

**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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**November 17, 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 3, 2022\*
- VI. Approval of Voucher List of Bills for October 15 – November 11, 2022\*
- VII. Communications
  - a. Staff Report – Recreation\*
  - b. Rob Roy GC Operations Q3\*
  - c. Miscellaneous Communications
- VIII. Old Business
  - a. 2022 Personnel Policy Manual Review Section 1, 3<sup>rd</sup> viewing\*
  - b. 2022 Personnel Policy Manual Review Section 2, 2<sup>nd</sup> viewing\*
  - c. Resolution 22-11-17 Truth in Taxation Hearing\*
- IX. New Business
  - a. 2022 Personnel Policy Manual Review Section 3, 1<sup>st</sup> viewing\*
- X. Commissioners Comments
- XI. Executive Sessions
  - a. I make a motion that the Board go into closed Executive Session to consider the purchase or lease of real property pursuant to Section 2(c)(5) of the Open Meetings Act.
  - b. I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
- XII. Action as a Result of the Executive Session
- XIII. Adjournment

\*indicates an attachment included

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

**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF COMMISSIONERS OF THE  
RIVER TRAILS PARK DISTRICT,  
COOK COUNTY, ILLINOIS, HELD  
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT  
ON THE THIRD DAY OF NOVEMBER 2022 AT 7:00 P.M.**

- I. The President called the meeting to order at 7:00 p.m. and directed the roll to be called. Upon the roll being called, the following Commissioners answered present: Jennifer Rezek, Nancy Parra, Edward Rechner, and Leah Lussem. Commissioner Robert Hoban III was absent. Also present were Director Bret Fahnstrom, Superintendent of Parks Mike Hanley, Superintendent of Finance David Oswald, Superintendent of Recreation Patti Mitchel, Manager of Programs and Aquatics Katelynn Putkonen, and Supervisor of Aquatics, Dance and Early Childhood Katie Halverson.
- II. Visitors Present:       None
- III. The Agenda for November 3, 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.
- IV. Approval of Minutes for the Regular Meeting of October 20, 2022. Commissioner Lussem moved to approve the Minutes as amended. The motion was seconded by Commissioner Rechner and approved by common consent.
- V. Approval of Treasurer's Report for September 2022. Following the report presentation by Superintendent Oswald and subsequent discussion, Commissioner Lussem moved to approve the Treasurer's Report for September 2022 as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- VI. Communications
  - a. Annual Pool Report. Supervisor Halverson reported that 2022 attendance numbers totaled 21,884; an increase of 866 over 2021. Swim team and Swim lessons program participant numbers slightly decreased this season by 20 participants. There was an overall Financial season loss of (\$82,657) due to the following factors: increases in wages and overtime, utility expenses, and chemical supply costs. Season highlights include receiving 2 "Exceeds" and one "Meets" on the 2022 Ellis & Associates audits. The Pool party with the Police experienced the highest turnout of the season themed events with 450 attendees. Pool rentals were a huge hit with increased revenues of \$8,000 over 2021. There will be many operational adjustments for the 2023 Pool season including the season schedule ending earlier (before Labor Day), Pool closures at 70 degrees, and Pool pass and daily fee increases.
  - b. 2023 NRPA Conference Interest. Director Fahnstrom circulated an interest sheet to the Board members for the 2023 NRPA Conference to be held in Dallas, TX on October 10-12, 2023. Director Fahnstrom will collect the interest forms from the Board members.
  - c. Miscellaneous Communications. Director Fahnstrom extended the invitation to the Board members to the RTPD Christmas Party to be held at Top Golf in Schaumburg on December 2<sup>nd</sup> at 5:45 p.m.



**VII. Old Business**

- a. 2022 Personnel Policy Manual Review Section 1. Director Fahnstrom stated there was an outstanding question that has been forwarded to legal counsel for review. Besides waiting to hear back on the outstanding question from counsel, Section 1 of the Personnel Policy Manual is o.k. with the Board.

**VIII. New Business**

- a. 2022 Personnel Policy Manual Review Section 2. Director Fahnstrom circulated Section 2 changes to the Personnel Policy Manual for first viewing. All changes were highlighted and reviewed/recommended by legal counsel. Official approval of each section will be upon the second viewing or later.
- b. Resolution 22-11-03 Truth in Taxation Hearing. Superintendent Oswald stated that we are still waiting to receive final tax dollar amounts from Cook County to finalize the Tax Levy. Once received, a Public Hearing for the 2022 Levy Ordinance will be scheduled for December 1st.
- c. Resolution 22-11-03A Purchasing Policy. Director Fahnstrom walked the Board through the new State of Illinois legislation increasing the limit from \$25,000 to \$30,000 before the bidding process is legally required. Following discussion Commissioner Lussem made a motion to approve the updated Purchasing Policy as presented. The motion was seconded by Commissioner Rechner. 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

- d. 2023 DRAFT Board Meeting Schedule. Director Fahnstrom circulated the 2023 Board Meeting Calendar. Following discussion, Commissioner Parra made a motion to approve the 2023 Board Meeting Calendar as submitted. The motion was seconded by Commissioner Lussem and approved by common consent.

**IX. Commissioner Comments**

- a. Commissioner Lussem inquired about Willow Trails Park responsibilities regarding shells found.

**X. Executive Session.** None

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

**XII. Adjournment.** There being no further business to discuss, Commissioner Parra made a motion to adjourn the meeting at 8:13 p.m. The motion was seconded by Commissioner Rechner and approved by common consent.

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President

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Secretary

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PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
02453	AIR COMFORT CORPORATION								
	180661	01 BOILER INSPECTION WEISS	2040908505530	10/14/22		69495	10/27/22	3,900.00	3,900.00 3,900.00
								VENDOR TOTAL:	3,900.00
03678	AMERICAN LEAK DETECTION								
	12844	01 LEAK DETECTION	4050908705710	10/07/22		69470	10/20/22	700.00	700.00 700.00
								VENDOR TOTAL:	700.00
03682	AT&T								
	847253478410/2022	01 RR FAX	2060908405430	10/10/22		69471	10/20/22	225.00	64.00 64.00
	847255128510/2022	01 MSWCC FAX	2040908405430	10/01/22		69471	10/20/22	225.00	63.00 63.00
	847255128511/2022	01 MSWCC FAX 11/1 - 11/30	2040908405430	11/01/22		69541	11/10/22	63.00	63.00 63.00
	847788124810/2022	01 ADMIN FAX	1011908405430	10/07/22		69471	10/20/22	225.00	98.00 98.00
	847824186010/2022	01 POOL FILTER 10/22-11/21/22	1020938405430	10/22/22		69519	11/03/22	59.00	59.00 59.00
								VENDOR TOTAL:	347.00
04092	ANDERSON PEST SOLUTIONS								
	28947238	01 PEST CONTROLRR	2060908505530	10/17/22		69472	10/20/22	360.95	138.00 138.00
	29084312	01 PEST CONTROL ADMIN	1011908505530	11/06/22		69472	10/20/22	360.95	47.30 47.30
	29084313	01 PEST CONTROL ZONE	2042908505530	11/06/22		69472	10/20/22	360.95	78.00 78.00
	29084314	01 PEST CONTROL BB	2041908505530	11/06/22		69472	10/20/22	360.95	43.05 43.05
	29086410	01 PEST CONTROL WEISS	2040908505530	11/06/22		69472	10/20/22	360.95	54.60 54.60

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	29091781	01 PEST SERVICE RRG	2060908505530	11/06/22		69496	10/27/22	138.00	138.00 138.00
								VENDOR TOTAL:	498.95
06192	AVERUS, INC.								
	8251439	01 RR KITCHEN EXHAUST CLEANING	2060908505530	10/18/22		69497	10/27/22	466.60	466.60 466.60
								VENDOR TOTAL:	466.60
10340	BOUNCE HOUSES R US								
	29158	01 MONSTERS BASH INFLATABLES	2031386005410	10/18/22		69473	10/20/22	1,413.00	1,413.00 1,413.00
								VENDOR TOTAL:	1,413.00
11813	BUSHNELL INC.								
	0018408000	01 PVC HARDWARE	1020938005023	10/19/22		69498	10/27/22	46.95	46.95 46.95
								VENDOR TOTAL:	46.95
12836	CARDMEMBER SERVICE 3081								
	3081/OCT2022			10/20/22		69549	11/10/22	11,626.34	11,626.34
		01 INDEED - JOB POSTINGS	1010908505570						162.00
		02 INDEED - JOB POSTINGS	1010908505570						49.79
		03 LYFT - NRPA TRAVEL - BRET	1010908305308						23.59
		04 LUHRS CITY CENTER GARAGE PARK	1010908305308						20.00
		05 CHILIS DINNER - NRPA CONF	1010908305308						52.18
		06 AMERICAN AIRLINE BAG CHECK FEE	1010908305308						30.00
		07 ARROG BUTCHER DINNER -3 NRPA	1010908305308						114.92
		08 MCDONALDS NRPA CONF BREAKFAST	1010908305308						6.81
		09 STREET OF NY PIZZA NRPA LUNCH	1010908305308						6.85
		10 INGOS NRPA BREAKFAST - BRET	1010908305308						12.22
		11 CITY CENTER GARAGE PARK NRPA	1010908305308						60.00
		12 ARAMARK NRPA BREAKFAST - BRET	1010908305308						5.43
		13 ARAMARK NRPA LUNCH - BRET	1010908305308						18.46
		14 NRPA HOTEL MARRIOTT - BRET 4	1010908305308						509.94
		15 FATE BREWING LUNCH NRPA - BRET	1010908305308						22.31
		16 CROWN PUBLIC HOUSE DINNER NRPA	1010908305308						52.36
		17 ZOOM WEB MEETINGS SEP-OCT2022	1010908505530						59.96
		18 ABT AUDIO SYSTM MSW DANCE ROOM	2010908605690						311.00
		19 SMART WAIVER ZONE 9/24-10/17	1010908505530						126.80
		20 SPOTIFY FITNESS CLASS MUSIC	1010908505530						9.99
		21 VERIZON CELL PHONES 8/17-9/16	1010908505531						589.57
		22 SHOPKEEP CONCESSION POS OCT 22	1010908505530						198.00



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3081/OCT2022				10/20/22		69549	11/10/22	11,626.34	11,626.34
		23 HOMEDEPOT ETHERNET CABLE	1010908005005						46.15
		24 SMARTWAIVER ZONE SEP-OCT 2022	1010908050530						55.86
		25 CONSTANT CONTACT	1010908050570						125.00
		26 AMAZON -FIRST AID OINTMENT REC	1020938005002						28.00
		27 AMAZON - SAFETY GLASSES	1020938005002						69.62
		28 AMAZON - HEDGE TRIM LUBRICANT	1020938005023						13.80
		29 AMAZON - MAGNETIC SWEEPER	1020938005023						74.99
		30 AMAZON - WATER CART REPAIR	1020938005016						9.56
		31 AMAZON - SAFETY VEST HIGH VIS	1020938005002						29.95
		32 AMAZON - JACK TANK REPAIR	1020938005016						41.49
		33 AMAZON - ADHESIVE	1020938005023						38.94
		34 AMAZON - SAFETY VESTS HIGH VIS	1020938005002						89.85
		35 AMAZON - VAN PAINT CLEAR COAT	1020938005015						24.80
		36 AMAZON - SPRAY PAINT	1020938005023						30.37
		37 AMAZON - SAFETY CONE BARRICADE	1020938005002						109.00
		38 SIGNS BY TOMORROW FALL POSTERS	2010908050570						176.39
		39 SIGNS BY TOMORROW POSTERS/BANN	2010908050570						786.10
		40 FACEBOOK SOCIAL MEDIA ADS	1010908050570						48.54
		41 MAGISTO VIDEO	1010908050570						19.99
		42 CD ONE CLEANERS KATE REVERSE	1010908050570						-33.62
		43 CD ONE CLEANERS KATE REVERSE	1010908050570						-8.98
		44 CD ONE CLEANERS KATE REVERSE	1010908050570						-44.79
		45 CD ONE CLEANERS KATE REVERSE	1010908050570						-8.00
		46 CD ONE CLEANERS KATE REVERSE	1010908050570						-58.26
		47 CD ONE DRY CLEAN TABLE CLOTH	1010908050570						71.41
		48 WALMART CHILI COOKOFF SUPPLIES	1010908050525						23.34
		49 WALMART CHILI COOKOFF SUPPLIES	1010908050525						58.47
		50 SAM'S CLUB WEISS NAPKINS FORKS	2040908005010						106.07
		51 SAM'S CLUB OCR SNACKS	2031386185521						58.08
		52 DICKS SPORTING GOODS SOCCER	2031311225521						49.99
		53 DICK'S SPORTING GOODS SOCCER	2031311225521						38.85
		54 JEWEL POST RUN SNACKS	2031386185521						179.39
		55 COSTCO - KID SQUAD SNACKS	2031305285521						319.75
		56 AMAZON - AIR HORNS FOR OCR	2031386185521						19.98
		57 COSTCO SNACKS	2031311055521						90.24
		58 AUTOZONE T4 OIL CHANGE	1020938050547						69.92
		59 AUTOZONE BUS #2 PADS CALIPER	2010908050547						114.38
		60 AUTOZONE RETURN ITEMS BUS #2	2010908050547						-140.78
		61 CENTRAL SOD FARM POOL SOD BED	1020938005025						378.00
		62 AUTOZONE BUS #2 BRAKES	1020938005015						150.11
		63 FIORE FOUNDATION TREE	1010100152300						210.00
		64 EXXON MOBILE MIXED 2 CYCLE GAS	1020938050547						81.01
		65 REPUBLIC CONCRETE DUMPSTER	1020938050535						221.31
		66 ISA SEAN WAITE CERT ARBORIST	1020938305308						170.00
		67 AUTOZONE MOWER FILTER PLUGS	1020938005016						23.01
		68 AMAZON - MONSTER BASH SUPPLIES	2031386005521						16.99
		69 ALDI MONSTER BASH SNACKS	2043908005042						104.99

