

## Monthly Meeting Agenda

The monthly meeting of the Ridgeville Park District Board of Commissioners will take place on Thursday, January 11, 2023 at 7:00pm at the Ridgeville Park Community House (908 Seward St.). Meeting agendas and digital packets will be made available at [www.ridgeville.org/governance](http://www.ridgeville.org/governance) prior to the meeting.

- I. Call Meeting to Order 7:00pm
- II. Roll Call
- III. Citizen Comments
- I. Approval of Minutes
  - a. December 14, 2023
- II. Approval of Bills
- III. Approval of Petty Cash Expenditures
- IV. Monthly Reports
  - a. Executive Director (Rodas)
    - i. Program Director (Sallee)
  - b. Treasurer (Gibbs)
  - c. REDI Report (Rodas)
- V. Old Business
- VI. New Business
  - a. Motion to appoint Natalie Sallee as Corporate Secretary (Rodas)
  - b. Discuss Little Beans space (Rodas)
  - c. Discuss/Approve Social Media Policy (Rodas)
- VII. Call of the Commissioners
- VIII. Citizen Comments
- IX. Executive Session
  - a. Discuss Personnel (Rodas)
  - b. Employee Review (Rodas)
- X. Adjournment

## DRAFT

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, December 14, 2023 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](http://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: Maricar Fernandez (Office Manager), Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Marlon Rodas (Director of Parks and Recreation), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Aisha Bell Robinson (Equity Consultant), Jim Savio (Auditor from Sikich, LLP)

President Matthew Mitchell called the meeting to order at 7:02 pm.

### Roll Call

Diana Anton: absent

Amanda DePalma: absent (will join later in the meeting)

Shawn Jones: present

Matthew Mitchell: present

Mick Morel: present

### Citizen Comment Part 1:

There were no comments at this time.

### Audit Presentation

Jim Savio, the Auditor with Sikich, LLP reviewed the document entitled, "Ridgeville Park District Evanston, Illinois Annual Financial Report For the Year Ended June 30, 2023." Sikich, LLP offered an Unmodified Opinion, the highest level of opinion. It was noted that the "Management's Discussion and Analysis" is a good overview of the district's financial position.

**Motion #1:** Shawn Jones moved to receive the audit and place it on file. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

### Approval of Minutes:

**Motion #2:** Mick Morel moved to approve the minutes from the November 9, 2023 Board meeting. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

### Approval of Bills:

Maricar Fernandez prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary December 14, 2023" and "Ridgeville Park District- General Account Bills Detailed Report December 14, 2023." Marlon Rodas noted, among other

items: *Citgo* is down for winter months with less truck usage, *IPRF* for an annual workmans comp policy, *Stratus* for cleaning company which extends through January, and *Imaginary Games* for fall partner programming (money is collected for their program and goes to Imaginary Games and RPD retains 25%).

**Motion #3:** Mick Morel moved to approve payment of December 2023 bills in the amount of \$85,401.45. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Maricar Fernandez prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Summary December 14, 2023, [dated 12/12/2023]," "Ridgeville Park District Petty Cash Summary December 14, 2023, [dated 12/13/2023]," "Ridgeville Park District Petty Cash Details December 14, 2023 [dated 12/12/2023]," and "Ridgeville Park District Petty Cash Details December 14, 2023 [dated 12/13/2023]. Marlon Rodas noted, among other items: *North Suburban* for lawn mower repair, a legal symposium last month, a discrepancy with a Target charge (Fernandez is investigating), and *Evanston Glass* for vandalism which occurred at the Community House, resulting in a broken window. Two petty cash reports are for two different payment methods.

**Motion #4:** Shawn Jones moved to approve payment of December 2023 petty cash expenditures in the amount of \$600.00. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

**Motion #5:** Shawn Jones moved to approve payment of December 2023 petty cash expenditures in the amount of \$2,978.10, adjusted from the initial total of \$3,009.90. Matthew Mitchell seconded the motion. All were in favor. The motion passed unanimously.

