

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON NOVEMBER 9, 2017 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.

Commissioners Present: Rob Bady (Vice President), Debby Braun, Ann Covode (President), Dan Coyne, Pat McCourt

Commissioners Absent: None

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Brian Rosinski (Director of Parks and Recreation), Natalie Sallee (Program Director)

Citizens: Bob Dorneker (City of Evanston Assistant Director of Parks and Recreation), Michele Hays, Delamie Thompson

President Ann Covode called the meeting to order at 7:30pm.

Citizen Comment Part 1:

- Michele Hays introduced herself as an Organizer with the Brummel Park Neighbors, and on behalf of the Neighbors, she is advocating for half-day programs for youth in south Evanston similar to programs offered to youth in north and west Evanston who can access the McGaw YMCA and other City of Evanston offerings. Michele also noted that the previous leader of the Brummel Park Neighbors, Yvonne Van Den Avenne, recently passed away. Yvonne was one of the founding members of the Brummel Park Neighbors and dedicated much of her time to that work; now that work is coming to fruition and all are indebted to Yvonne's service and dedication.
- Delamie Thompson introduced herself as a citizen and spoke to the need for more middle school programming on half-days. She is the mother of a middle schooler who, along with his 11-year-old peers, does not have adequate after-school programming available to him. She noted examples of other children in her neighborhood who have nowhere to go on half-days and are not always able to keep themselves safe, unsupervised. Michele Hays added that the Chute Middle School PTA is meeting tonight, so other parent and citizen advocates were not able to come to the Ridgeville meeting but would have likewise expressed their concerns.

Approval of Minutes:

Motion #1: Pat McCourt moved to approve the minutes from the October 12, 2017 Board meeting. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Bills:

Brian Rosinski distributed and discussed the document entitled "Ridgeville Park District CORPORATE- Monthly Bills Summary- November 9, 2017." He noted, among other items, that bills included light repairs, background checks, food for volunteers, brakes/rotors/pads from Nick & Ernie's, and play equipment from PlayPower.

Motion #2: Dan Coyne moved to approve payment of November 2017 bills in the amount of \$61,877.54. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Brian Rosinski distributed and discussed the document entitled "Ridgeville Park District PETTY CASH Monthly Summary Report- November 8, 2017." He noted the expenses were for live music for the Halloween Happening.

Motion #3: Dan Coyne moved to approve payment of November 2017 petty cash expenditures in the amount of \$250.00. Rob Bady seconded the motion. The motion passed unanimously.

New Business

- Discuss Middle School Program/City of Evanston Partnership

Bob Dorneker offered a short presentation regarding the need for middle school programming on half days from school from 3-6:00pm. A memorandum from Lawrence C. Hemingway, City of Evanston Director of Parks, Recreation & Community Services was also distributed, outlining the ideas expressed. The City of Evanston has been running a successful middle school program out of Mason Park for about 15 years and hopes to expand the program to other areas of Evanston. At Mason Park, middle school youth come to do tutoring work, watch TV, play video games, participate in occasional field trips, and use personal iPads from school which utilize free, available WiFi. There are structured programs as well as drop-in programs in addition to snacks made available from the US Dept of Agriculture. The City of Evanston's proposal is to collaborate with Ridgeville and run the program out of the Kamen Field House. Evanston 9th Ward Alderwoman, Cicely Fleming is talking about implementing this idea for fiscal year 2018. The first portion of the program can run January-May 2018 and then the second portion would run September-December 2018. The City anticipates the total cost for the first year to be \$50,000 if the facility and programming are set up similarly to Mason Park. This would include: purchasing a large TV, providing 5-6 computer work stations, installing high speed WiFi fiber, and buying furniture. (A lower cost option would not include these things.) They anticipate charging a fee for programming between \$20-50/child per month in order to try to recoup some of the cost. Brian Rosinski discussed this idea with Cicely Fleming and Bob Dorneker, and he noted that Ridgeville needed to look at the current budget since this program wasn't planned for. We would consider the program a "pilot program" to be implemented for the second semester of the school year, and we would reevaluate in April before committing to continue the program for the remainder of 2018. It will be the City's program at this point and they will rent the facility and RPD (Ridgeville Park District) would make a donation of \$6,000 toward the cost of hiring two employees. The City likes to have two employees on site in addition to any number of Americorps volunteers. The City would be the responsible party for the two employees, although Brian and Natalie Sallee would participate in the interview process

