

APPROVED

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, January 12, 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)

Citizens: Jacy Herman (REDI Committee), Aisha Bell Robinson (Equity Consultant), Gabriela Martin

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

Roll Call

Diana Anton - present

Debby Braun - coming late

Matthew Mitchell - present

Mick Morel - present

Matt Rodgers - present

Motion to Hold Board Meeting through Zoom (Mitchell)

Matthew Mitchell noted the meeting would be happening through the Zoom platform in light of the Governor's COVID-19 Disaster Proclamation as well as making a decision based on consultations with staff and commissioners.

Citizen Comment Part 1:

Gabriela Martin thanked the board for moving things along with creating new garden plots. She is hoping this can be the beginning of creating even more garden plots for the community in the future. She appreciated that the board has been attentive to the citizen requests.

Approval of Minutes:

Motion #1: Diana Anton moved to approve the minutes from the December 8, 2022 board meeting. Matthew Mitchell seconded the motion. Roll call vote: Rodgers yes, Anton yes, Braun yes, Morel 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 Detailed Report January 12, 2023." Brian Rosinski noted, among other items: *Autowares* for a battery for the truck, *Genesis* for copies, *Home Depot* for art studio shades, *LRS* for our new trash removal company, and *Staples* for office supplies.

Motion #2: Mick Morel moved to approve payment of January 2023 bills in the amount of \$19,049.69. Matthew Mitchell seconded the motion. Roll call vote: Rogers yes, Anton yes, Braun yes, Morel 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 January 12, 2023" and "Ridgeville Park District Petty Cash Details January 12, 2023." Brian Rosinski noted, among other items: *Amex Plumbing* for annual valve testing, iPad memory, *City of Evanston* for deposit on water meter, *Dengeo's* for holiday staff lunch, *Dick's* for winter clothing, and *Home Depot* for tools.

Motion #3: Mick Morel moved to approve payment of January 2023 petty cash expenditures in the amount of \$2,625.60. Diana Anton seconded the motion. Roll call vote: Rodgers yes, Anton yes, Braun yes, Morel yes, Mitchell yes. The motion passed unanimously.

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

Rosinski shared that the Executive Director vacancy brochure has been completed and will be distributed this week to local organizations, social media pages, etc. The deadline to apply for the position is Feb 15. Interviews will follow and the new hire can start in mid-April and shadow Rosinski until May 31. The maintenance crew installed the ice rink at Kamen Park before Christmas and there were three successful days of community skating before the weather warmed up. Rosinski outlined a spending plan for the near future (now that tax revenue has been received) including a Ford F250, 2 AEDs, 3 raised garden beds, gaga pit, exit doors, tools, and Kay Lee Tot Lot sign.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted we started to receive tax revenue at the end of November. No big concerns at this time. Gibbs also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) January, 2023,"
2. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 12/31/2022 for Fiscal Year Ending June 30, 2023,"
3. "RIDGEVILLE PARK DISTRICT STATEMENT OF REVENUE AND APPROPRIATION DISBURSEMENTS / EXPENDITURES as of 12/31/2022 for Fiscal Year Ending June 30, 2023,"
4. "RIDGEVILLE PARK DISTRICT BALANCE SHEET as of 12/31/2022 for Fiscal Year Ending June 30, 2023,"
5. "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," and

6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 12/31/2022."

Program Update offered by Natalie Sallee, Program Director:

- Spring / Summer Brochure: Brochure is completed and will be mailed at the beginning of February.
- Cleaning Services: Received 3 estimates with the goal to clean the studio 3x week, upstairs 1x week, and fieldhouse monthly.
- Winter Break Camp: Successful weeks of camp, registration was at full capacity the 2nd week of camp.
- Studio 908 Winter Classes / Partner Programs: Jan 8 through March 11. Garden2Table registration will open in February.
- MYSEP: Laura Downey and Sallee will attend together (Mayor's Youth Summer Employment Program).
- IPRA / IAPD Soaring to New Heights Conference: Sallee will attend again Jan 26-28, looking forward to learning about bidding and nature-based play designers / vendors.

