



Administration Office

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April 11, 2025

Memorandum for the Board of Commissioners

Subj: Board Meeting

The Regular Board Meeting is scheduled for Thursday, April 17, 2025 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 prior to the meeting, it is incredibly helpful to email me before 4 pm on Thursday. Staff 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
Regular Meeting of the Board of Commissioners
At **401 E. Camp McDonald Road**, Prospect Heights, IL 60070

April 17, 2025
7:00 PM

- I. Roll Call
- II. Visitors Comments
- III. Approval of Agenda / Changes
- IV. Approval of Minutes for the Regular Meeting of April 3, 2025*
- V. Approval of Paid Invoice List for March 15 – April 11, 2025*
- VI. Communications
 - a. Staff Reports – Parks*
 - b. Miscellaneous Communications
- VII. Old Business
 - a. Resolution No. 25-04-17 Amended Employee Recognition Policy *
- VIII. New Business
 - a. Tamarack Trails Park Playground Equipment Purchase*
 - b. Official Results April 1, 2025 Consolidated Elections*
- 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. 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 THIRD DAY OF APRIL 2025**

- I. The President called the meeting to order at 7:00p.m. and directed Crista Altergott, Administrative Assistant and Risk Management, to call the roll. Upon being called, the following Commissioners answered present: Leah Lussem, Jennifer Rezek and Melissa Ackerman. Commissioner Nancy Parra was absent. Also present were Executive Director Bret Fahnstrom, Superintendent of HR & Finance David Oswald, Superintendent of Communications & Marketing Christine Powles, Superintendent of Recreation Patti Mitchell, Superintendent of Parks Mike Hanley and Recreation Supervisor of Athletics Andy Sirakides.

- II. Visitors Comments
a. None

Commissioner Ackerman moved to approve Commissioner Robert Hoban III attendance via Zoom. The motion was seconded by Commissioner Rezek and approved by common consent.

- III. The Agenda for April 3, 2025, was submitted for approval. Commissioner Rezek moved to approve said agenda as presented. The motion was seconded by Commissioner Ackerman and approved by common consent.

- IV. Approval of Minutes for the Regular Meeting of March 20, 2025. Commissioner Ackerman moved to approve said minutes as presented. The motion was seconded by Commissioner Rezek and then Commissioner Hoban called for discussion. The wording for the Action as a Result of the Executive Session needs to be amended and will be reflected in later minutes. The approval of minutes for the Regular Meeting of March 20, 2025, was approved by common consent, as amended.

- V. Approval of the Treasurer's Report for February 2025, Superintendent of HR & Finance David Oswald

- Superintendent of HR & Finance David Oswald presented the Treasurer's Report for February 2025 which included an overview of revenues, expenses, cash and payroll summary.
- Year-to-Date Revenues across all funds is 24% of the budgeted amount which is typical for this time of year for the District. Year-to-Date Expenses are at 15% and payroll is slightly increased with the addition of 10 new employees added in February.
- Commissioner Rezek moved to approve the Treasurer's Report for February 2025, as presented. The motion was seconded by Commissioner Ackerman and approved by common consent.

- VI. Communications

- a. 2024 Annual Report – Youth & Adult Athletics Report, Recreation Supervisor of Athletics Andy Sirakides

- Recreation Supervisor of Athletics Andy Sirakides presented the Youth & Adult Athletics Annual Report for 2024. The report reflected both youth and adult athletics programs within the District in comparison to 2023.
- Sirakides provided registration numbers dating back to 2018 for Youth Basketball, Micro Baseball, Youth Volleyball and Little Kickers Soccer.

- For adult programs, Sirakides provided registration numbers dating back to 2018 for Adult Basketball, Adult Softball, Adult Volleyball, Adult Flag Football and the Adult Bags League.
- Based on conversations with other park district professionals and research of adult leagues, many park districts continue to have challenges of getting athletic registrations. Commissioners and staff discussed potential barriers and ways to overcome such barriers to registration. Sirakides will continue to look for creative and targeted league offerings to accommodate community needs and desires in athletic programming.

b. IAPD Legislative Updates, Executive Director, Bret Fahnstrom

- Executive Director Bret Fahnstrom reviewed the list of IAPD Legislative Updates that are specific to the District.
- HB 2853 raises the competitive bid limit threshold, but it does not clarify what supplies and or materials are categorized.
- HB 3654 directly impact OSLAD funded projects. Commissioner Hoban asked what is defined as a “distressed” property. Executive Director Bret Fahnstrom does not think this would apply to any parks within the District but will check.
- HB 1248 would impact our transportation buses and will be addressed as the 2030 date approaches.
- SB 2326 speaks to fencing around playgrounds in close proximity to “high traffic urban areas”. Commissioner Lussem asked for clarification on the definition of high traffic urban areas, but Fahnstrom does not believe it applies to our suburban area.
- HB 3272 & HB 3762 both address the temperature conditions of staff while working. Commissioner Ackerman asked if the changes made with the Aquatic Staff last year addressed these requirements. Fahnstrom believes so but will also add questions to this effect in the upcoming Comprehensive strategic Master Plan.

c. Miscellaneous Communications, Executive Director, Bret Fahnstrom

i. Miss Tina Appreciation

- Executive Director Bret Fahnstrom received an email of appreciation for Trail Blazers Head Preschool Teacher, Tina Kozil. He read the email to the Board and also praised Tina’s dedication to her preschoolers and the District. Not only is Tina a valued member of the River Trails Park District Staff but she also serves on the River Trails Park Foundation helping to raise funds for District projects.

ii. Corporate Open House

- River Trails Park District is hosting a corporate open house and happy hour at the Golf Factory on Thursday, April 10th from 4:30-6:30pm. This is an opportunity to network, make new connections and have fun.

iii. Unofficial Consolidated Election Results

- The unofficial consolidated election from April 1st, 2025, are in and Commissioner Lussem was re-elected with 1,226 votes. Director Fahnstrom will share the official results once they have been released.

iv. IAPD Boot Camp

- Executive Director Bret Fahnstrom shared the upcoming IAPD Boot Camp details with the Commissioners. Any Commissioner wishing to attend should send an email directly to him.

VII. Old Business

- a. None

VIII. New Business

a. Employment of Minors Policy, Executive Director, Bret Fahnstrom

- Executive Director Bret Fahnstrom presented the first viewing of the upcoming policy. No action is needed currently. Staff recommended that the Board approve the new Employment of Minors Policy at the next Board Meeting on April 17th, 2025.

b. Employee Recognition Policy, Executive Director, Bret Fahnstrom

- Executive Director Bret Fahnstrom presented the first viewing of the amended Employee Recognition Policy. No action is needed currently. Staff recommended that the Board approve the amended Employee Recognition Policy at the next Board Meeting on April 17th, 2025.

c. Ordinance No. 25-04-03 Disposal of Unneeded Property

- Superintendent of Parks & Facilities Mike Hanley presented Ordinance No. 25-04-03 which called for the disposal of unneeded personal property; 1 Standard Mower, 1 Toro Mower and 1 Ballfield Groomer.
- Commissioner Ackerman motioned to approve Ordinance No. 25-04-03 Disposal of Unneeded Property as presented. Commissioner Rezek seconded the motion, and the President directed Crista Altergott, Administrative Assistant and Risk Manager to call the roll. Upon the roll being called, the Commissioners voted as follows:

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

d. Call for a Special Meeting – 2025 Park Tour Date

- Executive Director Bret Fahnstrom asked Commissioners which dates work best for the 2025 Park Tour. After discussion, it was determined to meet on Thursday, June 19th at 6pm. This will be a Special Meeting and will replace the Regular Meeting on June 19th.
- Commissioner Rezek made a motion to approve the call for a Special Meeting on Thursday, June 19th at 6pm. Commissioner Hoban seconded the motion, and it was approved by common consent.

