

Monthly Meeting Agenda

In light of the Governor's Covid-19 Disaster Proclamation, it will be impractical and imprudent to conduct the next monthly meeting of the Ridgeville Park District Board of Commissioners other than electronically. The meeting will take place on Thursday, January 12, 2023 at 7:00pm. The Board President has determined that it is not feasible for one member of the board, the chief legal officer, or chief administrative officer to be present at the regular meeting location. While this is a public meeting, attendance at the Board meeting will be solely by means of Zoom. The Zoom meeting will be electronically recorded.

The Zoom link to join the meeting is:

<https://us02web.zoom.us/j/88903186970?pwd=MWhlSEhJQnpSaEp0bTI4WVZaUGxHdz09>

To Call-In: 1-312-626-6799 **Meeting ID:** 889 0318 6970 **Passcode:** 171062

- I. Call Meeting to Order 7:00pm
- II. Roll Call
- III. Motion to hold Board meeting through Zoom (Mitchell)
- IV. Citizen Comments
- V. Approval of Minutes
 - a. December 8, 2022
- VI. Approval of Bills
- VII. Approval of Petty Cash Expenditures
- VIII. Monthly Reports
 - a. Brian Rosinski
 - b. Gerald Gibbs
 - c. Natalie Sallee
 - d. Racial Equity, Diversity, and Inclusion (REDI) Committee
- IX. Old Business
- X. New Business
 - a. Discuss hiring a cleaning service for park facilities (Rosinski)
 - b. Discuss Request for Proposals to Design, Procure and Install All-Inclusive Nature-Based Playground (Mitchell)
- XI. Call of the Commissioners
- XII. Citizen Comments
- XIII. Executive Session
 - a. Approve Executive Session Minutes
 - i. May 1, 2022
 - ii. July 14, 2022
 - iii. December 8, 2022
 - b. Annual Reviews
 - i. Marcos Cruz
 - ii. Brian Rosinski
- XIV. Adjournment

DRAFT

In light of the Governor's COVID-19 Disaster Proclamation, it was impractical and imprudent to conduct the monthly meeting of the Ridgeville Park District Board of Commissioners other than electronically. The meeting took place on Thursday, December 8, 2022 at 7:00 pm. The Board President determined that it was not feasible for one member of the Board, the Chief Legal Officer, or Chief Administrative Officer to be present at the regular meeting location. While this was a public meeting, attendance at the Board meeting was solely by means of Zoom. The Zoom meeting was electronically recorded.

Commissioners Present: Debby Braun, Matthew Mitchell (President), Michael (Mick) Morel (Vice President), Mathew (Matt) Rodgers

Commissioners Absent: Diana Anton

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

Citizens: Jacy Herman, Shawn Jones, Jim Savio (Sikich, LLP)

President Matthew Mitchell called the meeting to order at 7:05 pm.

Citizen Comment Part 1:

No comments at this time.

Audit Presentation from Sikich, LLP

Jim Savio from Sikich, LLP shared that the audit process went smoothly and the reports were made on time. He offered highlights from the Annual Financial Report and the Auditor's Communication to the Board. He walked through the Table of Contents and noted some new auditing standards this year. Independent Auditor's Report – issued an Unmodified Opinion, a high level of assurance. Management Discussion and Analysis – this is an overview of the district's finances. Governmental Fund Financial Statements. Auditor's Communication to the Board – there were routine communications, no disagreements with management, no delays. There were five audit adjustments. In layman's terms, RPD does not have anything to be concerned about. The various funds are well funded and the IMRF is funded at 127%; RPD has no debt, and is on solid financial ground.

Approval of Minutes:

Motion #1: Mick Morel moved to approve the minutes from the November 10, 2022 Board meeting. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

Approval of Bills:

Jung Hower prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary December 8, 2022" and "Ridgeville Park District- General Account Bills Detailed Report December 8, 2022." Brian Rosinski noted, among other items: *Bella Consulting Group* for equity, *Cruz* for project reimbursement, *Imaginary Services* for partner class, *Language in Action* for partner class, *Lewis* for REDI minutes, *LRS* for garbage disposal, *Malone* for belly dance partner class, *Quill* for office supplies, *Sikich* for audit, *Sunrise* for tree trimming and branch pickup, and *Work 'N Gear* for maintenance worker annual clothing stipend.

Motion #2: Mick Morel moved to approve payment of December 2022 bills in the amount of \$47,879.93. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Jung Hower prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Summary December 8, 2022" and "Ridgeville Park District Petty Cash Details December 8, 2022." Brian Rosinski noted, among other items: *Best Buy* for internet security, *Dick's Sporting Goods* for maintenance worker annual clothing stipend, *Evanston Organics* for wood chips and mulch, *Illinois Secretary of State* for notary renewal for corporate secretary, and *V & J Landscaping* for lawn mower parts. Rosinski got pre-approval from Mitchell for going over the petty cash limit.

Motion #3: Matthew Mitchell moved to approve payment of December 2022 petty cash expenditures in the amount of \$2,312.89. Mick Morel seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

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

We are looking for temps below 32 degrees on a consistent basis before opening the Kamen ice rink. Skate equipment was stored for the winter. We installed a new overhead door on the maintenance garage, and it came in under budget. Rosinski met with EBSA to discuss their organization using our fields for baseball / softball. We will help where we can for age-appropriate groups (younger kids who hit balls shorter distances, considering parked cars nearby). Petty cash is currently \$1,500 during the academic year and higher during the summer; we will discuss raising these amounts later in the meeting. IMRF is down to 0.9% at this time, so it will drop our IMRF thousands of dollars. State Senator Simmons will make an announcement in the 908 Studio tomorrow afternoon around 12:15 pm regarding a safety grant and funding for replacing lead pipes.