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

Jacy Herman shared the REDI committee has been working on the same topics as last month. They are hoping to complete the new basketball policy by March / April and complete rewriting sections of the ordinance by February. Herman and Aisha Bell Robinson (Consultant) are looking at parts of the ordinance that were previously flagged by Dr. Efiom. Other ordinances could use some changes as well (e.g. taking out gendered language) in an effort to create equitable and inclusive language throughout RPD's documents. There was conversation about adding things to Robinson's current list of projects. Robinson shared she is in the process of creating trainings, but taking time to review the ordinance in its entirety would allow her to know how much more work was needed. Mitchell advised focusing on the trainings first and, depending on how much of the budget remains, take a look at the ordinance. Gibbs noted the ordinance follows a legal template from the state of Illinois. Making changes to the whole ordinance and making it more accessible is something that can be researched more in the future, with legal advice and review along the way. Robinson explained that part of her role is to train the REDI committee to be able to operate more on their own. Additional ideas from the REDI committee for the coming months include... developing a relationship with Evanston Public Library to create a display of books at the park district, creating a living document for the RPD website, and developing partnerships with other equity-minded organizations in the area. In the coming months, it will be important for the board to decide which parades RPD wants to participate in during the summer months.

Old Business:

There was no Old Business to discuss at this time.

New Business:

- **Discuss Hiring a Cleaning Service for Park Facilities (Rosinski)**

Brian Rosinski hopes we will be back to full programming this year which will require full cleaning of facilities throughout the week. In previous years, we have paid the maintenance crew and part-time staff to clean the facilities. Contracting a cleaning company under \$10k for the year is comparable to what we would pay staff to clean the facilities. Three cleaning companies offered quotes. We are wanting to move forward in the next month or two to secure a service and establish a schedule since programming will go around the cleaning schedule. Staff hope to provide a nicer environment for the community. RPD will provide the tools and may provide cleaning supplies as well (depending on the company). Facilities will be professionally cleaned in the following frequencies: 3-4 days/week for Community House studio, 1 day/week for Community House 2nd floor, and 1 day/month for Fieldhouse.

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

Matthew Mitchell met with Sallee and Rosinski in December, noting there is a significant amount in our current budget to create a nature-based playground. The project fell by the wayside when there was a turnover of commissioners this past year. Natalie Sallee created a Request for Proposal (included in the Packet) to gather proposals and create a contract for the work to be completed. The RFP is asking for interested designers to come look at the park spaces and create designs according to those spaces, something within our budget. Sallee can post the RFP if the board approves. The board did not offer any objections. She is looking to connect with nature-based designers at the Soaring to New Heights conference as well. There was discussion about having our maintenance crew learn how to build and maintain the pieces in the process.

Call of the Commissioners:

- Anton: passed
- Braun: passed
- Mitchell: Matthew Mitchell offered an update on the election in April. Two candidates submitted paperwork to run for commissioner seats: Diana Anton and Amanda De Palma Gable. Mitchell also has spoken with a third person who did not get his paperwork submitted in time to be listed on the ballot, but intends to be a write-in candidate.
- Morel: passed
- Rodgers: passed

Citizen Comment Part 2:

No comments at this time.

Executive Session

- **Approve Executive Session Minutes for May 12, 2022; July 14, 2022; and December 8, 2022**
- **Annual Reviews for Marcos Cruz and Brian Rosinski**

Motion #4: Matthew Mitchell moved to recess into Closed Executive Session. Mick Morel seconded the motion. Roll call vote: Rodgers yes, Anton yes, Braun (already left the meeting), Morel yes, Mitchell yes. The motion passed unanimously. The meeting recessed into Executive Session at 7:55 pm.

Commissioners returned from Executive Session at 8:15 pm to make the following motions:

Motion #5: Matthew Mitchell moved to approve minutes from the May 12, 2022; July 14, 2022; and December 8, 2022 Executive Sessions with the following correction: to list Mathew (Matt) Rodgers' name correctly. Roll call vote: Rodgers yes, Anton abstain, Morel yes, Mitchell yes. The motion passed with a majority (3 yes - 1 abstain).

Motion #6: Mick Morel moved to give Marcos Cruz a 6% raise for the next fiscal year. Matthew Mitchell seconded the motion. Roll call vote: Rodgers yes, Anton yes, Morel yes, Mitchell yes. The motion passed unanimously.

Motion #7: Mick Morel moved to give Brian Rosinski a 7% raise for the remainder of his time with RPD. Matthew Mitchell seconded the motion. Discussion: Morel noted that everyone on the board is very appreciative of Rosinski's time and career at Ridgeville Park District and all of the amazing work he's done for the district and the community. Mitchell echoed the sentiments. He added that in the Executive Session, Rosinski expressed that he feels very thankful for all the wonderful folks he's worked with over the years. Roll call vote: Rodgers yes, Anton yes, Morel yes, Mitchell yes. The motion passed unanimously.

Adjournment:

Motion #8: Matthew Mitchell moved to adjourn the meeting. Mick Morel seconded the motion. All were in favor. The meeting was adjourned at 8:23 pm.

Respectfully submitted,
Julie Larson, Minute Taker