IX. Commissioner Comments

- a. No comments

X. Executive Sessions

- a. None

XI. Action as a Result of the Executive Session

- a. None

XII. Adjournment. Commissioner Ackerman moved to adjourn the meeting at 7:43pm. Commissioner Rezek seconded the motion, and it was approved by common consent.

President

Secretary

FROM 03/15/2025 TO 04/11/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ITEM AMT
03563	CRISTA ALTERGOTT								
	MILEAGE - 1/2 - 3/28/2025			04/03/25		73113	04/03/25	100.10	100.10
	01 MILEAGE EXPENSE- 1/2-3/28/2025		1010908305304						100.10
							VENDOR TOTAL:		100.10
03688	AMERICAN STEEL CARPORTS, INC								
	AS122472			04/03/25		73141	04/10/25	17,637.81	17,637.81
	01 CART PEN STRUCTURE		4060928605623						17,637.81
							VENDOR TOTAL:		17,637.81
04053	ANDERSON LOCK								
	1166838			03/04/25		73114	04/03/25	1,330.00	1,330.00
	01 BUILDING KEYS		1020938005013						1,330.00
							VENDOR TOTAL:		1,330.00
05730	ATLAS BOBCAT, LLC								
	H00872			03/24/25		73115	04/03/25	350.76	350.76
	01 BOBCAT PM		1020938505546						350.76
							VENDOR TOTAL:		350.76
07998	BANNER PLUMBING SUPPLY								
	3119437			01/30/25		73066	03/20/25	665.85	665.85
	01 HOT WATER MOTOR		2040908005013						665.85
							VENDOR TOTAL:		665.85
10733	BREEDLOVE SPORTING GOODS								
	18824			03/05/25		73142	04/10/25	9,171.00	9,171.00
	01 WILLOW BASKETBALL HOOPS		4022938705710						9,171.00
							VENDOR TOTAL:		9,171.00
11235	BRUCKER COMPANY								
	233687			03/11/25		73116	04/03/25	286.80	244.80
	01 AIR FILTERS		2060648005013						91.20
	02 AIR FILTERS		1020938005013						40.80
	03 AIR FILTERS		2042908005013						112.80
	233688			03/11/25		73116	04/03/25	286.80	42.00
	01 AIR FILTERS HVAC		2060928005013						42.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
							VENDOR TOTAL:		286.80
11699	JOHN BURKE								
	REIMBURSEMENT-3/17/25			03/17/25		73067	03/20/25	113.79	113.79
	01 UNIFORM BOOT ALLOWANCE	2060928005008							113.79
							VENDOR TOTAL:		113.79
12801	CANTIGNY								
	3/24/25-IRRIGATION SPRINKLER HEADS			03/24/25		73094	03/27/25	600.00	600.00
	01 IRRIGATION SPRINKLER HEADS	2060928005021							600.00
							VENDOR TOTAL:		600.00
12817	CAPTUREPOINT								
	SI-213746			04/01/25		73117	04/03/25	17,400.00	17,400.00
	01 COMMUNITY PASS YEARLY	1010908605691							17,400.00
							VENDOR TOTAL:		17,400.00
12836	CARDMEMBER SERVICE 3081								
	3081/MAR 2025			03/20/25		73150	04/10/25	17,165.30	15,155.53
	01 PAISANS PIZZA- PROCONNECT	1010908905900							84.22
	02 USPS - POSTAGE	1010908005010							55.80
	03 AMAZON - ADMIN SUPPLIES	1010908905900							9.99
	04 MC ALISTER'S- FT STAFF LUNCH	1010908905900							229.41
	05 AMAZON- OFFICE SUPPLIES	1010908005004							27.93
	06 MARIANO'S-STAFF MEETING SUPPLS	1010908905900							33.44
	07 AMAZON- OFFICE SUPPLIES	1010908005010							44.99
	08 MC ALISTER'S-STAFF APPRECIATN	1010908905900							29.13
	09 JEWEL- AWARDS & RECOGNITION	1010908305311							63.41
	10 VISTAPRINT - BUSINESS CARDS	1010908005004							101.97
	11 CHASE OFFER: VISTAPRINT	1010908005004							-5.10
	12 NATIONAL SOFTWARE-ACA MAILING	1010908505510							44.16
	13 TORTORICE'S-PUZZLE EVENT	1010100152300							417.60
	14 IL TOLLWAY- IPASS REPLENISHMNT	2010908505547							50.00
	15 ANDERSON LOCK-MSW SAFE	2040908605600							704.00
	16 WALMART- PUZZLE EVENT SUPPLS	1010100152300							30.52
	17 JEWEL- PIZZA EVENT SUPPLIES	1010100152300							19.98
	18 OFFICEMAX-MANGER NAMEPLATES	2050908005010							21.26
	19 POKE BROS-BF LUNCH W/VOMP	1010908905900							42.19
	20 IAPD-LEGISLATIVE CONF-CP	1010908305308							215.00
	21 IAPD-PARKS DAY @ THE CAPITL-BF	1010908305308							45.00
	22 IAPD-LEGISLATIVE CONF-BF	1010908305308							221.00
	23 BOOMER-PICKLEBALL RACK	4026938705710							591.95
	24 ZOOM-WEB MTGS-3/19-4/18/25	1010908605691							47.97
	25 WETRANSFER MNTHL-3/14-4/14/25	1010908605691							25.00

