

**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 TWENTY FIRST DAY OF SEPTEMBER 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, Nancy Parra, Leah Lussem, Robert Hoban III and Melissa Ackerman. Also present were Director Bret Fahnstrom, Superintendent of Finance and HR David Oswald, Superintendent of Recreation Patti Mitchell and Superintendent of Communications and Marketing Christine Powles.
- II. Visitors Present: None
- III. The Agenda for September 21, 2023 was submitted for approval. Commissioner Parra moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of September 7, 2023. Commissioner Ackerman moved to approve the Minutes as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- V. Approval of Voucher List of Bills for August 12 – September 15, 2023. Commissioner Hoban inquired about the floor scrubber charges. Director Fahnstrom reported that we purchased machines for our staff to do floor deep cleanings in addition to regular maintenance. Commissioner Hoban then asked about the charges for the inflatables and if we would consider purchasing ourselves rather than renting. Superintendent Mitchell replied the inflatable were used for our Camp-A-Palooza at the end of summer camp. We prefer to rent rather than purchase because after price comparisons it is the better option. We do not have the storage space or the staff needed to maintain multiple inflatables. Commissioner Hoban also inquired about Green Savers charge which Superintendent Oswald will provide more information at a later time. Commissioner Parra inquired on concession profits where Director Fahnstrom replied we make a modest profit every year. Commissioner Hoban moved to approve the Voucher List of Bills for August 12 – September 15, 2023 as presented. The motion was seconded by Commissioner Ackerman. Upon the roll being called, the Commissioners voted as follows:

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

VI. Communications

- a. Staff Report: Recreation Department – Superintendent Patti Mitchell
 - Summer Celebration at Willow Park was a success and gave out 858 backpacks! Superintendent Mitchell served on the committee which brought together River Trails Park District, Prospect heights Police Department, Omni Youth Services, Link Connection and School District 21. Commissioner Hoban asked for more details on the event and how participants are selected. Superintendent Mitchell informed the group that the event is organized and managed by Omni Youth Services. They advertise the event to support children in need. Anyone who registers for the event is eligible to receive a backpack full of school supply items. Commissioner Parra applauded the event's efforts and believes this to be news worthy.
 - 2023 Concessions was the best year ever since it's opening with 1,382 camp lunches and very little product left over.
 - Due to staff increases throughout the summer, we were able to decrease the number of kids on the summer camp session 2 waitlist and eliminate the waitlist entirely for session 3.
 - Kid Squad Before and After School Care 2023-24 program began on August 18th. Commissioner Rezek inquired about low enrollment at Frost. Superintendent Mitchell said this is to be expected with a newer program. We held an open house in August and will continue to promote the program throughout the year. Commissioner Parra asked if the presenters at the open house were Spanish speaking or if we have Spanish literature available. Superintendent Powles informed the group that the on-site manuals and registration forms are in both English and Spanish.
 - League play remains consistent at Rob Roy Golf Course, with one new league set to start mid-September. August had an all-time high record play of over 5,000 rounds. Two days in August hit an excess of 95 degrees and sparked a new idea for a cart promotion which increased round bookings! Commissioners Rezek and Parra remarked on the ingenuity of the idea and inquired if we can continue to do this in 2024.
- b. Communications and Marketing Report – Superintendent Christine Powles
 - June 10 – August 31 website analytics reports 4,722 new visitors with 65% logging in from mobile devices.
 - Top referrals are through Facebook, Instagram and Community Pass. Commissioner Hoban asked for clarification between Community Pass emails and Constant Contact emails. Superintendent Powles outlined how Community Pass emails are good for target based, direct information and on how Constant Contact is a web based platform and can be manipulated easier, remotely and with a cohesive look.
 - Commissioner Parra inquired about pictures and consent. Director Fahnstrom replied that language to give consent is included in all programs, website and registration information.
 - Community Relations continue to be on the rise with multiple summer events coordinated with other entities; Fridays on the Green with Experience Mount Prospect, Block Party with Village of Mount Prospect, Summer Park Hunt with State Representative Mary Beth Canty, Story Time in the Park with Mount

Prospect Library and Pool Party with the Prospect Heights Police which drew a crowd of 650 people. Upcoming community relation events include; Hometown Art Contest by State Representative Mary Beth Canty, Movie in the Park on September 29th, Trails Obstacle Course Race on October 7th and Monster's Bash on October 27th.

