

Monthly Meeting Agenda

The monthly meeting of the Ridgeville Park District Board of Commissioners will take place on Thursday, November 9, 2023 at 7:00pm at the Ridgeville Park Community House (908 Seward St.). Meeting agendas and digital packets will be made available at www.ridgeville.org/governance prior to the meeting.

- I. Call Meeting to Order 7:00pm
- II. Roll Call
- III. Citizen Comments
- IV. Approval of Minutes
 - a. October 16, 2023
- V. Approval of Bills
- VI. Approval of Petty Cash Expenditures
- VII. Monthly Reports
 - a. Executive Director (Rodas)
 - i. Program Director (Sallee)
 - b. Treasurer (Gibbs)
- VIII. Old Business
- IX. New Business
 - a. Discuss REDI Initiative (Mitchell)
 - b. Motion to appoint Maricar Fernandez to Corporate Secretary (Rodas)
- X. Call of the Commissioners
- XI. Citizen Comments
- XII. Adjournment

DRAFT

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Monday, October 16, 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: Diana Anton, Amanda DePalma, Shawn Jones, Matthew Mitchell (President)

Commissioners Absent: Michael (Mick) Morel (Vice President)

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Natalie Sallee (Program Director)

Citizens: none

President Matthew Mitchell called the meeting to order at 7:01 pm.

Roll Call

Diana Anton: present

Amanda DePalma: present

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 September 14, 2023 Board meeting. Amanda DePalma 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 October 12, 2023" and "Ridgeville Park District- General Account Bills Detailed Report October 12, 2023." Matthew Mitchell noted, among other items: a transition between phone providers, *Bozeman Construction* for front door (noted in Details), background checks, refunds, concert for Fall Frenzy, and *Stratus* for 2 months worth of cleaning (one month went unintentionally unpaid earlier in the fall).

Motion #2: Amanda DePalma moved to approve payment of October 2023 bills in the amount of \$16,540.82. 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 October 12, 2023" and "Ridgeville Park District Petty Cash Details October 12, 2023." Matthew Mitchell noted, among other items: more money spent on Amazon due to a new computer purchase.

Motion #3: Amanda DePalma moved to approve payment of October 2023 petty cash expenditures in the amount of \$2,387.81. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

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

Matthew Mitchell summarized Rodas' report in his absence. Rodas recently submitted an application for RPD to be a KABOOM! partner. Natalie Sallee explained KABOOM! would support RPD with replacing park equipment at Ridgeville Park, which is the oldest play circuit in our park system. The KABOOM! organization would replace equipment all in one day. If not Ridgeville, the Elks playset would be next in line to be replaced. The Kubota equipment should be delivered within the month. Youth in the Parks programming ended in mid-September and the staff did a great job. New phones were received and installed from AT&T. Rodas will attend an IAPD legal symposium this fall. Lurvey Home & Garden donated a \$150 gift card to RPD which helped with purchases for Fall Frenzy. He plans to look into other partnerships / sponsorships for the future for the park district.

Monthly Report offered by Natalie Sallee, Program Director:

- Bike the Ridge: Oct 1, great turnout. School of Rock did a wonderful job. New sound system digital mixer had some trouble and has been sent to the manufacturer for repairs. Thanks to Mike Miro and other volunteers for coordinating the event.
- Fall Frenzy: This Thursday 4-6 pm including a country folk band, Firehouse Grill food for purchase, activities, and candy giveaways.
- Flannel Fest: New event, Nov 10 6-8 pm, 3 local breweries, ages 21+ event, beer cups for sale, jazz guitar, fire pits.
- Half Day Workshops: Going well, Victoria Livingston is the new coordinator, SWHET Sports may pivot to an after school program instead of half-day workshops.
- Studio 908 Fall Session I and II, Garden2Table: Registration is going well, Garden2Table program is wrapping up, Elks Garden is also closing up for the season.
- New Partner Programs: There was discussion around the Little Beans space closing this season. Sallee and Rodas toured the space to consider a possible building purchase. There are several Little Beans community classes that will be relocated to Ridgeville. Square dancing troupes will also use the Community House space this season.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs discussed property tax revenue delays, the second year of such delays. Sikich was here Sept 21 for an on-site visit to ask questions and collect documents for the annual audit. They will be in touch with commissioners to complete packets of information as they do each year. Gibbs also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) October, 2023,

2. "DRAFT Office of the County Clerk Agency Tax Rate Report, Tax Year 2022, "
3. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 09/30/2023 for Fiscal Year Ending June 30, 2024,"
4. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 09/30/2023 for Fiscal Year Ending June 30, 2024,"
5. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 09/30/2023." Yellow items are unapproved and have not had actions taken on them yet. Auditors would like to see these resolved. They could be written off now, or the board could defer them to next month's bills. The board discussed deferring most of the bills with the exception of a Paypal \$100 item which can be written-off now.

