

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

February 2, 2023
7:00 PM

- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of January 19, 2023*
- V. Approval of Treasurer's Report for December 2023*
- VI. Communications
 - a. Director's Report*
 - b. Miscellaneous Communications
- VII. Old Business
 - a. None
- VIII. New Business
 - a. Adopt *Ordinance 23-02-02: February General Obligation (GO) Bonds, Series 2023.*
 - i. Ordinance providing for the issue of approximately \$965,000 General Obligation Limited Tax Park Bonds, Series 2023, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, for the payment of outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.
 - b. Administrative Assistant FT position*
- IX. Commissioners Comments
- X. Executive Sessions
 - a. I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
- XI. Action as a Result of the Executive Session
 - a. Personnel
- XII. Adjournment

*indicates an attachment included

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

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT
ON THE NINETEENTH DAY OF JANUARY 2023 AT 7:00 P.M.**

- I. The President called the meeting to order at 7:01 p.m. and directed Carole Dohse, Accounting and Administrative Assistant to call the roll. Upon the roll being called, the following Commissioners answered present: Jennifer Rezek, Edward Rechner, Nancy Parra, Leah Lussem, and Robert Hoban III (arrived at 7:29 p.m.). Also present were Director Bret Fahnstrom, Superintendent of Parks Mike Hanley, and Superintendent of Finance David Oswald.
- II. Visitors Present: None
- III. The Agenda for January 19, 2023 was submitted for approval. Commissioner Rechner moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- IV. Public Hearing concerning the intent of the Board of Commissioners to sell \$3,100,000 General Obligation Limited Tax Park Bonds to provide the revenue source to pay certain alternate bonds and for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.
- V. Approval of Minutes for the Regular Meeting of January 5, 2023. Commissioner Rechner moved to approve the Minutes as presented. The motion was seconded by Commissioner Lussem and approved by common consent. Commissioner Parra abstained.
- VI. Approval of Voucher List of Bills for December 10, 2022 – January 5, 2023. Commissioner Lussem moved to approve the Voucher List of Bills for December 10, 2022 – January 5, 2023 as presented. The motion was seconded by Commissioner Rechner. Upon the roll being called, the Commissioners voted as follows:

 AYE: Nancy Parra, Jennifer Rezek, Ed Rechner, Leah Lussem
 NAY: None
 ABSENT: Robert Hoban III
- VII. Communications
 - a. Staff Report - Recreation. Director Fahnstrom said the summer brochure will be mailed out the week of January 23rd and noted 2023 summer pool passes are now on sale. He highlighted upcoming events including the new family Valentine's Dance on February 10th. Parkour Fall Session 2 had a new session high of 517 participants and Kid Squad has resumed at the school locations.
 - b. Miscellaneous Communications.
 - i. IAPD Annual Report. Director Fahnstrom circulated the IAPD Annual Report and emphasized the tremendous impact IAPD has on the industry. A historic \$56 million was appropriated for new OSLAD grants in 2022.
 - ii. IAPD Legislative Update. Director Fahnstrom noted that June 10, 2023 is the deadline to form a Decennial Committee.

VIII. Old Business

- a. None

IX. New Business

- a. Draft Budget Funds 40 Capitals. Director Fahnstrom circulated the 2023 Draft Budget of Fund 40 for review. He noted significant capital projects - maintenance equipment, the Willow Park Renewal project, the Sycamore Trails Master Plan, and Zone Improvements. A final budget will be passed in Q1 2023.
- b. Draft Budget Full Budget. Director Fahnstrom presented the 2023 Full Draft Budget. He highlighted significant changes since the first viewing including a Corporate Administrative Assistant from part-time to full-time, decrease in IMRF employer contribution rate, and revised bond and interest payments and inter-fund transfers. A final budget will be passed in Q1 2023.
- c. Call for a Public Hearing March 2, 2023 2023 Budget and Appropriations. The Public Hearing will take place at the March 2, 2023 Board Meeting. The 2023 Budget will have been on display and available for 30 days as required. Following discussion, Commissioner Parra moved to approve the Public Hearing on March 3, 2023. The motion was seconded by Commissioner Lussem and upon the roll being called, the Commissioners voted as follows:

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

X. Commissioner Comments

- a. Commissioner Rezek inquired about communication with the Village of Mt. Prospect in regards to the Boxwood community incidents.
- b. Commissioner Rechner spoke about the passing of Jim Murphy who was a River Trails Park District Commissioner from 1991 – 2017, and said the Park District was fortunate to have had him as a Commissioner.
- c. Commissioner Hoban III inquired as to when the next community meeting will be for Woodland Trails Park - it is not currently scheduled.