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RIVER TRAILS PARK DISTRICT
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3081/MAR	2025			03/20/25		73150	04/10/25	17,165.30	15,155.53
		26 CISCO-MERAKI WIFI KNOWLDGEBASE	1010908305308						675.00
		27 SPOTIFY-FITNESS CLASSES-MAR 25	1010908605691						11.99
		28 JAMF-MOBILE DEV MGMNT-MAR '25	1010908605691						116.00
		29 AMAZON-RR MAINT-OUTDOOR CABLE	1020938005005						12.99
		30 VERIZON- 1/17 - 2/16/2025	1010908505531						467.93
		31 SMARTWAIVER-ZONE-FEB 2025	1010908605691						155.00
		32 LIGHTSPEED-CONCESSION POS SW	1010908605691						42.50
		33 AMAZON- OFFICE SUPPLIES	1010908005004						56.28
		34 SPOTIFY-POOL AUDIO (MAR '25)	1010908605691						11.99
		35 PITNEY BOWES-ADMIN-PSTGE LEASE	1010908005001						132.85
		36 PITNEY BOWES-REC-PSTGE LEASE	2010908005001						132.85
		37 DELL-ZONE PRINTR DRUM REPLCMNT	2010908005005						936.70
		38 DELL-ZONE PRINTER TONER	2010908005005						1,702.77
		39 COSTCO-BASKETBALL SUPPLIES	2031311415521						51.39
		40 COSTCO-VOLLEYBALL SUPPLIES	2031311325521						50.00
		41 CHIPOTLE	2010908605615						29.48
		42 FIVE GUYS	2010908605615						46.43
		43 KETTLER-PING PONG TABLE PARTS	2040908605615						32.94
		44 SUNBURST-PARKOUR CHAMPIONSH T	2042702505521						325.00
		45 CROWN-PARKOUR CHAMPIONSHIP	2042702505521						126.00
		46 AMAZON-SOCCER REF JERSEYS	2031311055521						79.70
		47 COSTCO-IG KID SQUAD SUPPLS	2031305285521						76.77
		48 COSTCO-EUCLID KID SQUAD SUPPLS	2031305275521						67.17
		49 COSTCO-FROST KID SQUAD SUPPLS	2031305235521						47.98
		50 KETTLER-PING PONG TABLE REPAIR	2040908005010						14.00
		51 BP - MIXED FUEL	1020938505547						80.31
		52 KROMER- PARTS FOR LINE PAINTER	1020938605623						838.58
		53 AMAZON-SIGN FOR PARK	1020938005025						53.94
		54 AMAZON - SOCCER GOAL LOCKS	2010908005010						69.98
		55 AUTO ZONE-REPAIR PARTS FOR DR	2010908005010						2.13
		56 AUTO ZONE-MAINT REPAIR FOR DR	2060648005013						89.99
		57 VERMEER - CHIPPER REPAIR	1020938505546						316.05
		58 TRASSIG-PLAYGROUND REPAIR SPPL	1020938005012						480.00
		59 AMAZON-U CHANNEL POST POUNDER	1020938005009						89.95
		60 PROMO CORP - UNIFORMS	1020938005008						1,726.00
		61 AMAZON - STRIPER SEATS	1020938005016						147.98
		62 CASSIDY TIRE-BOBCAT TIRE MOUNT	1020938505546						110.00
		63 AMAZON - MARKERS, PENCILS	1020938005004						16.83
		64 SGD GOLF - MINI-GOLF OP SUPPLS	2060638005024						282.73
		65 AMAZON-GOLF CART REPAIRS	2060608905515						166.40
		66 AMAZON-GOLF CART REPAIRS	2060608905515						377.30
		67 IPRA - PT/IMRF SEMINAR-PHUAKIM	2010908305309						120.00
		68 IPRA - PT SEMINAR - S.DURKIN	2010908305309						16.19
		69 JEWEL - DANCE RECITAL FLOWERS	2031343075521						69.90
		70 FACEBOOK - ADS	1010908505570						29.00
		71 SHUTTERSTOCK - 2 IMAGE PACK	1010908505570						25.96
		72 AMAZON - CUSTODIAL SUPPLY	2060908005013						

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
3081/MAR	2025			03/20/25		73150	04/10/25	17,165.30	15,155.53
		73 REPUBLIC - TRASH SERVICE	2010938505535						289.59
		74 REPUBLIC - TRASH SERVICE	1020938505530						487.03
		75 AMAZON - MSW CUSTODIAL SUPPLS	2040908005023						33.24
		76 SPORT CLIPS - MH	1010908905900						38.00
		77 AMAZON - EARTH DAY SUPPLIES	2031386085521						13.50
		78 AMAZON - LAST SPLASH SUPPLIES	2031386015521						9.99
		79 AMAZON-EUCLID KID SQUAD SUPPLS	2031305275521						5.00
		80 AMAZON-IG KID SQUAD SUPPLIES	2031305285521						5.00
		81 AMAZON-FROST KID SQUAD SUPPLS	2031305235521						3.98
		82 WALGREENS-EARTH DAY CRAFT	2031386085521						7.99
		83 PD RISK MGMNT SEMINAR-JS	2010908305308						35.00
		84 PARTY CITY-CAMP FUN SUPPLIES	2031355005521						31.00
		85 PARTY CITY-LAST SPLASH SUPPLS	2031386015521						30.00
		86 PARTY CITY-MONSTER'S BASH SUPP	2031386005521						10.36
		87 PARTY CITY-PRESCHOOL SUPPLIES	2031320315521						20.00
		88 WALMART-LAST SPLASH SUPPLIES	2031386015521						43.21
		89 WALMART-DVD PLAYER RETURN	2031386015521						-27.88
		90 COSTCO-FROST KID SQUAD SUPPLS	2031305235521						57.87
		91 COSTCO-EUCLID KID SQUAD SUPPLS	2031305275521						81.01
		92 COSTCO-IG KID SQUAD SUPPLIES	2031305285521						92.59
		93 PARTY CITY- CAMP FUN SUPPLIES	2031355005521						24.65
		94 PARTY CITY- EARTH DAY SUPPLIES	2031386085521						20.00
		95 PARTY CITY- LAST SPLASH SUPPLS	2031386015521						32.65
		96 PARTY CITY-MONSTER'S BASH SUPL	2031386005521						30.00
3081/MAR	2025-PART 2			03/20/25		73150	04/10/25	17,165.30	2,009.77
		01 AMAZON-IG KID SQUAD SUPPLIES	2031305285521						20.97
		02 AMAZON-COOKING TAG ON SUPPLS	2031375365521						43.96
		03 WALMART- IG KID SQUAD SUPPLIES	2031305285521						6.43
		04 AMAZON-IG KID SQUAD SUPPLIES	2031305285521						80.00
		05 AMAZON-EUCLID KID SQUAD SUPPLS	2031305275521						50.00
		06 AMAZON-FROST KID SQUAD SUPPLS	2031305235521						38.64
		07 IPRA- SPRE EXAM PREP-DAVID O.	1010908305308						105.00
		08 WEBSTAIRANT-POOL CHAIRS	4050908705710						1,644.50
		09 COSTCO - BLEACH	2042908005023						20.27
VENDOR TOTAL:									17,165.30

13293 CDW-GOVERNMENT, INC.

AD2BN5R				03/10/25		73068	03/20/25	833.82	264.68
	01	POSTER PRINTER UPGRADE KIT	2010908605690						264.68
AD2I56I				03/11/25		73068	03/20/25	833.82	211.20
	01	POSTER PRINTER PAPER	2010908005005						211.20

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RIVER TRAILS PARK DISTRICT
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	AD2Y33E			03/14/25		73068	03/20/25	833.82	357.94
		01 IPAD-KID SQUAD REPLACEMENT	2010908605690						357.94
	AD36G3Q			03/24/25		73118	04/03/25	1,048.24	1,048.24
		01 ADOBE CREATIVE SUITE (YEARLY)	1010908605691						1,048.24
							VENDOR TOTAL:		1,882.06
13626	CHI-TOWN CLEANING SERVICES								
	25-0052			02/27/25		73119	04/03/25	10,544.60	5,272.30
		01 ZONE-JANITORIAL SERV FEB 2025	2042908505517						1,044.80
		02 WEISS-JANITORIAL SERV FEB 2025	2040908505517						2,109.80
		03 BB-JANITORIAL SERV FEB 2025	2041908505517						1,063.70
		04 RRCH-JANITORIAL SERV FEB 2025	2060908505517						1,054.00
	25-0079			03/24/25		73119	04/03/25	10,544.60	5,272.30
		01 ZONE-JANITORIAL SERV MAR 2025	2042908505517						1,044.80
		02 WEISS-JANITORIAL SERV MAR 2025	2040908505517						2,109.80
		03 BB-JANITORIAL SERV MAR 2025	2041908505517						1,063.70
		04 RRCH-JANITORIAL SERV MAR 2025	2060908505517						1,054.00
							VENDOR TOTAL:		10,544.60
14274	CINTAS CORP								
	1905541652			03/17/25		73122	04/03/25	2,103.74	283.23
		01 CUSTODIAL SUPPLY	2040908005023						283.23
	4219197043			01/28/25		73122	04/03/25	2,103.74	46.97
		01 CUSTODIAL SUPPLY	2041908005023						46.97
	4222134728			02/25/25		73122	04/03/25	2,103.74	46.97
		01 CUSTODIAL SUPPLY	2041908005023						46.97
	4222861909			03/04/25		73122	04/03/25	2,103.74	105.73
		01 CUSTODIAL SUPPLY	2042908005023						105.73
	4222861942			03/04/25		73122	04/03/25	2,103.74	46.97
		01 CUSTODIAL SUPPLY	2041908005023						46.97
	4222943356			03/04/25		73122	04/03/25	2,103.74	69.94
		01 CUSTODIAL SUPPLY	2060908005023						69.94
	4223614194			03/11/25		73122	04/03/25	2,103.74	140.05
		01 CUSTODIAL SUPPLY	2040908005023						140.05

