



Administration Office

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April 1, 2024

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, April 4, 2024 at 7:00 pm. 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

A handwritten signature in black ink, appearing to read "Bret Fahnstrom", written over a horizontal line.

Enclosures

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

April 4, 2024
7:00 PM

- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of March 21, 2024*
- V. Approval of Treasurer's Report for February 2024*
- VI. Communications
 - a. 2023 Annual Youth & Adult Athletics Report*
 - b. Annual Park Tour
 - c. Miscellaneous Communications
- VII. Old Business
 - a. None
- VIII. New Business
 - a. Paycom*
- IX. Commissioners Comments
- X. Executive Sessions
 - a. I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
- XI. Action as a Result of the Executive Session
- XII. Adjournment

*indicates an attachment included

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

**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
RIVER TRAILS PARK DISTRICT,
COOK COUNTY, ILLINOIS, HELD
AT 401 E. CAMP MCDONALD ROAD IN SAID DISTRICT
ON THE TWENTY FIRST DAY OF MARCH 2024 AT 7:00 P.M.**

- I. The President called the meeting to order at 7:04 p.m. and directed Crista Altergott, Administrative Assistant & Risk Management to call the roll. Upon roll being called, the following Commissioners answered present: Jennifer Rezek, Leah Lussem and Melissa Ackerman. Commissioners Nancy Parra and Robert Hoban III were absent. Also present were Executive Director Bret Fahnstrom, Superintendent of HR and Finance David Oswald, Superintendent of Communications and Marketing Christine Powles, Superintendent of Recreation Patti Mitchell, Superintendent of Parks Mike Hanley, Manager of Facilities and Athletics Vance Violante and Recreation Supervisor of The Zone Justin Slade.
- II. Visitors Comments
 - a. None
- III. Northwest Special Recreation Association (NWSRA) presentation. Executive Director, Tracey Crawford presented the 2023 Celebrate Ability Annual Report.
 - Illinois has an SRA model unique to Illinois. NWSRA was established in 1974 and is currently the largest SRA, serving 17 northwest suburban communities. Crawford outlined NWSRA's background, staffing, and purpose. Programs for participants include Social Clubs, Special Event Trips, Leisure Education, the PURSUIT Community Adult Day Program, the Sunny Cortland Partnership, Day Camp After Care, Virtual Programs, Door to Door Transportation and Inclusion Services.
 - NWSRA is proud to announce a visit from Representative Mary Beth Canty and a visit from a delegation made up of three different South Korean Organizations - the Korean Disability Forum, Korean Parents' Network for People with Disabilities and Disability, and Human Rights in Action.
 - NWSRA also offers training and exposure programs with their Leisure Education Classes, an opportunity to have an Inclusivity Expert provide awareness to the public. NWSRA continues to provide progressive and supportive services with their Lightning Athletic program which helps train for Special Olympic competitions, providing Camp options for participants up to 22 years of age and newly improved, wrapped buses.
- IV. The Agenda for March 21, 2024, was submitted for approval. Commissioner Ackerman moved to approve said agenda as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- V. Approval of Minutes for the Public Hearing of February 15, 2024. Commissioner Ackerman moved to approve the Minutes as presented. The motion was seconded by Commissioner Lussem and approved by common consent.
- VI. Approval of Minutes for the Regular Meeting of February 15, 2024. Commissioner Lussem moved to approve the Minutes as presented. The motion was seconded by Commissioner Ackerman and approved by common consent.

VII. Approval of Paid Invoices List Bills for February 10 – March 15, 2024. Commissioner Ackerman moved to approve the Paid Invoices List Bills for February 10 – March 15, 2024, as presented. 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, Robert Hoban III

VIII. Approval of the Treasurer's Report for January 2024. Superintendent of HR and Finance David Oswald presented an overview including recreation program revenue and property tax revenue where the District has received 1.9M of the expected 4M for 2024. Oswald reminded the Board that businesses did not make as much expected in Covid relief in 2023 and therefore taxes we will receive will be less than in prior years. Commissioner Ackerman moved to approve the Treasurer's Report for January 2024 as presented. The motion was seconded by Commissioner Lussem and approved by common consent.