XI. Executive Session.

- a. At 7:51 p.m., Commissioner Parra made a motion to go into Executive Session to consider and discuss the minutes of meetings closed under the Open Meetings Act and pursuant to Sections 2(c)(21) of the Open Meetings Act, either to approve said meeting minutes, or to conduct a semi-annual review to determine the ongoing need for confidentiality of said minutes. The motion was seconded by Commissioner Hoban III.

XII. Action as a Result of the Executive Session

- a. Resolution 23-01-19 A Resolution Determining the Confidentiality of Closed Session Minutes. Commissioner Lussem moved to adopt Resolution 23-01-19 A Resolution determining the confidentiality of Closed Session Minutes. The motion was seconded by commissioner Rechner.

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

XIII. Adjournment. There being no further business to discuss, Commissioner Parra made a motion to adjourn the meeting at 7:57 p.m. The motion was seconded by Commissioner Lussem and approved by common consent.

President

Secretary



MEMORANDUM



To: Board of Commissioners
From: David Oswald, Superintendent of Finance
RE: Treasurer’s Report Highlights – December 2022
Date: January 30, 2023

REVENUES:

Cook County Property Tax Revenue

During the month of December, the district received \$884,000 in property tax revenue from Cook County. The December YTD for Cook County property tax revenue is **76%** of what the district is scheduled to receive. Typically, this funding would all be received by early fall of 2022. As such, all of the levied Funds 10 – 26 show lower than expected YTD % *Revenue Earned* in this December 2022 Treasurer’s Report.

On the issue of Cook County property taxes received, it seems appropriate to preview January data for the Board. During the month of January 2023, the district received \$896,000 in property tax revenue from Cook County. The district has now received **99%** of the property tax revenue it is scheduled to receive for the 2021 tax year. The upcoming audit process will guide the district on whether these funds will be accrued back to 2022 or remain as 2023 revenue.

The table below summarizes what the FY 2022 % **Revenue Earned** is when the delayed Cook County tax revenue received in January 2023 is included in the calculation.

Fund	2022 YTD Revenue with Jan 2023 Cook County Tax Revenue	2022 Budgeted Revenue Amount	% Revenue Earned
10 Corporate	\$ 1,543,160	\$ 1,462,126	106%
20 Recreation	\$ 3,582,455	\$ 3,227,865	111%
21 Retirement	\$ 342,224	\$ 281,000	122%
22 Liability	\$ 86,255	\$ 70,000	123%
23 Audit	\$ 14,473	\$ 14,000	103%
24 Handicap	\$ 228,513	\$ 234,000	98%
25 Paving & Lighting	\$ 28,564	\$ 29,500	97%
26 Bond & Interest	\$ 1,912,181	\$ 1,872,240	102%
40 Capital	\$ 1,186,023	\$ 1,775,000	85%
Total Revenue	\$ 8,923,848	\$ 8,965,731	103%

Referring to the table above...

FY 2022 Overall Revenue = 103% of the 100% Target

- Revenues are budgeted conservatively
- YTD Fund 20 Recreation Revenue = 111% of the 100% Target
 - Recreation Fund Revenue exceeded budget by \$156,000.

(continued on next page)

- Personal Property Replacement Tax (PPRT) revenue exceeded budget by more than double. \$291,000 was received in 2022 exceeding the budget by \$181,000. PPRT is very difficult to budget. The PPRT revenue received for the last five years = \$291,000 (2022), \$144,000 (2021), \$82,000 (2020), \$92,000 (2019), \$74,000 (2018). Funds 10, 20, and 21 receive the PPRT revenue. As such, the % Revenue Earned in each of these funds is higher than 100%.
- YTD Fund 22 Liability Revenue = 123% of the 100% Target. This fund revenue was under-budgeted.
- YTD Fund 40 Capital Revenue = 85% of the 100% Target. Upon fully closing-out and reconciling FY22 (in Feb 2023), the district anticipates making inter-fund transfers from the Corporate and Recreation Funds to the Capital Fund.

EXPENSES:

Referring to the December 2022 Treasurer's Report...

YTD Overall Expenses = 90% of the 100% Target

- Expenses are budgeted liberally. This figure is in line with historic December data.