Motion #4: Shawn Jones moved to write-off the \$100 purchase as discussed. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

Old Business:

The REDI committee status was discussed briefly. It will be put on the agenda for next month to discuss more fully. Mitchell shared that he and Rodas are in the final stages of finalizing the contract with Bella Consulting for ongoing equity work, as was approved at last month's meeting.

New Business:

There was no New Business to discuss at this time.

Call of the Commissioners:

- Anton: passed
- DePalma: passed
- Jones: Shawn Jones thanked Natalie Sallee for a great Bike the Ridge community event.
- Mitchell: Matthew Mitchell agreed with the sentiment. A successful and fun event for all.
- Morel: absent

Citizen Comment Part 2:

There were no comments at this time.

Adjournment:

Motion #5: Matthew Mitchell moved to adjourn the meeting. Shawn Jones seconded the motion. All were in favor. The meeting was adjourned at 7:33 pm.

Respectfully submitted,
Julie Larson, Minute Taker

11/08/23

Ridgeville Park District - General Account
Bills Summary
November 9, 2023

	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-602.35
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-62.82
AT&T #831-001-3244 614	-41.36
AT&t Mobility Acct #287333216435	-90.50
Chase Paymentech	-486.73
COMCAST	-241.66
ComEd a/c 152-137-3009	-48.13
ComEd a/c 158-313-2031	-7.94
ComEd a/c 303-349-2002	-234.98
ComEd a/c 303-360-1001	-69.81
ComEd a/c 303-360-2008	-56.83
ComEd a/c 311-727-0008	-25.14
Hartley, Chris	-200.00
Hinckley Springs-DS Waters Company	-6.99
Honeysett, Ashley	-200.00
Illinois Municipal Retirement Fund (IMRF)	-1,302.99
Illinois Secretary of State	10.00
Kazahaya Dojo LLC	-62.50
Lemoi Ace Hardware	-173.19
Local Government Health Plan CMS	-5,646.00
LRS	-339.76
Meltzer, Purtill & Stelle LLC	-2,340.00
National Awards	-226.00
Nicor Gas a/c 30-47-90-9630 4	-62.16
Nicor Gas a/c 91-71-84-0000 4	-130.94
Quadient	-273.57
Quill Corporation	-166.26
Russo Power Equipment	-131.98
Sunrise Tree Care	-450.00
Young Rembrandts Chicago's Northshore	-480.00
TOTAL	<u><u>-14,228.41</u></u>