Financial Update offered by Gerry Gibbs, Treasurer:

The second installment of the property tax bills for 2021 have gone out. Property tax payments are due December 30. We are operating off of our reserves until the tax revenue comes in.

Gibbs also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) December 2022,"
2. "RIDGEVILLE PARK DISTRICT - STATEMENT OF RECEIPTS AND DISBURSEMENTS July 1, 2021 to June 30, 2022,"

3. "SUMMARY STATEMENT OF OPERATIONS FOR ALL FUNDS Statement of Revenues, Expenditures and Changes in Fund Balances for the Year Ended June 30, 2022,"
4. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 11/30/2022 for Fiscal Year Ending June 30, 2023,"
5. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 11/30/2022 for Fiscal Year Ending June 30, 2023,"
6. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 11/30/2022 for Fiscal Year Ending June 30, 2023,"
7. "RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 11/30/2022 for Fiscal Year Ending June 30, 2023," and
8. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 11/30/2022."

Program Update offered by Natalie Sallee, Program Director:

- Studio 908 Winter Classes: Classes will begin on Jan 8. We will be partnering again with The Imaginary Game, FatChanceBellyDance, and Language in Action. Patrons can register through the website, over the phone, or in the office.
- Half-Day Workshops & Winter Break Camp: Sold-out workshop this past week; registration is now open for winter break camp.
- 2023 Spring / Summer Brochure: Content is due mid-month to our graphic designer, and completed brochures should be mailed out to homes in February.
- IPRA Professional Development School Report: The 3-day conference was wonderful to attend; more details in the Board Packet.
- Reminder that individuals interested in running for election for Board of Commissioners need to submit candidate paperwork to the Park District by Monday, December 19 at 5:00 pm.

Racial Equity, Diversity & Inclusion (REDI) Committee Update:

Jacy Herman explained that the first part of the report is the same as last month as not too much has progressed regarding the basketball hoops conversations. Herman noted some recommendations from Dr. Pat Efiom, former consultant, highlighting ordinances that Efiom had identified as needing editing or revisioning, nothing egregiously troublesome in terms of equity, but slight changes to language. The REDI committee will be splitting into groups and rewriting parts of the ordinance to then present to the Board. Mitchell expressed that he is willing to help. Valente advised that the committee work with Mitchell to do the work and then Valente can review it afterwards, in order not to incur a lot of attorney fees.

Old Business:

- **Discuss Update on Garden Space (Mitchell)** Rosinski walked the 908 Seward gardens; there is room for 3 additional raised beds. Those can be built and installed this winter / spring. 4 new micro plots at Elks can also be installed, possibly more. Mitchell noted that he received 17 persuasive letters from the Oakton Elementary students, asking for more garden plots. He is in the process of responding to all the great letters!

New Business:

- **Discuss / Approve 2022/2023 Levy Ordinance**

Rosinski noted it is the same budget as presented in September. Will be filed before Christmas.

Motion #4: Matthew Mitchell moved to pass the 2022/2023 Levy Ordinance, Fiscal Year 7/1/2022 through 6/30/2023, the 6-page document that incorporates the budget already approved. Mick Morel seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun 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, 2022**

Motion #5: Mick Morel moved to accept the Auditor's Communication to the Board of Park Commissioners and Management for the Fiscal Year Ended June 30, 2022 from Sikich, LLP. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

- **Discuss / Accept Annual Financial Report for the Fiscal Year Ended June 30, 2022**

Motion #6: Mick Morel moved to accept the Annual Financial Report for the Fiscal Year Ended June 30, 2022 from Sikich LLP. Matthew Mitchell seconded the motion. Roll call: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

- **Discuss / Accept Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2022** located in Gerry Gibb's report in the Board Packet.

Motion #7: Mick Morel moved to accept the Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2022. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

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

Located in Board Packet page 91, the calendar outlines Board of Commissioner 2023 meetings every second Thursday of the month at 7:00 pm. The location of each meeting (either in-person at the 908 Seward Community House or virtually) will be decided at a later time.

Motion #8: Mick Morel moved to approve the annual calendar as written in the Board Packet. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

- **Increase Petty Cash to \$4,000 for January-December (Rosinski)**

Rosinski clarified that the increase will be for January through June, the rest of this budget year, due to so many expenses that benefit from a speedy transaction. The proposed increase to the petty cash allowance would allow for more speed and flexibility without needing the pre-approval of the Board President. He does not anticipate going near the limit very often. Gibbs noted the blanket "pre-approval" with petty cash should not be the norm, since (in general) the Board should approve expenditures before they occur, not after.

Motion #9: Matthew Mitchell moved to increase the petty cash allowance from \$1,500 to \$4,000 per month for January through June 2023, the current fiscal year. Mick Morel seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

- **Discuss Update on ED Hiring Process and Schedule (Mitchell)**

Rosinski shared that the vacancy brochure was sent out for review and should be back for the final approval next week. The job opening will be posted in early January, closing mid-February,

interviews will be scheduled in February, and the new ED should have a start date in late March. Rosinski will be retiring May 31.

Call of the Commissioners:

- Anton: absent
- Braun: passed
- Mitchell: passed
- Morel: Happy holidays!
- Rodgers: passed

Citizen Comment Part 2:

Natalie Sallee noted that Katharine Egan is resigning from the Youth Grow Team. Sallee offered a big thanks to Katharine for all of her work on launching this great program! The two of them are collaborating on how to keep the team going into the future.

Executive Session

Discuss / Approve Year-End Stipends (Rosinski)

Motion #10: Matthew Mitchell moved to shift the meeting into Closed Executive Session. Mick Morel seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously. The meeting shifted into Executive Session at 8:07 pm.

Commissioners returned from Executive Session at 8:12 pm to make the following motion:

Motion #11: Mick Morel moved to approve \$500 year-end stipends for Rosinski, Sallee, and Cruz and \$250 stipends for Larson, Hower, and Rodriguez. Matthew Mitchell seconded the motion. Roll call vote: Morel yes, Rodgers yes, Braun yes, Mitchell yes. The motion passed unanimously.