[Amanda DePalma joined the meeting.]

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

Maintenance crew has been busy setting up for special events. The water fountain was removed at Reba Park and replaced with new cement. There is not a plan to replace the fountain due to lead concerns in the water at that location. Rodas met with an IPRF (Illinois Public Risk Fund) representative, and he informed us we need to form a safety committee. The committee will be formed and will meet occasionally for documentation requirements.

Monthly Report offered by Natalie Sallee, Program Director:

- Flannel Fest: Successful event which sold out online in advance (50 people) and walk-ups were also welcomed. Pizza from Firehouse Grill, jazz guitarist, and ample beer made a nice profit for RPD.
- Winter Solstice Paint & Sip: Sat, Dec 16, 1 - 2:30 pm, we will be teaming up with south Evanston business Wine Goddess and will provide a painting activity. Almost sold out.
- Holiday Concert: Sat, Dec 16, 4-5 pm holiday concert with Ridgeville Band, sold out within hours of advertising online. RPD will provide hot cocoa and festive decor.

- Winter Break Camp: Held at Community House and Kamen Fieldhouse, sold out for 2nd week, plenty of space remains for the 1st week of winter break camp.
- Half-Day Makers Workshop: There are a few remaining spots for spring months.
- Studio 908 Winter Classes: Will begin Jan 8, will offer over 50 classes - far beyond what we've offered previously.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted that we can now open up the new fiscal year since we have the auditor's report in hand. He also discussed the following documents:

1. "Ridgeville Park District (RPD) Treasurer's Board Meeting Report (prepared by Gerry Gibbs) December, 2023,"
2. "RIDGEVILLE PARK DISTRICT STATEMENT OF RECEIPTS AND DISBURSEMENTS JULY 1, 2022 TO JUNE 30, 2023,"
3. "RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS as of 11/30/2023 for Fiscal Year Ending June 30, 2024,"
4. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 11/30/2023 for Fiscal Year Ending June 30, 2024,"
5. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 11/30/2023 for Fiscal Year Ending June 30, 2024," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2022 to 11/30/2023."

Old Business:

- **Discuss REDI Initiative (Mitchell)**

Marlon Rodas and Aisha Bell Robinson have talked about staff and board member training in topics including social media, ordinances, and others. Matthew Mitchell noted that the REDI committee has dissolved. He would be glad to move forward without a REDI committee and have the board work directly with the consultant. There was a group conversation, summarizing when and why the REDI committee was formed a few years ago, under the advice of our initial equity consultant, Dr. Ephiom. Robinson brought up the intention of the REDI committee and advised offering a formal call to the community about whether or not to form a new committee. Boundaries of the committee and how it would interact with the board could be improved upon in future iterations. Mick Morel offered the idea of a "middle ground" to gather people to share ideas, online forum, town hall meeting, etc instead of a formal committee that is bound by rules and formalities. He added that the public is always invited to attend any monthly board meeting to express concerns or share ideas about equity. Offering a clear invitation to the public to attend board meetings through our newsletters was also discussed. Rodas will continue to be Robinson's point of contact at RPD. Rodas and Robinson will move forward on creating an equity survey as well as an outreach effort (a separate survey) to gauge interest in the public's desire for a REDI committee 2.0. Survey should be finished by the February board meeting.

New Business:

- **Discuss/Approve 2023/2024 Levy Ordinance**

Rodas presented the “LEVY ORDINANCE LEVYING TAXES IN THE RIDGEVILLE PARK DISTRICT, COUNTY OF COOK, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024” which was approved in previous months.

**Motion #6:** Shawn Jones moved to approve the Levy Ordinance 2023-2024. Amanda DePalma seconded the motion. Roll call vote: DePalma yes, Jones yes, Morel yes, Mitchell yes. The motion passed unanimously.

- **Discuss/Accept Auditor’s Communication to the Board of Park Commissioners and Management for the Fiscal Year Ended June 30, 2023**

[This was accomplished earlier in the meeting.]