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	4223614212			03/11/25		73122	04/03/25	2,103.74	96.74
		01 CUSTODIAL SUPPLY	2041908005023						96.74
	4223614295			03/11/25		73122	04/03/25	2,103.74	174.16
		01 CUSTODIAL SUPPLY	2042908005023						174.16
	4224366999			03/18/25		73122	04/03/25	2,103.74	345.36
		01 CUSTODIAL SUPPLY	2040908005023						345.36
	4224367113			03/18/25		73122	04/03/25	2,103.74	46.97
		01 CUSTODIAL SUPPLY	2041908005023						46.97
	4224367183			03/18/25		73122	04/03/25	2,103.74	197.79
		01 CUSTODIAL SUPPLY	2042908005023						197.79
	4224378164			03/18/25		73122	04/03/25	2,103.74	69.94
		01 CUSTODIAL SUPPLY	2060908005023						69.94
	4225109410			03/25/25		73122	04/03/25	2,103.74	46.97
		01 CUSTODIAL SUPPLY	2041908005023						46.97
	4225109417			03/25/25		73122	04/03/25	2,103.74	140.05
		01 CUSTODIAL SUPPLY	2040908005023						140.05
	4225109420			03/25/25		73122	04/03/25	2,103.74	35.69
		01 CUSTODIAL SUPPLY	2042908005023						35.69
	4225149374			03/25/25		73122	04/03/25	2,103.74	110.44
		01 CUSTODIAL SUPPLY	2060908005023						110.44
	4225845753			04/01/25		73122	04/03/25	2,103.74	99.77
		01 CUSTODIAL SUPPLY	2042908005023						99.77
							VENDOR TOTAL:		2,103.74
14318	CITY OF PROSPECT HEIGHTS								
	2.0355.00/MAR 2025			03/17/25		73069	03/20/25	298.02	127.19
		01 RR MAINT GARAGE-2/3 - 3/3/2025	2060928405450						127.19
	2.0357.00/MAR 2025			03/17/25		73069	03/20/25	298.02	170.83
		01 RRCH - 2/3 - 3/3/2025	2060908405450						170.83
							VENDOR TOTAL:		298.02
15209	COMCAST								
	001001973690			03/15/25		73070	03/20/25	4,312.08	4,312.08
		01 ADMIN - 3/15 - 4/14/2025	1011908405430						784.01

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VENDOR TOTAL:		1.157.12
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28616	FLOOD BROTHERS								
	8020446	01 GOLF MAINT YARD WASTE	2060928505530	02/18/25		73125	04/03/25	1,075.00	645.00 645.00
	8053701	01 GOLF MAINT - TRASH SERVICE	2060928505530	03/05/25		73076	03/20/25	579.96	215.00 215.00
	8064123	01 RRCH - TRASH SERVICE	2060908505530	03/06/25		73076	03/20/25	579.96	296.02 296.02
	8064196	01 GOLF MAINT - TRASH SERVICE	2060928505530	03/06/25		73076	03/20/25	579.96	68.94 68.94
	8074731	01 GOLF MAINT-TRASH SERVICE	2060928505530	03/18/25		73125	04/03/25	1,075.00	430.00 430.00
								VENDOR TOTAL:	1,654.96
29103	FOX VALLEY FIRE AND SAFETY								
	IN00737872	01 ADMIN-ANNUAL FIRE ALARM SERV	1011908505530	01/02/25		73126	04/03/25	720.00	240.00 240.00
	IN00737873	01 GOLF MNT-ANNUAL FIRE ALARM SRV	2040908505530	01/02/25		73126	04/03/25	720.00	240.00 240.00
	IN00737874	01 RRCH-ANNUAL FIRE ALARM SERV	2060908505530	01/02/25		73126	04/03/25	720.00	240.00 240.00
								VENDOR TOTAL:	720.00
36452	HINCKLEY SPRINGS								
	2540373 030925	01 ADMIN DRINKING WATER	1011908405450	03/09/25		73077	03/20/25	79.94	79.94 79.94
								VENDOR TOTAL:	79.94
37193	HOME DEPOT CREDIT SERVICES								
	3606870	01 PAINT	2060928005013	01/28/25		73079	03/20/25	680.89	190.27 190.27
	3616648	01 PAINT	2060928005013	01/28/25		73079	03/20/25	680.89	35.98 35.98
	4617429	01 PAINT SUPPLY	2060908005013	02/06/25		73079	03/20/25	680.89	26.24 26.24

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	5028752	01 TRAILER REPAIR	1020938005016	02/05/25		73079	03/20/25	680.89	20.88 20.88
	5513543	01 PAINT SUPPLIES	2060908005013	02/05/25		73079	03/20/25	680.89	10.34 10.34
	6020957	01 STRIPERS	1020938005016	02/24/25		73079	03/20/25	680.89	86.36 86.36
	6431477	01 TRAILER REPAIR	1020938005016	02/04/25		73079	03/20/25	680.89	28.41 28.41
	6431479	01 ANGLE GRINDER	1020938605623	02/04/25		73079	03/20/25	680.89	79.00 79.00
	7028463	01 DRYWALL REPAIR	2042908005013	02/03/25		73079	03/20/25	680.89	165.71 165.71
	8028387	01 DRYWALL REPAIR	2042908005013	02/02/25		73079	03/20/25	680.89	12.73 12.73
	9522469	01 VINYL TUBING	2060928005016	02/21/25		73079	03/20/25	680.89	24.97 24.97
								VENDOR TOTAL:	680.89
37380	HOT SHOT SPORTS								
	4099	01 SESSION 2 CLASSES-WINTER 2025	2031320455410	03/17/25		73098	03/27/25	627.20	627.20 627.20
								VENDOR TOTAL:	627.20
39695	IDLEWOOD ELECTRIC SUPPLY								
	INV175996	01 PANEL REPAIR	2060908005013	12/23/24		73080	03/20/25	236.45	97.13 97.13
	INV178453	01 WALL TIMER	2060908005013	01/09/25		73080	03/20/25	236.45	139.32 139.32
								VENDOR TOTAL:	236.45
41772	ILLINOIS-AMERICAN WATER CO.								
	210000090305/MAR 2025			03/12/25		73081	03/20/25	147.88	147.88 147.88
	01 BB - 2/11 - 3/10/2025		2041908405450						