Adjournment:

Motion #12: Matthew Mitchell moved to adjourn the meeting. Mick Morel seconded the motion. All were in favor. The motion passed unanimously. The meeting was adjourned at 8:14 pm.

Respectfully submitted,
Julie Larson, Minute Taker

12/30/22

Ridgeville Park District - General Account

Bills Detailed Report

January 12, 2023

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Payee Total</u>
	ADP Payroll Processing Acct.#00060-052985	CA22: Payroll Processing	-559.99	
	ASCAP	RA23: License Fee to play music at our conce	-420.00	
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-20	-51.88	
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-20	-62.82	-114.70
	AT&T a/c 869-5640	CA05: Landline Acct #84786956402110	-226.13	
	Autowares	RA12: F350 Battery	-164.94	
	Bella Consulting Group, LLC	CA21: Equity Consultant	-1,687.50	
	Chase - Paymentech	CA06: Credit Card Fees	-678.79	
	CITGO	RA12: Gas	-811.20	
	CITGO	RA12: Gas (Nov 2022)	-988.79	-1,799.99
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #	-235.53	
	ComEd	CA05: 3117270008	-25.29	
	ComEd	CA05: 3033601001	-60.50	
	ComEd	CA05: 1583132031	-7.19	
	ComEd	CA05: 1521373009	-42.20	
	ComEd	CA05: 3033602008	-84.19	
	ComEd	CA05: 3033492002	-195.28	-414.65
	Evanston Lumber Co.	CA13: Customer Code #RIDPAR	-50.98	
	Genesis	CA06: Invoice #854796	-59.31	
	Great America	CA05: Phone	-105.84	
	Hinckley Springs-DS Waters Company	CA06: Office Water Acct# 1651 5872 5335 8	-46.95	
	Home Depot	CA13: Shades Garage Art Studio	-267.94	
DEBIT	Illinois Municipal Retirement Fund (IMRF)	CA222: Correction for July 2022 Deposit	-189.80	
DEBIT	Illinois Municipal Retirement Fund (IMRF)	CA222: December 2022 Deposit	-2,914.28	-3,104.08
	Kaplan Saunders Valente & Beninati	CA09: Invoice #51224	-696.00	
	Language in Action	RA24: Spanish Lessons	-207.00	
	Lemoi Ace Hardware	CA13: Building Maintenance	-579.02	
	Local Government Health Plan CMS	CA08: Employee Health Insurance	-5,860.00	
	Lofgren, Mary	C105: Refund	-200.00	
	LRS	RA14: Trash Removal - Cust # 54404.1	-104.11	
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House	-308.58	
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas @ 908 Seward St.	-712.77	-1,021.35
	Staples	CA06: Invoice #8068408949	-33.89	
DEBIT	Vanguard/Newport Group, Inc.	CA16: 403b Employer Contribution	-250.00	
	Verizon Wireless	RA23: Acct# 980513682-0001: Inv #99231684	-161.00	
Total 2010 - A/P-Corporate			-19,049.69	

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Ridgeville Park District
Petty Cash Summary
January 12, 2023

	TOTAL
Amex Plumbing	-190.00
APPLE, INC.	-9.99
City of Evanston	-1,200.00
Dengeo's	-141.79
Dick's Sporting Goods	-341.94
Home Depot	-667.51
Mail Chimp	-39.99
Subway	-34.38
TOTAL	-2,625.60

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Ridgeville Park District
Petty Cash Details
 January 12, 2023

Num	Name	Memo	Amount
2020 · A/P-Petty Cash			
DEBIT	Home Depot	RA14: Pipe Wrenches	-80.94
DEBIT	Mail Chimp	CA06: Monthly Fee for over 2000 patron emails	-39.99
DEBIT	Dick's Sporting Goods	RA17: Annual Clothing Stipend - Marcos	-341.94
DEBIT	Dengeo's	RA23: Lunch	-141.79
DEBIT	Home Depot	RA14: Circular saw, Hammer drill and Batteries for tools	-586.57
DEBIT	APPLE, INC.	CA06: iPad Memory	-9.99
DEBIT	Subway	RA23: Lunch for Emergency Staff	-34.38
995727	Amex Plumbing	RA17: RPZ Valve	-190.00
995728	City of Evanston	RA14: Water Refill Permit with Meter	-1,200.00
Total 2020 · A/P-Petty Cash			-2,625.60
RA23 Program Supplies			
DEBIT	Dengeo's	Staff holiday lunch	141.79
DEBIT	Subway	Lunch for emergency help needed for staff covering at winter camp	34.38
Total RA23 Program Supplies			176.17
CA06 · Office Supplies & Expenses			
DEBIT	Mail Chimp	Email Integration for programs	39.99
DEBIT	APPLE, INC.	iPad Memory	9.99
Total CA06 · Office Supplies & Expenses			49.98
RA14 · Playground Maintenance Mat.			
DEBIT	Home Depot	Pipe Wrenches	80.94
DEBIT	Home Depot	Circular saw, Hammer drill and Batteries for tools	586.57
995727	Amex Plumbing	RPZ Valve Testing	190.00
995728	City of Evanston	Damage Deposit for Water meter for ice rink off the fire hydrant	1,200.00
Total RA14 · Playground Maintenance Mat.			2,057.51
RA17 · Playground & Park Equipment			
DEBIT	Dick's Sporting Goods	Annual Clothing Stipend for Brian	341.94
Total RA17 · Playground & Park Equipment			341.94
TOTAL			0.00

Date: 1/10/23

To: Board of Commissioners

From: Brian Rosinski

Subject: Monthly Report

Jung Hower, our Office Manager, is out of town through 1/15/23. Due to her absence (family vacation), our bills are in a different spread sheet format that Treasurer Gerry Gibbs and I compiled. We need to pass these bills in our January Board meeting as usual. Jung Hower will create the normal version for you during the week of 1/16/23.