IX. Communications

a. Staff Report: Recreation Department – Superintendent of Recreation Patti Mitchell

- Superintendent Mitchell announced hiring changes for the District including two new hires: Fitness Supervisor, Sylvia Durkin and PGA Jr. Golf Pro, Katarina Ott-Durkin, promotion to Recreation Coordinator for Damian Robinson and the resignation of Manager of Programs and Aquatics, Katelynn Putkonen. Mitchell will be conducting interviews for the Manager of Programs and Aquatics position with interested internal candidates in April.
- Special Events continue to delight participants with 62 attendees at the second annual Family Valentine's Dance, an increase from 40 attendees in 2023. The Egg Hunt and Scavenger Hunt is coming up with nearly all sessions full.
- The Rob Roy Golf Course is scheduled to open on April 5th with the last Fish Fry happening that evening.
- Staff recently underwent CPR certification training. Commissioner Ackerman asked which staff receives training and how often. Staff Members that receive CPR training include all Full Time, Front Office, and Fitness Center staff, as well as Site Supervisors, Key members of Camp Staff and Golf Course Staff.
- Mitchell also reported that Indian Grove school is under construction which may affect summer camps. The location will be different to what was advertised. Once a final location is determined, a communication will be sent out.

b. 2023 Facilities & Fitness FYE Report – Manager of Facilities and Athletics Vance Violante

- Manager Vance Violante presented the highlights from 2023 which included surpassing 2023 revenues and net profits directly tied to raising prices for the first time in many years, a larger Kuba Soccer group and the addition of the Arlington Heights Thunder group.
- Rental revenue also experienced an increase from 2023 with an average of 4 rentals per day. Turf Rental Rates increased \$5-\$10 per hour to help cover increased staffing and utilities costs. Even with the increase our rental rates are still competitively priced for the area.

- The Fitness Center was shut down in January for an annual cleaning with another planned for Fall. The Fitness Center also rearranged at the time to make better use of available space. In 2024, we will be moving towards Fitness Industry trends involving the ratio of 40% cardio to 60% weight equipment.
- c. 2023 EOY Zone Usage & Programming Report - Recreation Supervisor of The Zone Justin Slade.
- Supervisor Justin Slade presented the annual Zone report including participation and raw revenue numbers.
 - Parkour participation was down. Commissioner Ackerman asked if we know why. Slade reported that staff changeover played a role, and now we have competition with parkour classes offered at surrounding park districts and a new Ninja Gym.
 - The Zone continues to see high numbers of bookings with 363 Parkour parties, 139 Turf parties, 58 Field Trips and a 90% increase in overall Turf rentals.
 - The curtain and wall wrappings have gotten a positive response.
- d. 2023 Foundation Annual Report – Executive Director Bret Fahnstrom
- Director Bret Fahnstrom presented the highlights from 2023 which included Send a Kid to Camp, Trusty Turtle Race, and the Mount Prospect Lions Club.
 - Fahnstrom announced that the Foundation used to work in arrears but has changed the process to host events in front of scholarship needs for the year. The goal is to grow the fund balance a minimum of \$500 per year to meet the needs of our community. We may look to eventually change our financial assistance model so we can look at other sources of assistance.
 - Superintendent Mitchell reported that we are currently revising the Lions Club Learn to Swim Scholarship application to be in English and Spanish.
- e. Miscellaneous Communications
- IGFOA Certificate of Achievement – Superintendent David Oswald presented Board President Jennifer Rezek with the letter of award for the annual comprehensive financial report for the fiscal year ending December 31, 2022. During that time frame two different Superintendent of Finance worked on the report. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.
 - IAPD Legislative Platform – the information presented was received at a recent Legislative Breakfast attended by Commissioners Lussem and Parra. Director Fahnstrom provided a brief overview of legislation topics that may impact the District. Fahnstrom also reminded the Board the Parks Day at the Capital is coming up in May. Director Fahnstrom and Superintendent of Communications and Marketing Christine Powles will be attending to provide support for the District as well as have a table.
 - Open Meetings Act Annual Training and SEI Submittals – Executive Director Fahnstrom reminded the Board that SEI submittals are due no later than May 1st to avoid late penalty fees. Fahnstrom suggested that OMA training wait until May after the 2024 OMA Board Representative is elected.

- 2023 IAPD Board Member Status – Executive Director Fahnstrom recognized the Board Member’s commitment to serving the District. The Illinois Association of Park Districts asks that all Board Members complete and submit a form for Board Development Units accumulated from October 1st of the previous year to September 30th of the current year. Commissioner Robert Hoban III reached the first level – New Notable Board Member. Commissioners Lussem and Parra are on track to reach Distinctive Board Member Status.
- Executive Director Fahnstrom presented the March/April/May What’s Happening Events Calendar and an upcoming Puzzle Event for the Rotary Club of River Cities.