- **Discuss/Accept Annual Financial Report for the Fiscal Year Ended June 30, 2023**

[This was accomplished earlier in the meeting.]

- **Discuss/Accept Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2023**

**Motion #6:** Mick Morel moved to accept the Public Funds Annual Statement of Receipts and Disbursements as of June 30, 2023. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

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

There was discussion regarding Jewish holidays and making an effort to not schedule meetings that would conflict with holidays.

**Motion #7:** Shawn Jones moved to approve the Annual Calendar as outlined in the board packet. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

**Motion #8:** Matthew Mitchell moved to delegate Marlon Rodas to submit financial reports to the Cook County office as required. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Call of the Commissioners:

- Anton: absent
- DePalma: Amanda DePalma thanked the board for supporting her family needs and having her kids present at the meeting.
- Jones: Shawn Jones shared that he enjoyed hiking the Appalachian Trail recently and recently became engaged!
- Mitchell: passed
- Morel: Mick Morel offered a “happy holidays!” to all.

Citizen Comment Part 2:

There were no comments at this time.

Executive Session:

**Motion #9:** Matthew Mitchell moved to recess into Executive Session for the purpose of discussing the following:

- **Discuss/Approve Year-End Stipends (Rodas)**

- **Discuss/Approve Maintenance Yearly Clothing Stipends (Rodas)**

Mick Morel seconded the motion. All were in favor. The motion passed unanimously. The meeting was recessed into Executive Session at 8:20 pm.

The board returned from Executive Session at 8:35 pm to make the following motions:

**Motion #10:** Amanda DePalma moved to approve bonuses for full time staff in the amount of \$600 and \$200 for the office manager position. Mick Morel seconded the motion. All were in favor. The motion passed unanimously.

**Motion #11:** Mick Morell moved to approve \$350 in clothing (safety boots) for our two full time parks staff. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Adjournment:

**Motion #12:** Matthew Mitchell moved to adjourn the meeting. Mick Morel seconded the motion. All were in favor. The meeting was adjourned at 8:40 pm.

Respectfully submitted,  
Julie Larson, Minute Taker

01/11/24

Ridgeville Park District - General Account  
Bills Summary  
January 11, 2024

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	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-584.80
APPLE, INC.	-9.99
ASCAP	-434.00
AT&T U-Verse #117-052-202	-77.82
AT&T U-Verse #117-052-204	-88.99
AT&T #831-001-3244 614	-218.94
Bella Consulting Group, LLC	-1,687.50
Chase Paymentech	-530.24
City of Evanston Utilities Department	-1,700.00
City of Evanston Water Dept. 9090800-00	-282.04
COMCAST	-241.66
ComEd a/c 152-137-3009	-50.44
ComEd a/c 158-313-2031	-8.40
ComEd a/c 303-349-2002	-272.65
ComEd a/c 303-360-1001	-80.37
ComEd a/c 303-360-2008	-59.87
ComEd a/c 311-727-0008	-28.29
Domain Networks	-289.00
Esquiél, Adrian	-320.00
Ferrin, Emily	-200.00
Graybar Financial Services	-416.82
Hinckley Springs-DS Waters Company	-13.98
Illinois Labor Law Poster Service	192.00
Illinois Municipal Retirement Fund (IMRF)	-1,883.27
Language in Action	-345.00
Lemoi Ace Hardware	-140.88
Local Government Health Plan CMS	-8,154.00
LRS	-342.76
Meltzer, Purtill & Stelle LLC	-1,722.50
Momentive Inc	-349.00
Nicor Gas a/c 30-47-90-9630 4	-371.68
Nicor Gas a/c 31-03-84-0000 3	-378.33
Nicor Gas a/c 91-71-84-0000 4	-334.81
Quill Corporation	-171.44
Rodas, Marlon*	-252.71
Russo Power Equipment	-107.88
Sallee, Natalie*	-243.08
Segal, Alison	-100.00
Stratus Building Solutions of Chicago - N	-683.00
Verizon Wireless	-80.98
TOTAL	<u><u>-23,065.12</u></u>

