

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON DECEMBER 13, 2018 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.

Commissioners Present: Rob Bady (Vice President), Ann Covode (President), Dan Coyne, Pat McCourt

Commissioners Absent: Debby Braun

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Brian Rosinski (Director of Parks and Recreation), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Martha Gaines; Catherine Moulton, CPA

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: Dan Coyne moved to approve the minutes from the November 15, 2018 Board meeting. Pat McCourt 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 December 13, 2018" and "Ridgeville Park District-Corporate Account Monthly Bills DETAILS Report December 13, 2018." Brian noted, among other items: materials to build ramp for ice skating rink, annual workers comp, minor parts for Brummel play circuit, baby swings, and reimbursement for VIP seating for Shakespeare on the Ridge ("Foundation"). "Great America" is our phone system.

Motion #2: Dan Coyne moved to approve payment of December 2018 bills in the amount of \$25,863.84. 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 December 12, 2018" and "Ridgeville Park District Monthly Report PETTY CASH December 12, 2018." Brian noted, among other items: batteries, and CDs for karaoke ("Amazon").

Motion #3: Dan Coyne moved to approve payment of December 2018 petty cash expenditures in the amount of \$1,054.77. Pat McCourt seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- *Celebration Board:* Natalie reviewed the many Evanstonians that RPD has spotlighted on the Celebration Board throughout the 2018 year. She announced that In 2019, RPD will celebrate cultural diversity with a *Ridgeville Readers Book Club*, which will highlight books for community members to read throughout the month in correlation with the monthly cultural celebrations. A FREE book discussion will occur each month on the last Sunday of the month with hot cocoa and fellowship. Monthly book club selections will be posted in our brochure.
- *Fall II Wrap Up:* The current session is ending December 22nd; we ran 24 classes for youth/adults. The Winter session will begin the week of January 20th. Natalie offered a comparison between Fall I and Fall II revenues from the past two years (which don't include half day workshops). Fall revenue for 2017 totaled near \$10,000 and Fall revenue for 2018 totaled near \$14,000.
- *2019 Spring/Summer Brochure:* The new brochure will be out the 1st/2nd week of January, including information for all summer camps. Most classes will remain the same with some new additions including Multi-level Yoga, Fearless Improv, Writing Circle, and Family Art at the Park. There will be new "TGIF" gatherings at the park on the last Friday of the month in addition to ongoing special needs dances. There will be 11 mini camps featuring partnerships with other organizations (The Imaginary Game, Play-Well TEKnologies, and Sticky Fingers Cooking).

Dan Coyne thanked Natalie for her great work and acknowledged her many successes.

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) December 13, 2018,"
2. "RPD: APPROPRIATIONS LEDGER SUMMARY: Annual Report Format FY18/19 11/30/2018," (Gerry proposed to move towards this level of detail going forward compared to the following Appropriations Ledger Summary, and this can be discussed and decided upon at a later date)
3. "RPD: APPROPRIATIONS LEDGER SUMMARY FY18/19 11/30/2018,"
4. "Ridgeville Park District Fiscal Year 2018-2019 Statement of Revenue and Appropriations as of 11/30/2018,"
5. "Ridgeville Park District Balance Sheet- Fiscal Year 2018-2019 as of 11/30/2018," and
6. "RPD: Outstanding/Unresolved Items From 07/01/2018 to 11/30/2018."

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

- Leider Park planning is moving forward. The community gathering at Little Beans had low attendance, but good progress was made nonetheless. Cost projections for completion of the project are a little more expensive than previously budgeted for, which will be discussed later in the meeting. RPD could have an opportunity to save 3-5% on the cost of the equipment if we order before January 1st.
- ComEd has forwarded updated documents to Charles Valente, and the documents continue to change. Charles will speak more about this later in the meeting.
- The audit will be presented tonight by Catherine Moulton, CPA of Knutte and Associates; the results were very favorable for RPD.
- Material for the Art Studio garage drop ceiling has been purchased and will be completed by the end of January.
- The ice rink boards are up and we will install the liner and water next week, weather permitting.

Old Business:

- **Strategic Planning and Goals (Covode):** Ann Covode shared that an Executive Director Review form has been distributed, and she requested that Commissioners complete the form this month and submit them to her prior to the next Board meeting. The forms can be brought to the RPD office in a sealed envelope the Friday before the meeting for Brian Rosinski to deliver to Ann.
- **Discuss ComEd Switchgear Box at Kamen East Park:** Charles Valente shared that he has been in conversation with ComEd about our proposed document. We had added the indemnification language discussed at last month's Board meeting, but ComEd wanted to limit the indemnification so they were only indemnifying bodily injury, personal injury, death, and property damage. ComEd would not provide indemnification for the park district if a citizen were to sue RPD for lost power. In addition, we had wanted to include indemnification for nuisance claims, which ComEd would also not provide. The Board discussed the possibility of a third party claim. Charles offered that such a lawsuit (regarding lost electricity) would be unlikely and that RPD could probably get out of such a lawsuit quickly. However, we would need to evaluate the risk of a nuisance lawsuit. The Board expressed that it would feel okay taking on the risk of the electrical issue but not with the nuisance issue. Charles agreed to go back to ComEd to continue talking about adding indemnification for nuisance. Brian added that ComEd wants to start construction one way or the other by April.
- **Leider Park Update:** Brian Rosinski presented two artistic renderings of the proposed equipment for Leider Park, taken from two angles. He noted that the equipment choices were designed to stimulate the imagination and provide upper body exercise for children. The choices came out of the November 28th community meeting at Little Beans; the color scheme chosen was black and metallic blue. Brian explained we had initially budgeted \$90,000 for this project. However, the equipment alone is \$63,000, installment would be \$25,000 and, along with the cost of tear-down, the project would end up to be