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3081/OCT2022				10/20/22		69549	11/10/22	11,626.34	11,626.34
		70 LEGOLAND HIT THE TRAIL TICKETS	2031305245410						449.70
		71 PDRMA REGISTRATION KATIE	2010908305308						65.00
		72 AMAZON MONSTER BASH SUPPLIES	2031386005521						63.92
		73 AMAZON MONSTER BASH SUPPLIES	2031386005521						26.90
		74 AMAZON MONSTER BASH SUPPLIES	2031386005521						38.23
		75 ZJ'S PANTRY YOGA HALLOWEEN BEV	2031332105521						18.72
		76 WALMART FITNESS EVENTS SUPPLY	2031332105521						135.00
		77 WALMART MONSTER BASH SUPPLIES	2031386005521						80.95
		78 AMAZON YOUTH DANCE SUPPLIES	2031343105521						1.97
		79 SAM'S CLUB MONSTER BASH SUPPLY	2031386005521						238.40
		80 IPRA WORKSHOP 12/6	2010908305308						40.00
		81 AMAZON DANCE STICKERS	2031343105521						9.99
		82 WHENTOWORK.COM KID SQUAD	2031305285521						216.00
		83 COSLEY ZOO HIT THE TRAIL	2031305245410						41.60
		84 AMAZON TABLE CLOTHES	2041908605615						138.84
		85 AMAZON AIR HOSE PARTS	2060928005013						14.99
		86 AMAZON TIME CARDS	2060928005023						32.00
		87 AMAZON RETURN TIME CARDS	2060928005023						-32.00
		88 IPRA PROF DEVEL JUSTIN 11/7&8	2010908305308						875.00
		89 CROWN TROPHY LIL KICKER SOCCER	2031311055526						606.10
		90 DUNKIN STAFF VOLUNTEER DONUTS	2031386185521						83.19
		91 DOLLAR TREE BIRTHDAY SUPPLIES	2042375295521						6.25
		92 AMAZON PRINTER PAPER ROB ROY	2060908005004						202.38
		93 AMAZON PRINTER PAPER KATE	2010908050570						202.38
		94 AMAZON PRINTER PAPER 401	1010908005004						202.38
		95 AMAZON PRINTER PAPER MSW	2010908005004						1,011.86
		96 AMAZON AUX CABLE CORD	2060628005010						16.98
		97 IPRA DUES OSWALD	1010908305306						279.00
		98 CONTINENTAL MENTOR LUNCH DAVID	1010908050900						39.17
		99 CANTALOUPE LOUIS TEST REVERSE	2060908005005						-5.00

VENDOR TOTAL: 11,626.34

13620 CHILDREN'S THEATRE COMPANY

FALL 22 ANNIE

01 FALL 22 CLASS ANNIE 13 STUDENT 2031343235410

10/18/22

69474

10/20/22

858.00

858.00

VENDOR TOTAL: 858.00

13844 FAMBRO MANAGEMENT, LLC

3004452

01 CHESS FALL 22 9/6-10/18 24 KID 2031375425410

10/19/22

69475

10/20/22

2,352.00

2,352.00

VENDOR TOTAL: 2,352.00

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14318	CITY OF PROSPECT HEIGHTS								
	2.0355.00/OCT2022			10/15/22		69499	10/27/22--	415.77	49.29
	01 RR MAINT GARAGE 9/1-10/03/2022	2060928405450							49.29
	2.0357.00/OCT2022			10/15/22		69499	10/27/22	415.77	172.98
	01 RR CLUBHOUSE 9/1 - 10/03/2022	2060908405450							172.98
	4.50020.00 /JUL-SEP2022			10/15/22		69499	10/27/22	415.77	60.00
	01 RR CLUBHOUSE SEWER 7/1-9/30/22	2060908405450							60.00
	4.5008.00/JUL-SEP2022			10/15/22		69499	10/27/22	415.77	73.50
	01 ADMIN 7/1-9/30/22	1011908405450							73.50
	4.5021.00/JUL-SEP2022			10/15/22		69499	10/27/22	415.77	60.00
	01 RR MAINT GARAGE 7/1-9/30/22	2060928405450							60.00
								VENDOR TOTAL:	415.77
15209	COMCAST								
	001000509076			10/17/22		69500	10/27/22	3,589.10	3,589.10
	01 401 - 10/15 - 11/14/22	1011908405430							652.56
	02 MAINT - 10/15 - 11/14/22	1020938405430							326.28
	03 WCTR - 10/15 - 11/14/22	2040908405430							1,087.62
	04 BB - 10/15 - 11/14/22	2041908405430							326.28
	05 ZONE - 10/15 - 11/14/22	2042908405430							870.08
	06 POOL - 10/15 - 11/14/22	2050908405430							326.28
								VENDOR TOTAL:	3,589.10
15210	COMCAST CABLE								
	0008566/OCT2022			10/10/22		69476	10/20/22	173.17	173.17
	01 MSW CONCAST TV OCT 22	2010908505590							173.17
	0154057/OCT2022			10/10/22		69501	10/27/22	191.24	191.24
	01 COMCAST TV RR 10/17-11/16/22	2010908505590							191.24
	1039503/OCT2022			10/26/22		69520	11/03/22	165.27	165.27
	01 COMCAST TV ZONE 10/30-11/29/22	2010908505590							165.27
								VENDOR TOTAL:	529.68
15270	COMMONWEALTH EDISON								
	0770669004/NOV2022			11/01/22		69550	11/10/22	2,659.18	2,659.18
	01 MSW - 9/30 - 10/31/2022	2040908405440							2,032.53
	02 POOL - 9/30 - 10/31/2022	2050908405440							457.96
	03 PARKS - 9/30 - 10/31/2022	1020938405440							168.69

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15824	BOB COWHEY								
	FB REF OCT 2022			10/26/22		69521	11/03/22	70.00	70.00
	01 FLAG FOOTBALL REF 2 GAMES	2031311455411							70.00
	REF FLAG FB			11/07/22		69551	11/10/22	70.00	70.00
	01 REF FLAG FB - 2 GAMES	2031311455411							70.00
								VENDOR TOTAL:	140.00
16263	CRYSTAL MANAGEMENT & MAINT.								
	30574			10/17/22		69502	10/27/22	2,180.00	2,180.00
	01 CUSTODIAL CLEAN RR NOV 2022	2060908505517							2,180.00
								VENDOR TOTAL:	2,180.00
17362	DAN'S MECHANICAL								
	175			07/09/22		69503	10/27/22	2,379.77	2,379.77
	01 PLUMBING REPAIR VALVE/PUMP	2050908505550							2,379.77
								VENDOR TOTAL:	2,379.77
19699	SALLY DURAY								
	REIMB SUPPLIES 10/20/2022			10/20/22		69504	10/27/22	16.13	16.13
	01 DOLLAR TREE - CRAFT SUPPLIES	2031320355521							5.00
	02 JEWEL - APPLES FOR CRAFT	2031320315521							11.13
								VENDOR TOTAL:	16.13
20830	LOUIS ECKENBRECHT								
	MILEAGE REIMB OCT 2022			11/01/22		69522	11/03/22	27.00	27.00
	01 MILEAGE REIMB 10/1-10/31/2022	2010908305304							27.00
								VENDOR TOTAL:	27.00
27543	FAULKS BROS. CONSTRUCTION, INC								
	375871			09/14/22		69477	10/20/22	1,192.12	1,192.12
	01 TOP DRESSING SAND	2060928705719							1,192.12
								VENDOR TOTAL:	1,192.12
28616	FLOOD BROTHERS								
	6405032			10/06/22		69505	10/27/22	299.32	234.25
	01 TRASH SERVICE RRG	2060928505535							234.25

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	6405122	01 TRASH SRVCE RR MAINT FACILITY	2060908505535	10/06/22		69505	10/27/22	299.32	65.07 65.07
								VENDOR TOTAL:	299.32
30279	JIM GALLAGHER								
	MONSTER BASH DJ			10/19/21		69478	10/20/22	700.00	700.00 700.00
	01 MONSTER BASH DJ		2031386005410						
								VENDOR TOTAL:	700.00
31300	GILIO LANDSCAPE CONTRACTORS								
	9264	01 MOWING CONTRACT EUCLID SCHOOLS	1020938505534	10/04/22		69479	10/20/22	8,130.00	8,130.00 8,130.00
								VENDOR TOTAL:	8,130.00
31600	GLENBROOK DISTRICT 225								
	REFUND RENTALS 6/6-6/10/22			11/03/22		69523	11/03/22	493.50	493.50 493.50
	01 REFUND MISSED RENTALS 6/6-6/10		2050900034320						
								VENDOR TOTAL:	493.50
37193	HOME DEPOT CREDIT SERVICES								
	3076881	01 SINK REPAIR	2060908005013	10/21/22		69552	11/10/22	29.78	21.47 21.47
	9054835	01 BALL VALVE	1020938005023	10/15/22		69552	11/10/22	29.78	8.31 8.31
								VENDOR TOTAL:	29.78
39695	IDLEWOOD ELECTRIC SUPPLY								
	824101	01 EM LIGHTS	1020938005023	08/23/22		69506	10/27/22	55.52	55.52 55.52
	835460	02	4041908705710	10/12/22		69553	11/10/22	224.30	224.30 224.30
								VENDOR TOTAL:	279.82
41772	ILLINOIS-AMERICAN WATER CO.								
	21000090305/OCT22			10/11/22		69480	10/20/22	529.74	229.02 229.02
	01 BB 9/10 - 10/10/22		2041908405450						

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	210000431821/NOV2022			11/02/22		69555	11/10/22	1,365.29	33.63 33.63
	01 EVERGREEN 10/1 - 11/1/22		1020938405450						
	210000591044/NOV2022			11/01/22		69555	11/10/22	1,365.29	594.81 594.81
	01 POOL 10/1 - 10/31/22		2050908405450						
	210000591839/NOV2022			11/01/22		69555	11/10/22	1,365.29	129.28 129.28
	01 MAINT GARAGE - 10/1-10/31		1020938405450						
	210000592092/NOV2022			11/01/22		69555	11/10/22	1,365.29	62.66 62.66
	01 RANGE 10/1-10/31		2060908405450						
	210000592245/NOV2022			11/01/22		69555	11/10/22	1,365.29	365.68 365.68
	01 MSWCC 10/01 - 10/31/22		2040908405450						
	210002817551/OCT22			10/11/22		69480	10/20/22	529.74	86.31 86.31
	01 SYCAMORE 9/10 - 10/10/22		1020938405450						
	210003557654/NOV2022			11/02/22		69555	11/10/22	1,365.29	33.63 33.63
	01 WOLF ROAD PIT 10/1 - 11/1/2022		1020938405450						
	210003677312/NOV2022			11/02/22		69555	11/10/22	1,365.29	34.35 34.35
	01 WILLOW PIT 10/1 - 11/1/22		1020938405450						
	220039031936/OCT22			10/12/22		69480	10/20/22	529.74	35.10 35.10
	01 ASPEN 9/10 -10/10/22		1020938405450						
	220039031943/NOV2022			11/03/22		69555	11/10/22	1,365.29	111.25 111.25
	01 MAYA LANE - 10/11 - 11/01/22		1020938405450						
	220039031943/OCT22			10/12/22		69480	10/20/22	529.74	179.31 179.31
	01 MAYA LANE 9/10 - 10/10/22		1020938405450						
								VENDOR TOTAL:	1,895.03
41788	ILLINOIS STATE POLICE								
	REPLENISH 10/31			11/01/22		69524	11/03/22	500.00	500.00 500.00
	01 REPLENISH BACKGROUND CHECK BAL		1010908505501						
								VENDOR TOTAL:	500.00
42350	INTER-CITY SUPPLY CO., INC								
	0000101233			10/07/22		69481	10/20/22	2,090.87	2,090.87 912.80 300.37 417.30 460.40
	01 CUSTODIAL SUPPLIES - MSWCC		2040908005023						
	02 CUSTODIAL SUPPLIES - BB		2041908005023						
	03 CUSTODIAL SUPPLIES - ZONE		2042908005023						
	04 CUSTODIAL SUPPLIES - PARKS		1020938005023						



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-----									
48261	MAGIC OF GARY KANTOR								VENDOR TOTAL: 2,090.87
	YOUNG MAG CLASS F22			11/04/22		69556	11/10/22	52.50	52.50
	01 YOUNG MAGICIANS F22 S2 CLASS	2031375425410							52.50
-----									
50257	TOM KOWALSKI								VENDOR TOTAL: 52.50
	VB REF			10/26/22		69525	11/03/22	140.00	140.00
	01 VOLLEYBALL REF 4 MATCHES	2031311315411							140.00
-----									
50293	CHRISTINA KOZIL								VENDOR TOTAL: 140.00
	REIMB SUPPLIES 10/20/22			10/20/22		69507	10/27/22	40.72	40.72
	01 JEWEL - CORNSTARCH BORAX	2031320405521							13.56
	02 JEWEL - FOOD SUPPLIES	2031320405521							9.93
	03 TARGET - STORY CRAFT SUPPLES	2031320405521							11.75
	04 HOME DEPOT - PLAY SAND	2031320405521							5.48
-----									
51150	MARK LABUDA								VENDOR TOTAL: 40.72
	VB REF OCT 2022			10/26/22		69526	11/03/22	70.00	70.00
	01 VOLLEYBALL REF 2 MATCHES	2031311315411							70.00
-----									
55690	MATT MCENERY								VENDOR TOTAL: 70.00
	FLAG FB RUNNERUP 2022			11/07/22		69557	11/10/22	50.00	50.00
	01 ADULT FLAG FB 2022 RUNNER UP	2031311455526							50.00
-----									
56220	MC MASTER-CARR SUPPLY COMPANY								VENDOR TOTAL: 50.00
	86029966			10/06/22		69508	10/27/22	161.69	161.69
	01 DOLLY	1020938005023							161.69
-----									
56664	MENARDS								VENDOR TOTAL: 161.69
	06359			10/03/22		69482	10/20/22	61.34	21.94
	01 BATTERIES	1020938005023							21.94