X. Old Business
a. None

XI. New Business

a. Tamarack Trails Park Master Plan Reimagined – Executive Director Bret Fahnstrom

- Director Fahnstrom reviewed the progress of the Tamarack Trails Master Plan which was first approved in 2022. Fahnstrom has asked JSD Architects to reimagine the plan based on the changing needs of the community, budget savings and to try to fit as much of the project into the existing footprint as possible.
- The original plan relocated most play features away from shade and adding a significant amount of concrete.
- The reimaged plan used feedback from surveys and community input. JSD Architects provided two options for consideration. Director Fahnstrom and Superintendent of Parks Mike Hanley walked the Board through the differences in the options and the difference between the original plans.
- Commissioners Lussem and Rezek expressed their concerns over the removal of the pickleball courts and displacing tennis players. Commissioner Lussem also inquired about tree coverage. Director Fahnstrom is not asking the Board to choose one of the two presented options but rather, open up a discussion for changes. Commissioners would like to see a better rendering, suggestions for other ideas and non-permanent pickleball options.

b. Roberts Rules of Order – Vice President Leah Lussem

- Commissioner Lussem reviewed key learnings obtained at the IAPD Soaring Above Sessions. Lussem explained that the Board cannot restrict speaker timing unless it is written into policy. A speaker must use their time to either present solely or to engage in conversation. If a speaker decides to end before their appointed time expires, they may not yield their remaining time to others.
- Commissioners Rezek and Ackerman agreed that agreeing to speaker timing provides structure and will use in person Board time wisely.
- Director Fahnstrom will investigate policies and procedures to see if this rule is already in place.

XII. 2023 Year in Review – Executive Director Bret Fahnstrom.

- Fahnstrom led the Board through the 2023 Year in Review Report which began with a congratulations for an active Board with several important Board Actions in 2023.
- Going into 2024 Full Time staffing remains strong with only one position open and a variety of team update. Staff members exceeded expectations in training, certifications, professional involvement, community involvement and internal organizational involvement.
- Program highlights included increased youth basketball registration, a robust youth volleyball league and the introduction of two new youth skills clinics: lacrosse and futsal. The District will be looking into women's flag football as it was recently introduced to IHSA.
- Camp program revenues increased significantly compared to 2022 and participation increased by nearly 100 campers.
- The Gator Swim Team saw their highest participation rate in ten years, pool rentals remained strong and the Lions Club Learn to Swim Scholarship was introduced in 2023. Fahnstrom announced that transportation may be a deterrent to use the scholarship and therefore transportation options are being discussed.
- The Zone continues to surge with Parkour classes, Parkour parties, Turf parties, Field Trips and Rentals.
- River Trails Park Districts' second year operating Rob Roy Golf Course concluded with strong numbers. Over \$700K in gross revenue, 24,091 rounds played, 42 events and an average Golfpass score of 4.7/5. Improvements to Rob Roy include starting an annual Golf Membership, starting a new golf program, Youth on Course and picking up two new leagues.
- 2023 Special Events saw a return of Pool Party with the Police with a record attendance of 650 people, more than 400 kids participating in the summer Celebration at Willow Trails Park and 392 runners at the 9th Annual Youth 2K OCR.
- Holiday events continue their popularity with our 2023 Monsters Bash having a record number of 665 children participating. Stocking deliveries, Polar Express and Breakfast with Santa events all sold out and the 2023 Egg Hunt doubled in size compared to 2022.
- Superintendent of Communications and Marketing Christine Powles reported the improved marketing statistics for the District including increased website session viewing, increasing the Districts' social media presence with targeted Facebook, Instagram and TikTok posts and a revamped email marketing campaign. 2023 also saw the return of printed brochures and a postcard program to District and surrounding boarder residents.
- The District is working hard on its foundation both internally and externally with its Diversity Equity and Inclusion program, Capital Projects, Environmental Actions and Initiatives, ADA Improvements and Technology.
- Superintendent of HR and Finance David Oswald provided a brief explanation of the Financial slides. Commissioner Rezek asked if our 57% burden to taxpayers is standard. Director Fahnstrom replied that very few districts are lower than 50% with some smaller Park Districts having a burden as high as 70%. Commissioner Rezek asked that we track this metric.
- Fahnstrom reported the Districts' 2023 goal accomplishments and proposed goals for 2024.

XIII. Commissioner Comments

- a. None

XIV. Executive Session

- a. Commissioner Ackerman made a motion at 9:01pm 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. 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, Robert Hoban III

XV. Action as a Result of the Executive Session

- a. Approval of the Executive Director Review and Merit Increase. Commissioner Lussem made a motion to approval the Executive Directors' review and increase the 2024 Merit Increase to 4.5% for a total as discussed. 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 Parra, Robert Hoban III

- b. Close Session exited at 9:23pm

XVI. Adjournment. There being no further business to discuss, Commissioner Ackerman made a motion to adjourn the meeting at 9:25 pm. The motion was seconded by Commissioner Lussem and approved by comment consent.