to develop a good working relationship with the staff. Y.O.U. is also hoping to collaborate. The Ridgeville Board can vote on the program at the next Board meeting and the proposed program could then start in January 2018. Gerry Gibbs explained that these ideas have been discussed in recent weeks and he can outline the outcomes of those budgetary discussions. The only option we have right now is to spend unappropriated money; however, Brian was able to identify two areas of RPD expenses that can contribute the needed \$6,000 for the remainder of the current fiscal year. Brian did a lot of work with Natalie Sallee to rearrange the budget to accommodate this. For January and beyond, we would have the opportunity to reinstate those expenditures, although we cannot discuss that possibility at this time. RPD can make certain amounts of budgetary changes in substitutions per fiscal year. Since the proposed program can be constituted as "recreation," Gerry is comfortable with the decision to take on the middle school program and make the budgetary substitutions that Brian proposed. Pat McCourt wondered about the cost for creating WiFi at Kamen House. Natalie said she got an initial quote from Comcast for \$125/month with an additional, nominal installation fee. It was also suggested to look into internet service through RCN. Pat expressed that he wants the Board to be thoughtful about not stepping into a new program that will become progressively more expensive as time goes on. Gerry noted that we will have the opportunity to reassess before planning for the next budget year. Ann Covode estimated that we would probably expect to budget at least \$12,000 for this program for the next fiscal year. At this point, we will not plan on purchasing any new equipment (other than the WiFi) and depend on children bringing their own devices; RPD can provide board games and etc. for the space. Ann wondered about getting some ice skates in conjunction with the City. Natalie agreed to look into any available grant opportunities that we could utilize. At this point, everyone agreed that this sounds like a worthwhile project. The Board thanked Bob for attending and for his willingness to collaborate. Bob thanked the Board for having him and for their support.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: RPD is celebrating Native American Indian Heritage Month by honoring Dorene Wiese, who is a member of the White Earth Band of Ojibwe and has advocated for native language growth projects throughout Chicago.
- Half-Day Programs: The most recent half-day program included all grade levels and it was successful with double the amount of kids as the previous half-day. In addition, STEAM workshops will be returning.
- New Class: West African Dance and Drum class is starting up next Tuesday and will run for six weeks. Starting in January, the class will run permanently every Tuesday night.
- New Logo: Natalie has been working with Graphic Designer, Sarin Seesawat to create a new "Studio 908" logo to rebrand our space and to be featured on our brochures.
- New Programs: We have tripled our instructors on RPD payroll, going from 14 to over 40 class offerings for the winter/spring session. In addition, The Restorative Art Collective will run out of the small studio on the 2nd floor of the Community House. The group of instructors will offer a variety of classes and special events; their offerings will be considered RPD classes.

- Mini Camps: The community survey revealed a desire for afternoon programming for kids ages 5-7; we will run additional mini camps for this group next summer. We will also add two new soccer leagues for kids ages 3-9.
- Natalie distributed a worksheet outlining projected revenue if all winter and spring classes run with at least five participants (without discounts/scholarships)... over \$30k.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs distributed and discussed the following documents...

1. "Treasurer's Report- Ridgeville Park District- November 9, 2017"
 2. "Ridgeville Park District- Fiscal Year 2017-2018 Statement of Revenue and Appropriations"
 3. "Ridgeville Park District- Balance Sheet- Fiscal Year 2017-2018 as of 10/31/2017"
 4. "Ridgeville Park District- Appropriation Ledger- Fiscal Year 2017-2018"
 5. "RPD Outstandings From 7/1/2017 to 10/31/2017"
- Gerry clarified that our budget is our guide for spending for the year and it is locked in, regardless of how much additional revenue we may raise with programs. Ann Covode wondered about Natalie Sallee's projected increase in revenue and corresponding additional spending for new instructors. Gerry said there can be adjustments within the budget with line items so long as the adjustments do not exceed 10% of the total. The total spending cannot exceed what has already been budgeted for for the year. Gerry noted that there is a mechanism to deal with supplemental income that he can work with.
 - There was some discussion regarding outstanding checks. The Board agreed it would be helpful to draft some sort of policy in how RPD should address checks that go uncashed in order to avoid incurring additional fees to remedy the situation.
 - Gerry noted that we do not yet have the draft of the annual report of the audit, but we should be receiving it by the end of next week. Hopefully it will be available to discuss at the December meeting.