YTD Liability Fund 22 Expenses = 119% of the 100% Target

- Unemployment Compensation = \$10,000 more than budgeted.
- Workers' Compensation = \$5,500 more than budgeted.

YTD Handicap Fund 24 Expenses = 40% of the 100% Target

- Willow Park and bus purchase budgeted for 2022 pushed to 2023.

YTD Paving & Lighting Fund 25 Expenses = 147% of the 100% Target

- Items expensed here could have been expensed to the Capital Fund to keep within budget.
- This fund balance became inflated when some projects were not completed during the 2020-21 COVID years. Overspending (by \$21,500) in 2022 was allowed in order to bring the fund balance down and in-line with Board policy.

YTD Capital Expenses = 71% of the 100% Target

- Willow Park budgeted for 2022 pushed to 2023.

Payroll

December 2022 Payroll = 91 – 98 employees

Investments

- The district is earning 3.96% interest in our Illinois Park District Liquid Asset Fund (IPDLAF account).
- Account Consolidation Completed. The *IPDLAF 2018 B&C Refunding Bond Proceeds* account has been closed. Capital projects earmarked with these funds were fully completed in 2022.

RIVER TRAILS PARK DISTRICT
Cash and Payroll Summary
December 2022

Cash Available	Amount
Busey Bank - Operating Account	\$ 822,278
Busey Bank - Money Market	\$ 213,173 0.01%
Busey Bank - MM 2021B Refunding Proceeds	\$ 270,072 0.01%
IPDLAF - General Fund	\$ 4,382,697 3.96% Monthly yield / Dec 22
IPDLAF - 2018 B&C Refunding Proceeds	\$ -
Outstanding Checks - RTPD	\$ (140,293)
TOTAL CASH NET WORTH	\$ 5,547,926

Payroll Information	12/14/2022	12/28/2022
Gross Payroll	\$ 79,625	\$ 78,587
Number of Employees	98	91



MEMORANDUM

February 2, 2023

To: Board of Commissioners

From: Bret Fahnstrom, CPRE Executive Director

RE: Director's Report

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

- IPRA/IAPD State Conference Jan 26-28
- Illinois Parkour Championships @ The Zone February 4
- Family Valentine's Dance February 10 6:30 pm
- **Board Meeting February 16**

Significant Projects

- Off season facility ADA updates
- Off season golf course maintenance; tree removal
- Willow Trails Park renewal project starting
- Financial Policy Manual Review and Updates

Other Committees Meetings

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

Information Purposes; No Board Action is Needed



BOARD MEMORANDUM

To: Board of Commissioners

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

Re: Ordinance 23-02-02: February General Obligation (GO) Bonds, Series 2023

Date: January 31, 2023

Supporting the Following Strategic Initiatives

- Maintaining Financial Strength and Sustainability
- Improvements in the Internal Processes and Systems
- Developing and Maintaining Community Relationships
- Employee Excellence through Learning and Growth Opportunities

Background / Analysis

Attached please find the draft of *Ordinance 23-02-02: February General Obligation (GO) Bonds, Series 2023*. Appended to the draft ordinance, is the four-page *Preliminary Term Sheet* made available to bidders by Speer Financial on behalf of the River Trails Park District.

The ordinance is presented in draft form because the bid is scheduled to be awarded after the Board packets are distributed. The bid results and the final version of the ordinance will be presented to the Board at the meeting.

The February General Obligation (GO) Bonds are payable from a direct property tax that is limited by the District's Debt Service Extension Base (DSEB). Proceeds from the bonds will be used to pay Principal and Interest on prior long-term obligations and to generate new money for capital projects as indicated in the "Purpose" section on page 2 of the *Preliminary Term Sheet*.

Action and Motion Requested

The Board will be asked to adopt *Ordinance 23-02-02: February General Obligation (GO) Bonds, Series 2023*

"Ordinance providing for the issue of approximately \$965,000 General Obligation Limited Tax Park Bonds, Series 2023, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, for the payment of outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof."

ORDINANCE NO. 23-02-02

AN ORDINANCE providing for the issue of \$_____ General Obligation Limited Tax Park Bonds, Series 2023, of the River Trails Park District, Cook County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, for the payment of outstanding obligations of said Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to _____.