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-----									
	06576			10/07/22		69482	10/20/22	61.34	4.18
	01 PVC ADAPTER POOL REPAIR	2050908005013							4.18
	06578			10/07/22		69482	10/20/22	61.34	6.28
	01 EPOXY POOL REPAIR	2050908005013							6.28
	06716			10/10/22		69482	10/20/22	61.34	28.94
	01 2 CYCLE OIL	1020938505547							28.94
	07146			10/18/22		69509	10/27/22	66.63	6.68
	01 PLUG POOL WINTERIZE	1020938005023							6.68
	07329			10/21/22		69509	10/27/22	66.63	59.95
	01 COLD PATCH	1020938005023							59.95
	07522			10/25/22		69558	11/10/22	151.40	56.48
	01 SOCKET SET	1020938005009							56.48
	07680			10/28/22		69558	11/10/22	151.40	79.95
	01 COLD PATCH	1020938005023							79.95
	07890			11/01/22		69558	11/10/22	151.40	14.97
	01 T8 TRANS REPAIR	1020938005015							14.97
-----									
57080	JOHN MIJAL								VENDOR TOTAL: 279.37
	ADULT FLAG FB 2022			11/07/22		69559	11/10/22	100.00	100.00
	01 FIRST PLACE 2022 ADULT FLAG FB	2031311455526							100.00
-----									
57420	MORRIS MINUSKIN								VENDOR TOTAL: 100.00
	VB REF OCT 2022			10/26/22		69527	11/03/22	70.00	70.00
	01 VOLLEYBALL REF 2 MATCHES	2031311315411							70.00
-----									
58900	THE MULCH CENTER								VENDOR TOTAL: 70.00
	311113			10/27/22		69560	11/10/22	58.00	58.00
	01 TOP SOIL	1020938005025							58.00
-----									
59770	NAPA AUTO PARTS								VENDOR TOTAL: 58.00
	079774			10/11/22		69483	10/20/22	42.83	42.83
	01 CART REFLECTOR	1020938005016							42.83

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69057	BLU PETROLEUM, INC.								
	0102729-IN			09/19/22		69561	11/10/22	7,489.00	959.88
	01	GOLF CART FUEL	2060928505547						959.88
	0102730-IN			09/19/22		69561	11/10/22	7,489.00	2,559.54
	01	PARKS FUEL	1020938505547						1,279.77
	02	GOLF MAIN FUEL	2060928505547						1,279.77
	0105753-IN			10/27/22		69561	11/10/22	7,489.00	3,969.58
	01	PARKS FUEL	1020938505547						1,984.79
	02	GOLF MAINT FUEL	2060928505547						1,984.79
								VENDOR TOTAL:	7,489.00
69590	PDRMA								
	1022138H			10/31/22		69530	11/03/22	20,545.69	20,545.69
	01	HEALTH DEN VIS LIF INS - IAD	1010908305301						3,298.90
	02	HEALTH DEN VIS LIF INS - IPK	1020938305301						6,446.13
	03	HEALTH DEN VIS LIF INS - IRE	2010908305301						8,981.03
	04	HEALTH DEN VIS LIF INS - IRG	2060908305301						787.77
	05	HEALTH DEN VIS LIF INS = IPR	2010938305301						1,031.86
								VENDOR TOTAL:	20,545.69
69893	PEPSI-COLA GENERAL BOTTLING CO								
	21012760			08/29/22		69511	10/27/22	1,559.86	284.49
	01	RR GATORADE / WATER	2060628005041						284.49
	30516609			08/22/22		69511	10/27/22	1,559.86	282.06
	01	RR BEVERAGES - WATER	2060628005041						282.06
	31825662			07/21/22		69511	10/27/22	1,559.86	993.31
	01	BAR GRILL NON BEVERAGES	2060628005041						993.31
	87669759			10/21/22		69531	11/03/22	375.18	375.18
	01	GATORADE WC POP	2040908005041						375.18
								VENDOR TOTAL:	1,935.04
70452	PHASE 2 SERVICES								
	57831			10/24/22		69562	11/10/22	2,369.00	2,369.00
	01	KITCHEN TILE CLEANING RR	2060908505517						2,369.00
								VENDOR TOTAL:	2,369.00

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71453	MICHAEL J. POSCH								
		MILEAGE REIMB OCT 2022		10/27/22		69512	10/27/22	200.00	200.00
		01 MILEAGE REIMBURSEMENT OCT 2022	1010908305304						200.00
								VENDOR TOTAL:	200.00
73555	RCJUGGLES LLC								
		MONSTER BASH BALLOON		10/19/22		69485	10/20/22	275.00	275.00
		01 MONSTER BASH BALLOON	2031386005410						275.00
								VENDOR TOTAL:	275.00
73946	REINDERS, INC.								
		4289648-00		08/25/22		69486	10/20/22	84.00	84.00
		01 PAINT	1020938005023						84.00
								VENDOR TOTAL:	84.00
74030	REPUBLIC SERVICES #551								
		0551-015542036		10/20/22		69563	11/10/22	566.57	566.57
		01 TRASH SERVICE 11/1 - 11/30/22	2010938505535						283.29
		02 TRASH SERVICE 11/1 - 11/30/22	1020938505535						283.28
								VENDOR TOTAL:	566.57
74470	RICOH USA INC.								
		5065779893		10/10/22		69487	10/20/22	506.66	506.66
		01 MSW COPIER USAGE JUL-OCT 22	2010908505530						506.66
								VENDOR TOTAL:	506.66
75333	ROCK 'N' KIDS, INC								
		RTFI22		10/17/22		69488	10/20/22	408.00	408.00
		01 KID ROCK/TOT FALL I 9/16-10/21	2031320425410						408.00
								VENDOR TOTAL:	408.00
75463	JOSEPH M. RODGERS								
		FLAG FB REF OCT 2022		10/26/22		69532	11/03/22	140.00	140.00
		01 FLAG FOOTBALL REF 4 GAMES	2031311455411						140.00
		REF FLAG FB		11/07/22		69564	11/10/22	140.00	140.00
		01 REF FLAG FB - 4 GAMES	2031311455411						140.00
								VENDOR TOTAL:	280.00

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75940	ROUTE 12 RENTAL								
		126158		10/14/22		69489	10/20/22	198.00	198.00
		01 TRENCHER	1020938505540						198.00
								VENDOR TOTAL:	198.00
76373	RUSSO POWER EQUIPMENT								
		SPI11265906		10/12/22		69513	10/27/22	872.98	36.99
		01 SAW BLADE	1020938005025						36.99
		SPI11265955		10/12/22		69513	10/27/22	872.98	835.99
		01 CHAINSAW	1020938005025						835.99
								VENDOR TOTAL:	872.98
76850	S & H PAVING INC.								
		7444		08/16/22		69565	11/10/22	10,700.00	10,700.00
		01 RRCH ASPHALT REPAIR	2510908705735						10,700.00
								VENDOR TOTAL:	10,700.00
78114	SERVICE SANITATION, INC								
		8496477		11/09/22		69567	11/10/22	1,107.25	154.50
		01 PORTA POTTY WILLOW 10/14-11/10	1020938505536						154.50
		8496478		10/14/22		69567	11/10/22	1,107.25	77.25
		01 PORTA POTTY TAM 10/14-11/10	2010908505536						77.25
		8496479		10/14/22		69567	11/10/22	1,107.25	77.25
		01 PORTA POTTY ASPEN 10/14-11/10	1020938505536						77.25
		8496480		10/14/22		69567	11/10/22	1,107.25	77.25
		01 PORTA POTTY IG 10/14-11/10	2010908505536						77.25
		8496481		10/14/22		69567	11/10/22	1,107.25	154.50
		01 PORTA POTTY RRG 10/14-11/10	2060908505535						154.50
		8496482		10/14/22		69567	11/10/22	1,107.25	206.00
		01 PORTA POTTY WT 10/14-11/10	2010908505536						103.00
		02 PORTA POTTY WT 10/14-11/10	1020938505536						103.00
		8496483		10/14/22		69567	11/10/22	1,107.25	77.25
		01 PORTA POTTY RTMS 10/14-11/10	2010908505536						77.25
		8496484		10/14/22		69567	11/10/22	1,107.25	77.25
		01 PORTA POTTY SYC 10/14-11/10	1020938505536						77.25



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	8496485	01 PORTA POTTY BB 10/14-11/10	1020938505536	10/14/22		69567	11/10/22	1,107.25	206.00
		02 PORTA POTTY BB 10/14-11/10	2010908505536						103.00
									103.00
								VENDOR TOTAL:	1,107.25
78873	R. H. SHUDY	TEST/CERTIFY VALVES		10/26/22		69514	10/27/22	1,606.15	1,606.15
		01 1600 EUCLID RPZ TESTING 2022	2050908505530						233.85
		02 BB RPZ TESTING 2022	2041908505530						311.80
		03 1000 WOLF RPZ TESTING 2022	1020938505530						155.90
		04 ZONE RPZ TESTING 2022	2042908505530						233.85
		05 205 WHEELING RPZ TESTING 2022	2060928505530						79.95
		06 ADMIN RPZ TESTING/REPAIR 2022	1011908505530						350.95
		07 RR RPZ TESTING 2022	2060908505530						239.85
								VENDOR TOTAL:	1,606.15
79198	SITEONE LANDSCAPE SUPPLY, LLC								
	124651024-001			10/24/22		69568	11/10/22	182.56	182.56
	01 SOD AND STRAW BLANKET	2060928705719							182.56
								VENDOR TOTAL:	182.56
79793	JUSTIN SLADE								
	MILEAGE REIMB 9/1-10/31/22			11/01/22		69533	11/03/22	124.02	124.02
	01 MILEAGE REIMB 9/1-10/31/2022	2010908305304							124.02
								VENDOR TOTAL:	124.02
80592	SPECIALTY FLOORS, INC.								
	4522			08/30/22		69515	10/27/22	3,078.00	3,078.00
	01 FLOOR FINISHING WEISS GYM	2040908505530							2,699.00
	02 FLOOR FINISHING BB DANCE	2041908505530							379.00
								VENDOR TOTAL:	3,078.00
82070	SUBURBAN AUTO CENTER, INC.								
	75407			10/26/22		69569	11/10/22	515.00	515.00
	01 T7 TRANS REPAIR	1020938505545							515.00
								VENDOR TOTAL:	515.00
82241	SUPERHERO								
	2022 AUG PARTIES/SEPT OG			09/30/22		69490	10/20/22	12,812.30	12,812.30
	01 BIRTHDAY PARTIES	2042705294619							11,036.90
	02 FIELD TRIPS	2042900035410							828.00

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	2022 AUG PARTIES/SEPT OG			09/30/22		69490	10/20/22	12,812.30	12,812.30
	03 OPEN GYM	2042702445410							947.40
								VENDOR TOTAL:	12,812.30
83153	JOHN S. TAMRAZ								
	REF FB OCT 2022			10/26/22		69534	11/03/22	70.00	70.00
	01 FLAG FOOTBALL REF 2 GAMES	2031311455411							70.00
	REF FLAG FB			11/07/22		69570	11/10/22	70.00	70.00
	01 REF FLAG FB - 2 GAMES	2031311455411							70.00
								VENDOR TOTAL:	140.00
83289	TAYLOR MADE								
	36153165			08/12/22		69491	10/20/22	117.12	117.12
	01 ND21 GOLF BALLD	2060608005055							117.12
	36296861			11/01/22		69571	11/10/22	1,092.20	50.00
	01 PRO SHOP GOLF CLOTHING	2060608005057							50.00
	36297274			11/08/22		69571	11/10/22	1,092.20	1,042.20
	01 PRO SHOP GOLF CLOTHING	2060608005057							1,042.20
								VENDOR TOTAL:	1,209.32
83696	TEMPLE & ASSOCIATES								
	8407			10/15/22		69516	10/27/22	720.00	720.00
	01 EDR ANTIVIRUS/MALWARE DEPLOY	1010908605691							720.00
	8450			10/31/22		69572	11/10/22	720.00	720.00
	01 NEW FIREWALL INSTALL & TESTING	1010908605691							720.00
								VENDOR TOTAL:	1,440.00
90330	VILLAGE OF MT. PROSPECT								
	1132-004/OCT2022			10/15/22		69492	10/20/22	93.50	93.50
	01 ZONE	2042908405450							93.50
								VENDOR TOTAL:	93.50
90373	VANCE VIOLANTE								
	MILEAGE REIMB OCT 2022			10/27/22		69517	10/27/22	200.00	200.00
	01 MILEAGE REIMB OCTOBER 2022	2010908305304							200.00
								VENDOR TOTAL:	200.00





## MEMORANDUM

To: Board of Commissioners  
From: Patti Mitchell, Superintendent of Recreation Operations  
RE: Recreation Operations Report for  
Date: November 17, 2022

*Kate Erickson*

### **Continued to 'play' upon our fall theme 'Get out and Play'**

– a focus around getting out and experiencing the park district, our programs and the outdoors.