President

Secretary



MEMORANDUM



To: Board of Commissioners
From: David Oswald, Superintendent of Finance
RE: Treasurer's Report Highlights – February 2024
Date: March 28, 2024

REVENUES

Property Tax Revenue = \$527,000

- The district is receiving 2024 budget (2023 tax year) payments from Cook County in a timely manner.

Fund 20 – Recreation Fund

- Registration/Rental Revenue is inline with historical February figures when a bulk of Summer Camp registration revenue is received.

Year	Month	Amount \$
2024	February	576,000
2023	February	503,000
2022	February	446,000

Fund 26 - Bond & Interest

YTD Revenue – Realized 55% of the 16.7% Target Revenue.

- The annual February Bond Rollover proceeds (\$985,000) elevates the revenue percentage early in the fiscal year.

EXPENSES

Fund 26 - Bond & Interest

YTD Expenses - Realized 48% of the 16.7% Target.

- \$731,000 Debt Service on 2018 and 2021 Alternate Bonds
- \$241,000 budgeted interfund transfer to Capital Fund 40
- The next debt service expense will be in November 2024

PAYROLL

- Sick Day Payouts
 - Eligible unused sick leave was paid-out at one-third of the regular hourly rate as outlined in the *Personnel Policy Manual < Section 3: Time-off Benefits.*

RIVER TRAILS PARK DISTRICT
Cash and Payroll Summary
February 2024

Cash Available		Amount	Yield
Busey Bank - Operating Account		350,128.23	
Busey Bank - Money Market		2,130,651.53	4.48%
IPDLAF - General Fund		4,434,973.38	5.20%
Outstanding Checks - RTPD		(79,410.46)	
TOTAL CASH NET WORTH		\$ 6,836,342.68	

Payroll Information			
Date		2/7/2024	2/15/2024
Gross Payroll	\$	87,962.96	\$ 4,579.81
Number of Employees		95	3

Sick Time

Payout



MEMORANDUM

To: Board of Commissioners

From: Vance Violante – Manager of Facilities & Athletics

RE: 2023 Annual Youth & Adult Athletics Participation

Date: 4/1/2024

STATEMENT

Attached is a breakdown of 2023 vs 2022 Youth & Adult Athletic participation numbers.

DISCUSSION

Youth Athletics:

- Youth Basketball: Winter 2023 (206 participants) saw a large bump in registration in comparison to 2022, increasing by 43 participants. The 3rd and 4th grade boys league saw the most growth overall.
- Little Kickers/Youth Soccer/Indoor Soccer: Overall soccer participation in 2023 remained nearly identical to last year's totals with 354 participants (up 1 participant). The Spring season had a small decrease while the fall season had a slight increase. Indoor soccer saw a decrease in popularity after COVID regulations. It saw smaller participation over the last two years with little additional enrollment from our partnering park districts and was not offered in 2023. A Futsal class/skills clinic will be offered in 2024 to replace it.
- Youth Volleyball: As a whole, the volleyball program increased from 98 participants in 2022 to 119 participants in 2023. The Spring 2023 season accounted for most of the growth, increasing by 28 players from the previous year.
- Micro Baseball: Enrollment for the 2023 season (78 total participants between the T-ball and Rookie divisions) increased by 24 participants compared to the 2022 season.

Adult Athletics:

- Volleyball: This league is still feeling the effects of being cancelled during the COVID season. After running a small 4 league team in Fall 2022, we were not able to get enough teams back to run a season in 2023. We pivoted to an Adult Volleyball Open Gym in Fall 2023 which has slowly gained some traction.
- Softball: Summer softball teams decreased from 19 (2022) to 17 (2023)
- Basketball: The summer league decreased by 1 team from 16 (2022) to 15 (2023)
- Flag Football: The "mainstays" in the league that have played for 15+ years are now old and have retired while finding new young teams has been a struggle. We were not able to run the league in 2023 with only one returning team available. After a push for new teams at the end of 2023, there are currently 6 teams that have contacted RTPD with interest in the 2024 season.
- Bags: We continue to slowly climb back to where we were pre-covid. In 2023 we increased by 3 teams to a total of 70 teams. We would still like to get back into the low to mid 40's each season which would put us around 90 teams for a year.

CONCLUSION

Based on conversations and research of adult leagues, many districts, continue to have major challenges due to a lack of willingness to commit, untraditional work schedules, and increasing youth club/travel sports commitments. It is becoming increasingly difficult to pull young adults in for league play. Older adults are hesitant to commit to leagues any more due to the amount of time they spend with their children transporting them to practices and or games for club/travel sports.