* * *

WHEREAS, the River Trails Park District, Cook County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Act*"); and

WHEREAS, the needs of the District require the expenditure of not less than the sum of \$_____ for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board; and

WHEREAS, the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$_____, and that it is necessary and for the best interests of the District that it borrow the sum of \$_____ and issue bonds of the District to evidence the borrowing; and

WHEREAS, the District has issued and now has outstanding its General Obligation Park Bonds (Alternate Revenue Source), Series 2018B, dated November 15, 2018 (the "*2018B*")

Bonds”), General Obligation Park Bonds (Alternate Revenue Source), Series 2018C, dated November 15, 2018 (the “*2018C Bonds*”), and General Obligation Park Bonds (Alternate Revenue Source), Series 2021B, dated April 13, 2021 (the “*2021B Bonds*” and, together with the 2018B Bonds and the 2018C Bonds, the “*Prior Bonds*”); and

WHEREAS, the Prior Bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, it is necessary and desirable to provide the revenue source for the payment of principal and interest due on the 2018B Bonds, interest due on the 2018C Bonds and principal and interest due on the 2021B Bonds on March 1, 2023; and

WHEREAS, the Board hereby finds that it does not have sufficient funds on hand to provide the revenue source for the payment of the Prior Bonds as aforesaid, and that the cost thereof, including legal, financial, and other expenses and costs of issuance, will not be less than \$706,706.40 and that it is necessary and for the best interests of the District that it borrow the sum of \$706,706.40 and issue bonds of the District to evidence the borrowing; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District to issue bonds in the amount of \$_____ for the Project (the “*Project Bonds*”) and bonds in the amount of \$706,706.40 to provide the revenue source for the payment of the Prior Bonds together as one issue of bonds in the aggregate amount of \$_____; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board, on the 5th day of January, 2023, executed an Order calling a public hearing (the “*Hearing*”) for the 19th day of January, 2023, concerning the intent of the Board to sell bonds in the amount of \$3,100,000 to pay costs of the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Daily Herald*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 48-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 19th day of January, 2023, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 19th day of January, 2023; and

WHEREAS, the Board does hereby find and determine that it is authorized at this time to issue bonds in the amount of \$_____ to pay costs of the Project and to provide the revenue source for the payment of the Prior Bonds; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the \$_____ General Obligation Limited Tax Park Bonds, Series 2023, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. Authorization. It is hereby found and determined that the District has been authorized by law to borrow the sum of \$_____ upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used to pay costs of the Project, and that it is necessary and for the best interests of the District to borrow \$_____ of said authorized sum and issue the Project Bonds in evidence thereof for the purpose of paying costs of the Project, and that the Board has been authorized by law to borrow the sum of \$706,706.40 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District in said amount, the proceeds of said bonds to be used to provide the revenue source for the payment of the Prior Bonds, and that it is necessary to borrow \$706,706.40 of said authorized sum and issue bonds in evidence thereof to provide the revenue source for the payment of the Prior Bonds, and that it is necessary and for the best interests of the District that there be issued an aggregate amount \$_____ of the bonds so authorized to pay costs of the Project and to provide the revenue source for the payment of the Prior Bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of \$_____ for the purposes aforesaid; and that bonds of the District (the “Bonds”) shall be issued in said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2023.” The Bonds shall be dated February 16, 2023, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5 each and authorized integral multiples thereof, shall be numbered 1 and upward, shall become due and payable (without option of prior redemption) on November 15, 2023, and shall bear interest at the rate of ____% per annum.

The Bonds shall bear interest from their date until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable on November 15, 2023. Interest on each Bond shall be paid by check or draft of _____, _____, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on November 1, 2023. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board, as they shall determine, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer of the Board is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized

officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. The District shall cause books for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on November 1, 2023, and ending at the opening of business on November 15, 2023.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond

shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

Section 5. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [9] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. 1

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTY OF COOK

RIVER TRAILS PARK DISTRICT

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2023

See Reverse Side for
Additional Provisions

Interest
Rate: ____%

Maturity
Date: November 15, 2023

Dated
Date: February 16, 2023

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the River Trails Park District, Cook County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond at the Interest Rate per annum set forth above on November 15, 2023. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal office of _____, _____, Illinois, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on November 1, 2023, and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United

States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"). The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[Form of Bond - Reverse Side]

RIVER TRAILS PARK DISTRICT

COOK COUNTY, ILLINOIS

GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2023

[6] This Bond is one of a series of bonds issued by the District for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto and for the purpose of providing the revenue source for the payment of certain outstanding obligations of the District, pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal office of the Bond Registrar in _____, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[8] The Bonds are issued in fully registered form in the denomination of \$5 each or authorized integral multiples thereof. This Bond may be exchanged at the principal office of the Bond Registrar for a like aggregate principal amount of Bonds of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to

transfer or exchange any Bond during the period beginning at the close of business on November 1, 2023, and ending at the opening of business on November 15, 2023.