The vacancy brochure is being printed as of this writing. It will be posted and mailed to several job sites by IAPD in the next week or so. Deadline to apply is 2/15/23. IAPD will then interview several candidates and forward those results to you. You should be prepared to schedule your own interviews from that date forward. If all goes smoothly and you are ready to offer the position, we hope that person could start 4/1/23 at the latest. That person would then work with me for the months of April and May. My last day is 5/31/2023.

The maintenance crew did a great job getting the ice rink skateable by the Christmas holiday. We actually got parts of 3 days of skating before the weather turned warm and rainy. Based on the long-term forecast, it may be several days before the rink is frozen again.

Spending plan for the rest of 2023 now that tax revenue will be received shortly:

1. Ford F250 is out to bid and we will have those results in the February Board meeting for your review.
2. We will order the following budgeted items in the next 30 days:
 - a. Two AEDs to replace the ones at 908 Seward and the David Wood Field House
 - b. The maintenance crew will build three additional raised garden beds for the 908 Seward garden
 - c. The gaga pit
 - d. Kay Lee Tot Lot sign
 - e. Exit doors
 - f. Tools (in progress)

Natalie Sallee is making progress on the nature-based play area and will update you in the January Board meeting.

Also on the January agenda is the discussion of hiring a cleaning service for our buildings instead of staff. The proposal will be less than \$10,000 annually and in line with what we pay staff to do the same work. We will also have an Executive Session on the agenda for the annual reviews of Maros Cruz and myself.

NOTABLE ACTIVITY:

Low operating balances in the Chase relationship required the Treasurer transfer \$40,000 from The Illinois Funds to Chase since the last board meeting to avoid the accounts being overdrawn.

Tax Revenues for 2021 have finally begun to arrive. Just under \$145,000 was received prior to December 31, reducing the Taxes Receivable to \$177,000 before adding in the 2022 Levy Ordinance passed in December.

MONTHLY REPORTS:

The following discussion is based on review of December Appropriations Ledger, Balance Sheet, Statement of Revenues and Disbursements, Outstanding / Unresolved Items, and Cash and Investment account balances.

KEY INDICATOR DISCUSSION:

- **BUDGET PERFORMANCE - APPROPRIATIONS:** Expenditures through the end of December were 42% of the annual planned total, compared to a target of 47% - meaning expenditures are under budget.
- **BUDGET PERFORMANCE - REVENUES:** The Statement of Revenue and Appropriations, providing a measure of revenue performance against the budget plan shows YTD Revenue is \$255,000. While this is far below typical levels at this point in the year, this is much improved over last month since tax revenues are now arriving.
- **CASH FLOW POSITION:** This measure netting the impact of the appropriations and revenue performance shows since the start of the fiscal year, \$197,000 more has been expended than has been received in Revenues. Last month, the shortfall was \$282,000, so the position is improving but a deficit persists.
- **ASSETS & LIABILITIES:** Compared to the beginning of the fiscal year, assets have increased from \$1,313,500 to \$1,650,000 primarily because \$737,000 was added in response to the passage of the Levy Ordinance for the 2022 Tax Year in December. Without the Levy Ordinance, assets would have declined to just over \$900,000 since cash reserves have been funding the District's daily operations in the absence of tax revenues.
- **CASH AND INVESTMENTS:** No banking relationships exceed FDIC limits. C&I balances have declined since the beginning of the fiscal year from \$945,000 to \$735,000, up from last month's \$650,650. Cash balances are roughly \$85,000 higher thanks largely to the receipt of \$145,000 of 2021 property taxes in late December.
- **OUTSTANDING/UNRESOLVED ITEMS:** While a handful of problematic transactions are on the report, overall, the list is quite current and clean. The problem transactions are being worked on by staff – the primary difficulty is getting the recipients of the monies to be responsive to their outreach.

RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS
as of 12/31/2022 for Fiscal Year Ending June 30, 2023