Ridgeville Park District - General Account

**Bills Detailed Report**

January 11, 2024

01/11/24

Num	Name	Memo	Amount
<b>2010 · A/P-Corporate</b>			
DEBIT	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing inv# 650253689	-584.80
	APPLE, INC.	CA05: iCloud Storage	-9.99
	ASCAP	RA23: Music License Fee   Acct.#500647116	-434.00
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-77.82
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204	-88.99
	AT&T #831-001-3244 614	CA05: AT&T Acct:831-001-3244 614	-218.94
	Bella Consulting Group, LLC	CA21: Equity Consultant Invoice 223009+242001	-1,687.50
DEBIT	Chase Paymentech	CA06: Chase Paymentech Creditcard	-530.24
	City of Evanston Utilities Departm...	CA05: Ice Rink Water	-1,700.00
DEBIT	City of Evanston Water Dept. 909...	CA05: Water@ 908 Seward St.	-282.04
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-241.66
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-50.44
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-8.40
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward	-272.65
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-80.37
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-59.87
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 1115 South Blvd.	-28.29
	Domain Networks	CA13: Annual Website Domain Listing	-289.00
	Esquiél, Adrian	C105: REFUND cancelled camp	-320.00
	Ferrin, Emily	C105: REFUND Cancelled camp	-200.00
	Graybar Financial Services	CA05: Yealink phone system Inv# 15748195	-416.82
	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-13.98
5956VOID	Illinois Labor Law Poster Service	CA06: Labor Law Posters	192.00
DEBIT	Illinois Municipal Retirement Fun...	C222: Dec 2023 Deposit	-1,883.27
	Language in Action	RA24: Spanish Lessons	-345.00
	Lemoi Ace Hardware	CA13: Acct# 181700	-140.88
VOID DEBIT	Local Government Health Plan C...	CA08: Employee Health Insurance JANUARY plus November	-13,800.00
	Local Government Health Plan C...	CA08: VOID Employee Health Insurance NOVEMBER	5,646.00
	LRS	RA14: Trash Removal - Cust # 54404.1	-342.76
	Meltzer, Purtil & Stelle LLC	CA09: Matter #36507001 Inv #208695	-1,722.50
DEBIT	Momentive Inc	CA06: Annual Fee for 2024 Wufoo [Online Registration]	-349.00
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House	-196.88
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Nov. Gas@ 908 Seward St. Rear House	-174.80
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas@ 908 Seward St.	-378.33
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-334.81
	Quill Corporation	CA06: Acct#1873476	-171.44
	Rodas, Marlon*	CA21: Per Diem for Conference, Holiday Lunch	-252.71
	Russo Power Equipment	RA12: Acct # 1009597	-107.88
	Sallee, Natalie*	CA21: Per Diem for Conference and Hotel Room Reimbursement	-243.08
	Segal, Alison	C105: REFUND partial absence	-100.00
	Stratus Building Solutions of Chic...	CA13: Routine Janitorial for Dec	-683.00
	Verizon Wireless	CA05: Acct# 980513682-0001: Inv #9951968684	-80.98
Total 2010 · A/P-Corporate			-23,065.12
<b>C222 · IMRF (Paid by Employee)</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	1,574.18
Total C222 · IMRF (Paid by Employee)			1,574.18
<b>C105 · Program Revenue</b>			
	Esquiél, Adrian	REFUND 2 registrations, cancelled winter camp	320.00
	Ferrin, Emily	REFUND cancelled Camp	200.00
	Segal, Alison	Can't attend winter camp 2 days, partial refund	100.00
Total C105 · Program Revenue			620.00
<b>RA23 Program Supplies</b>			
	ASCAP	Annual License Fee to play music Rate at our concerts, & other events	434.00
	Sallee, Natalie*	Reimbursement for Winter Camp Supplies	11.13
Total RA23 Program Supplies			445.13
<b>RA24 Partner Programs</b>			
	Language in Action	Zoom Spanish lessons for Adults Session II-A, 10/24-11/28	207.00
	Language in Action	Zoom Spanish lessons for Youth 7-11 10/30-12/11	69.00
	Language in Action	Zoom Spanish lessons for Adults Session II, 10/30-12/11	69.00
Total RA24 Partner Programs			345.00
<b>CA05 · Utilities</b>			