- **Brochure and Registration:** Our Fall Program registration was in full swing throughout September and October. We began work on the Winter Spring brochure in September with rounds of edits between the Rec team and Marketing. Marketing and the Graphic Artist worked on a new 'theme' and design for the upcoming year. The theme will be **'Two Communities – One Trail for Fun'** – as a way to increase our branding around the fact that we serve both Prospect Heights and Mount Prospect and to educate the community on who River Trails is in relation to the two communities we serve.
- **We began work on the newly created Active Adult Newsletter.** This newsletter was created over the knowledge that our older demographic still likes a physical copy of our programs. The newsletter will run each brochure season and will be heavily focused on Fitness, Golf, Adult Programming and events geared towards the adult demographic in the community. As this concept grows, we will be creating an 'opt-in' option for people to have it delivered to their home.
- **Fall Programs:** Created over 50 graphics in various sizes to promote summer programs for social media, e-blasts, website banners, posters and ads.
- Created posters and banners and flyers for Fall Registration, Trail Blazers Preschool, Fall events, late fall events, Hit the Trails, Active Adults and Athletic programs.
- **E-Blasts:** Sent 5 E-Blasts which yielded an open rate of 52%- compared to an industry avg of 28%. Our e-blast's focused on OCR and Labor Day (2 e-blasts), Fall Session, Fall Session 2 and the OCR Survey.
- **Social Media:** Created graphics, content for over 29 Facebook posts, 10 Instagram posts and Insta stories. We reached 50% more accounts compared to June – September. We completed 3 Facebook ads which yielded a reach of over 12,560 people on Fall Programs, Monster Bash and OCR.
- Our FB organic reach was a strong reach of 3,245
- **Heavy focus on outreach for sponsorship for OCR and Labor Day/Closest to the Pin:** Solidified partnerships and picked up give-aways / donations. Continuing to solicit new partners in the community for sponsorship with our new concepts for advertising.
- **Created two videos:** OCR and Polar Express – which increased our registrations making OCR our 3<sup>rd</sup> largest in registrations and Polar Express video was shared throughout the community.



## ***Justin Slade***

### **Youth Athletics**

- **Volleyball Classes-** Two classes ran in Sept/Oct with a total of 27 participants, down 5 players vs 2021.
- **Soccer-** The youth leagues concluded in Oct with 19 teams in 5 divisions. A total of 195 players participated in the fall season. An increase of 16 players from Fall 2021.
- **Volleyball League-** Prepared for the fall volleyball season. Coordinated with PHPD on scheduling, staff, and participants.
- **Karate-** Drew a total of 42 participants in 8 classes. A decrease of 7 participants from Fall 2021.

### **Parkour**

- **Parkour Classes-**
  - Fall session I was completed in Oct with a total of 364 participants. In increase of 36 participants (11%) and a new high for Fall Session I.
  - Fall Session 2 started in late October with a new session high of 493 participants. An increase of 20 participants (5%) compared to 2021. Seven additional classes were added to meet an increase in demand, including 2 private classes.
- **Parkour Open Gym-**
  - Had a total of 149 participants for the month of September. Participation increased by 9% compared to August.
  - October Open gym increased to 255 participants, a 71% increase from September's attendance.

## ***Josh Mulholland***

### **Kid Squad Before/After Care:**

- We have averaged **around 140 daily kids in both our AM and PM programs (66 AM and 74 PM)** – our highest total in the AM has been 71 students, while our highest total in the PM was 80 students. We are up around 10 students per day from the first month of the school year.
- We are continuing to hire Kid Squad Staff; we currently have 22 staff members (2 Supervisors and 20 Leaders); we began the year with 14 staff members (2 Supervisors and 12 Leaders). We are building the staff list as we prepare to move back into the school which we feel will be the next step towards getting our pre-Covid registration numbers back.
- Our KS kids attended the RTPD Monster's Bash event on Oct 21<sup>st</sup>!
- We also threw a Halloween party on Oct 31<sup>st</sup> – we had games (Guess the Candy Corn, Halloween Freeze Dance), crafts, and, of course, candy!

### **Hit the Trails:**

- We ran 2 Hit the Trails: School's Out programs – one in September and one in October. We had a total of 61 students between the 2 dates, which is up around 10 kids per trip compared to last season.
- Field trips on the days off were taken to Independence Grove and Cosley Zoo.

### **Special Interest:**

- Chess Scholars has taken off in the first 2 fall sessions: We added an additional instructor and expanded past our maximum for each session with an average of **25 kids each session**.
- Children's Theatre also saw a jump in our first 2 sessions for Fall 22: each class has had 11 enrolled, nearly double the enrollment from last season. They performed the play "Annie" during the first session, and are working on the "Willy Wonka" production in the current season.

### **Miscellaneous:**

- Completed the Winter/Spring 23 Brochure/Community Pass programming
- Completed Youth Programming Budgets for 2023

## **Katie Halverson**

### **Early Childhood**

- We have 47 preschoolers registered for the 22-23 school year. This is down by 10 students from the 21-22 school year. The drop can be contributed to competition with the Early Learning Center through the school district.
  - 16 Senior (4 yr)
  - 10 Junior (3yr)
  - 13 Combination (3-4yr)
  - 8 Tiny Tykes (2.5yrs)
- Attended IPRA Early Childhood Committee meeting.

### **Dance**

- We have 64 dancers total in the program for fall, which is down from the 76 we had registered in 2021. There are 7 classes total running for the dance season, compared to 11 class in fall 2021. However, with having a higher amount of dancers in each class this season we see a cost savings.

### **Aquatics**

- Closed the pool for the season on Labor Day.
- Attended end of season NISC meeting to review swim conference information.
- Prepared and presented end of season aquatic report to the board.

### **Misc.**

- Worked on winter/spring brochure and 2022 budgets.

## **Bruce Barry**

- **Adult Art Classes** – For the end of our summer sessions we had a good number of artists that were home for the summer with a total of 22 overall.
- **Adult Theatre Trips** – Our luck with these trips has not improved much, although the trips that do attract attention do very well. I have made arrangements to try two new theatres for our next session.
- **Birthday Parties** – Our parties have been going at a steady pace and we have overcome our staffing problems as well. We again had 14 parties to end the summer season and have been looking stronger for the next session.
- **Ice Skating** – We are still struggling with this group but since we are finishing up our summer schedule we should show and uptick in registration being that this is a winter sport.
- **Junior Golf League** – Our fall league has finished up with 8 golfers in all. We had a struggle with mother nature this session but we still got all of our time either on the course or the driving range.
- **Community Garden** - We have wrapped up our growing season with full baskets of produce. Everyone seems to have done very well this year.
- **Mini Golf/Driving Range** – The numbers have been very consistent this season and we had very good weather to help us along also. Again since we don't have comparative numbers from the driving range for the last few years we are building our own numbers to work against next year. The mini golf has continued to do very well with our numbers growing year over year.
- **Polar Express** – Our biggest event of the holiday season is coming up soon and I have started putting everything together and I am expecting to have a great time.



## Katelynn Putkonen

### Events

- Oversaw the districts end of summer event; Old Fashion Picnic in the Park. The event included; carnival games, animal showcase, balloon twister, stilt walker, inflatables and free admission to the pool. This day also included the Trusty the Turtle Race, Kids Coin Splash and Closest to the Pin.
- Oversaw the planning and implementation of the districts Halloween event Monsters Bash. The event took place on Friday, October 21 and included a scavenger hunt, character trick or treat walk, balloon twister, pumpkin decorating, DJ, relay races, games, zombie maze, hayride and inflatables. We supplied 475 trick or treat bags to children that participated in the event and all 475 bags were given out by the end. Volunteers from Hersey High School, part time staff, and full-time recreation, parks and admin helped assist in the success of the day.
- Programmed a new yoga event, Glow with the Flow Halloween Yoga, which took place at Rob Roy on Thursday, October 13 from 6:30-9:30. The event included a costume contest, yoga class instructed by two of our current teachers on staff, and small appetizers and wine to follow. There was a total of 14 participants that provided positive feedback on this Halloween yoga social event. Bed Bug won the costume contest.

### Administration

- Completed 2023 budgets and oversaw staffs budget areas for recreational and aquatic programming.
- Completed the 2023 winter/spring brochure.
- Committees; led the first Programs Trends Committee meeting. This committee got off to a good start by identifying purpose, goals, and deadlines for upcoming projects.
- Completed assigned IT trainings.

### Recreation

- Assisted staff with the assigned tasks to wrap up and close down the pool and summer camp with includes; program and staff evaluations, equipment inventory and storage, and proper facility close down for the season.
- Filled the role of the Recreation Coordinator with a current staff member, Andy Sirakides. Andy has been going through various trainings with me and will soon be helping the recreation department with various assigned projects and small events. Andy is also the Kid Squad Site Supervisor also taking on coordinator responsibilities with the direction of Josh.

## Vance Violante

**Concessions** – The concession stand closed on Labor Day. We had a very strong revenue year with just over \$46,000, this may turn out to be the most ever. The combination of good weather in June & July, 900 camp lunches sold (3<sup>rd</sup> most ever) and price increases all affected revenue positively. Considering staff was still quite inexperienced they did a great job managing one of busiest summers we have had.

**Field Permits** – This fall, we had four weekly renters using the fields.

- Kuba used soccer fields 6-7 days a week. His club is a bit larger this year and in turn he expanded his usage closer to pre-covid usage.
- AH Thunder used 3-4 days a week on the softball fields
- Two other soccer groups used the fields 1-2 times a week.

**OCR** – OCR was the first weekend in October and went very well. The work that the rec and parks departments do together makes the event run like a fine tuned engine and feedback we receive confirms that. We had the 3<sup>rd</sup> largest registration to date with a total of 348 runners.

**Bags League** – The league continues to creep back towards pre-covid registration. This season, we are up 4 teams from the winter – spring for a total of 36. Everything is going smoothly including the transition of Open Kitchens working the bar and grill on league nights.

### Misc:

- Budgets for athletics and facilities
- Brochure



**Facilities:**

**September**

- Between Burning Bush large room, The North room, the Meeting room and Glass room we had 28 room rentals
- We had 47 Weiss gym rentals in September (Did not have exact comparison figures from 2021)
- We had 21 Parkour parties in September 2022 compared to 16 in 2021

**October**

- Between Burning Bush large room, The North room, the Meeting room and Glass room we had 48 room rentals
- We had 63 Weiss gym rentals in October (Did not have exact comparison figures from 2021)
- We had 38 Parkour parties in October 2022 compared to 25 in 2021

**Adult Athletics:**

**Adult Flag Football**

- Flag football just wrapped up and the season went very well.
- With only 3 teams it was a quick 6 weeks.
- Even though the league was small I received lots of positive feedback from captains, players and staff.
- I plan to work with Kate earlier in the summer in regards to marketing the league in hopes we can grow it back to what it was pre Covid.

**Adult Volleyball**

- The Adult Volleyball is about half way through and has been running very smoothly
- Same as with Flag Football it is a very small league but I have received mostly positive feedback from teams as well as some new officials we have been using.
- Several teams that used to play in the league were staff teams from a nearby Allstate branch but the branch has closed. I plan to work with Kate moving forward to market and hopefully start to build up the league.

**Pickleball**

- Indoor drop in pickleball started up again on October 18th
- We have extended our Tuesday and Thursday drop in times by an hour they now run 2-5p
- With the weather being so nice in late October we had little traffic but expect attendance to increase as the weather continues to get colder.

**Louis Eckenbrecht**

**Golf Course**

- **Course-** Average daily rounds remained high despite the move into autumn. We averaged 86 rounds per day at Rob Roy. Up from 79 in September and October of 2021. We aerated the greens in mid-September and the warm days and cool nights aided in faster than average recovery, so day to day play was only interrupted one day.
- **Leagues-** Leagues concluded strong using no rain days after the Spring rains. A handful of the leagues extended play 4-6 weeks to take advantage of the nice weather.
- **Weather-** Average daily highs in September remained in the 70s and in the mid-60s in October. Very little rain with only two course closures. We did see our first flurries October 17<sup>th</sup> but it warmed up later in the week again for a solid end of month turn out.

**Driving Range/Mini-Golf**

- **Range-** Moved back to weekends only after the college kids returned to school.
- **Mini-Golf-** Mini-Golf had very strong play at Picnic in the Park and Monster Bash.

**Open Kitchens**

- **10<sup>th</sup> Hole-** 10<sup>th</sup> hole Bar and Grill slowed as the autumn came in. Bags league started and has been going very well with Open Kitchens.
- **Events-** Weddings most weekends. 9 events during September and October with some very large turnouts.

I can't believe how fast this year went!

Working on winter/Spring brochure we are also working on a smaller publication that will be highlighting our older adult services. We are finding out that this is the clientele that missed the brochure the most and are not IT friendly. We will start by having the publications available at the centers and then having them op in to be put on a mailing list for us eventually to mail them out. We will be working on three of these (like out brochure a year and they will look and feel like the brochure that we are doing virtually. The same info will be in both. I think this is a nice solution for saving money and not sending the entire brochure out to everyone but filling the needs of the clientele that miss and need it. We will see how this goes.

A lot of time is spend preparing for the 2022 budgets as well as figuring out where we feel we will be at the end of this year. Working with the team to develop a capital list and a list of smaller cost items. Working our individual budgets with the rise in salaries and expenses to make sure we are also bringing in money for our infrastructure all by also being fair to our community. Meeting with Golf department to go over where we are projected to be at the end of this year and learning the MSI system on how to input budgets. Meeting with Kate on the advertising and Marketing budgets developing a spreadsheet for this with Vance. After all my team's budgets have gone through the managers and myself we are ready to discuss with Dave and Bret this happened at the end of October.

Helping figure out pool rates for next year while Katelynn and Katie put together the Board financial pool report. Due to the increase expanding the time to now start in Jan for people to register for early bird rate. This is usually done April to May. People will now be able to get their early bird passes from Jan 17 until May 2.

Nice events this fall with Labor Day, OCR and Monsters Bash thank you for everyone's hard work. Monsters Bash weather was perfect again! Working with the team and our Foundation committee for tying in Closest to the Pin event at Labor day as well as having raffle prizes in addition to the Turtle Race awards and sign ups.

