

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, March 9, 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. February 9, 2023
- 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
 1. FOR ACTION Recommend appointment of Mark Karlin to REDI Committee (Herman)
- IX. Old Business
- X. New Business
 - a. FOR ACTION Discuss/approve 2023 F250 Bid (Rosinski)
 1. Motion authorizing \$40,000 funds transfer from Recreation Fund to Capital Projects planned per the Appropriations and Levy Ordinances (Gibbs/Rosinski)
 - b. FOR ACTION Discuss/approve draft scholarship policy (Mitchell/Sallee)
 - c. FOR ACTION Discuss/approve extended Equity Consultant contract (Rosinski)
 - d. Discuss Ridgeville Executive Director search (Rosinski)
 - e. Discuss park tour and natural playground items recommendations (Mitchell/Sallee)
- XI. Call of the Commissioners
- XII. Citizen Comments
- XIII. Executive Session
 - a. Discuss the interview process for the Executive Director position (Mitchell)
- 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, February 9, 2023 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: Diana Anton, Debby Braun, Matthew Mitchell (President), Michael (Mick) Morel (Vice President), Mathew (Matt) Rodgers

Commissioners Absent: none

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 (REDI Committee), Aisha Bell Robinson (Equity Consultant)

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

Roll Call

Diana Anton – present

Debby Braun – present

Matthew Mitchell – present

Mick Morel – present

Matt Rodgers – present

Announcement to Hold Board Meeting through Zoom (Mitchell)

Matthew Mitchell announced the meeting would be occurring through the Zoom platform in light of the Governor's COVID-19 Disaster Proclamation and in consultation with staff and commissioners.

Citizen Comment Part 1:

No comments at this time.

Approval of Minutes:

Motion #1: Matthew Mitchell moved to approve the minutes from the January 12, 2023 Board meeting. Mick Morel seconded the motion. Roll call vote: Anton yes, Braun yes, Morel yes, Rodgers 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 February 9, 2023" and "Ridgeville Park District- General Account Bills Detailed Report February 7-9, 2023." Brian Rosinski noted, among other items: *Auto-Wares* for F150 supplies, *Bella Consulting* for equity work, *LRS* for garbage service, *Nice Rink* for ice rink, *Ridgeville Band* for a donation, *Seesawat* for brochures, *Sunrise* for tree maintenance renewal / inoculation to save the large Ash tree at Reba Park. It is RPD's largest tree in all our parks.

Motion #2: Mick Morel moved to approve payment of February 2023 bills in the amount of \$31,832.27. Matthew Mitchell seconded the motion. Roll call vote: Anton yes, Braun yes, Morel yes, Rodgers 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 February 9, 2023" and "Ridgeville Park District Petty Cash Details February 9, 2023." Brian Rosinski noted, among other items: *Air Delights* for soap dispensers, *Dengeos* for a thank-you lunch for Marcos Cruz, *E-File Tax Forms* to enable Gibbs to do his business, *IAPD* for a pre-conference workshop, *National Recreation* for study guides for Sallee, *Notary Public* for updated notary stamps, *Squarespace* for annual fee, *WUFOO* for annual subscriptions for online registrations.

Motion #3: Mick Morel moved to approve payment of February 2023 petty cash expenditures in the amount of \$3,323.08. Diana Anton seconded the motion. Roll call vote: Anton yes, Braun yes, Morel yes, Rodgers yes, Mitchell yes. The motion passed unanimously.

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

February 15th is the deadline for receiving Executive Director applications. IAPD will be forwarding those along with their recommendations after the 15th. The board should be prepared to move forward with interviews at that time. We lost our maintenance employee Luis Rodriguez, who moved out of the state. We are hoping to finalize the interview process next week to hire a new person who can offer support to Marcos Cruz who is presently working alone (and doing a great job). The ice rink was open for a few days at the beginning of February, but now with warmer temperatures, it is permanently closed for the season. As was reported last month, we planned on purchasing two AEDs, gaga pit, exit doors and tools. All are in the process and should be completed soon.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) February, 2023,"
2. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 1/31/2023 for Fiscal Year Ending June 30, 2023,"
3. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 1/31/2023 for Fiscal Year Ending June 30, 2023,"
4. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 1/31/2023 for Fiscal Year Ending June 30, 2023,"

5. "RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 1/31/2023 for Fiscal Year Ending June 30, 2023," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 1/31/2023."

Gerry Gibbs recommended the following motion:

Motion #4: Matthew Mitchell moved that the payment of \$68.85 to NICOR approved on the General Bills report of August 11, 2022 be instead approved for \$68.65 to clear the outstanding unapproved general bank account entry for that amount. Mick Morel seconded the motion. Roll call vote: Anton yes, Braun yes, Morel yes, Rodgers yes, Mitchell yes. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Spring / Summer Brochure: Brochures have been mailed to homes. Some new items to note include Evanston Soccer School for kids ages 4-9 in April / May, phased summer camp registration process, mini basketball camp in August, and basketball tournament this summer. Mini partner camps offered by various groups including Incredifix, Play-Well TEKnology, Let's Craft It!, and The Imaginary Game.
- MYSEP: Natalie Sallee and Laura Downey attended the Mayor's Youth Summer Employment Program and are now interviewing some great applicants.
- IAPD / IPRA Soaring to New Heights Conference: Sallee attended various sessions, learned a lot, networked, and started an application to take the Certified Parks & Recreation Professional (CPRP) exam later this year. She is happy to answer specific questions about the sessions she attended or the exam.
- Garden Programs: Garden2Table program begins in March with only a couple spots still available. RPD will be adding 2 additional garden beds to Ridgeville Garden, which will be rented by 2 alumni from the Garden2Table program. We are assessing the current Elks gardeners and their intentions with the garden plots. It looks like there will be 8-12 new micro-plots that will be made available this season. Sallee is updating the waitlist.
- New Partnerships: The Evanston Repair Cafe is hoping to set up their drop-in shop at the RPD Community House or Field House. It was suggested to offer the Repair Cafe in the Studio Garage during Wednesday evening concert events. Sallee is also working with an individual who would like to bring free drum circles to the park, offer sound meditations and Taiko classes.

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

Jacy Herman shared that the committee has not met in the past month due to the equity trainings that took place. She thanked Aisha Bell Robinson for the three excellent trainings that she offered. If staff or commissioners were not able to attend, she noted that it will be important to watch the recordings of the trainings (esp #3 regarding conversations about the basketball courts). Robinson is coming to the end of her contract in terms of hours, so RPD should look at what the plans are moving forward. Robinson provided an outline of the work that has been done thus far, goals that have been set, training that have happened, the audit of policies, interviews that have occurred, and the development of templates for use now and for future use. She is preparing the REDI committee to continue with the work in her absence. She noted that

they have covered a lot of ground, but there is still plenty yet to do. She also provided an outline of the training sessions that she presented. Herman expressed that the committee feels they have gained a lot in recent months from Robinson and appreciates the document that she is leaving behind. Mitchell added to next month's agenda a discussion about how the board feels about equity work going forward and next steps. There was conversation about incoming RPD staff watching the training videos. Charles Valente clarified that if RPD requires staff to watch the videos, then RPD will need to pay for the training time. Ideas expressed included requiring the training of full time and regular staff but not all part time summer staff. Equity Charter could be included in the other paperwork offered to new summer hires that they read and sign off on. A targeted training instead of the 6 hours of video could be considered for staff orientation. Summer staff and Youth in the Parks should digest the 3rd video somehow. These questions will go on the REDI agenda to discuss at their next meeting. Updated ordinance language will come to the board for review and approval next month. Valente offered to look at initial drafts before presenting to the board. Mitchell thanked Robinson for her trainings, noting hers have been a favorite among other equity trainings he has attended.

Old Business:

- **Discuss Request for Proposals to Design, Procure and Install All-Inclusive Nature-Based Playground (Sallee / Mitchell)**

Natalie Sallee spoke to several playground companies at the conference who build traditional park equipment. They also create materials that "look" like natural materials but will last 30 years instead of 15 for natural lumber. We currently have \$15k in the current budget for nature-based play. She wondered about the board's priority: longevity or actual natural materials? They are comparable in price. Natural materials require maintenance. GFRC (glass fiber reinforced concrete) has a longer lifespan and is easy to clean. Matt Rodgers expressed an opinion to go with natural materials instead of GFRC. Anton, Mitchell, and Braun agreed to choose natural materials. Sallee then wondered which process makes the most sense for RPD. Do we want to pay a company to install? Do we want to create / install ourselves? Do we want to hire a landscape architect to install pieces that we choose? How do we want to use the \$15k (e.g. complete the entire project including installation or just purchase the pieces for \$15k and pay for the install with the next budget)? Sallee proposed a walk-through of the parks to determine which areas will be most impacted with nature based pieces..The board previously chose some desirable locations (Elks, Reba, and Leider). The board agreed to choose sites, then choose pieces, and then hire a landscape architect to do the installations. Sallee will email commissioners an invitation to attend a park walk-through.

