

## 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, March 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 7:03 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:** Diana Anton moved to approve the minutes from the February 9, 2023 Board meeting. Matthew Mitchell seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers 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 March 9, 2023" and "Ridgeville Park District- General Account Bills Detailed Report March 9, 2023." Brian Rosinski noted, among other items: refunds, *Chicago Tribune* for notices for F-250, *IAPD* for annual dues, *Imaginary Game* for partner class, *Lewis* for REDI minute taker, garbage pickup, *Meltzer, Purtill & Stelle LLC* for Valente's new law firm, *Staples* for paper products, and *Variames* for Earth Day concert musician.

**Motion #2:** Mick Morel moved to approve payment of March 2023 bills in the amount of \$31,891.66. Matthew Mitchell seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers 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 March 9, 2023" and "Ridgeville Park District Petty Cash Details March 9, 2023." Brian Rosinski noted, among other items: *Air Delights* for soap dispenser, *Amazon* for office chair and shelving, and *Dengeo's* for crew lunch on a snow day.

**Motion #3:** Diana Anton moved to approve payment of March 2023 petty cash expenditures in the amount of \$733.76. Matthew Mitchell seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

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

The search for a new maintenance worker has concluded; we hired Felipe Lopez. He has extensive park experience with the Village of Kenilworth. His wage is the same as the previous level one maintenance worker. We are in the process of having discussions with contractors for various purchases and will bring numbers to next month's meeting (e.g. new front door, Kay Lee tot lot sign, concrete pads for benches, and new AEDs). The Kubata vehicle that we ordered last year should be delivered by the end of this budget year. We unfortunately lost a willow tree at Elks Park; it has been removed. It was destroyed by carpenter ants and broke in half. No one was injured.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted that we need to increase expenditures to fit in with the plan before the fiscal year ends in order to avoid problems with next year's budget. Brian Rosinski elaborated on this point, noting planned spending on big items totaling \$113k. That money will be spent before May 31. Rosinski and Gibbs are in conversation about this as the fiscal year comes to a close. Gibbs also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) March, 2023,"
2. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 02/28/2023 for Fiscal Year Ending June 30, 2023,"
3. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 02/28/2023 for Fiscal Year Ending June 30, 2023,"
4. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 02/28/2023 for Fiscal Year Ending June 30, 2023,"

5. "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," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 02/28/2023."

Gibbs recommended the board adopt the following motion:

**Motion #4:** Mick Morel moved that 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. Matthew Mitchell seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Garden2Table: Program has begun and is sold out. Added 3 additional beds to Ridgeville garden space, thanks to a big donation from Sandra Madison.
- Elks Park Community Garden: Waitlist is down to only 3 people. Larger plots returned to RPD were made into micro plots. Two plots continue to be used by the Grow Team to provide food donations to local food pantries. Laura Downey is the interim Grow Team coordinator.
- Studio 908 Spring Classes: Begin March 19 and run through May 27. Apr 2-8 off for spring break camp. All classes are filling up.
- Spring Break Camp: Apr 3-7 (9 am - 4 pm). Most days are already at capacity. Fully staffed.
- Summer Camp: First round of camp registration went very well, 2nd round will open next Monday for all patrons.
- Ordinance Update: Sallee hired a typist who is typing the RPD General Ordinance, will be done next month and digitized. This will make policy updates so much easier in the future. Valente suggested the board approve a revised General Ordinance when it is prepared which can supersede the prior General Ordinance (from 1988). The old ordinance will then be a historical artifact. Sallee and Valente can discuss more offline.

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

Jacy Herman shared that the committee has been working on the ordinance as outlined by the previous equity consultant, Dr. Pat Efiom. The current consultant, Ms. Robinson has provided a way to go through ordinance edits. Two major categories of places where changes could occur – 1) differentiating between “permits” and “reservations.” And 2) reassessing language having to do with “criminals” or “prohibitions.” Valente can meet with the REDI committee separately to offer his thoughts prior to the Committee making official recommendations to the board.

**FOR ACTION Recommend Appointment of Mark Karlin to REDI Committee (Herman)**

Herman shared that Elaine Siegel is stepping off of the REDI committee at this time. Mark Karlin is interested in joining.

**Motion #5:** Matthew Mitchell moved to appoint Mark Karlin to the REDI committee. Mick Morel seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

Old Business:

There was no Old Business to discuss at this time.

