	\$64,052	
			\$20.53	\$25.66	\$30.79	\$20.53	\$23.95	\$27.37	\$30.79	
			80%	100%	120%					
3	NE	FT Grounds Foreman	\$40,058	\$50,073	\$60,087	\$40,058	\$46,734	\$53,411	\$60,087	
			\$19.26	\$24.07	\$28.89	\$19.26	\$22.47	\$25.68	\$28.89	
			80%	100%	120%					
2.5	NE	Maint Tradesworker - Custodial Supervisor IMRF Accounting Assistant IMRF Maintenance Facilities Worker	\$37,723	\$47,154	\$56,585	\$37,723	\$44,010	\$50,298	\$56,585	
			\$18.14	\$22.67	\$27.20	\$18.14	\$21.16	\$24.18	\$27.20	
			80%	100%	120%					
2		IMRF PT Recreation Sup IMRF Kid Squad Coord IMRF Preschool Teacher	\$35,388	\$44,235	\$53,082	\$35,388	\$41,286	\$47,184	\$53,082	
			\$17.01	\$21.27	\$25.52	\$17.01	\$19.85	\$22.68	\$25.52	
			80%	100%	120%					
1.5		IMRF Kid Squad Site Supervisor IMRF Customer Service Assistant Supervisor	\$33,326	\$41,657	\$49,988	\$33,326	\$38,880	\$44,434	\$49,988	
			\$16.02	\$20.03	\$24.03	\$16.02	\$18.69	\$21.36	\$24.03	
			80%	100%	120%					
1		IMRF Assist. Preschool Teacher IMRF Grounds Worker, Custodian IMRF Office Support/Customer Service	\$31,263	\$39,079	\$46,894	\$31,263	\$36,473	\$41,684	\$46,894	
			\$15.03	\$18.79	\$22.55	\$15.03	\$17.54	\$20.04	\$22.55	
			80%	100%	120%					

Hiring Range Example:  
 The first two columns serve as a guide for posting

Exempt E Salaried, no overtime  
 on-Exempt NE Hourly, Subject to overtime  
 I:\Administration Department Files\Staff\Wage Scales\FT & IMRF Pay Grades 2023\_DRAFT