11/06/23

Ridgeville Park District - General Account

Bills Detailed Report

November 9, 2023

Num	Name	Memo	Amount
2010 · A/P-Corporate			
DEBIT	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-602.35
	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-77.82
	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204	-62.82
	AT&T #831-001-3244 614	CA05: AT&T Acct:831-001-3244 614	-41.36
	AT&T Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435	-90.50
AUTO DEBIT	Chase Paymentech	Sept 2023	-298.13
AUTO DEBIT	Chase Paymentech	Oct 2023	-188.60
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-241.66
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-48.13
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-7.94
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward	-234.98
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-69.81
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-56.83
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 1115 South Blvd.	-25.14
	Hartley, Chris	RA23: Program Special Event	-200.00
	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-6.99
	Honeysett, Ashley	Refund: C105 Cancelled Partner Program	-200.00
DEBIT	Illinois Municipal Retirement Fun...	C222: OCT 2023 Deposit	-1,302.99
VOID CK 5914	Illinois Secretary of State	VOID CK 5914	10.00
	Kazahaya Dojo LLC	RA24: PARTNER PROGRAMS	-62.50
	Lemoi Ace Hardware	CA13: Acct# 181700	-173.19
DEBIT	Local Government Health Plan C...	CA08: Employee Health Insurance NOVEMBER	-5,646.00
	LRS	RA14: Trash Removal - Cust # 54404.1	-339.76
	Meltzer, Purtil & Stelle LLC	CA09: Matter #36507001 Inv #206047	-2,340.00
	National Awards	RA23: FLANNEL FEST BANNER	-226.00
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House - September	-62.16
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-130.94
	Quadient	CA6: Postage Machine Rental	-273.57
	Quill Corporation	CA06: Inv #35336118	-166.26
	Russo Power Equipment	RA12: Acct # 1009597 inv#PSI20371928	-131.98
	Sunrise Tree Care	RA14: Inv #40839	-450.00
	Young Rembrandts Chicago's No...	RA24: Partner Program Elementary Drawing	-480.00
Total 2010 · A/P-Corporate			-14,228.41
C222 · IMRF (Paid by Employee)			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	1,079.82
Total C222 · IMRF (Paid by Employee)			1,079.82
4999 · Uncategorized Income			
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution adjustments	0.01
Total 4999 · Uncategorized Income			0.01
C105 · Program Revenue			
	Honeysett, Ashley	Refund: C105 Cancelled Partner Program	200.00
Total C105 · Program Revenue			200.00
RA23 Program Supplies			
	Hartley, Chris	Flannel Fest 2023	200.00
	National Awards	Inv#14842 - FLANNEL FEST BANNER	226.00
Total RA23 Program Supplies			426.00
RA24 Partner Programs			
VOID CK 5914	Illinois Secretary of State	VOID CK 5914, accidently paid for foundation expense	-10.00
	Kazahaya Dojo LLC	PARTNER PROGRAM	62.50
	Young Rembrandts Chicago's No...	RA24: Partner Programs 9 Wk Elementary Drawing	480.00
Total RA24 Partner Programs			532.50
CA05 · Utilities			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet Account #117-052-202	77.82
	AT&T U-Verse #117-052-204	Fast Speed Internet Account #117-052-204	62.82
	AT&T #831-001-3244 614	CA05: Utilities Acct 831.001.03244 614	41.36
	AT&T Mobility Acct #287333216435	CA05: AT&T Mobility Acct #287333216435	90.50
DEBIT	COMCAST	Account #8771 10 135 1142175 - 10/18 TO 11/17/2023	241.66
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: 9/27 TO 10/26/2023	48.13
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: 9/27 TO 10/26/2023	7.94

Ridgeville Park District - General Account

Bills Detailed Report

November 9, 2023

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Num	Name	Memo	Amount
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : 9/26 TO 10/25/2023	234.98
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: 9/26 TO 10/25/2023	69.81
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: 9/26 TO 10/25/2023	56.83
DEBIT	ComEd a/c 311-727-0008	1115 South Blvd. Service: 9/27 TO 10/26	25.14
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House - September	62.16
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- 10/3 TO 11/1/2023	130.94
Total CA05 · Utilities			1,150.09
CA06 · Office Supplies & Expenses			
AUTO DEBIT	Chase Paymentech	Chase Merchant Services Sept 2023	298.13
AUTO DEBIT	Chase Paymentech	OCTOBER 2023	188.60
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	6.99
	Quadiant	Postage Machine Rental 10/06/23-10/05/24	273.57
	Quill Corporation	Inv #35336118 Labeler, Dymo paper tape, batteries, Kcup coffee	166.26
Total CA06 · Office Supplies & Expenses			933.55
CA08 · Employee Health Insurance			
DEBIT	Local Government Health Plan C...	Rodas, Marlon	1,504.00
DEBIT	Local Government Health Plan C...	Cruz, Marcos	1,319.00
DEBIT	Local Government Health Plan C...	Sallee, Natalie	1,319.00
DEBIT	Local Government Health Plan C...	Lopez, Felipe	1,504.00
Total CA08 · Employee Health Insurance			5,646.00
CA09 · Attorney Fees & Expense			
	Meltzer, Purtill & Stelle LLC	Fee for legal communication - Matter #36507001, Inv #206047	2,340.00
Total CA09 · Attorney Fees & Expense			2,340.00
CA13 · Building Maintenance & Repair			
	Lemoi Ace Hardware	Inv# 288446 - LATITUDE SNGL DDBLT SN & 10 KEYS	117.19
	Lemoi Ace Hardware	Inv# 288716 - PINESOL & NUTS/BOLTS/NAILS/SCREWS	31.99
	Lemoi Ace Hardware	Inv#288732 - NUTS/BOLTS/NAILS/SCREWS & C-PAK USS FLAT WA...	24.01
Total CA13 · Building Maintenance & Repair			173.19
CA22 · Payroll Processing Expense			
	ADP Payroll Processing Acct.#00...	Processing Charges for 10/01/2023	491.10
	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	111.25
Total CA22 · Payroll Processing Expense			602.35
IA19 · III. Municipal Retirement Fund			
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	223.16
Total IA19 · III. Municipal Retirement Fund			223.16
RA12 · Vehicle Maintenance & Repair			
	Russo Power Equipment	Inv# PSI20371928 earplugs & sledge hammer	131.98
Total RA12 · Vehicle Maintenance & Repair			131.98
RA14 · Playground Maintenance Mat.			
	LRS	Garbage Pickup: Monthly Charge Inv#5488115 (OCT SVC)	167.28
	LRS	Garbage Pickup: Monthly Charge Inv#5515093 (NOV SVC)	172.48
	Sunrise Tree Care	Inv #40839 chip large pile of branches and logs	450.00
Total RA14 · Playground Maintenance Mat.			789.76
TOTAL			0.00