New Business:

- **FOR ACTION Discuss / Approve 2023 F250 Bid (Rosinski)**

**Motion #6:** Matthew Mitchell moved to authorize a \$40,000 funds transfer from the Recreation Fund to Capital Projects planned per the Appropriations and Levy Ordinances. Mick Morel seconded the motion. Discussion: Rosinski noted that the F250 truck was put out to bid and one bid came back at \$49k (\$9 more than was budgeted for) from Bredemann & Ford in Glenview. It will not be delivered before the budget year end. However, if it is, they will hold the truck for RPD to make the purchase. Two additional budget items will need to go in next year's budget (additional cost of the truck + the cost of the plow). The vehicle is needed as the current vehicle is expiring. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

**Motion #7:** Matthew Mitchell moved to approve the \$49k to be spent on an F250 at Bredemann & Ford. Mick Morel seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

- **FOR ACTION Discuss / Approve Draft Scholarship Policy (Mitchell/Sallee)**

**Motion #8:** Matthew Mitchell moved to accept and approve the draft scholarship policy as presented in the Board Packet. Mick Morel seconded the motion. Discussion: Sallee explained that RPD strives to offer extensive scholarships to anyone who asks. In creating more of a policy around scholarships, Sallee and Mitchell looked at the City of Evanston and their scholarship policies based on income. REDI committee and Valente also reviewed the draft policy. It is tied to the federal poverty guidelines which are also used to determine free and reduced-price school lunches, which gets updated every year. This form will be a one-time, annual application, applicable to everyone in a household. Scholarships will be offered up to 50% off total cost for in-district patrons and 25% off for out-of-district patrons. There was conversation about "special circumstances" and whether to include that language (and option) in the application. Mitchell suggested changes on pg 25 regarding "in-district" and "out-of-district" paragraphs. There was discussion about petitioning the board for exceptions. Transparency is important for families to be made aware that exceptions can be petitioned to the board. Applicants can petition the board directly if they believe special / extenuating circumstances apply to their situation. There was conversation about the need to disclose such requests to the board in a public forum. An alternative is to delegate to staff discretion (Program Director and Exec Director together) and scholarship awards outside of policy are then reported to the board. The start date for the new scholarship policy will be immediately for 2023 summer camps and then July 1 for all RPD programs. Matthew Mitchell moved to amend the motion to include updated language discussed (page 1 of the policy struck line re special circumstances. Applicants can petition directly if they believe they have extenuating circumstances. Struck sentences about case-by-case basis in two sections.) Morel seconded the motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously.

- **FOR ACTION Discuss / Approve Extended Equity Consultant Contract (Rosinski)**

We are slightly over budget at \$10,250 at this point. It will cost \$5k additionally. Board development activities funds are available to be redirected \$4k, the remaining will need to come out of next year's budget. Looking for authorization to allocate that to equity work.

**Motion #9:** Matthew Mitchell moved to direct the Executive Director to reallocate \$4k from board activities to equity work. Diana Anton seconded the motion. There was discussion about why there is a need for a 50% increase. Conflict with Dr Logan cost the board about \$1,500. We were also unclear at the beginning of the contact about what the total amount should be. The 6-hour training preparation for Robinson was an unforeseen expense. The recorded training (which we can keep) will not be an expense in the future. A 1-hour training for camp staff is something that Robinson can also provide for RPD for future use. Roll call vote: Braun no, Anton yes, Morel yes, Mitchell yes, Rodgers no. Motion passed with a 3-2 vote.

- **Discuss Ridgeville Executive Director Search (Rosinski)**

Mitchell shared that we've contracted with IAPD who received 7 applications; the board received them all and narrowed them down to 3; those 3 will be interviewed next Monday, at which time the board will whittle applicants down to 2. We are hoping to have a candidate by the end of this month. Reference and background checks will be done by IAPD. The second round of interviews will take place this month at the park district building. Mitchell noted that the current program director, Natalie Sallee, is an applicant and has been intentionally excluded from this process so she has been free to just be an applicant.

- **Discuss Park Tour and Natural Playground Items Recommendations (Mitchell/Sallee)**

Took a walk of the parks to discuss locations for natural playground statement pieces. \$15k was budgeted to use before June 30. Leider is not an ideal location since other ideas are possible there. Reba Park currently has two mud tables and can have some additional pieces added, including logs, painting board, chalkboard, and/or stump activity table. There was board agreement to purchase the chalkboard and log cluster for Reba Park. Elks Park doesn't have any natural pieces yet. Sallee suggested a hill slide, natural music makers, and wacky posts with zipline ties between them. There was board agreement to purchase drums, hill-slide, and 3 wacky posts for Elks Park.

Call of the Commissioners:

- Braun: passed
- Anton: passed
- Morel: passed
- Mitchell: passed
- Rodgers: passed

Citizen Comment Part 2:

There were no comments at this time.

Executive Session

**Motion #10:** Matthew Mitchell moved to recess into Executive Session for the purpose of discussing the interview process for the Executive Director position. Debby Braun seconded the

motion. Roll call vote: Braun yes, Anton yes, Morel yes, Mitchell yes, Rodgers yes. The motion passed unanimously. The meeting was recessed into Executive Session at 8:50 pm.

The board returned from Executive Session at 9:25 pm.

Adjournment:

**Motion #11:** Matthew Mitchell moved to adjourn the meeting. Mick Morel seconded the motion. All present were in favor. The meeting was adjourned at 9:28 pm.

Respectfully submitted,  
Julie Larson, Minute Taker