

# Administration Office



mp McDonald Road, Prospect Heights, IL 60070  
47.788.0551 **Fax:** 847.788.1248 **Email:** admin@rtpd.org

---



May 16, 2023

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, May 18, 2023. **Due to the Decennial Committee, which will start at 7pm, the Regular Board Meeting will start immediate after the conclusion of the Decennial Committee meeting.** If you cannot attend please contact me immediately to ensure we have a quorum.

**Reminder: If you have specific questions which can/need to be researched (i.e. Voucher List) prior to the meeting, it is incredibly helpful to email me ASAP and we will make every attempt to get the entire Board informed electronically prior to the meeting. This will allow the Board to focus on critical discussion points.**

At this point, I do not anticipate an Executive Session but have placed it on the agenda just in case.

Thank you!

Sincerely,

Bret Fahnstrom, CPRE

Executive Director

Enclosures

**RIVER TRAILS PARK DISTRICT  
DECENNIAL COMMITTEE**  
At 401 E. Camp McDonald Road, Prospect Heights, IL 60070

---

**May 18, 2023  
7:00 PM**

---

- I. Roll Call
- II. Introduction of Decennial Committee members
- III. Committee Requirements
  - a. Committee members (accomplished)
  - b. Resolutions establishing committee and committee members (accomplished)
  - c. Meet a minimum of three (3) times including this meeting and the wrap up mtg
  - d. Prepare a written report to submit to county within 18 months (Nov 4, 2024)
- IV. Committee Chair (Board Pres or appointee)
- V. Definition of purpose of the committee (Why we are here)
  - a. To study local governmental efficiencies
  - b. Increasing governmental accountability
- VI. What are some of the specific items we believe the committee is supposed to be evaluating?
  - a. Governing statues, ordinances, rules, procedures, powers
  - b. Intergovernmental Agreements (IGA), organizational interrelationships, shared services
- VII. What would the committee like to see staff prepare?
- VIII. Desired deadlines to review
  - a. Electronic or In-Person
  - b. Electronic Communications & Open Meetings Act
- IX. Post-Meeting Community Input
- X. Next meeting (TBD)

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

---

**May 18, 2023**  
**Immediately following the Decennial Meeting**

---

- I. Roll Call
- II. Visitors Comments
- III. Oath of Office     Nancy Parra
- IV. Approval of Agenda / Changes
- V. Approval of Minutes for the Regular Meeting of May 4, 2023\*
- VI. Approval of Minutes for the Annual Meeting of May 4, 2023\*
- VII. Approval of Voucher List of Bills for April 29 – May 12, 2023\*
- VIII. Communications
  - a. Staff Report: Recreation Department\*
  - b. What's Happening this summer\*
  - c. Miscellaneous Communications
    - i. PDRMA 2022 Report\*
    - ii. Story Time in the Parks\*
    - iii. Board iPads
- IX. Old Business
  - a. None
- X. New Business
  - a. Willow Trails Park Playground Purchase approval\*
- XI. Commissioners Comments
- XII. 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.
- XIII. Action as a Result of the Executive Session
- XIV. 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 FOURTH DAY OF MAY 2023 AT 7:00 P.M.**

*To add to agenda  
for 5/18 meeting  
and then POST when  
5/14 minutes are approved  
need signatures*

- I. The President called the meeting to order. Commissioner Crista Altergott, Administrative Assistant/Risk Manager, was being called, the following Commissioners answered: Ed Rechner, Nancy Parra, and Robert Hoban III. Superintendent Gret Fahnstrom, Superintendent of Finance and HR Department Patti Mitchell, Superintendent of Communications and Parks Mike Hanley.
- II. Visitors Present:
- III. The Agenda for May 2023 was approved by Commissioner Rechner moved to approve said agenda by Commissioner Lussem and approved by common consent.
- IV. Approval of Minutes for April 2023. Commissioner Rechner moved to approve the Minutes by Commissioner Lussem and approved by common consent.
- V. Approval of Treasurer's Report for March 2023. Superintendent Oswald led discussion on the report. Director Fahnstrom added that in comparisons of 2023 expenses versus 2022, 2023 is tracking higher than usual at 23%. This is still less than the budgeted target of 25%. Annually, 1<sup>st</sup> and 4<sup>th</sup> quarter expenses are typically lower. July and August 2023 may go over target, however, Director Fahnstrom anticipates overall annual expenses to drop down by the end of the year. Following discussion, Commissioner Lussem moved to approve the Treasurer's Report for March 2023 as presented. The motion was seconded by Commissioner Rechner. Upon the roll being called, the Commissioners voted as follows:

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

- VI. Approval of Voucher List of Bills for March 11 – April 28, 2023. Commissioner Rechner noted the prevalence of reissuing checks. Superintendent Oswald spoke to the fact that the District was trying to clear up old checks. Oswald also spoke to a new policy of asking employees to set up direct deposit to minimize the need to reissue checks and therefore reduce fees. Following discussion, Commissioner Lussem moved to approve the Voucher List of Bills for March 11 – April 28, 2023 as presented. The motion was seconded by Commissioner Rechner. Upon the roll being called, the Commissioners voted as follows:

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

**VII. 2023 Election**

- a. Official Results of the Consolidated Elections held on April 4, 2023. Congratulations to Commissioners Parra, Lussem and Ackerman for being officially elected Commissioners for the River Trails Park District. Commissioners Parra and Ackerman's terms are for the full 6 years and Commissioner Lussem is to finish out the remaining 2 years of her full term. Commissioner Lussem moved to accept the results of the April 4, 2023 Consolidated Election. The motion was seconded by Commission Rechner and approved by common consent.
- b. Oath of Office Leah Lussem. Commissioner Rezek presented Commissioner Lussem with her Oath of Office. Commissioner Lussem read the declaration and was sworn into office at 7:12pm
- c. Oath of Office Nancy Parra. Due to absence, Commissioner Rechner motioned to table Commissioner Parra's Oath of Office until a convenient time when Commissioner Parra is available. Commissioner Lussem seconded the motion and approved by common consent.
- d. Oath of Office Melissa Ackerman. Commissioner Rezek presented Commissioner Ackerman with her Oath of Office. Commissioner Ackerman read the declaration and was sworn into office at 7:14pm

**VIII. Proclamation for Ed Rechner.** Commissioner Rezek read and presented Commissioner Rechner with a Proclamation to honor his tireless dedication as a Commissioner of the River Trails Park District. Visitor Tom Pope spoke of his friendship with Commissioner Rechner and how he aspires to be like Commissioner Rechner. Director Fahnstrom thanked Commissioner Rechner for all that he has done for the district; continually making decisions based upon what is in the best interest of the district, being the accountability watchdog, driving Board decisions, taking the helm when needed and helping to train others. Commissioners Rezek and Lussem expressed their enjoyment of serving on the Board with Commissioner Rezek; being a pleasure to work with and a mentor to all. Commissioner Rechner remarked that he believed his main responsibility as a River Trails Park District Commissioner is to represent the residents; not for personal gratification but for the community gain. Commissioner Rechner noted the significant positive changes he has seen within the district noting that Tom Pope had much involvement. Commissioner Rechner stated that he has seen much improved development over the years and credits Director Fahnstrom as a driving force behind many of these improvements. Commissioner Rechner stated that although he has enjoyed his 14 years serving as a Commissioner on the Board that there is a time one must say goodbye, however, he will continue to frequent the parks and services of the River Trails Park District.

**IX. Communications**

- a. Staff Report: Park Department. Superintendent Mike Hanley gave an update on Capital Projects. Administration and Zone office improvements, Weiss sidewalk repair and asphalt resurfacing have been completed as are the electrical improvements to the Rob Roy kitchen, playground safety audits and playground repairs. Parks work has been underway and to date includes; planting 20 trees at various park and facility areas, spring soccer field preparation, baseball field repairs, stump ground removal of over 70 trees, community garden preparation and water tank installation as well as the numerous routine park maintenance of the vast parks, playgrounds, athletic areas and general areas of service within the River Trails Park District. Superintendent Hanley reported the inspection, improvements and maintenance of the Rob Roy Gold Course which is receiving positive feedback from players. Commissioner Rezek requested an update on Woodland Trails Pool. Superintendent Hanley expects the pool to be on target for internal timelines and open as scheduled. Commissioners Ackerman, Lussem and Rezek, and Visitor Ed Rechner all commented on the marked improvements. Superintendent Hanley credited his team, particularly Jeremy Rolf and Jeremy Hakala on their superior leadership and training.

- b. IPRA/IAPD Upcoming Events. Commissioner Ackerman will attend the IPRA Virtual Boot Camp on June 13, 2023. Director Fahnstrom invited other Commissioners to attend the virtual boot camp or register for one of the many in person IPRA boot camps if desired. The NRPA Annual Conference will be held in Dallas, TX on October 10-12, 2023. Commissioners Parrah and Lussem had expressed interest, however, if commissioner Ackerman would like to attend, Commissioner Lussem will drop out. The IAPD Legal Symposium will be on November 2, 2023 in Oak Brook. Typically, only RTPD Staff attend but Director Fahnstrom invited Commissioners to attend if desired. Important dates to note for 2024 are January 25 and 26, for the IAPD/IPRA State Conference at the Hyatt in Chicago.
- c. Miscellaneous Communications. Director Fahnstrom presented 2 upcoming events on June 21, 2023 to be held at Evergreen Park at 3:30pm and the other on July 26, 2023 to be held at Aspen Trails Park at 3:30pm. The Story Time in the Park events are a partnership with the Mount Prospect Public Library by their new Youth Outreach Librarian Esli Avalos, featuring a book reading in English and Spanish.

**X. Old Business**

- a. None

**XI. New Business**

- a. Resolution NO. 23.05.04 Resolution to Establish a Decennial Committee. Director Fahnstrom presented information regarding what constitutes a Decennial Committee: an evaluation of efficiencies as a singular government agency and with the cooperation of other government agencies to be executed every ten years. Must include two residents of the community and two RTPD staff and meet a minimum of three times. Following discussion, Commissioner Lussem moved to approve Resolution NO. 23.05.04. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Melissa Ackerman  
NAY: None  
ABSENT: Nancy Parrah and Robert Hoban III

- b. Resolution NO. 23.05.04A Resolution to Approve Appointment of Committee Members to serve on the Decennial Committee. Committee members were selected as follows: Director Fahnstrom, Superintendent Oswald, Eric Raz and Loren LoPresti. Following discussion, Commissioner Ackerman moved to approve Resolution NO. 23.05.04A. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Melissa Ackerman  
NAY: None  
ABSENT: Nancy Parra and Robert Hoban III

- c. Call for a Special Meeting on June 1, 2023 at 6pm. Director Fahnstrom presented the details of the suggested Special Meeting to be held on June 1<sup>st</sup>, 2023. The Special Meeting will include a short Board Meeting to be held at Weiss Community Center @ 6pm and will include a park tour including Evergreen Trails Park, Sycamore Trails Park and The Zone. Following discussion, Commissioner Lussem moved to approve the Special Meeting. The motion was seconded by Commissioner Ackerman and approved by common consent.

**XII.** Commissioner Comments. None

**XIII.** Executive Session. None

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

**XV.** Adjournment. There being no further business to discuss, Commissioner Ackerman made a motion to adjourn the meeting at 7:39 p.m. The motion was seconded by Commissioner Lussem and approved by common consent.

---

President

---

Secretary

**MINUTES OF THE SPECIAL MEETING OF  
THE BOARD OF COMMISSIONERS OF THE  
RIVER TRAILS PARK DISTRICT,  
COOK COUNTY, ILLINOIS, BEING HELD AT  
401 E. CAMP MC DONALD ROAD IN SAID DISTRICT  
ON THE FOURTH DAY OF MAY 2023  
Immediately after the Regular Board Meeting**

I. The President called the meeting to order.

II. Administrative Assistant and the following Commissioners and staff present: Commissioner Nancy Parra, Commissioner Bret Fahnstrom, Superintendent and Marketing Christine Powell, and Patti Mitchell.

III. Election of Officers – President Commissioner Ackerman moved to elect Commissioner Lussem. Upon roll being called, the Commissioners voted as follows:

- AYE: Melissa Ackerman, Leah Lussem, Jennifer Rezek
- NAY: None
- ABSENT: Nancy Parra and Robert Hoban III

Add Jennifer's  
signatures then  
post when 5/4  
minutes are approved  
  
ANNUAL

Upon roll being called, the following were present: Commissioner Ackerman, and Leah Lussem. Also present was Director of Communications and Superintendent of Recreation.

Commissioner Rezek moved to elect Commissioner Lussem, Vice President of the Board and the motion was seconded by Commissioner Ackerman. Upon roll being called, the Commissioners voted as follows:

- AYE: Jennifer Rezek, Melissa Ackerman, Leah Lussem
- NAY: None
- ABSENT: Nancy Parra and Robert Hoban III

IV. Appointments: Commissioner Lussem moved to accept the Appointments as discussed including Nancy Parra Treasurer and Melissa Ackerman as an Open Meetings Representative. The motion was seconded by Commissioner Rezek. Upon roll being called, the Commissioners voted as follows:

- AYE: Leah Lussem, Jennifer Rezek, Melissa Ackerman
- NAY: None
- ABSENT: Nancy Parra and Robert Hoban III

V. Adoption of Resolutions:

a. Resolution #23-05-04 B Designating Freedom of Information Act Officers  
Commissioner Ackerman moved to elect Bret Fahnstrom and David Oswald and the motion was seconded by Commissioner Lussem. Upon roll being called, the Commissioners voted as follows:

- AYE: Melissa Ackerman, Leah Lussem, Jennifer Rezek
- NAY: None
- ABSENT: Nancy Parra and Robert Hoban III

b. Resolution #23-05-04 C Designating Open Meeting Act Officers  
Commissioner Lussem moved to elect Bret Fahnstrom and Crista Altergott. The motion was seconded by Commissioner Rezek. Upon roll being called, the Commissioners voted as follows:

- AYE: Leah Lussem, Jennifer Rezek, Melissa Ackerman
- NAY: None
- ABSENT: Nancy Parra and Robert Hoban III