[9] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 6. Sale of Bonds. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the passage hereof as may be, and thereupon be deposited with the Treasurer of the Board, and be by said Treasurer delivered to _____, _____, Illinois, the purchaser thereof (the "Purchaser"), upon receipt of the purchase price therefor, the same being par; the contract for the sale of the Bonds heretofore entered into (the "Purchase Contract") is in all respects ratified, approved and confirmed, it being hereby found and

determined that the Bonds have been sold at such price and bear interest at such rate that neither the true interest cost (yield) nor the net interest rate received upon such sale exceed the maximum rate otherwise authorized by Illinois law and that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the District of the Term Sheet relating to the Bonds in the form now before the Board (the “*Term Sheet*”) is hereby ratified, approved and authorized; the execution and delivery of the Term Sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, the Term Sheet and the Bonds.

Section 7. Tax Levy. In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX TO PRODUCE THE SUM OF:
2022	\$_____ for interest and principal up to and including November 15, 2023

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

Section 8. Filing of Ordinance. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk of The County of Cook, Illinois (the "*County Clerk*"), and it shall be the duty of the County Clerk to, in and for the year 2022 ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in said year for general park purposes, in order to raise the amount aforesaid and in said year such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Park Bond and Interest Fund of 2023" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

Section 9. Limitation on Extension; General Obligation Pledge; Additional Obligations. Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) hereafter issued by the District shall not exceed the debt service extension

base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the “*Base*”).

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District’s limited bonds.

Section 10. Use of Bond Proceeds. Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Certain principal proceeds of the Bonds are hereby appropriated for the purpose of paying on March 1, 2023, (a) the principal of and interest due on (i) the 2018B Bonds in the amount of \$287,840.00 and (ii) the 2021B Bonds in the amount of \$269,575.00 and (b) the interest due on the 2018C Bonds in the amount of \$149,291.40. The balance of the principal proceeds of the Bonds is hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying costs of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District. At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be distributed by the Purchaser or Speer Financial, Inc., Chicago, Illinois, on behalf of the District from the proceeds of the Bonds.

Section 11. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986,

as amended (the “*Code*”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “*IRS*”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 12. Reimbursement. With respect to expenditures for the Project paid within the 60 day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

Section 13. Designation of Issue. The District hereby designates each of the Bonds as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 14. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to cancel and/or destroy Bonds which have been paid at maturity or submitted for exchange or transfer;
- (d) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (e) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 16. Record-Keeping Policy and Post-Issuance Compliance Matters. On February 5, 2015, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 17. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

Section 18. Repeal. All resolutions, ordinances or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted February 2, 2023.

President, Board of Park Commissioners

Attest:

Secretary, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: Jennifer Rezek, Edward W. Rechner, Nancy Parra, Leah Lussem and Robert Hoban III.

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Park Commissioners

PRELIMINARY TERM SHEET DATED JANUARY 18, 2023

River Trails Park District,
Cook County, Illinois
\$943,010* General Obligation Limited Tax Park Bonds, Series 2023

Issuer: River Trails Park District, Cook County, Illinois (the "District").

Issue: \$943,010* General Obligation Limited Tax Park Bonds, Series 2023 (the "Bonds").

Bid(s) Due: February 1, 2023 by 10:15 A.M. C.S.T.

Award Date: February 2, 2023.

Dated/Delivery Date: February 16, 2023.

Method of Sale: Competitive.

Purchaser: _____ (the "Purchaser").

Interest Payment Date: Interest is due on November 15, 2023. Interest is calculated on the basis of a 360-day year consisting of twelve 30-day months.

Principal Due: November 15, 2023.

Maturity, Amount, Interest Rate and Yield:

<u>Maturity</u>	<u>Principal</u>	<u>Interest</u>	<u>Yield</u>
<u>November 15</u>	<u>Amount*</u>	<u>Rate</u>	<u>Yield</u>
2023	\$943,010	_____%	_____%

Purchase Price: No less than par.

Good Faith Deposit: A good faith deposit will **NOT** be required.