Starting to work on Summer Camp brochure.

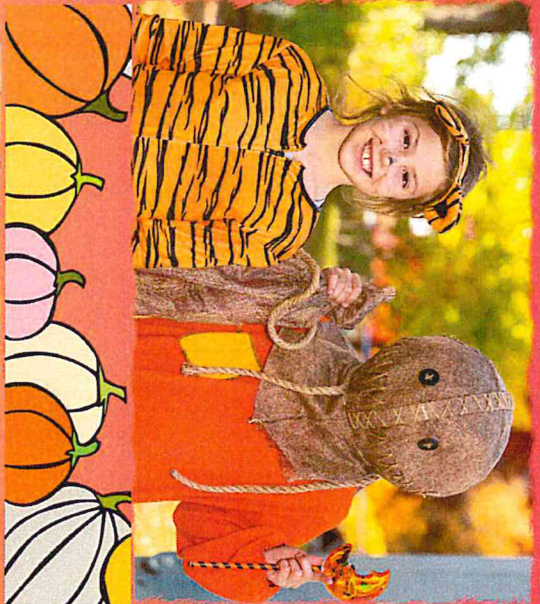
Kid Squad meetings with staff on coming up with a list of why we feel the program should be back at the schools and what would need to happen to make that happen.

Have a wonderful Thanksgiving!





# MONSTERS BASH 2022







## **MEMORANDUM**

To: Board of Commissioners

From: Louis Eckenbrecht, General Manager of Golf  
Patti Mitchell, Superintendent of Recreation

RE: Golf Revenue Report; Quarter 3 (January-September 2022)

Date: 11/10/2022

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### **STATEMENT**

Attached is the Quarter 3 Golf Operations Financial Report.

### **DISCUSSION**

- Quarter 3 Leagues remained consistent and used zero rain days.
- Q3 saw the pro-shop become stocked with new balls, hats, umbrellas, tees, and other staples after numerous supply chain delays.
- Q3 saw 319 brand new players to Rob Roy.
- There were 19,494 rounds played in Q3, up from 18,245 in Q3 2021, that is a positive net change of 1,249 thanks to incredible weather in the late summer. Weather Notes:
  - Eight Rainy days with only one closure, play was hardly interrupted by the other seven
  - July and August had incredible weather averaging 80° in July and 74° in August
  - Only two days reached above 90°, but the first frost delay hit September 29<sup>th</sup>.
- Greens were aerated September 20<sup>th</sup>. Cool nights and rain helped close the holes rapidly and compliments on the green came in consistently.
- Open Kitchens hosted 21 events in Q3 and they went very well. Events continue to book for next year.
- 10<sup>th</sup> hole was busy most weekdays for league lunches and after round drinks, but was still very slow Saturday-Monday.
- Presently YTD Revenue is 98.7%, Expenses 52.6% against the budget
- By the end of Q3 2022 we are within 917 rounds of beating the total rounds in 2021

### **CONCLUSION**

We have seen an incredibly positive golf year, accented with great golf weather. You can see the comparison numbers in 2019 with Billy Casper Golf was managing the property. We are nearly matching the revenues without grill/banquet involvement. If you remove the grill/banquet expenses, we would still be well under 2019 numbers by approximately \$92,000. Now, please take into consideration, the golf grounds department was significantly understaffed this year due to the global staffing shortage. There will be expected changes in 2023.

**River Trails Park District**  
**Golf Operations Financial Report**  
**Quarter #3 (January 1 - September 30)**

2019	Pro Shop	Golf Prog	Bar/Grill	Mini-Golf	Range	Gen Op	Bqts	Golf Maint	TOTAL	bar/grill/bqts
Rev.	\$ 317,117	\$ -	\$ 73,649	\$ 13,708	\$ 49,383	\$ -	\$ 117,225	\$ -	\$ 571,082	\$ 190,874
Exp.	\$ 41,372	\$ -	\$ 61,900	\$ -	\$ 17,527	\$ 247,481	\$ 94,702	\$ 88,140	\$ 551,122	\$ 156,602
P/L	\$ 275,745	\$ -	\$ 11,749		\$ 31,856	\$ (247,481)	\$ 22,523	\$ (88,140)	\$ 19,960	\$ 34,272

2022	Pro Shop	Golf Prog	Bar/Grill	Mini-Golf	Range	Gen Op	Bqts	Golf Maint	TOTAL	bar/grill/bqts
Rev.	\$ 463,924	\$ -	\$ -	\$ 8,604	\$ 43,095	\$ 6,168	\$ 13,150	\$ -	\$ 534,941	\$ 13,150
Exp.	\$ 51,624	\$ -	\$ 4,389	\$ 575	\$ 18,186	\$ 101,791	\$ 121	\$ 125,679	\$ 302,365	\$ 4,510
P/L	\$ 412,300	\$ -	\$ (4,389)	\$ 8,029	\$ 24,909	\$ (95,623)	\$ 13,029	\$ (125,679)	\$ 232,576	\$ 8,640
										bar/grill/bqts
										\$ -
										\$ -
										\$ -




	Rounds	Change	% Change		YTD P/L	
2019	16,893		0.00%		\$ 232,576	
2021	18,245	1,352	8.00%		Previous Data	\$ 19,960
2022	19,494	1,249	6.85%			\$ 212,616





## **MEMORANDUM**

To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

RE: 2022 Personnel Policy Manual Review Section 1 3<sup>rd</sup> Viewing

Date: 11/4/2022

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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 will review this manual in Sections.

The changes in these sections were verbally approved on 11.03.22

#### **Section with change**

#### **Change**

1-2 Non-Discrimination and Anti-Harassment Policy

1-3 Americans with Disabilities Act Policy

1-5 Reasonable Accommodation

1-7 Introductory Employment Period

Appendix A Affirmative Action / EEOC

Language amended and added pp. 7&8

Appendix B Criminal Background Check policy

Language added by counsel

The remaining conversation is concerning this Appendix, which Commissioner Hoban brought to our attention. Staff has shared the observation with Counsel.

Appendix A Affirmative Action / EEOC

Appendix page 3(highlighted)

### **CONCLUSION**

We will not pass the overall Policy Manual Adoption Resolution until all the changes in the full manual have been reviewed and approved.

**Staff recommends ALL changes suggested by counsel**

Staff recommends the Board approve the submitted section changes of the 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, nonemployees, and elected officials. Actions, words, jokes, or comments based on any 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 a particular 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 on the basis of any 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

- 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 because of any legally protected characteristic and that: (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 shall be subject to disciplinary action, up to and including discharge.**

### **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.

### **Reporting Procedure**

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. 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 corrective 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, the 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 a particular employee in order for that employee to make a complaint.

An employee's 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.

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, 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 at 877-236-7703.

### **Harassment Allegations Against or From 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 efforts to protect the employee from further contact with such persons when warranted.

The District prohibits harassment of non-employees (e.g., independent contractors, consultants, etc.) in the same manner it does employees. Non-employees may lodge complaints of harassment against employees in the same manner provided to employees under this Policy. Employees found to have engaged in harassment toward non-employees are subject to disciplinary action, up to and including termination from employment.

### **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.**

### **Harassment Allegations by Elected Officials Against Other Elected Officials**

Elected officials may report alleged harassment by one elected official against another to the President of the Board of Park Commissioners. If the President reports the harassment or the allegation involves the President, elected officials should report the allegation to any other Commissioner. If a complaint is made against an elected official by another elected official, the District will refer the matter to legal counsel. An independent review will thoroughly investigate the allegations, which may include referring the matter to independent legal counsel to review and investigate the allegations. If warranted following an investigation into the complaint allegations, the District will take appropriate remedial measures.

### **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 individual should immediately advise the Director who will investigate the conduct and take prompt remedial action if the allegations are substantiated. All individuals are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not the reporting individual is the intended victim.

### **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 relevant knowledge. The District reserves the right and hereby provides notice that third parties



may be used to investigate claims of harassment, discrimination, or retaliation. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and 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.
4. All employees will receive annual sexual harassment prevention training.

### **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 the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, (TDD 312-263-1579) 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 within 180 days of the incident of discrimination or harassment. A charge with the EEOC must be filed within 300 days of the incident.

**Amended December 21, 2017**

### **1-3 AMERICANS WITH DISABILITIES ACT POLICY**

The District is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of non-discrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of the disability and if such accommodation does not constitute an undue hardship on the District.



Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint, and, if it determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the IHRC between the 365th and the 395th day.

#### **1-5 REASONABLE ACCOMMODATION**

Employees who believe they need a reasonable accommodation due to a disability to perform the essential functions of their job should contact their department head. The District encourages individuals with disabilities or with a medical or common condition related to pregnancy or childbirth to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head or you believe your accommodation request was not properly managed, report to the Director.

On receipt of an accommodation request, the department head and immediate supervisor will meet with the requesting employee to discuss and identify the precise limitations resulting from the disability or the medical or common condition related to pregnancy or childbirth and the potential accommodation that District might make to help overcome those limitations and permit the employee to perform the essential functions of their position. The District may request that the employee provide medical documentation from the employee's health care provider concerning the need for reasonable accommodation.

The District is committed to providing reasonable accommodation to qualified individuals with a disability or with any medical or common condition related to pregnancy or childbirth, provided that such an accommodation does not constitute an undue hardship on the District's operations. The District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on the operation of the District, including its impact on the ability of other employees to perform their duties and on the District's ability to conduct business.

What is considered a reasonable accommodation will be based on a case by-case analysis. The supervisor is responsible for informing the employee of the District's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision to the Director by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the District to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

The Director shall be responsible for ensuring compliance with the ADA. It will be the responsibility of the Director to periodically consider District policies and to meet with department heads, supervisors and employees to consider ways to accommodate a disabled employee.

Applicants and employees are assured that all information regarding disability will be kept confidential except that appropriate supervisory personnel will be informed of any restrictions on work assignments or reasonable accommodations that must be provided. Officials investigating compliance with the law may be informed of a person with a disability and any accommodation that is being provided.

An employee or job applicants who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should follow the reporting procedures outlined in the non-discrimination and anti-harassment policy (Section 1-2). All such inquiries or complaints will be treated as confidential as possible, but the District cannot guarantee absolute confidentiality.

## **1-6 ANTI-NEPOTISM POLICY**

The employment of relatives can cause various problems including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the District and its employees. It is the policy of the District not to hire a close relative of any current employee in any capacity if the employment would: 1) create a supervisor/subordinate relationship with a family member; 2) have the potential for creating an adverse impact on work performance; or 3) create either an actual conflict of interest or the appearance of a conflict of interest. This policy also applies to Romantic Relationships (please review Section 6-18 of the Manual).

For the purpose of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, spouse, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, niece or nephew.

The District strictly prohibits employees from interfering or intervening in any personnel issue concerning a relative's employment. Violation of this policy will result in disciplinary action, up to and including termination.

When a situation occurs which results in a violation of this policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign their current position or otherwise be discharged. If one of the employees is qualified for an available position in another department, the employee can request a transfer. Requesting a transfer under these circumstances does not guarantee that the employee will be selected for the available position. If no positions are available or the employees are not qualified or selected for an available position, the employees will be permitted to determine which one will resign. If the employees cannot make a decision, the District will decide in its sole discretion who will remain employed.



# Personnel Policy Manual



- ☒ Policy  
☐ Procedure  
☐ Protocol/Best Practice

Section: **Appendix A**

History of Approvals / Amendments:

**FINAL**

## Appendix A Affirmative Action / EEOC

### INTRODUCTION

In accordance with Executive Order 11246, as amended, and the Rules and Regulations of the office of the Federal Contract Compliance Programs of the U.S. Department of Labor, the River Trails District has developed the following written Equal Employment Opportunity/Affirmative Recruitment Plan, the results of which will be annually compiled and updated.

### REAFFIRMATION STATEMENT

#### REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY RIVER TRAILS DISTRICT

It is the policy of the River Trails District (the "District") to afford equal opportunity in employment to all individuals, regardless of race, color, religion, age, sex, national origin, age, ancestry, marital status, sexual orientation (actual or perceived), citizenship status, unfavorable discharge from the military, handicap, physical or mental disability, or any other legally protected status. The District is committed to this policy because of legal requirements set forth in the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972; and because such principles are fundamental to the Village of Mount Prospect and City of Prospect Heights' existence as racially and culturally diverse communities. Equal Employment Opportunity (EEO) within the District government is essential if the Village of Mount Prospect and City of Prospect Heights are to pursue community-wide goals of racial diversity and increased economic opportunity effectively. EEO is, therefore, a legal, social, moral and economic necessity for the District.

The District expressly prohibits discrimination in hiring, terms and conditions of employment, and promotions. Appeal procedures set forth in the District Personnel Manual and EEO/Affirmative Recruitment Plan provide a mechanism for reporting any such practice to the Director, who is empowered to hold hearings and issue decisions on such matters on behalf of the District.

Policy statements alone are not sufficient, however, to address long-standing social barriers, which have resulted in underutilization of the skills and abilities of certain groups within our society. The District, therefore, embraces a policy of affirmative recruitment, whereby specific efforts will be undertaken to increase utilization of such individuals.

Responsibility for administering the District's EEO/Affirmative Recruitment Plan lies with the Director, who is assisted by the Superintendent of Finance / Human Resources in implementing policies which ensure EEO within the District work force. Ultimately, however, the District's EEO/Affirmative Recruitment efforts will succeed only with the cooperation of all District employees. All employees are responsible for creating a work environment, which encourages full participation by members of protected classifications, women, minorities and the disabled. All employees are responsible for a District work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of the Village of Mount Prospect and City of Prospect Heights.