**VI.** There being no further business to discuss, the meeting was adjourned at 7:47 p.m.

---

President

---

Secretary

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
01098	J.L. ADLER ROOFING								
	SD23-194			05/02/23		70353	05/11/23	590.00	590.00
		01 ZONE - SKYLIGHT REPAIR	2042908505511						590.00
									VENDOR TOTAL: 590.00
01198	ADVANCED TURF SOLUTIONS								
	SO1084685			04/25/23		70354	05/11/23	1,654.28	1,654.28
		01 PESTICIDES	2060928005025						1,654.28
									VENDOR TOTAL: 1,654.28
03682	AT&T								
	847255128505/2023			05/01/23		70355	05/11/23	64.40	64.40
		01 MSWCC FAX - 4/2 - 5/1/2023	2040908405430						64.40
	847824186004/2023			04/22/23		70326	05/04/23	53.87	53.87
		01 POOL FILTER - 3/23-4/22/2023	1020938405430						53.87
									VENDOR TOTAL: 118.27
04092	ANDERSON PEST SOLUTIONS								
	35455352			03/17/23		70327	05/04/23	475.00	475.00
		01 PEST CONTROL	1011908505530						475.00
									VENDOR TOTAL: 475.00
13626	CHI-TOWN CLEANING SERVICES								
	23-0158			04/04/23		70356	05/11/23	10,486.00	5,243.00
		01 ZONE-CUSTODIAL SERV-MAR 2023	2042908505517						980.00
		02 WEISS-CUSTODIAL SERV-MAR 2023	2040908505517						2,277.00
		03 BB-CUSTODIAL SERV-MAR 2023	2041908505517						997.00
		04 RRCH-CUSTODIAL SERV-MAR 2023	2060908505517						989.00
	23-0206			05/02/23		70356	05/11/23	10,486.00	5,243.00
		01 ZONE-CUSTODIAL SERV-APR 2023	2042908505517						980.00
		02 WEISS-CUSTODIAL SERV-APR 2023	2040908505517						2,277.00
		03 BB-CUSTODIAL SERV-APR 2023	2041908505517						997.00
		04 RRCH-CUSTODIAL SERV-APR 2023	2060908505517						989.00
									VENDOR TOTAL: 10,486.00
15210	COMCAST CABLE								
	1039503/APR 2023			04/26/23		70328	05/04/23	184.14	184.14
		01 ZONE CABLE - 4/30 - 5/29/23	2010908505590						184.14

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
									VENDOR TOTAL: 184.14
15263	COMPUTER EXPLORERS								
	23037			04/26/23		70329	05/04/23	224.00	224.00
		01 CASTLE,MOATS,CATAPLTS-W/S'23	2031375335410						224.00
									VENDOR TOTAL: 224.00
15270	COMMONWEALTH EDISON								
	0770669004/MAY 2023			05/03/23		70357	05/11/23	2,389.18	2,389.18
		01 MSW - 4/3 - 5/2/2023	2040908405440						1,994.45
		02 RANGE - 4/3 - 5/2/2023	2060908405440						257.43
		03 PARKS - 4/3 - 5/2/2023	1020938405440						137.30
									VENDOR TOTAL: 2,389.18
16550	CURRIE MOTORS								
	H15258			04/26/23		70330	05/04/23	53,112.00	53,112.00
		01 FLEET TRUCK-2023 F-250	4020938605623						53,112.00
									VENDOR TOTAL: 53,112.00
18942	J. DOHENY GLASS BLOCK, INC.								
	GLASS BLOCK REPAIR-7/5/22			07/05/22		70331	05/04/23	1,008.00	1,008.00
		01 GLASS BLOCK REPAIR	2060928505530						1,008.00
									VENDOR TOTAL: 1,008.00
20830	LOUIS ECKENBRECHT								
	MILEAGE - 4/1-4/30/2023			05/04/23		70332	05/04/23	26.72	26.72
		01 MILEAGE EXPENSE-4/1-4/30/2023	2010908305304						26.72
									VENDOR TOTAL: 26.72
27543	FAULKS BROS. CONSTRUCTION, INC								
	383631			04/20/23		70358	05/11/23	1,168.21	1,168.21
		01 TOP DRESSING SAND	2060928705719						1,168.21
									VENDOR TOTAL: 1,168.21
28616	FLOOD BROTHERS								
	6674880			03/07/23		70359	05/11/23	468.50	234.25
		01 TRASH SERVICE - MAR 2023	2060908505535						234.25
	6726199			04/05/23		70359	05/11/23	468.50	234.25
		01 TRASH SERVICE - APR 2023	2060908505535						234.25

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	468.50
34732	HARRIS COMPUTER SYSTEMS								
	MSIMN0000545			03/27/23		70360	05/11/23	2,260.00	1,460.00
	01	MSI-ESS-MARCH THRU - OCT 2023	1010908605691						1,460.00
	MSIXT0000358			04/28/23		70360	05/11/23	2,260.00	800.00
	01	MSI - CUSTOM GOLF IMPORT	1010908605691						800.00
								VENDOR TOTAL:	2,260.00
35799	THOMAS HERBST								
	SPRING 2023	YOGA EVENT		05/01/23		70333	05/04/23	50.00	50.00
	01	SPRING 2023 YOGA EVENT	2031332105410						50.00
								VENDOR TOTAL:	50.00
36452	HINCKLEY SPRINGS								
	2540373	050723		05/07/23		70361	05/11/23	95.94	95.94
	01	ADMIN DRINKING WATER	1010908005004						95.94
								VENDOR TOTAL:	95.94
37193	HOME DEPOT CREDIT SERVICES								
	2020164			03/31/23		70363	05/11/23	272.12	37.59
	01	WIRE ROPE/CUTTER	2042908005013						37.59
	3020092			03/30/23		70363	05/11/23	272.12	16.62
	01	VOLLEYBALL - REPAIR	2040908005013						16.62
	3080599			04/19/23		70363	05/11/23	272.12	31.66
	01	SYCAMORE PLAYGROUND REPAIR	1020938005012						31.66
	3320256			04/19/23		70363	05/11/23	272.12	69.94
	01	STRAW MAT	1020938005025						69.94
	4026173			03/29/23		70363	05/11/23	272.12	50.56
	01	CRIMPER TOOL	2042908005013						50.56
	5021058			04/07/23		70363	05/11/23	272.12	1.25
	01	MOWER BOLTS	1020938005016						1.25
	5026083			03/28/23		70363	05/11/23	272.12	10.49
	01	WEISS-VOLLEYBALL NETS-REPAIR	2010908005010						10.49

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
6020831	01	LOCKING DEVICE FOR JOB BOX	2031311055521	04/06/23		70363	05/11/23	272.12	18.57
									18.57
8601929	01	LIGHTING	1011908005013	04/04/23		70363	05/11/23	272.12	35.44
									35.44
								VENDOR TOTAL:	272.12
39695	IDLEWOOD ELECTRIC SUPPLY								
	INV23258			03/30/23		70334	05/04/23	427.08	427.08
	01	LIGHT REPLACEMENT - ZONE	2042908005013						427.08
								VENDOR TOTAL:	427.08
41772	ILLINOIS-AMERICAN WATER CO.								
	210000591044	MAY 2023		05/01/23		70335	05/04/23	776.72	308.55
	01	POOL - 3/31 - 4/27/2023	2050908405450						308.55
	210000591839	MAY 2023		05/01/23		70335	05/04/23	776.72	74.07
	01	MAINT GARAGE - 3/31 - 4/27/23	1020938405450						74.07
	210000592092	MAY 2023		05/01/23		70335	05/04/23	776.72	55.28
	01	RANGE - 3/31 - 4/27/2023	2060908405450						55.28
	210000592245	MAY 2023		05/01/23		70335	05/04/23	776.72	338.82
	01	MSWCC - 3/31 - 4/27/2023	2040908405450						338.82
								VENDOR TOTAL:	776.72
48528	KEELER CONSTRUCTION GROUP, INC								
	21708			05/01/23		70336	05/04/23	1,387.00	1,387.00
	01	MINI GOLF BRICK WORK	4021938705710						1,387.00
								VENDOR TOTAL:	1,387.00
52533	THE LIFEGUARD STORE								
	EST103842			05/02/23		70337	05/04/23	4,935.95	4,935.95
	01	RESCUE TUBES & LIFEJACKETS	2050908605615						494.95
	02	WHISTLES, LANYARDS, VISORS, SUITS	2050908005008						2,797.50
	03	SWIM INSTRUCTOR SUITS	2050517015521						1,588.50
	04	FREIGHT FEE	2050908605615						55.00
								VENDOR TOTAL:	4,935.95
53701	MATTHEW LUNDEEN								
	REPLACE PR CHECK 5/3/23			05/08/23		70352	05/08/23	92.86	92.86
	01	REPLACE PR CK 5/3 RET DIR DEP	2010100152506						92.86

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									92.86
54483	HR SOURCE								
	FY24-92987			05/03/23		70364	05/11/23	1,480.00	1,480.00
		01 MEMBERSHIP DUES-Q3&Q4 2023	1010908305307						740.00
		02 MEMBERSHIP DUES-Q1&Q2 2024	1010100101509						740.00
VENDOR TOTAL:									1,480.00
56664	MENARDS								
	14599			03/27/23		70339	05/04/23	671.19	77.88
		01 BALLAST REPAIR	2060908005013						77.88
	14640			03/28/23		70339	05/04/23	671.19	25.37
		01 WIFI MOUNT	2010908005005						25.37
	14952			04/04/23		70339	05/04/23	671.19	20.54
		01 SOCCER GOAL STAKES	1020938005002						20.54
	14953			04/04/23		70339	05/04/23	671.19	64.90
		01 PORTAPOTTIE STAKES	2010908505530						64.90
	15091			04/07/23		70339	05/04/23	671.19	11.38
		01 ANT TRAPS	2040908005013						11.38
	15095			04/07/23		70339	05/04/23	671.19	5.28
		01 RECYCLING BAGS	2040908005023						5.28
	15515			04/17/23		70339	05/04/23	671.19	71.92
		01 RECYCLE TUBS	4011908705710						71.92
	15541			04/18/23		70339	05/04/23	671.19	206.79
		01 ZONE OFFICE BUILD	4042908705710						206.79
	15595			04/19/23		70339	05/04/23	671.19	134.91
		01 RECYCLE TUBS	4011908705710						134.91
	15611			04/19/23		70339	05/04/23	671.19	43.44
		01 CUSTODIAL SUPPLY	2040908005023						43.44
	15651			04/20/23		70339	05/04/23	671.19	8.78
		01 SHELF	4011908705710						8.78
VENDOR TOTAL:									671.19

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
58900	THE MULCH CENTER								
	329050			04/12/23		70340	05/04/23	610.00	610.00
		01 TOP SOIL	1020938005025						610.00
VENDOR TOTAL:									610.00
61200	NORTH SHORE GOOSE CONTROL								
	2431			04/01/23		70341	05/04/23	1,156.74	578.37
		01 GEESE POLICE-MARCH 2023	2060608505590						578.37
	2450			05/01/23		70341	05/04/23	1,156.74	578.37
		01 GEESE POLICE - APRIL 2023	2060608505590						578.37
VENDOR TOTAL:									1,156.74
61201	NICOR GAS								
	23032700009/APR 2023			04/25/23		70342	05/04/23	1,789.14	253.64
		01 POOL - 3/24 - 4/24/2023	2050908405420						253.64
	34132700005/APR 2023			04/25/23		70342	05/04/23	1,789.14	147.97
		01 MAINT GARAGE - 3/24 - 4/24/23	1020938405420						147.97
	40383400005/APR 2023			04/25/23		70342	05/04/23	1,789.14	303.79
		01 RR MAINT - 3/24 - 4/24/2023	2060928405420						303.79
	63152647903/APR 2023			04/25/23		70342	05/04/23	1,789.14	134.31
		01 ADMIN - 3/24 - 4/24/2023	1011908405420						134.31
	83132700002/APR 2023			04/25/23		70342	05/04/23	1,789.14	949.43
		01 MSWCC - 3/24 - 4/24/2023	2040908405420						949.43
VENDOR TOTAL:									1,789.14
61220	NORTHWEST COMMUNITY HOSPITAL								
	30661			05/01/23		70365	05/11/23	45.00	45.00
		01 PHYSICAL EXAM-K.VOULGARAKIS	1010908505501						45.00
VENDOR TOTAL:									45.00
61224	NORTHWEST SPECIAL RECREATION								
	2023 - 2ND INSTALLMENT			03/15/23		70343	05/04/23	26,841.26	26,841.26
		01 MEMBER ASSESSMNT-2ND INSTLMNT	2410908505592						26,841.26
VENDOR TOTAL:									26,841.26

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
69590	PDRMA								
	0423138H			04/30/23		70344	05/04/23	19,581.43	19,581.43
		01 HEALTH, DENT, VIS&LIFE-IAD	1010908305301						3,449.84
		02 HEALTH, DENT, VIS&LIFE-PARKS	1020938305301						5,822.98
		03 HEALTH, DENT, VIS&LIFE-REC	2010908305301						8,549.61
		04 HEALTH, DENT, VIS&LIFE-GOLF	2060908305301						955.43
		05 HEALTH, DENT, VIS&LIFE-IPR	2010938305301						803.57
								VENDOR TOTAL:	19,581.43
70250	PETTY CASH								
	GOLF-ADDTNL BANK- 5/8/23			05/08/23		70366	05/11/23	400.00	400.00
	01 GOLF - ADDITIONAL BANK		2010100101104						400.00
								VENDOR TOTAL:	400.00
70452	PHASE 2 SERVICES								
	57844			03/28/23		70345	05/04/23	2,558.00	2,558.00
	01 GRILL TILE CLEANING		2060608505590						2,558.00
								VENDOR TOTAL:	2,558.00
71033	PLANSOURCE								
	6/1/23 PREMIUM-NICIOLI			04/01/23		70346	05/04/23	1,023.95	1,023.95
	01 HLTH INSURANCE PREMIUM-NICIOLI		2010938305301						1,023.95
								VENDOR TOTAL:	1,023.95
71453	MICHAEL J. POSCH								
	MILEAGE EXPENSE - MAY 2023			05/11/23		70367	05/11/23	200.00	200.00
	01 MILEAGE EXPENSE - MAY 2023		1010908305304						200.00
								VENDOR TOTAL:	200.00
73946	REINDERS, INC.								
	6029535-01			04/19/23		70368	05/11/23	47.26	47.26
	01 WORKMAN REPAIR		2060928005016						47.26
								VENDOR TOTAL:	47.26
75903	ROTARY CLUB OF RIVER CITIES								
	1009			04/30/23		70347	05/04/23	200.00	200.00
	01 DUES-QUARTER END 3/31/23		1010908305306						200.00
								VENDOR TOTAL:	200.00

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
76850	S & H PAVING INC.								
	7612			05/03/23		70369	05/11/23	25,135.00	25,135.00
		01 WEISS/GM PAVING	2510908705735						17,875.00
		02 ADA PAVING	2410908705710						5,410.00
		03 WEISS STRIPING	2510908705735						1,850.00
								VENDOR TOTAL:	25,135.00
79198	SITEONE LANDSCAPE SUPPLY, LLC								
	128250020-001			04/04/23		70370	05/11/23	240.00	60.00
	01 TURF PAINT		2060928705719						60.00
	128299355-001			04/05/23		70370	05/11/23	240.00	180.00
	01 TURF PAINT		2060928705719						180.00
								VENDOR TOTAL:	240.00
82241	SUPERHERO								
	W/S 2023-SESSION 2-CLS, PARTIES, OG			05/11/23		70371	05/11/23	43,811.00	43,811.00
	01 PARKOUR		2042702555410						9,674.00
	02 PARKOUR INSURANCE		2042702555410						1,490.00
	03 PREKOUR		2042702535410						3,990.00
	04 PREKOUR INSURANCE		2042702535410						750.00
	05 PARKOUR JR		2042702525410						5,185.60
	06 PARKOUR JR INSURANCE		2042702525410						990.00
	07 HOMESCHOOL		2042702565410						2,380.00
	08 HOMESCHOOL INSURANCE		2042702565410						340.00
	09 KINDERKOUR		2042702535410						7,448.00
	10 KINDERKOUR INSURANCE		2042702535410						1,350.00
	11 BIRTHDAY PARTIES		2042705295410						8,491.00
	12 RENTALS		2042900035410						115.00
	13 FIELD TRIPS		2042900035410						115.00
	14 OPEN GYM		2042702445410						1,492.40
								VENDOR TOTAL:	43,811.00
83289	TAYLOR MADE								
	36444100			02/09/23		70372	05/11/23	738.95	732.00
	01 GOLF BALLS		2060608005055						732.00
	36444100.FC			02/09/23		70372	05/11/23	738.95	6.95
	01 FINANCE CHARGE		2060608005055						6.95
								VENDOR TOTAL:	738.95

