

## APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON MAY 10, 2018 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: Julie Larson (Minute Taker), Brian Rosinski (Director of Parks and Recreation), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Cicely Fleming (Evanston 9th Ward Alderwoman), Lawrence Hemingway (Director of Parks, Recreation & Community Services City of Evanston), Richard Katz, Eddie Kimble (Division Manager of the Local Government Health Plan), Matt Michell, Anna Christina Nelson (RPD Corporate Secretary/ Office Manager), Pat Schumacher

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

### Citizen Comment Part 1:

There were no comments at this time.

### Report/Discussion with Alderwoman Cicely Fleming Regarding After School Program:

Cicely Fleming invited Lawrence Hemingway (Director of Parks, Recreation & Community Services City of Evanston) to share about the collaborative after school program. Lawrence noted that the program has averaged 15 kids each day, with a high of 22 kids participating with the onset of warmer weather. There has been tremendous success with this program. Lawrence distributed a packet which outlined the financial needs of the program to run through the entire year. He also highlighted photographs of program participants enjoying social times, fitness times outdoors, and arts/crafts activities. He noted the expense for two seasonal programming staff is \$23,200 for the year (one staff at \$18/hour and a support staff at \$14/hour); this is the primary expense that the City of Evanston is looking to Ridgeville Park District to fund. Cicely noted that the daily snack will continue to be provided by the City. She also noted that expenses of cleaning supplies and recreation supplies would also probably not be an expense for Ridgeville to consider. Cicely added that the City doesn't have any recreation space in South Evanston since the Robert Crown Community Center and Levy Senior Center operate in South Evanston. The City is looking at a year of deficits, unfortunately, and it may need to cut the after school program if Ridgeville can't absorb some of the costs. The Chute Middle School Principal has been very involved with hand selecting and recommending individuals to participate in the program and feels that it is serving those who need it most, and all participants are currently residing in the Ridgeville district. Ann Covode asked about the City paying for one of the staff. Lawrence responded that he can advocate for

the City to pay for the lesser of the two staff, although their budgeting cycles are different than Ridgeville's and there may not be room in this year's budget to accommodate this. Ann wondered about grants available for this program? Lawrence says it is hard to find Operating grants (instead of grants for capital expenses or expansion in order to grow a district). Lawrence and Cicely closed in saying that they would love to see the program continue. The Commissioners assured them that they would hear a response in the coming months.

Illinois Department of Central Management Services: Eddie Kimble, Division Manager of the Local Government Health Plan Updates & Reminders of State Policy for Employee Health Insurance:

Eddie Kimble introduced himself as the Local Government Health Plan Manager. He explained that Ridgeville Park District has coverage through them, and this is an opportunity to reassess new health care options. As of July 1st, there will be some deductible increases. A Benefits Choice booklet has been mailed out to all RPD employees. He briefly noted the differences among HMO, OAP, and PPO plans as well as high deductible plans. He also shared ways that members can reach him and his staff with any questions they may have.

Approval of Minutes:

**Motion #1:** Dan Coyne moved to approve the minutes from the April 11, 2018 Board meeting. Pat McCourt seconded the motion. The motion passed unanimously.

**Motion #2:** Pat McCourt moved to approve the minutes from the April 21, 2018 Board meeting with the following edits: Pat McCourt left the meeting at 11:00am and Debby Braun left the meeting at 11:30am. Debby Braun also noted that Pat Zuiker was noted as a guest in error. Rob Bady seconded the motion with the above mentioned changes. The motion passed unanimously.

Approval of Bills:

Brian Rosinski distributed and discussed the document entitled, "Ridgeville Park District- Corporate Monthly Bills Report- Summary May 10, 2018." He noted, among other items: refunds, lockbox, and T-shirt design.

**Motion #3:** Dan Coyne moved to approve payment of May 2018 bills in the amount of \$12,718.89. Rob Bady seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Brian Rosinski distributed and discussed the following document entitled, "Ridgeville Park District Petty Cash Monthly Report May 8, 2018 (Summary)." He noted, among other items: rat poison, woodchips, paper, and half-day snacks. Brian noted that the petty cash amount is much higher than usual because Evanston Organics wouldn't bill RPD, so Brian asked for Ann Covode's approval to use the debit card for the \$4,060 woodchip expense.