Acct Description	Ordinance	Actual YTD	Remaining	YTD %
CA01 Part Time Wages	38,850	18,069.33	20,780.67	47%
CA03 Administrative Salaries	114,850	46,732.30	68,117.70	41%
CA08 Employee Health Insurance	73,600	34,015.00	39,585.00	46%
CA16 Employee Benefits - 403B Contributions	3,500	1,500.00	2,000.00	43%
CAxx Salaries, Wages & Benefits	230,800	100,316.63	130,483.37	43%
CA09 Legal	14,000	4,920.00	9,080.00	35%
CA10 Audit	9,700	9,700.00	0.00	100%
CA21 Board Development Activities	24,000	10,409.00	13,591.00	43%
CA22 Payroll Processing	9,000	3,504.94	5,495.06	39%
CAxx Services	56,700	28,533.94	28,166.06	50%
CA06 Administrative (Office, Furn./Equip)	12,000	3,844.62	8,155.38	32%
CA05 Utilities	33,000	9,305.95	23,694.05	28%
CA13 Facilities Repairs & Maintenance	28,500	2,695.84	25,804.16	9%
CA51 Capital Improvements to Facilities	17,500	7,770.00	9,730.00	44%
CA53 Property Casualty Insurance	14,500	8,572.62	5,927.38	59%
CAxx Facilities	93,500	28,344.41	65,155.59	30%
CA96 General Unapproved Appropriations	-	0.00	0.00	N.M.
CA97 Petty Unapproved Appropriations	-	2,625.60	(2,625.60)	N.M.
CA98 Gen'l Unapproved Approp., for Write-Off	-	1,057.44	(1,057.44)	N.M.
CA99 Petty Unapproved Approp., for Write-Off	-	0.00	0.00	N.M.
C239C General Fund Total	\$ 393,000	\$164,722.64	\$228,277.36	42%
RA38 Salary: Recreation Administration	47,300	23,492.11	23,807.89	50%
RA34 Wages: Programs	131,500	72,966.77	58,533.23	55%
RA37 Wages: Maintenance (FT)	113,000	53,856.33	59,143.67	48%
RA31 Wages: Part Time	31,500	1,835.21	29,664.79	6%
RAxx Salaries & Wages	323,300	152,150.42	171,149.58	47%
RAxx Programs (Supplies & Transfers)	150,500	67,308.90	83,191.10	45%
RA55 Program Promotion	22,000	8,345.08	13,654.92	38%
RA14 Park & Playground: Maint / Repairs	28,000	7,103.36	20,896.64	25%
RA17 Capital Outlays - Parks & Playgrounds	32,000	384.90	31,615.10	1%
RAxx Parks & Playgrounds	60,000	7,488.26	52,511.74	12%
RA12 Vehicles & Equipment	20,500	4,087.86	16,412.14	20%
C239R Recreation Fund Total	\$ 576,300	\$239,380.52	\$336,919.48	42%
IA19 Illinois Municipal Retirement Fund	16,000	5,141.16	\$10,858.84	32%
C239I IMRF Fund Total	\$ 16,000	\$5,141.16	\$10,858.84	32%
SA20 Social Security	34,000	16,596.85	\$17,403.15	49%
C239S Social Security Fund Total	\$ 34,000	\$16,596.85	\$17,403.15	49%
LA07 Unemployment Insurance	2,000	679.19	\$1,320.81	34%
LA15 Worker's Compensation Insurance	8,500	13,575.50	(5,075.50)	160%
LA24 Liability Insurance	11,500	9,619.59	1,880.41	84%
C239L Liability Insurance Fund Total	\$ 22,000	\$23,874.28	(\$1,874.28)	109%
C6191 Trees / Shrubs / Plantings	15,000	2,150.00	12,850.00	14%
C6221 Multi-Use Maint Vehicle	25,000	0.00	25,000.00	0%
C6231 Nature Based Play Area	15,000	0.00	15,000.00	0%
C6232 Ford F250 with Plow	40,000	0.00	40,000.00	0%
C600 Capital Improvement Fund Total	\$ 95,000	\$2,150.00	\$37,850.00	2%
APPROPRIATIONS TOTALS	\$ 1,136,300	\$451,865.45	\$629,434.55	40%
Target:				46%

Note: Target % of budget utilization is # of YTD full months plus 1/2 current month, divided by 12.

This approximates recognition warrants are approved mid-month while payroll expenses reflect a full month.

YTD % reflects budget utilization (YTD Actual \$ as % of Budget \$).

RIDGEVILLE PARK DISTRICT
as of: 12/31/2022 for Fiscal Year Ending June 30, 2023

Statement of Revenue and Appropriation Disbursements / Expenditures

#	Account Description	All Funds Total		General		Recreation		IMRF		Social Security		Liability Insurance		Capital Projects	
		Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual
REVENUE:															
	Ordinance Property Tax Receipts (This Yr)	737,800		352,000		328,800		11,000		31,000		15,000			
	3% Cook County Clerk Loss Factor	22,134		10,560		9,864		330		930		450			
C242	Property Tax Receipts (This Yr)	759,934	0.00	362,560	0.00	338,664	0.00	11,330	0.00	31,930	0.00	15,450	0.00		
C243	Property Tax Receipts (Prior Yrs)		146,342.41		68,418.02		65,703.35		2,610.74		7,103.46		2,506.84		
C108	Replacement Tax Revenue	28,000	23,897.88	16,000	12,190.79	12,000	11,707.09								
Tax Receipts Sub-Total		787,934	170,240.29	378,560	80,608.81	350,664	77,410.44	11,330	2,610.74	31,930	7,103.46	15,450	2,506.84		
C101	Miscellaneous Revenue	0	1,500.00			0	1,500.00							0	0.00
C104	Rental Revenue	7,500	2,680.00			7,500	2,680.00								
C105	Program Revenue	220,000	76,812.50			220,000	76,812.50								
C106	State Grant Revenue	0	0.00			0	0.00								
C107	CDBG	0	0.00			0	0.00							0	0.00
C109	Other Grants, Gifts, Bequests	0	1,277.00			0	1,277.00							0	0.00
C111	Interest Collected	2,000	1,985.88	2,000	1,985.88										
Total Revenue		1,017,434	254,495.67	380,560	82,594.69	578,164	159,679.94	11,330	2,610.74	31,930	7,103.46	15,450	2,506.84	0	0.00
	Planned Use of Unexpended Funds	141,000		23,000		8,000		5,000		3,000		7,000		95,000	
	Exclude 3% Cook Cty Clerk Loss Factor	(22,134)		(10,560)		(9,864)		(330)		(930)		(450)			
	Total Planned Funding Sources (see note)	1,136,300		393,000		576,300		16,000		34,000		22,000		95,000	

APPROPRIATIONS:															
C239 & C600	Total Appropriations	1,136,300	451,865.45	393,000	164,722.64	576,300	239,380.52	16,000	5,141.16	34,000	16,596.85	22,000	23,874.28	95,000	2,150.00

REVENUE Less APPROPRIATIONS		(118,866)	(\$197,369.78)	(12,440)	(82,127.95)	1,864	(\$79,700.58)	(4,670)	(\$2,530.42)	(2,070)	(\$9,493.39)	(6,550)	(\$21,367.44)	(95,000)	(\$2,150.00)
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NOTE: Ordinance figures for Tax Receipts include 3% Loss Provision (Loss Factor) as provided for by Cook County Clerk Property Tax Extension process
Total Planned Funding Sources should match Exhibit A in Appropriations Ordinance