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
83696	TEMPLE & ASSOCIATES								
	8904	01 ENDPOINT DETECTION (APR 2023)	1010908605691	04/30/23		70373	05/11/23	698.00	248.00 248.00
	8943	01 IT CONSULT-SSL CERTIFICATE	1010908505510	04/30/23		70373	05/11/23	698.00	450.00 450.00
								VENDOR TOTAL:	698.00
90320	VIKING PLUMBING, LLC								
	3580	01 CHEMICAL ROOM PLUMBING	4050908705710	04/27/23		70348	05/04/23	2,800.00	2,800.00 2,800.00
	3592	01 ZONE SHOP PLUMBING	4042908705710	05/10/23		70374	05/11/23	1,000.00	1,000.00 1,000.00
								VENDOR TOTAL:	3,800.00
90373	VANCE VIOLANTE								
	MILEAGE - MAY 2023								
	01 MILEAGE EXPENSE - MAY 2023		2010908305304	05/11/23		70375	05/11/23	200.00	200.00 200.00
								VENDOR TOTAL:	200.00
92790	KENNETH KASPER								
	5/1/2023 INVOICE								
	01 SERVICES- DEC - APR 2023		2031332155410	05/01/23		70349	05/04/23	3,087.00	3,087.00 3,087.00
								VENDOR TOTAL:	3,087.00
93363	WHEELING PARK DISTRICT								
	5/23/23-YTH BASKETBALL								
	01 OFFICIAL AND SCOREKEEPERS		2031311415208	05/03/23		70350	05/04/23	260.50	260.50 260.50
								VENDOR TOTAL:	260.50
R11009	MIKE BULINSKI								
	REFUND 5/8/2023								
	01 REFUND 5/8/2023		2010100152506	05/08/23		70376	05/11/23	80.00	80.00 80.00
								VENDOR TOTAL:	80.00
R46788	SHANNON JORDAN								
	REFUND 5/4/2023								
	01 REFUND 5/4/2023		2010100152506	05/04/23		70377	05/11/23	53.81	53.81 53.81

FROM 04/29/2023 TO 05/12/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	53.81
R46795	ZOE JOVANOVIC								
	REFUND 5/4/2023								
	01 REFUND 5/4/2023		2010100152506	05/04/23		70378	05/11/23	51.00	51.00 51.00
								VENDOR TOTAL:	51.00
R46803	CATHERINE JOYCE								
	REFUND 5/4/2023								
	01 REFUND 5/4/2023		2010100152506	05/04/23		70379	05/11/23	102.00	102.00 102.00
								VENDOR TOTAL:	102.00
R47601	ZANETA JURCZYK								
	REFUND 5/4/2023								
	01 REFUND 5/4/2023		2010100152506	05/04/23		70380	05/11/23	294.00	294.00 294.00
								VENDOR TOTAL:	294.00
R48260	MARCIE KANE								
	REFUND 5/4/2023								
	01 REFUND 5/4/2023		2010100152506	05/04/23		70381	05/11/23	74.00	74.00 74.00
								VENDOR TOTAL:	74.00
R98845	NANCY ZIEGLER								
	REFUND 5/2/23								
	01 REFUND - 3 LESSON GOLF PACK		2060611845208	05/02/23		70351	05/04/23	109.00	109.00 109.00
								VENDOR TOTAL:	109.00
								TOTAL --- ALL INVOICES:	217,540.20



## **MEMORANDUM**

To: Board of Commissioners  
From: Patti Mitchell, Superintendent of Recreation Operations  
RE: Recreation Operations Report for March and April  
Date: update

### ***Patti Mitchell***

Welcome Spring! Parks look beautiful! I love the flowering trees!

Rec team has been busy reorganizing. We have made some job changes with current staff that were interested in taking on different responsibilities. Justin will be responsible for everything at the Zone. Josh will be taking over all athletics. We were busy interviewing for a new Rec Supervisor to fill Josh's old position. Katelynn's staff has also taken on general birthday parties, ice skating, trips. Most of these were Bruce's responsibilities but Bruce decided he wanted to go back to Kid Squad to help with Frost School. Vance also has been busy keeping up with all the rentals and staffing needs since Dan's departure. We were interviewing for a new IMRF position. A lot of exciting changes! All staff have been trying to get into their new roles while keeping things going in their present positions. Of course timing for this to occur hasn't been great with us gearing up for our busiest time. But we meet any change with strength and determination! SO Thank you to my staff because they did a great job being on top of everything! With that said WELCOME JEFF and KIM we are so happy you both are here!

Other than that I have been working on:

- Mount Prospect Lion's Scholarship application with Eileen
- Updating the park permit application and fees.
- Working with Michael on getting fall brochure set up in Community Pass
- Opening of Golf and driving Range. Meetings with Louis who is doing great!

### ***Kim Voulgarakis***

My name is Kim, I was recently hired on as the Recreation Supervisor of Youth Programming. I will be overseeing Kid Squad before and after school care, youth programs, and summer camp. I'm from Arlington Heights, worked for the Arlington Heights Park District and Rolling Meadows Park District. I recently moved back from Dallas, Texas where I was a Recreation Program Coordinator for two years. Since starting at River Trails on Monday, April 24 I have been working on the following;

- Onboarding
- Connected with contractual program and Kid Squad programming
- Summer Camp
  - Hiring & staff placements
  - Curriculum planning and scheduling
  - Meeting with current staff
  - Manuals
- Planned fall brochure material
- Attended IPRA Youth & Day Camp Committee Meeting

### ***Jeff Brunke***

Hello, I'm Jeff Brunke the new Facility & Rental Specialist.

- Date of hire was April 24<sup>th</sup>.
- I have been learning how to use Community Pass, When to Work, and other Park District online programs.
- Meeting with staff and renters to introduce myself.
- Learning the day to day front desk staff workflows and operations.

### **Parkour**

- **Parkour Classes-**
  - Winter Session 2 completed in April with a total of 492 participants. Parkour class participation fell by 14 students compared to 2022. The Spring session started in April with a total of 384 participants. A decrease of 18 participants compared to 2022.
  - Participation in Parent-Tot classes nearly doubled from session 1 to session 2.
- **Parkour Open Gym and Special Open Gym-**
  - **March-** Drew a total of 809 participants for Parkour Open Gym and Special Open Gyms. Open Gym attendance decreased by 81 participants compared to March 2022. The majority of participants came from Spring Break drawing 518.
  - **April-** Participation fell to a total of 224 participants in Open Gym and Special Open Gym in April. Open gym fell by 231 participants compared to April of 2022. Only one Special Open Gym occurred in April which drew 74 participants.

### **Youth Athletics**

- **Volleyball League-** The fall volleyball league finished in March with a total of 89 participants (66 from RTPD) in two divisions. Participation from River Trails players increased from 35 in 2022 to 66 in 2023.
- **Winter Basketball Leagues-** Completed in March with a total of 40 (22 from RTPD) teams in 8 division. Overall participation increased by 35 players for a total of 197.
- **Indoor Soccer League-** The league completed in March with 6 teams in two age divisions. Registration dropped by 1 participants compared to 2022 with 25 participants from River Trails.
- **Little Kickers Soccer League-** Teams were formed in late March with a total of 248 players on 22 teams in 4 divisions. The Spring league drew 39 more player compared to the 2022 season. Coaches and officials were also secured in March. Practices and games began in April with some weather delays and cancellations.
- **Outdoor Youth Soccer-** River Trails added one more player to our Fall team. This league began in April with 5 teams run in cooperation with MPPD.
- **Karate Classes-** Classes began in April with 67 participants. An increase of 19 participants compared to the spring 2022 session.

### **Golf Course**

- **Merchandise-Pro-shop** has balls, tees, gloves, scorecards, and pencils. Operating smoothly day to day alongside 10<sup>th</sup> Hole. Off to an excellent start of the season.
- **Liquor/Business License-** License renewal and business licenses are fully up to date for clubhouse.
- **Booking Software-** New tee-time software is fully developed and employee training continues.
- **Leagues-** League membership increased in the smallest league and membership retention remained high from last year.
- **Weather-** Course opened April 1<sup>st</sup>. Had a slow opening weekend followed by an incredibly beautiful and busy weekend. Only three closures compared to 23 last April.

### **Driving Range/Mini-Golf**

- **Range Cleanup-** Range Building has been cleaned and new light fixtures installed. Range had a slower start in March compared to 2022, but an excellent start in April. New mats are a big hit!
- **Mini-Golf Cleanup-** Mini-golf course has been cleaned for summer season, and brickwork has been thoroughly repaired.
- **Opening Day-** Opening was April 28<sup>th</sup> and coincided with a small last minute cooperative event for Fitness Member appreciation Day with Pure Elite. Very successful turnout.

### **Open Kitchens**

- **Cleaning-** Carpet and Tile Cleaning were professionally done prior to opening during the bags league hiatus.
- **10<sup>th</sup> Hole Bar & Grill-** The 10<sup>th</sup> hole officially opened for daily business 7 days a week on April 24<sup>th</sup>. The first few days of opening were busier than the golf course.



## ***Katie Halverson***

### **Aquatics**

- Continued hiring for aquatic staff. All positions were filled by the end of April!
- Attended Northern Illinois Swim Conference meeting and the Ellis & Associates Roundtable.
- Worked on summer schedule for general operation and aquatic programming.
- General season prep: ordering supplies, updating manuals and forms, being in contact with staff for updates, booking rental groups, inputting aquatic brochure information, etc.

### **Early Childhood**

- Open preschool registration began for the 23-24 year. There are 40 current registrants. For comparison, we have 49 preschoolers in the current school year.
- All sessions of Camp Kiddie are full. Waitlists will be kept open.

### **Dance**

- The Dance Recital took place in March with 63 dancers participating.
- Spring session classes began in April with 42 dancers registered. This number is lower than spring 2022 by 15 dancers.

### **Events**

- We held an Easter Egg Hunt event with 125 attendees. This event almost doubled in size compared to the 65 attendees in 2022. We also held a Scavenger Egg Hunt that had 25 attendees. Again, an increase from the 17 attendees in 2022.

## ***Katelynn Putkonen***

### **Administration**

- Hired new full time employee, Kim Voulgarakis, Recreation Supervisor of Youth Programming.
  - Created timeline and onboarding plan for Kim.
- Planned and assisted with summer preparation including:
  - Hiring
  - Training schedules and curriculum for summer employees.
  - Equipment purchases
  - Facility preparation
  - Program prepped
- Brochure
  - Completed summer brochure
  - Started planning for fall brochure

### **Adult Programming**

- Trip to Music Theater to see Avenue Q occurred on March 22 with a total of 5 participants.
- Painting class scheduled to return May 8 with a total of 11 participants.

### **Birthday Parties**

- Birthday parties were fully booked with 21 sports parties and 5 turf parties. That is 8 more parties than held in 2022.

### **Fitness**

- Planned and prepped for summer aqua fitness classes & finalized summer schedule.
- Coordinated upcoming event Spring Fling Yoga & Mimosas.

### **Events**

- Assisted with coordination of the Dance Recital held on March 11.
- Created Dance Recital Program, Dancing through Decades.
- Assisted, planned and prepped for the Easter Egg Hunt event held on April 1<sup>st</sup> at Burning Bush Park.
- Started summer event planning including; movie in the parks, aquatic events, and Last Splash Bash.

## Josh Mulholland

### Kid Squad Before/After Care:

- We have continued to average around 150 daily kids in both our AM and PM programs (72 AM and 78 PM) – our highest total in the AM has been 75 students (late start Thursday morning), while our highest total in the PM was 86 students. This number has stayed steady with our January/February participation numbers.
- Revenue totals from March and April were just over \$49,000 (an increase of just over \$10,000 from Mar/Apr 2022 totals).

### Camp Spring:

- We had 48 total participants for our Spring Break Camp (consistent to our registration in 2022). Campers had fun painting Easter Eggs, going on spring scavenger hunts, playing Marshmallow Baseball and life-size Angry Birds, and taking a field trip to the Nickel City Arcade!

### Hit the Trails:

- We ran 3 Hit the Trails: School's Out programs in March and April. We had an average of 26 students for the 3 trips, which is consistent to our participation numbers for our January/February 2023 trips.
- Field trips on the days off were taken to Randall Oaks Zoo, Century 16 Movie Theater, and The Zone!

### Special Interest:

- Chess Scholars continues to max out enrollment so far throughout the 2022-2023 school year sessions: We added an additional instructor and expanded past our maximum (20) with 25 and 24 kids enrolled for the Winter Sessions 2 and 3 respectively.
- Our Young Magicians Class saw a participation high marks in the early spring with 7 and 5 participants in consecutive classes.
- Young Magicians and Computer Explorers classes continue to run consistently (generally 4-5 RTPD participants per class) - both of these programs are a co-op with Mt. Prospect, Prospect Heights, and Arlington Heights.

### Summer Camps:

- Began to develop summer camp materials/curriculum for camps
- Continued contacting returning counselors and new counselor hiring process
  - By the end of April, we have hired 33 total counselors/supervisors for the upcoming summer camps. Over 50% of those counselors are returning from last summer. We are currently hiring for 1 additional Supervisor and 4-5 more counselors to meet our current registration and also provide substitute counselors for each camp.
- Day Camp Registration Revenue totals are sitting just over \$138,000 since registration opened in February. We are on pace for our highest revenue totals to date. All Day Camps for Session 1 & 2 are currently filled to capacity through April – Session 3 is 90% full for all camps.