Bret Fahnstrom  
Executive Director  
River Trails Park District



## SCOPE OF PLAN

The EEO/Affirmative recruitment plan for the District presented herein, shall apply to the recruitment, appointment, promotion, and terms and conditions of employment of full-time District employees. The Director, or his designated appointee, is ultimately responsible for the hiring, promotion, and discharge of all District employees.

While not formally analyzed in this plan, part-time and seasonal employment practices of the District shall also be guided by those principles articulated herein. The District recognizes the importance of part-time and seasonal employment, particularly to minority youth, and strives to safeguard EEO in this area as well as in full-time regular employment.

## DISSEMINATION OF EEO POLICY

### Internal

1. The District shall periodically reaffirm its commitment to EEO through written policy statements issued by the Director or his designee and distributed to all employees.
2. Such policy statements shall be inserted into the District Personnel Manual, which is provided to all newly hired employees.
3. Employee orientation meetings will include the District's EEO policy. The Supt. of Business Operations will conduct explanations of the policy for all newly hired employees.
4. Staff meetings of department heads shall periodically include discussions of EEO related policies, their EEO responsibilities and the District's progress in implementing the current plan.
5. Copies of the U.S. Department of Labor's Equal Employment poster, explaining Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, section 504 of the Rehabilitation Act of 1973, and a copy of the District's policy statement on EEO shall be conspicuously posted at all District facilities, where they can be seen by all employees and applicants for employment.
6. The Supt. of Finance / Human Resources or his representative shall organize reports and workshops as necessary to educate department heads on their roles in implementing District EEO policy and to inform them of any changes in EEO laws and regulations impacting the River Trails District.
7. The District's EEO Coordinator, the Supt. of Finance / Human Resources, has been identified to all employees. The Coordinator shall act as a resource person to management and individual employees regarding the District's EEO policies. Non-discrimination clauses are currently included in collective bargaining agreements between the District and the following unions:  
  
Service Employees International Union AFL-CIO Local 25

### External

1. In hiring, the District shall evaluate candidates solely on the basis of qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation (actual or perceived), disability, or other characteristic protected by law (District Code, Chapter 13, Article 3, Section 1). Special recruitment efforts will be undertaken to insure a diverse pool of applicants.
2. The goal of all outside advertising shall be to attract a diverse mix of qualified job candidates: Towards that end, the Manager of Administration Operations will employ a variety of recruiting tools, including but not limited to, professional journals, referral services, newspapers targeted to minority communities, minority and women's organizations, local schools and colleges. The District also recognizes its right to fill positions through internal postings in those cases where a sufficient pool of qualified internal candidates is deemed to exist.  
All advertising and internal postings shall include statements identifying the District as an EEO Employer.
3. All job applicants shall also be informed of the District's policy through displays of the appropriate posters and reaffirmation Statement at all District facilities.
4. District employment applications shall identify the District as an EEO employer.
5. An EEO clause shall be incorporated into all bid specifications, requests for proposals, purchases orders, leases, and other contracts to which the District is a party.
6. A facsimile of an EEO -1 will be attached to the Affidavit of Compliance. Once notarized, the EEO-1 will be forwarded to the Manager of Administrative Operations for monitoring.

## Responsibility For Implementation

The Director is responsible for implementation and oversight of the District's EEO/Affirmative Recruitment Plan. The Supt. of Business Operations administers the program on a day-to-day basis. The Supt. of Finance / Human Resources is also designated EEO Coordinator for the District, and shall be identified in the District Personnel Manual and any notices or publications related to EEO. Responsibilities of the District's EEO Coordinator include:



1. Monitoring of District personnel policies and procedures to ensure compliance with Federal and State Civil Rights legislation, as well as the District's own Anti-Discrimination Ordinances.
2. Assisting in the identification of problem areas and aiding in the establishment of goals.
3. Designing and implementing a quarterly internal audit and reporting system to monitor the effectiveness of the District's EEO programs, indicating need for remedial action and determining the degree to which the objectives are being attained. Such a system shall review hires, promotions and terminations.
4. Updating and analyzing the District's EEO/Affirmative Recruitment Plan on an annual basis and presenting such analysis to the Director as part of an overall report on the District's progress toward fuller utilization of protected class members in all job areas and salary ranges.
5. The annual report will also include an analysis of part-time and seasonal District employment broken down by Department.
6. Identifying and utilizing new referral sources for **minority, female and disabled** job candidates.
7. Keeping management informed of developments in the entire EEO area.
8. Developing programs to enhance and maintain employee awareness of the District's EEO policies and the responsibility of each employee to support these policies actively.
9. Serving as a liaison between the District and EEO monitoring agencies, District advisory bodies, community groups, minorities, veterans, gay and lesbian interest groups, the disabled, women's organizations, and employee complaints, at the request of the District Director.

The District recognizes that to pursue a policy of EEO effectively, it must provide effective mechanisms for the hiring and investigation of complaints of discriminatory practices.

## **COMPLAINT PROCEDURE**

### *Job Applicants*

All job applicant complaints of discrimination should be directed to the Director or the EEO Coordinator, who is empowered to conduct investigations into such matters and report findings to the complainant. The Director will redress any findings of discrimination.

### **District Employees**

District employees should process complaints of discrimination via established grievance procedures, as outlined in the District Personnel Manual.

## **UTILIZATION ANALYSIS FOR MINORITIES AND WOMEN**

### **Work Force Analysis**

The work force analysis, which is a listing of each full-time job title within each department, including the department head, is consistent with the guidelines contained in EEOC form 164, (EEO-4).

### **Job Category Analysis**

Job titles requiring similar skills or having similar job content have been grouped together in a manner consistent with those utilized in State and Local Government Report EEO-4 for 1983.

### **Availability Analysis**

The availability of **minorities and females** qualified for each job category in the relevant labor area for such job category has been estimated considering at least the following factors:

1. The current **female and minority** population of the District.
2. The availability of **minorities and females** with requisite skills in the Chicago Metropolitan Area.
3. The percentage of the **minority and females** in the District work force.
4. Availability of **minorities and females** with requisite skills in suburban Cook County.

### **Identification of Problem Areas**

The utilization of **minorities and women** was compared to their total availability. Based upon that comparison, areas of affirmative recruitment focus have been currently identified.

### **Establishment of Goals**

The purpose of this EEO/Affirmative Recruitment Plan is to achieve full utilization of all persons in all job categories, which make up the District's work force. While every good faith effort will be made to accomplish the goals established, these targets are not rigid and inflexible quotas and they will not be used to discriminate against any applicant or employee.

## **Qualifications**

The adoption of this EEO/Affirmative Recruitment Plans is to ensure the attraction of qualified job applicants. All individuals chosen will be deemed to be qualified for the position based on objective criteria unless the job posting has specifically stated that the District will undertake a training program for the posted position.

## **DEFINITION OF TERMS**

**AFFIRMATIVE RECRUITMENT** - Taking specific steps to correct underutilization of protected class members by bringing them into the applicant pool.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)** - Equality of opportunity in all aspects of employment, development, advancement and treatment of employees and/or prospective employees without regard to race, color, religion, age, sex, national origin, age, ancestry, marital status, sexual orientation (actual or perceived), citizenship status, unfavorable discharge from the military, handicap, physical or mental disability, or any other legally protected status.

## **SUMMARY OF AVAILABILITY ANALYSIS**

### *Officials and Administrators*

The utilization analysis indicates that affirmative recruitment efforts should focus on these job groups. The positions in these groups are primarily filled from within and there are currently an insufficient number of candidates. When an opportunity for an outside hire occurs, qualified candidates will be encouraged to apply.

### **Technicians**

Good faith efforts will be made to improve the representation of minorities and women in this job group.

### **Skills Craft and Service Maintenance**

Historically, these positions have attracted few female candidates. Good faith efforts will be made, wherever possible, to increase the utilization of women. In addition, qualified minorities will be sought and encouraged to apply.

### **Service Maintenance**

The analysis indicates that affirmative recruitment efforts should focus on women in this job group. Good faith efforts will be made for their representation. The timetable expressed will be a minimum of five years. Some categories will have an expanded period based on the availability of minorities and females with the necessary requisite skills.

To accomplish the established goals, the Supt. of Finance / Human Resources will document the use for the following methods.

1. Utilize current minority and female employees in recruitment efforts.
2. Plan recruiting trips to schools and colleges with significant incentives and follow-ups.
3. Give presentations to organizations involved in the placement of the disabled, minorities and females.
4. Participate in career fairs focusing on the disabled, minorities and women.



# Personnel Policy Manual



- ☒ Policy  
☐ Procedure  
☐ Protocol/Best Practice

Section: **Appendix B**

History of Approvals / Amendments:

**FINAL 11.15.2015; updated 11.17.22**

## Appendix B Criminal Background Check Policy

The River Trails District (the "District") is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information for all applicants and shall perform a criminal background check for all applicants and volunteers for **all** positions prior to starting work. Criminal background checks may also be required periodically during an individual's employment or volunteerism with the District. The District may also conduct criminal background checks of all employees and volunteers on a random basis. Applicants are not required to disclose sealed or expunged records of corrections. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Certain procedures must be followed when requesting criminal conviction information, including:

1. Criminal background checks will be obtained through the Illinois State Police.
2. The District will obtain a release form authorizing the release of conviction information, signed by the individual to whom the information request pertains. The District will maintain this form on file for at least two (2) years.
3. The District will provide the individual named in the request a copy of the conviction response furnished by the Illinois State Police.
4. Within seven (7) days of receipt of the conviction response, the individual named in the request must notify the District's Director if the information furnished is inaccurate or incomplete.

Pursuant to statute, any conviction of offenses enumerated in 70 ILCS 1205/8-23 (c) shall automatically disqualify the applicant from consideration for working for the District, and any conviction of offenses enumerated in subsection (d) where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the District will consider whether the conviction(s) are substantially related to the employment position sought or held or whether granting or continuing employment would pose an unreasonable risk to property or to the safety and welfare of specific individuals or the general public. Some of the factors to be considered include: (a) the nature of the conviction(s); (b) relationship of the conviction(s) to the nature and duties of the position; (c) the number of convictions; (d) age at the time of the conviction(s); (e) length of time elapsed since the conviction(s); (f) evidence, if any, of rehabilitation; and/or (g) references regarding the person's character. The District will provide notice to and engage applicants and employees in an interactive process prior to making an employment decision on the basis of an individual's conviction history. The District will apply this policy/procedure in a non-discriminatory manner.

***Persons refusing to sign the Authorization and Release Form to Verify Background, References and Past Experiences or to provide fingerprints when requested to do so by the Park District may be removed from consideration for an employment or volunteer position with the District or if already in a position, may be immediately dismissed.***

**Policy Adopted: November 19, 2015**



## **MEMORANDUM**

To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

RE: 2022 Personnel Policy Manual Review Section 2 Second viewing

Date: 11/4/2022

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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 will review this manual in Sections.

1. I am only supplying sub-sections which had any substantive changes.
2. I have already edited anything that was essentially clerical, this is information I didn't feel you needed to review. Nothing of substance would have been changed without consent.
3. Any underlined or crossed-out content **without** a comment is a recommendation by legal counsel in which staff fully supports as recommended.
4. I have included Appendix C. There are some minor changes (underlined) recommended by legal counsel. Staff fully supports as recommended.

#### **Section with change**

2-2 FLSA Overtime and Compensatory Time  
2-7 Meals and Rest Periods  
Appendix C Alcohol & Drug Abuse Policy

#### **Change**

Language amended by counsel, see p.2-3  
Language added by counsel, see p.4  
Language amended and added

### **CONCLUSION**

It is not expected to approve the changes in the first viewing though due to the small number of changes, the Board could officially approve each section in the first viewing. Otherwise, it would be understood if each section would be approved in the second viewing. We will not pass the overall Resolution until all the changes have been reviewed and approved.

**Staff recommends ALL changes suggested by counsel**

No Board action is required at this time but Board could Approve changes if desired



# Personnel Policy Manual



- ☒ Policy  
☐ Procedure  
☐ Protocol/Best Practice

Section: 01-02

History of Approvals / Amendments:

FINAL

## 01-02 Payroll Policies and Procedures

### 2-1 COMPENSATION PROGRAM

The District recognizes that the purpose of wage and salary administration is to attract and retain qualified employees. The compensation of each employee bears a relationship to the requirements and responsibilities of their position and is comparable in relation to other District positions. The District strives to provide good working conditions, fair compensation, and opportunities for advancement and to further education in exchange for loyal and professional service.

The Board generally reviews the District's compensation program annually and any changes made in the compensation program will be established by official action of the Board. Salary amounts are set by the Director, except for his own, which is set by the Board of Park Commissioners.

The District will give an employee written notice of their pay upon hire and whenever there is any change in the employee's pay.

Under usual and appropriate circumstances, full-time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation:

1. *Relative difficulty and responsibility of the position;*
2. *Performance*
3. *Qualifications of the employee;*
4. *Prevailing rates of pay within similar positions;*
5. *Financial position of the District;*
6. *Length of service; and*
7. *Other economic conditions*

Any adjustments generally will be effective on a schedule pre-determined by the Director. Part-time employees will be considered for salary adjustments based on several factors, including without limitation, performance, on either their anniversary date or on a schedule pre-determined by their department head or the Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

The department heads may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Director's approval. All salary and wage decisions are the sole discretion of the District and in keeping with applicable laws.

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## 2-2 FAIR LABOR STANDARDS ACT: OVERTIME AND COMPENSATORY TIME

The District compensates all employees in accordance with the Fair Labor Standards Act (FLSA) and state law relating to the payment of wages.

### **Definitions:**

Exempt Employee - An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

Non-Exempt Employee - An employee subject to the overtime provisions of the Fair Labor Standards Act.

Workweek - Beginning January 1, 2010, the workweek for full and part-time employees begins at 12:01 am Monday and ends at 12:00 midnight the following Sunday.