RIDGEVILLE PARK DISTRICT

Balance Sheet

as of: 12/31/2022 for Fiscal Year Ending June 30, 2023

Assets	Major Funds		Working Cash	Special Revenue Funds				Combining Total	
	General	Recreation		Special Combined	IMRF	Liability Insurance	Social Security		Capital Projects
Cash & Investments	204,984.82	219,310.69	196,024.19	115,442.81	16,827.33	8,214.49	15,683.37	74,717.62	735,762.51
Cash & Investments Unapplied Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	0.00	0.00		0.00					0.00
Taxes Receivable	434,927.96	408,431.95		71,813.73	14,167.44	18,038.85	39,607.44	0.00	915,173.64
Due from Other Funds	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Insurance	0.00			0.00		0.00			0.00
Total Assets	639,912.78	627,742.64	196,024.19	187,256.54	30,994.77	26,253.34	55,290.81	74,717.62	1,650,936.15
Deferred Outflows	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Assets and Deferred Outflows	639,912.78	627,742.64	196,024.19	187,256.54	30,994.77	26,253.34	55,290.81	74,717.62	1,650,936.15
Liabilities									
Accounts Payable	1,571.25	0.00		0.00	0.00	0.00		0.00	1,571.25
Accrued Payroll	0.00	0.00		0.00			0.00		0.00
Unearned Program Revenue		0.00		0.00					0.00
Due to Other Funds	0.00	0.00		0.00					0.00
Total Liabilities	1,571.25	0.00		0.00	0.00	0.00	0.00	0.00	1,571.25
Deferred Inflows (Property Taxes)	434,927.96	408,431.95		71,813.73	14,167.44	18,038.85	39,607.44	0.00	915,173.64
Fund Balances									
Non-Spendable (Prepays)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Restricted	0.00	0.00	196,024.19	40,725.19	16,827.33	8,214.49	15,683.37	0.00	236,749.38
Assigned	0.00	219,310.69		74,717.62	0.00	0.00	0.00	74,717.62	294,028.31
Unassigned	203,413.57	0.00		0.00	0.00	0.00	0.00	0.00	203,413.57
Total Fund Balances	203,413.57	219,310.69	196,024.19	115,442.81	16,827.33	8,214.49	15,683.37	74,717.62	734,191.26
Total Liabilities, Def. Inflows, Funds	639,912.78	627,742.64	196,024.19	187,256.54	30,994.77	26,253.34	55,290.81	74,717.62	1,650,936.15

Supplemental Sub-Ledger for Capital Projects Funds Assignment:		
Capital Projects - Unallocated Surplus		100.00
Vanden Avenue Bequest		34,617.62
Multi-Use Maint Vehicle		25,000.00
Nature Based Play Area - Reba Park		15,000.00
Total Fund Balance		74,717.62

RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts
Balances as of 12/31/2022 For Fiscal Year Ending June 30, 2023

Description	Account	Balance	Sub-Total	Total	Grand Total
Bank Statement	C200CX	\$203,677.25			
Approved, Not Cleared	C200ANC	\$814.75			
General Operating Total	C200		\$204,492.00		
Bank Statement	C204CX	\$3,963.60			
Approved, Not Cleared	C204ANC	-\$400.00			
Petty Cash Total	C204		\$3,563.60		
Bank Statement	C208CX	\$24,600.90			
Approved, Not Cleared	C208ANC	-\$630.73			
Payroll Total	C208		\$23,970.17		
Chase Total				\$232,025.77	
Certificate of Deposit	CD068	\$65,030.54			
Certificate of Deposit	CD454	\$53,376.38			
Certificate of Deposit	CD462	\$53,349.37			
Certificate of Deposit	CD752	\$32,505.77			
Total Certificates of Deposit	C211		\$204,262.06		
Non-Interest Earning Cash Account	C212		\$5,963.35		
ByLine (Formerly FirstBank) Total				\$210,225.41	
Investment Fund	C214		\$102,766.71		
Illinois Funds Total				\$102,766.71	
Money Market	C213		\$47,977.94		
US Bank (Formerly CharterOne) Total				\$47,977.94	
Non-Interest Earning Cash Account	C209		\$1,000.00		
Money Market Account	C210		\$141,766.68		
WinTrust Total				\$142,766.68	
Total Cash and Investments by Accounts					\$735,762.51
General Funds Before Interfund Transfers	(Total C&I)		\$735,762.51		
Interfund Cash and Investment Balance Transfers	C201T		-\$530,777.69		
General Fund - Cash And Investments	C201C			\$204,984.82	
Recreation Fund - Cash And Investments	C201R			\$219,310.69	
Working Cash Fund - Cash And Investments	C201W			\$196,024.19	
Capital Projects Fund - Cash And Investments	C201P			\$74,717.62	
IMRF Fund - Cash And Investments	C201I			\$16,827.33	
Social Security Fund - Cash And Investments	C201S			\$15,683.37	
Liability Fund - Cash And Investments	C201L			\$8,214.49	