### Miscellaneous:

- Assisted with the Easter Egg Hunt Event
- Assisted with the Dance Recital Event
- Began to transition into new role as the Supervisor of Athletics at the end of April

## Vance Violante

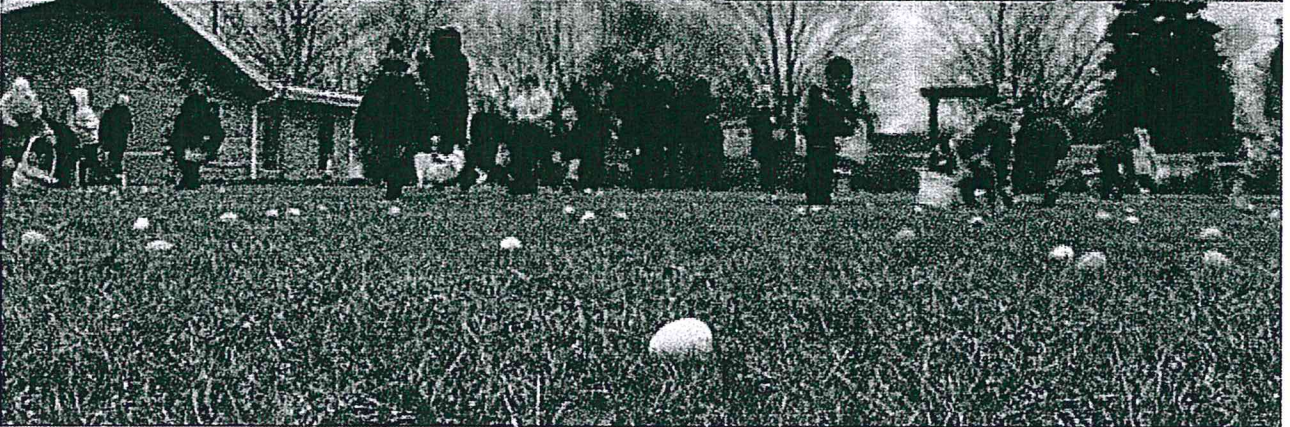
- **Bags** – The winter spring bags league finished up in mid-April. The 36 teams, which was same amount as the fall but up 5 from last winter, were very pleased with the league and we ended with competitive tournaments. We expect to have the number of teams boosted back up in the fall.
- **Facility & Athletics:** With the departure of Dan, the rec team has made some switches which affects the facility & athletic side quite a bit. We have planned for....
  - Justin – drop youth athletics but is replacing it with all Zone activities. Besides parkour classes he will not also do the admin booking for parkour parties along with all aspects of in-house turf parties. Lastly, he will also oversee Zone glass room and turf rentals
  - Josh...is coming over to our side of things and doing all youth and adult athletics
  - Dans old FT position is being moved to an IRMF position and will focus on the Weiss Center, BB, admin booking for items such as pool rentals, nwsra and park permits. Staff scheduling and some misc items will round out the position

- **Facilities Booking** – With the facility position being open, I have taken it on as my responsibility over the last several months. Mainly scheduling of rentals and facilities in the short and long term as well as transitioning from winter to summer hours of operation. Over 80% of our winter gym renters will rent through May and just 50% through the summer. We have also picked up several new “summer” weekly renters. In house and parkour parties have been at at or above the 95% capacity the first four months of the year. This means we are averaging 10-12 parties at The Zone every weekend.
- **Field Permits** – Working with Kuba, AH Girls softball, Blue Jays baseball and two other soccer groups for spring / summer field rentals. Between all of them, we have at least one rental 7 days a week from Mid April through Mid June. The revenue this spring is on par, possible just ahead of last years record setting year.
- **Apparel Order** – Our summer t-shirt order was sent out and Sunburst Sportswear will be doing the job this summer. Proofing of shirts design, colors and the order have been completed with shirt delivery due in mid May.
- **Concessions** – Concession staff from last year were offered positions, just over half will be coming back. Interviews for openings occurred and staff were selected and all have been sent training info.
- **Pickle ball** – Pickle ball was successful this winter spring and we feel like we will expand to another day(s) in the fall. There were a few times that we turned players away because of the amount of players in the gym already. Overall from Jan-April we sold brought in \$1654 which was down 10% than w/s 2022.

Thank you to my staff because they did a great job being on top of everything! With that said WELCOME JEFF and KIM we are so happy you both are here!

Other than that I have been working on:

- Mount Prospect Lion’s Scholarship application with Eileen
- Updating the park permit application and fees.
- Working with Michael on getting fall brochure set up in Community Pass





# What's Happening?!

## Summer

Date	Name of Event	Description	Location	Time
<b>JUNE</b>				
	Willow Trails Park Construction	under construction		
Thursday, June 1, 2023	BOC	Board Meeting - Park Tour	Weiss	6pm
Thursday, June 8, 2023	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Friday, June 9, 2023	Woodland Trails Pool Opening	Pool opens for Summer season	Woodland Trails Pool	12pm
Friday, June 9, 2023	Live on the Deck	Music by Steven Zane	Rob Roy	6-8pm
Sunday, June 11, 2023	Summer Programs	Summer Programs Start	Varies	Varies
Thursday, June 15, 2023	BOC	Regular Board Meeting	401 Admin Building	7pm
Friday, June 16, 2023	Country Night @ the pool	Themed evening at the pool	Woodland Trails Pool	6:30-9pm
Wednesday, June 21, 2023	Story Time in the Park	Bilingual storytime collab with MPPL	Evergreen Park	3:30-5pm
Friday, June 23, 2023	Pirate Party @ the pool	Themed evening at the pool	Woodland Trails Pool	6:30-9pm
<b>JULY</b>				
	Willow Trails Park Construction	under construction		
Tuesday, July 4, 2023	Weiss & Offices Closed	Weiss & Offices Closed	Varies	NA
Thursday, July 6, 2023	BOC	Regular Board Meeting	401 Admin Building	7pm
Friday, July 7, 2023	Christmas in July Pool Party	Themed night at the pool	Woodland Trails Pool	6:30-9pm
Thursday, July 13, 2023	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Friday, July 14, 2023	Closest to the Pin	Fundraising Event	WT Driving Range	5-7:30pm
Friday, July 14, 2023	Live on the Deck	Music by Steven Zane	Rob Roy	6-8pm
Sunday, July 16, 2023	Summer Slam 16" Adult Tournament	Adult Softball Open Tournament	TBD	TBD
Thursday, July 20, 2023	BOC	Regular Board Meeting	401 Admin Building	7pm
Wednesday, July 26, 2023	Storytime in the Park	Bilingual storytime collab with MPPL	Apen Trails Park	3:30-5pm
Friday, July 28, 2023	Pool Party with the Police	Themed night with Mount Prospect Police	Woodland Trails Pool	6:30-9pm
<b>AUGUST</b>				
	Willow Trails Park Construction	under construction		
Thursday, August 3, 2023	Movie in the Park	TBD	Woodland Trails	Dusk
Thursday, August 3, 2023	BOC	Regular Board Meeting	401 Admin Building	7pm
Sunday, August 6, 2023	Pool Pass Appreciation	Pool party for pass holders	Woodland Trails Pool	10-11am
Tuesday, August 8, 2023	Trailblazers Open House	Preschool Preview	Weiss	6-7pm
Friday, August 11, 2023	Live on the Deck	Music by Mike Jansen	Rob Roy	6-8pm
Friday, August 11, 2023	Glow in the Hole	Fundraiser Corn Hole Tournament	Rob Roy	7pm
Saturday, August 12, 2023	Summer Programs	Summer Programs End	Varies	Varies
Thursday, August 17, 2023	BOC	Regular Board Meeting	401 Admin	7pm
Saturday, August 19, 2023	Summer Yoga Social	Yoga Event	Rob Roy	9:45am-12pm
Monday, August 21, 2023	Parkour Closed 8/21 - 9/4	Parkour Closed 8/21 - 9/4	The Zone	NA
Sunday, August 27, 2023	Last Splash Bash	Pool Closing Event	Woodland Trails Pool	11am-5pm
<b>SEPTEMBER</b>				
Monday, September 4, 2023	Weiss & Offices Closed	Weiss & Offices Closed	Varies	NA
Thursday, September 7, 2023	Foundation Trustee's meeting	Regular Foundation Board Meeting	401 Admin Building	5pm
Thursday, September 7, 2023	BOC	Regular Board Meeting	401 Admin Building	7pm

# River Trails Park District 2022 AT A GLANCE

On the heels of a pandemic came rising inflation, hardening reinsurance markets and increased competition. But we were resilient, recovering quickly each time a challenge arose. We relied on our knowledge, leadership and collaboration to continue to partner with members to manage risk and promote wellness.



## WELLNESS

Wellness remained an ongoing concern for everyone in 2022 – both physically and mentally. Our **PATH** program and **Mindful of Mental Health** webinars helped keep your employees engaged in healthy programs, updated about resources and inspired to stay well. Your agency's **PATH** participation rate for eligible employees last year was **70 percent**. PDRMA paid **\$1,790** in **PATH** incentives to employees at your agency in 2022.

**70%**  
employee participation  
**\$1,790**



## EDUCATION AND TRAINING

Knowing how to recognize and resolve risks requires identifying them first. To help your employees do that, we offered webinars, eLearning and live classes as well as downloadable resources. **21** of your agency's employees participated in **52** PDRMA education and training offerings in the past two years.

**21**  
employees participated

**52**  
training offerings



## RISK MANAGEMENT

Knowing that reducing incidents requires both analyzing risks to provide the best coverage and each member managing its agency's risks, we persevered through every challenge. In appreciation of your risk management efforts, we awarded your agency **\$3,000** in total cash incentives over the past two years.

**\$3,000**



## LEGAL SERVICES

Whether you needed help to manage changing employer requirements or adhering to regulatory guidelines, our in-house counsel was available to help you throughout 2022. Over the last two years, your employees made **4** calls to our HELPLine.

**4**  
calls made



## RATE STABILIZATION

PDRMA's focus on long-term, financial stability allows you to manage risks and promote wellness while benefitting from stable rates. In 2020 and 2021, we lowered Property/Casualty members' total contributions by \$11.22 million dollars, combined, by using rate stabilization. Your agency received **\$49,581** of rate stabilization in the past two years.

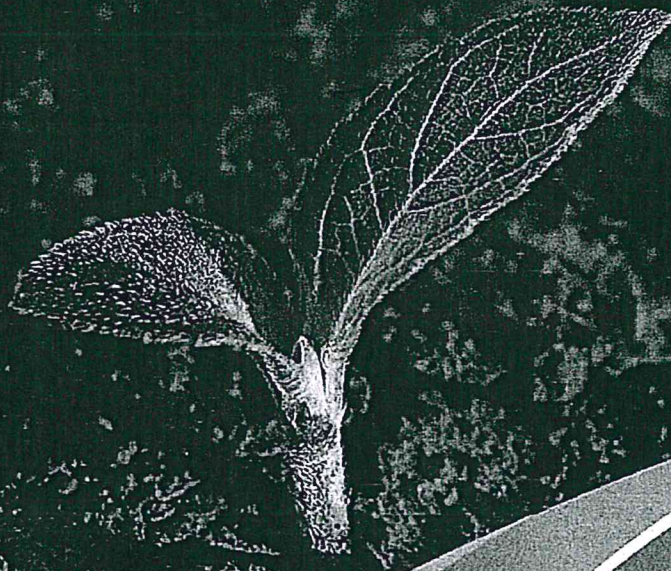
**\$49,581**



## HEALTH

One of the benefits of belonging to a risk pool is sharing rewards as well as risks. In 2022, we were able to return a total of \$1,012,535 in net position to Health Program members, an amount equal to approximately 3 percent of each member's 2022 contributions; your agency received **\$7,894**.

**\$7,894**



# 2022 ANNUAL REPORT RESILIENCE

# TABLE OF

# CONTENTS

MISSION, VISION & VALUES	4
ABOUT PDRMA	7
RECOGNITION AND CERTIFICATION	8
LETTER TO MEMBERS	10
BOARD OF DIRECTORS	14
OPERATIONAL COMMITTEES	16
PDRMA MEMBERS	18
PROPERTY/CASUALTY PROGRAM	20
HEALTH PROGRAM	22
RISK MANAGEMENT SERVICES	24
WELLNESS SERVICES	25
EDUCATION & TRAINING	26
LEGAL SERVICES	27
CLAIMS SERVICES	29
OPERATIONS DIVISION	30
FINANCIAL STATEMENTS	33
PDRMA STAFF	36



# OUR MISSION &

# VISION

## MISSION STATEMENT

PDRMA partners with members to manage risk

and promote wellness.

## CORE VALUES



### INTEGRITY

Be honest.

Do what you say you are going to do.

Provide objective analysis of the issue.

Take responsibility for your actions.



### SERVICE

Respond promptly.

Be professional in all interactions.

See issues through to resolution.



### LEADERSHIP

Do the right thing.

Communicate proactively.

Initiate solutions.



## COLLABORATION

Respect all contributions.  
Consider different perspectives.  
Draw from others' experiences.



## INNOVATION

Actively pursue improvement.  
Embrace and explore new ideas.



## QUALITY

Clearly understand and strive to satisfy expectations.  
Use available expertise to find the best solution.  
Work efficiently and cost effectively.

# VISION STATEMENT

Safety and wellness integrated into our lives.

After nearly 40 years,  
we continue to be a  
respected leader in  
property/casualty and  
health coverage.



# ABOUT PDRMA

The Park District Risk Management Agency (PDRMA) provides coverage tailored to the unique needs of more than 160 Illinois park districts, forest preserve and conservation districts and special recreation associations. After nearly 40 years, we continue to be a respected leader in property/casualty and health coverage.

We partner with our members – in a risk-sharing pool governed by members – to promote wellness, manage risk, protect employees and patrons, and control costs by offering two coverage programs, each of which is a cost-effective alternative to commercial insurance:

**Property/Casualty Program**  
(includes liability, property, workers' compensation, cyber, pollution)

**Health Program**  
(includes medical, dental, vision, life, EAP).

Our employees, who are experts in the industry, provide members with the knowledge and sound recommendations they need to be confident they are implementing smart, fiscally responsible programs.

# RECOGNITION AND CERTIFICATION

## GFOA CERTIFICATE OF EXCELLENCE

In 2022, PDRMA received the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting for its comprehensive annual financial report. It is the 33rd year we have received GFOA certification. To receive this recognition, PDRMA must publish an easy-to-read and efficiently organized comprehensive annual financial report. The report must satisfy both generally accepted accounting principles and applicable legal requirements.



# LETTER TO MEMBERS

*Re·sil·ience – Capacity to recover quickly from difficulties; toughness.*

For PDRMA, that’s the word that best defines 2022. It was a year that most certainly required resilience, so we could meet members’ changing needs and answer tough questions with equally tough answers to weather rising inflation, hardening reinsurance markets and increased competition.

We were able to recover quickly each time a challenge arose, relying on our knowledge, leadership, collaboration and innovation while staying focused on our mission to partner with our members to manage risk and promote wellness.

Some highlights from 2022 are below, but we encourage you to read all of this year’s annual report to understand how each PDRMA division and department found the best way to bounce back, adapt and grow – to be resilient – in answer to every 2022 challenge.

## FINANCE DIVISION

Charged with maintaining, or exceeding, PDRMA’s net position for both the Property/Casualty and Health programs, our Finance Division coped with continued hardening insurance markets, rising inflation and market-wide negative investment returns, and ensured our members continued to experience the financial stability they expect from PDRMA. Resilience and toughness were what paved our financial road, securing these accomplishments.

- Maintained net position for Property/Casualty and Health programs above established benchmarks.
- Reduced Property/Casualty member contributions by \$4.9 million through rate stabilization, which uses excess net position to maintain consistent rates.

- Provided a 5-percent multi-program discount totaling \$375K to PDRMA members on their 2022 Property/Casualty contributions for participating in both the Property/Casualty and Health programs.

## HEALTH DIVISION

Faced with competition and rising healthcare costs, our Health Division focused on providing members with the coverage and plan options they needed, while ensuring those offerings complied with the latest legislation. We continued to update our **PATH** wellness program and, for the first time ever, extended the annual incentive to include covered partners. In a constantly – and rapidly – changing environment, resilience is a requirement.

