

APPROVED

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, April 11, 2024 at 7:00 pm at the Ridgeville Park Community House (908 Seward St, Evanston, Illinois). Meeting agendas and digital packets were made available at www.ridgeville.org/governance prior to the meeting.

Commissioners Present: Diana Anton, Shawn Jones, Matthew Mitchell (President)
Commissioners Absent: Amanda DePalma, Michael (Mick) Morel (Vice President)
Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation), Natalie Sallee (Program Director)
Citizens: none

President Matthew Mitchell called the meeting to order at 7:00 pm.

Roll Call

Diana Anton: present
Amanda DePalma: absent
Shawn Jones: present
Matthew Mitchell: present
Mick Morel: absent

Citizen Comment Part 1:

There were no comments at this time.

Approval of Minutes:

Motion #1: Shawn Jones moved to approve the minutes from the March 14, 2024 Board meeting. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

Approval of Bills:

Nicole Aleman prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary April 11, 2024" and "Ridgeville Park District- General Account Bills Detailed Report April 11, 2024." Marlon Rodas noted, among other items: *Ascension Employment* will receive one more payment now that RPD has hired Nicole Aleman as the Office Manager this past week, and *Bella Consulting* for equity consultant.

Motion #2: Shawn Jones moved to approve payment of April 2024 bills in the amount of \$17,295.15. Diana Anton seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Nicole Aleman prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Report April 11, 2024" and "Ridgeville Park District Petty Cash Details April 11, 2024." There were two separate reports, one for checks and another for credit card charges. Marlon Rodas noted, among other items: *Irish School of Chicago* for the fiddler player for Patties & Pints, *Women in Leisure* for a new IPRA connection to the chapter in IL for Natalie Sallee, *Interface Technologies* listed in a few different reports due to an erroneous charge from a previous Office Manager, *Amazon* for keg pumps for events and heater for outdoor events. It was noted that the charges for *Temperance Beer* and *Double Clutch* for Patties & Pints were covered in revenue; Sketchbook gave RPD over \$300 in donations, which was very appreciated.

Motion #3: Shawn Jones moved to approve payment of April 2024 petty cash expenditures in the amount of \$225.00 (checks). Diana Anton seconded the motion. All were in favor. The motion passed unanimously.

Motion #4: Shawn Jones moved to approve payment of April 2024 petty cash expenditures in the amount of \$2,491.98 (credit card). Diana Anton seconded the motion. All were in favor. The motion passed unanimously.

Monthly Report offered by Marlon Rodas, Executive Director of Parks and Recreation:

Natalie Sallee and Marlon Rodas met with the City of Evanston parks department recently to increase dialogue between the two park districts. The Ridgeville Community House just acquired new and improved internet service. Rodas offered a reminder to commissioners to fill out Statements of Economic Interest. The maintenance crew is busy aerating fields and playgrounds. They are also painting park equipment and preparing gardens. Rodas and Gerry Gibbs are going over the budget. AYSO started practices/games at Kamen Park recently; their season will extend until June 2. Annual orientation and CPR training for summer camp staff will be happening at the Field House on Sat, May 18. Chess tables will be installed with the collaboration of a local Eagle Scout this season.

Monthly Report offered by Natalie Sallee, Program Director:

- Garden Updates: All Elks Park and Ridgeville Garden Park beds are now rented. Laura Downey is the point person. Current waitlist is smaller than last year and is comprised of folks who have reached out within the last month; others from last year's waitlist have been given a bed.
- Spring Break Camp: Accommodated all interested families. Success.
- Mr. Bunny Visits: On March 30, Mr. Bunny visited families around the park district. COVID shut down the previous egg hunt in the park. He delivered baskets to local children. Successful event and could take additional time slots next year.
- MyRec Transition: Transitioning from Squarespace and WooFoo to MyRec. Manually entering information will take time, but it will provide more data and increase efficiency and will be worth it in the end. Hope to have it up and running by the summer.
- Earth Day Celebration: April 20-21 from 11-1 and from 1-3 at all 7 of our parks. Specifics of events at various parks can be found in the board packet and on the website. Activities will include: largest bag of trash contest, art activities, planter preparation, drum

circle, etc. Downey and the Youth Grow Team will be leading activities along with RPD staff and volunteers.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted RPD must spend up to the limit of the Ordinance without going over during the current budget year. Coming into the critical time of year to meet the plan. Rodas mentioned some of the capital projects that will occur in the next month to spend down the necessary money (e.g. \$10k going into basketball courts, mulching/wood chipping parks, and replacing some doors at the Community House). Gibbs summarized that our financial picture at this time is very strong. He also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) April, 2024,"
2. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 3/31/2024 for Fiscal Year Ending June 30, 2024,"
3. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 3/31/2024 for Fiscal Year Ending June 30, 2024,"
4. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 3/31/2024 for Fiscal Year Ending June 30, 2024,"
5. "RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 3/31/2024 for Fiscal Year Ending June 30, 2024," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2023 to 3/31/2024." Gibbs noted that the list of outstanding items has been long due to the turnover in the Office Manager role at RPD this past year. It may be criticized by the auditor. Gibbs is confident we can resolve and/or write-off most of the list in the coming months. The IMRF agent has been difficult to maintain with the changing Office Manager and has caused some difficulties. Rodas is going to address the IMRF issue in person later this week. Gibbs has offered detailed training to Nicole Aleman to ensure that the proper documentation will occur going forward.

REDI Report offered by Marlon Rodas, Executive Director:

Rodas met with Aisha Robinson and the survey went out this past week gauging interest in the REDI committee; it will be up for 10 days. RPD Ordinance has been looked through for edits/concerns/next steps. Rodas noted that Charles Valente's recommendation is to make changes and then enact a new ordinance. Modern changes of gender language and etc. The ordinance is now digitized so it will be easier to edit. Mitchell suggests that some of the commissioners take a stab at rewriting and editing the ordinance and then bring it to the whole board for approval. The board will meet with Robinson for two training dates to discuss DEI issues on Apr 18 and 25.

Old Business:

There was no Old Business to discuss at this time.

New Business:

- **Audit 2024 Contract (Rodas)**

Sikich brought up the issue that our contract has expired. We can renew with them or choose a new auditor by doing an RFP (Request For Proposal) to solicit bids from various auditors. Gibbs prefers to extend the current contract. Although we have been with Knutte/Sikich for many years, he noted that we've had the benefit of new auditors and perspectives over the years. The extension can be for whatever term we want to offer and there has been no mention of fees. There was board agreement to extend the contract with Sikich for 3 years.

Call of the Commissioners:

- Anton: Diana Anton thanked Sallee and Rodas for the excellent programming and job well done at the park district.
- DePalma: absent
- Jones: Shawn Jones shared about seeing the amazing eclipse!
- Mitchell: passed
- Morel: absent

Citizen Comment Part 2:

Natalie Sallee shared that she has had a nice month as a new Ridgeville Park District resident and encouraged everyone to keep up the good work!

Executive Session:

Motion #5: Matthew Mitchell moved to recess into Executive Session for the purpose of discussing a personnel review. Shawn Jones seconded the motion. The motion passed unanimously. The meeting was recessed into Executive Session at 7:54 pm.

The board returned from Executive Session at 8:33 pm.

Adjournment:

Motion #6: Matthew Mitchell moved to adjourn the meeting. Shawn Jones seconded the motion. All were in favor. The meeting was adjourned at 8:34 pm.

Respectfully submitted,
Julie Larson, Minute Taker