\$6,000 more than we had budgeted for. Brian offered that a budgetary solution could be to finish the project later in the summer so some of the cost could be put into next year's budget. He added that the equipment pricing will increase 3-5% in the new year, so RPD could save \$3-5,000 if we purchased the equipment before January 1st. Ann Covode and Dan Coyne expressed that the color scheme would mesh more with the remaining equipment if green/brown was chosen instead of black/blue. Pat McCourt wondered about the durability of the proposed sail; Ann compared it to equipment installed at Park School and Willard Elementary playgrounds and noted the sails offer nice shade. She also echoed what a parent in attendance at the Little Beans conversation said that these equipment choices would be unique in the area. Rob Bady asked about the expected life span of the equipment; Brian responded that it should last 20 years easily with the ParKreation brand. Pat McCourt and Rob Bady agreed with the wisdom in comparing "apples to apples" with another company. Pat suggested sending the renderings to Debby Braun via email. Brian agreed to find comparable estimates from another company to present at next month's meeting. He will also ask ParKreation about the possibility of gaining an extension on the 2018 pricing.

New Business:

- **Adopt Levy Ordinance 2018-2019:**

Motion #4: Dan Coyne moved to accept the ordinance for levying taxes in Ridgeville Park District, Cook county, state of Illinois, fiscal year beginning July 1, 2018 and ending June 30, 2019 as written, and as was received in the Board meeting tonight. Pat McCourt seconded the motion. Commissioner Bady voted yes, Commissioner Braun was absent, Commissioner Covode voted yes, Commissioner Coyne voted yes, and Commissioner McCourt voted yes. The motion passed unanimously.

- **Annual Audit Report 7/1/17-6/30/18:** Catherine Moulton, CPA from Knutte and Associates presented the annual audit report to the Board. She noted no significant deficiencies. There were no issues with the books, which looked very clean. The only item to note was a substantial increase in funds, due to a situation in which grant money was received in the current fiscal year but the project(s) will not be completed until the next fiscal year. Catherine noted that RPD is in a healthy position with its cash balance, there is no debt on the books, and no funds with expenditures in excess of the budget and appropriations. She noted that Gerry Gibbs has done a great job of providing meticulous records and documents that work very well with the auditing process. She and Gerry both noted this was the first year that they agreed on the first draft.

Motion #5: Pat McCourt moved to accept the 2017-2018 audit. Rob Bady seconded the motion. The motion passed unanimously.

- **Approve Annual Board Meeting Calendar:** Ann Covode proposed meeting on a different night in the month of February 2019 and the Board agreed on changing the date from February 14th to Tuesday, February 12th.

Motion #6: Dan Coyne moved to approve the 2019 Annual Calendar of Board Meeting Dates as follows (with the proposed change of the February meeting from Thursday the 14th to Tuesday the 12th), with meetings beginning at 7:30pm in the Ridgeville Community House at 908 Seward Street, Evanston, IL 60202.

Thursday, January 10, 2019;
Tuesday, February 12, 2019;
Thursday, March 14, 2019;
Thursday, April 11, 2019;
Thursday, May 9, 2019;
Thursday, June 13, 2019
Thursday, July 11, 2019
Thursday, August 8, 2019
Thursday, September 12, 2019
Thursday, October 10, 2019
Thursday, November 14, 2019
Thursday, December 12, 2019

Pat McCourt seconded the motion. The motion passed unanimously.

- **Approve Year-End Stipends:** Pat McCourt proposed to discuss year-end stipends in closed executive session since it concerns employee compensation. The Board agreed to this proposal.

Call of the Commissioners:

Bady: passed

Braun: absent

Covode: passed

Coyne: Dan Coyne noted that he is aware of three candidates for Ridgeville Park Commissioners who submitted their paperwork for the next RPD election. Three seats will be open. Commissioners Bady, Coyne, and Covode are approaching the end of their 6-year terms. Coyne and Bady have submitted paperwork to run again while Covode will not be running after her good service of two 6-year terms. Citizen Matt Mitchell has also submitted paperwork and is interested in being on the ballot. Citizen Martha Gaines, former RPD Commissioner, is currently collecting signatures. Natalie Sallee clarified that all submissions need to be made before Monday, December 17th before 5pm. All vacancies are for 6-year terms.

McCourt: passed

Citizen Comment Part 2:

Martha Gaines commented on the proposed playground equipment for Leider Park. She noted that, as a parent of a small child, the color of playground equipment is important to consider as heat absorption is affected by the color of the plastic. She also wondered about the real usefulness of the sails in relation to the sun exposure in Leider Park during various times of day, noting that if it's not going to do what it's supposed to do, it could be removed from the plan to save money. Brian Rosinski expressed that the shades should be useful considering the

location of the park equipment in relation to the arc of the sun. Pat McCourt wondered about the durability of the sails and requested to look closely at an example in the community; Willard and Park schools were suggested.

Motion #7: Dan Coyne moved to adjourn the meeting into closed Executive session. Rob Bady seconded the motion. The motion passed unanimously. The meeting was adjourned into closed Executive session at 8:25pm.

Respectfully submitted,
Julie Larson, Minute Taker