- Returned \$1,012,535 of net position to members in October 2022, which is an amount equal to approximately 3 percent of each member's 2022 contributions.
- Managed the implementation of Blue Cross and Blue Shield of Illinois as our 2022 PPO plan administrator and network as well as our vision plan administrator.
- Added High Deductible Health Plans with Health Savings Account options for the first time.

- Extended the annual \$400 **PATH** incentive to covered partners for the first time and experienced a 22-percent increase in covered partner participation.
- Developed a rate structure and process to allow Health members to purchase **PATH** access for part-time staff and Property/Casualty-only members to purchase **PATH** access for employees.
- Implemented Virgin Pulse's Transform for Prediabetes program to prevent the onset of Type 2 diabetes and support our commitment to prevention.

## LEGAL SERVICES DIVISION

Managing risks means being prepared for potential legal ramifications. Our Legal Services Division helped members remain resilient in preventing – and dealing – with a variety of issues.

- Conducted more than a dozen member site visits proactively with PDRMA's Risk Management Services Department staff.
- Expanded services for certain wage and hour, contract, and FOIA/OMA matters.
- Engaged in on-site incident response after serious injuries and aquatic rescues to investigate, prepare defenses and support members.

## OPERATIONS DIVISION

Supporting internal clients while assisting members and ensuring business continuity requires resilience – as well as juggling skills. From issuing certificates of insurance and communicating with members to providing training resources, maintaining PDRMA's cybersecurity and increasing



website accessibility, our Operations Division remained committed to serving PDRMA members.

- A cyber security company evaluated our website and network security systems and reaffirmed they continue to be adequately secured to prohibit intrusion, and our monitoring systems are properly configured to detect suspicious activity.

- 3,540 member employees created new website user accounts, up 753 over 2021, totaling 12,917 active accounts at the end of 2022.
- Issued 2,515 additional insured certificates of coverage on behalf of members.
- Public website pages were visited 10,030 times.

## PROPERTY/CASUALTY DIVISION

The combination of hardening insurance markets, increasing inflation and the rise in natural disasters and threat actors last year provided endless opportunities to be resilient. Through our Property/Casualty Program, we subsidized members to improve their agency's cybersecurity, funded lifeguard audits and vision screenings, provided vendor reviews of construction/renovation plans and tested for coefficient of friction – helping them with collaboration, innovation and these savings:

- Offered a \$1,250 Multi-Factor Authentication (MFA) subsidy to help members improve agency cybersecurity and reduce the risk of cyber-attacks. Ninety-four members verified their MFA compliance and qualified for reimbursement.



- Implemented the Risk Management Review (RMR) with 156 members that completed 138 Injury Prevention and 18 Fleet forms as well as conducting 348 on-site and 51 virtual visits – and paying members a total of \$238,500 in RMR incentives.
- 31 members received a total of \$12,500 for ladder alternative reimbursements.
- Awarded a total of \$15,000 in Risk Management Grants to 15 members.
- Through third-party vendors, our Claims Department reduced overall workers' compensation costs by \$155,950 for bill review, \$21,000 for prescription service and \$46,000 for scheduling MRIs.

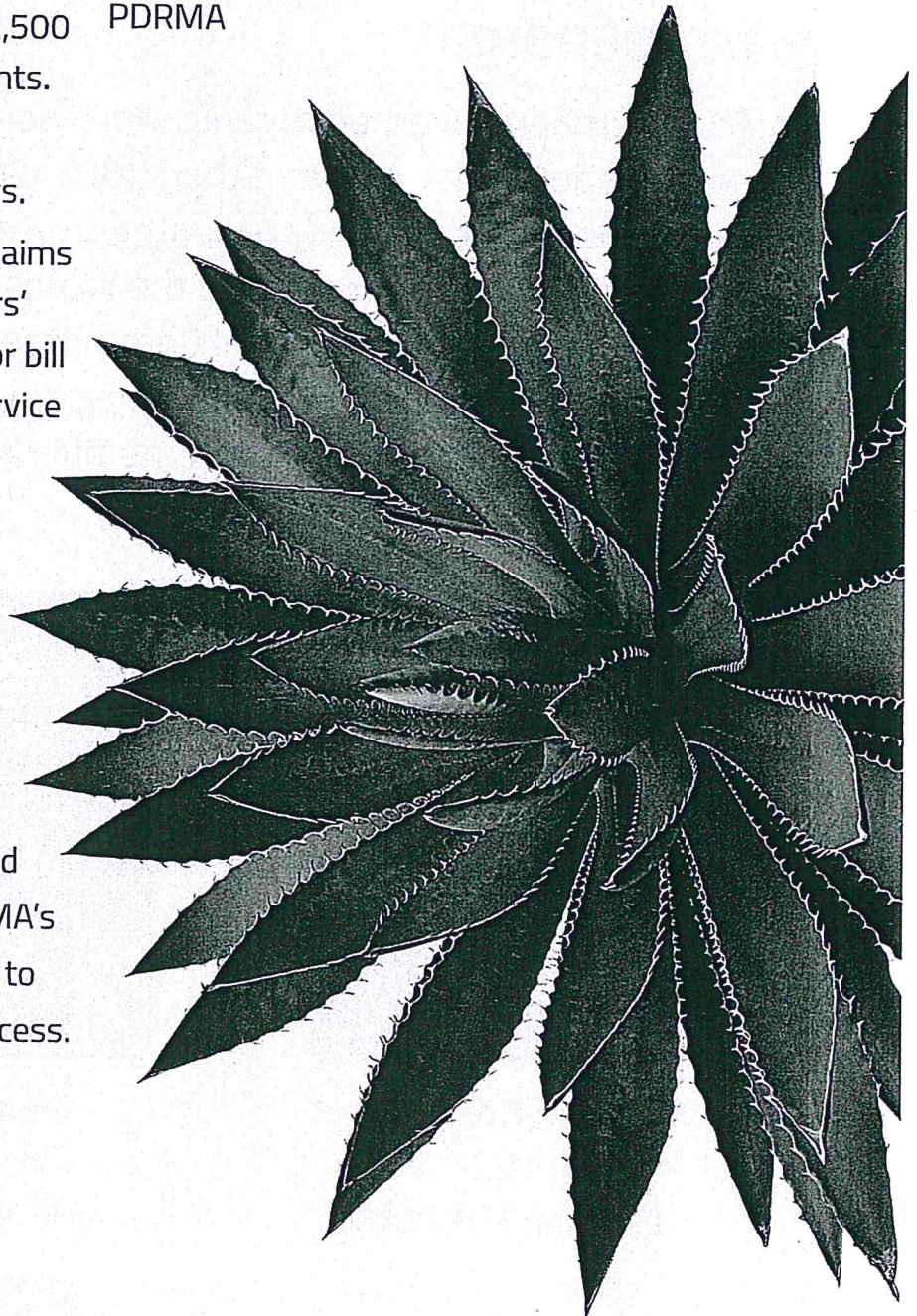
One factor in highly resilient people – and businesses – is they do not dwell on the negative. Neither did PDRMA in 2022. Instead, we strove to find the positive within the negative, relying on our partnership with members, the leadership of our Board of Directors and the knowledge and innovation of PDRMA's divisions, departments and employees to define our resilience and shape our success.

**Jim Rogers**

Chair, PDRMA Board of Directors  
Executive Director  
Elmhurst Park District

**Brett Davis**

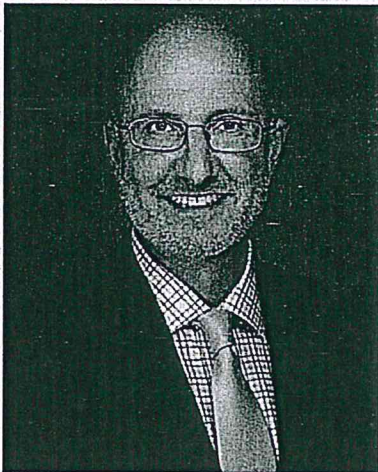
Chief Executive Officer  
PDRMA



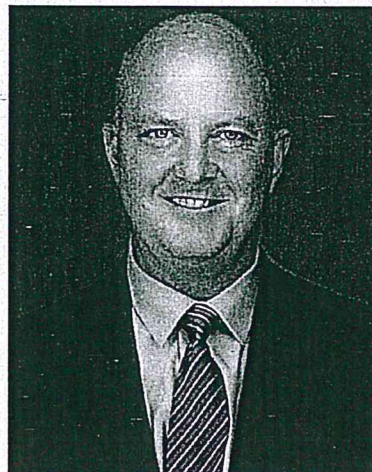
# 2022 BOARD OF DIRECTORS

## LEADERSHIP

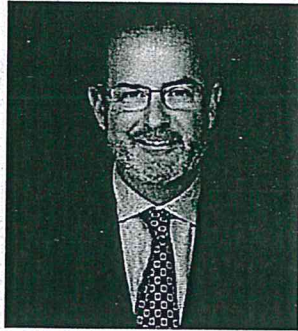
As a member-governed organization, we rely on participation from our more than 160 members to create the resiliency we needed to weather a year like 2022. From our Board of Directors to the representatives serving on our six Operational Committees, we partnered together to ensure we remained the competitive, financially stable risk pool each member needs PDRMA to be, so they can be successful.



**Jim Rogers**  
Chair  
Elmhurst Park District



**Dan Garvy**  
Vice-Chair  
Lisle Park District



**Craig Culp**  
Northern Suburban  
Special Recreation  
Association



**Marla DeCicco**  
Vernon Hills Park District  
*Retired/resigned effective Feb. 17, 2022*



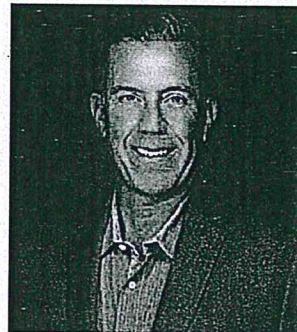
**Debbie Kopas**  
Homewood-Flossmoor  
Park District



**Sue Rini**  
Carol Stream Park District  
*Appointed April 22, 2022*



**Amy Rivas**  
Wheeling Park District



**Craig Talsma**  
Hoffman Estates Park District

# 2022 OPERATIONAL COMMITTEES

## CLAIMS

---

Katie Sepe, Chair Naperville	Michael Kies St. Charles	Darlene Negrillo NWSRA
Julie Bruns Elmhurst	Johnathan Kiwala Kenilworth	Bill Riordan Lockport Township
Hollis Clark Calumet Memorial	Nicolette Lahman-Morales SWSRA	Mike Sletten River Forest
Jeff Janda Streamwood	Amy McIntyre Rockford	Debbie Kopas Board Liaison

## EDUCATION & TRAINING

---

Caryn Becker, Chair Homewood-Flossmoor	Mark Goode Bloomington, Medinah, Highland Park	Kara Moss Glenview
Paula Bickel Oak Park	Jenny Knitter Woodridge	Rick Poole NEDSRA
Liz Cox Wilmette	Chuck Misner Kane County Forest Preserve District	Katie Sepe Naperville
Meggan Davies NSSRA		Craig Culp Board Liaison

## FINANCE

---

Sue Stanish, Chair Naperville	Bobby Collins Glencoe	Jeannette Huber Alsip
Mitch Bowlin Oak Park	Annette Curtis Des Plaines	Matt Russian Pleasant Dale
Holly Cabel St. Charles	Alex Engelhardt FVSRA	Sue Rini Board Liaison
Carlo Capalbo Plainfield Township	Paul Friedrichs Lombard	

# 2022 OPERATIONAL COMMITTEES

## HEALTH BENEFITS

---

Susie Kuruville, Chair Gurnee	Maryfran Leno Itasca	Jennifer Ruehrdanz Round Lake Area
Eric Bradley Zion	Kathy Lynch New Lenox	Mike Selep NWCSRA
Matt Corso SEASPAR	Alison Reicher Rolling Meadows	Linda Straka Warrenville
Tom Leeson Tinley Park	Karrie Ross Peoria	Amy Rivas Board Liaison

## RISK MANAGEMENT

---

Tanya Brady, Chair Waukegan	Jackie Iovinelli Forest Park	Chris Quinn Carol Stream
Tim Beckmann Glenview	Mary Kann Lake County Forest Preserve District	Kris Scharp Northbrook
Kelly Brunning M-NASR	Jay Kelly Manhattan	Amanda Widloe Woodridge
Matt Ellmann Wood Dale	Jason Posluszny FVSRA	Dan Garvy Board Liaison

## WELLNESS

---

Jen Hermonson, Chair Addison	Lisa Drzewiecki SSSRA	Keith Wallace LWSRA
Ben Appler Wood Dale	Bret Fahnstrom River Trails	Robert Wood Vernon Hills
Conor Cahill Rolling Meadows	David Gray Peoria	Craig Talşma Board Liaison
Connie Curry Woodridge	Scott Nadeau Sugar Grove	

# 2022 PDRMA MEMBERS

Addison Park District  
Alsip Park District  
Arlington Heights Park District  
Barrington Park District  
Bartlett Park District\*  
Batavia Park District\*  
Bedford Park District  
Belvidere Park District  
Bensenville Park District  
Berwyn Park District  
Bloomingdale Park District  
Blue Island Park District  
Bolingbrook Park District  
Bourbonnais Township Park District  
Buffalo Grove Park District  
Burbank Park District  
Burr Ridge Park District  
Butterfield Park District  
Byron Forest Preserve District  
Byron Park District  
Calumet Memorial Park District  
Carol Stream Park District  
Cary Park District  
Champaign County Forest Preserve District  
Champaign Park District  
Champaign-Urbana Special Recreation  
Channahon Park District  
Chicago Ridge Park District  
Clarendon Hills Park District  
Clark County Park District  
Community Park District of LaGrange Park  
Crete Park District  
Crystal Lake Park District  
Darien Park District  
Decatur Park District  
Deerfield Park District  
DeKalb County Forest Preserve District  
DeKalb Park District  
Des Plaines Park District\*  
Downers Grove Park District  
Dundee Township Park District\*  
Elk Grove Park District\*  
Elmhurst Park District\*  
Flagg-Rochelle Community Park District  
Forest Preserve District of Kane County  
Forest Preserve District of Will County  
Fox Valley Park District  
Fox Valley Special Recreation Association  
Frankfort Park District  
Frankfort Square Park District  
Geneseo Park District  
Geneva Park District  
Genoa Township Park District  
Glen Ellyn Park District  
Glencoe Park District\*  
Glenview Park District  
Golf Maine Park District  
Grayslake Community Park District  
Gurnee Park District  
Hampshire Township Park District  
Hanover Park Park District\*  
Hazel Crest Park District  
Heart of Illinois Special Recreation Association  
Hickory Hills Park District  
Hodgkins Park District  
Hoffman Estates Park District\*  
Homewood-Flossmoor Park District\*  
Huntley Park District  
Illinois Park and Recreation Association  
Itasca Park District  
Justice Park District  
Kankakee Valley Park District  
Kenilworth Park District  
Kishwaukee Special Recreation Association  
Lake Bluff Park District  
Lake County Forest Preserve District  
Lan-Oak Park District  
Lemont Park District  
Lincolnway Special Recreation Association  
Lindenhurst Park District  
Lisle Park District  
Lockport Township Park District  
Lombard Park District\*  
Maine-Niles Association of Special Recreation  
Manhattan Park District  
Marengo Park District