11/07/23

Ridgeville Park District - General Account
Bills Summary
October 12, 2023

	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-649.55
Annuvia	-299.98
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-62.82
AT&T a/c 869-5640	-2,391.96
AT&T Mobility Wireless Broadband	-184.53
Bozeman Construction	0.00
CITGO	-635.04
City of Evanston Water Department	-346.78
COMCAST	-240.99
ComEd a/c 152-137-3009	-47.04
ComEd a/c 158-313-2031	-7.79
ComEd a/c 303-349-2002	-223.51
ComEd a/c 303-360-1001	-88.58
ComEd a/c 303-360-2008	-69.11
ComEd a/c 311-727-0008	-25.23
Evanston Lumber Co.	-147.80
Evanston Organics	72.00
Graybar Financial Services	-358.46
Great America	-105.84
Hinckley Springs-DS Waters Company	-105.38
Illinois Labor Law Poster Service	-192.00
Illinois Municipal Retirement Fund (IMRF)	-1,213.77
Illinois Secretary of State	-10.00
Illinois State Police	-180.00
Jackson, Kristen	-840.00
Jacover, Shama	-95.00
John McHugh & Friends	-400.00
Kuzma, Margaret*	-169.00
Language in Action	-46.00
Lemoi Ace Hardware	-129.93
Local Government Health Plan CMS	-5,646.00
National Awards	-524.00
Nicor Gas a/c 31-03-84-0000 3	-52.68
Nicor Gas a/c 91-71-84-0000 4	-57.21
Roberts, Jennifer	550.00
Russo Power Equipment	-54.50
Sharon Stolz	-122.00
Stratus Building Solutions of Chicago - N	-1,366.00
Verizon Wireless	-161.68
Walker, Thelma	-60.00
Weber, Maggie	150.00
TOTAL	<u><u>-16,615.98</u></u>

