

## APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON AUGUST 8, 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)

Citizens: Cicely Fleming (Evanston 9th Ward Alderwoman), 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 July 12, 2018 Board meeting. Rob Bady seconded the motion. The motion passed unanimously.

### Approval of Bills:

Natalie Sallee distributed and discussed the documents entitled, "Ridgeville Park District- Corporate Monthly Bills Report- Summary, August 8, 2018 [prepared by Anna Christina Nelson]" and "Ridgeville Park District- Corporate Account- Monthly Bills DETAILS Report, August 8, 2018 [prepared by Anna Christina Nelson]" in Brian Rosinski's absence. Ann Covode asked about payments to "John Dalton," and Natalie explained that he is running our cardboard camp and there will be another bill on next month's report. Pat McCourt asked about attorney fees and Rob Bady consulted the bills to clarify additional hours used concerning conversations regarding the Lincoln School donation and opening the WinTrust account.

**Motion #2:** Rob Bady moved to approve payment of August 2018 bills in the amount of \$44,410.01. Debby Braun seconded the motion. The motion passed unanimously.

### Approval of Petty Cash Expenditures:

Natalie Sallee distributed and discussed the document entitled, "Ridgeville Park District Monthly Report PETTY CASH #6417 August 7, 2018 [prepared by Anna Christina Nelson]" in Brian Rosinski's absence.

**Motion #3:** Debby Braun moved to approve payment of August 2018 petty cash expenditures in the amount of \$2,190.86. Pat McCourt seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- **Celebration Board:** We celebrate World Humanitarian Day by spotlighting the achievements of Maggie Blinn DiNovi, who serves as Y.O.U.'s Chief Executive Officer.
- **The Imaginary Game:** Our cardboard camp has begun and has been very successful thus far; both camps are nearly sold out. The camps are led by John Dalton of Imaginary Services.
- **Concerts on the Ridge:** This week is our final concert of the season. The concert series have been successful with their overlap with the Farmers' Market. There will be some additional concerts in the fall with bands performing at no cost: Ridgeville Band, Unaccompanied Minors, and Gomes-Farr-Zumann.
- **Shakespeare on the Ridge:** *Merry Wives of Windsor* will close this upcoming weekend and has been a huge success with 50-150 people attending performances.
- **National Night Out:** This event was cancelled last night due to the weather, and there will be a possible reschedule later in August.
- **Fall Class Session I:** The fall/winter brochure has been mailed and classes begin August 12th. There will be many favorite classes returning in addition to some new classes (Intro to Sewing, Unicorn Groove [dance and movement for kids and families with special needs], Adult Ballet).

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), August 8, 2018,"
2. "RPD: Outstanding/Unresolved Items From 07/01/2017 to 06/30/2018 as of July 2018 Bills, before FY Closing For August Motion to write-off CA98/CA99,"
3. "Ridgeville Park District: APPROPRIATIONS LEDGER SUMMARY FY17/18 w/ July Accruals,"
4. "Ridgeville Park District: Fiscal Year 2017-2018 Statement of Revenue and Appropriations v180807: as of June 30, 2018," and
5. "Ridgeville Park District Balance Sheet- Fiscal Year 2017-2018 v180807: as of June 30, 2018 Draft w/ July Accruals."

Gerry recommended the following motion:

**Motion #4:** Pat McCourt moved to approve the charge-off / reclassification of \$367.04 in 'unapproved' appropriations as follows: 1) a \$325.00 charge to 403B Contributions (CA16) and 2) a \$42.04 as Utilities expense (CA5). 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.

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

Natalie Sallee read Brian Rosinski's Monthly Report in his absence. He has been working as much as tolerable with his back surgery recovery and is unable to attend tonight's meeting due

to his ongoing medication requirements which will continue through August 27th. A new furnace (\$3,000) was installed in the Art Studio which will be charged to last year's budget as it was installed on June 25th. We lost a tree in Ridgeville Park after a large branch fell and the invoice for removal was \$3,250. Brian recommended that Natalie Sallee take over Anna Christina Nelson's duties as Corporate Secretary as our new office assistant hire will have their hands full. The document entitled "Ridgeville Park District MONTHLY Payroll Summary for July 2018" was also distributed, but not discussed.