# 2022 PDRMA MEMBERS

McCook Park District  
McHenry County  
Conservation District  
Medinah Park District  
Midlothian Park District  
Mokena Community Park  
District  
Morton Grove Park District\*  
Mundelein Park &  
Recreation District  
Naperville Park District  
New Lenox Community Park  
District  
Norridge Park District  
North Berwyn Park District  
Northbrook Park District\*  
Northeast DuPage Special  
Recreation Association  
Northern Illinois Special  
Recreation Association  
Northern Suburban Special  
Recreation Association  
Northern Will County  
Special Recreation  
Northfield Park District\*  
Northwest Special  
Recreation Association  
Oak Brook Park District  
Oak Forest Park District  
Oak Lawn Park District  
Oakbrook Terrace Park  
District  
Olympia Fields Park District  
Park District of Forest Park\*  
Park District of Franklin  
Park  
Park District of Highland  
Park\*

Park District of La Grange  
Park District of Oak Park  
Park Ridge Park District\*  
Paxton Park District  
Plainfield Township Park  
District  
Pleasant Dale Park District  
Pleasure Driveway and Park  
District of Peoria  
Prophetstown Park District  
Prospect Heights Park  
District  
River Forest Park District  
River Trails Park District  
River Valley Special  
Recreation Association  
Rockford Park District\*  
Rolling Meadows Park  
District  
Roselle Park District  
Round Lake Area Park  
District  
Skokie Park District\*  
South East Association  
for Special Parks And  
Recreation  
South Suburban Special  
Recreation Association  
South West Special  
Recreation Association  
Special Recreation  
Association of Central  
Lake County  
Special Recreation Services  
of Northern Lake County  
St. Charles Park District  
Sterling Park District  
Streamwood Park District\*

Sugar Grove Park District  
Sycamore Park District  
Tinley Park - Park District  
Vernon Hills Park District  
Warren Special Recreation  
Association  
Warrenville Park District  
Washington Park District  
Wauconda Park District  
Waukegan Park District  
West Chicago Park District  
West Suburban Special  
Recreation Association  
Western DuPage Special  
Recreation Association  
Western Springs Park  
District  
Wheaton Park District\*  
Wheeling Park District\*  
Wildwood Park District  
Wilmette Park District  
Wilmington Park District  
Winfield Park District  
Winnetka Park District  
Wood Dale Park District  
Woodridge Park District  
Worth Park District  
York Center Park District  
Zion Park District

(\* Denotes founding members)

# PROPERTY/CASUALTY DIVISION

## COVERAGE OVERVIEW

Despite being challenged to find the positive within the negative throughout 2022, we ensured the coverage we offered members addressed both the changing market and their needs. And we did so with the most cost-effective options available. Along the way we also managed to:

- Respond to tightening renewal requirements for cyber liability coverage by offering a \$1,250 Multi-Factor Authentication (MFA) subsidy to help members improve agency cybersecurity and reduce the risk of cyber attacks. Ninety-four members verified their MFA compliance and qualified for reimbursement.
- Participate in a group with Government Entities Mutual (PDRMA's reinsurance captive) members to explore creative solutions to manage cyber liability risk.



# PROPERTY/CASUALTY PROGRAM COVERAGES

## LIABILITY

- \$21.5 million per occurrence limit.
- Includes general liability, auto liability, personal injury, advertising injury, public officials' errors and omissions, employment practices, employee benefits and sexual misconduct.

## PROPERTY

- \$1 billion per occurrence limit.
- Coverage includes buildings, watercraft, athletic fields, contents, animals, fine arts, vehicles, tees and greens, business interruption, mobile equipment, landscaping, service interruption, course of construction and terrorism.
- \$50 million flood zone A&V, \$100 million all other zones.
- \$100 million per occurrence boiler/machinery limit.
- \$2 million per occurrence fidelity and crime limit.

## WORKERS' COMPENSATION

- Statutory limits.
- \$6 million employer's liability limits.

## POLLUTION LIABILITY

- Liability coverage for bodily injury and property damage.
- Property coverage for remediation costs.
- \$5 million per occurrence limit.

## INFORMATION SECURITY AND PRIVACY

- Includes cyber liability, privacy notification costs, data protection and business interruption.

## OUTBREAK EXPENSE

- Up to \$25,000 per day coverage for facility closure by a public health official due to contagion or communicable disease.

## DEADLY WEAPON RESPONSE

- \$500,000 per occurrence limit.
- Includes crisis management, counseling services, funeral expenses, property damage, business interruption, demolition, memorialization, medical expense, accidental death and dismemberment.

## VOLUNTEER MEDICAL ACCIDENT

- For injuries sustained from volunteer duties.
- \$5,000 limit, excess of all other available insurance.

## UNDERGROUND STORAGE TANKS

- Deductible reimbursement for underground storage tanks that qualify for the Illinois Leaking Underground Storage Tank program.
- \$10,000 limit.

# HEALTH DIVISION

The healthcare market is a constantly – and rapidly – changing environment, complicated by the introduction of new legislation nearly every year. Add in rising inflation, and 2022 saw both competition and rising costs, making it difficult to focus on the positives. But our Health Program was as resilient as ever and provided members with the coverage and plan options they wanted, while ensuring they complied with the latest legislation, and we made them available at the best possible price. We also managed to:

- Return \$1,012,535 of net position to members in October 2022, which is an amount equal to approximately 3 percent of each member’s 2022 contributions.
- Implement BlueCross and BlueShield of Illinois (BCBSIL) as our 2022 PPO plan administrator, vision plan administrator and network.
- Add High Deductible Health Plan (HDHP) with Health Savings Account (HSA) options for the first time.
- Complete our first full year with PlanSource’s benefit enrollment platform across our entire membership.
- Introduce digital posting of monthly health invoices and billing details, so members could download them from our website rather than wait to receive them in the mail.
- Address changing over-the-counter, at-home COVID-19 test kit legislation and update members and plan participants frequently about status throughout the pandemic.
- Restructure the Health Program Coordinator position to support both Wellness and Health Program operations, and fully staffed our Health Team in 2022.
- Ensure our plans and coverage complied with recent legislation (No Surprises Act, Transparency Act, Consolidated Appropriations Act Prescription reporting).
- Select Davis Vision as our new vision plan partner for 2023 and will introduce managed vision plans for the first time in 2023.
- Remove three annual dollar maximum benefit limits – acupuncture/chiropractic services, nutritional counseling, temporomandibular joint disorder.

# HEALTH PROGRAM COVERAGES



## MEDICAL

- Choice of PPO plans – with seven different deductible options – four of which can pair with Health Reimbursement Account options and one Health Savings Account option. All plans use BCBSIL provider network.
- HMO option also through BCBSIL.
- Prescription coverage managed by CVS Caremark (PPO) and Prime Therapeutics (HMO).



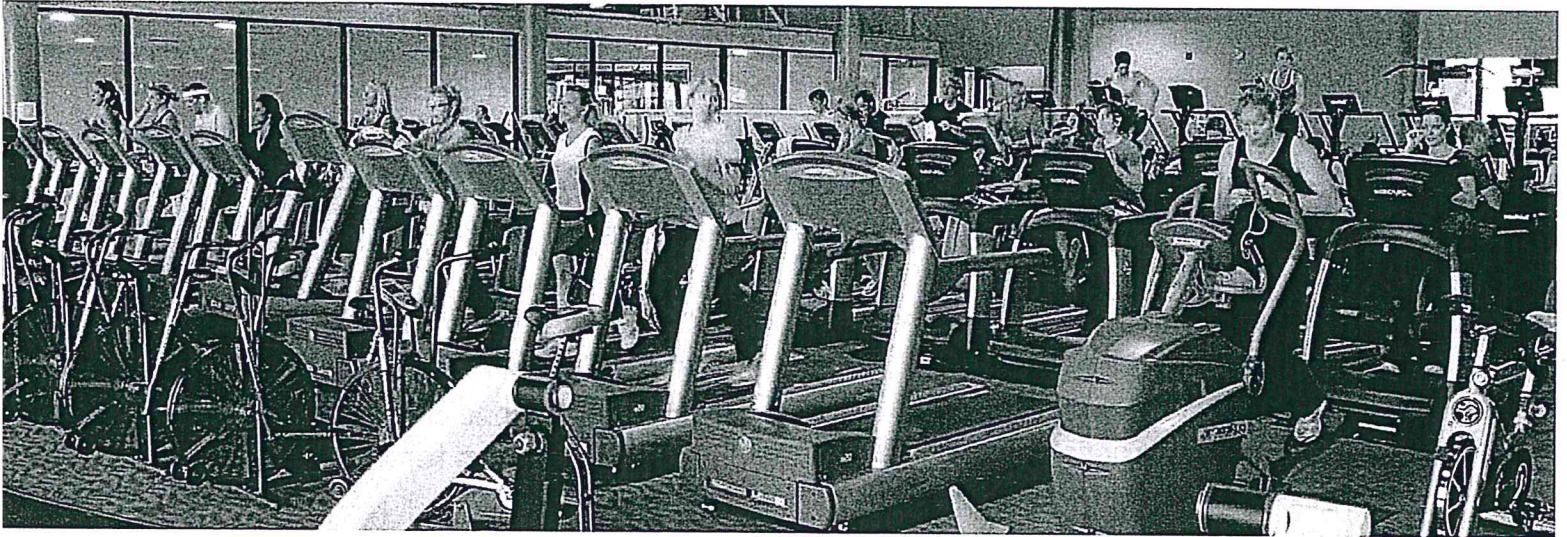
## DENTAL

- Uses Delta Dental PPO and Premier provider networks.
- Optional orthodontia benefit.



## VISION

- Three vision reimbursement benefit plan options administered by BCBSIL.



## HEARING

- Participants enrolled in a medical plan have an allowance of \$2,500 per ear once every five years including coverage for routine hearing exams and hearing aids.



## LIFE

- Multiple life insurance options including flat amount or multiple of salary. Voluntary life coverage options for employees, spouses and children.



## EMPLOYEE ASSISTANCE PROGRAM

- Provides confidential counseling and resources for Work-Life concerns and Legal-Financial issues, administered by Workplace Solutions.



# RISK MANAGEMENT SERVICES

Between the full rollout of the Risk Management Review (RMR) to all Property/Casualty members and various tests and inspections always available to agencies, our Risk Management Services Department relied on resilience to move smoothly from one project to the next throughout the year to meet members' needs. By the end of 2022, the department's accomplishments included:

- Implementation of the RMR with members completing 138 Injury Prevention and 18 Fleet forms and our Risk Management Consultants participating in a total of 348 on-site and 51 virtual member visits.
- Reimbursing members \$219,941 for 258 lifeguard audits.
- Fully funding our lifeguard vision screening program at a cost of \$18,200; 77 of 88 members using lifeguards participated.
- Offering Kodiak Fire Protection Service plan reviews with six project plans from five members reviewed at no additional cost to members.
- Conducting 61 infrared inspections of facilities for 14 different members.
- Completing ice rink inspections for three members.
- Having coefficient of friction testing done at 24 facilities for 17 members.
- Paying \$12,500 in ladder-alternative reimbursements to 31 members.
- Returning \$237,000 to members through the RMR incentive.
- Spending \$8,225 to assess member-specific OSHA compliance.
- Reimbursing a total of \$21,000 to members for Be Safe Solutions and safety resources/giveaways.
- Awarding a total of \$15,000 to 15 members receiving a Risk Management Grant and Recognition Award.

# WELLNESS SERVICES

Our Wellness Department remained committed to helping members integrate wellness into their employees' lives throughout 2022. From hosting full, on-site biometric screenings for the first time in three years due to COVID-19, extending the annual **PATH** \$400 incentive to covered partners for the very first time and developing a rate structure to allow Health members to purchase **PATH** access for part-time employees and Property/Casualty-only members to purchase **PATH** access for staff, the department remained resilient. These end-of-year numbers highlight some of the results of those efforts.

- 1,446 – Total number of eligible employees enrolled in **PATH** (64 percent).
- 1,299 – Total number of eligible employees that earned an incentive (57 percent).
- 198 – Total number of covered partners enrolled in **PATH** (25 percent).
- 182 – Total number of covered partners that earned an incentive (23 percent).
- 1,481 – Total number of participants earning an incentive.
- \$230 – Average incentive earned by **PATH** participants.
- 89 percent – Surveyed participants that said **PATH** is a valuable benefit provided by their agency.
- 85 percent – Surveyed participants that said their participation in **PATH** has helped to maintain or create healthier habits.
  - ◆ 910 – biometric screening participants.
  - ◆ 870 via on-site screenings.
  - ◆ 40 via off-site screenings.
- 60 percent – Percentage of incentive-eligible employees enrolled in a medical plan that earned an incentive.
- 572 – Total number of **PATH** participants that earned the maximum \$400 annual incentive.
- 2,931 – Total number of personal health habit and activity challenges participants created to stay on track.
- 72 percent – Number of high-risk, inactive participants who are more active since joining **PATH**.
- 72 percent – **PATH** participants who completed a point-earning activity on a monthly basis.





# EDUCATION & TRAINING

Versatility and resilience were standard characteristics of our Education and Training Department last year. If the need was for live classes, we offered them. If an online course or webinar session was a better answer and/or safety required it, we had that covered as well. With more member-specific information available through our database of completed 2022 Risk Management Review forms, along with data gleaned from training surveys, the department provided 78 face-to-face classes to 1,187 participants last year and can also report the following:

**648**

attendees at our Risk Management Institute that included one keynote address and four breakout sessions.

**693.65**

CEUs earned through in-person classroom training.

**49**

webinars/virtual trainings hosted and recorded for member access.

**201**

CEUs earned through virtual trainings.

**14,671**

online courses completed by 5,518 unique users.

**1,226.5**

CEUs earned through online learning courses.



# LEGAL SERVICES

Our Legal Services Division displayed the toughness that defines resilience in its dealings on behalf of, and for, each PDRMA member. Its partnership with members – demonstrated by answering human resources questions via our HELPLine, updating resources to reflect legislative changes and being part of our on-site incident response team – went a long way in assuring members we could help them recover quickly from difficulties they faced.

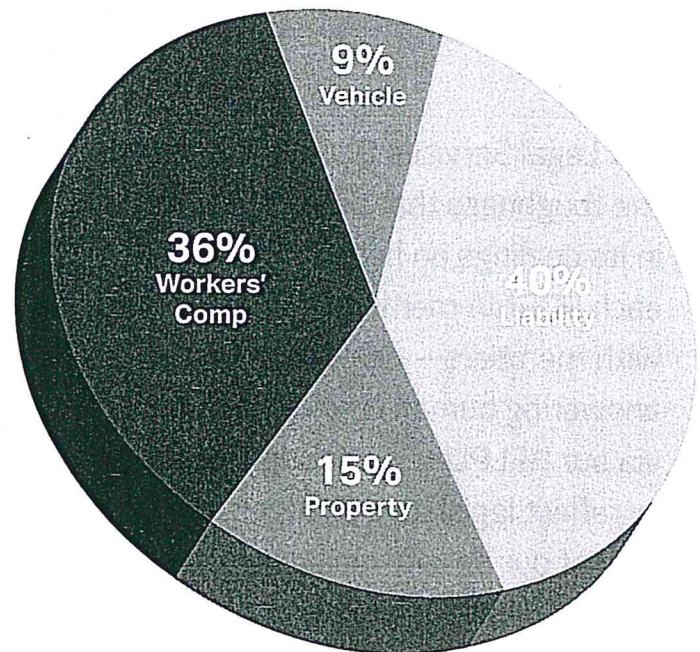
- Addressed 846 HELPLine human resources calls.
- Published an updated personnel policy manual.
- Expanded bench of outside defense counsel to include several new firms including one specializing in police liability.
- Conducted more than a dozen member-site visits proactively with PDRMA's Risk Management Services Department staff.
- Expanded services for certain wage and hour, contract and FOIA/OMA matters.
- Engaged in on-site incident response after serious injuries/aquatic rescues to investigate, prepare defenses and support members.



