

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON JUNE 14, 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), Pat McCourt

Commissioners Absent: Dan Coyne

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Richard Katz, Pat Schumacher

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

Citizen Comment Part 1:

There were no comments at this time.

Approval of Minutes:

Motion #1: Pat McCourt moved to approve the minutes from the May 10, 2018 Board meeting. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Bills:

Natalie Sallee distributed the document entitled, "Ridgeville Park District- Corporate Monthly Bills Report- Summary June 14-15, 2018," in Brian Rosinski's absence. Pat McCourt expressed that he felt the method in which the Board approved the \$300 donation to Lincoln School at last month's meeting was wrong. The event wasn't a Ridgeville event, but a Lincoln School event, and the donation wasn't on the agenda but was still voted upon. He felt it was a conflict of interest for Dan Coyne to have the money donated, and Debby Braun voiced that Dan should have been kept out of the vote or refused to vote since Lincoln School is his place of employment. Pat noted that on the June bills report, a check was made out to "Daniel Coyne," not Lincoln School. Since Brian and Dan were both absent from tonight's meeting, Pat would like to discuss this payment at next month's meeting before approving it, discussing if a payment to Coyne is an appropriate use of Ridgeville money. Ann Covode agreed that a check should have been made out to Lincoln School instead of Coyne, since that is how the Board voted. Charles Valente advised that it would be prudent to know the facts about why the check was made out to Coyne before deciding if it is appropriate or not.

Motion #2: Pat McCourt moved to approve payment of June 2018 bills in the amount of \$23,571.16 (which is \$300 less than the total), excluding the \$300 payment to "Daniel 'Dan'

Coyne” which is not yet approved. Debby Braun seconded the motion. The motion passed unanimously.

Natalie Sallee distributed the document entitled, “Ridgeville Park District- Corporate Monthly Bills Report- Summary CORRECTED COPY, May 10, 2018.”

Motion #3: Rob Bady moved to approve payment of May 2018 bills in the amount of \$16,778.89. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Natalie Sallee distributed the following document entitled, “Ridgeville Park District Monthly Report PETTY CASH #6417, June 13, 2018.”

Motion #4: Debby Braun moved to approve payment of June 2018 petty cash expenditures in the amount of \$2,514.31. Rob Bady seconded the motion. The motion passed unanimously.

Natalie Sallee distributed the following document entitled, “Ridgeville Park District Monthly Report PETTY CASH #6417 CORRECTED COPY, May 8, 2018 (Summary).”

Motion #5: Pat McCourt moved to approve payment of May 2018 petty cash expenditures in the amount of \$603.45. Debby Braun seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- RPD celebrates LGBTQ+ Pride month by honoring the accomplishments of Melissa Sacluti, who is a Sergeant for the Evanston Police Department and Evanston’s first ever LGBT liaison.
- Summer Camp: Camp is off to a great start and is collaborating with the Evanston Public Library (EPL).
- Mini Camp: Our first mini camp began this week, The Imaginary Game (cardboard camp) led by John Dalton of Imaginary Services. Registration is strong for all mini camps.
- Soccer/T-Ball: Both of our summer sports leagues are off to a great start with waitlists for both soccer (3-5 year olds) and T-ball.
- Farmers’ Market: The 2018 season started June 6th, we have six vendors this year along with several other appearances by EPL, Get Around, and others. Family Yoga will also be offered in the park on Wednesdays from 6-7pm.
- Shakespeare on the Ridgeville Park District: Mudlark Theater begins the festival June 22nd-24th at 7pm with *Julius Caesar*. Performances are free!
- Starlight Concert Series: We worked with the City of Evanston this past Tuesday to host the Joel Patterson Band at Kamen Park East; we passed out fliers about our market and theater/concerts, it was successful and a lot of fun.
- Summer Classes for Adults & Families: Studio 908 classes began last week are off to a good start with registration.

- West African Dance & Drum with Abdoulaye Camara of Alla Tan Tou: There will be some one-off workshops with maser instructor, Abdoulaye Camara, and the next workshop will be Friday, June 15th (7-9pm). Drop-in fee is \$20.
- Social Dance for the Special Needs Community with Jutta & the Hi-Dukes: There will be Saturday workshops this summer for attendees with a variety of special needs, thanks to a special grant from the Evanston Arts Council.
- Custer Fair: Custer Fair is this weekend and RPD will have a booth.
- Natalie's revenue goals: Natalie shared that she met her class-specific revenue goal of \$31,000. As of June 11th, the 2017-2018 class revenue is \$31,040. The Board congratulated Natalie for her diligent work and accomplishments!

Motion #6: Pat McCourt moved to offer Natalie Sallee the \$500 bonus that was previously allocated for the class-specific revenue goal of \$31,000. Debby Braun seconded the motion. The motion passed unanimously.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs distributed and discussed the following documents:

1. "Ridgeville Park District Board Meeting Treasurer's Report (prepared by Gerry Gibbs) June 14, 2018,"
2. "Office of the County Clerk, DRAFT Agency Tax Rate Report, Tax Year 2017, 06/10/18,"
3. "S&P Global Ratings, Pool Profile, Illinois Funds- Money Market Fund (The), February 23, 2018."

There was some discussion around the Levy Ordinance, Monthly Reports (the regular monthly reports are not available for this meeting since the input reports for producing the financials were not yet available), and Outstanding Items. Gerry Gibbs offered four motions for the Board to assist in the process of writing off old expenditures. In addition, Ann Covode suggested that a written up instruction could be posted in the RPD office for the office manager to refer to in order to know how to deal with these outstanding items in the future. Gerry responded that the process has been clarified to Anna Christina Nelson.

