

## APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON JULY 12, 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: Jean Zuiker, 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 June 14, 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 July 12, 2018" in Brian Rosinski's absence. Ann Covode noted there was some confusion about the internet billing this past month for Kamen Fieldhouse. The Board agreed it would be good to follow up with Brian Rosinski and/or Natalie Sallee about the correct monthly charges for this service since it seemed to be high the past couple months. Charles Valente followed up regarding last month's conversation about the motion regarding donating \$300 to Lincoln School (check made out to "Daniel Coyne") for a community event. Once it was pointed out that Dan works for Lincoln School, it became apparent to Charles that the motion was not properly passed by the Board. Charles explained that based upon several precedents and advice received on this situation, there is a conflict of interest present if Dan participated in the vote for the donation; he should not have voted and, therefore, the motion was not properly passed by the Board. Rob Bady noted that the check has not yet been delivered to Dan Coyne. Charles' advice is that the check *not* be paid to Lincoln School. Charles expressed that he felt that Dan did what he thought was in the best interest of the Park District, however, he should not have voted on the motion. This has already been communicated with Dan via email, and Charles offered to have any further conversation with

Dan on the matter if desired. For procedure's sake, Debby Braun advised that going forward, all items that will be voted on during a meeting should be on the agenda beforehand.

**Motion #2:** Debby Braun moved to approve payment of July 2018 bills in the amount of \$18,250.90. Rob Bady seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Natalie Salle distributed the document entitled, "Ridgeville Park District Monthly Report PETTY CASH #6417 July 11, 2018" in Brian Rosinski's absence.

**Motion #3:** Pat McCourt moved to approve payment of July 2018 petty cash expenditures in the amount of \$1,850.61. Rob Bady seconded the motion. The motion passed unanimously.

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

Natalie Sallee read Brian Rosinski's report in his absence. He has been working mornings at Ridgeville due to medical recovery reasons and will continue to do so until he has clearance from his doctor to return to work full-time; a letter from his doctor was provided to the Board noting this situation. There have been discussions with Anna Christina Nelson regarding her retirement date which will be in September; she will put the date in writing so plans can be made for her replacement. Ridgeville hosted 4th of July games at Kamen East Park with 200 participants. Highlights, as usual, were the balloon toss for the kids and egg toss for the adults. Soccer Fest will be this coming weekend with adult mini soccer games, two soccer pitches, DJ, and a moon bounce for family fun. The event will run from 10am to 1pm.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: we celebrate American Independence and Patriotism by spotlighting LT Commander Edward Henry "Butch" O'Hare, who was an aviator in the US Navy.
- Farmers' Market: we are off to a good start with special guests joining at select markets.
- Summer Camp Session II: June session was a success and July session is off to a great start.
- Shakespeare on the Ridge: Mudlark Theater presented *Julius Caesar* in June and had a huge audience. The Arc Theatre opens *Merry Wives of Windsor* next Saturday, July 21st and will run on Saturdays and Sundays at 7pm through August 12th.
- Concerts on the Ridge: concerts begin this Wednesday at 5:30pm in conjunction with the Farmers' Market; the Foundation has been working to get a food vendor to join us for the concerts as well.
- Soccer Festival: 15 teams have signed up thus far; food will be available for purchase at the event.
- National Night Out: Alderwoman Cicely Fleming has reached out to RPD about hosting a National Night Out event again this year on August 7th; details to come.
- Fall/Winter Brochure: the brochure is almost completed and should be ready for distribution at next month's meeting; it will list classes/programs that will run August 2018 through March 2019.

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) July 12, 2018,"
2. "RPD: Outstanding/Unresolved Items From 07/01/2017 to 06/30/2018,"
3. "Ridgeville Park District: APPROPRIATIONS LEDGER SUMMARY FY 2017/18 \*PRELIM V1\* 06/30/2018,"
4. "Ridgeville Park District: APPROPRIATIONS LEDGER FY 2017/18 \*PRELIM V1\* 06/30/2018,"
5. "Ridgeville Park District Fiscal Year 2017-2018 Statement of Revenue and Appropriations,"
6. "Ridgeville Park District: Balance Sheet- Fiscal Year 2017-2018,"
7. "Ridgeville Park District Fiscal Year 2017-2018 General Ledger- Trial Balance."

