

APPROVED

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, December 14, 2023 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: Amanda DePalma, Shawn Jones, Matthew Mitchell (President), Michael (Mick) Morel (Vice President)

Commissioners Absent: Diana Anton

Also Present: Maricar Fernandez (Office Manager), Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Aisha Bell Robinson (Equity Consultant), Jim Savio (Auditor from Sikich, LLP)

President Matthew Mitchell called the meeting to order at 7:02 pm.

Roll Call

Diana Anton: absent

Amanda DePalma: absent (will join later in the meeting)

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: present

Citizen Comment Part 1:

There were no comments at this time.

Audit Presentation

Jim Savio, the Auditor with Sikich, LLP reviewed the document entitled, "Ridgeville Park District Evanston, Illinois Annual Financial Report For the Year Ended June 30, 2023." Sikich, LLP offered an Unmodified Opinion, the highest level of opinion. It was noted that the "Management's Discussion and Analysis" is a good overview of the district's financial position.

Motion #1: Shawn Jones moved to receive the audit and place it on file. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

Approval of Minutes:

Motion #2: Mick Morel moved to approve the minutes from the November 9, 2023 Board meeting. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Bills:

Maricar Fernandez prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary December 14, 2023" and "Ridgeville Park District- General Account Bills Detailed Report December 14, 2023." Marlon Rodas noted, among other

items: *Citgo* is down for winter months with less truck usage, *IPRF* for an annual workmans comp policy, *Stratus* for cleaning company which extends through January, and *Imaginary Games* for fall partner programming (money is collected for their program and goes to Imaginary Games and RPD retains 25%).

Motion #3: Mick Morel moved to approve payment of December 2023 bills in the amount of \$85,401.45. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Maricar Fernandez prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Summary December 14, 2023, [dated 12/12/2023]," "Ridgeville Park District Petty Cash Summary December 14, 2023, [dated 12/13/2023]," "Ridgeville Park District Petty Cash Details December 14, 2023 [dated 12/12/2023]," and "Ridgeville Park District Petty Cash Details December 14, 2023 [dated 12/13/2023]. Marlon Rodas noted, among other items: *North Suburban* for lawn mower repair, a legal symposium last month, a discrepancy with a Target charge (Fernandez is investigating), and *Evanston Glass* for vandalism which occurred at the Community House, resulting in a broken window. Two petty cash reports are for two different payment methods.

Motion #4: Shawn Jones moved to approve payment of December 2023 petty cash expenditures in the amount of \$600.00. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

Motion #5: Shawn Jones moved to approve payment of December 2023 petty cash expenditures in the amount of \$2,978.10, adjusted from the initial total of \$3,009.90. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

[Amanda DePalma joined the meeting.]

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

Maintenance crew has been busy setting up for special events. The water fountain was removed at Reba Park and replaced with new cement. There is not a plan to replace the fountain due to lead concerns in the water at that location. Rodas met with an IPRF (Illinois Public Risk Fund) representative, and he informed us we need to form a safety committee. The committee will be formed and will meet occasionally for documentation requirements.

Monthly Report offered by Natalie Sallee, Program Director:

- Flannel Fest: Successful event which sold out online in advance (50 people) and walk-ups were also welcomed. Pizza from Firehouse Grill, jazz guitarist, and ample beer made a nice profit for RPD.
- Winter Solstice Paint & Sip: Sat, Dec 16, 1 - 2:30 pm, we will be teaming up with south Evanston business Wine Goddess and will provide a painting activity. Almost sold out.
- Holiday Concert: Sat, Dec 16, 4-5 pm holiday concert with Ridgeville Band, sold out within hours of advertising online. RPD will provide hot cocoa and festive decor.

- Winter Break Camp: Held at Community House and Kamen Fieldhouse, sold out for 2nd week, plenty of space remains for the 1st week of winter break camp.
- Half-Day Makers Workshop: There are a few remaining spots for spring months.
- Studio 908 Winter Classes: Will begin Jan 8, will offer over 50 classes - far beyond what we've offered previously.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted that we can now open up the new fiscal year since we have the auditor's report in hand. He also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) December, 2023,"
2. "RIDGEVILLE PARK DISTRICT STATEMENT OF RECEIPTS AND DISBURSEMENTS JULY 1, 2022 TO JUNE 30, 2023,"
3. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 11/30/2023 for Fiscal Year Ending June 30, 2024,"
4. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 11/30/2023 for Fiscal Year Ending June 30, 2024,"
5. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 11/30/2023 for Fiscal Year Ending June 30, 2024," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 11/30/2023."