Ridgeville Park District - General Account

Bills Detailed Report

October 12, 2023

11/07/23

Num	Name	Memo	Amount
2010 · A/P-Corporate			
5903	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-649.55
5904	Annuvia	CA06: AED Management Program Renewal	-299.98
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-77.82
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204	-62.82
5905	AT&T a/c 869-5640	CA05: Landline Acct #84786956402110	-2,391.96
5906	AT&T Mobility Wireless Broadband	CA06: Acct#287333216435 - Partial Period 8/22-9/16	-184.53
VOID CHECK 5848	Bozeman Construction	CA13: VOID CHECK 5848	7,073.72
5907	Bozeman Construction	CA13: 908 Seward Front Door Replacement	-7,073.72
DEBIT	CITGO	RA12: Gas Invoice: 92428423	-635.04
5908	City of Evanston Water Department	CA05- Water-Acct.#09090800-00	-346.78
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-240.99
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-47.04
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-7.79
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward	-223.51
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-88.58
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-69.11
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 1115 South Blvd.	-25.23
5909	Evanston Lumber Co.	CA13: Supplies Acct: RIDPAR	-147.80
Credit 5878	Evanston Organics	RA14 - Voided check 5878	72.00
5910	Graybar Financial Services	CA06 - Yealink phone system	-358.46
5911	Great America	CA05: Phone	-105.84
5912	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-105.38
5913	Illinois Labor Law Poster Service	CA06 - Labor Law Posters	-192.00
DEBIT	Illinois Municipal Retirement Fun...	C222: SEPT 2023 Deposit	-1,213.77
5914	Illinois Secretary of State	CA06 - Annual Report	-10.00
5915	Illinois State Police	CA06: INV#20230801087 Cost Ctr# 01087 Criminal Background Check	-180.00
5916	Jackson, Kristen	C105 - Refund for 2 registrations	-84.00
5917	Jacover, Shama	RA24 - Refund for Sports Camp	-95.00
5918	John McHugh & Friends	RA23 - Guest Artist for Fall Frenzy	-400.00
5919	Kuzma, Margaret*	C105 - Refund for cancelled class	-169.00
5920	Language in Action	RA24: Spanish Lessons	-46.00
5921	Lemoi Ace Hardware	CA13: Acct# 181700	-129.93
5922	Local Government Health Plan C...	CA08: Employee Health Insurance October	-5,646.00
5923	National Awards	RA23: Banner & Magnetic Signs	-524.00
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas@ 908 Seward St.	-52.68
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-57.21
VOID Ck# 5868	Roberts, Jennifer	C105 Refund - New check issued	550.00
5924	Russo Power Equipment	RA12: Acct # 1009597 inv#PSI20019482	-54.50
5925	Sharon Stolz	C105 - Refund for class registration	-122.00
5926	Stratus Building Solutions of Chic...	CA13 Routine Janitorial for SEPT & OCT	-1,366.00
5927	Verizon Wireless	CA05: Acct# 980513682-0001: Inv #9944639551	-161.68
5928	Walker, Thelma	C105 - Refund for Cancelled Class	-60.00
VOID 5803	Weber, Maggie		150.00
Total 2010 · A/P-Corporate			-16,615.98
C222 · IMRF (Paid by Employee)			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	1,005.95
Total C222 · IMRF (Paid by Employee)			1,005.95
C105 · Program Revenue			
5916	Jackson, Kristen	Refund for Theodore Lewellen reg.	420.00
5916	Jackson, Kristen	Refund for August Lewellen reg.	420.00
5919	Kuzma, Margaret*	Refund for cancelled class	169.00
VOID Ck# 5868	Roberts, Jennifer	Credit for voided check, lost in mail, new check issued out of C105	-550.00
5925	Sharon Stolz	Refund for class reg.	122.00
5928	Walker, Thelma	Refund - Cancelled Class	60.00
Total C105 · Program Revenue			641.00
RA23 Program Supplies			
5918	John McHugh & Friends	Guest Artist for Fall Frenzy	400.00
5923	National Awards	Inv#14790 Banner Fall Frenzy & Bike the Ridge	452.00
5923	National Awards	Inv#14748 Magnetic Signs	72.00
VOID 5803	Weber, Maggie	VOIDED check due to cancellation - School of Rock Performance	-150.00
Total RA23 Program Supplies			774.00
RA24 Partner Programs			