Total Cash And Investments by Fund

\$735,762.51

RPD Cash Account Reconciliation: Outstanding / Unresolved Items

From 07/01/2022 to 12/31/2022

Date	Num	Description	Amount
.CA97 Petty Cash: Unapproved: Current Month CA97			
12/07/2022		CHECK 995727	\$190.00
12/07/2022		THE HOME DEPOT 1902 EVANSTON IL	\$80.94
12/19/2022		CHECK 995728	\$1,200.00
12/19/2022		DICK'S CLOTHING&SPORTIN GLENVIEW	\$341.94
12/20/2022		MailChimp 000-0000000 GA	\$39.99
12/21/2022		THE DENGEOIS - SKOKIE 847-9759393	\$141.79
12/22/2022		THE HOME DEPOT 1902 EVANSTON IL	\$586.57
12/28/2022		Subway 27143 Chicago IL	\$34.38
12/29/2022		APPLE.COM/BILL 866-712-7753 CA	\$9.99
Total For .CA97 Petty Cash: Unapproved: Current Month CA97			\$2,625.60
.CA98 General: Unapproved, to Write-Off CA98			
09/08/2022		ORIG CO NAME:Nicor Gas	\$68.65
12/01/2022		ORIG CO NAME:WEX INC	\$988.79
Total For .CA98 General: Unapproved, to Write-Off CA98			\$1,057.44
General: Approved Not Cleared C200ANC			
08/11/2022	20220811	ANC NICOR	\$(68.85)
11/10/2022	5609	ANC Coveliers	\$(19.07)
12/20/2022		ORIG CO NAME:Nicor Gas	\$712.77
12/23/2022		ORIG CO NAME:IMRF	\$189.90
Total For General: Approved Not Cleared C200ANC			\$814.75
Payroll: Approved Not Cleared C208ANC			
07/01/2022	10940	ANC Martinez	\$(592.01)
11/04/2022	10971	ANC Baron	\$(19.67)
11/04/2022	10972	ANC Coveliers	\$(19.05)
Total For Payroll: Approved Not Cleared C208ANC			\$(630.73)
Petty Cash: Approved Not Cleared C204ANC			
08/12/2022	995719	ANC Lewis	\$(400.00)
Total For Petty Cash: Approved Not Cleared C204ANC			\$(400.00)

Prepared by: **Gerry Gibbs, Treasurer**

Report Creation Date: 01/10/2023 8:10:07 PM Central Standard Time

Date: January 10, 2023
To: Board of Commissioners
From: Natalie Sallee
Subject: Monthly Report

Spring/Summer Brochure

The brochure is complete! It was sent to the printer on January 9 and I expect it to be in homes the first week of February. Thank you to Sarin Seesawat for all of her hard work. I will go over the highlights in February when I can include a copy in your packets.

Cleaning Services

With program registration returning to semi-normal numbers, and Covid 19 cases on a slight incline, we believe it's imperative to employ a professional cleaning service for our facilities. We received three estimates and hope to make a selection asap. The goal is to have the main studio deep cleaned 4 times per week, the upstairs cleaned once a week, and the field house cleaned once a month. RPD staff will touch up the spaces in between.

Winter Break Camp

Winter Break Camp ran December 27-30 and January 3-6. Josh Coveliors was our Camp Director, with the help of Vee Witter and three counselors. They did a terrific job! Registration was at full capacity the second week.

Studio 908 Winter Classes / Partner Programs

Studio 908 winter classes began January 8 and run through March 11. We have excellent registration. Our partner programs also begin this week, and registration looks good on that front, as well. Garden2Table registration will open in February.

MYSEP

Laura Downey and myself will be attending the MYSEP job fair on January 21 at the Robert Crown Community Center. This event is a huge help in my summer hiring process. We will be recruiting staff for summer camp and the Youth Grow Team.

IPRA/IAPD Soaring to New Heights Conference

I will be attending the annual conference January 26-28. I am especially looking forward to a workshop called Biding 101 and meeting some nature-based playground designers in the exhibit hall. I'll report back in February about the experience.



2720 S River Rd - Suite 216
Des Plaines, IL 60018
(224)433-5158

Our Agreement Current Service

Both STRATUS Region and CLIENT do agree to all terms, conditions, cleaning schedule and pricing as outlined in this Agreement. Stratus will provide all the necessary cleaning chemicals and equipment. CLIENT will provide all paper products, hand soap and replacement liners for trash receptacles.

Service provided: **Three days per week downstairs, One day per week upstairs, 1 day per month at the fieldhouse**

Monthly Janitorial Billing: **\$683** (\$52.54 per clean)**

Service provided: **Four days per week downstairs, One day per week upstairs, 1 day per month at the fieldhouse**

Monthly Janitorial Billing: **\$829** (\$47.83 per clean)**

****Note/Payment Option: This pricing includes a 5% discount for payments received by check or ACH. All other forms of payments such as credit cards will be at 5% per month added.**

Service Address:

908 Seward St, Evanston, IL 60202

CLIENT

STRATUS Region

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approximate Start Date: _____

This proposal assumes that if it is granted, all parties will work together to maintain a mutually agreeable cleaning solution. We reserve the right to withdraw this proposal if it is not accepted within 30 days.

quotes@wilmettemaids.com

To: programs ridgeville.org

Wed 11/30/2022 4:40 PM

Hi Natalie,

We calculated the price for cleaning the community house.

Weekly price is \$205, it includes cleaning 4 times a week 1st floor, once a week 2nd floor.
For the other building that you would like to have cleaned once a month the price is \$55.

We have one person available from Tuesday to Friday in the morning. She can start around 7:00am.

Please, let us know if it works for you and when you would like to start the service.

Thank you,
Viktoriya
Wilmette Maids

$$\begin{array}{r} \$ 205 \times 4 = \$ 820 \\ + \$ 55 \\ \hline \$ 875 / \text{month} \end{array}$$



Superior
CLEANING INDUSTRIES LLC

CONTACT ME

- 3720 W 85th PL
Chicago, IL 60652
- info@superiorcleaningindustries.com
- www.superiorcleaningindustries.com
- 773.844.9682

TIMELINE

Initial Walk-through

12.14.2022

Proposal Submitted

12.16.2022

Proposal Signed

Please place date you signed below

X _____

ACCOUNTING

Payment Method please confirm

Billing: 1st Monday of each mo.

Payout Schedule: please confirm

Expected Start Date: please confirm

Phone: 773.231.0712
Email: programs@ridgeville.org

Ridgeville Park District Evanston, Illinois

908 Seward St
Evanston, IL 60202

AGREEMENT

1. 4 Days a week- 2-3 hrs -1 employee (please confirm time of service preferred)

This is a proposal as of 12.15.2022 and is based on the initial walk through on 12.14.2022. There is an approval process leaving this an opportunity for February 2023 start.

