

**MINUTES OF THE SPECIAL 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 THIRTEENTH DAY OF JULY 2023 AT 7:00 P.M.**

- I. The President called the meeting to order at 7:00 p.m. and directed Crista Altergott, Administrative Assistant & Risk Management to call the roll. Upon the roll being called, the following Commissioners answered present: Jennifer Rezek, Leah Lussem, Nancy Parra and Melissa Ackerman. Commissioner Robert Hoban III was absent. Also present were Director Bret Fahnstrom, Superintendent of Finance and HR David Oswald, Superintendent of Recreation Patti Mitchell, Superintendent of Communications and Marketing Christine Powels and Superintendent of Parks Mike Hanley.
- II. Visitors Present: None
- III. The Agenda for July 13, 2023 was submitted for approval. Commissioner Rezek asked for the time to be changed from 6pm to 7pm and add agenda item VII.c.iii as Mount Prospect Partnerships. Director Fahnstrom would also like to revise agenda item XII. Adjournment to appear after XIII. Action of a Result of the Executive Session. Commissioner Lussem moved to approve said agenda as amended. The motion was seconded by Commissioner Ackerman and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of June 15, 2023. Commissioner Parra moved to approve the Minutes as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- V. Approval of Voucher List of Bills for June 10 – July 7, 2023. Commissioner Lussem moved to approve the Voucher List of Bills for June 10 – July 7, 2023 as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:  
  

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman

NAY: None

ABSENT: Robert Hoban III
- VI. Approval of Treasurer's Report for May 2023. Superintendent Oswald presented highlights which included a positive uptick in funds reflective of receiving tax revenue on time and fund expenses falling below the anticipated percentage. Superintendent Oswald noted that June expenses will increase due to seasonal staff payroll. Commissioner Lussem moved to approve the Treasurer's Report for May 2023 as presented. The motion was seconded by Commissioner Parra. Upon the roll being called, the Commissioners voted as follows:  
  

AYE: Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman

NAY: None

ABSENT: Robert Hoban II

## VII. Communications

### a. Staff Report – Recreation.

- Superintendent Mitchell highlighted the newest RTPD IMRF Full Time employee, Andy Sirakides, Recreation Supervisor of Youth Programming. Andy is a current employee that has been promoted from within the District. Director Fahnstrom noted a more recent change to the RTPD hiring requirements that moved a college degree to a recommendation, rather than a requirement which opens the door for internal staff applications. It is still the desire of RTPD for staff to have a degree and supports continuing education. Commissioners Rezek applauded the efforts to support current staff in their parks and recreation career.
- Superintendent Mitchell gave a brief overview on the overwhelming success of our Summer camps with a 461 campers enrolled in Session #1 with a revenue gain of \$130,000. Due to the success of our Summer Camp Programs, 5 new camp counselors were hired and there are still over 100 kids on the waitlist. Commissioner Rezek asked if we could accept any more campers. Mitchell explained that currently we do not have space to remove any more kids from the waitlist in the event of inclement weather/shelter. Director Fahnstrom expressed that staff will be looking into potential sites to be added for 2024.
- Mitchell reported that Woodland Trails Pool received a merit of Exceeds on its recent pool audit.
- In the event of rain, Live Music on the Deck at Rob Roy scheduled on Friday, July 14<sup>th</sup> will be moved inside with limited seating.
- Concession sales continue to be strong with 2,100 freeze pops being sold in June. Commissioner Parra asked if we make a profit on concession sales. Mitchell reported that a small profit is typical and we saw about \$5,000 worth of revenue in 2022.
- Mitchell congratulated many others, without whom, we would not be seeing such a successful start of summer. The Administrative Team at the 401 Building saw a record number of seasonal staff onboarding, kudos to staff member Bruce Barry and Commissioner Nancy Parra on performing Mr. and Mrs. Klaus duties at the Christmas in July Pool Party, Superintendent Powels on getting the word out on our events and Superintendent Hanley and the rest of the Parks team making sure that our parks and facilities are clean and safe.

