

APPROVED

The monthly meeting of the Ridgeville Park District Board of Commissioners took place on Thursday, March 14, 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 7:00 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: Mick Morel moved to approve the minutes from the February 8, 2024 Board meeting. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

Approval of Bills:

Nicole Aleman prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District- General Account Bills Summary March 14, 2024" and "Ridgeville Park District- General Account Bills Detailed Report May 14, 2024." Marlon Rodas noted, among other items: *Ascension Employment* temp agency for our current Office Manager (Nicole Aleman) who we are feeling confident in hiring permanently in the coming days. Ascension is offering the opportunity to hire after 45 days instead of the typical 90 days. RPD pays 1.5x salary to Ascension, so hiring Aleman sooner is desirable and she seems to be handling the job very well. Other expenditures included *IAPD* for yearly dues and Rodas' conference fee, and *Russo* for aerator.

Motion #2: Mick Morel moved to approve payment of March 2024 bills in the amount of \$33,592.52. Amanda DePalma seconded the motion. All were in favor. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Nicole Aleman prepared and shared with Commissioners prior to the meeting: "Ridgeville Park District Petty Cash Report March 14, 2024" and "Ridgeville Park District Petty Cash Details March 14, 2024." Marlon Rodas noted, among other items: *Annuvia* for AED machines and batteries, *The Copy Room* for posters, and *Squarespace* for website.

Motion #3: Mick Morel moved to approve payment of March 2024 petty cash expenditures in the amount of \$1,400.24. Shawn Jones seconded the motion. All were in favor. The motion passed unanimously.

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

Rodas shared about a car fire in our RPD driveway recently. The fire department extinguished the fire quickly, and detectives looked at videos. It was determined that it was a stolen car and arson situation; no damage was made to RPD property. A water main leak occurred the same week. The City of Evanston checked everything and is repairing faulty equipment; there is no cost to RPD for these City repairs. Gibbs and Rodas are discussing the next budget year along with staff. We offered more programming in the past year and there are plans to continue and expand programming. The maintenance crew is busy with power washing, aerating, painting, and hanging spring banners. We hosted a successful Patties & Pints in the Park event last weekend.

Monthly Report offered by Natalie Sallee, Program Director:

- Summer Camp Staffing: Sallee attended the Mayor's Youth Summer Employment event and has secured summer staff, including returning staff and new folks. Laura Downey made a lot of connections for the Youth Grow Team and has staffed that program.
- Patties & Pints in the Park: Weather was iffy and the event was moved inside. Offerings included food from Firehouse Grill and beer from Temperance/Sketchbook/Double Clutch. The indoor event sold out at 58 tickets, and RPD covered its costs and made a profit.
- Garden2Table: Our instructor, Gwenne Godwin, passed away recently unexpectedly. RPD decided to let the class go for this summer; most participants will rent their beds and receive a partial refund for the class. The Elks Park Garden waitlist folks were given plots at the RPD garden, and Laura Downey will be the point person for the RPD garden. The RPD crew will also support with garden upkeep. We are talking about honoring Gwenne with a plaque.
- Studio 908 Spring Class Session: Spring classes begin this coming Sunday. The 9-week session will run through May 25 with a week off for spring break; we are offering 30+ classes.
- Spring Break Camp: Mar 25-29; we have a director + 4 counselors. It will be a smaller group to accommodate staffing.

- Mr. Bunny Visits: In lieu of the pre-pandemic Egg Hunt, we will be taking Mr. Bunny on the road this year to homes with gift baskets and photo opportunities. 10 slots are available for community members to sign up to receive a visit.

Monthly Report offered by Gerry Gibbs, Treasurer:

Gerry Gibbs noted that we have received the Levy and were notified by the County that we had an error in the Levy. We submitted a letter to remedy the situation. We are comfortably below budget. 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 2/29/2024 for Fiscal Year Ending June 30, 2024,"
3. "RIDGEVILLE PARK DISTRICT Statement of Revenue and Appropriation Disbursements / Expenditures as of 2/29/2024 for Fiscal Year Ending June 30, 2024,"
4. "RIDGEVILLE PARK DISTRICT Balance Sheet as of 2/29/2024 for Fiscal Year Ending June 30, 2024,"
5. "RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts Balances as of 2/29/2024 for Fiscal Year Ending June 30, 2024," and
6. "RPD Cash Account Reconciliation: Outstanding / Unresolved Items from 07/01/2023 to 2/29/2024."

Gibbs proposed the following motion:

Motion #4: Shawn Jones moved to amend the September 2023 General Bills report by \$.01 and reduce the previously approved IMRF entry for \$1,193.61 to \$1,193.60. Mick Morel seconded the motion. All were in favor. The motion passed unanimously.

REDI Report offered by Marlon Rodas, Executive Director:

Rodas and Aisha Bell Robinson created a short survey – 4 questions – regarding REDI committee community engagement. They hope to get it out later this month. Robinson will offer a 1-hour in-person equity training for commissioners which will cover DEI issues at park districts. The training will also be recorded to view online. Dates will be April 18 and 25 at 6 pm.

Old Business:

There was no Old Business to discuss at this time.

New Business:

There was no New Business to discuss at this time.

Call of the Commissioners:

- Anton: absent
- DePalma: passed
- Jones: The Pints in the Park event was great; Jones commended the RPD staff for moving it inside. Everyone seemed to really enjoy it and would come back for the next one.
- Mitchell: passed

- Morel: passed

Citizen Comment Part 2:

There were no comments at this time.

Marlon Rodas noted that the Executive Session planned for tonight for the purpose of discussing an employee review will be postponed until a future meeting.

Adjournment:

Motion #5: Matthew Mitchell moved to adjourn the meeting. Shawn Jones seconded the motion. All were in favor. The meeting was adjourned at 7:25 pm.

Respectfully submitted,
Julie Larson, Minute Taker