Ridgeville Park District - General Account

**Bills Detailed Report**

January 11, 2024

01/11/24

Num	Name	Memo	Amount
DEBIT	APPLE, INC.	iCloud+ Storage Order MS2LXMMXZ	9.99
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet   Account #117-052-202	77.82
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet   Account #117-052-204	88.99
	AT&T #831-001-3244 614	Acct 831.001.03244 614	109.47
	AT&T #831-001-3244 614	Past Due Amt. Acct 831.001.03244 614	109.47
	City of Evanston Utilities Departm...	Fire Hydrant Permit for Ice Rink	1,700.00
DEBIT	City of Evanston Water Dept. 909...	Water@ 908 Seward St. 09/01-11/01/23	282.04
DEBIT	COMCAST	Account #8771 10 135 1142175 - 11/18 to 12/17/2023	241.66
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: 11/28-12/29	50.44
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: 11/28-12/29	8.40
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : 11/27-12/28	272.65
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: 11/27-12/28	80.37
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: 11/27-12/28	59.87
DEBIT	ComEd a/c 311-727-0008	1115 South Blvd. Service: 11/28-12/29	28.29
	Graybar Financial Services	Yealink Phone system 12/03/23 plus late charge	211.75
	Graybar Financial Services	Yealink Phone system 1/03/24	190.73
	Graybar Financial Services	Yealink Phone system insurance	14.34
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House: 12/1-1/3	196.88
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House: 11/01-12/01	174.80
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas@ 908 Seward St.: 12/01-1/03	378.33
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ Kamen Field House- 12/01-1/03	334.81
	Verizon Wireless	Invoice #9944639551 Cell Phone Monthly Charges for Sallee	80.98
Total CA05 · Utilities			4,702.08
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Chase Paymentech	Paymentech Credit Card Fees	530.24
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	13.98
5956VOID	Illinois Labor Law Poster Service	Labor Law Posters	-192.00
DEBIT	Momentive Inc	Annual Fee for 2024 Wufoo [Online Registration]	349.00
	Quill Corporation	Inv #35346439 AA Batteries	34.28
	Quill Corporation	Inv #36186507 colored cardstock, Copy paper	137.16
Total CA06 · Office Supplies & Expenses			872.66
<b>CA08 · Employee Health Insurance</b>			
	Local Government Health Plan C...	Rodas, Marlon	1,504.00
	Local Government Health Plan C...	Cruz, Marcos	1,319.00
	Local Government Health Plan C...	Sallee, Natalie	1,319.00
	Local Government Health Plan C...	Lopez, Felipe	1,504.00
	Local Government Health Plan C...	Fernandez, Maricar	2,508.00
VOID DEBIT	Local Government Health Plan C...	VOID November Debit Transaction [must be paid by check]	-5,646.00
	Local Government Health Plan C...	Rodas, Lopez, Cruz and Sallee November 2023 Balance	5,646.00
Total CA08 · Employee Health Insurance			8,154.00
<b>CA09 · Attorney Fees &amp; Expense</b>			
	Meltzer, Purtill & Stelle LLC	Fee for legal communication - Matter #36507001, Inv #208695	1,722.50
Total CA09 · Attorney Fees & Expense			1,722.50
<b>CA13 · Building Maintenance &amp; Repair</b>			
	Domain Networks	Annual website domain listing 2/1/24-1-31-25	289.00
	Lemoi Ace Hardware	Inv#290158	26.62
	Lemoi Ace Hardware	inv#290176	58.86
	Lemoi Ace Hardware	inv#290232	37.24
	Lemoi Ace Hardware	inv# 290270	9.08
	Lemoi Ace Hardware	inv# 290289	9.08
	Stratus Building Solutions of Chic...	Invoice #6540415	683.00
Total CA13 · Building Maintenance & Repair			1,112.88
<b>CA21 · Board Development Activities</b>			
	Bella Consulting Group, LLC	Equity Consultant Invoice #223009	607.50
	Bella Consulting Group, LLC	Equity Consultant Invoice #242001	1,080.00
	Rodas, Marlon*	Per Diem for Conference (3 days)	77.00
	Rodas, Marlon*	REIMBURSEMENT Holiday lunch for Staff Double Clutch	175.71
	Sallee, Natalie*	Per Diem for Conference, (3 days)	77.00
	Sallee, Natalie*	Reimbursement for IAPD Conference Hotel room	154.95
Total CA21 · Board Development Activities			2,172.16