New Business:

There was no new business to discuss at this time.

Call of the Commissioners:

- Anton: passed
- Braun: passed
- Mitchell: Matthew Mitchell thanked Aisha Bell Robinson for the spot-on, engaging equity trainings, and thanked her for the option of recording them in order to view them again at

later times. Anton echoed Mitchell's sentiments about the trainings and thanked Robinson for all her efforts.

- Morel: (absent)
- Rodgers: passed

Citizen Comment Part 2:

There were no comments at this time.

Adjournment:

Motion #5: Matthew Mitchell moved to adjourn the meeting. Diana Anton seconded the motion. All were in favor. The motion passed unanimously. The meeting was adjourned at 7:54 pm.

Respectfully submitted,
Julie Larson, Minute Taker

03/08/23

Ridgeville Park District - General Account

Bills Summary

March 9, 2023

	<u>TOTAL</u>
ADP (Payroll Taxes)	-31.81
ADP Payroll Processing Acct.#00060-052985	-897.34
AT&T U-Verse #117-052-202	-51.88
AT&T U-Verse #117-052-204	-62.82
AT&T a/c 869-5640	-228.47
Bella Consulting Group, LLC	-1,437.50
Bennett, Nancy	-300.00
Chase Paymentech	-788.35
Chicago Tribune Media Group	-39.74
CITGO	-738.82
COMCAST	-240.22
ComEd a/c 152-137-3009	-49.48
ComEd a/c 158-313-2031	-8.04
ComEd a/c 303-360-1001	-71.14
ComEd a/c 303-360-2008	-94.72
ComEd a/c 311-727-0008	-26.29
Great America	-105.84
Hinckley Springs-DS Waters Company	-26.97
IAPD Illinois Assoc of Park Districts	-509.25
Illinois Municipal Retirement Fund (IMRF)	-1,018.35
Imaginary Services, LLC	-14,000.00
IPRF - Illinois Public Risk Fund	-908.00
Lemoi Ace Hardware	-295.19
Lewis, Julie	-50.00
Local Government Health Plan CMS	-4,669.00
LRS	-104.11
Meltzer, Purtill & Stelle LLC	-357.50
Nicor Gas a/c 30-47-90-9630 4	-351.65
Nicor Gas a/c 31-03-84-0000 3	-554.17
Nicor Gas a/c 91-71-84-0000 4	-1,141.96
Russo Power Equipment	-353.98
Staples	-159.57
Stratus Building Solutions of Chicago - N	-1,208.40
Vanguard/Newport Group, Inc.	-250.00
Variames, Andrea	-600.00
Verizon Wireless	-161.10
TOTAL	<u><u>-31,891.66</u></u>

Ridgeville Park District - General Account

Bills Detailed Report

March 9, 2023

03/08/23

Num	Name	Memo	Amount
2010 · A/P-Corporate			
DEBIT	ADP (Payroll Taxes)	LA07: State Unemployment Tax Adjustment from 0.7250% to 0.8500%	-31.81
	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-538.54
	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-358.80
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-51.88
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204	-62.82
	AT&T a/c 869-5640	CA05: Landline Acct #84786956402110	-228.47
	Bella Consulting Group, LLC	CA21: Equity Consultant Invoice# 223003	-1,437.50
	Bennett, Nancy	C105: REFUND of Overpayment	-300.00
DEBIT	Chase Paymentech	CA06: Chase Paymentech Fees	-788.35
	Chicago Tribune Media Group	CA06: Classified Listing Inv# 067440163000	-39.74
DEBIT	CITGO	RA12: Gas - January	-738.82
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-240.22
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-49.48
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-8.04
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-71.14
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-94.72
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 709 Reba Place	-26.29
	Great America	CA05: Phone	-105.84
	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-26.97
	IAPD Illinois Assoc of Park Distri...	CA21: Annual Membership Dues for 2023	-509.25
DEBIT	Illinois Municipal Retirement Fun...	CA222: February 2023 Deposit	-1,018.35
	Imaginary Services, LLC	RA24: Partner Program - First Payment of Two - Afterschool Winter/Spr...	-14,000.00
	IPRF - Illinois Public Risk Fund	LA15: Adjustment to Workers Comp Premium - Policy # PO483-2022	-908.00
	Lemoi Ace Hardware	RA14: Acct# 181700	-295.19
	Lewis, Julie	CA21: REDI Minutes	-50.00
	Local Government Health Plan C...	CA08: Employee Health Insurance	-4,669.00
	LRS	RA14: Trash Removal - Cust # 54404.1	-104.11
	Meltzer, Purtill & Stelle LLC	CA09: Legal Fees	-357.50
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House - December	-351.65
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas @ 908 Seward St.	-554.17
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd - December	-712.57
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-429.39
	Russo Power Equipment	RA17: Acct # 1009597	-353.98
	Staples	CA06: Invoice #8069416104	-159.57
	Stratus Building Solutionsof Chic...	RA31: Janitorial Service	-1,208.40
DEBIT	Vanguard/Newport Group, Inc.	CA16: 403b Employer Contribution	-250.00
	Variames, Andrea	RA23: Earth Day Concert	-600.00
	Verizon Wireless	RA23: Acct# 980513682-0001: Inv #9927927067	-161.10
Total 2010 · A/P-Corporate			-31,891.66
C222 · IMRF (Paid by Employee)			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rosinski, Cruz, Hower, Rodriguez and Sallee...	843.95
Total C222 · IMRF (Paid by Employee)			843.95
C105 · Program Revenue			
	Bennett, Nancy	REFUND of Overpayment - Change from G2T to rental	300.00
Total C105 · Program Revenue			300.00
RA23 Program Supplies			
	Variames, Andrea	Earth Day Performance 04/22/23	600.00
	Verizon Wireless	Invoice #9927927067 Cell Phone Monthly Charges for Rosinski & Sallee	161.10
Total RA23 Program Supplies			761.10
RA24 Partner Programs			
	Imaginary Services, LLC	Invoice # 00259 First Payment of Two - Afterschool Winter/Spring 2023	14,000.00
Total RA24 Partner Programs			14,000.00
CA05 · Utilities			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet Account #117-052-202	51.88
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet Account #117-052-204	62.82
	AT&T a/c 869-5640	Office Phone Lines	228.47
DEBIT	COMCAST	Account #8771 10 135 1142175 - 02/18-03/17/23	240.22
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: February	49.48
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: February	8.04
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: February	71.14
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: February	94.72

