

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON OCTOBER 11, 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), Jesseca Parr (Office Assistant), Brian Rosinski (Director of Parks and Recreation), Natalie Sallee (Program Director)

Citizens: Pat Schumacher

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

Citizen Comment Part 1:

There were no comments at this time.

Ann Covode noted that Dan Coyne is absent tonight as he is attending a fundraiser for the Evanston Community Foundation and expressed she thought it was good to be making such connections.

Approval of Minutes:

Motion #1: Pat McCourt moved to approve the minutes from the September 13, 2018 Board meeting. Debby Braun seconded the motion. The motion passed unanimously.

Motion #2: Pat McCourt moved to approve the minutes from the September 13, 2018 Public Hearing. Debby Braun seconded the motion. The motion passed unanimously.

Approval of Bills:

Brian Rosinski distributed and discussed the documents entitled "Ridgeville Park District-Corporate Monthly Bills Report- Summary October 11, 2018" and "Ridgeville Park District-Corporate Account Monthly Bills DETAILS Report October 11, 2018," both submitted by Jesseca Parr. Brian noted unusuals including: City of Evanston (after school program) and Great America (finance company of a new phone system). Brian explained that the office phones needed to be replaced, and the money will be coming out of Utilities in the budget for a total of \$6,000 over time with very little interest. Other unusuals included: Idlewood (light poles at Kamen East), Lurvey (six trees), Kaplan (conversations about the ordinance), Pinel Andrews

(replaced sidewalks), and Foundation (a check that we deposited by accident and are now forwarding on to the Foundation).

Motion #3: Debby Braun moved to approve payment of October 2018 bills in the amount of \$37,853.66. Pat McCourt seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Brian Rosinski distributed and discussed the documents entitled "Ridgeville Park District Monthly Report PETTY CASH #6417 October 10, 2018" and "Ridgeville Park District Monthly Report PETTY CASH October 10, 2018," both submitted by Jesseca Parr. Brian noted unusuals including: Dengeo's (retirement party and lunch), House of Rental (Bike the Ridge), Lou Malnati's (end of year farmers' market), Todd Markman (insurance for notary public), and Weber (School of Rock band).

Motion #4: Pat McCourt moved to approve payment of October 2018 petty cash expenditures in the amount of \$1,590.21. Debby Braun seconded the motion. The motion passed unanimously.

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

- Audit process began on October 1st and we hope to present it to the Board in December.
- Jesseca Parr began as our new Office Assistant on September 9th and all are supportive of her transition.
- After School Program is up and running, Brian signed the 2018/2019 agreement with the City, and our first semester contribution toward the program is on the October bills.
- We planted six trees in our parks (two in Kamen West, three in Leider, and one in Brummel). We are working with Ryan Kettlekamp regarding recommendations for Brummel Park beautification and replacement for the lost tree at Ridgeville Park. There was discussion about creating a sound barrier for Shakespeare on the Ridge but not necessarily creating a space that could prove to be a dangerous hiding space. Debby Braun and Brian noted a violent crime that occurred 25 years ago in a Ridgeville Park which resulted in the police making recommendations to RPD regarding sight lines from the street for safety.
- There were two concrete repairs/additions in our parks (crumbling concrete in Kamen West and a span of sidewalk in Ridgeville Park).
- A Thank You letter is drafted to the estate of Yvonne Vanden Avenue for Board review.
- Bike the Ridge was a successful, although rainy, event. Brian received some complaints about a Harley/Clarke table that was set up at the event. Brian had agreed to have the table prior to the event, which he expressed at the meeting was a mistake. He was not aware at the time that the table was advocating for a referendum issue. There was discussion about the inappropriateness of promoting political signage at Ridgeville parks/events and for Commissioners to engage in such promotions.

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) October 11, 2018,"
2. "Ridgeville Park District: APPROPRIATIONS LEDGER SUMMARY FY18/19 09/30/2018,"
3. "RPD Outstanding/ Unresolved Items 07/01/2018 to 09/30/2018," and
4. "Ridgeville Park District Fiscal Year 2018-2019 Statement of Revenue and Appropriations as of 09/30/2018."

Gerry Gibbs proposed the following motion:

Motion #5: Rob Bady moved to approve the reclassification and write-off of \$95.74 for S&S Worldwide as CA6 Office Expense and the reclassification of \$0.02 as CA6 Office Expense for a Little Caesars charge of \$121.23 that was previously approved by the Board for \$121.21. Pat McCourt seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: We are honoring the work of Tariq I. El-Amin for Muslim American Heritage Month; Tariq's work addresses the concerns of underserved communities within the Chicagoland area, giving special attention to youth development.
- Bike the Ridge/ Fall Frenzy: Despite the weather, it was a successful event that raised some money for RPD and the Foundation scholarship funds.
- Half-Day Workshop: *Stories in Action!* was held October 3rd with 12 attendees.
- Farmers' Market: Our last market was on October 3rd. We started the season with six vendors and ended with two. Natalie is thinking of ideas on how to retain vendors for next year's season. All in all, it was a good season.
- Fall I Wrap-Up: Fall I is complete and was very successful. The revenue was over \$6,000 which is almost double what the revenue was last year.
- Fall II Class Session: Fall II begins October 14th. Most classes have sufficient numbers to run; there are a few demos this week for new classes.
- Upcoming Workshops: We are hosting some workshops this month including Backyard Chicken 101 and others.
- Halloween Happening: Our annual event is scheduled for October 25th (4-5:30pm) and we expect a great turnout.