Ridgeville Park District - General Account

**Bills Detailed Report**

January 11, 2024

01/11/24

Num	Name	Memo	Amount
<b>CA22 · Payroll Processing Expense</b>			
	ADP Payroll Processing Acct.#00...	Processing Charges invoice 12/29/2023	469.10
	ADP Payroll Processing Acct.#00...	Workforce Now - HR Assist	115.70
Total CA22 · Payroll Processing Expense			584.80
<b>IA19 · III. Municipal Retirement Fund</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employer Contribution for Rodas, Cruz, Fernandez, Lopez & Sallee	309.09
Total IA19 · III. Municipal Retirement Fund			309.09
<b>RA12 · Vehicle Maintenance &amp; Repair</b>			
	Russo Power Equipment	Inv#SPI20477434 Wheel brackets	107.88
Total RA12 · Vehicle Maintenance & Repair			107.88
<b>RA14 · Playground Maintenance Mat.</b>			
	LRS	Garbage Pickup: Monthly Charge Inv#5565713	175.48
	LRS	Past Due Garbage Pickup	167.28
Total RA14 · Playground Maintenance Mat.			342.76
<b>TOTAL</b>			<b>0.00</b>

01/11/24

Ridgeville Park District  
Petty Cash Summary  
January 11, 2024

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	<u>TOTAL</u>
Amazon.com	-188.44
Dollar Tree Stores, Inc.	-40.00
Evanston Organics	-78.00
GoDaddy	-79.25
Home Depot	-151.46
IPRA - Illinois Park & Recreation Assoc.	-265.00
Mail Chimp	-54.00
Sam's Club	-134.84
The Wine Goddess	-90.22
Tribune Publishing Company (Chgo Trib)	-21.74
<b>TOTAL</b>	<b><u><u>-1,102.95</u></u></b>