Bank Qualification: The Bonds are "qualified tax-exempt obligations" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Legal Opinion/Tax Exemption: Chapman and Cutler LLP, Chicago, Illinois, Bond Counsel ("Bond Counsel"), will provide an opinion as to the validity of, and federal tax exemption of the interest on, the Bonds. Interest on the Bonds is **not** exempt from present State of Illinois income taxes.

Registrar/Paying Agent: The Purchaser will act as bond registrar and paying agent on the Bonds, unless an agent is appointed by the Purchaser. However, such appointment will be made at the expense of the Purchaser. The Purchaser agrees to furnish an invoice to the District prior to the payment date.

*Subject to change

Registered or Book-Entry: The Bonds will be registered in the name of the Purchaser unless otherwise requested by the Purchaser.

Rule G-34, as Amended: Rule G-34, as amended, extends to non-dealer municipal advisors the requirement that a municipal advisor obtain a CUSIP number when advising on a competitive transaction in municipal securities.

Rule G-34, as amended, provides a principles-based exception for municipal advisors in competitive sales from the CUSIP number requirements when selling a new issue of municipal securities in certain circumstances where the municipal advisor reasonably believes (e.g., by obtaining a written representation) that the present intent of the purchasing entity is to hold the municipal securities to maturity or earlier redemption or mandatory tender. Specifically, Rule G-34(a)(i)(F) provides as follows:

“(F) [A] municipal advisor advising the issuer with respect to a competitive sale of a new issue, which is being purchased directly by a bank, any entity directly or indirectly controlled by the bank or under common control with the bank, other than a broker, dealer or municipal securities dealer ... may elect not to apply for assignment of a CUSIP number or numbers if the ... municipal advisor reasonably believes (e.g., by obtaining a written representation) that the present intent of the purchasing entity or entities is to hold the municipal securities to maturity”

Should your bid be the best bid and should this not be relevant in your situation please advise Speer Financial, Inc. immediately.

Authorization: The Bonds are being issued pursuant to the Park District Code of the State of Illinois and the Local Government Debt Reform Act of the State of Illinois (the “Debt Reform Act”), each as supplemented and amended, and an ordinance to be adopted by the Board of Park Commissioners of the District on the Award Date.

Purpose: Proceeds of the Bonds will be used to (i) provide the revenue source for outstanding obligations of the District, as listed below, (ii) to fund various capital projects and (iii) to pay the costs of issuance of the Bonds.

<u>Issue</u>	<u>Payment Date</u>	<u>Debt Service</u>
General Obligation Park Bonds (Alternate Revenue Source), Series 2018B	3/1/2023	\$287,840.00
General Obligation Park Bonds (Alternate Revenue Source), Series 2018C	3/1/2023	149,291.40
General Obligation Park Bonds (Alternate Revenue Source), Series 2021B	3/1/2023	<u>269,575.00</u>
	Total Prior Obligations	\$706,706.40

Security:

In the opinion of Bond Counsel, the Bonds are valid and legally binding upon the District and are payable from any funds of the District legally available for such purpose, and all taxable property in the District is subject to the levy of taxes to pay the same without limitation as to rate, except that the rights of the owners of the Bonds and the enforceability of the Bonds may be limited by bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights and by equitable principles, whether considered at law or in equity, including the exercise of judicial discretion. The amount of said taxes that may be extended to pay the Bonds is limited as provided by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "Tax Extension Limitation Law").

The Debt Reform Act provides that the Bonds are payable from the debt service extension base of the District (the "Base"), which is an amount equal to that portion of the extension for the District for the 1994 levy year constituting an extension for payment of principal and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. The amount of the Base for the 2022 levy year is \$967,676.46. The Tax Extension Limitation Law further provides that the annual amount of taxes to be extended to pay the Bonds and all other limited bonds hereafter issued by the District shall not exceed the Base.

The Bonds will constitute the only series of limited bonds of the District payable from the Base. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

**Illinois Property Tax
Extension Limitation Law:**

The District, as a non-home rule unit of local government located in Cook County, Illinois, became subject to the Tax Extension Limitation Law in 1994 pursuant to a legislative action by the Illinois General Assembly. The effect of the Tax Extension Limitation Law is to limit the amount of property taxes that can be extended for a taxing body. In addition, general obligation bonds, notes and installment contracts payable from ad valorem taxes unlimited as to rate and amount cannot be issued by the affected taxing bodies unless the obligations first are approved at a direct referendum, are alternate bonds or are for certain refunding purposes.