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42070	IMPACT NETWORKING, LLC								
	3453125	01 MSW COPIER - MAR 2025	2010908505530	03/18/25		73099	03/27/25	262.18	262.18
									262.18
VENDOR TOTAL:									262.18
43580	IVANHOE NURSERY								
	EARTH DAY TREE-3/14/25			03/14/25		73082	03/20/25	285.00	285.00
	01 EARTH DAY TREE - 2025		4020938705710						285.00
VENDOR TOTAL:									285.00
45619	J & M GOLF								
	0721036-IN			03/24/25		73100	03/27/25	5,155.75	5,155.75
	01 PRO SHOP GOLF MERCHANDISE		2060608005058						655.75
	02 DRIVING RANGE OF SUPPLIES		2060648005024						4,500.00
VENDOR TOTAL:									5,155.75
47744	JUST TIRES								
	0000117205			04/07/25		73151	04/10/25	647.00	647.00
	01 T1 TIRES		1020938505545						647.00
VENDOR TOTAL:									647.00
50510	KRUEGER INTERNATIONAL, INC								
	14717100			03/21/25		73127	04/03/25	21,970.00	21,970.00
	01 WEISS LOBBY FURNITURE		4040908705710						21,970.00
VENDOR TOTAL:									21,970.00
56215	KAREN McLOUGHLIN								
	REIMBURSEMENT-3/25/25			03/25/25		73101	03/27/25	100.00	100.00
	01 AQUA EXERCISE SUMMITT 2025		2010908305309						100.00
VENDOR TOTAL:									100.00
56664	MENARDS								
	47363			02/15/25		73084	03/20/25	594.25	11.98
	01 SEALANT		1011908005013						11.98
	47496			02/19/25		73084	03/20/25	594.25	81.99
	01 RRCH - WALL REPAIR		2060908005013						81.99

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	47787			02/26/25		73084	03/20/25	594.25	1.39
		01 WEISS - PVC REPAIR	2040908005013						1.39
	47793			02/26/25		73084	03/20/25	594.25	14.10
		01 WEISS - BATTERIES	2040908005013						14.10
	47940			03/01/25		73129	04/03/25	1,216.90	231.90
		01 OCR STORAGE & MICROWAVE	2042908005013						231.90
	48164			03/06/25		73129	04/03/25	1,216.90	-219.98
		01 MICROWAVE - RETURN	2042908005013						-219.98
	48165			03/06/25		73084	03/20/25	594.25	109.99
		01 OFFICE MICROWAVE	2042908605600						109.99
	48213			03/07/25		73084	03/20/25	594.25	22.28
		01 BUNGEE CORDS	1020938005009						22.28
	48318			03/10/25		73084	03/20/25	594.25	63.96
		01 SOCKET SET	1020938005009						63.96
	48319			03/10/25		73084	03/20/25	594.25	20.94
		01 POOL HARDWARE	2050908005013						20.94
	48359			03/11/25		73084	03/20/25	594.25	188.79
		01 ZONE - DOOR REPAIR	2042908005013						188.79
	48413			03/12/25		73084	03/20/25	594.25	57.39
		01 ZONE - PAINT SUPPLY	2042908005013						57.39
	48479			03/13/25		73084	03/20/25	594.25	14.95
		01 FLIERS	1020938005009						14.95
	48480			03/13/25		73084	03/20/25	594.25	6.49
		01 TOILET REPAIR	1011908005013						6.49
	48617			03/17/25		73129	04/03/25	1,216.90	485.67
		01 ZONE- GREEN ROOM REPAIR	2042908005013						485.67
	48809			03/21/25		73129	04/03/25	1,216.90	1.19
		01 PLAYGROUND REPAIR	1020938005012						1.19
	48960			03/25/25		73129	04/03/25	1,216.90	19.99
		01 SOCCER SPIKES	1020938005012						19.99

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	49012	01 TAPE MEASURE	1020938005009	03/26/25		73129	04/03/25	1,216.90	25.99 25.99
	49015	01 DRIVING RANGE- PLUMBING REPAIR	2060648005013	03/26/25		73129	04/03/25	1,216.90	212.23 212.23
	49203	01 WOODLAND PLAYGROUND SUPPLS	1020938005012	03/31/25		73129	04/03/25	1,216.90	236.06 236.06
	49246	01 WOODLAND PLAYGROUND REPAIR	1020938005012	04/01/25		73129	04/03/25	1,216.90	107.08 107.08
	49302	01 CHAINS	1020938005012	04/02/25		73129	04/03/25	1,216.90	61.95 61.95
	49322	01 GOLF CABLE GATE	2060928005013	04/02/25		73129	04/03/25	1,216.90	17.57 17.57
	49355	01 TRUCK CLEANING	1020938005015	04/03/25		73129	04/03/25	1,216.90	37.25 37.25
								VENDOR TOTAL:	1,811.15
57845	CARMEN MONTESINOS								
	MILEAGE - FEB 2025			04/10/25		73152	04/10/25	371.00	121.80 121.80
	01 MILEAGE EXPENSE - FEB 2025	1020938305304							
	MILEAGE - JAN 2025			04/10/25		73152	04/10/25	371.00	133.00 133.00
	01 MILEAGE EXPENSE- JAN 2025	1020938305304							
	MILEAGE - MAR 2025			04/10/25		73152	04/10/25	371.00	116.20 116.20
	01 MILEAGE EXPENSE - MAR 2025	1020938305304							
								VENDOR TOTAL:	371.00
59770	NAPA AUTO PARTS								
	340696	01 TRASH PUMP REPAIR	1020938005016	03/10/25		73085	03/20/25	4.99	4.99 4.99
	343312	01 BATTERY FOR SPRAYER	2060928005017	03/19/25		73130	04/03/25	276.98	199.99 199.99
	347391	01 TRAILER BRAKE SYSTEM	1020938005016	04/03/25		73130	04/03/25	276.98	76.99 76.99

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								VENDOR TOTAL:	281.97
61201	NICOR GAS								
	23032700009/MAR 2025			03/25/25		73131	04/03/25	2,623.32	326.95 326.95
	01 RANGE - 2/21 - 3/25/25	2060908405420							
	30532700009/MAR 2025			03/20/25		73102	03/27/25	2,208.12	1,188.54 1,188.54
	01 ZONE - 2/18 - 3/20/2025	2042908405420							
	34132700005/MAR 2025			03/25/25		73131	04/03/25	2,623.32	278.37 278.37
	01 MAINT GARAGE- 2/21-3/25/25	1020938405420							
	40383400005/MAR 2025			03/25/25		73131	04/03/25	2,623.32	479.89 479.89
	01 RR MAINT- 2/21 - 3/25/25	2060908405420							
	51284400002/MAR 2025			03/21/25		73102	03/27/25	2,208.12	727.34 727.34
	01 RRCH - 2/19 - 3/21/2025	2060908405420							
	63152647903/MAR 2025			03/25/25		73131	04/03/25	2,623.32	173.71 173.71
	01 ADMIN- 2/21 - 3/25/25	1011908405420							
	83132700002/MAR 2025			03/25/25		73131	04/03/25	2,623.32	1,364.40 1,364.40
	01 MSWCC - 2/21 - 3/25/25	2040908405420							
	88472700009/MAR 2025			03/18/25		73102	03/27/25	2,208.12	292.24 292.24
	01 BB - 2/14 - 3/18/2025	2041908405420							
								VENDOR TOTAL:	4,831.44
66575	DAVID OSWALD								
	MILEAGE - Q1 2025			04/03/25		73132	04/03/25	67.34	67.34 67.34
	01 MILEAGE EXPENSE- Q1 2025	1010908305304							
								VENDOR TOTAL:	67.34
69057	BLU PETROLEUM, INC.								
	SI-5525			02/28/25		73153	04/10/25	3,646.52	668.24 668.24
	01 PARKS DIESEL	1020938505547							
	SI-6135			03/07/25		73153	04/10/25	3,646.52	2,978.28 1,489.14 1,191.31 297.83
	01 PARKS GAS	1020938505547							
	02 GOLF MAINT GAS	2060928505547							
	03 REC BUSSES GAS	2010908505547							
								VENDOR TOTAL:	3,646.52