Ann Covode asked about the Cardboard Camp and the ways in which it has been documented with the accounting. Brian Rosinski noted that payments generally come in January/February but the camps run in July/August, which is a different fiscal year. It would be better if the accounting could be noted differently so it is more clear in next year's budget. Gerry Gibbs talked through some accounting options so we can ensure that, going forward, the expense and revenue portions of the camp get put into the same fiscal year.

Rob Bady asked about the Ridgeville Community Choir. Natalie responded that the choir has a leader from Old Town School of Folk Music and has had around 7 attendees per session. It seems to be a successful endeavor and they may choose to perform or not.

Monthly Update offered by Jesseca Parr, Office Assistant:

Jesseca thanked the Board for welcoming her. She noted it has been a transition over the last month to take over duties from Anna Christina Nelson, but she is now coming into a good stride. She has been working with ADP, explaining that we have a lot of access that we are not currently utilizing. The Board thanked Jesseca for all her hard work and welcomed her to the team. Ann requested that, sometime in the future, it would be great for the Board to have access to new worksheets/outlines of comparisons such as “camps vs. classes” and “revenue vs. expenses.” Jesseca said she is working with Gerry Gibbs to better understand such figures that can be acquired through QuickBooks and would be happy to present them to the Board in the future.

Old Business:

- **Strategic Planning and Goals (Covode):** Nothing new to discuss this month.
- **Art Studio Renovations (Covode):** Brian Rosinski shared that the gas line is going in next week and other renovations will follow. Ann mentioned the idea of hosting an Artist in Residence for seasonal opportunities for local artists to use the studio and, in return, give back to the community in some way through classes, etc.
- **After School Program:** Brian noted that the 2018-2019 agreement has been signed and the space looks great.
- **Leider Park Update:** Brian and Natalie Sallee met with Little Beans to discuss park usage and upcoming improvements. The idea was proposed to the manager, Tyler, for Little Beans to invest in the park equipment and he will bring the idea to the owner. Little Beans could be available on a Tuesday or Wednesday evening to host a community meeting. We could always meet at the Fieldhouse as a backup. Lani Chaplek of Parkreation is able to come to such a meeting on Wednesday, October 24th. The Board thought that October 24th was too early to properly flyer the neighborhood and include community members for this meeting; we will look into dates in November instead.

Due to some scheduling conflicts, the Board discussed alternate dates for the November Board meeting.

Motion #6: Pat McCourt moved to reschedule the November Board meeting for Thursday, November 15th. Rob Bady seconded the motion. The motion passed unanimously.

New Business:

- **Authorize Jesseca Parr as our IMRF Agent:**

Motion #7: Rob Bady moved to authorize Jesseca Parr as our IMRF agent. Pat McCourt seconded the motion. The motion passed unanimously.

- **Approve changes to bank account signing authority needed due to Office Manager retirement:** Gerry Gibbs proposed the following motion:

Motion #8: Rob Bady moved to authorize the Treasurer, Gerry Gibbs, to remove Anna Christina Nelson from banking relationships at Chase Bank and First Bank & Trust of Evanston and to add Commissioner Ann Covode to the Chase Payroll and Petty Cash accounts and to add

Natalie Sallee to the Petty Cash account. Pat McCourt seconded the motion. The motion passed unanimously.

- **Commonwealth Edison:** Brian Rosinski distributed and discussed a packet of communications from ComEd regarding their request to add a switchgear box to one of our parks along Asbury since there is not enough City land between the sidewalk and the road to install. They are requesting to come to a meeting to discuss. They offered \$10, but we hope to negotiate a higher payment to RPD before agreeing to this work. Brian clarified that it's not something we have to do, but we can consider it.

Call of the Commissioners:

Bady: Rob brought attention to the recent violence around the Howard Street neighborhood in the past couple months, especially noting this because the area is within our district. There was discussion around safety in our parks and the importance of acknowledging and encouraging the police officers in the district to ensure a sense of safety for everyone.

Braun: passed

Covode: Ann noted a very nice retirement party for Anna Christina Nelson this past month and thanked Brian and others for coordinating the event.

Coyne: absent

McCourt: passed

Citizen Comment Part 2:

There were no comments at this time.

Motion #9: Pat McCourt moved to adjourn the meeting. Debby Braun seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:34pm.

Respectfully submitted,
Julie Larson, Minute Taker