Ridgeville Park District - General Account

Bills Detailed Report

October 12, 2023

11/07/23

Num	Name	Memo	Amount
5917	Jacover, Shama	Refund for Sports Camp	95.00
5920	Language in Action	Spanish lessons for Kids Session I-B (AUG 15 - SEPT 5)	46.00
Total RA24 Partner Programs			141.00
CA05 · Utilities			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet Account #117-052-202	77.82
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet Account #117-052-204	62.82
5905	AT&T a/c 869-5640	Office Phone Lines 8/26-9/25 847869564007	2,391.96
5908	City of Evanston Water Department	Water Meter Reading 09/01/2020	346.78
DEBIT	COMCAST	Account #8771 10 135 1142175 - 9/18-10-17	240.99
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: 8/28-9/27/2023	47.04
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: 8/28-9/27/2023	7.79
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : 8/25-9/26/2023	223.51
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: 8/25-9/26/2023	88.58
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: 8/25-9/26/2023	69.11
DEBIT	ComEd a/c 311-727-0008	1115 South Blvd. Service: 8/28 TO 9/27/23	25.23
5911	Great America	Avaya Phones for Office	105.84
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas@ 908 Seward St.: 9/1-10/3/2023	52.68
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- 9/1-10/3/2023	57.21
5927	Verizon Wireless	Invoice #9944639551 Cell Phone Monthly Charges for Sallee	161.68
Total CA05 · Utilities			3,959.04
CA06 · Office Supplies & Expenses			
5904	Annuvia	AED Program Management renewal annual	299.98
5906	AT&T Mobility Wireless Broadband	Partial Period 8/22-9/16 Inv#287333216435X09242023	184.53
5910	Graybar Financial Services	Yealink phone system w/ accs	358.46
5912	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	105.38
5913	Illinois Labor Law Poster Service	Labor Law Posters	192.00
5914	Illinois Secretary of State	Annual Report	10.00
5915	Illinois State Police	Background checks inv#20230801087	180.00
Total CA06 · Office Supplies & Expenses			1,330.35
CA08 · Employee Health Insurance			
5922	Local Government Health Plan C...	Rodas, Marlon	1,504.00
5922	Local Government Health Plan C...	Cruz, Marcos	1,319.00
5922	Local Government Health Plan C...	Sallee, Natalie	1,319.00
5922	Local Government Health Plan C...	Lopez, Felipe	1,504.00
Total CA08 · Employee Health Insurance			5,646.00
CA13 · Building Maintenance & Repair			
VOID CHECK 5848	Bozeman Construction	VOID CHECK #5848, CHECK LOST IN MAIL	-7,073.72
5907	Bozeman Construction	908 Seward Front Door Replacement Labor - reissued check	7,073.72
5909	Evanston Lumber Co.	Inv#126929 WOOD	147.80
5921	Lemo Ace Hardware	Inv# 287106 - SPRYPNT 2X GLS BRLT BLUE	31.96
5921	Lemo Ace Hardware	Inv# 287171 - LYSOL & KEY	18.43
5921	Lemo Ace Hardware	Inv# 287203 - TAP, BATTERIES, SUPER GLUE,	57.78
5921	Lemo Ace Hardware	Inv# 287412 - KEY	21.76
5926	Stratus Building Solutions of Chic...	Janitorial Service for SEPT	683.00
5926	Stratus Building Solutions of Chic...	Janitorial service for October	683.00
Total CA13 · Building Maintenance & Repair			1,643.73
CA22 · Payroll Processing Expense			
5903	ADP Payroll Processing Acct.#00...	Processing Charges for 09/01/2023	493.80
5903	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	155.75
Total CA22 · Payroll Processing Expense			649.55
IA19 · III. Municipal Retirement Fund			
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	207.83
DEBIT	Illinois Municipal Retirement Fun...	IMRF Adjustment calculations according to IMRF	-0.01
Total IA19 · III. Municipal Retirement Fund			207.82
RA12 · Vehicle Maintenance & Repair			
DEBIT	CITGO	Gas - SEPT 2023	635.04
5924	Russo Power Equipment	Inv# PSI20019482 Inspection Fee	54.50

11/07/23

Ridgeville Park District - General Account

Bills Detailed Report

October 12, 2023

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Total RA12 · Vehicle Maintenance & Repair			689.54
RA14 · Playground Maintenance Mat.			
Credit 5878	Evanston Organics	Credit for voided check #5878 for Playground Mulch - Safe T Mat Certifi...	-72.00
Total RA14 · Playground Maintenance Mat.			-72.00
TOTAL			0.00

11/08/23

Ridgeville Park District
Petty Cash Summary
November 9, 2023

	<u>TOTAL</u>
Amazon.com	-287.35
APPLE, INC.	-9.99
IPRA - Illinois Park & Recreation Assoc.	-15.00
Mail Chimp	-47.00
Rent Rite Equipment Co.	-545.00
Sam's Club	<u>-117.72</u>
TOTAL	<u><u>-1,022.06</u></u>