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69590	PDRMA								
	Q125138	01 PRPRTY,LIABILITY,EMPLYMNT,POLL	2210908505581	03/31/25		73133	04/03/25	54,399.30	29,497.80
		02 WORKERS COMP	2210908505583						16,010.67
									13,487.13
	Q125138H	01 HEALTH,DENT,VIS & LIFE- IAD	1010908305301	03/31/25		73133	04/03/25	54,399.30	24,901.50
		02 HEALTH,DENT,VIS & LIFE-PARKS	1020938305301						5,535.06
		03 HEALTH,DENT,VIS & LIFE- REC	2010908305301						6,717.34
		04 HEALTH,DENT,VIS & LIFE - GOLF	2060908305301						10,090.49
									2,558.61
								VENDOR TOTAL:	54,399.30
69893	PEPSICO BEVERAGE SALES LLC								
	76375011	01 RRC BEVERAGE ORDER	2060608005041	03/20/25		73103	03/27/25	413.40	413.40
									413.40
								VENDOR TOTAL:	413.40
70250	PETTY CASH								
	2025 DRIVING RANGE BANK			03/31/25		73134	04/03/25	200.00	200.00
	01 WORKING BANK FOR 2025	2010100101104							200.00
	RRGC BANK-3/24/2025			03/24/25		73104	03/27/25	800.00	800.00
	01 BANK-GOLF COURSE OPENING 2025	2010100101104							800.00
								VENDOR TOTAL:	1,000.00
73668	RED WING BUSINESS ADVNTGE ACCT								
	20250310108610			03/10/25		73086	03/20/25	297.19	297.19
	01 JUAN & SEAN BOOTS	1020938005008							297.19
								VENDOR TOTAL:	297.19
74067	SEAN RESZOTKO								
	YTH BBALL REF-MAR 2025			03/25/25		73105	03/27/25	423.50	423.50
	01 YTH BBALL LGE REF-MAR 2025	2031311415411							423.50
								VENDOR TOTAL:	423.50
74077	REVELS TURF & TRACTOR								
	337332	01 REEL GRINDING	2060928005016	02/26/25		73087	03/20/25	4,468.66	1,651.67
									1,651.67
	337615	01 MOTOR REEL REPAIR	2060928005016	02/28/25		73087	03/20/25	4,468.66	2,816.99
									2,816.99

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								VENDOR TOTAL:	4,468.66
74850	ROBBINS SCHWARTZ								
	1009686	01 BOARD GOVERNANCE	1010908505520	03/07/25		73135	04/03/25	1,343.75	1,290.00
									1,290.00
	1010424	01 2011-2014 TAX RATE OBJECTIONS	1010908505520	03/24/25		73135	04/03/25	1,343.75	53.75
									53.75
								VENDOR TOTAL:	1,343.75
75333	ROCK 'N' KIDS, INC								
	RTWII25	01 WINTER SESSION 2-THURS 10AM	2031320425410	03/25/25		73106	03/27/25	45.00	45.00
									45.00
								VENDOR TOTAL:	45.00
75462	JOSEPH RODGERS								
	YTH BBALL REF-MAR 2025			03/25/25		73107	03/27/25	346.50	346.50
	01 YTH BBALL LGE REF-MAR 2025	2031311415411							346.50
								VENDOR TOTAL:	346.50
75463	JOE M. RODGERS								
	YT BBALL REF/ASSGNNR MAR '25			03/25/25		73108	03/27/25	835.00	835.00
	01 YTH BBALL LGE REF/ASSGNNR-MAR	2031311415411							835.00
								VENDOR TOTAL:	835.00
75903	ROTARY CLUB OF RIVER CITIES								
	1249	01 Q1 DUES	1010908305307	04/01/25		73136	04/03/25	225.00	225.00
									225.00
								VENDOR TOTAL:	225.00
75940	ROUTE 12 RENTAL								
	146135	01 EXCAVATOR	1020938505540	03/12/25		73088	03/20/25	282.00	282.00
									282.00
	146261	01 STAMP GRINDER RENTAL	1020938505540	03/24/25		73137	04/03/25	1,373.00	1,373.00
		02 STAMP GRINDER RENTAL	2060928505540						686.50
									686.50
								VENDOR TOTAL:	1,655.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
76373		RUSSO POWER EQUIPMENT							
	SPI20906266			01/27/25		73109	03/27/25	247.95	107.99
	01	IGNITION MODULE	1020938005025						107.99
	SPI20948914			03/12/25		73109	03/27/25	247.95	93.98
	01	BOSS BELTS	1020938005016						93.98
	SPI20948915			03/12/25		73109	03/27/25	247.95	45.98
	01	CHAINS	2060928005009						45.98
	SPI20973351			03/24/25		73138	04/03/25	16.98	16.98
	01	BOSS SNOW MAG PM	1020938005016						16.98
							VENDOR TOTAL:		264.93
78114		SERVICE SANITATION, INC							
	9041116			02/28/25		73089	03/20/25	370.80	92.70
	01	PORTABLE RESTROOM	2010908505530						92.70
	9041117			02/28/25		73089	03/20/25	370.80	92.70
	01	PORTABLE RESTROOM	2010908505530						92.70
	9041118			02/28/25		73089	03/20/25	370.80	92.70
	01	PORTABLE RESTROOM	2010908505530						92.70
	9041119			02/28/25		73089	03/20/25	370.80	92.70
	01	PORTABLE RESTROOM	2010908505530						92.70
							VENDOR TOTAL:		370.80
82240		SUPERHERO PARKOUR ACADEMY LLC							
	FEB 2025 PARTIES & OPEN GYM			03/27/25		73110	03/27/25	11,326.60	11,326.60
	01	BIRTHDAY PARTIES	2042705295410						7,609.00
	02	FIELD TRIPS	2042900035410						184.00
	03	OPEN GYM	2042702445410						3,533.60
							VENDOR TOTAL:		11,326.60
83289		TAYLOR MADE							
	38200369			03/26/25		73111	03/27/25	450.71	450.71
	01	GOLF MERCH	2060608005058						450.71
							VENDOR TOTAL:		450.71
83696		TEMPLE & ASSOCIATES							
	25-11282			03/15/25		73112	03/27/25	3,283.75	3,283.75
	01	WIFI & FITNESS AUDIO UPGRADE	1010908505510						3,283.75