We are continuing to look for opportunities for new adult leagues (5x5x5 softball, Over-40 leagues, Women's Soccer, etc...) or tweaking our current leagues to offer a unique take on the program. We have expanded our pickleball programming, adding an additional drop-in day during the week.

Youth sports participation grew in 2023, buoyed by a large increase in youth basketball (our biggest league). Youth Volleyball has also seen a considerable increase, leading to further discussion as to effective ways to promote and expand the league. We are also looking for new youth league opportunities such as Lacross and Girls Flag Football. We will continue to evaluate ways to keep patrons with us longer instead of going to travel clubs at such as early age. While both adult and youth sports face challenges in the upcoming years for park districts, we will continue to intentionally look for creative and targeted league offerings to accommodate community needs and desires in athletic programming.

YOUTH ATHLETIC PARTICIPATION NUMBERS BY LEAGUES

Youth Basketball

	2018	2019	2020	2021	2022	2023
Kindergarten (Co-Ed)	23	16	27	0	33	33
1st/2nd Grade Boys	36	44	33	39	32	38
1st/2nd Grade Girls	8	11	11	1	8	13
3rd/4th Grade Boys	20	26	38	26	38	51
3rd/4th Grade Girls	12	9	20	3	20	16
5th/6th Grade Boys	19	24	15	12	18	29
5th/6th Grade Girls	10	12	6	1	9	18
7th/8th Grade Boys	27	5	7	0	5	8
7th/8th Grade Girls	1	0	0	0	0	0
TOTAL	156	147	167	82	163	206

Soccer – Little Kickers/Youth Outdoor/Indoor Soccer

	Spring 2020	Fall 2020	Indoor 2020	Spring 2021	Fall 2021	Indoor 2021	Spring 2022	Fall 2022	Indoor 2022	Spring 2023	Fall 2023
4s&5s	0	14	15	36	30	0	40	29	2	33	23
K	0	8	11	23	39	0	31	16	10	19	26
1st	0	37	15	34	33	5	36	34	6	39	26
2nd	0	16	8	27	30	6	25	25	5	39	32
3rd	0	10	17	12	26	2	27	16	6	21	22
4th	0	15	7	22	15	11	21	23	0	27	16
5th	0	9	5	15	9	3	8	8	0	9	8
6th	0	0	0	0	4	0	7	7	0	6	8
7th	0	0	0	0	0	0	0	0	0	0	0
8th	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	109	78	169	186	27	195	158	29	193	161

Micro Baseball

	2018	2019	2020	2021	2022	2023
T-Ball (4Y/5Y/6Y)	47	44	15	53	28	43
Rookie (1st/2nd)	55	41	12	37	26	35
TOTAL	102	85	27	90	54	78

Youth Volleyball

	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020		Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023
							1st-3rd	10	6	5	9	6	X
1st – 4th	12	15	14	13	16	8	3rd-5th	8	17	18	18	30	30
5th – 8th	12	15	21	14	33	18	6th-8th	14	12	15	33	30	23
TOTAL	24	30	35	27	49	26		32	35	38	60	66	53

ADULT ATHLETIC TEAM NUMBERS BY LEAGUES

Adult Volleyball

	W/S	Summer	Fall	TOTAL
2018	5	4	9	18
2019	8	4	5	17
2020	8	0	0	8
2021	Covid	0	covid	0
2022	Covid	0	4	4
2023	0	0	0	0

Adult Softball - Summer

	Mondays	Tuesdays	Fridays	Wednesday	TOTAL
	C Lg 16"	B Lg 16"	Coed 14"	16"	
2018	5	4	6	7	22
2019	6	0	6	9	21
2020	4	6	4	0	14
2021	4	0	5	0	9
2022	6	0	5	8	19
2023	2	0	5	10	17

Adult Basketball

	Division I	Division II	TOTAL
2018	0	16	16
2019	0	10	10
2020	0	0	0
2021	15	0	15
2022	10	6	16
2023	11	4	15

Adult Softball - Fall

	16" Men's	14" Coed	TOTAL
2018	0	5	5
2019	0	0	0
2020	0	0	0
2021	0	0	0
2022	0	0	0
2023	0	0	0

Adults Bags

	W/S	Fall	Total
2018	46	48	94
2019	43	47	90
2020	47	25	72
2021	29	33	62
2022	31	36	67
2023	36	34	70