Ridgeville Park District - General Account

Bills Detailed Report

March 9, 2023

03/08/23

Num	Name	Memo	Amount
DEBIT	ComEd a/c 311-727-0008	709 Reba Place Service: Febraury	26.29
	Great America	Avaya Phones for Office	105.84
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House - December	351.65
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas @ 908 Seward St.: February	554.17
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ 1115 S. Blvd., Kamen Park Field House: December	712.57
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ 1115 S. Blvd., Kamen Park Field House: February	429.39
Total CA05 · Utilities			2,986.68
CA06 · Office Supplies & Expenses			
DEBIT	Chase Paymentech	Chase Paymentech Fees	788.35
	Chicago Tribune Media Group	Classified Listing for F250 Bid	39.74
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	26.97
	Staples	Invoice #8069416104 - Legal pads; Cups; Toilet paper	159.57
Total CA06 · Office Supplies & Expenses			1,014.63
CA08 · Employee Health Insurance			
	Local Government Health Plan C...	Rosinski, Brian (Family Included)	2,287.00
	Local Government Health Plan C...	Cruz, Marcos	1,191.00
	Local Government Health Plan C...	Sallee, Natalie	1,191.00
Total CA08 · Employee Health Insurance			4,669.00
CA09 · Attorney Fees & Expense			
	Meltzer, Purtil & Stelle LLC	Fee for legal communication	357.50
Total CA09 · Attorney Fees & Expense			357.50
CA13 · Building Maintenance & Repair			
	Lemoi Ace Hardware	Inv# 280917 - Casters; Anti-skid pads; Wallplater	23.96
	Lemoi Ace Hardware	Inv# 280974 - Soap; Cleanser; Battery; Garbage bags; Stikc pens; Glue...	58.45
	Lemoi Ace Hardware	Inv# 281173 - Casters; Battery	44.14
	Lemoi Ace Hardware	Inv# 281296 - Wallplate; Cable ties	6.71
	Lemoi Ace Hardware	Inv# 281299 - Casters; Glide slide; Battery	39.32
	Lemoi Ace Hardware	Inv# 281307 - Glide Slide	40.85
	Lemoi Ace Hardware	Inv# 281381 - Suede Gloves	15.99
	Lemoi Ace Hardware	Inv# 281407 - Ice melter; Blades; Cable ties	65.77
Total CA13 · Building Maintenance & Repair			295.19
CA16 · 403 B Retirement ContributionER			
DEBIT	Vanguard/Newport Group, Inc.	403(b)(7) Plan 10067286: Employer Contribution to Employee Retireme...	250.00
Total CA16 · 403 B Retirement ContributionER			250.00
CA21 · Board Development Activities			
	Bella Consulting Group, LLC	Equity Consultant Invoice# 223003	1,437.50
	IAPD Illinois Assoc of Park Distri...	Annual Membership Dues for 2023	509.25
	Lewis, Julie	REDI minutes and secretary duties for 02/16/23	50.00
Total CA21 · Board Development Activities			1,996.75
CA22 · Payroll Processing Expense			
	ADP Payroll Processing Acct.#00...	Processing Charges for 02/03/23	235.46
	ADP Payroll Processing Acct.#00...	Processing Charges for 02/17/23	224.78
	ADP Payroll Processing Acct.#00...	ADP Workforce Now	78.30
	ADP Payroll Processing Acct.#00...	Processing Charges for Year End 12/30/22 - 2022/Q4 Y/E Info - Tax Re...	358.80
Total CA22 · Payroll Processing Expense			897.34
IA19 · III. Municipal Retirement Fund			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rosinski, Cruz, Hower, Rodriguez and Sallee...	174.40
Total IA19 · III. Municipal Retirement Fund			174.40
LA07 · SUI (State Unemployment 0.850%)			
DEBIT	ADP (Payroll Taxes)	State Unemployment Tax Adjustment from 0.7250% to 0.8500%	31.81
Total LA07 · SUI (State Unemployment 0.850%)			31.81
LA15 · Worker's Compensation Insurance			
	IPRF - Illinois Public Risk Fund	Adjustment to Workers Comp Premium After Audit - Policy # PO483-20...	908.00

03/08/23

Ridgeville Park District - General Account

Bills Detailed Report

March 9, 2023

Num	Name	Memo	Amount
	Total LA15 · Worker's Compensation Insurance		908.00
RA12 · Vehicle Maintenance & Repair			
DEBIT	CITGO	Gas - February 2023	738.82
	Total RA12 · Vehicle Maintenance & Repair		738.82
RA14 · Playground Maintenance Mat.			
	LRS	Garbage Pickup: Monthly Charge Inv#0005149582 (Service for 02/01-0...	104.11
	Total RA14 · Playground Maintenance Mat.		104.11
RA17 · Playground & Park Equipment			
	Russo Power Equipment	Invoice # PSI20080253 - Salt spreader	319.99
	Russo Power Equipment	Invoice # PSI20080254 - Pitchfork	33.99
	Total RA17 · Playground & Park Equipment		353.98
RA31 · Part-Time Maintenance Wages			
	Stratus Building Solutions of Chic...	Janitorial Service Prorated for February	525.40
	Stratus Building Solutions of Chic...	Janitorial Service for March	683.00
	Total RA31 · Part-Time Maintenance Wages		1,208.40
TOTAL			0.00

03/07/23

Ridgeville Park District
Petty Cash Summary
March 9, 2023

	TOTAL
Air Delights, Inc.	-235.42
Amazon.com	-299.86
APPLE, INC.	-9.99
Dengeo's	-54.41
E-File Tax Forms	-7.95
Fiverr	-79.13
Mail Chimp	-47.00
TOTAL	-733.76

03/07/23

Ridgeville Park District
Petty Cash Details
 March 9, 2023

Num	Name	Memo	Amount
2020 · A/P-Petty Cash			
DEBIT	E-File Tax Forms	CA06: Fee to file corrected 1099 forms	-7.95
DEBIT	Dengeo's	RA23: Lunch	-54.41
DEBIT	Mail Chimp	CA06: Monthly Fee for over 2000 patron emails	-47.00
DEBIT	Air Delights, Inc.	CA13: Soap Dispensers and Soap	-235.42
DEBIT	Amazon.com	CA51: Office Chair	-179.98
DEBIT	Amazon.com	CA13: Shelves for 908 Front Entry	-69.89
DEBIT	APPLE, INC.	CA06: iPad Memory	-9.99
DEBIT	Fiverr	CA06: Typist to retype policies & ordinance	-79.13
DEBIT	Amazon.com	RA14: Plastic Outdoor Greenhouse	-49.99
Total 2020 · A/P-Petty Cash			-733.76
RA23 Program Supplies			
DEBIT	Dengeo's	Lunch for staff - snow removal	54.41
Total RA23 Program Supplies			54.41
CA06 · Office Supplies & Expenses			
DEBIT	E-File Tax Forms	Fee to file corrected 1099 forms	7.95
DEBIT	Mail Chimp	Email Integration for programs	47.00
DEBIT	APPLE, INC.	iPad Memory	9.99
DEBIT	Fiverr	Typist to retype policies & ordinance	79.13
Total CA06 · Office Supplies & Expenses			144.07
CA13 · Building Maintenance & Repair			
DEBIT	Air Delights, Inc.	Soap Dispensers and Soap	235.42
DEBIT	Amazon.com	CA13: Shelves for 908 Front Entry	69.89
Total CA13 · Building Maintenance & Repair			305.31
CA51 · Building Improvements			
DEBIT	Amazon.com	Office Chair	179.98
Total CA51 · Building Improvements			179.98
RA14 · Playground Maintenance Mat.			
DEBIT	Amazon.com	Plastic Outdoor Greenhouse for Elks Garden Program	49.99
Total RA14 · Playground Maintenance Mat.			49.99
TOTAL			0.00

Monthly Board Report March

Date: 03/06/23

To: Board of Commissioners

From: Brian Rosinski

Subject: Monthly Report

Our search for a maintenance level one employee has ended. After several interviews and staff discussions we hired Felipe Lopez. Felipe has extensive experience in park maintenance and his job before we hired him was with the Village of Kenilworth. Felipe started on 03/01/23. Felipe's wage is the same as previous level one employee, Luis Rodriguez. President Matt Mitchell was updated on this situation and approved the hiring of Felipe.

We have discussed several purchases and installments with different companies and contractors. We will have numbers back in the very near future for replacing the front door and frame, 2 AEDs, the Kay Lee Tot Lot sign, and concrete pads for four new benches. We will schedule those purchases and installments for April/May. The Kubota we ordered over a year ago should be delivered before the end of this budget year. We are currently 12th on the list down from 80 originally.

MONTHLY REPORTS:

This narrative discusses these monthly financial reports: Appropriations Ledger, Balance Sheet, Statement of Revenues and Disbursements, Outstanding / Unresolved Items, and Cash and Investment Account Reconciliation.