- ### b. Technology Report Mid-Year Update.
- Superintendent Oswald walked the Board through the highlights, congratulating Technology Manager, Michael Posch on all of his work, particularly the implementation of the Employee Self Service Portal. Commissioner Parra thinks the ESS is a great tool for Employees to be able to access. Oswald reviewed the financials and reported that we are projected to spend only 92% of our anticipated budget. Commissioner Lussem asked how long until we see a return on the IPADS purchased for Board usage. Director Fahnstrom remarked the cost savings is low and we will not see a return immediately, however, the environmental impact is substantial. Commissioner Rezek asked if we can utilize the IPADS for other purposes to which the answer is yes.

c. Miscellaneous Communications

i. IAPD Legislative Updates.

- Director Fahnstrom noted a couple of the bills which may or may not directly impact the District over time.
- Director Fahnstrom explained that RTPD will not be submitting OSLAD grant in 2023 and will be looking into submitting in 2024. Commissioner Ackerman inquired into the frequency of OSLAD grants. Director Fahnstrom remarked that OSLAD is available once per year, with funds coming from State Real Estate Transfer Fees.

ii. RT Foundation Closest to the Pin is coming up on Friday, July 14<sup>th</sup>. Director Fahnstrom has been watching the weather and in case of inclement weather, the event will need to be cancelled. Commissioner Parra asked to be notified via text as soon as a decision is made. Director Fahnstrom will handle the registered participant notifications and Superintendent Powels will handle social media.

iii. NWSRA Gala Save the Date. November 3, 2023. RTPD plans on providing an Emerald Sponsorship which includes 6 seats. Director Fahnstrom encouraged Board Members and Full Time Staff to consider attending to show support and asked for a response by October 4<sup>th</sup>.

iv. Mount Prospect Partnerships. Superintendent Powels highlighted our recent partnerships and marketing collaborations with the Village of Mount Prospect including the Christmas in July Pool Party, Fridays on the Green, Closest to the Pin, Pool Party with the Police and the Downtown Block Party.

**VIII.** Old Business                None

**IX.** New Business

a. Ordinance No. 23-07-13. Superintendent Hanley presented the Ordinance authorizing the disposal of unneeded personal property of the River Trails Park District to include two mowers and to sell at fair market value. In the past we have used Wisconsin Surplus. Commissioner Ackerman moved to approve Ordinance No. 23-07-13 as presented. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

AYE:                Nancy Parra, Jennifer Rezek, Leah Lussem, Melissa Ackerman

NAY:                None

ABSENT:          Robert Hoban III

**X.** Commissioner Comments

a. Commissioner Lussem asked if it is possible to update the payment options for the vending machines inside of the Weiss Building. Superintendent Mitchell replied that it is believed that with the current contract upgrades are not possible, but that RTPD is looking into other options including purchasing vending machines.

b. Commissioner Ackerman stated that Woodland Trails Park looks lovely in the summer evenings. Fireflies show up about 8pm every evening.

c. Commissioner Rezek noted that the Village of Mount Prospect Human Services is also using the Sycamore Trails Park for their Walking Club on Wednesdays from 8:45-9:45am.

**XI.** Executive Session. At 7:45 p.m., Commissioner Parra made a motion to go into Executive Session, was seconded by Commissioner Ackerman and approved by common consent.

**XII.** Action as a Result of the Executive Session.  
Commissioner Ackerman moved to adopt Resolution No 23-07-13 A, Resolution determining the confidentiality of Closed Session Minutes. The motion was seconded by commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

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

Commissioner Ackerman made a motion to go adjourn Executive Session at 7:48 pm. The motion was seconded by Commissioner Lussem and approved by common consent.

**XIII.** Adjournment. There being no further business to discuss, Commissioner Lussem made a motion to adjourn the meeting at 7:49 p.m. The motion was seconded by Commissioner Parra and approved by common consent.

---

President

---

Secretary