

Approved

**THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON JUNE 11, 2015 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.**

**Present:** President Michael Drennan, Vice President Ann Covode, Rob Bady, Pat McCourt

**Absent:** Dan Coyne, Director of Parks & Recreation Brian Rosinski

**Also Present:** Corporate Secretary/Office Manager Anna Christina Nelson, Programs Director Kari Lindquist, Cultural Arts Foundation Director Mike Miro, Maintenance Foreman Ruben Sierra, Treasurer Gerry Gibbs

**Citizens:** Debby Braun, Ryan Prestangen

President Michael Drennan called the meeting to order at 7:45 p.m.

**Citizen Comment:**

Ryan Prestagen reported on his Eagle Scout project. Ryan and a group of volunteers prepared and painted the exterior of the David Wood Fieldhouse in Kamen East Park. The board complimented Ryan on the project.

**Minutes:**

Board members discussed a written proposal from Anna Christina Nelson regarding long-term care insurance being offered to Illinois Municipal Retirement Fund members and retirees. The proposal was included in Anna Christina's May report.

**Motion #1:** Rob Bady made a motion to adopt the proposal. There was no second.

More information was requested by board members and Gerry Gibbs and will be provided by Anna Christina. The motion was tabled until the July 9 board meeting.

**Motion #2:** Pat McCourt made a motion that minutes from the May 15, 2015 board meeting be approved. Ann Covode seconded the motion. Motion passed unanimously.

**Approval of Bills:**

**Motion #3:** Pat McCourt made a motion to approve payment of June bills in the amount of \$50,523.14. Ann Covode seconded the motion. Motion passed unanimously.

**Approval of Petty Cash Expenditures:**

**Motion #4:** Pat McCourt made a motion to approve June petty cash expenditures in the amount of \$1,330.98. Rob Bady seconded the motion. Motion passed unanimously.

**Programs Director Kari Lindquist presented her monthly report. Highlights:**

Board members were given a detailed summary of Ridgeville classes and programs from winter and spring of 2015, including the number of registered participants, income, instructors' salaries, supplies and the amount of reduced fees ("scholarships") given to participants who have financial need.

The May 30 recital by young students in Ridgeville classes was very successful. Summer yoga classes have begun and will run for nine weeks. The adult core class will start in July and run for seven weeks. Session II for the Garden2Table program will begin July 6. Summer camp programs began June 8, with attendance picking up significantly on June 10, when District 65 students were out of school and able to begin camp. The Farmers Market in Ridgeville Park takes place each Wednesday afternoon. There have been 18 pre-orders. Pre-orders for pickup or delivery are still being accepted.

Kari passed around a signup sheet and encouraged board members to volunteer to work some of the shifts at the Ridgeville table during the Custer Street Fair that will take place June 20-21. Kari is distributing posters advertising Ridgeville-sponsored summer events. Board members asked Kari to contact the City of Evanston about city plans for the July 14 food truck event in Brummel Park because food ran out at the event last summer.

Soccer teams are needed for the 3 on 3 soccer tournament July 18 in Kamen East and Kamen West Parks.

**Ridgeville Cultural Arts Foundation Director Mike Miro presented a report:**

The foundation board is planning a fundraiser on November 7 in the St. Nicholas Parish Social Hall. Members of the Acts of Kindness Cabaret group will perform.

**Treasurer Gerry Gibbs presented his monthly report. Highlights:**

Gerry distributed updated figures from the park district's General Ledger and Appropriation Ledger. Then he reviewed a detailed summary of budget items described as "Approved Not Cleared" that have been approved by the board for payment but have not been charged to Ridgeville's banking accounts and items "Charged Not Approved" that have been debited to Ridgeville's banking accounts but not appeared on the monthly financial reports. He recommended a motion to correct these items and two other financial matters.

**Motion #5:** Ann Covode made a motion:

- a) to correct March 20, 2015 corporate bills originally approved for \$15,953.97 to instead be in the amount of \$16,109.93
- b) to correct February 2015 corporate bills originally approved for \$17,111.98 to instead be in the amount of \$17,655.74
- c) to adjust April 2015 program revenue by \$1,857.50 to correct for double-posting of refunds
- d) to write off the 10-cent difference between the amount approved and the amount paid for check #995368
- e) to correct May 2015 corporate bills originally approved for \$16,735.27 to instead be in the amount of \$16,839.27

Rob Bady seconded the motion. Motion passed unanimously.

Gerry told the board about a check (#995137) for \$39.90 that was paid to a vendor and not cashed before the vendor went out of business. Ridgeville will have to remit this amount to the State of Illinois as unclaimed property.