KEY INDICATOR DISCUSSION:

- **BUDGET PERFORMANCE - APPROPRIATIONS:** Expenditures through February were 49% of the Appropriations Plan, well below the 63% level that might be expected assuming an equal level of expenditures each month throughout the year. The categories of Board Development (primarily REDI activities), Audit Services, Program Promotion, and Liability Insurance are the only areas where expenditures are in excess of the plan's YTD target. Audit, Program Promotion and Liability Insurance are as expected since expenditures for these categories are concentrated in particular times of the year. Board Development is an area to monitor carefully for the remainder of the fiscal year to ensure legal limits are adhered to. With only 4 months remaining in the fiscal year, expenditures need to average roughly \$130,000 per month as compared with a YTD average of \$70,000 per month. Most of the expenditures need to occur in the various capital project categories. Daily operations (primarily salaries, wages, and related benefits) are generally performing as envisioned in the plan. The importance of performing according to the plan is to avoid unwelcome unappropriated surpluses at fiscal year end. These negatively affect developing the Appropriations and Levy Ordinances for the next fiscal year and in the long run potentially reduce the property tax revenue available to the District.
- **BUDGET PERFORMANCE - REVENUES:** YTD Revenue is \$494,000. This compares to \$524,000 at this same point last year. Program Revenues are roughly \$45,000 ahead of last year. Tax Revenues are \$70,000 behind, likely because the Cook County Treasurer delayed the due date for first installment 2022 Property Tax Bills to give taxpayers a little relief from the burden of paying two hefty tax bills within a couple months of each other.
- **CASH FLOW:** Revenue less Appropriations shows since the start of the fiscal year, \$61,000 more has been expended than has been received in Revenues. The budget aim is to arrive at a shortfall of \$119,000 by June 30, to reduce unexpended surpluses arising from Covid disruptions in the two prior fiscal years. This again emphasizes the importance of completing the capital projects planned for this fiscal year to meet this goal.
- **ASSETS & LIABILITIES:** Roughly half of the District's 1.6 million in assets is uncollected property tax revenue. The remainder is in cash and investment balances.
- **CASH AND INVESTMENTS:** The Chase banking relationship exceeds FDIC limits by a modest amount (roughly \$2,000). As required by State law, Chase has arranged for collateral to be held at the New York Federal Reserve on behalf of the District for the overage. In February the Treasurer transferred \$120,000 in excess balances to Investment accounts - \$60,000 to Wintrust and \$60,000 to the Illinois Funds.
- **OUTSTANDING/UNRESOLVED ITEMS:** There are two general types: Approved and Unapproved items.
 - With Approved items, the board voted to authorize them yet for some reason the payments have not been withdrawn from District bank accounts. Examples are lost checks and processing errors – on the part of District staff, the bank, or the payment recipient. These need attention to ensure District adherence to state laws concerning unclaimed property and prompt payment by public funds. While generally less urgent than unapproved items, resolving them typically only gets more difficult with the passage of time, so it is usually best to resolve them as soon as possible. For these, office staff made some progress this month and continue working to clear the oldest items.
 - Unapproved items are those which have somehow cleared District bank accounts without receiving board approval. They need priority attention because no obligations or expenditures are supposed to be made without first receiving board approval. Fraud is a possible concern with these. Policy requires unapproved entries older than 2 board meetings receive board attention and action to either immediately resolve or be approved as a write-off loss. This month, two related items need board approval for resolution to correct a clerical error.

The Treasurer RECOMMENDS THE BOARD ADOPT THE FOLLOWING MOTION:

The payment of \$189.80 to IMRF approved on the General Bills report of January, 2023 be instead approved for \$189.90 to clear the outstanding unapproved general bank account entry for that amount.

RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS
as of 02/28/2023 for Fiscal Year Ending June 30, 2023

Acct Description	Ordinance	Actual YTD	Remaining	YTD %
CA01 Part Time Wages	38,850	23,854.55	14,995.45	61%
CA03 Administrative Salaries	114,850	63,078.54	51,771.46	55%
CA08 Employee Health Insurance	73,600	44,544.00	29,056.00	61%
CA16 Employee Benefits - 403B Contributions	3,500	2,000.00	1,500.00	57%
CAxx Salaries, Wages & Benefits	230,800	133,477.09	97,322.91	58%
CA09 Legal	14,000	7,513.00	6,487.00	54%
CA10 Audit	9,700	9,700.00	0.00	100%
CA21 Board Development Activities	24,000	17,405.81	6,594.19	73%
CA22 Payroll Processing	9,000	4,596.13	4,403.87	51%
CAxx Services	56,700	39,214.94	17,485.06	69%
CA06 Administrative (Office, Furn./Equip)	12,000	6,276.30	5,723.70	52%
CA05 Utilities	33,000	14,949.71	18,050.29	45%
CA13 Facilities Repairs & Maintenance	28,500	3,652.60	24,847.40	13%
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	34,944.93	58,555.07	37%
CA96 General Unapproved Appropriations	-	383.46	(383.46)	N.M.
CA97 Petty Unapproved Appropriations	-	683.80	(683.80)	N.M.
CA98 Gen'l Unapproved Approp., for Write-Off	-	902.47	(902.47)	N.M.
CA99 Petty Unapproved Approp., for Write-Off	-	0.00	0.00	N.M.
C239C General Fund Total	\$ 393,000	\$215,882.99	\$177,117.01	55%
RA38 Salary: Recreation Administration	47,300	30,758.55	16,541.45	65%
RA34 Wages: Programs	131,500	80,954.40	50,545.60	62%
RA37 Wages: Maintenance (FT)	113,000	65,688.86	47,311.14	58%
RA31 Wages: Part Time	31,500	2,158.21	29,341.79	7%
RAxx Salaries & Wages	323,300	179,560.02	143,739.98	56%
RAxx Programs (Supplies & Transfers)	150,500	69,009.14	81,490.86	46%
RA55 Program Promotion	22,000	16,890.64	5,109.36	77%
RA14 Park & Playground: Maint / Repairs	28,000	10,059.55	17,940.45	36%
RA17 Capital Outlays - Parks & Playgrounds	32,000	2,625.95	29,374.05	8%
RAxx Parks & Playgrounds	60,000	12,685.50	47,314.50	21%
RA12 Vehicles & Equipment	20,500	7,019.46	13,480.54	34%
C239R Recreation Fund Total	\$ 576,300	\$285,164.76	\$291,135.24	49%
IA19 Illinois Municipal Retirement Fund	16,000	6,867.12	\$9,132.88	43%
C239I IMRF Fund Total	\$ 16,000	\$6,867.12	\$9,132.88	43%
SA20 Social Security	34,000	20,386.74	\$13,613.26	60%
C239S Social Security Fund Total	\$ 34,000	\$20,386.74	\$13,613.26	60%
LA07 Unemployment Insurance	2,000	1,033.46	\$966.54	52%
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	\$24,228.55	(\$2,228.55)	110%
C6191 Trees / Shrubs / Plantings	15,000	2,492.00	12,508.00	17%
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	\$2,492.00	\$37,508.00	3%
APPROPRIATIONS TOTALS	\$ 1,136,300	\$555,022.16	\$526,277.84	49%
Target:				63%

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: 02/28/2023 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)		326,577.79		152,681.68		146,623.62		5,826.14		15,852.08		5,594.27		
C108	Replacement Tax Revenue	28,000	31,909.86	16,000	16,277.86	12,000	15,632.00								
Tax Receipts Sub-Total		787,934	358,487.65	378,560	168,959.54	350,664	162,255.62	11,330	5,826.14	31,930	15,852.08	15,450	5,594.27		
C101	Miscellaneous Revenue	0	1,500.00			0	1,500.00							0	0.00
C104	Rental Revenue	7,500	2,705.00			7,500	2,705.00								
C105	Program Revenue	220,000	126,779.25			220,000	126,779.25								
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	3,308.57	2,000	3,308.57										
Total Revenue		1,017,434	494,057.47	380,560	172,268.11	578,164	294,516.87	11,330	5,826.14	31,930	15,852.08	15,450	5,594.27	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	555,022.16	393,000	215,882.99	576,300	285,164.76	16,000	6,867.12	34,000	20,386.74	22,000	24,228.55	95,000	2,492.00

REVENUE Less APPROPRIATIONS		(118,866)	(\$60,964.69)	(12,440)	(43,614.88)	1,864	\$9,352.11	(4,670)	(\$1,040.98)	(2,070)	(\$4,534.66)	(6,550)	(\$18,634.28)	(95,000)	(\$2,492.00)
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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: **02/28/2023** 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	242,770.59	308,363.38	196,024.19	124,282.14	18,316.77	10,947.65	20,642.10	74,375.62	871,440.30
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	350,664.30	327,511.68		56,762.28	10,952.04	14,951.42	30,858.82	0.00	734,938.26
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	593,434.89	635,875.06	196,024.19	181,044.42	29,268.81	25,899.07	51,500.92	74,375.62	1,606,378.56
Deferred Outflows	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Assets and Deferred Outflows	593,434.89	635,875.06	196,024.19	181,044.42	29,268.81	25,899.07	51,500.92	74,375.62	1,606,378.56
Liabilities									
Accounts Payable	843.95	0.00		0.00	0.00	0.00		0.00	843.95
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	843.95	0.00		0.00	0.00	0.00	0.00	0.00	843.95
Deferred Inflows (Property Taxes)	350,664.30	327,511.68		56,762.28	10,952.04	14,951.42	30,858.82	0.00	734,938.26
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	49,906.52	18,316.77	10,947.65	20,642.10	0.00	245,930.71
Assigned	0.00	308,363.38		74,375.62	0.00	0.00	0.00	74,375.62	382,739.00
Unassigned	241,926.64	0.00		0.00	0.00	0.00	0.00	0.00	241,926.64
Total Fund Balances	241,926.64	308,363.38	196,024.19	124,282.14	18,316.77	10,947.65	20,642.10	74,375.62	870,596.35
Total Liabilities, Def. Inflows, Funds	593,434.89	635,875.06	196,024.19	181,044.42	29,268.81	25,899.07	51,500.92	74,375.62	1,606,378.56