01/11/24

**Ridgeville Park District**  
**Petty Cash Details**  
 January 11, 2024

Num	Name	Memo	Amount
<b>2030 · A/P-Petty Cash - Debit</b>			
DEBIT	GoDaddy	CA13: Microsoft 365 Email Essentials	-79.25
DEBIT	Mail Chimp	RA55: Monthly Fee for over 2000 patron emails	-54.00
DEBIT	Sam's Club	RA23: Winter Camp Snacks	-134.84
DEBIT	Dollar Tree Stores, Inc.	R23: Concert Supplies	-40.00
DEBIT	The Wine Goddess	RA23: Paint and Sip Supplies	-81.13
DEBIT	The Wine Goddess	RA23: Paint and Sip Supplies	-9.09
DEBIT	Tribune Publishing Company (...)	CA06: Legal Ad Publication	-21.74
DEBIT	Home Depot	CA51: Building Supplies	-95.98
DEBIT	Amazon.com	RA23: Camp and event supplies	-98.54
DEBIT	Evanston Organics	RA14: Winter Blend	-78.00
DEBIT	IPRA - Illinois Park & Recreatio...	CA21:Membership Fee	-265.00
DEBIT	Home Depot	CA51: Building Supplies	-55.48
DEBIT	Amazon.com	RA23: Camp and event supplies	-26.77
DEBIT	Amazon.com	RA23: Camp and event supplies	-32.97
DEBIT	Amazon.com	RA23: Camp and event supplies	-30.16
Total 2030 · A/P-Petty Cash - Debit			-1,102.95
<b>RA23 Program Supplies</b>			
DEBIT	Sam's Club	Snacks for Winter Camp	134.84
DEBIT	Dollar Tree Stores, Inc.	holiday concert hot cocoah items and decor	40.00
DEBIT	The Wine Goddess	Wine for paint and sip Event	81.13
DEBIT	The Wine Goddess	Wine for paint and sip Event	9.09
DEBIT	Amazon.com	Winter Camp craft supplies	98.54
DEBIT	Amazon.com	Winter Camp craft supplies: newsprint	26.77
DEBIT	Amazon.com	Winter Camp craft supplies: pipe cleaners, disposable cups	32.97
DEBIT	Amazon.com	Winter Camp craft supplies: beads, fuse beads	30.16
Total RA23 Program Supplies			453.50
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Tribune Publishing Company (...)	Audit notification in Evanston, Public Notice	21.74
Total CA06 · Office Supplies & Expenses			21.74
<b>CA13 · Building Maintenance &amp; Repair</b>			
DEBIT	GoDaddy	Annual Microsoft 365 Email Essentials (1 user)	79.25
Total CA13 · Building Maintenance & Repair			79.25
<b>CA21 · Board Development Activities</b>			
DEBIT	IPRA - Illinois Park & Recreatio...	IPRA Membership Fee	265.00
Total CA21 · Board Development Activities			265.00
<b>CA51 · Building Improvements</b>			
DEBIT	Home Depot	panel boards, backband	95.98
DEBIT	Home Depot	cable ties	55.48
Total CA51 · Building Improvements			151.46
<b>RA14 · Playground Maintenance Mat.</b>			
DEBIT	Evanston Organics	Winter Blend	78.00
Total RA14 · Playground Maintenance Mat.			78.00
<b>RA55 · Program Promotion &amp; Rec Expense</b>			
DEBIT	Mail Chimp	Email Integration for programs	54.00
Total RA55 · Program Promotion & Rec Expense			54.00
<b>TOTAL</b>			<b>0.00</b>

Date: 01/9/24

To: Board of Commissioners

From: Marlon Rodas

Subject: Monthly Report

- We are looking for temps below 32 degrees on a consistent basis in order to open the Kamen Ice Rink
- Our parks department was ready for the first heavy snow fall Tuesday, January 9th.
- We are in the process of interviewing new cleaning services for our facilities
- Staff and I have worked on a Social Media policy which we will discuss further under New Business
- Natalie Sallee and I toured the space at 430 Asbury Ave, formally the Lil Beans space. We will discuss this further under New Business
- I (with Gerry's help) successfully filed our Cook County Debt Disclosure December 28th, 2023.
- We are having a new bathroom door and main entrance door installed this month at 908 Seward.



Date: January 9, 2024  
To: Board of Commissioners  
From: Natalie Sallee  
Subject: Monthly Report

### **December Events**

In December, we hosted our first Holiday Concert with the Ridgeville Chamber Ensemble. We “sold out” this free event very quickly, but weather that day was a little suspect, so we didn’t have a full house. We made hot chocolates and decorated the main studio. Regardless of the lower turnout than expected, it was a wonderful performance, and we hope to make this an annual occurrence.

Before the concert, we hosted a Winter Solstice Paint & Sip with wine from The Wine Goddess. Pat Bernard led this sold out event. It was a ton of fun, and we have two more art & wine events planned for Valentine’s Day and Mother’s Day.

The following week, we hosted two Move & Groove Line Dance demo classes. Turnout for these was great! This is a new class starting with the winter class session.

### **Winter Break Camp & Maker’s Workshop**

We had a full and fun Winter Break Camp December 26-29 & January 2-5. We offered camp at two locations this winter, Grades K-2 at Kamen East and Grades 3-7 at Ridgeville. The staff did a terrific job! We followed this up with a full day of Maker’s Workshop at Kamen East. This workshop was also full and went well.