### **Eligibility**

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. For purposes of overtime calculation, "hours worked" shall **not** include any form of leave (i.e. sick, vacation, holiday, compensatory time off, or any other paid or unpaid leaves of absences), or other non-working time (i.e. lunch), whether paid or unpaid. **Exempt employees are not eligible for overtime pay.**

### **Overtime Obligations and Approval**

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the District's work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal. The District will attempt to distribute overtime hours among employees with similar job descriptions on a rotating basis.

### ~~Overtime Obligations and Approval~~

~~Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the District's work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal. The District will attempt to distribute overtime hours among employees with similar job descriptions on a rotating basis.~~

**For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.**

### **Non-Exempt Compensation**

The District, at the discretion of the Director, will compensate all non-exempt employees for overtime hours through overtime pay or compensatory time off. The employee may request to be either:

- 1) Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty (40) in a single workweek; or
- 2) Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of forty hours in a single workweek, if agreed to in writing by the employee prior to completing the work.

The maximum compensatory time that may be accrued by an employee is **Twenty-Four (24) hours.**

Employees are required to keep compensatory time below **24 hours.** Any hours greater than **24** will be paid out. Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with your immediate supervisor. However, the District may, in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time.

In order for a non-exempt employee to be eligible to receive compensatory time off in lieu of overtime compensation, an employee must, prior to the performance of the overtime work, enter into either (i) a written

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agreement with the District, or (ii) an oral agreement of which there is a written record agreeing to whether time will be compensated as overtime pay or compensatory time. Employees shall be permitted to use (compensatory) time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the District however it must be used in the quarter (rolling calendar) that it is earned. Your immediate supervisor, based upon whether the grant of such requests results in short staffing or other disruption of District's operations, will generally determine the grant of an employee's request for use of compensatory time. However, the District may, in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time. Updated 18.09.20

### **Exempt Compensation**

The Department Head or Director may compensate exempt employees who are required to work on a project or special event beyond the normal scope of their job in the form of ~~compensatory~~ alternate time off with pay. The amount of time earned by an exempt employee will be based on whole days units and not on an hour for hour basis. Earned alternate time off for exempt employees can only be used in one-day or one-half day increments and is subject to the approval of the employee's supervisor. Alternate time earned must be used in the quarter that it is earned and will never be paid in cash. An employee, due to heavy seasonal work schedule may request, in writing from the Department Head or Director, to use alternate time in the next quarter.

### **Termination of Employment**

Upon termination of employment, payment for accrued compensatory time for non-exempt employees will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate received by the employee, whichever is higher. **Exempt employees receive no payment for accrued alternate time.**

## **2-3 PAYROLL PERIODS AND PAYDAY**

District employees are paid bi-weekly for the two week (14 day) period, which ends at midnight the preceding Saturday for all employees. If the payday is a District-recognized holiday, employees will be paid on the preceding working day. Paychecks are distributed to supervisors, who attempt to distribute them to employees no later than the end of the workday. Paychecks may not be given to anyone other than the employee without the employee's written consent. Employees should arrange with their immediate supervisor to collect a paycheck if they are not scheduled to work on a payday. If employment is terminated in the middle of a pay period, the employee will be paid for the actual hours worked.

In the event of a lost paycheck, the Finance Department must be notified in writing before a replacement check can be issued. If the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 24 hours of the time it is demanded and may be subject to disciplinary action.

The District offers employees the opportunity for automatic deposit. Employees have the right to demand wages via check or cash. Regardless of the payment method, the District will provide employees with a written receipt each pay period showing at minimum hours worked, pay rate, overtime rate, overtime wages, gross wages, an itemization of deductions, and wages and deductions year to date. If wages are delivered in cash, the employee must sign a receipt acknowledging that.

## **2-4 PAYROLL DEDUCTIONS**

Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions, and social security tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, and supplemental life insurance. Please contact the Finance Department for information on payroll deductions.

Except as required by law or court order, deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court

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order, such as child support payments and wage garnishments. In addition, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld. Please see Section 4-3 for more information on IMRF.

## **2-5 WORK SCHEDULES**

Department work schedules are established by your immediate supervisor or department head based on the needs of the District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. The District may change the work schedules at its discretion.

Exempt employees may work on a flexible work schedule if the schedule benefits the District and has received the prior, written approval of your immediate supervisor. Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor. Violation of this policy may result in disciplinary action, up to and including dismissal.

## **2-6 RECORDING OF HOURS WORKED**

All employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. **You are responsible for your own time records.** Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

**Employees are not to clock or sign in or out for other employees.** Recording another employee's time record or falsification of your own time record is against District rules and is grounds for disciplinary action, up to and including dismissal.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. Employees who forget to clock or sign in or out must notify their supervisor immediately so the time may be accurately recorded for payroll.

## **2-7 MEAL AND REST PERIODS**

Department heads are authorized to establish and arrange lunch periods and up to two (2) rest periods, not to exceed 15 minutes each, during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the department head.

Authorized rest breaks are to be taken away from the designated work area but employees are not permitted to leave District premises during this period. Rest or break time is compensated as work time. Employees who choose to or are required to work during their authorized rest or break period may not leave work early.

An Employee who works seven and one-half (7.5) hours or more is entitled to at least one-half (1/2) hour unpaid meal period no later than five (5) hours after the start of the work period. The District is not required to give an employee a meal period if the employee works less than seven and one-half consecutive hours unless the employee is under 16 years old (Section 1-14).

The Illinois Department of Labor takes the position that an employee may not waive a required meal period; therefore, employees may not choose to work during their lunch period and cannot work through their lunch period in order to leave early. **Employees on rest or lunch break should not interfere with employees who are working.**

Nursing mothers will receive reasonable paid break time to express milk in a private location for one year following their child's birth. Nursing mothers should discuss the appropriate location and time to express milk with their immediate supervisor or Human Resources.



# Personnel Policy Manual



- ☒ Policy  
☐ Procedure  
☐ Protocol/Best Practice

Section: **Appendix C**

History of Approvals / Amendments:

**FINAL 12.16.97**

## Appendix C Alcohol & Drug Abuse Policy

### PURPOSE

The River Trails District (District") has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees design, prepare, operate and maintain District facilities, programs equipment, parks and services for use by District patrons and are in contact, either directly or indirectly, with District patrons, the District wishes to ensure the health, safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

**The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. This policy shall be deemed part of the District's personnel policies. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.**

### ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on District Property or while acting on behalf of the District.

### DEFINITIONS

For purposes of this Policy, the following definitions apply:

Alcohol means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.

Cannabis is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference.

Controlled Substance means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.

Criminal Drug Statute means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.

Director is the Director of Parks and Recreation of the River Trails District.

District Property means any building, park, gym, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.

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Drugs mean Legal Drugs and controlled substances, including cannabis.

Legal Drugs mean prescription drugs and over-the-counter drugs, which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

Medical Facility means any physician, laboratory, clinic, hospital, or other similar entity.

Policy means this Alcohol and Drug Abuse Policy of the River Trails District.

Possess means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

Public Safety Responsibility means jobs in which an employee is entrusted with direct responsibility over the health, safety and welfare of District patrons, either through supervision of programs or operations or maintenance of equipment.

Under the Influence means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

## **VOLUNTARY TREATMENT**

It is the responsibility of each employee to seek assistance **before** alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy. The district wishes to assure all employees that there will be no adverse employment consequences as a direct result of any employee voluntarily and successfully completing medical treatment.

The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job.

## **SCREENING AND TESTING**

The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require **any employee** to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon **reasonable suspicion** that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the Medical Facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, before the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each District employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee. Prospective employees will be required to sign a consent form prior to employment. Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

## **TREATMENT**

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.



Participation in such treatment will be at the employee's expense. All or part of this expense may be covered under the employee's health insurance if the benefit is provided under the plan. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying that the employee has successfully completed the treatment program and that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District which may include, but is not limited to, future alcohol and/or drug testing.

#### USE OF LEGAL DRUGS

Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to the Director if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Director, will decide whether or not the employee may safely continue to perform the job while using the Legal Drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal. While the District will not penalize an employee for off-duty use of a lawful product, employees must comply with this Policy and the District's Manual.

#### NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

#### DISCIPLINE/PENALTIES FOR VIOLATION

An employee who reports to work or is found during working hours to be or to have been Under the Influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District Property (this excludes legal alcohol consumption at organized events/activities authorized and approved by the District and in which case, all local, state and District rules, regulations and laws will apply) or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District, District Property or its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. On the first occurrence, discipline may consist of suspension without pay, termination and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.

In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

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An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory. The District, however, will not take adverse action against any employee solely on the basis of the employee's voluntary participation in and successful completion of medical treatment.

#### PRE-EMPLOYMENT SCREENING

As a final prerequisite in the District's employment selection procedure, the District may require persons who are offered a full-time, labor intensive position with the District to undertake a physical examination, which may include a drug and alcohol screening test.

#### INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned, leased, licensed or otherwise owned or used by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

#### RECORDS

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

**Policy Adopted Tuesday, December 16, 1997**





## **MEMORANDUM**



To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

David Oswald  
Superintendent of Finance

RE: 2022 Truth in Taxation Law Resolution

Date: November 14, 2022

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### **BACKGROUND/ANALYSIS**

Attached is the Truth in Taxation Law Resolution for adoption. Under Illinois law, a district must adhere to certain public hearing requirements before it can pass a tax levy ordinance. The Truth in Taxation Resolution is a public disclosure of the district's intention to consider extending an aggregate property tax levy of 5% or greater than the preceding year's extension. The resolution figures are based upon the draft levy ordinance total which is included in this packet.

Under Illinois law, the district must also announce its plan through a newspaper and hold a public hearing on the issue. Accompanying the resolution, is the Notice that will appear in the Daily Herald in advance of the December 15<sup>th</sup> Public Hearing on the 2022 Levy. The notice must be published 7 - 14 days before the public hearing date. The notice format provides some additional figures for the public that are not in the Truth in Tax Resolution.

The District seeks to capture new growth revenue and must adhere to the Property Tax Extension Limitation Law (PTELL). 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 urban CPI figure published by the Illinois Department of Revenue for the 12-month period ending in December of 2021 is 7.0%. Under PTELL, the revenue actually extended by Cook County will be limited to a 5% increase.

### **CONCLUSION**

Following the Truth in Taxation Resolution adoption, the draft levy ordinance needs to be made available for 20 days prior to the Public Hearing on the levy. The levy ordinance will be acted upon at the regular Board meeting on December 15<sup>th</sup> (following the hearing) and be submitted to Cook County by the December 27<sup>th</sup>, 2022 deadline. A more in depth memo regarding the 2022 Levy Ordinance and supporting documents will be brought to the Board at the December 15<sup>th</sup> Board meeting.

### **ACTION AND MOTION REQUESTED**

Motion: I motion to adopt Resolution 22-11-17 (Truth in Taxation Law Resolution)

RIVER TRAILS PARK DISTRICT

RESOLUTION 22-11-17

TRUTH IN TAXATION LAW 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 2021 real estate tax levy of the Park District (2022 tax bill) is \$ 2,897,119 .
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 2022 (2023 tax bill) is \$ 3,106,000 .
3. Based on the foregoing, the estimated percentage increase in the proposed 2022 aggregate levy over the amount of real estate taxes extended upon the final 2021 aggregate levy is 7.21 %.

**FURTHER RESOLVED**, that a public hearing on the proposed 2022 aggregate levy of the Park District be held on December 15<sup>th</sup>, 2022, 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 17<sup>th</sup> day of November, 2022.

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

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

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

\_\_\_\_\_  
Jennifer Rezek, President  
Board of Park Commissioners  
River Trails Park District

Attested and Filed this 17<sup>th</sup> day of November, 2022.

\_\_\_\_\_  
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 2022 will be held on December 15, 2022 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 2021 were \$2,897,119.

The proposed corporate and special purpose property taxes to be levied for 2022 are \$3,106,000. This represents a 7.21% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2021 were \$967,673.

The estimated property taxes to be levied for debt service and public building commission leases for 2022 are \$967,676. This represents a 0.00031% increase over the previous year.

IV. The total property taxes extended or abated for 2021 were \$3,864,792.

The estimated total property taxes to be levied for 2022 are \$4,073,676. This represents a 5.4% increase over the previous year.

Bret Fahnstrom  
Executive Director  
River Trails Park District  
Board of Commissioners

**RIVER TRAILS PARK DISTRICT  
ANNUAL LEVY ORDINANCE  
NO. 22-12-15**

**AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE  
RIVER TRAILS PARK DISTRICT FOR THE 2022 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, seventy-three thousand, six hundred seventy-six dollars and 00/100 (\$4,073,676)* be and the same 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 2022 of said Park District, commencing January 1, 2022 and ending December 31, 2022. The ordinance heretofore adopted by the Board of Commissioners of the said Park District at a meeting thereof regularly convened and held on December 15, 2022 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:

	<u><b>LEVIED</b></u>
CORPORATE FUND	\$1,470,000
RECREATION FUND	\$1,067,000
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 110,000
FICA (SOCIAL SECURITY)	\$ 120,000
LIABILITY INSURANCE FUND	\$ 65,000
AUDIT FUND	\$ 16,000
HANDICAPPED RECREATION FUND	\$ 234,000
PAVING & LIGHTING FUND	\$ 240,000
BOND & INTEREST FUND	<u>\$ 967,676</u>
<b>TOTAL</b>	<b>\$ 4,073,676</b>



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: December 15, 2022**  
**APPROVED: December 15, 2022**

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**Jennifer Rezek, President**  
**Board of Commissioners**

**ATTEST:**

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**Bret Fahnstrom, Secretary**



## MEMORANDUM

To: Board of Commissioners

From: Bret Fahnstrom, CPRP  
Executive Director

RE: 2022 Personnel Policy Manual Review Section 3 First viewing

Date: 11/4/2022

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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 will review this manual in Sections.