11/08/23

Ridgeville Park District
Petty Cash Details
 November 9, 2023

Num	Name	Memo	Amount
2030 · A/P-Petty Cash - Debit			
DEBIT	Amazon.com	RA23: FALL FRENZY & CAMP SUPPLIES	-64.41
DEBIT	IPRA - Illinois Park & Recreatio...	CA06:REGISTRATION FEE	-15.00
DEBIT	Rent Rite Equipment Co.	RA12: KOMATSU FORKLIFT RENTAL	-545.00
DEBIT	APPLE, INC.	CA06: iCloud Storage NOVEMBER 2023	-9.99
DEBIT	Amazon.com	CA06: OFFICE SUPPLIES KEYS FOR KAMEN	-28.07
DEBIT	Sam's Club	RA23: FALL FRENZY SUPPLIES	-117.72
DEBIT	Amazon.com	RA23: FLANNEL FEST STICKERS	-37.45
DEBIT	Amazon.com	RA23: FLANNEL FEST CUPS & TABLE CLOTHS	-39.95
DEBIT	Mail Chimp	CA06: Monthly Fee for over 2000 patron emails	-47.00
DEBIT	Amazon.com	RA23: FLANNEL FEST Beanies	-117.47
Total 2030 · A/P-Petty Cash - Debit			-1,022.06
RA23 Program Supplies			
DEBIT	Amazon.com	CRAFTS SUPPLIES	64.41
DEBIT	Sam's Club	CANDY FOR FALL FRENZY	117.72
DEBIT	Amazon.com	FLANNEL FEST STICKERS	37.45
DEBIT	Amazon.com	FLANNEL FEST CUPS & TABLE CLOTHS	39.95
DEBIT	Amazon.com	FLANNEL FEST Beanies	117.47
Total RA23 Program Supplies			377.00
CA06 · Office Supplies & Expenses			
DEBIT	IPRA - Illinois Park & Recreatio...	IPRA SOFTWARE SYMPOSIUM	15.00
DEBIT	APPLE, INC.	iCloud Storage NOVEMBER 2023	9.99
DEBIT	Amazon.com	KEYS FOR KAMEN	28.07
DEBIT	Mail Chimp	Email Integration for programs	47.00
Total CA06 · Office Supplies & Expenses			100.06
RA12 · Vehicle Maintenance & Repair			
DEBIT	Rent Rite Equipment Co.	KOMATSU FORKLIFT RENTAL	545.00
Total RA12 · Vehicle Maintenance & Repair			545.00
TOTAL			<u>0.00</u>

Date: 11/08/23

To: Board of Commissioners

From: Marlon Rodas

Subject: Monthly Report

- The maintenance crew has been busy on outdoor projects such as installing our new sign at Kay Lee Tot Lot. (Picture attached), and taking down the stage. The team has also been grinding leaves in each park and preparing equipment for Winter. The team is also planning to set up the ice rink after Thanksgiving.

- Speaking of the Stage...
Natalie and I have met with Lanie Chaplik from Parkreation and Dan Delziel (Architect) from 3DDesigns regarding our new covered stage. Dan is working on a proposal and quote at this time. We will have more information at the December Board Meeting.

- The Kubota was delivered at the end of October. Our parks crew is pretty excited.

- We have a signed contract with our Equity Consultant Aisha Robinson. We have had a preliminary meeting and look forward to working with Aisha and our staff here this year.

- AYSO has completed their soccer season in our parks and we expect to have them back next year.

- I attended the IAPD Legal Symposium in early November. This is always a great conference to learn more about legal issues affecting parks and recreation.

- We are researching new registration software which Natalie has in her report.



Ridgeville
PARK DISTRICT

EVANSTON

Kay Lee Tot Lot

Kenim Alhamwi Aiden ♡
Paco

TONY

William JOHN

VIONA Wells Wigman

MARTIN 

Alex
"character"

Jerry Red

Luis

Joseph Sargent

Gil 

Juan Carlos
Chirch



Date: November 7, 2023
To: Board of Commissioners
From: Natalie Sallee
Subject: Monthly Report

Fall Frenzy

Our annual Fall Frenzy was held at Ridgeville Park on October 19th. Unfortunately, it was a rainy day, but we were able to get a little over an hour of activity time in and a 30-minute concert from John McHugh & Friends. We had a terrific turnout despite the weather.