**Motion #4:** Dan Coyne moved to approve payment of May 2018 petty cash expenditures in the amount of \$4,663.45. Debby Braun seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: RPD is celebrating Asian/Pacific American heritage this month by honoring Dr. Nitasha Sharma, an Associate Professor of Asian American Studies and African American Studies at Northwestern University.
- Earth Day Clean-Up: We had 5-6 people come out to RPD to help with Earth Day clean-up this year on April 21st.
- Half-Day Workshops: May 2nd was our last half-day workshop with 8 enrollees in Stories in Action; STEAM was cancelled due to low enrollment. All in all, we brought in \$1,640 in revenue this year.
- Summer Class Session: Spring session ends May 27th and Summer session will begin June 3rd; registration is open.
- Summer Camp: Camp will begin June 5th. We will run four main summer camps along with 10 mini camps. Registration looks good. Staffing is complete and orientation is set for May 12th along with additional trainings.
- Soccer/T-Ball: Both registrations are strong and soccer seems to be a great new offering.
- Farmers' Market: We have five confirmed vendors, including produce, flowers, cookies, meat, and marshmallows! Soap and chutney vendors are also considering. In addition, we will host the EPL Book Bike, Get Around, and music/art in the park.
- Custer Fair: June 16th/17th; we will have a RPD booth again this year. There is a need for volunteers to help with the booth.
- Concerts on the Ridge/Shakespeare on the Ridge: Mudlark Theater presents *Julius Caesar* in June, The Arc Theatre presents *The Merry Wives of Windsor* in July-August, and Concerts on the Ridge will host music groups on Wednesdays in July-August.

Financial Update offered by Gerry Gibbs, Treasurer:

Brian Rosinski presented the following documents in Gerry Gibb's absence:

1. "Ridgeville Park District Board Meeting Treasurer's Report (Prepared by Gerry Gibbs) May 5, 2018,"
2. "Ridgeville Park District- Appropriations Ledger Summary- FY 2017/18, as of 04/30/2018,"
3. "Ridgeville Park District- Appropriations Ledger- FY 2017/18, as of 04/30/2018,"
4. "Ridgeville Park District- Statement of Revenue and Appropriations- FY 2017-2018, as of 04/30/2018,"
5. "Ridgeville Park District- Balance Sheet- Fiscal Year 2017-2018 as of 04/30/2018,"
6. "RPD Report of Approved Not Cleared Entries (Outstanding Items) through April 30, 2018,"
7. "RPD: Unapproved Entries Pending Approval and Categorization from 04/01/2018 to 04/30/2018," and
8. "RPD: CA98/99- Unapproved Entries Pending Write-Off from 04/01/2018 to 04/30/2018."

Brian noted that, as per the report, as long as we execute the budget, we will be okay.

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

- On May 12th will be our orientation/CPR certification for summer staff; at that time, 100% of the full and part-time staff will be certified.
- The maintenance crew has been busy cleaning parks, preparing garden beds, and replenishing wood chips.
- We look forward to many special events this coming year including two City concerts, Truck Fest, Soccer Fest, and others.
- We are in the process of applying for an Evanston Community Foundation (ECF) grant to help offset the after school program costs; the proposal is due in late May.
- The proposed budget includes Natalie Sallee as a full time employee; this will cost the District an additional \$15,841. Brian distributed a document with expanded Program Director job duties and briefly discussed additional revenue that has and will be coming in to cover this increase.

Old Business:

- Strategic Planning and Goals (Covode)
  - There was some discussion among Commissioners around making paper copies of all documents available to Citizens present at the meetings; in addition, all the documents can be made available as PDFs on our website. Anna Christina Nelson agreed the PDFs would save the District money on printing costs.
  - Ann Covode read through a document she distributed which summarized some of the key conversations and takeaways from the Strategic Planning meeting on April 21, 2018 including:
    - Commissioners' priorities going forward
    - Goals for the Art Studio
    - Skate Spot and Leider Park discussion
    - Executive Director Performance Evaluation discussion
    - Budget discussion
  - Brian Rosinski noted that the cost estimate for a new furnace in the Art Studio will be under \$5,000. Ann noted that simple improvements to the 2nd floor (curtains/mirrors for actors) would make a low-cost and immediate difference.
  - Dan Coyne and Rob Bady thanked Ann for her leadership in bringing the group together; Ann thanked everyone for their participation despite differences of opinion.
- Annual Review Process (Covode)
  - **Motion #5:** Dan Coyne moved to accept the Executive Director Performance Evaluation form as distributed by Ann Covode. Rob Bady seconded the motion. Rob Bady voted yes, Debby Braun voted no, Ann Covode voted yes, Dan Coyne voted yes, and Pat McCourt voted no. The motion passed by majority vote.