# CLAIMS SERVICES



After any accident or incident, our members want to recover quickly and get back to business as usual. Our Claims Services Department plays an integral part in making that happen, and in 2022, it exhibited the resilience members depend upon to handle claims effectively and efficiently, even as claim volumes rose to near preCOVID-19 levels. As members resumed many more programs in 2022 than in the preceding two years, the department did its part to provide members with the resilience they needed.



- Partnered with vendors to reduce overall workers' compensation costs, saving \$155,950 through bill review, \$21,000 in prescription service and \$46,000 in MRI scheduling.
- Handled 858 new workers' comp claims for members' employees – anticipate paying \$4.5 million for these claims.
- Managed 498 new claims for member-owned property – expecting to pay \$3.5 million to members.





# OPERATIONS DIVISION

Our Operations Division supports all PDRMA's departments and divisions as well as our members. Juggling such a variety of needs requires resilience – and a commitment to deliver. Among the services provided by the division and its departments in 2022 are:

## **Administration**

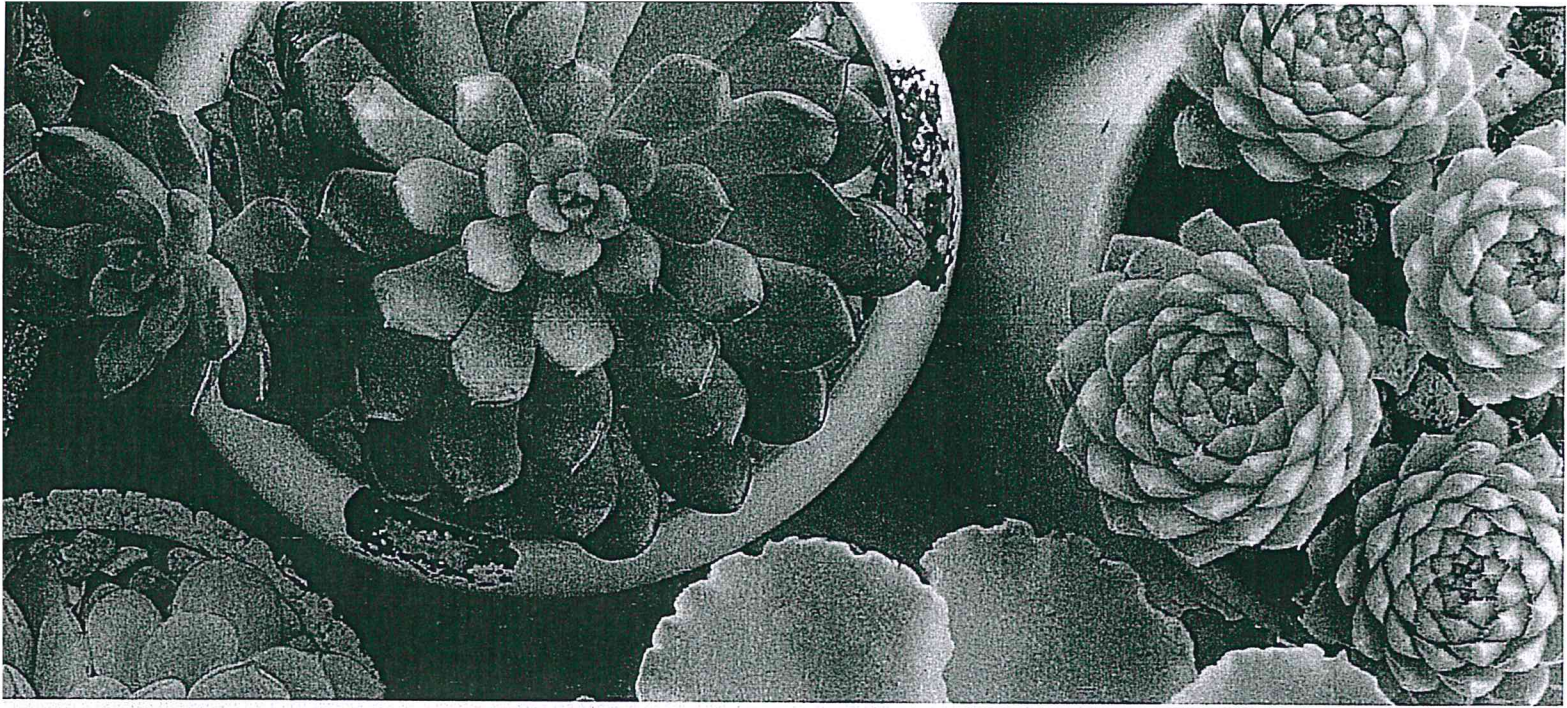
- 2,515 Additional Insured Certificates of Coverage issued on behalf of members.

## **Communications**

- PDRMA's online 2021 Annual Report won gold in the League of American Communications Professionals International Vision Awards Competition.
- Sent more than 241,000 emails to more than 15,000 member employees including 214 LRN Alerts and general information topics.

## **Information Technology**

- Evaluation by a cyber security company reaffirmed our website and network security systems continue to be adequately secured to prohibit intrusion, and our monitoring systems are properly configured to detect suspicious activity.



## Marketing

- More than 10,000 visits to our public website pages.
- Social media (Facebook and Instagram combined):
  - 341 posts – 66 percent more than in 2021.
  - 120 new followers added for a total of 670.
  - 10,000-increase in impressions, up to more than 46,000.

## Website

- 3,540 member employees created new website user accounts, up 753 over 2021, for a total of 12,917 active accounts.
- 7,919 unique website users logged in, and the website had more than 109,000 total logins.
- 3,387 website users accessed 5,597 different documents/videos more than 84,000 times.
- 174 additions/improvements made to public and private websites, including 16 changes based on user feedback.
- Passed PCI compliance for credit card transaction security for the 11th straight year.

# FINANCIAL REPORT

Charged with maintaining, or exceeding, PDRMA's net position benchmarks for both the Property/Casualty and Health programs, our Finance Division coped with continued hardening reinsurance markets, rising inflation and market-wide negative investment returns to ensure our members continued to experience the financial stability they expect from PDRMA. Resilience and toughness were what paved PDRMA's financial road last year, securing these 2022 accomplishments.

## FINANCIAL SNAPSHOT

- Maintained net position for both programs above established benchmarks.
- Maintained net position for both programs above capital modeling measurements established by Willis Towers Watson to ensure future financial stability.
- Reduced P/C member contributions in 2022 by \$4.9 million through rate stabilization, which uses excess net position to maintain consistent rates.
- Paid a multi-program discount of \$375K to P/C members also in the Health Program on their 2022 P/C contributions.
- Used more than \$51.3 million since 2002 to stabilize Property/Casualty member contributions.
- Net assets (Property/Casualty and Health programs) totaled \$64.8 million (preliminary) at the end of 2022.

# FINANCIAL STATEMENTS

Preliminary Unaudited

<b>STATEMENTS OF NET POSITION</b>		
	<b>DEC. 31, 2022</b>	<b>DEC. 31, 2021</b>
<b>Assets and Deferred Outflows of Resources</b>		
Cash and investments	\$72,239,213	\$89,575,032
Investment in mutual insurance company	1,000,000	1,000,000
Capital assets, net of accumulated depreciation	3,249,817	3,303,382
Accounts receivable	9,136,214	8,281,931
Due from insurers	2,041,343	331,463
Net Pension Asset	3,766,631	1,591,892
Prepaid expenses and other assets	3,368,305	3,172,435
Total assets	94,801,523	107,256,135
Deferred Outflows of Resources – Pension	1,124,866	1,245,470
Total assets and deferred outflows of resources	\$95,926,389	\$108,501,605
<b>Liabilities, Deferred Inflows of Resources and Net Position</b>		
Unpaid losses and loss adjustment expenses	22,305,446	21,073,716
Unallocated loss adjustment expenses	447,974	413,558
Accounts payable	5,013,334	2,269,556
Accrued liabilities	221,242	211,423
Total liabilities	27,987,996	23,968,253
Deferred Inflows of Resources – Pension	3,176,861	2,095,308
Net position	64,761,532	82,438,044
Total liabilities, deferred inflows of resources and net position	\$95,926,389	\$108,501,605
<b>STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION</b>		
<b>Revenues</b>		
Member contributions, net	\$50,936,592	\$49,562,945
Investment and other income	1,576,034	1,695,934
Realized and unrealized (losses) gains on investments	(11,001,904)	1,997,752
Total revenues	\$41,510,722	\$53,256,631
<b>Expenses</b>		
Losses and loss adjustment expenses	\$42,430,632	\$36,469,479
Insurance premiums	8,947,739	7,610,789
Contractual services	2,343,721	2,470,810
Administration	4,452,607	4,342,805
Distribution to members	1,012,535	1,000,000
Total expenses	\$59,187,234	\$51,893,883
(Decrease) Increase in net position	\$(17,676,512)	\$1,362,748
Net position, beginning of year	82,438,044	81,075,296
Net position, end of year	\$64,761,532	\$82,438,044

## SUMMARY FINANCIAL STATEMENTS

### Total Expenses

P/C \$23,554,952  
Health \$35,632,282  
Total \$59,187,234

### Total Liabilities

P/C \$ 20,949,149  
Health \$7,038,847  
Total \$27,987,996

# Total Revenues

P/C \$10,644,001  
Health \$30,866,721  
Total \$41,510,722

# Total Net Position

P/C \$44,184,847  
Health \$20,576,685  
Total \$64,761,532

# Total Assets

P/C \$66,570,393  
Health \$28,231,130  
Total \$94,801,523

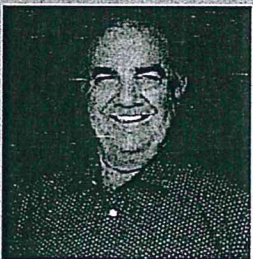
# PDRMA STAFF



**Brett Davis, MBA,**  
**CPCU, ARM, AIC, ARe,**  
**ALCM, GBA**  
Chief Executive Officer



**Jason Bell, MBA**  
Director of Operations



**Tim Conlon**  
Property/Casualty Program  
Director



**Laura Ganschow, ARM**  
Health Program Director



**Bob Tincu, CPA**  
Director of Finance



**Sara Yager, J.D.**  
General Counsel



**Lisa Benjamin**  
Claims Specialist



**Lauren Blackburn,**  
**CHES**  
Wellness Consultant



**Melissa Bruno**  
Health Program  
Coordinator



**Betty Dawson, AIC**  
Claims Consultant

# PDRMA STAFF



**Dustin Fisher, J.D.**  
Deputy General Counsel



**Andrew Fiske, J.D.**  
Deputy General Counsel



**Marlynn Gonzalez**  
Health Program  
Coordinator



**Eric Hohenstein**  
Claims Supervisor



**Bill Hooker, MS, ARM,  
CEAS-1**  
Training Program  
Supervisor



**Ashley Hurd**  
Legal/Executive  
Administrative Assistant



**Tim Jaskiewicz, ARM,  
CEAS-1, CPO, CPRP,  
CPSI**  
Risk Management  
Consultant



**Erika Koty, AIC**  
Claims Consultant



**Mike Kowals**  
Web Developer



**Tim Lenac, ARM-P, AINS,  
CPO, CPSI, CEAS-1**  
Risk Management Services  
Supervisor



# PDRMA STAFF



**Elaine Lin**  
Accounting Specialist



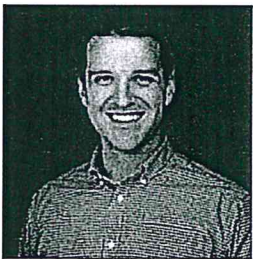
**Patty Maher, CPTD**  
Training and Development  
Supervisor



**Johanna McFadden**  
Accounting Supervisor



**Jessica Merma-  
Moreno**  
Health Program  
Coordinator



**Seth Norton, CFI**  
Risk Management  
Consultant



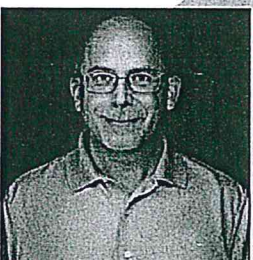
**Judy O'Brien, UXC**  
Communications Manager



**Sophie Ottley**  
Property/Casualty  
Operations Coordinator



**Mary Pedersen, CEAS-1,  
CPSI, CPO**  
Risk Management Consultant



**Bill Pitts, MCP**  
Systems Developer



**Nicole Ranieri**  
Claims Consultant

# PDRMA STAFF



**Leslie Reid**  
Health Program Operations  
Supervisor



**Lindsey Robertson,**  
**CPO, CPSI**  
Risk Management  
Consultant



**Kyle Saros, CPO, CPRP**  
Risk Management  
Consultant



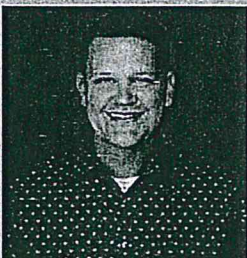
**Miguel Soto**  
Office Coordinator



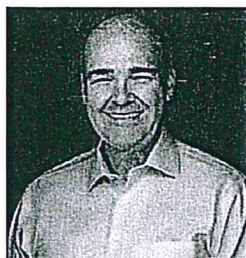
**Hannah Sullivan**  
Administrative Services  
Manager



**Ann Traczek, AIC**  
Claims Consultant



**Travis Willis, CCNA**  
IT Support Technician



**Randy Wilson, MS,**  
**ARM, CISSP**  
Network Manager

# Hora de cuento en el parque



RIVER TRAILS  
PARK DISTRICT

**MIÉRCOLES 7 DE JUNIO | 3:30-4 P.M.**  
SUNRISE PARK - 600 E. SUNSET RD.

**MIÉRCOLES 14 DE JUNIO | 3:30-4 P.M.**  
BUSSE PARK - 111 N. OWEN ST.

**MIÉRCOLES 21 DE JUNIO | 3:30-4 P.M.**  
EVERGREEN TRAILS PARK - 1000 N. BOXWOOD DR.

**MIÉRCOLES 28 DE JUNIO | 3:30-4 P.M.**  
CLEARWATER PARK - 1717 W. LONQUIST BLVD.

## Para familias.

¡Estamos celebrando el verano y trayendo cuentos bilingües en inglés y español a un parque cerca de usted! Las actividades están diseñadas para niños menores de 6 años, pero todos son bienvenidos. ¡No olvide su manta de picnic favorita o silla de jardín y anteojos de sol!