Supplemental Sub-Ledger for Capital Projects Funds Assignment:		
Capital Projects - Unallocated Surplus		100.00
Vanden Avenue Bequest		34,275.62
Multi-Use Maint Vehicle		25,000.00
Nature Based Play Area - Reba Park		15,000.00
Total Fund Balance		74,375.62

RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts
Balances as of 02/28/2023 For Fiscal Year Ending June 30, 2023

Description	Account	Balance	Sub-Total	Total	Grand Total
Bank Statement	C200CX	\$221,386.12			
Approved, Not Cleared	C200ANC	-\$4,499.87			
General Operating Total	C200		\$216,886.25		
Bank Statement	C204CX	\$5,905.40			
Approved, Not Cleared	C204ANC	-\$400.00			
Petty Cash Total	C204		\$5,505.40		
Bank Statement	C208CX	\$24,600.90			
Approved, Not Cleared	C208ANC	-\$611.68			
Payroll Total	C208		\$23,989.22		
Chase Total				\$246,380.87	
Certificate of Deposit	CD068	\$65,092.34			
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		\$204,323.86		
Non-Interest Earning Cash Account	C212		\$5,963.35		
ByLine (Formerly FirstBank) Total				\$210,287.21	
Investment Fund	C214		\$163,990.11		
Illinois Funds Total				\$163,990.11	
Money Market	C213		\$47,978.74		
US Bank (Formerly CharterOne) Total				\$47,978.74	
Non-Interest Earning Cash Account	C209		\$1,000.00		
Money Market Account	C210		\$201,803.37		
WinTrust Total				\$202,803.37	
Total Cash and Investments by Accounts					\$871,440.30
General Funds Before Interfund Transfers	(Total C&I)		\$871,440.30		
Interfund Cash and Investment Balance Transfers	C201T		-\$628,669.71		
General Fund - Cash And Investments	C201C			\$242,770.59	
Recreation Fund - Cash And Investments	C201R			\$308,363.38	
Working Cash Fund - Cash And Investments	C201W			\$196,024.19	
Capital Projects Fund - Cash And Investments	C201P			\$74,375.62	
IMRF Fund - Cash And Investments	C201I			\$18,316.77	
Social Security Fund - Cash And Investments	C201S			\$20,642.10	
Liability Fund - Cash And Investments	C201L			\$10,947.65	

Total Cash And Investments by Fund

\$871,440.30

RPD Cash Account Reconciliation: Outstanding / Unresolved Items

From 07/01/2022 to 02/28/2023

Date	Num	Description	Amount
.CA96 General: Unapproved: Current Month CA96			
02/21/2023		ORIG CO NAME:Nicor Gas	\$351.65
02/27/2023		ORIG CO NAME:ADP Tax	\$31.81
Total For .CA96 General: Unapproved: Current Month CA96			\$383.46
.CA97 Petty Cash: Unapproved: Current Month CA97			
02/16/2023		EFILE/FORMSTAX 877-713-2411 FL	\$7.95
02/21/2023		AIR DELIGHTS INC 800-4405556 OR	\$235.45
02/21/2023		Mailchimp 678-9990141 GA	\$47.00
02/21/2023		THE DENGEOs - SKOKIE 847-9759393	\$54.41
02/22/2023		AMZN Mktp US*HP33E10 Amzn.com/bi	\$179.98
02/23/2023		AMZN Mktp US*HD5067C Amzn.com/bi	\$69.89
02/28/2023		APPLE.COM/BILL 866-712-7753 CA	\$9.99
02/28/2023		Fiverr 855-5859699 NY	\$79.13
Total For .CA97 Petty Cash: Unapproved: Current Month CA97			\$683.80
.CA98 General: Unapproved, to Write-Off CA98			
01/31/2023		ORIG CO NAME:IMRF	\$189.90
02/01/2023	20230119	ORIG CO NAME:Nicor Gas	\$712.57
Total For .CA98 General: Unapproved, to Write-Off CA98			\$902.47
General: Approved Not Cleared C200ANC			
01/12/2023	20230112	ANC IMRF	\$(189.80)
02/09/2023	5669	ANC Auto-wares	\$(161.08)
02/09/2023	5672	ANC Coveliers	\$(38.12)
02/09/2023	5674	ANC Evanston Lumber	\$(36.50)
02/09/2023	5677	ANC IAPD	\$(2,975.00)
02/09/2023	5689	ANC Russo	\$(669.30)
02/09/2023	5695	ANC Young	\$(135.00)
02/09/2023	20230209	ANC NICOR	\$(295.07)
Total For General: Approved Not Cleared C200ANC			\$(4,499.87)
Payroll: Approved Not Cleared C208ANC			
07/01/2022	10940	ANC Martinez	\$(592.01)
11/04/2022	10971	ANC Baron	\$(19.67)
Total For Payroll: Approved Not Cleared C208ANC			\$(611.68)
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: 03/04/2023 4:25:47 PM Central Standard Time

Date: 3/6/23

To: Board of Commissioners

From: Natalie Sallee

Subject: Monthly Report

Garden2Table

Garden2Table classes began on 3/2/23. The class is sold out at 13 gardeners. We are adding three additional beds that are being rented to class alumni for the season. We received a very generous bed donation from Sandra Madison, which means we only have to build 2/3 of the new beds. I am doing a garden walk with Marcos and Felipe this week to go over the remaining garden changes to get us fully prepared for the season.

Elks Park Community Garden

We will have a total of 35 gardeners at Elks this season, and I was able to get our waitlist down to three. Since then, I've had a couple reach out to be added, but that's a huge dent we were able to make this season by turning the larger plots into "micro" plots. Additionally, we still have two plots dedicated to the Youth Grow Team to grow food for local food pantries. The season has started, but we are waiting for warmer weather to get in there and make bed accommodations and till. I am doing a garden walk here, as well, with Marcos and Felipe to go over these changes.

Laura Downey is our interim Urban Agricultural Supervisor for 2023. In addition to taking over the Youth Grow Team program, she is coordinating with volunteers to assist our maintenance team in preparing Elks for the season and annual park beautification.

Studio 908 Spring Classes

The spring session of classes will run 3/19-5/27, with the week of 4/2-8 off for Spring Break Camp. Youth classes are filling quickly, and adult classes are coming along.

Spring Break Camp

Spring Break Camp is happening at the Community House 4/3-7, from 9am-4pm with extended care. This camp week is offered a la carte, most days are at capacity or almost there. We are fully staffed with returning camp counselors and some of the new staff joining us this summer.

Summer Camp

The first round of summer camp registration opened on 2/20/23 for Ridgeville Park District residents who meet special criteria. This initial opening went very well. The next round opens on 3/13/23 for all. I will continue to hold a few spots for late season scholarship requests and Ted Fund recipients.

Date: February 9, 2023

To: The Board of Commissioners of Ridgeville Park District

From: Jacy Costa Herman - Racial Equity Diversity and Inclusion Committee Chair

Subject: Monthly Report from the Racial Equity Diversity and Inclusion Committee

1. Focus Area Addressed: Dr. Pat Efiom, the Ridgeville Park District's previous equity consultant, had identified items in the General Ordinance to be edited.

Statement of Impact: As stated in Dr. Efiom's report, "Recommendation #2: Update sections of the ordinance that might be discriminatory, sufficiently vague to allow subjectivity, or assumptive of "social norms" or "cultural context" that are not inclusive to all demographics of constituents."

Recommendations for Resolution: Listed below are the sections of the General Ordinance flagged by Efiom and Associates as needing to be updated. Aisha Robinson, the Ridgeville Park District's current Equity consultant, has created a format with guidelines to be used in the editing process, which was provided with the previous REDi board report.