New Business:

- Introduction to Tentative Budget 2018/2019:
  - Brian Rosinski distributed and discussed two packets entitled: “Recreation Fund- Tentative Budget Summary FY 2018-2019” and “Corporate Fund- Tentative Budget Summary FY 2018-2019,” noting that both are very tentative working documents that may be changed many times until they are passed in September.
  - Brian noted, among other things, insurance reductions of \$2,000 per year as well as looking into an ECF grant opportunity.
  - One item that is not yet listed in the budget is a new roof, which we need. Brian added that whatever money comes back from Brummel’s Capital Improvement can go toward the roof. Up to \$25,000 is an estimated amount for this project.
  - There was some discussion about the budgeted cost for the after school program (\$13,000) and that it is listed in line item “special events supplies” since we write the City a donation check to run this program.
  - Ann Covode distributed two pie charts and a bar graph highlighting the division of funds in the budget, noting that 67% of our budget goes toward employee costs. Ann expressed concern for our need to fund aging equipment. Pat McCourt expressed it would be wise to spend time talking about these budget items at the next meeting. Dan Coyne suggested a meeting (for those interested) with Gerry Gibbs to better understand each line item to aid in the budgeting conversation. Ann requested Brian to put together an “Exhibit B” Tentative Budget before the June meeting that includes \$30,000 toward Building Improvements and adjustments elsewhere in the budget to accommodate this increase. It was also expressed that it would be good to see an overview of all our various funds to have a better idea of how much we have to consider in all areas.
- Art Studio Renovations (Covode)
  - (This topic was discussed earlier in the conversation around Strategic Planning and Goals.)
- Elect Officers for 2018
  - **Motion #6:** Dan Coyne moved to elect Ann Covode as President and Rob Bady as Vice President for the next 12 months (June 2018-June 2019). Pat McCourt seconded the motion. The motion passed unanimously.
- Increase Petty Cash to \$3,000 Monthly
  - **Motion #7:** Pat McCourt moved to increase the petty cash allowance to \$3,000 per month. Debby Braun seconded the motion. The motion passed unanimously.

Call of the Commissioners:

- Coyne: Dan Coyne asked Charles Valente to clarify the process and legality of accepting cash donations to RPD. Charles responded that RPD can accept donations from anyone, and it is irrelevant if the donation is tax deductible or not. A 501c3 is the best way to accept donations, and the Ridgeville Foundation was set up with that intent (if the

funds are restricted to be used for RPD). It would be tax deductible for the donor to donate through the Foundation. If the donor doesn't want the tax deduction, he/she can donate directly to the park district without a problem. Dan also asked Brian Rosinski about porta potties being installed in some parks, and Brian responded that yes, they will be installed June 1st and will be available through the end of August. Finally, Dan reminded everyone of the Lincoln Elementary School community pizza party in Elks Park on Sunday, May 20th (1-5pm) and invited all to attend. He noted that the Lincoln PTA donated \$1,500 for this event and they are anticipating 400 kids and parents to attend. Rob Bady wondered about RPD donating \$300 to the event as a gesture of support to the school. Brian responded that RPD is already supplying some in-kind donations for the event (e.g. staff, hand-washing stations) and feels that it is a tricky business to donate money to one school but not necessarily others. He explained that there are also three other school events in Ridgeville Parks this summer. There was some disagreement among the Commissioners. Pat McCourt expressed that he thought it would be a bad idea. Debby Braun expressed that it would be a poor precedent to establish, especially since Dan is employed by Lincoln School. Ann Covode asked about the use of "special event supplies" in the budget, specifically "reception/parties" funds (\$1,500) and wondered if this could be a good use for those funds. Ann asked for further clarification from Brian about how RPD usually spends "reception/parties" funds for the next meeting.

**Motion #8:** Rob Bady moved to donate \$300 to Lincoln School Elementary for their event in Elks Park on May 20th. Dan Coyne seconded the motion. Rob Bady voted yes, Debby Braun voted no, Dan Coyne voted yes, Pat McCourt voted no, and Ann Covode voted yes. The motion passed by majority vote.

- Bady: passed
- Braun: passed
- Covode: passed
- McCourt: passed

**Motion #9:** Debby Braun moved to adjourn the meeting. Dan Coyne seconded the motion. The motion passed unanimously. The meeting was adjourned to go into Executive Session at 8:47pm.

*(Pat Schumacher noted that the meeting was adjourned before the Citizens were invited to comment a second time. Ann Covode apologized and asked if Pat would like to offer any comments; she declined.)*

Respectfully submitted,  
Julie Larson, Minute Taker