#### Old Business:

- **Strategic Planning and Goals (Covode):** Nothing new to discuss at this time.
- **Art Studio Renovations (Covode):** As per Brian Rosinski's report, RPD has already spent money on a new furnace, so the budget presented for Art Studio Renovations is money going forward that will be available. Pat McCourt offered that new floor leveling and flooring as well as storage for the ground floor should be considered. Concrete and landscaping around the building where the tree was removed should be considered in order to provide shade and sound blocking for theater performances. Natalie Sallee offered ideas of how she envisioned RPD could utilize the studio space once it is renovated: rentals for meetings/ rehearsals/ birthday parties, childcare for adult classes, and half-day workshops (as a replacement space for Kamen Fieldhouse when it is used for the after school program).
- **Discuss Tentative Budget 2018/2019:** The following documents were distributed: "RECREATION FUND- TENTATIVE BUDGET Summary Fiscal Year July 1, 2018 - June 30, 2019, Approved 7/12/18" and "CORPORATE FUND- TENTATIVE BUDGET Summary Fiscal Year July 1, 2018- June 30, 2019, Approved 7/12/18." There was nothing new to discuss at this time. Pat McCourt asked to be included in upcoming meetings this month regarding the budget with Gerry Gibbs, Brian Rosinski, and others.

#### New Business:

- **Discuss Replacement of Board Secretary Position:** As per Brian Rosinski's report, he made a recommendation for Natalie Sallee to take up the Board (Corporate) Secretary role when Anna Christina Nelson retires. Everyone agreed this was a logical and good choice, and Natalie agreed that she would be happy to fill this role. She will need to take a class to become and Notary Public before she can take on the role in an official way.  
**Motion #4:** Pat McCourt moved to appoint Natalie Sallee to be the RPD Corporate Secretary with the wage of \$2,600 per year. Rob Bady seconded the motion. The motion passed unanimously.  
Ann Covode noted that the tentative date of October 7th will be a going away party/luncheon for Anna Christina Nelson.
- **After School Program:** Ann Covode shared that she, Brian Rosinski, Cicely Fleming (Evanston 9th Ward Alderwoman), and Lawrence Hemingway (City of Evanston Director of Parks, Recreation & Community Services) met earlier this month to discuss the future of the after school program. Cicely shared that the City of Evanston is eager to continue

the current arrangement with RPD to offer the after school program at Kamen Fieldhouse for the next school year and has secured the necessary funds to do so. Lawrence will add additional elements (e.g. basketball and library) into the after school program to echo other after school programs throughout the city. Cicely expressed that she and Lawrence both felt that the program was a great success this past spring. Likewise, the Principal of Chute Middle School felt that this was a very valuable program for his students, most of whom were from refugee populations, where safe and structured after school activities are a big need. After school programming for middle-schoolers, in general, is very sparse in south Evanston. The YMCA expects to be at capacity for after school programs this next school year. Likewise, Y.O.U. usually has a waitlist. There is currently no after school programming offered at Robert Crown for middle schoolers. The ground-breaking for the new Crown is set for the end of this month and construction is on a one-year schedule. They may have programming in the future, but that is not certain at this point. Therefore, the City really appreciates the partnership with RPD since the City does not have a facility in south Evanston. The expected start date for the fall session of the Kamen Fieldhouse program is two weeks after school starts, so this program will be in line with every other City of Evanston Park program. The City will provide some flyers for RPD to distribute to advertise this. Cicely expressed that if Ridgeville does want to bring the program in-house in the future, she would be happy to work with us to transition the program. In other news, she said that August 22nd is the rescheduled date for the National Night Out event. The event will be held from 5:30-7:30pm or so and will be called something along the lines of "Ridgeville/ 9th Ward Community Night," including food trucks, bounce house, DJ, City rec-mobile, and etc. In closing, Cicely applauded RPD for the new initiatives and classes geared toward children and adults with special needs. She said many of her constituents have expressed a desire for more programming for adults with special needs, especially social events. She mentioned Alex Añon of Bucephalus Bikes as a possible community member/ business owner to connect with around bicycles and special needs.

- **Leider Park Update/Recommendation:** Ann Covode referred to a document Brian Rosinski compiled for tonight's meeting ("Leider Park Recommendation and After-School Program.") Gerry Gibbs explained that we will have \$70,000 in surplus funds available for this project (since it is a "parks and playground" expense, we can use money from both the Capital Improvement and Recreation funds.)

**Motion #5:** Pat McCourt moved to direct the Treasurer to move \$20,000 from the General fund to the Capital Improvement fund for the purpose of the Leider Park playground equipment project as of fiscal year end 2018. Debby Braun seconded the motion. The motion passed unanimously.

Pat McCourt suggested community involvement to determine what kind of a play structure would be desired. Since the Little Beans summer camps often utilize the park, it was suggested that we reach out to them to see if they want to underwrite a portion of the renovation cost; we could also potentially hold a community discussion at Little Beans.

Call of the Commissioners:

Bady: passed  
Braun: passed  
Covode: passed  
Coyne: absent  
McCourt: passed

Citizen Comment Part 2:

There were no comments at this time.

**Motion #6:** Rob Bady moved to adjourn the meeting. Debby Braun seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:40pm.

Respectfully submitted,  
Julie Larson, Minute Taker