Each committee member was assigned an ordinance or two and edited the ordinance in accordance with the aforementioned guidelines. These edits were reviewed at the REDi meeting on February 16, then discussed by Commissioner Mitchell and Ms. Herman. All remaining questions have been passed on to the park district's Executive Director, Mr. Rosinski, to be reviewed by Mr. Valente, the park district's attorney.

Although the committee is not yet ready to make a formal recommendation, there were two main topics we would like to address. First, differentiating between permits and reservations, such as in Sections 6.0, 6.05. Essentially, a person would require a reservation to save space for a personal event, and a business would need a permit to be able to conduct business on park district property. Once the ordinance has been digitized, the committee will determine which sections would need to be revised to reflect these changes and make an official recommendation to the board. Second, the possibility of removing any language that speaks to criminal activity on park district property. Not only do ordinances like these get used disproportionately against marginalized communities, the park district does not have a way to enforce them. In the event there was a criminal act, the Evanston police would enforce city and state laws, which take priority over park district ordinance.

This ordinance in particular came into question- Section 6.02 - Alcoholic liquors (page 28 in the pdf). The remaining questions are as follows: Does the park district need to keep the first part about asking an intoxicated person to leave? And should the second part about obtaining a permit be removed if the park district does not currently offer this as an

option? If the park district would like to have the option of permitted alcohol sales in the future, should it stay?

We are waiting to hear back from the park district's attorney on any legal ramifications of making these changes before making an official recommendation to the park district board.

As a reminder, Dr. Efiom did not make recommendations on the entire park district ordinance. The remainder of the document will need to be reviewed to ensure it reflects the park district's commitment to equity.

Date: 03/06/23

To: Board of Commissioners

From: Brian Rosinski

Subject: F250 Purchase

As you all know, the F250 was put out to bid and the bids were due back on 02/23/23. We received one bid from Bredemann Ford in Glenview. Bredemann is where we purchased our last three trucks. The bid was \$49,000, which is \$9,000 more than we budgeted in C600 Capital Projects Fund line item. In discussing this situation with Treasurer Gibbs and Bredemann Ford, it appears that the F250 will not be delivered by our budget year end 06/30/23. Bredemann Ford will hold the truck for us if it happens to come in before the budget year ends. Therefore, if you approve this purchase, we will need to include two additional expenses in next year's budget. One is the \$9,000 additional money needed to complete the purchase and two the cost of the plow needed for this vehicle.

Draft Ridgeville Park District Scholarship Policy

Purpose:

The intent of the Ridgeville Park District Scholarship Policy is to provide access to Park District programming to park users, regardless of ability to pay, while maintaining a sustainable Park District budget.

As the Ridgeville Park District is a taxpayer-funded district, there is a scholarship priority given to residents of the Park District.

Policy:

Scholarships are available to Park District users based upon need, to be applied towards programming fees. In-district users are eligible for up to a 50% scholarship to be applied towards programming fees. Out-of-district users are eligible for up to a 25% scholarship to be applied towards programming fees.

Users applying for a scholarship will complete a one-time annual scholarship application with the Ridgeville Park District office.

Accepted Documents for Verification of Residency:

- Drivers License
- Voter Registration Card
- Apartment Lease
- Illinois State ID
- Utility Bills Other (residents in transition)

Accepted Documents for Verification of Income:

- Free/Reduced Lunch Letter from the City of Evanston
- Illinois Public Aid documentation that verifies household income & members
- Evanston General Assistance
- Income verification letter
- Current 1040 Federal Income tax return
- W-2 and self-employment
- 1099 Immigration I-20 forms (visa documents)
- Retirement Social Security income
- Social Security Disability (SSI) income
- Unemployment verification
- Non-government assisted child support

To be eligible to receive a scholarship, the grantee household must pay all previous balances owed to the Park District. Review of eligibility for additional assistance or payment extension may be offered in special circumstances. Scholarship award balances should be paid in full before the start of the desired program. The Park District may arrange a payment plan if requested by the grantee.

Application Process:

The Ridgeville Park District will establish an application process to determine eligibility to apply for household scholarships for a calendar year. The process will include an application and income verification.

The Director of Recreation (or the Director's designee) shall review each application to determine if the applicant meets the eligibility requirements.

All personally identifiable information submitted by an applicant will be destroyed 90 days after Director's determination.

In District Eligibility:

In-district households with an annual household income of 130% of the federal poverty guidelines will be eligible for a 50% scholarship towards Ridgeville Park District programming fees. (Households that are eligible for free lunch for school children).

In-district households with an annual household income of 185% of the federal poverty guidelines will be eligible for a 25% scholarship of Ridgeville Park District programming fees. (Households that are eligible for reduced price lunch for school children).

In-district households with an annual household income at or below the federal poverty guidelines will be eligible for a 50% scholarship towards Ridgeville Park District programming fees and will be reviewed on a case-by-case basis to see if more scholarship assistance is available.

Out of District Eligibility:

Out-of-district households with annual household income of 130% of the federal poverty guidelines will be eligible for a 25% scholarship of Ridgeville Park District programming fees. (Households that are eligible for free lunch for school children).

Out-of-district households with an annual household income of 185% of the federal poverty guidelines will be eligible for a 12.5% scholarship of Ridgeville Park District programming fees. (Households that are eligible for reduced price lunch for school children).

Out-of-district households with an annual household income below the federal poverty guidelines will be eligible for a 25% scholarship towards Ridgeville Park District programming fees and will be reviewed on a case-by-case basis to see if more scholarship assistance is available.

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2022 to June 30, 2023											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	13,590	25,142	2,096	1,048	967	484	17,667	1,473	737	680	340
2	18,310	33,874	2,823	1,412	1,303	652	23,803	1,984	992	916	458
3	23,030	42,606	3,551	1,776	1,639	820	29,939	2,495	1,248	1,152	576
4	27,750	51,338	4,279	2,140	1,975	988	36,075	3,007	1,504	1,388	694
5	32,470	60,070	5,006	2,503	2,311	1,156	42,211	3,518	1,759	1,624	812
6	37,190	68,802	5,734	2,867	2,647	1,324	48,347	4,029	2,015	1,860	930
7	41,910	77,534	6,462	3,231	2,983	1,492	54,483	4,541	2,271	2,096	1,048
8	46,630	86,266	7,189	3,595	3,318	1,659	60,619	5,052	2,526	2,332	1,166
For each add'l family member, add	4,720	8,732	728	364	336	168	6,136	512	256	236	118
ALASKA											
1	16,990	31,432	2,620	1,310	1,209	605	22,087	1,841	921	850	425
2	22,890	42,347	3,529	1,765	1,629	815	29,757	2,480	1,240	1,145	573
3	28,790	53,262	4,439	2,220	2,049	1,025	37,427	3,119	1,560	1,440	720
4	34,690	64,177	5,349	2,675	2,469	1,235	45,097	3,759	1,880	1,735	868
5	40,590	75,092	6,258	3,129	2,889	1,445	52,767	4,398	2,199	2,030	1,015
6	46,490	86,007	7,168	3,584	3,308	1,654	60,437	5,037	2,519	2,325	1,163
7	52,390	96,922	8,077	4,039	3,728	1,864	68,107	5,676	2,838	2,620	1,310
8	58,290	107,837	8,987	4,494	4,148	2,074	75,777	6,315	3,158	2,915	1,458
For each add'l family member, add	5,900	10,915	910	455	420	210	7,670	640	320	295	148
HAWAII											
1	15,630	28,916	2,410	1,205	1,113	557	20,319	1,694	847	782	391
2	21,060	38,961	3,247	1,624	1,499	750	27,378	2,282	1,141	1,053	527
3	26,490	49,007	4,084	2,042	1,885	943	34,437	2,870	1,435	1,325	663
4	31,920	59,052	4,921	2,461	2,272	1,136	41,496	3,458	1,729	1,596	798
5	37,350	69,098	5,759	2,880	2,658	1,329	48,555	4,047	2,024	1,868	934
6	42,780	79,143	6,596	3,298	3,044	1,522	55,614	4,635	2,318	2,139	1,070
7	48,210	89,189	7,433	3,717	3,431	1,716	62,673	5,223	2,612	2,411	1,206
8	53,640	99,234	8,270	4,135	3,817	1,909	69,732	5,811	2,906	2,682	1,341
For each add'l family member, add	5,430	10,046	838	419	387	194	7,059	589	295	272	136

Child Nutrition Programs Income Eligibility Guidelines (2022-2023)
US Department of Agriculture, Food and Nutrition Services
<https://www.fns.usda.gov/cn/fr-021622>

Date: 03/06/23

To: Board of Commissioners

From: Brian Rosinski

Subject: Extending the Equity Consultant Contract

As I mentioned in previous Board meetings, we are now slightly over budget on our Equity Consultant contract. That contract is for \$10,000 through June 30, 2023. As of this writing we are at \$10,250 spent. Board President Mitchell has spoken with Aisha Robinson and discussed what it would cost to finish this budget year. That number is an additional \$5,000.