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

							VENDOR TOTAL:		3,283.75
85050	DONNALYNN TORTORELLA								
	MILEAGE- 2/17-4/3/2025			04/03/25		73139	04/03/25	151.20	151.20
	01 MILEAGE EXPENSE- 2/17-4/3/25	1010908305304							151.20

							VENDOR TOTAL:		151.20
90330	VILLAGE OF MT. PROSPECT								
	1132-004/MAR 2025			03/15/25		73090	03/20/25	114.00	114.00
	01 ZONE - 2/10 - 3/10/2025	2042908405450							114.00

							VENDOR TOTAL:		114.00
91670	MICHAEL WAGNER & SONS, INC.								
	1022792			03/14/25		73091	03/20/25	12.30	12.30
	01 IRRIGATION REPAIR	1020938005025							12.30

							VENDOR TOTAL:		12.30
92790	KENNETH KASPER								
	CONTRACT SERV-MAR 2025			04/03/25		73140	04/03/25	6,237.00	6,237.00
	01 CONTRACT SERV - MAR 2025	2031332155410							6,237.00
	FEB 2025 - CONTRACT SERV			03/14/25		73092	03/20/25	3,916.50	3,916.50
	01 CONTRACTUAL SERV-FEB 2025	2031332155410							3,916.50

							VENDOR TOTAL:		10,153.50
R28709	LAUREN FLYNN								
	REFUND 3/19/2025			03/19/25		73093	03/20/25	80.00	80.00
	01 REFUND 3/19/2025	2010100152506							80.00

							VENDOR TOTAL:		80.00
TOTAL --- ALL INVOICES:									259,976.83



BOARD MEMORANDUM

To: Board of Commissioners
From: Mike Hanley, Superintendent of Parks & Facilities
RE: Staff Report: Parks & Facilities
Date: April 17, 2025

Background / Analysis

Parks

- Soccer fields fully up and running.
- Renovations have been made to Woodland Trails baseball/softball field for it's spring and summer season.
- Mow operations for all parks and schools is set to begin the week of April 14th or 21st depending on grass growth.
- Mulch installed at park and facility tree and planting beds
- Net installation and leaf cleanup at all outdoor athletic courts has been completed.
- 16 trees were planted in fall of 2024 and 7 trees to be planted this spring 2025, for a total of 23 trees to be watered this growing season.
- Continued work on the Woodland Trails Grove area to improve drainage and have begun staining the log bench seating.

Trades

- Pool cover was removed and start up maintenance ongoing.
- Pool sump pit floats and valve replaced.
- The Zone Green room was painted
- All playground low frequency safety audits and repairs completed. BB slide scheduled for repairs. Woodland Park playground small shed roofs scheduled to be replaced.
- Roof for shelter at Sycamore scheduled to be replaced.
- Downspouts for Weiss scheduled to be replaced.
- All Ceiling tiles Weiss scheduled for replacement.
- Building maintenance and PM servicing on going

Golf

- The course successfully opened April 4th
- Golf course set up for the new season has been completed
- We got Fairway Mower back from being fixed and fully operational to start the season, as well as our new greens mower.
- Tree stumps throughout the course were cleared and grass renovations are in progress. Larger stumps along Wheeling Road are scheduled to be removed by a contractor.
- Fixing the bunkers in the golf course so that they are playable for the golfers
- Driving Range is all clear from logs and branches so that the Driving Range Staff can do a full golf ball pick up without trees getting in the way of equipment



Fairview Elementary School

300 N. Fairview Ave.
Mount Prospect, IL 60056
www.d57.org/fairviewelementaryschool
P (847)394-7320 F (847)394-7328

Dan Ophus, Principal
Grace Worrell, Assistant Principal



March 31, 2025

Bret Fahnstrom & Crista Altergott
% River Trails Park District
401 E. Camp McDonald Road
Prospect Heights, IL 60070

Bret & Crista,

Thank you for donating a free open gym to The Zone as student rewards to our Math Facts Challenge! Students receiving these prizes have put in extra time to memorize math facts. This effort will give our students a stronger foundation in math throughout their school years, and we want to reward their efforts.

We appreciate the support from the River Trails Park District to help us provide exciting rewards for our students. Thank you for donating to this incentive program,

Sincerely,

Dan Ophus
Principal

Inspiring every student, every day to reach their full potential.

DISTRICT 57 • WESTBROOK • FAIRVIEW • LIONS PARK • LINCOLN



BOARD MEMORANDUM

To: Board of Commissioners

From: Bret Fahnstrom, CPRP
Executive Director

RE: Resolution 25-04-17 Amended Employee Recognition Policy

Date: April 17, 2025

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)

DISCUSSION

The District continues to look for opportunities to improve staff attraction and retention. Oftentimes, recognition can go a long way to continue building moral with small financial impact. Staff brought recommended changes to the existing Employee Recognition Policy to the Board at the April 3, 2025 meeting for review and discussion.

The District has an Employee Recognition program for full-time employees. Staff feel it would be important to update the existing Full-Time recognition as well as develop a similar recognition program for Part-time IMRF employees.

The recommended amended Employee Recognition Policy is attached to the Resolution.

CONCLUSION

Staff recommends that the Board approve Resolution No. 25-04-17 Amended Employee Recognition policy as submitted.

RESOLUTION NO. 25-04-17

RIVER TRAILS PARK DISTRICT

RESOLUTION APPROVING AMENDED EMPLOYEE RECOGNITION POLICY

WHEREAS, the River Trails Park District ("District") is an Illinois park district organized and operating pursuant to the provisions of the Illinois Park District Code ("Code") (70 ILCS 1205/1-1 et seq.) and all laws amendatory thereof and supplementary thereto; and

WHEREAS, Article 8-1(d) of the Code in relevant part empowers the District's Board of Park Commissioners ("Board") to pass all necessary resolutions and ordinances, rules and regulations for the proper management and conduct of the business of the District; and

WHEREAS, the District's Executive Director has caused the District to redevelop a defined Employee Recognition Policy due to the desire and need to consistently attract and retain the highest quality employee and said Policy is attached to and incorporated in this Resolution as Exhibit 1.

WHEREAS, the created policies will reside in the PERSONNEL POLICY MANUAL.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Park Commissioners of the River Trails Park District as follows:

SECTION ONE: The recitals contained in the preambles to this Resolution are hereby incorporated into this Resolution as if said preambles were fully set forth within this Section One.

SECTION TWO: The Board hereby approves the District's Employee Recognition Policy attached to and incorporated into this Resolution as Exhibit 1.

SECTION THREE: Any and all policies, resolutions or ordinances of the District which may conflict with this Resolution are hereby repealed.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage as provided by law.

PASSED this 17th day of April 2025 by roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

Secretary
Board of Park Commissioners
River Trails Park District
Cook County, Illinois

President,
Board of Park Commissioners
River Trails Park District
Cook County, Illinois

STATE OF ILLINOIS)
) ss
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Bret Fahnstrom, do hereby certify that I am the Secretary of the Board of Park Commissioners of the River Trails Park District, Cook County, Illinois and, as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of

RESOLUTION NO. 25-04-17

RIVER TRAILS PARK DISTRICT

RESOLUTION APPROVING AMENDED EMPLOYEE RECOGNITION POLICY

adopted at a duly called regular meeting of the Board of Park Commissioners of the River Trails Park District, held at Prospect Heights, Illinois in said District at 7:00 p.m. on the 17th day of April 2025.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said River Trails Park District at Prospect Heights, Illinois, this 17th day of April 2025.