Software Symposium

I attended a Software Symposium in Carol Stream on October 20th. I listened to various recreation software demos and felt positive about two- MyRec and Amilia. I have scheduled subsequent demos with both companies for myself and Marlon. Recreation software would simplify registration for our patrons, offer easier and more thorough data collection, and- most of all- be a GIANT help on the administrative end. Having recreation software would essentially render MailChimp, Wufoo, and (potentially) Square Space unnecessary. Marlon or I will keep you updated as we continue our research.

Skater Halloween Event

Our local skater friends had their annual Halloween event at Ridgeville Park on October 28th lead by Mike Hoff. I stopped by to check in towards the end of their day, and they looked terrific and seemed to be having a ton of fun. I'm glad we could host again this season!

Fall Programs

The second fall session of Studio 908 classes and partner classes are underway. So far, so good! I've attached a calendar for your reference.

D65 half-day workshops are also very popular. So much, in fact, that I am moving them to the field house for the remainder of the year. The transition from workshop to ballet has been tricky, so this move will allow for more clean-up time. We have about 20 kids signed up for these workshops.

Flannel Fest

Our inaugural Flannel Fest event will be held this Friday, November 10th at Ridgeville Park. We have 30+ people registered so far. The event will feature beers from Sketchbook Brewing Co., Temperance Beer Co., and Double Clutch Brewing Co. We have a jazz guitarist, Chris Hartley, coming for ambiance and some summer camp staff on deck to play with the kids so their parents can enjoy the evening. It's shaping up to be a cool event!

Winter Break Camp

Registration is now open for Winter Break Camp. This year, I'm splitting the camps up the same way we do summer camp- so grades K-3 at Kamen East and grades 4-7 at Ridgeville. We are working with the Ted Fund on winter break camps for the first time, as well! Overall, we can host up to 35-45 kids and I anticipate we'll be close to full.



FALL CLASS SESSIONS

SESSION I DATES: August 27 – October 14 (7 weeks) (Make-Up Week: October 15 - 21)

SESSION II DATES: October 22 – December 16 (7 weeks) (Make up Week: December 17 – 23)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			8:00-9:30am Gentle Yoga for Seniors		7:30-8:30am FIT4MOM 8:00-9:00am Core Stretch & Strength
9:30-10:00am Fairy Ballet (2-3)	9:30-10:30am FIT4MOM	9:00am-4:00pm Makers' Workshops*	9:15-10:00am Adult Beginning Tap	9:00-10:00am Rise & Shine Yoga	9:00-10:00am Intro to Sewing I (8-12) 9:00-10:00am Jazz/Tap Combo (6-10)
10:00-10:45am Fairy Ballet with Me					10:00-10:30am StoryDance 10:00-11:00am Intro to Sewing II (10-14)
11:15am-12:00pm Adult Intermediate Tap		12:00-1:00pm Feldenkrais®			10:30-11:30am West African Drum
4:00-6:00pm The Imaginary Game	4:00-6:00pm The Imaginary Game	4:00-6:00pm The Imaginary Game 4:15-4:45pm Fairy Ballet (3-4)	4:00-6:00pm The Imaginary Game 4:00-4:30pm Youth Tap (5-7)	4:00-6:00pm The Imaginary Game	12:00-8:00pm Square Dance*
	4:30-6:00pm Avalon Theatre Club	4:45-5:15pm Youth Tap (3-4)	4:30-5:15pm Intro to Ballet (4-6)	4:00-6:00pm Avalon Theatre Club	Online Outdoors Field House Garage Art Studio Second Floor Studio Main Studio *monthly class Register at www.ridgeville.org
		5:15-6:00pm Intro to Ballet (4-6)	5:15-6:15pm Ballet I (6-9)		
	6:30-8:00pm Yoga for Every Body 6:30-7:30pm Beginner Taiko	6:00-7:00pm Ballet II (8-12)	7:30-8:45pm Modern Self Defense	6:00-10:00pm Square Dance* 7:00-9:00pm Drum Circle*	
7:30-8:30pm FIT4MOM 7:30-8:30pm West African Dance	7:30-9:00pm Ridgeville Band 7:30-8:45pm Intermediate Taiko	6:30-9:00pm Drum Circle 7:30-8:30pm FIT4MOM			