The equity contract is a subset of the Board Development appropriations budget (CA21). Review of the budget reveals the Board has not utilized \$4,000 of the funds designated for conferences and other board development activities. These are the funds available to be redirected to Equity/Outreach category, which is \$1,000 short of the \$5,000 request and would need to be deferred to next year's budget.

Date: March 7, 2023
To: Board of Commissioners
From: Natalie Sallee
Subject: Natural Playground Recommendations

Recommendations for Reba Park:

- | | |
|--------------------------------------|------------|
| 1. Log Framed Acrylic Painting Board | \$2,023.51 |
| Or | |
| 2. Chalk Board | \$2,093.00 |
| 3. 5-Piece Log Cluster | \$967.75 |
| Or | |
| 4. Stump Activity Table | \$959.32 |

Reba Park currently has two mud tables and a small square table. Brian has plans and lumber to build a wooden platform that can be used for seating or playing. I recommend an art board that can be used with mud and tempura paint/chalk. I also recommend a log cluster or stump activity space to tie the space together and create a welcoming outdoor activity space.

Recommendations for Elks Park:

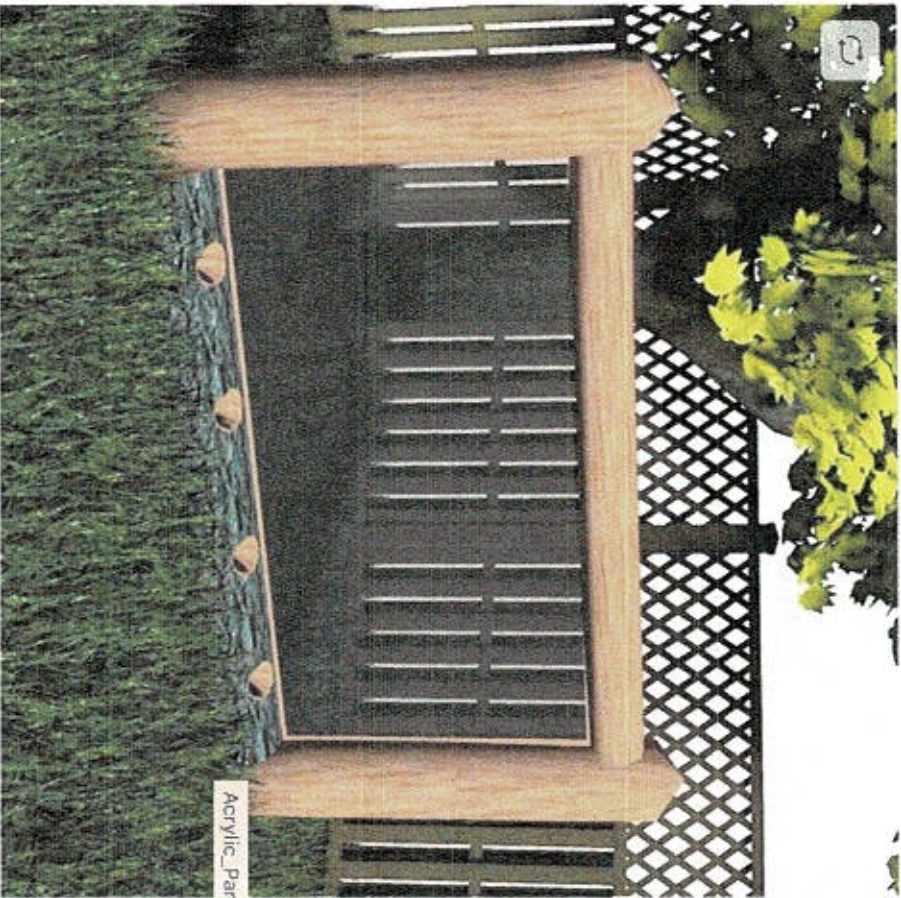
- | | |
|-----------------------------------|-------------------------|
| 1. 2-Foot Easy Install Hill Slide | \$3,754.56 - \$6,216.55 |
| 2. Hanging Amadinda | \$1,271.50 |
| And/Or | |
| 3. Thunder Drums | \$4,308.18 |
| 4. 5-Piece Log Cluster | \$967.75 |
| Or | |
| 5. Wacky Posts | \$161.66 (each) |

Elks Park does not currently have any natural playground pieces. There is excellent hill space along the train track that would lend itself well to a hill slide. I also recommend taking advantage of the close proximity to the train to install some natural music-makers. If the Board decides to bypass the log cluster at Reba Park, I believe it would fit nicely here, or the Wacky Posts, to tie it all together and create some seating/climbing opportunities.

Recommendations for Leider Park:

At this time, the Board members who walked through the space with me felt that we should focus this first round of budgeted funds on Reba Park and Elks Park. There are some other items being discussed for Leider Park, and our newest play circuit was installed there.

We have a total of \$15,000 to spend before June 30. We should plan to save \$_____ for shipping fees.



Acrylic_Panel_Log_-_Main_Image334

Log Framed Acrylic Painting Board

\$2,023.51

This log framed plexi-glass painting board is a great addition to any playground. You can paint the plexi-glass with water based paints. This paint can be washed off to start with a fresh canvas. Paper can also be affixed to this board. There are paint holders built into this stand.

1

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Chalk Board

\$2,092.93 – \$2,093.00

Age Group: Infant/Toddlers

Nature's Instruments chalkboard panels can be placed into sections of fence or against a blank wall to maximise the vertical space in a playground. The simple cedar frame boards are sealed for protection from the elements, and mural paper can be affixed to the wall using simple pins so that the art can be brought inside after completion.

OPTIONS

Post Mount Chalkboard Panel

CLEAR

\$2,093.00

1

[ADD TO MY QUOTE LIST](#)



5-Piece Log Cluster

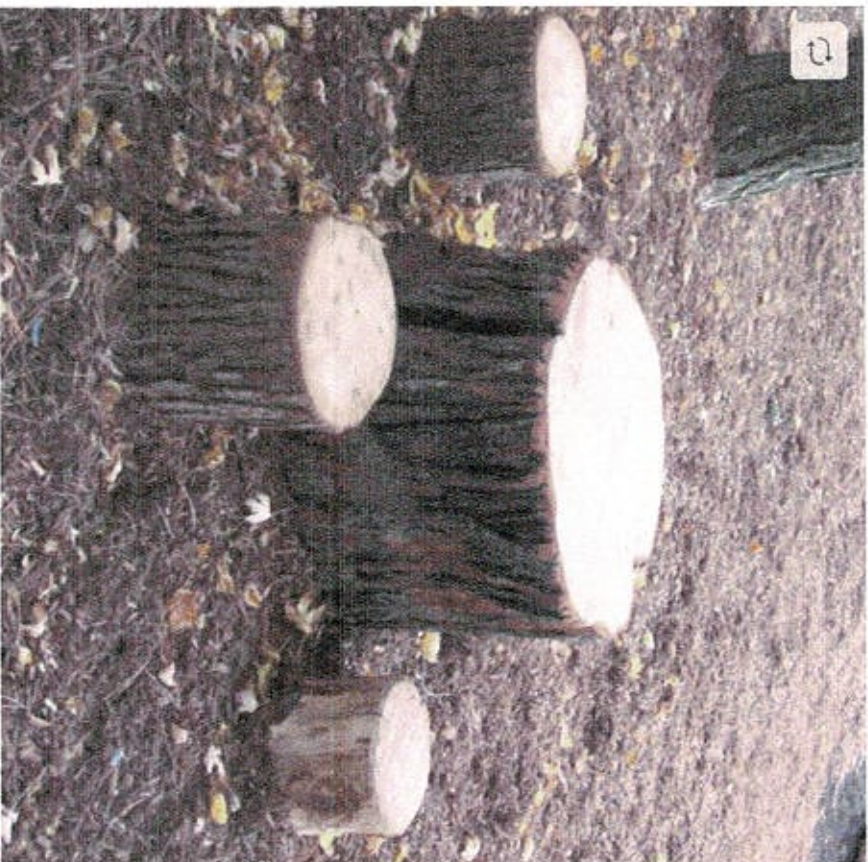
\$967.75

Age Group: All Ages

Log clusters are a unique feature that can act as a retaining wall, a path border, a gathering space, and a physical challenge all at once. Built from natural hardwood logs, our 5-piece vertical log clusters offer versatile play opportunities that range from balancing and leaping, to gathering as a team, to quiet exploration of the shapes and textures of the logs.