- Fall brochures were printed and distributed for the first time since 2020 with a resounding success! Over 2,000 hard copies were placed inside RTPD buildings as well as the Mount Prospect Public Library and Prospect Heights Public Library. A postcard direct mailer was also sent this session to RTPD registered residents, along with Mount Prospect, Prospect Heights and Des Plaines household. Analytics are being collected until 9/30 to surmise the impact of the postcard direct mailers.
- River Trails Park District social media is trending with 2,500 new Facebook followers, 661 new Instagram followers and 10 new TikTok videos. Commissioner Rezek applauded the social media posts calling them fun and informative.

c. Miscellaneous Communications

- None

VII. Old Business

- a. None

VIII. New Business

a. Recreation Policy Manual Review – Section #1

- Last reviewed in 2017. It has been edited for more modern scenarios and will be presented to the Board in parts for discussion.
- Section 03-03 Registration for Rec Programs: elimination of duplicate information.
- Section 03-04 Fee and Changes: clarification on residency. Commissioner Parra would like a grammatical change and commissioner Rezek would like verbiage update to say Mount Prospect or Prospect Heights Park District Boundaries.

b. Section 03-06 Refund Policy: Commissioner Hoban asked if we give registrants a choice of a refund or household credit. Superintendent Mitchell explained we stopped providing household credits and Executive Leadership will need to discuss whether or not we want household credits to return. Commissioner Parra asked for further clarification on bullet 5 if the four items listed are separate. Director Fahnstrom will inquire. Amended Bereavement Leave Policy*

- Bereavement Leave was recently legislatively updated. The River Trails Park District Bereavement Leave Policy needs to adhere to legislative changes and was sent to our Corporate Counsel, Robbins Schwartz to update appropriately.
- After discussion, Commissioner Ackerman moved to approve the Amended Bereavement Leave Policy as amended. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

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

- c. Amended Victims' Economic Security and Safety (VESSA) Policy*
- Victims' Economic Security and Safety (VESSA) Policy was recently legislatively updated. The River Trails Park District policy needs to adhere to legislative changes and was sent to our Corporate Counsel, Robbins Schwartz to meet the changed criteria.
 - Commissioner Parra objected over the definition of the terms "parent" and "biological" and would like verbiage to be more inclusive of child rearing arrangements in a modern world. Director Fahnstrom will talk about the verbiage with the legal team. The vote will be tabled until more information is known.

IX. Commissioner Comments

- a. Commissioner Rezek remarked on the huge turnout at the Randhurst Street Fest and inquired if we can be involved in future events. Superintendent Powles will reach out to the group.
- b. Commissioner Lussem inquired about steps to remove individuals loitering at Willow Trails Park. Director Fahnstrom replied that the police should be notified and have full authority to remove individuals if need be.
- c. Commissioner Ackerman remarked on the excitement around Mexican Independence Day on September 16th and inquired if we can promote the celebration or host events in 2024. Director Fahnstrom and Superintendent Mitchell said yes, as long as there is public interest, space and staff. Ackerman inquired about upcoming winter events where Superintendent Powles spoke about a possible sponsorship at our sled hill. Ackerman also noted that Open Kitchen hours are incorrectly listed online and asked to do events at Rob Roy during the winter months.
- d. Commissioner Parra gave an update on the trash can situation at Burning Bush, it is requested to have a new one placed between the pickleball and tennis courts. Parra mentioned that Mount Prospect Park District has an indoor pickleball court and sees a lot of traffic, bringing in much revenue and it would be wonderful if we could offer indoor pickleball as well. Commissioner Parra stated that RTPD is one of the only places nearby to have pickleball on Saturdays which is in demand.
- e. Commissioner Hoban inquired about committee meetings last month and how often committees meet. Director Fahnstrom reported that the following committees have recently met; NWSRA, Customer Service, Trends, OCR and Social. The frequency in which a committee meets depends on the committee and its objectives.

X. Executive Session. None

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

XII. Adjournment. There being no further business to discuss, Commissioner Lussem made a motion to adjourn the meeting at 8:27 p.m. The motion was seconded by Commissioner Ackerman and approved by common consent.

President

Secretary