1. I am only supplying sub-sections which had any substantive changes.
2. I have already edited anything that was essentially clerical, this is information I didn't feel you needed to review. Nothing of substance would have been changed without consent.
3. Any underlined or crossed-out content **without** a comment is a recommendation by legal counsel in which staff fully supports as recommended.
4. I have included Appendix C. There are some minor changes (underlined) recommended by legal counsel. Staff fully supports as recommended.

#### **Section with change**

#### **Change**

3-2 Vacation Pay upon Termination:

Language deleted

This could give rise to a wage claim under the IL Wage Payment and Collection Act.

3-5 Bereavement Leave

Language Amended

Effective 1/1/23, the Child Bereavement Leave Act was amended to expand to other covered family members. Recommended revisions to align with new statutory requirements are reflected in the section.

3-8 Personal Leave of Absence

Language Amended

This should be a case-by-case analysis, but in almost all cases leave beyond a year is not required under the ADA (note there is no bright-line rule as to what is reasonable).

3-12 Advancement of Time Off Benefits

Language added

4-12 Expense Reimbursement

Language added

### **CONCLUSION**

It is not expected to approve the changes in the first viewing though due to the small number of changes, the Board could officially approve each section in the first viewing. Otherwise, it would be understood if each section would be approved in the second viewing. We will not pass the overall Resolution until all the changes have been reviewed and approved.

**Staff recommends ALL changes suggested by counsel**

No Board action is required at this time but Board could Approve changes if desired



### 3-2 **VACATION LEAVE**

Eligible employees shall accrue benefits on a biweekly basis. Any increases in accrued benefits due to length of service will occur during the pay period in which the employee's starting date falls. There will be no accrual of Vacation Time during an unpaid leave of absence.

The amount of accrued benefits shall be based on the employee's length of service and eligibility will be subject to an employee's ability to adhere to the established procedures and requirements as defined in this policy:

From the date of hire **through the completion of the fifth (5) year** of continuous service, the employee earns vacation time at the rate of 6.7 hours per month for a total of ten **(10)** days annually.

From the start of the **sixth (6) year of service through the completion of the tenth (10) year** of service, the employee earns vacation time at the rate of 10.0 hours per month for a total of **fifteen (15)** days annually.

From the start of the **eleventh (11) year of service through the remaining years** of service, the employee earns vacation time at the rate of 13.3 hours per month for a total of **twenty (20)** days annually.

No vacation will be granted until an employee has completed six months of employment, unless approved by the Director.

<b><u>Period of Service</u></b>		<b><u>Vacation Days Earned Annually</u></b>
0-5 years	(0-60 mos.)	10 (6.7 hours per month)
6-10 years	(61-120 mos.)	15 (10.0 hours per month)
11+ years	(121+ mos.)	20 (13.3 hours per month)

#### **Benefits For Part-Time Employees Who Become Full-Time**

Regular part-time employees will be paid at their final part-time rate for accumulated benefits they have earned, if their employment status changes to full-time. The employee's hours of service for purposes of calculating benefit status will be determined by converting the number of hours worked on a part-time basis into a percentage of a full-time work schedule. To be eligible for this proration, the employee's service must be continuous.

#### **Scheduling Vacation**

Vacation days should be used in ½ or Full Day increments only. Employees must request vacation leave using the appropriate personnel form. Written vacation requests should be made at least two (2) calendar weeks before the planned leave. If you desire to take three (3) weeks or more of continuous vacation, you must submit a written request to your supervisor at least ninety (90) days in advance. The departmental Superintendent must approve the request. Your immediate supervisor will make every effort to comply with your request for vacation time. In all cases, your immediate supervisor will schedule your vacation leave when the District can best afford to be without your services. If the vacation leave is not approved in advance or is disapproved and the employee does not report to work, the time will be considered an unexcused absence subject to discipline, up to and including termination.

If you fail to return to work following the end of an approved vacation leave, the District may consider you to have voluntarily resigned your position with the District effective immediately.

#### **Vacation Accumulation:**

Whenever possible, Vacation Time shall be taken in the calendar year in which the employee earns it. Employees will be allowed to carry-over a maximum of ten (10) unused vacation days per calendar year. Any excess days not used by December 31 will be forfeited without compensation. The decision of the Director will be final.



### **Vacation Pay Upon Termination**

If your employment is terminated for any reason, you will receive pay for any unused vacation days earned during the calendar year of your termination and any unused days permitted to be carried over from a previous year. Payment for accrued but unused vacation leave at the time your employment with the District is terminated is based upon your regular hourly rate of pay or rate of salary at the time of termination. ~~If employment terminates and there is a negative balance, a monetary adjustment will be made in the final paycheck.~~ The District's practice is to not use vacation leave to extend employment beyond the last day worked.

### **Credit For Prior Service**

For the purposes of calculating the starting vacation (Period of Service) point, the Director may give prior service credit **(up to but no more than 50% of months served as a full-time employee at another district or similar industry)** to new employees hired from outside the organization.

**Policy Amended April 6, 2017**

### **3-3 PERSONAL DAYS**

Full-time employees are granted three (3) paid personal days (includes employees birthday) per calendar year. Personal days will be issued on the first of January. Introductory Employees are not granted personal days until the 90 day Introductory Period is successfully completed. Except for emergencies, personal days must be requested at least seven (7) days in advance of the desired date and are subject to the approval of your immediate supervisor. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.

Personal days are not cumulative and must be taken during the year granted or they will be forfeited without compensation. Personal days will not be paid upon termination and will not be used as notice time prior to termination.

### **3-4 SICK DAYS**

Sick Time is intended for absences necessitated by illness, injury, disability or medical appointment of the employee or of immediate family members. For purposes of this Section 3-4, your "immediate family" includes your spouse and minor child, stepchild, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or step-parent in accordance with the Employee Sick Leave Act (820 ILCS 191/10). Sick leave with pay shall be granted to all full-time employees for service at the District as follows:

<i>Less than 10 years</i>	<i>1 day/month</i>	<i>12 days/yr</i>
<i>10 - 19 years</i>	<i>1 ½ days/month</i>	<i>18 days/yr</i>
<i>20+ years</i>	<i>2 days/month</i>	<i>24 days/yr</i>

Sick Time may not be used as additional Vacation Time and abuse of Sick Time privileges will result in discipline, up to and including discharge. Sick days will not accrue while an employee is on an unpaid leave of absence.

A maximum of 90 sick leave days may be carried over per calendar year to be available for use. The excess sick leave may be applied to one of the two options (Cash In and/or IMRF Sick Time) explained below:

1. **Cash In:** After five (5) years of service, if an employee has 30 days of accrued sick leave, the employee may cash in sick leave days for a payment of 1/3 of the employee's salary per day for each sick day over the 30 days accrued. A maximum of 60 days may be applied for in one year. Application to receive this cash in benefit must be made in the January of the year the employee wishes to receive this benefit. For example, if the employee has 45 days, they may apply for 45 x 1/3 x 8 hours x their hourly salary.



### 3-5 BEREAVEMENT LEAVE

a. All full-time and Classification I part-time employees are allowed up to three (3) working days with pay per calendar year to attend the funeral of a family member or up to five (5) days if travel of more than 200 miles one way is necessary, with the approval of the employee's department head. Leaves longer than three (3) days shall be deducted from earned sick leave. In turn, the employee's immediate supervisor or department head should notify the Finance Department of the reason and length of the employee's absence. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. Bereavement leave days must be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as the employee's spouse, child, stepchild, parent, grandparent, sibling, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, legal guardian, and sister-in-law.

Upon returning to work, the employee must record the absence as a Bereavement Leave. Proof of death and relationship to the deceased may be required.

Nothing in this Section 3-5.a is meant to diminish the rights of an employee under the Illinois Family Bereavement Leave Act should the employee be eligible for leave under that Act.

b. Family Bereavement Leave: In the event of a death of a covered family member, defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, an employee may be entitled to unpaid bereavement leave in accordance with the Illinois Family Bereavement Leave Act (820 ILCS 154/1 et seq.) (the "Act"). In order to be eligible for leave under the Act, an employee must have been employed by the District for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. The Act provides eligible employees with a maximum of two weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or a funeral alternative of a covered family member; (2) make arrangements necessitated by the death of the covered family member; (3) grieve the death of the covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. Leave under the Act must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date which an aforementioned event occurs. The employee shall provide at least 48 hours' advance notice of the employee's intention to take bereavement leave under the Act, unless providing such notice is not reasonable and practicable. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.

The Act defines "child" as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute any unpaid or any accrued and unused paid leave available to the employee under any other federal, state, or local law, or District policy, for unpaid leave under the Act. An employee eligible for leave under the Act shall not entitle the employee to unpaid leave that exceeds or is in addition to the amount of leave available to the employee under FMLA.

The District may require reasonable documentation. Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of

death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event in (4) above, reasonable documentation is a form provided by the Illinois Department of Labor, completed by a healthcare practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed in (4) above, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed in (4) above, certifying that the employee or his or her spouse or domestic partner has experienced an event listed in (4) above.



### 3-8 **PERSONAL LEAVE OF ABSENCE**

Eligible full-time may be granted personal leave of absence for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. This is an unpaid leave except in the case of a full-time employee who may elect to use accrued benefit time during the leave, such as sick time, personal time, vacation time or compensatory time. Normally, a personal leave of absence will not be granted during the first year of employment, unless required by law.

All requests for personal leaves should be made in writing and must be approved by the employee's supervisor(s) and the Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested.; length of time the employee plans to be away; the employee's job performance, attendance and punctuality record, the effect the employee's absence will have on the work in the department (*i.e.*, the staffing requirements to replace the employee); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and, any other factors deemed relevant by the District in its sole discretion. Each request will be reviewed on a case-by-case basis.

A written application for a personal leave of absence must be submitted to the employee's immediate supervisor at least one month in advance of the date leave is requested to begin. If an extension is requested while on FMLA leave, the request must be made at least two (2) weeks prior to the end of the original leave. The application must specify the reasons for the extended leave and the length of time the employee intends to be away.

Additional leave time may be granted, if it does not extend the total leave beyond one year, including leave granted under the FMLA, if any. Requests for additional leave time must be made in writing at least two weeks prior to the expiration of the initial leave period, and must specify the reason(s) for the request and the amount of additional time sought. The Director must approve this request.

While a full-time employee is on an approved personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under the District's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. Other employment benefits, if any, such as vacation, sick leave, or personal days, shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued before the start of the leave.

Any planned salary increase for an employee returning from an unpaid leave of absence will be deferred by the length of the leave, and the length of the leave will extend the normal appraisal date.

In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential job functions is required before an employee may be permitted to return to work.

Although the District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, the District does not guarantee reinstatement after a personal leave of absence.

Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the District. However, pursuant to the District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3). ~~However, the District is not required to grant a request of leave for longer than one (1) year as a reasonable accommodation.~~

### **3-12 ADVANCEMENT OF TIME OFF BENEFIT**

In order to allow employees flexibility in planning to use vacation benefits, the District will allow regular full time employees to take advancements in their Vacation Time up to their yearly allocation with the approval of the Director. The Director may also approve the advancement of up to the yearly allocation of Sick Time in the event of serious illness or injury. [Decisions to permit advancements of paid vacation and sick time shall be at the sole discretion of the Director.](#) The advance payment of time off benefits is provided with the understanding that if employment is terminated for any reason before the total amount of advanced time is accrued, the employee is responsible for repaying the difference to the District. Introductory Employees are not eligible for the advancement of time off benefits unless the time off is agreed to at the time of hiring.



#### 4-12 **EXPENSE REIMBURSEMENT**

The District may reimburse employees for necessary and reasonable expenses incurred while on authorized District business in accordance with the District's Ordinance No. 17-07-20, An Ordinance Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act ("Ordinance No. 17-07-20") or for reasonable expenses incurred when conducting business for or on behalf of the District.

The purchase of alcohol is not considered a reasonable or necessary expense and will not be reimbursed by the District. In order to qualify for reimbursement, prior written approval from the employee's immediate supervisor for expenses must be requested and proof of the expenses incurred on official District business must be provided (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the District) in accordance with Ordinance No. 17-07-20. Employees should check with their supervisor for specific policies and procedures before incurring any expenses.

Employees must submit original receipts and documents reflecting charges incurred on behalf of the District. If an employee cannot provide original documents, they must submit a signed statement explaining the missing documents/records. Employees must submit all requests for reimbursements and supporting documentation to the District within thirty (30) days of incurring the expense. Should an employee not comply with these requirements, or if the District has not pre-approved an expense in writing, it may deny the reimbursement request.

Specific items, which are usually budgeted for during the budget process but could, require pre-approval by your supervisor:

**Travel Allowance** – The District shall determine the public transportation (train, bus or plane to be used for travel and either purchase the ticket or reimburse the individual the amount of the ticket. If the individual traveling uses a District owned vehicle, the District only will pay direct operation costs. If the employee traveling uses their private car, they will be compensated by their regular, monthly car allowance. If the employee does not receive a monthly car allowance, they will be reimbursed the current rate per mile subject to the submission of an approved gas allowance form and with approval of the Superintendent of the Department.

**Lodging** – The individual will be reimbursed an amount covering room cost in accordance with Ordinance No. 17-07-20. In all cases, the employee shall supply a statement from the hotel upon return stating the amount in accordance with Ordinance No. 17-07-20. In some cases, the District may choose to pay the hotel directly for lodging.

**Food** – Employees will be reimbursed for food costs in accordance with Ordinance No. 17-07-20.

**Registration** – The District shall pay the total cost of registration for the employee only. Family members are not included.

**Room and Board** – When room and board are included in the registration, the District shall pay the exact cost of room and board only in accordance with Ordinance No. 17-07-20.