Public Act 89-385, effective August 18, 1995, permits local governments, including the District, to issue limited tax bonds in lieu of general obligation bonds that have otherwise been authorized by applicable law.

Denomination: \$5.00 or integral multiples thereof.

Municipal Advisor: Speer Financial, Inc., Chicago, Illinois.

Expenses: The District will pay for the legal opinion and municipal advisor's fee. At closing, the District will deliver one typed bond.

No Prior Redemption: The Bonds are not subject to redemption prior to maturity.

Credit Rating: A credit rating will not be requested for the Bonds.

Secondary Market Disclosure: This Bond issue is not subject to the continuing disclosure provisions of Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

Investor Letter: The Purchaser will be required to execute an investor letter, in the form attached as Appendix B, wherein the Purchaser will certify to the District and Bond Counsel that it (i) is acquiring the Bonds for its own account and solely for investment purposes and not with a view to any distribution of any Bond or any interest therein or a portion thereof or with any present intention of distributing or selling any Bond or any interest therein or portion thereof and (ii) has knowledge and experience in financial and business matters, including the acquisition and holding of tax-exempt obligations, that it is capable of evaluating the merits and risks of purchasing the Bonds and is able to bear such risks.

President, Board of Park Commissioners



BOARD MEMORANDUM

February 2, 2023 Board Meeting Agenda Item

To: Board of Commissioners
From: Bret Fahnstrom, CPRE Executive Director
RE: Administrative Assistant

Supports the Following Initiatives

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

Background / Analysis

There is need for a new Administrative Assistant position within the district. Over the past 8+ years, the district continues to grow in a very favorable direction even with the growth staff due to the pandemic. With that growth, comes additional responsibilities. It has been increasingly challenging to stay ahead of parts of the administrative responsibilities at the Administration office. Over the years, I have attempted to hire part time assistants and while I have found a couple really good candidates, for a variety of reasons, including dream job, a global pandemic, and a new baby, I have been unable to maintain them under part time hours and without benefits.

While I do believe there is plenty administrative needs, this position will also include some risk management responsibilities in order to take some administrative tasks off the Safety Coordinator. The AA will also take the role of Board Assistant Secretary which will allow Carole to focus on her financial duties.

The Administrative Assistant's office will be at the Administration Office and we will shuffle existing staff to accommodate for this new position.

In terms of the district's initiatives, the AA will help improve Internal Processes and Systems both by allowing me to focus on higher level tasks and also by taking on several mid-level tasks identified in the

Project Oversight section of the description. Additionally, the intent of the additional time to focus on higher level tasks should allow for more opportunities to target Innovation and Growth.

I have attached the Administrative Assistant position description for your information. I am tentatively slotting the position in at Tier 4 of our Salary and Wage Scale and have tentatively budgeted the position to start around \$48,000 with full time benefits including insurance. This position was included in the proposed 2023 budget.

Action and Motion Requested

Board to motion for approval of the new Administrative Assistant position as recommended.

River Trails Park District

Position Description

Our Mission is to responsibly enrich the lives of our diverse community

Job Title: Administrative Assistant / Risk Management
Department: Administration
Location: 401 E. Camp McDonald Rd, Prospect Heights, IL
Reports To: Executive Director

Essential Functions

The position will be primarily responsible for office and administrative operations with additional responsibilities as listed but not limited to strategic and project management. This position will be the Board Assistant Secretary. The position will have functions involved with risk management.

Administrative

- Maintains the administration office answering phones, internal and external communications
- Assists with the communications with Board, Leadership Team and District staff
- Assists with incoming and outgoing communications for the Executive Director
- Assists with purchasing of administrative office supplies and equipment
- Manages the compiling and distribution of board meeting packets,
- Takes and records Board meeting minutes
- Assists with the scheduling and organizing of all staff meetings and outings
- Assists with coordination of District planning (e.g. CMP), Community Surveys and Goal development
- Assists with Open Meeting Act (OMA) and Freedom of Information Act (FOIA) inquiries
- Attends and participates in staff and training meetings
- Assists with Park Foundation administration
- Maintains all Board documents and files
- Typing, data entry, filing, letters, reports, copying as needed
- Manages staff memberships, conference attendances, travel, etc.
- Assists with bank deposits and other minor financial department tasks as needed
- Maintains a thorough understanding of the Park District's policies and operations

Project Oversight / Involvement (not limited to...)