Monthly Update offered by Brian Rosinski, Director of Parks and Recreation:

- Soccer Pitch: The pitch has been removed from Kamen West and returned to Team Evanston.
- Lights: We are working on the lights in Kamen East Park and have secured a permit to repair them.
- Leider Park Fountain: The fountain has finally passed its lead test.
- Halloween Happening: The event on October 26th was a success; about 50 kids and their caregivers attended.
- Ridgeville Foundation: The Foundation raised \$3,800 at their recent Firehouse Grill event and fundraiser. RPD secured several items for their silent auction and raffle.
- Equipment: The play circuit equipment for Brummel Park was delivered on November 1st and installation will begin this week.

Old Business:

- Strategic Planning and Goals (Covode):

Brian Rosinski said that he had asked Charles Valente about hiring a person to lead a private seminar and he responded that, legally, the seminar needs to be open to the public with 48 hour advance notice given. Commissioners expressed their opinions about the idea of hiring an outside professional to lead the group in a one-day retreat in order to develop a strategic plan for Ridgeville Park District.

- Dan Coyne: He said he loves the idea and would appreciate having an outside professional to guide the strategic planning process.
- Ann Covode: She said that through the process she would hope to develop and clarify RPD's goals and values. She would like to see the Board set up a framework to help with decision making for the future.
- Debby Braun: She said that she does not like the idea of strategic planning nor the idea of hiring an outside professional for a retreat. She feels that the Board should tackle one problem at a time at the monthly meetings but not take time out to have a retreat.
- Pat McCourt: He said that RPD does not have much money to spend and feels that money can be spent in wiser ways than on a retreat or a facilitator (e.g. WiFi service). He expressed that our goals are simple and include keeping the parks clean and creating programs for residents; decisions can be made at the monthly meetings and with the public present.
- Rob Bady: He expressed that the Board has different ideas about how Ridgeville should be and feels that we haven't done enough as a Board and for the district. He feels the strategic planning process would be useful and likes the idea of collaborating with other groups. He likes the idea of being encouraged to think bigger and to make Ridgeville "more."

Pat wondered about paying for such a session. Ann and Brian responded that money can be taken from corporate budget items including "part-time office wages" as well as funds set aside for the yearly Illinois Association of Park Districts conference.

Motion #4: Dan Coyne moved to accept Laura Dell's offer to schedule an open session to create a Strategic Plan. Rob Bady seconded the motion. Commissioner Bady voted Yes; Commissioner Braun voted No; Commissioner Covode voted Yes; Commissioner Coyne voted Yes; Commissioner McCourt voted No. The motion passed by majority vote.

- Capital Improvement Plan (Covode)

This discussion was tabled for another time.

New Business:

- Security at Ridgeville Park District (Covode):

Ann Covode expressed concern that the Community House building is open and may be exposing staff persons to security threats, especially when they are working alone in the office. Over the next month, Brian Rosinski agreed to look into ways to increase the security including changing the front door code and investigating the possibility of utilizing video monitors. The second floor fire door can be locked if needed.

- IAPD Annual Conference- Credential Certificate (Rosinski):

Brian Rosinski explained that Anna Christina Nelson will be attending the annual IAPD luncheon where they vote on various items. Anna Christina will be Ridgeville's delegate #1 and Brian will be the alternate.

Motion #5: Dan Coyne moved to accept Anna Christina Nelson as Ridgeville Park District's primary voting member of the Illinois Association of Park Districts and Brian Rosinski as the alternate voting member. Rob Bady seconded the motion. The motion passed unanimously.

Citizen Comment Part 2:

There were no comments at this time.

Call of the Commissioners

- Dan Coyne: Dan shared that Brian Rosinski recently helped to coordinate a future event at Elks Park for Lincoln Elementary School. The PTA will host an after-Mother's-Day picnic at the park with live music in order to highlight the south Evanston neighborhood in which many Lincoln students live.
- Ann Covode: Ann suggested that it would be good to honor Yvonne Van Den Avenne who recently passed away. Yvonne could be celebrated on our website and the new playground equipment at Brummel Park could be dedicated to her with a plaque.
- Rob Bady: Rob shared that he spoke with the Aldermen of 8th/9th wards about the RPD meeting falling on the same night of the month and how it would be preferable to better coordinate so people could attend both if desired.
- Pat McCourt: Pat passed the opportunity to share.
- Debby Braun: Debby passed the opportunity to share.

Motion #6: Dan Coyne moved to adjourn the meeting. Rob Bady seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:20pm.

Respectfully submitted,
Julie Larson, Minute Taker