Motion #7: Pat McCourt moved to approve T1 (*"Approve the write-off of outstanding check #103573 originally issued in 2015 for \$215.74 as an Office/Admin appropriations item,"*) T2 (*"Approve the write-off of outstanding payroll check 9889 for \$138.22 originally issued in 2015 as an Office/Admin appropriations item,"*) T3 (*"Approve the write-off of an outstanding EFT entry for \$96.17 which occurred in 2016 as an Office/Admin appropriations item,"*) and T4 (*"Approve the write-off of outstanding payroll check #10210 for \$36.37 originally issued in August 2017 as an Office/Admin appropriations item."*) Rob Bady seconded the motion. The motion passed unanimously.

Gerry discussed RPD's investment relationships and excess demand balances. He explained that we currently have an excess amount of funds at Chase Bank that would not be FDIC insured if anything happened to the bank. Gerry's recommendations included putting money into The Illinois Funds, which is a conservatively-run pooled investment fund which is highly

rated; about 1/3 of the units of government (over 2,000) in Illinois are using it, and its current rate of interest averages 1.747%. Gerry has also talked with WinTrust, a community bank that we do not yet have a relationship with. He noted that the Illinois Funds has a much simpler administrative process compared with local banks. Ann Covode expressed concern about investing more than \$250,000 in any fund. The Board discussed putting \$250,000 in Wintrust, \$250,000 in Illinois Funds, \$250,000 in Byline, and eliminating the US Bank relationship since RPD had trouble working with them in the past. Charles Valente added that the concern is primarily to ensure FDIC insurance with any of our investment relationships.

Motion #8: Rob Bady moved to establish a banking relationship, authorize the execution of Wintrust's resolution form in connection with that banking relationship, and transfer \$250,000 from Chase Bank for deposit in WinTrust Bank. Pat McCourt seconded the motion. The motion passed unanimously.

Motion #9: Pat McCourt moved to establish an account relationship with Illinois Funds and to begin the necessary paperwork process to establish an account. Debby Braun seconded the motion. The motion passed unanimously.

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

Natalie Sallee offered a written update from Brian Rosinski in his absence.

- Brian underwent lower back surgery on June 13th and will tentatively be out of the office for the next week.
- Over the past month, Park drinking fountains have been tested by the City and four of the five have been cleared to open. Leider Park is still testing high and remains closed. Brian will be looking into next steps.
- A furnace will be installed in the Art Studio next month; a minor gas leak under the driveway needs to be repaired.
- The maintenance crew is on a weekly cutting and watering schedule; Kamen West baseball diamond was edged and six yards of baseball dirt added.

Old Business:

- **Discuss Tentative Budget 2018/2019:** This topic was tabled until next month. Gerry Gibbs noted that the afterschool program is currently a "supplies" line item, but is really an intergovernmental transfer. This is being discussed with the auditors. Ann Covode added that she asked for a written commitment from Cicely Fleming and the City of Evanston for assurance that the City will pay their portion of the afterschool program for the next school year.
- **Art Studio Renovations (Covode):** Natalie Sallee reported that the Art Studio bathroom is working and the water is turned on; blinds are on most of the windows, and it will get cleaned up this weekend for play rehearsals.
- **Strategic Planning and Goals (Covode):** No further conversation needed at this time.
- **Annual Review Process (Covode):** No further conversation needed at this time.
- **Report on Portable Restrooms (Bady):** This topic was tabled until next month.

New Business:

- **Adopt Prevailing Wage Ordinance:**
Motion #10: Pat McCourt moved to adopt the prevailing wage ordinance. Debby Braun seconded the motion. Commissioner Bady voted yes; Commissioner Braun voted yes; Commissioner Covode voted yes; Commissioner McCourt voted yes; (Commissioner Coyne was absent). The motion passed unanimously.
- **Approve Auditor for 2018, 2019, 2020:** There will be three payments for Knute & Associates, P.C. for audit preparation fees, one for each year going forward: \$6,200 for 2018, \$6,300 for 2019, and \$6,400 for 2020.
Motion #11: Pat McCourt moved to approve a three-year contract with Knute & Associates, P.C. for conducting RPD's annual audit. Rob Bady seconded the motion. The motion passed unanimously.
- **Discuss Program Director's Position:** This item was discussed last month, and Natalie Sallee was approved to start full-time work July 1st. However, considering Brian Rosinski's present medical absence, there was a verbal agreement between Brian and Natalie that she would start working full-time before that due to ensure full coverage at the RPD office.
- **Open Meetings Law Violation (Braun Email):** Ann Covode noted that we all make honest mistakes with regards to emailing and offered the reminder that there shouldn't be any emails going among all the Commissioners ("reply all"). Charles Valente also reminded the Board that all Executive Sessions should be recorded and minutes taken.
- **Other:** Debby Braun suggested that a fruit basket be sent to Brian Rosinski in his recovery from surgery; everyone thought this was a nice idea and Ann Covode agreed to talk with Anna Christina Nelson about making a purchase and sending to Brian.

Citizen Comment Part 2:

There were no comments at this time. Rob Bady apologized to Pat Schumacher about last month's meeting in which she didn't have an opportunity to express her thoughts at the close of the meeting. He reiterated that the Board has created space for two Citizen Comments during each meeting in order to hear from everyone that desires to speak, and it was an oversight to miss that opportunity last month. Pat expressed that she appreciated his sentiment.

Motion #12: Debby Braun moved to adjourn the meeting into Executive Session. Rob Bady seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:51pm.

Respectfully submitted,
Julie Larson, Minute Taker