Adult Flag Football

	TOTAL
2018	7
2019	6
2020	0
2021	5
2022	3
2023	0

**River Trails Park District
Golf Operations Financial Report
(January 1 - February 28)**

2022	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
	\$ -	\$ 6,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,115
	\$ -	\$ 15,936	\$ -	\$ 104	\$ -	\$ 16,125	\$ -	\$ 32,165
	\$ -	\$ (9,821)	\$ -	\$ (104)	\$ -	\$ (16,125)	\$ -	\$ (26,050)

2023	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,228	\$ 4,286
	\$ 1,767	\$ 32,526	\$ -	\$ -	\$ -	\$ 36,236	\$ -	\$ 70,529
	\$ (1,709)	\$ (32,526)	\$ -	\$ -	\$ -	\$ (36,236)	\$ 4,228	\$ (66,243)

2024	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
	\$ 2,298	\$ -	\$ -	\$ 239	\$ 2,908	\$ -	\$ 4,200	\$ 9,645
	\$ -148,54	\$ 19,500	\$ -	\$ 942	\$ 25	\$ 24,284	\$ -	\$ 44,603
	\$ 2,447	\$ (19,500)	\$ -	\$ (703)	\$ 2,883	\$ (24,284)	\$ 4,200	\$ (34,958)

2024 Budget	Pro Shop	Gen Op	Mini-Golf	Range	Concessions	Golf Maint	Golf Prog	TOTAL
	\$ 650,145	\$ -	\$ 9,500	\$ 70,450	\$ 22,600	\$ -	\$ 5,500	\$ 758,195
	\$ 108,024	\$ 211,202	\$ 920	\$ 36,220	\$ 9,750	\$ 290,205	\$ 2,792	\$ 659,113
	\$ 542,121	\$ (211,202)	\$ 8,580	\$ 34,230	\$ 12,850	\$ (290,205)	\$ 2,708	\$ 99,082

2019	Rounds	Change	% Change
2021	0	0	took over
2022	0	0	#DIV/0!
2023	0	0	#DIV/0!
2024	0	0	#DIV/0!

	YTD P/L	\$ (66,243)
	Previous Data	\$ (26,050)
		\$ (40,193)



MEMORANDUM

April 4, 2024

To: Board of Commissioners

From: Bret Fahnstrom, CPRE Executive Director

RE: 2024 Park Tour

Background / Analysis

In 2023, the Board agreed to hold a special meeting on June 1, 2023 to host the 2023 Park Tour. The upcoming meetings are scheduled for May 16, June 6 and June 20. I am not including May 2 since that is the Annual Meeting.

In 2023, the park tour was held at 6 pm to accommodate the Board and have sufficient light for the entire tour.

I am including the tour location chart for review. You will see that I have tentatively marked Maple Trails and Willow Trails Parks as well as Rob Roy GC as the 2024 targets.

Conclusion

I wanted to get this on the radar for the Board even though several Board members will not be present at the meeting April 4, 2024. We can have light discussion and the Board can review their calendars and decide on a date if we desire to continue this annual tradition.

Annual Board Park Tour Locations						
	2018	2019	2021	2022	2023	2024
Aspen	X		X	X		
BBT	X		X	X		
Evergreen	X	X			X	
Maple			X			?
Sycamore		X			X	
Tamarack		X	X			
Zone		X			X	
Weiss						
Willow	X		X			?
Woodland				X		
RRGC						?

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I:\Administration Department Files\Board of Commissioners\Annual Board Park Tour Locations

Send a Kid to Camp

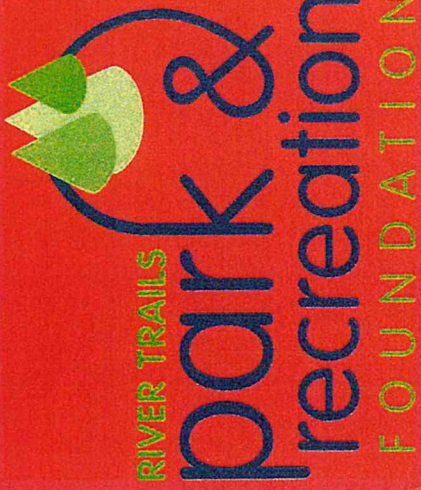
All proceeds from the Coupon Book will be used to assist the River Trails Park District "Send a Kid to Camp" scholarship fund.



