

**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 FIFTH DAY OF OCTOBER 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 were 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 Powles, Superintendent of Park Mike Hanley, Manager of Programs and Aquatics Katelynn Putkonen and Recreation Supervisor of Aquatics, Dance and Early Childhood, Katie Halverson.
- II. Visitors Present: None
- III. The Agenda for October 5, 2023 was submitted for approval. Commissioner Lussem moved to approve said agenda as presented. The motion was seconded by Commissioner Parra and approved by common consent.
- IV. Approval of Minutes for the Regular Meeting of September 21, 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 Treasurer's Report for August 2023. Superintendent Oswald reviewed key points including projects in place which affect handicapped recreation expenses, noting a positive projected total revenue and approximately 57% under expected yearly expenses. Commissioner Parra asked for further detail where Director Fahnstrom outlined that currently, planned expenses are higher but we are ahead in total revenue which means our net is still higher than anticipated. Commissioner Lussem moved to approve the Treasurer's Report for August 2023 as presented. The motion was seconded by Commissioner Parra. Upon the roll being called, the Commissioners voted as follows:

AYE: Jennifer Rezek, Leah Lussem, Nancy Parra
NAY: None
ABSENT: Robert Hoban III and Melissa Ackerman
- VI. Communications
 - a. PDRMA Health Plan Overview – Superintendent of Finance and HR Dave Oswald
 - Superintendent Oswald reviewed the highlights of the 2024 Park District Risk Management Agency (PDRMA) health plan which is currently under contract until May 1, 2026. PDRMA is an intergovernmental risk pool offering Property/Casualty and Health insurance coverage to park districts and other related services.

- PDRMA's projected 7.41% premium increase for our organization is average for annual healthcare costs and makes assumptions based on 2023 variables and projected trends. Nevertheless, PDRMA continues to provide value and quality service to River Trails Park District.
 - Commissioner Parra asked for clarification regarding the changes to the vision plan. Superintendent Oswald replied the slight rate increase is due in part to removing dependent restrictions and an increase in allowance usage. Overall, the increase to the 2024 plan is minimal. Rates will be examined in early 2024 to determine if plan changes are necessary to help offset the impact to members.
- b. Annual Pool Report – Recreation Supervisor of Aquatics, Dance and Early Childhood, Katie Halverson and Manager of Programs and Aquatics Katelynn Putkonen
- Recreation Supervisor Katie Halverson presented the annual pool report which included 24,830 attendees for the summer, almost 3,000 people more than 2022. 650 of those attendees coming from the Pool Party with the Police. Commissioner Parra asked about the reason behind the high number of attendance. Manager Putkonen replied that Pool Party with the Police is always a popular event because it is free and well known to the community. She also congratulated Superintendent Powles on the added marketing to help promote this year's event.
 - Program participant numbers slightly decreased while pool pass sales were nearly identical to 2022 sales and the Gator Swim Team saw their highest participant rate in ten years with 95 swimmers.
 - The General Pool Operations reported a loss from the projected revenue. The loss was due in part to the early closing necessary from lack of staff and an increase in employee wages to keep pool salaries competitive. Halverson noted that the increase in salaries will need to be considered and the budget increased accordingly to remain competitive and attractive to employees.
 - There were 18 active rescues at the pool which is on target with an annual expectation of between 15-25 active rescues per season.
 - Pool rentals were a huge hit this season and increased the overall revenue.
 - The lifeguards and aquatic management staff continue to excel with two Exceeds and one Meets on their 2023 audits.
 - Supervisor Halverson offered suggestions to improve the 2024 season including; continue offering early private pool rental registrations starting in February, possible increase to daily admission, help alleviate staffing shortages by only offering private rentals during regular season and offer a wristband birthday package during open hours. Commissioner Rezek remarked that the wristband birthday package seems to be a good suggestion.
 - Commissioner Parra inquired about the price difference of daily admissions between Woodland Trails Pool and surrounding pools. Superintendent Mitchell replied that our rate is comparable to Prospect Heights and Mount Prospect but Des Plaines is significantly more. Director Fahnstrom relayed a resident's suggestion that the increase could be applied to non-residents. However, that would lead to investigation of how best to determine residency vs. non-residency and an increase of check in procedure time to pool staff.

c. Miscellaneous Communications

- Director Fahnstrom presented the latest What's Happening calendar taking special note to upcoming events OCR on October 7, and Monster's Bash on October 27 which includes a pumpkin carving contest new to the event.
- Commissioner Parra noted that the 10th Hole Bar and Grill closing date of November 5th. Superintendent Mitchell replied the while 10th Hole Bar and Grill will be closed for general dining, it will be open throughout the winter and early spring for catering, banquets and special events. More details will be presented with the Winter/Spring brochure.

VII. Old Business

a. Amended Victims' Economic Security and Safety (VESSA) Policy

Upon presentation at the Regular Board Meeting on September 21, 2023, 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 spoke with our legal team about the verbiage and they agreed the wording was a little confusing even though it came directly from the statute. The recommendation was to delete the definition of 'parent' which is reflected on the updated version presented. Commissioner Parra moved to approve the Amended Victims' Economic Security and Safety (VESSA) Policy as presented. The motion was seconded by Commissioner Lussem. Upon the roll being called, the Commissioners voted as follows:

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

VIII. New Business

a. Recreation Policy Manual Review – Section #2

- Last reviewed in 2017. It has been edited for more modern scenarios and will be presented to the Board in parts for discussion.
- Section 03-08 Accident Policy: added language about staff notification.
- Section 03-09 Emergency Medical Care Procedures: added language about staff notification.
- Section 03-11 Cooperative Programs and Facilities: added language about limitations and Intergovernmental Agreements.
- Section 03-12 Program Brochures and Marketing: added language about distribution.
- Section 03-13 Financial Assistance: overhauled the financial assistance program to offer 3 distinct types of financial aide; payment plans, scholarships and fee reductions. Commissioner Rezek inquired if utilized, will the options be documented, where Director Fahnstrom replied in the affirmative and a new process to document will be determined in the upcoming months.
- Staff recommends all changes as submitted. No official Board Action is required at this time. The entire Policy Manual will be approved at the end of the process.

IX. Commissioner Comments

- a. Commissioner Rezek would like to volunteer for the upcoming OCR event and looks forward to it as it is a staple event for the community.
- b. Commissioner Parra complimented Administrative Assistant & Risk Management Employee Crista Altergott on detailed Board meeting minutes.

X. Executive Session. None

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

XII. Adjournment. There being no further business to discuss, Commissioner Parra made a motion to adjourn the meeting at 7:34 p.m. The motion was seconded by Commissioner Lussem and approved by common consent.

President

Secretary