Old Business:

- **Discuss REDI Initiative (Mitchell)**

Marlon Rodas and Aisha Bell Robinson have talked about staff and board member training in topics including social media, ordinances, and others. Matthew Mitchell noted that the REDI committee has dissolved. He would be glad to move forward without a REDI committee and have the board work directly with the consultant. There was a group conversation, summarizing when and why the REDI committee was formed a few years ago, under the advice of our initial equity consultant, Dr. Ephiom. Robinson brought up the intention of the REDI committee and advised offering a formal call to the community about whether or not to form a new committee. Boundaries of the committee and how it would interact with the board could be improved upon in future iterations. Mick Morel offered the idea of a "middle ground" to gather people to share ideas, online forum, town hall meeting, etc instead of a formal committee that is bound by rules and formalities. He added that the public is always invited to attend any monthly board meeting to express concerns or share ideas about equity. Offering a clear invitation to the public to attend board meetings through our newsletters was also discussed. Rodas will continue to be Robinson's point of contact at RPD. Rodas and Robinson will move forward on creating an equity survey as well as an outreach effort (a separate survey) to gauge interest in the public's desire for a REDI committee 2.0. Survey should be finished by the February board meeting.

New Business:

- **Discuss/Approve 2023/2024 Levy Ordinance**

Rodas presented the “LEVY ORDINANCE LEVYING TAXES IN THE RIDGEVILLE PARK DISTRICT, COUNTY OF COOK, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024” which was approved in previous months.

Motion #6: Shawn Jones moved to approve the Levy Ordinance 2023-2024. Amanda DePalma seconded the motion. Roll call vote: DePalma yes, Jones yes, Morel yes, Mitchell yes. The motion passed unanimously.

- **Discuss/Accept Auditor’s Communication to the Board of Park Commissioners and Management for the Fiscal Year Ended June 30, 2023**

[This was accomplished earlier in the meeting.]

- **Discuss/Accept Annual Financial Report for the Fiscal Year Ended June 30, 2023**

[This was accomplished earlier in the meeting.]

- **Discuss/Accept Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2023**

Motion #6: Mick Morel moved to accept the Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2023. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

- **Discuss/Approve Annual Calendar (Rodas)**

There was discussion regarding Jewish holidays and making an effort to not schedule meetings that would conflict with holidays.

Motion #7: Shawn Jones moved to approve the Annual Calendar as outlined in the board packet. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Motion #8: Matthew Mitchell moved to delegate Marlon Rodas to submit financial reports to the Cook County office as required. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Call of the Commissioners:

- Anton: absent
- DePalma: Amanda DePalma thanked the board for supporting her family needs and having her kids present at the meeting.
- Jones: Shawn Jones shared that he enjoyed hiking the Appalachian Trail recently and recently became engaged!
- Mitchell: passed
- Morel: Mick Morel offered a “happy holidays!” to all.

Citizen Comment Part 2:

There were no comments at this time.

Executive Session:

Motion #9: Matthew Mitchell moved to recess into Executive Session for the purpose of discussing the following:

- **Discuss/Approve Year-End Stipends (Rodas)**

- **Discuss/Approve Maintenance Yearly Clothing Stipends (Rodas)**

Mick Morel seconded the motion. All were in favor. The motion passed unanimously. The meeting was recessed into Executive Session at 8:20 pm.

The board returned from Executive Session at 8:35 pm to make the following motions:

Motion #10: Amanda DePalma moved to approve bonuses for full time staff in the amount of \$600 and \$200 for the office manager position. Mick Morel seconded the motion. All were in favor. The motion passed unanimously.

Motion #11: Mick Morell moved to approve \$350 in clothing (safety boots) for our two full time parks staff. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Adjournment:

Motion #12: Matthew Mitchell moved to adjourn the meeting. Mick Morel seconded the motion. All were in favor. The meeting was adjourned at 8:40 pm.

Respectfully submitted,
Julie Larson, Minute Taker