Daily Tasks:

1. Studio floors, mirrors, handlebars and all other touch areas cleaned
2. Floors- Swept/vacuumed and mopped
3. Dusting ** Some areas may need (1) time detail clean as they never were done*
4. Door handles sanitized
5. Bathrooms detailed and stocked
6. Kitchen detailing- surfaces wiped down and floors swept and mopped
7. Equipment room swept and mopped

Weekly Tasks:

1. Upstairs offices need dusting, sweeping/vacuuming, wipe down and mop

Monthly Tasks:

1. Field house across the street- sweeping, mopping and surfaces wiped
2. Refrigerator detailed

Total Rooms/Levels:

1. Upper level- Offices, 1 bathroom and conference room
2. Lower level- Studio space, 1 bathroom and kitchen

*PICTURES TAKEN DURING WALK THROUGH ARE USED FOR CONTRACT AGREEMENT AND TO BREAK DOWN THE PROCESS OF CLEANING THAT MEETS OUR CLIENTS NEEDS

Supplies we need:

Dry Mop- Mop Bucket- Cart- Vacuum- Multicolored cleaning towels, Duster, Bleach, Fabuloso, Toilet Paper, Hand Soap, and Lysol disinfectant.

We have also Pinosol and Odoban as our multicleaners on surfaces and floors

Compensation Proposal

Superior Cleaning Industries offers the above services for the following monthly fee:

\$1200/MO.

*Superior is open to negotiations and creating a plan of action that meets clients budget while providing Superior Cleaning. **

AGREEMENT SIGNATURES

We agree to the proposal with no changes

We agree to the proposal with changes to final contract

Please initial inside the box next to status of proposal you agree to

Ridgeville Park District

Representative Printed Name:

Representative Signature:

90Days

6mos

9mos

12mos



908 Seward St.
Evanston, IL 60202
(847) 869-5640
www.ridgeville.org

January 3, 2023

Request for Proposals to Design, Procure and Install All-Inclusive Nature-Based Playground

Introduction

Ridgeville Park District is a public agency dedicated to enriching the lives of its residents and neighbors in South Evanston. Named after a historical settlement around present-day Ridge Avenue, Ridgeville is separate from the City of Evanston's recreation department. Ridgeville maintains seven parks which cover more than 14 acres of green space in south Evanston with more than 10,000 households living within its district boundaries. It brings engaging year-round programming for youth and adults, activity-filled summer camps, community events and opportunities to gather with your neighbors and celebrate our diversity.

Our mission is to enhance the quality of life, to promote a strong sense of community and contribute to the health of our citizens, community, and environment by providing safe, attractive parks, opportunities to build community, and a diverse, challenging set of arts and recreational programs.

Scope of Work

Ridgeville Park District is seeking proposals from qualified nature-based playground suppliers to identify and recommend a location for, design and install, a premium nature inspired play circuit. The equipment for this circuit must establish high quality standard playground equipment that is nature inspired. A natural playground is a play environment that consists of elements and textures from the earth such as trees, logs, tree stumps, boulders, and plants instead of a traditional steel playground structure. These natural landscapes lend themselves to providing opportunities for children to play, explore, imagine, and be challenged by the natural elements. The play equipment must meet or exceed the current ADA accessibility guidelines and CPSA play structure standards and provide innovative and exciting play opportunities for a range of preschool to school age children (ages 2-12 years). Equipment should be composed of materials that are fire and vandal-resistant and components and parts that can be easily replaced.

Project Timeline

Proposals must be received by **5:00 P.M. on March 3, 2023**. Proposals may be mailed to:

**Ridgeville Park District
Attn: Natalie Sallee
908 Seward St.
Evanston, IL 60202**

Or sent via email to programs@ridgeville.org.

The Board of Commissioners will publicly review the proposals on **March 9, 2023**. Park District may speak with client references prior to this public meeting. Proposal selection will be made on **March 13, 2023**, and completion of the project will be **June 30, 2023**. No contract will be formed until executed by an authorized signer on behalf of the Park District.

Updates or changes to this process, if any, will be announced on our website.

Submittal and Selection Criteria

Proposals should include the following:

1. Description of previous experience with comparable projects (minimum of three, including reference contacts)
2. Project estimate with a line-item cost breakdown of all playground features
3. Warranty information for each proposed playground and nature play component
4. List of sub-contractors who would be involved with this project, their previous project experience and qualifications (if applicable)

Proposals will be considered by Ridgeville Park District Staff and interested members of the public, then forwarded to the Board of Commissioners for final evaluation and selection. The Board of Commissioners will use the following criteria to evaluate proposals:

1. Match to Program Objectives & Project Scope
2. Quality of Equipment Proposed
3. Innovation and Play Opportunities
4. Experience and Knowledge of Product
5. Capital Purchase Price

The Board of Commissioners reserves the right to request written clarification of proposals and supporting materials. Phone interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements.

Ridgeville Park District reserves the right to accept or reject any or all responses to this Request for Proposal, to enter into a contractual agreement provided by Ridgeville Park District with any individual or company submitting a response to the Request for Proposal, or to delay and/or cancel in part or in its entirety this Request for Proposal if it is in the best interest of the Ridgeville Park District, in its sole opinion, to do so.

Budget

Ridgeville Park District's budget for the design, procurement, and installation of an all-inclusive nature-based playground is \$15,000.

Questions

Questions regarding this Request for Proposal may be directed to Natalie Sallee at (847) 869-5640 or programs@ridgeville.org

It is the policy of Ridgeville Park District to provide equal employment opportunity to all individuals in accordance with applicable federal, state and local laws.