Gerry noted that, as approved last month, a Cash Balance of \$250,000 has been transferred to a new banking relationship with Wintrust Bank to gain FDIC insurance coverage and a higher rate of return; this will generate approximately \$7,500 in interest income over the next year.

**Motion #4:** Pat McCourt moved to approve the charge-off/reclassification of \$470.00 in 'unapproved' appropriations as a reduction to Program Revenue (C105) and \$28.00 as Admin/Office expense (CA6). Apply these to Fiscal Year 2017-2018 financials prior to final accruals and other year-end closing entries. Debby Braun seconded the motion. The motion passed unanimously.

Old Business:

● **Discuss Tentative Budget 2018/2019:**

Ann Covode distributed the following documents:

1. "Recreation Fund- Tentative Budget Summary FY 2018-2019," and
2. "Corporate Fund- Tentative Budget Summary FY 2018-2019."

Ann noted that she and Rob Bady met earlier this week with Brian Rosinski to discuss the tentative budget. In noting the after school program, they considered the idea and cost of RPD running the program instead of the City of Evanston. Ann suggested that some of the salaries may have been inflated at the City that could be reduced if run by Ridgeville, however, these ideas would be something that Brian Rosinski and Natalie Sallee will need to look at more closely. Debby Braun agreed that it is an expensive program as it currently stands. The tentative budget for 2018/2019 was adjusted (from previous versions) to consider this idea of running the program, but more finalized numbers would need to be developed if the Board agreed it was a good thing to pursue. Rob Bady added that he mentioned the idea to Cicely Fleming and she seemed open to the possibility of RPD running the program; she was planning on attending tonight's meeting to talk with the Board about the idea but became otherwise engaged at the last minute. Debby Braun and Pat McCourt spoke up about the importance of Board members only discussing Board matters at meetings and not in private; there was heated discussion on this topic. Pat noted that the after school program, as it currently stands, seems to be a program that caters to one school (Chute Middle School) that is basically free for the

student participants. He also expressed that the current program is a partnership with the City. Gerry Gibbs added that, from a financials perspective, it makes more sense to take over more leadership of the program so that it is more clean/clear in taxing our residents and then using the money ourselves for recreation programs instead of offering the money to another government agency. Other conversation about the tentative budget included surplus funds from the office manager position savings and how that should be spent (or not spent). Ideas included improvements to Leider Park equipment as well as Art Studio renovations. Gerry explained that the tentative budget is *tentative* and there is time to work through the numbers in the coming months; the purpose of passing a tentative budget tonight is to offer the public a view of what the Board is discussing in regards to the budget. The Board agreed to pass a tentative budget that did *not* account for taking on the after school program, since this would be a \$9,000 increase in the Recreation Fund numbers. The idea will be discussed at future meetings.

**Motion #5:** Debby Braun moved to approve the 2018/2019 Tentative Budget for the Recreation Fund in the amount of \$379,800 (which is \$9,000 less in the category of Special Events Supplies [RA28]) and for the Corporate Fund in the amount of \$316,212. Pat McCourt seconded the motion. The motion passed unanimously.

- **Art Studio Renovations (Covode):**

Ann Covode noted that the \$5,000 budgeted expense is for a furnace. The Board agreed to further discuss next moves and needed renovations at Leider Park and the Art Studio once additional information is gathered. This will be helpful in moving forward with the budget conversations.

- **Strategic Planning and Goals (Covode):** No further conversation needed at this time.
- **Annual Review Process (Covode):** No further conversation needed at this time.

New Business:

- **Approve Auditor for 2018, 2019, 2020:** This action was completed at last month's meeting.
- **Other New Business:** Next month's meeting will be on *Wednesday*, August 8th.

Citizen Comment Part 2:

There were no comments at this time.

**Motion #6:** Debby Braun moved to adjourn the meeting. Pat McCourt seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:38pm.

Respectfully submitted,  
Julie Larson, Minute Taker