Checks that are lost or never cashed result in Ridgeville incurring stop-payment fees and much extra-processing time. Gerry recommends the board consider charging a \$50 fee any time a check has to be reissued. The board will discuss this at the July 9 meeting.

**Corporate Secretary/Office Manager Anna Christina Nelson's presented her monthly report. Highlights:**

Anna Christina recommended a motion to make year-end budget adjustments to correct the amount of water payments to the City of Evanston.

**Motion #6:** Pat McCourt made a motion:

- a) to correct April 2015 monthly bills originally approved for \$21,477.57 to instead be in the amount of \$20,726.74
- b) to correct April 2014 monthly bills originally approved for \$12,460.32 to instead be in the amount of \$11,825.04
- c) to correct April 2014 monthly bills originally approved for \$18,340.15 to instead be in the amount of \$16,819.51

Ann Covode seconded the motion. Motion passed unanimously.

Anna Christina reported on a program called "Facility Dude" that is designed to help local governments and parks departments with budgeting, maintenance of buildings and parks and rentals. Michael Drennan thanked Anna Christina for the information. The board will consider matter at its July 9 meeting.

**Director of Parks & Recreation Brian Rosinski's monthly report was read by Kari Lindquist. Highlights:** Soil and sod work has been completed on the Kamen East Park baseball diamond, which was in good shape for the t-ball clinic on June 8. Ridgeville's maintenance workers have improved drainage at the Kamen West Park baseball diamond.

Summer staff members completed orientation and CPR/AED training.

On June 3 the Pope John XXIII Preschool had a picnic in Leider Park.

On June 5 Oakton School 5<sup>th</sup> graders had year-end festivities in Ridgeville Park and the Community House.

**Old Business:**

**Tentative Budget for Fiscal Year 2015-2016 (beginning July 1, 2015)**

Board members reviewed the tentative budget. It was the consensus of the board that Brian go ahead with plans to purchase an ice rink system for Kamen East Park.

The company is offering a sale (20% off) from July 3-13. It was the consensus of the board that commissioners schedule a tour of the Ridgeville parks and buildings to help prioritize spending for the new fiscal year.

**Commissioner Guidelines: Best Practices** Michael Drennan and Ann Covode distributed to board members a rough draft of a proposed best practices manual. Michael asked board members to read it over so it can be discussed at the July meeting.

### **IAPD Board Development Program Update**

Before the July 9 meeting, Michael Drennan hopes to have a date when board members can meet with master parliamentarian Nancy Sylvestre. Gerry has a summary of Roberts Rules of Order that he will forward to Michael.

### **Debit Cards**

Gerry Gibbs said the park district now has two debit cards from Chase Bank assigned to Brian—one for the petty cash account and one for the corporate account. Each one has a \$500.00 per day limit.

### **Port-A Potties in Ridgeville Parks**

Rob Bady and Ann Covode, a two-person committee that considered amenities in Ridgeville parks, recommended a short-term trial -- placing a portable toilet near the northwest corner of the Ridgeville Park basketball courts during July and August. The portable toilet would have a lock that a staff member would lock at the same time each evening that hoops are removed. Pat McCourt spoke against the proposal, saying it goes against the opinion/s of 30 Ridgeville residents who have expressed strong opposition to placing portable toilets in any Ridgeville parks.

**Motion #7:** Ann Covode made a motion that for the months of July and August, an environmentally-safe, handicapped-accessible portable toilet with a locking device be placed near the northwest corner of the basketball court in Ridgeville Park. Rob Bady seconded the motion. The motion passed on a voice vote. Pat McCourt voted no.

### **New Business:**

#### **Prevailing Wage Ordinance**

**Motion #8:** Ann Covode made a motion to approve an ordinance of the Ridgeville Park District, Cook County, Illinois ascertaining the prevailing rate of wages for laborers, workmen and mechanics employed by public works of said park district. Rob Bady seconded the motion. Motion passed unanimously. A copy of the ordinance is on file in the Ridgeville Park District office.

#### **Commissioners' E-Mail addresses**

Rob Bady asked about the possibility of board members having e-mail addresses at Ridgeville, as a group and/or individually. These e-mail addresses would be included on Ridgeville's website and in its twice-a-year brochure. Messages could be forwarded to commissioners' personal (home) e-mail addresses. Kari will investigate and report at the July 9 meeting.

**Motion #9:** At 10:05 p.m. Pat McCourt made a motion that the meeting be adjourned. Ann Covode seconded the motion. Motion passed unanimously.

Minutes submitted by Rita McCourt