1

ADD TO MY QUOTE LIST



Stump Activity Table

\$510.77 – \$959.32

Age Group: All Ages

Stump tables differ from activity tables but can also be used for outdoor learning environments and activity centres. Not only are they functional for any playground, they double as art pieces as well.

OPTIONS

Public Use Stump Activity Table

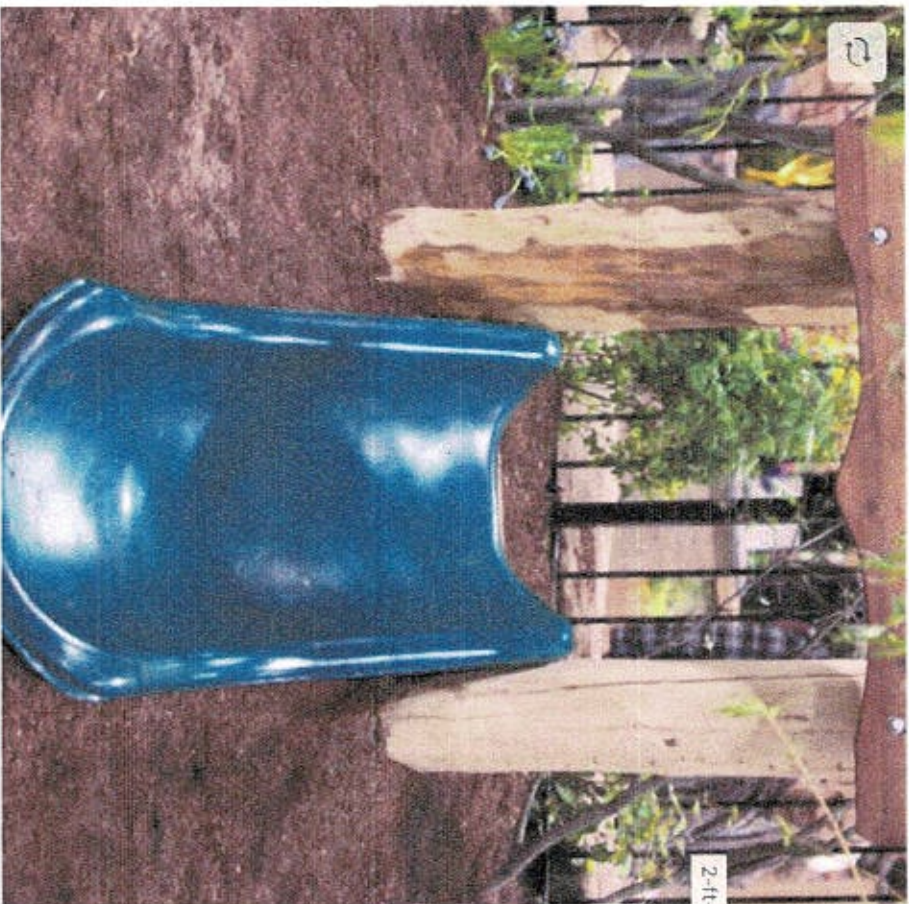
CLEAR

\$959.32

1

ADD TO MY QUOTE LIST





2-ft-Toddler_Slide_-_Main_Image1995
ngv ar00pr. nrmwre rccourers

2 Foot Easy Install Hill Slide

\$3,754.56 – \$6,216.55

If you ask children what they want in their playground, they'll always include a slide. Nature's Instruments Hill Slides are the perfect way to give them what they want, while eliminating the fall height of a traditional slide. The 2' easy install hill slide is a great addition to a natural playground for pre-school children.

OPTIONS

2 Foot Easy Install Hill Slide (No Durolawn) ▾

CLEAR

\$3,754.56

1

ADD TO MY QUOTE LIST



2

Hanging Amadinda

\$1,055.07 – \$1,430.76

Age Group: All Ages

This xylophone is produced from Canadian cedar or spruce and designed to hang from a tree branch. The instrument has a beautiful tone and can be played by multiple users from either side of the instrument. It can be left raw, oiled with tung oil or dyed with non-toxic anodyne dyes. This is a beautiful, functional and simple instrument that is great for all ages. This order includes everything necessary to hang the instrument from a tree branch or post. Please note, this product is meant to be used under supervision and should be taken inside when supervision is not possible. This can be purchased with a frame if a permanent installation is required.

WOOD OPTION

Cedar



MOUNT OPTION

Post Mount



CLEAR

\$1,271.50



Thunder Drums

\$1,436.07 – \$4,308.18

Age Group: All Ages

These drums can be purchased individually, or for a reduced rate when you purchase in multiples of three. These have a full and rich sound, they are great accompanied with any of our other instruments. These are also very easy to install, and make a wonderful permanent addition to any play space.

OPTIONS

Set of 3 Thunder Drums Mounted to Log Posts ▼

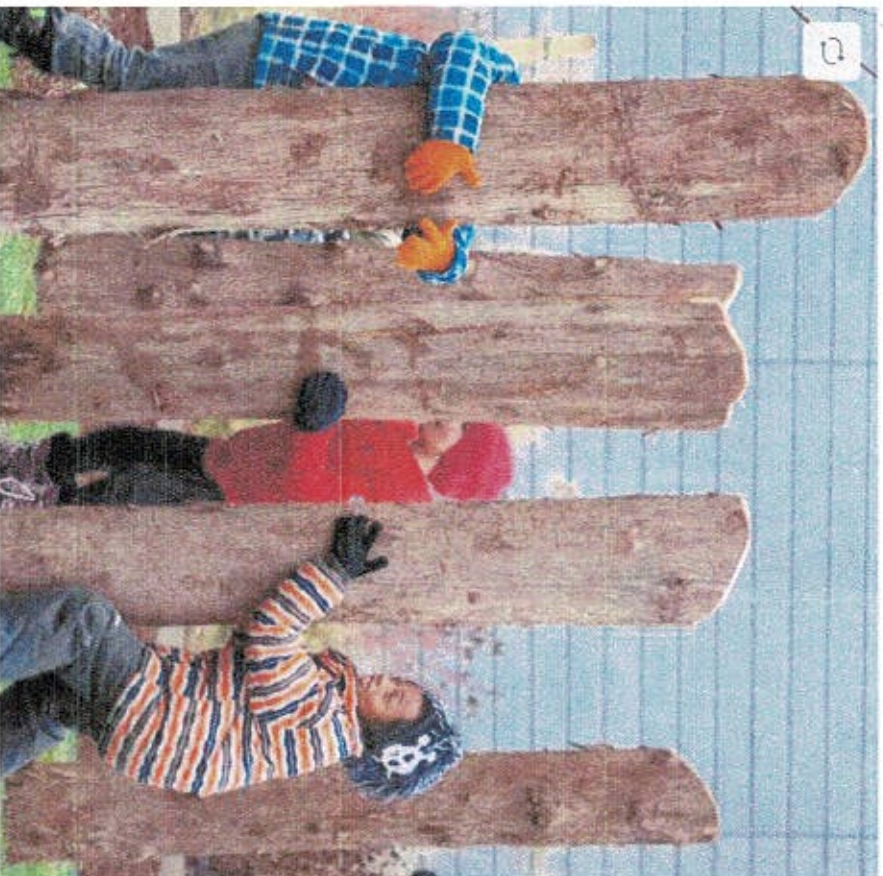
CLEAR

\$4,308.18

1

ADD TO MY QUOTE LIST





Wacky Posts

\$161.66

Age Group: All Ages

Nature's Instruments Wacky Posts are irregularly shaped posts hewn from trees with large knots and twists, and encourage creative and dramatic play. With the imagination and creativity of children, these simple posts are transformed into store fronts, forts, mazes and frames for leaf or snow forts. This item requires installation.

OPTIONS

Choose an option ▼

ADD TO MY QUOTE LIST