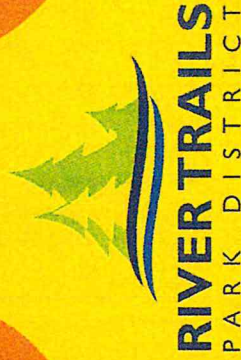
1500 E. Euclid Avenue
Mount Prospect, IL 60056
www.rtpd.org 847.255.1200

\$10

Coupon Book 2024



Over \$100 in Value



Get 5 Free

Guest Passes

**When You Sign Up For
Our One Year
Fitness Membership**

\$35 Value

Original Coupon Only
Valid thru August 31, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



Buy 2/Get 2 Free

**Open-Gym @
Weiss Center**

\$10 Value

Original Coupon Only
Valid thru December 31, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



\$15 OFF

Summer Camp

\$15 Value

Original Coupon Only
Valid thru August 30, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



\$25 OFF

**Turf Rental @ The Zone
or Weiss Center Gym
2 hour minimum**

\$25 Value

Original Coupon Only
Valid thru May 1-Oct 31, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



Woodland Trails

Driving Range

**2 for 1 Large
Bucket of Balls**

\$10 Value

Original Coupon Only
Valid thru November 1, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



2 for 1 Golf at

**Rob Roy
Golf Course**

**Monday-Thursday
10 am- 3 pm**

\$20 Value

Original Coupon Only
Valid thru November 1, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



\$5 OFF

One Program

***excludes Summer
Camp, Tag-On's & Trips**

\$5 Value

Original Coupon Only
Valid thru December 31, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.



\$20 OFF

Room Rental

***excludes Turf & Gym**

\$20 Value

Original Coupon Only
Valid thru December 31, 2024

Cannot be combined with
any other coupon. Must be
redeemed in person.





Thank you so much for the donation to our School District 23 PTO Family Fun Night! We had a great turnout, fun activities for the whole family and an amazing selection of raffle and auction items. Your generosity has helped us reach our fundraising goals for this event and we are so grateful for your support!



**The D23 PTO
Family Fun Night Planning Committee**





MEMORANDUM

To: Board of Commissioners
From: Bret Fahnstrom, Executive Director
Dave Oswald, Superintendent of Finance
RE: Paycom
Date: 4/02/2024

Supports the Following Strategic Initiatives

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

Background / Analysis

Over the last several years, the district has increasingly experienced the desire/need to move to an automated payroll and HR vendor. Superintendent Oswald assembled a committee to investigate the internal needs of the district. The committee was involved with researching vendors, discussing the benefits and challenges with other park districts who utilize the identified vendors, and the interview process.

The research directed the committee to look into Paycom, Paycor, Paylocity, MSI, HR Bamboo as well as Lauterbach & Amen. The committee dedicated countless number of hours interviewing, evaluating and preparing a recommendation. Across the board, the committee and staff agreed that Paycom was the best vendor to supply the district with the desired services. Our legal counsel, Robbins-Schwarz, reviewed the contractual documents. As you may remember, this service was accounted for in the 2024 Budget document approved in February.

The attached document outlines the complete list of services the district will run through Paycom. Staff will be able to recover untold number of hours due to creating a more efficient process for on-boarding and payroll. The staff is very excited to begin working with Paycom.

Action and Motion Requested

Board to motion to approve contracting with Paycom for Payroll/HR Onboarding service as presented.

Proposal Prepared for Valued Partner - River Trails Park District
 Proposal #130-268.27-7.66-1264.07-98734-537605
 Frequency: BI-WEEKLY / Number of Checks/Vouchers: 130



Created on 10/20/2023. Valid For 30 Days. DocuSigned by:

<i>Bret Fabnstrom</i>	
Client Signature	
Bret Fabnstrom	
Printed Name	

Executive Director	
Title	
03/26/2024	
Date	

Human Capital Management Solution

Solution	Base	Per Check	Per Payroll Fee
Background Screening			Per Use Fee
Single Application HCM System			Included
Dedicated Paycom Specialist			Included
Analytics Dashboard			Included
Beti			Included
- Approve My Check			Included
- Payroll Automation			Included
- Payroll Dashboard			Included
Applicant Tracking			Included
Drug Testing			Per Use Fee
E-Verify			Included
New Hire Reporting			Included
Employee Self Service			Included
- AskHere			Included
- Manager on-the-Go			Included
Documents and Checklists			Included
- Self-Onboarding			Included
Time and Attendance			Included
GeoFencing			Included
Time Off Accrual Tracking			Included
Import Converter			Included
Time-Off Requests			Included
- Gone			Included
Payroll Processing			Included
- Check Vouchers			Included
- Federal Electronic Tax Depositing (941,940)			Included
- Deposit and File State Tax Deposits			Included
- Deposit and File SUTA (State Unemployment)			Included
- Quarterly Federal/State Deposit Statements			Included
- Quarterly 941s Signed and Filed			Included
- Jurisdiction Filing (6.00 USD per additional Jurisdiction)	Jurisdictions: 1		\$ -
- Position Seat Management			Included
- Direct Data Exchange			Included
- Employment Predictor			Included
- Organizational Chart			Included
- My Analytics/Executive Dashboard			Included
- Tax Registration Service			Per Use Fee
Payroll Gross to Net			Included
General Ledger Concierge			Included
Paycom Pay			Included
Check Stuffing			Included
Advanced Report Center			Included