Secretary

[SEAL]

EXHIBIT NO. 1
RIVER TRAILS PARK DISTRICT
EMPLOYEE RECOGNITION POLICY

1. Full-time (Tier I) Employee Longevity Awards – All full-time employees will be awarded by the District for length of service. Awards will be applied through the payroll process. Awards will be given accordingly:

1 year of service	Applied amount worth a maximum of \$50
5 years of service	Applied amount worth a maximum of \$100
10 years of service	Applied amount worth a maximum of \$200
15 years of service	Applied amount worth a maximum of \$300
20 years of service	Applied amount worth a maximum of \$500
25 years of service	Applied amount worth a maximum of \$750

This will continue to remain the same for every five (5) years.

2. An IMRF employee who leaves the District then returns at a later date will have the previous time calculated in the manner of rounding down to the nearest whole number during their initial stint as an IMRF employee with the District and added to the present position longevity (i.e. If an employee works 4 years and 4 months, which would be calculated as 4 full years of service, leaves and then returns, at their 6th anniversary, they will be recognized as a 10-year employee).
3. IMRF Part-time (Tier II) Employee Longevity Awards – IMRF Part-time employees may be rewarded for length of service. Employees will be recognized as to the start date of their IMRF participation. Awards will be applied through the payroll process. Awards given accordingly:

5 years of service	Applied amount worth a maximum of \$50
10 years of service	Applied amount worth a maximum of \$100
15 years of service	Applied amount worth a maximum of \$150
20 years of service	Applied amount worth a maximum of \$200

This will continue to remain the same for every five (5) years.

4. Employee of the Season – A part-time employee may be chosen as the “Employee of the Season” three (3) times a year, the seasons are listed as Winter/Spring, Summer and Fall. Full-time District employees will nominate deserving part-time personnel for the award. The Superintendents will choose the Employee of the Season based on the information submitted. The “Employee of the Season” will a) receive a gift card for \$50 and b) be recognized in an appropriate manner such as but not limited to social media.
5. The District may have additional programs for employee recognition (i.e. Soaring Above, High 5). Employees recognized will receive gift cards.



BOARD MEMORANDUM

To: Board of Commissioners

From: Mike Hanley Superintendent of Parks

RE: Tamarack Trails Park Playground Equipment Purchase

Date: April 17, 2025

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 Tamarack Trails Park Renovation is expected to begin construction the summer of 2025. 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 is purchasing the selected Landscape Structures playground equipment at an 8% discount when 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. Additionally, we will get about a month head start on the building of the playground pieces by ordering this week after approval instead of having waited for the total construction bid process to finish.

For these reasons, it is recommended for the district to purchase playground equipment separate from the construction bid. The price of the delivered playground equipment is \$168,055.00. The 8% Sourcewell discount amounts to \$12,616.00. Total cost for playground equipment is \$155,439.00.

Action and Motion Requested

Staff recommends the Board to approve the price of the Landscape Structures playground equipment for total of \$155,439.00.



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

April 7, 2025

Page 1 of 2

LSI SOURCEWELL#: 010521

BILL TO:

River Trails Park District
1500 E. Euclid Ave.
Mt. Prospect, IL 60056

SHIP TO:

TBD

PROJECT NAME: Tamarack Trails Park, Mt. Prospect, IL
CALL 24 HOURS PRIOR TO DELIVERY:

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
2-5 Year Olds Play Equipment				
1	169318A	Wood Plank Wiggle Ladder 32"Deck w/Recycled Wood-Grain Handholds DB		\$ 1,925
1	123293B	Cozy Climber Perm Handholds 48"Dk DB		3,520
1	152911A	Curved Transfer Module Left 32"Dk DB		3,175
2	111228A	Square Tenderdeck	1,375	2,750
1	169319A	Recycled Wood-Grain Lumber Panel		1,650
1	115254A	Storefront Panel		835
4	111404F	108"Alum Post DB	395	1,580
4	111403D	158"Alum Post For Roof DB	555	2,220
1	211190C	Tree House Roof w/o Stack and w/Kids Only sign		4,305
1	123331B	Double Slide 48"Dk DB		2,760
1	145838A	Lava Run Slide DB		2,255
1	117088B	S Inclined Tunnel DB 48"Dk		7,285
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years DB		-
Subtotal				\$ 34,260
New Toddler Swing Set with 2 Full Bucket Seats				
2	176038G	Full Bucket Seat ProGuard Chains for Toddler Swing	\$ 460	\$ 920
1	177336A	Toddler Swing Frame DB Only		1,470
Subtotal				\$ 2,390
PlayBooster Component System 5-12				
1	307436A	Footprint Balance Beam DB		\$ 585
2	307433A	Footprint Stepper 16" DB	435	870
2	307432A	Footprint Stepper 8" DB	420	840
1	307421A	Fortress Multi-Climber DB		52,335
2	307435A	Footprint Wobble Bouncer DB	2,410	4,820
1	307431A	Fox Den Hangouts DB Only		20,785
1	307428A	Forma SlideWinder2 Slide DB		30,500
Subtotal				\$ 110,735

Tamarack Trails Park, Mt. Prospect, IL
 April 7, 2025
 Page 2 of 2

Outdoor Musical Instruments			
1	214443A	Rhapsody Goblet Drum DB	\$ 1,960
1	214441A	Rhapsody Vivo Metallophone DB	6,400
1	214445A	Rhapsody Kettle Drum DB	1,960
Subtotal			\$ 10,320
Equipment Subtotal			\$ 157,705
Contract Discount - 8%			(12,616)
Shipping Costs			10,350
Equipment Total			\$ 155,439

The above price is subject to change after 60 days.
 The above price includes shipping cost but not installation.
Please include a copy of your Sales Tax Exemption Certificate with Order Placement. Sales Tax will be charged, if applicable.

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.		
Signature	Title	Date





landscape
structures

Tamarack Trails Park

MTP24TAM3-2 • 3.26.2025

NUJOYS
Leisure Products

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BOARD MEMORANDUM

To: Board of Commissioners

From: Bret Fahnstrom, Executive Director

RE: Results of the 2025 Consolidate Election

Meeting Date: April 17, 2025

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

Congratulations to Commissioner Lussem for being officially elected officials for the River Trails Park District. Commissioner Lussem's term is for the full 6-years running through 2031. Commissioner Lussem had 1,318 votes. Staff look forward to continuing the great relationship with Commissioner Lussem.

Action and Motion Requested

The Board should make a motion to accept the results of the April 1, 2025 Consolidated Election



Cmsnr., River Trails Park District, 6yr. - Vote For 1



100% Total Votes: 1,318 Registered Voters: 9,865 Ballots Cast: 1,749 Turnout: 17.73%

Candidate Name		Votes	%
 1	Leah Lussem (Nonpartisan)	1,318	100.00%

[View results for this race by township](#)

STATE OF ILLINOIS)
) ss.
Cook County)

OATH OF OFFICE

I, Leah Lussem, having been elected to the office of Commissioner in the River Trails Park District in the County of Cook, Illinois, aforesaid do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Park District Commissioner according to the best of my ability.

Leah Lussem

Signed and sworn to before me
this 17th day of April 2025:

Bret Fahnstrom, CPRE
Secretary
Board of Park Commissioners
River Trails Park District