- Distinguished Agency Participation and Accreditation
- Record keeping for all district trainings
- Manages Records Retention and Destruction
- All incoming and outgoing staff transitions
- Policy Manual Maintenance and Upkeep
- Memorial tree, brick and bench programs
- Donations and Gift tracking
- Bid and Grant assistance

Marketing Functions

- Assist with participation at Community Events (e.g. MP Block Party, PH Community Days) as requested
- Assist with photography needs of the District
- Assist with other marketing needs as requested

Risk Management

- Maintains safety policies, procedures, manuals, and in-house training materials. Ensures communication of updates policies and procedures with proper receipt and acknowledgement documented for all staff.
- Participates on District Safety Committee including preparing agenda, managing monthly meetings, reviewing and disseminating minutes.
- Conducts a safety orientation program for full-time employees in conjunction with the Safety Coordinator
- Reviews and updates safety orientation for part time and seasonal staff through onboarding process.
- Provides in-house safety training for full time staff and supports supervisors with part-time and seasonal safety training. Ensures all trainings are documented.
- Coordinates the Park District Risk Management Agency's (PDRMA) annual field evaluations, audits, and loss control requirements in conjunction with the Safety Coordinator
- Manages full-time, part-time, and seasonal safety training plans with appropriate supervisory staff for all authorized positions within the Park District.
- Writes safety grants as outlined on PDRMA's website and implements awarded grant programs.
- Coordinates employee safety and risk recognition and incentives.
- District AED Coordinator including documenting AED audits, completing replacement orders to ensure all District AED equipment is functional and not expired.
- Maintains and submits OSHA 300 log annually.
- Maintains a working knowledge of all general agency and department-specific safety rules
- Attends required safety program and in-service education meetings
- Corrects unsafe conditions and/or reports them to Safety Coordinator
- Uses material handling equipment or staff assistance when lifting and/or moving objects **50 pounds or heavier**
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching
- Enforces safety disciplinary policies and procedures
- Uses protective gloves, masks and other personal protective equipment (PPE) to prevent exposure to pathogens

Additional Functions

- Assists with staff and Board recognition events.
- Prepares routine and special reports as directed
- Performs other projects as assigned

Required:

- Experience in administrative and office management
- Highly Proficient knowledge and experience in Microsoft Office applications (Word, Excel, Publisher, Power Point)
- Ability to work well with external and internal customers
- Possession of a valid driver's license
- Excellent Oral and written communication skills

Recommended:

- Associates Degree (2 year) in Administration, Management, Communications or closely related field
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment

Knowledge, Skill and Work Experience

- Ability to exercise mature and solid judgment in evaluating and rendering decisions in everyday operations as well as pressure type situations
- Ability to engage in a harmonious team oriented work environments that foster positive employee work relationships
- Ability to engage with systems that convey a favorable Park District image with the media, other Village or township agencies, and the public
- Ability to work effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Establishes and maintains the highest standards of ethical conduct

Environmental Considerations

- Normal office conditions for majority of work. May include variation in temperature
- The general work area in indoors, in a smoke-free environment with controlled temperature and fluorescent lighting
- May be exposed to noise distractions from employees or equipment operation in adjacent work areas

Cognitive Considerations

- Ability to follow directions and communicate in English verbally and in writing
- Ability to read and understand materials printed in English
- Must possess computer skills including proficiency in word processing and spreadsheet applications
- Must possess good problem solving skills and have the capability to act rationally and calmly in emergency situations
- Ability to interpret “early warning” signals and to communicate information
- Ability to work through management and personnel situations with various levels of staff in clear, concise manner
- Ability to represent the district in a professional manner
- Ability to make judgments with respect to confidentiality of information and problem solving
- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to involve others through informal networking and involve others in decision making

PSYCHOLOGICAL CONSIDERATIONS:

- Ability to work independently in day-to-day operations with general direction of the Executive Director and/or Superintendent of Finance
- Ability to work under deadlines and manage a variety of projects on a daily basis
- Must possess efficient time management skills and the ability to coordinate and prioritize numerous job functions at one time

Physical Considerations

- See the attached “Essential Functions Pertaining to the Job”

Salary Range: DOQ

Non-Exempt Status

Created January 2023

Tier 4

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

This position description has been reviewed and ALL the identified responsibilities listed within are understood to be part of the position.

Team Member

Date

Executive Director

Date

**A copy of this signed position description will be place in the personnel file