All monetary values in this document are in (USD)

Proposal Prepared for Valued Partner - River Trails Park District
 Proposal #130-268.27-7.66-1264.07-98734-537605
 Frequency: BI-WEEKLY / Number of Checks/Vouchers: 130



Workers Comp Tracking				Included
401(k) Report				Included
Tax Credits				Included
Enhanced Affordable Care Act				Included
Personnel Action Forms				Included
- Performance Discussions				Included
Vault				Included
Total (USD)	130	\$268.27	\$7.66	\$1,264.07

Pay-Per-Use				
Solution	Quantity	Base	Per Check	Per Payroll Fee
Direct Deposits	0	\$8.55	\$0.30	\$ -
Full Garnishments	0	\$ -	\$10.00	\$ -
Total (USD)				\$0.00

Grand Total Per Payroll (USD)	\$1,264.07
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One-Time Conversion, Set-Up and Training				
Solution	Option	Quantity	Per Unit Charge	Fee
Client Conversion	Included			\$3,180.50
Training	Included			Included
401(k) File	Included	1	\$500.00	\$500.00
Import Converter	Included	1	\$500.00	\$500.00
Total Initial Investment (USD)				\$4,180.50

Annually			
Solution	Option		Annual Fee
940 Filed	Included		Included
2023 W-3 Transmittal	Included		\$75.00
2023 Employee/Employer W-2s	Included	Per W-2	\$6.95
2023 ACA Form 1094 (B or C)	Included		\$75.00
2023 ACA Form 1095 (B or C)	Included	Per 1095 Form	\$6.95

All Pricing is subject to change with written or electronic notice. Client acknowledges and agrees that delivery fees and check stuffing fees do not always involve delivery of a physical check, paystub, and/or report to Client. Additional processing fees may apply.

All applicable taxes, including but not limited to sales or service taxes, are not included in the above proposal(unless specified otherwise). Client is responsible for applicable taxes in addition to the fees outlined in the proposal. Applicable taxes may vary by jurisdiction.

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All monetary values in this document are in (USD)

COMMITMENT TO CHANGE

Legal name: River Trails Park District

Welcome to Paycom! We look forward to our ongoing partnership and want to ensure you achieve success. Successful use of Paycom means you fully utilize the Paycom system, maximize workforce efficiency, decrease liability and realize a maximum return on your investment. We are asking for your commitment to fully engage your workforce in the utilization of the Paycom system.

What does this success look like in practice? It is a culture shift to empowered employees that benefits everyone at your organization:

<h3>Executive Leaders</h3> <p>Executive Leadership will:</p> <p>See an increase in productivity, a decrease in liability and overall ROI</p> <p>Cast vision of full system utilization and employee engagement</p> <p>Update business processes</p> <p>Hold employees accountable for verifying their own payroll for a smoother, more accurate process</p> <p>Follow up on 100% system utilization goal</p> <p>Engage with Paycom long-term support personnel to ensure continued success and usage</p>	<h3>Managers/Administrators</h3> <p>Managers/Administrators will:</p> <p>Have less administrative work, more time for strategic initiatives</p> <p>Approve/Deny Requests</p> <p>Establish payroll automation using Beti®</p> <p>No longer need to make changes for employees</p> <p>Have a clean audit trail for data updates</p> <p>View real-time data on employee system utilization</p>	<h3>Employees</h3> <p>Employees will:</p> <p>Enjoy the confidence and ease of use that comes from intuitive, consumer-friendly tech</p> <p>Fully own time entry and submit requests if punch changes are needed</p> <p>Update personal information (address, phone number, emergency contacts) in their self-service</p> <p>Update tax withholdings and direct deposit information directly in their self-service</p> <p>Verify, troubleshoot and approve payroll before submission, using Approve My Check™ with Beti</p>
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Successful culture shifts start with executive commitment to this vision. We need you to take the following actions:

1. Cast vision of 100% system utilization and employee engagement.
2. Share your commitment with other leaders and your workforce.
3. Ensure business processes are updated to align with this vision.
4. Follow up on this goal throughout implementation and beyond.

We're committed to helping you every step of the way, including providing the tools and training necessary to lead your workforce to 100% usage of the Paycom system. We ask you to show your commitment to this transformation by signing this pledge.

Date: 03/26/2024 First check date: 06/15/2024

Client signature: Bret Falunstrom
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