

APPROVED

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, February 8, 2024 at 7:00 pm at the Ridgeville Park Community House (908 Seward St, Evanston, Illinois). Meeting agendas and digital packets were made available at www.ridgeville.org/governance prior to the meeting.

Commissioners Present: Amanda DePalma, Shawn Jones, Matthew Mitchell (President), Michael (Mick) Morel (Vice President)

Commissioners Absent: Diana Anton

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation), Natalie Sallee (Program Director)

Citizens: none

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

Roll Call

Diana Anton: absent

Amanda DePalma: present

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: present

Citizen Comment Part 1:

There were no comments at this time.

Approval of Minutes:

Motion #1: Amanda DePalma moved to approve the minutes from the January 11, 2024 Board meeting. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Bills:

Abi Leveille prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary February 8, 2024" and "Ridgeville Park District- General Account Bills Detailed Report February 8, 2024." Marlon Rodas noted, among other items: *AT&T* late fee incurred during Office Manager transition, *RB Productions* for new website to include registration, *Seesawat* for brochure design including Spanish, and *Rodas* for conference lodging expenses.

Motion #2: Shawn Jones moved to approve payment of February 2024 bills in the amount of \$38,371.57. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Abi Leveille prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Summary February 8, 2024" and "Ridgeville Park District Petty Cash Details February 8, 2024." Marlon Rodas noted, among other items: *Dick's Sporting Goods* for RPD maintenance crew clothing stipend and *AT&T* for wireless payment to ensure office functionality during office transitions.

Motion #3: Shawn Jones moved to approve payment of February 2024 petty cash expenditures in the amount of \$1,250.73. Mick Morel seconded the motion. All were in favor. The motion passed unanimously.

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

Marlon Rodas shared that the new Kubota vehicle was in use this last month, clearing snow. Warm weather has not been conducive for the ice rink; it will be taken down within the next couple weeks. The IAPD/ IPRA Conference was a good experience for both Rodas and Natalie Sallee. RPD will have a new website, which should go live in the spring/summer and will be very user-friendly for our patrons. It will not be ready in time for summer camp registration, which starts within the next month. WUFOO is already set to handle spring/summer registrations. RPD acquired a new Office Manager - Nicole Aleman - through Ascension Employment, a staffing agency. It seems like a good fit and RPD staff are hopeful that it will turn into a long-term hire. Ascension provides a trial period of 45 days, after which RPD can choose to hire or try out a different person for the job. The Little Beans facility has been purchased by the City of Evanston. Sallee communicated with the City of Evanston's Director of Parks and Recreation about the possibility of running RPD programming in the building in the future. The Little Beans building will go through a time of housing the Ecology Center during the EC's renovations, undergoing its own renovations, and then finally housing the City's Special Rec programming/offices as well as gymnastics. There was board discussion regarding the relationship between Ridgeville Park District and the City of Evanston Park District and the lack of thoughtful, formal conversation over the purchase of the Little Beans space. Sentiments regarding the validity of RPD as a separate park district were recently brought to Shawn Jones by City of Evanston staff/representatives. Sallee agreed to support Jones in drafting a letter to the City of Evanston regarding the distinction and importance of RPD; Jones will share it with applicable people at the City.

Monthly Report offered by Natalie Sallee, Program Director:

- IAPD/IPRA Soaring to New Heights Conference: Rodas and Sallee attended; very helpful and informative. Sallee noted an interesting session led by Audrey Thompson (City of Evanston Director of Parks and Recreation), the Evanston Fire Chief, and lakefront staff. They led a session about the lifeguard incident in recent years, the experience of losing staff, handling the media, and the current ideas to collaborate with the fire department for management of lakefront lifeguarding positions.
- Spring/Summer Brochure: The spring/summer brochures have been mailed and are now in English/Spanish.
- Recycled Hearts: Sip Happens: Valentine's Day event from 6-8 pm has had low registration; Sallee will keep registration open through the weekend and will then make a decision on Monday about canceling/running the event.

- Summer Camp Registration: In order to qualify for early registration on Feb 16, families must meet 1 of 2 criteria (reduced lunch status and/or both parents working outside the home). Regular registration will then open for all families on Feb 19. Partner camp and sports camp registrations will open in early March.
- MSYEP: Laura Downey, Josh Coveliers, and Sallee will attend the Mayor's Summer Youth Employment Program event to recruit summer workers. We are very short-staffed for spring break camp – referrals to Sallee are very welcome! Ages 21+ for Camp Director and 16+ for counselors.
- Patties & Pints at the Park: New event on March 8, 6-8 pm, very similar to Flannel Fest but featuring a musician with an Irish fiddle. Registration opened today.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs shared that expenditures/revenues are running below budget; the district is at a good place at this halfway point in the fiscal year. The list of outstanding items is concerning (“unapproved” and “approved but not cleared”), due to the staffing turnover in the office recently. The new Office Manager will work on resolving the items, but some items may need to be written off. Gibbs also discussed the following documents:

1. “Ridgeville Park District (RPD) Treasurer’s Board Meeting Report (prepared by Gerry Gibbs) February, 2024,”
2. “RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
3. “RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
4. “RIDGEVILLE PARK DISTRICT Balance Sheet as of 1/31/2024 for Fiscal Year Ending June 30, 2024,”
5. “RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 1/31/2024 for Fiscal Year Ending June 30, 2024,” and
6. “RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2023 to 1/31/2024.”

Monthly REDI Report offered by Marlon Rodas, Executive Director:

Marlon Rodas reviewed the new social media policy, which was worked on in collaboration with Aisha Robinson (equity consultant) and Charles Valente (lawyer). Robinson and Rodas are looking to release a survey March 10, gauging community interest in forming a new REDI committee. Board equity training will occur in April. Trainings will be recorded. Commissioners will decide on a date together.

Old Business:

- **(FOR ACTION) Discuss/Approve Social Media Policy (Rodas)**

A final draft of Social Media Guidelines for Park District Employees is included in the board packet. Rodas noted that the policy highlights the expectation for respect to be maintained on social media towards RPD employees/patrons. Additionally, the policy outlines consequences (up to dismissal) if guidelines are not followed. Staff are ambassadors for the park district on

social media. Staff views expressed online should be noted as personal and not belonging to RPD through a disclaimer statement.

Motion #4: Shawn Jones moved to approve the policy entitled Social Media Guidelines for Park District Employees as presented. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

New Business:

- **Discuss Ice Rink at Kamen Park East (Anton)**

Marlon Rodas reported that he spoke with Diana Anton this week regarding her concerns of the material used around the rink, wondering about using a more durable material such as metal. Rodas researched options and reported to the board that they are extremely expensive, more difficult for our staff to install, and would possibly cause harm to the soccer field on which the rink is installed. Additionally, a more durable edging would not make a positive difference with warm temperatures that cause melting. Our current edging and liner is holding up well this year and it will be used again next year. There was board consensus to continue using our current liner and rink edging structure. It will be taken down on the 15th for the season.

Call of the Commissioners:

- Anton: absent
- DePalma: passed
- Jones: passed
- Mitchell: passed
- Morel: passed

Citizen Comment Part 2:

There were no comments at this time.

Adjournment:

Motion #5: Shawn Jones moved to adjourn the meeting. Amanda DePalma seconded the motion. All were in favor. The meeting was adjourned at 7:50 pm.

Respectfully submitted,
Julie Larson, Minute Taker