### **Studio 908 Winter Classes**

Our winter session of classes started this week. We have excellent registration for both youth and adult classes. I will have a final calendar next week of what’s running and will continue to prorate registration through the session for late comers. Partner classes are also beginning and looking good!

### **Spring/Summer Brochure**

I’ve been working with Sarin Seesawat on the spring/summer brochure. Our deadline is this Friday, so it will likely be in homes by the end of the month/first week of February. This brochure will be in English and Spanish. Thanks to Marlon for editing the Spanish text for us. I’m excited we’re finally able to offer this option and I hope it’s useful to our patrons!

### **IPARKS Calendar**

We have pictures in the IPARKS calendar! Marlon asked me to submit some photos for their search, and they selected 3 of the 5 I sent in- one of which was a picture sent to us by Mick Morel. So fun!

Date: 1/11/23

To: Board of Commissioners

From: Marlon Rodas

Subject: REDI REPORT

### **Survey Discussions:**

Recently, Aisha Robinson and I held a productive meeting to delve into two critical surveys. One focuses on gauging REDI Committee engagement, set for a potential release in February. If we were to go forward with an official REDI Committee our goal is to have the committee have input into the new survey. This survey would go out in the Spring.

### **Survey Analysis**

Currently, my focus is on a review of the 2020 survey results. This analysis aims to provide us with a comprehensive understanding of our current standing, serving as a valuable foundation for the upcoming Spring survey.

### **Policy Review**

Aisha is actively engaged in a review of our existing policies to ensure alignment with current DEI standards.

### **Social Media Policy Update**

As part of our ongoing commitment to staying abreast of best practices, Aisha has reviewed our Social Media Policy. We will be discussing any recommended updates or revisions under the agenda item 'New Business.'



Social Media Policy  
Ridgeville Park District- Last Updated 1/8/2024

In general, the Park District views personal websites, blogs, wikis, online social networks, or any other form of online publishing or discussion positively, and it respects the right of employees to use them as a medium of self-expression. Please proceed with caution and discretion if you choose to identify yourself as a Park District employee on your social networks or discuss matters related to our agency, staff or patrons on your website or other online social networking platform (i.e. Facebook, YouTube, Instagram, Tik Tok, etc.).

Although your online presence and publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the Park District. In light of this possibility, we ask that you observe the following guidelines:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the Park District. To help make this clear, we suggest that you put the following notice, or something similar, in a reasonably prominent place on your site (e.g., at the bottom of your 'about me' page):

***The views expressed on this website/page are mine alone and do not necessarily reflect the views of my employer.***

Such disclaimers are good practice but may not have much legal effect. While it is not necessary to post this notice on each page, please use reasonable efforts to draw attention to it.

2. Please be respectful to the Park District, our employees, our patrons, our partners, affiliates, and others in your posts, responses, and other online interactions. Refrain from posting personal insults, obscenities, or engaging in any conduct that would not be acceptable in the workplace or in violation of any Park District policies or any federal, state, or local law, ordinance, or regulation.

3. Be careful to avoid disclosing any information that is confidential or proprietary to the Park District (including our patrons, staff, partner agencies/affiliates or vendors), or of any third party that has disclosed such information to the Park District or is otherwise subject to a confidentiality agreement with the Park District.

4. Show proper consideration for the privacy of others and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork. Do not post pictures of patrons, partners, affiliates, or agents of the Park District without their prior approval.

5. You may provide a link from your site to the Park District website. However, written permission is required to use the Park District logo on your personal site.

***Please use your best judgment.*** Recognize that both during working and non-working hours, you are an ambassador of the Park District. Your actions reflect your judgment, decision-making, professionalism, maturity, and commitment to the Park District. All employees are expected to promote teamwork, inspire trust, and build confidence. Therefore, if your views negatively impact the reputation or integrity of the Park District, hurt staff morale, create friction among staff, or otherwise violate this policy, you may be disciplined, up to and including dismissal.

If you have any questions about these guidelines or any matter related to your site that these guidelines address, please direct them to your immediate supervisor or the Executive Director.