*No es necesario registrarse.*

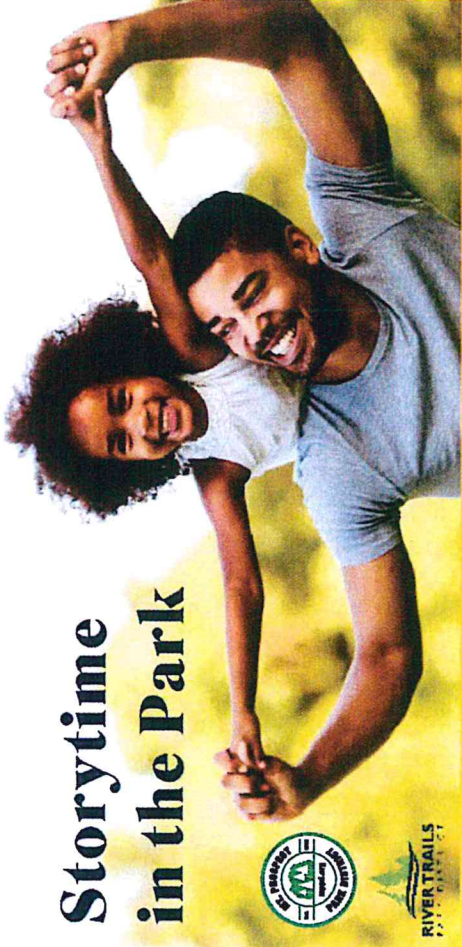
*En caso de lluvia, temperaturas superiores a los 85 grados u otras inclemencias del tiempo, este programa se cancelará.*



Mount Prospect  
Public Library

mpppl.org | 847-253-5675  
10 S. Emerson St., Mount Prospect, IL 60056  
mpppl.org/southbranch | 847-590-4090  
1711 W. Algonquin Rd., Mount Prospect, IL 60056

# Storytime in the Park



RIVER TRAILS  
PARK DISTRICT

**WEDNESDAY JUNE 7 | 3:30-4 P.M.**  
SUNRISE PARK - 600 E. SUNSET RD.

**WEDNESDAY JUNE 14 | 3:30-4 P.M.**  
BUSSE PARK - 111 N. OWEN ST.

**WEDNESDAY JUNE 21 | 3:30-4 P.M.**  
EVERGREEN TRAILS PARK - 1000 N. BOXWOOD DR.

**WEDNESDAY JUNE 28 | 3:30-4 P.M.**  
CLEARWATER PARK - 1717 W. LONQUIST BLVD.

## For families.

We're celebrating summer and bringing bilingual English/Spanish storytimes to a park near you! Activities are designed for children 6 and under, but all are welcome. Don't forget your favorite picnic blanket or lawn chair and sunglasses!

*No registration necessary.*

*In case of rain, temperatures above 85 degrees, or other inclement weather, this program will be canceled.*



Mount Prospect  
Public Library

mpppl.org | 847-253-5675  
10 S. Emerson St., Mount Prospect, IL 60056  
mpppl.org/southbranch | 847-590-4090  
1711 W. Algonquin Rd., Mount Prospect, IL 60056

# Hora de cuento en el parque



RIVER TRAILS  
PARK DISTRICT

**MIÉRCOLES 12 DE JULIO | 3:30-4 P.M.**  
PROSPECT MEADOWS PARK - 1401 W. GREGORY ST.

**MIÉRCOLES 19 DE JULIO | 3:30-4 P.M.**  
KOPP PARK - 1499 S. LINNEMAN RD.

**MIÉRCOLES 26 DE JULIO | 3:30-4 P.M.**  
ASPEN TRAILS PARK - 1313 N. BURNING BUSH LN.

## Para familias.

¡Estamos celebrando el verano y trayendo cuentos bilingües en inglés y español a un parque cerca de usted! Las actividades están diseñadas para niños menores de 6 años, pero todos son bienvenidos. ¡No olvide su manta de picnic favorita o silla de jardín y anteojos de sol!

*No es necesario registrarse.*

*En caso de lluvia, temperaturas superiores a los 85 grados u otras inclemencias del tiempo, este programa se cancelará.*

# Storytime in the Park



RIVER TRAILS  
PARK DISTRICT

**WEDNESDAY JULY 12 | 3:30-4 P.M.**  
PROSPECT MEADOWS PARK - 1401 W. GREGORY ST.

**WEDNESDAY JULY 19 | 3:30-4 P.M.**  
KOPP PARK - 1499 S. LINNEMAN RD.

**WEDNESDAY JULY 26 | 3:30-4 P.M.**  
ASPEN TRAILS PARK - 1313 N. BURNING BUSH LN.

## For families.

We're celebrating summer and bringing bilingual English/Spanish storytimes to a park near you! Activities are designed for children 6 and under, but all are welcome. Don't forget your favorite picnic blanket or lawn chair and sunglasses!

*No registration necessary.*

*In case of rain, temperatures above 85 degrees, or other inclement weather, this program will be canceled.*



Mount Prospect  
Public Library

mppl.org | 847-253-5675  
10 S. Emerson St., Mount Prospect, IL 60056

mppl.org/southbranch | 847-590-4090  
1711 W. Algonquin Rd., Mount Prospect, IL 60056



Mount Prospect  
Public Library

mppl.org | 847-253-5675  
10 S. Emerson St., Mount Prospect, IL 60056

mppl.org/southbranch | 847-590-4090  
1711 W. Algonquin Rd., Mount Prospect, IL 60056



## BOARD MEMORANDUM

---

### May 18, 2023 Board Meeting Agenda Item

---

To: Board of Commissioners  
From: Mike Hanley Superintendent of Parks  
RE: Willow Trails Playground Equipment Recommendation

---

#### **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**

The Willow Trails Park Renovation Phase 1 is expected to begin construction summer of 2023. The Landscape Structures playground selected for the park was decided upon based on input from the community, JSD Architects, RTPD staff while utilizing our ADA accessibility initiatives.

The district can purchase the selected Landscape Structures playground equipment at an 8% discount if purchased separately from the construction bid while still being installed by the winning bidder. This discount is available through Sourcewell, a cooperative purchasing company for state and local governments. If the playground were to be purchased within the construction bid, the playground equipment could not be purchased at co-op pricing and would also be subject to price markup of approximately 12-15% from the contractor. In the end, the district looks to save approximately 20% overall. For these reasons, it is recommended for park district to purchase playground equipment separate from the construction bid. The price of the delivered playground equipment is \$159,212.00. The 8% Sourcewell discount amounts to \$12,286.00. Total cost for playground equipment is \$146,926.00.

#### **Action and Motion Requested**

Staff recommends the Board to approve the price of the Landscape Structures playground equipment for total of \$146,926.00.



ALL PURCHASE ORDERS, CONTRACTS, AND  
 CHECKS TO BE MADE OUT TO:  
 LANDSCAPE STRUCTURES, INC.  
 601 7TH STREET SOUTH  
 DELANO, MN 55328 U.S.A.  
**763-972-3391 800-328-0035**  
**Fax: 763-972-3185**

May 15, 2023

Page 1 of 3

**BILL TO:**

River Trails Park District  
 401 E. Camp McDonald Rd.  
 Prospect Heights, IL 60070

**SHIP TO:**

To Be Determined

**PROJECT NAME:** Willow Trails Park

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>EACH</u>	<u>TOTAL</u>
<b>2-5 Year Olds Play Equipment</b>				
1	CP021021A	DTR SP Breeze DB Only		\$ 37,620
	includes:	Belt Bridge Climber Cloud Belt Climber Counter w/ Seats (Under Basket) Crawl Tunnel Crawl Tunnel Slider Disks Lava Run Slide Lumber Climber Pinwheel Talk Tube (2) Single Slide Steering Wheel Store Front Panel		
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years DB		
<b>ALSO:</b>				
1	152179A	Saddle Spinner DB 12"Height		\$ 1,245
<b>New 2-Place Hedra Swing Set</b>				
<b>2 Full Bucket Seats</b>				
2	176038A	Full Bucket Seat Proguard Chains 8' Beam	\$ 425	\$ 850
1	278557A	Hedra Swing Frame DB Only		3,855
			Subtotal	

				\$	360
					7,470
					1,605
		<b>5-12 Year Olds Play Equipment</b>	\$	1,605	3,210
1	111345A	Bridge/Ramp Transition Bracket			11,020
1	193171C	SwiggleKnots Bridge w/o Deck Connections DB Only			8,815
1	220539A	GeoPlex Double Panel Elevated	\$	4,035	8,070
2	220538A	GeoPlex Double Panel Ground Level			7,905
1	302740A	Tidal Wave Climber 56"Dk DB			2,165
1	302748A	Vine Climber 8"Dk to 96"Dk DB Only			10,785
2	152907D	Deck Link w/Barriers Steel end panels 4 Steps			1,570
1	203845A	Seeker Climber w/Permalene Handholds 32" Deck Diff Attached to 56"			
1	176079A	Sunbeam Climber			
1	200609A	Traveler Climber w/2 Hanger Brackets			
1	116247D	Vertical Ladder - Panel 48"			
1	121948B	Kick Plate 16"Rise			
1	121948A	Kick Plate 8"Rise			
2	185852A	Transfer Step w/2 Handloops DB			
8	111231A	Triangular Tenderdeck		\$	235
1	119646A	Tri-Deck Extension			140
1	116244A	Pipe Barrier Above Deck	\$	1,230	2,460
2	120901A	Grab Bar		965	7,720
1	193174A	Sol Spinner DB			940
2	111404G	100"Alum Post DB			760
2	111404D	124"Alum Post DB		235	470
4	111404C	132"Alum Post DB			2,830
2	111404O	132"Steel Post DB 42" BURY		355	710
2	111404B	140"Alum Post DB		435	870
1	111404A	148"Alum Post DB		450	1,800
6	111404L	164"Alum Post DB		360	720
3	111404Z	182"Steel Post DB 44" Bury		455	910
2	111404I	84"Alum Post DB			480
2	111404H	92"Alum Post DB		560	3,360
1	124863G	SlideWinder2 96"Dk DB Only 2 Straight 1 Right 2 Le		565	1,695
1	222708A	WhooshWinder Slide 72"Dk DB		330	660
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years DB	\$	340	680
		Subtotal			5,120
					6,160
					-

			\$	150	\$	600
		<b>New 4-Place Hedra Swing Set</b>		3,855		7,710
		<b>4 Belt Seats</b>				-
4	174018A	Belt Seat Proguard Chains 8' Beam				
2	278557A	Hedra Swing Frame DB Only				
1	281067A	Hedra Swing Frame Spacer Set				
		EQUIPMENT TOTAL			\$	153,575
		8% SOURCEWELL DISCOUNT				(12,286)
		2 % Adm. Fee				1,047
		SHIPPING COST				4,590
		TOTAL			\$	146,926

**Please include a copy of your Sales Tax Exemption Certificate with Order Placement. Sales Tax will be charged, if applicable.**

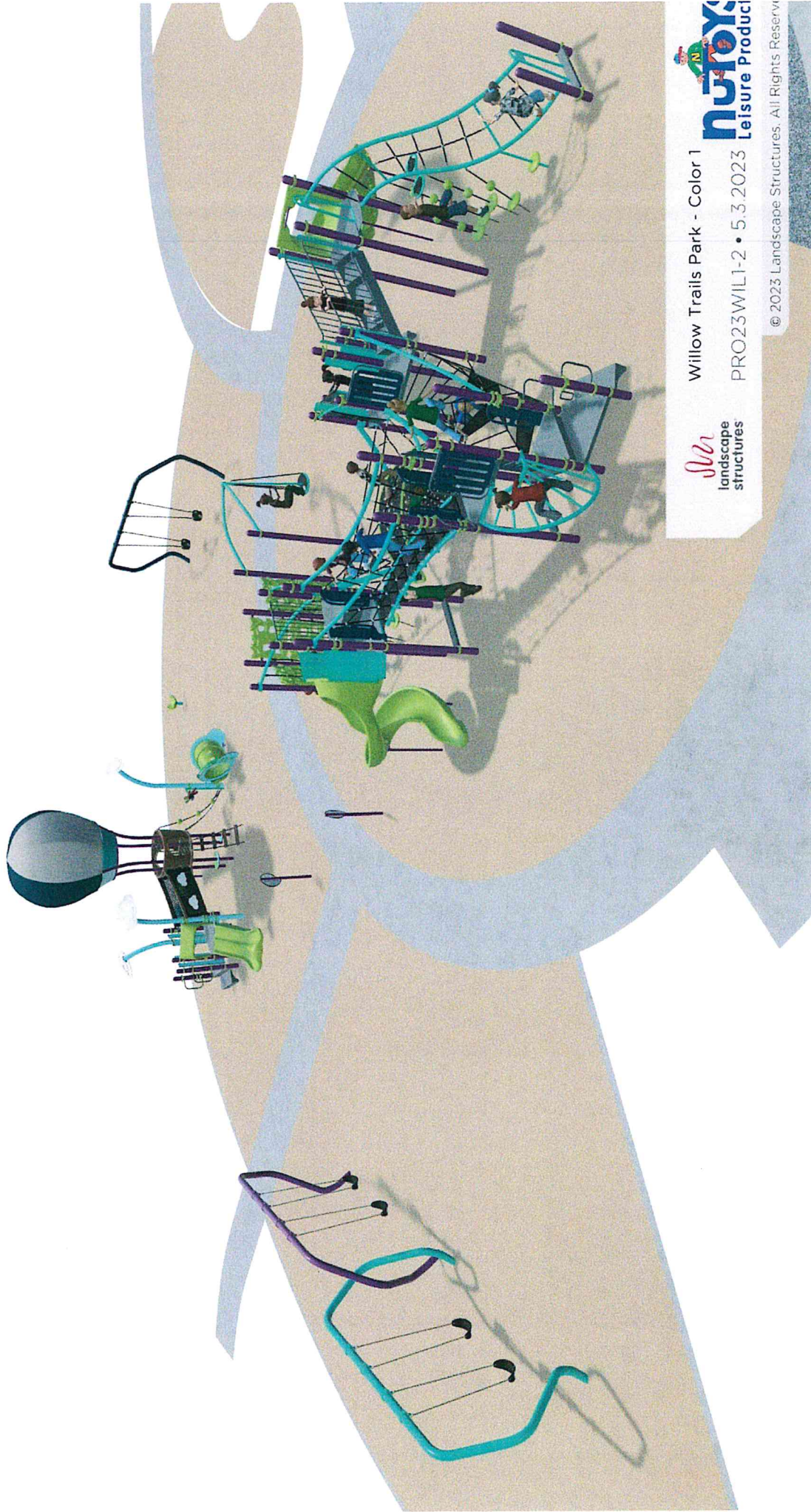
Above prices include shipping but not installation.

**TERMS:** We acknowledge we are purchasing the above equipment through the above-referenced Discount Contract Buying Program and acknowledge that Landscape Structures is the Vendor; and as such, Purchase Orders and Payments are to be made out to Landscape Structures.

<b>Signature</b>	<b>Title</b>	<b>Date</b>
------------------	--------------	-------------

PRO23WLL1.JLF





Willow Trails Park - Color 1  
PRO23WIL1-2 • 5.3.2023



© 2023 Landscape Structures. All Rights Reserved