

## Monthly Meeting Agenda

In light of the Governor's Covid-19 Disaster Proclamation, it will be impractical and imprudent to conduct the next monthly meeting of the Ridgeville Park District Board of Commissioners other than electronically. The meeting will take place on Thursday, February 9, 2023 at 7:00pm. The Board President has determined that it is 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 is a public meeting, attendance at the Board meeting will be solely by means of Zoom. The Zoom meeting will be electronically recorded.

**The Zoom link to join the meeting is:**

<https://us02web.zoom.us/j/88903186970?pwd=MWhlSEhJQnpSaEp0bTI4WVZaUGxHdz09>

**To Call-In:** 1-312-626-6799 **Meeting ID:** 889 0318 6970 **Passcode:** 171062

- I. Call Meeting to Order 7:00pm
- II. Roll Call
- III. Motion to hold Board meeting through Zoom (Mitchell)
- IV. Citizen Comments
- V. Approval of Minutes
  - a. January 12, 2023
- VI. Approval of Bills
- VII. Approval of Petty Cash Expenditures
- VIII. Monthly Reports
  - a. Brian Rosinski
  - b. Gerald Gibbs
  - c. Natalie Sallee
  - d. Racial Equity, Diversity, and Inclusion (REDI) Committee
- IX. Old Business
  - a. Discuss Request for Proposals to Design, Procure and Install All-Inclusive Nature-Based Playground (Sallee/Mitchell)
- X. New Business
- XI. Call of the Commissioners
- XII. Citizen Comments
- XIII. Adjournment

## DRAFT

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

02/08/23

Ridgeville Park District - General Account

Bills Summary  
February 9, 2023

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	<u>TOTAL</u>
ADP Payroll Processing Acct.#00060-052985	-531.20
AT&T U-Verse #117-052-202	-51.88
AT&T U-Verse #117-052-204	-62.82
AT&T a/c 869-5640	-229.41
Auto-Wares Group (Bumper To Bumper)	-161.08
Bella Consulting Group, LLC	-2,000.00
Chase Paymentech	-521.06
Chicago Tribune Media Group	-22.59
CITGO	-136.29
City of Evanston Water Dept. 9090800-00	-37.97
COMCAST	-240.22
ComEd a/c 152-137-3009	-43.54
ComEd a/c 158-313-2031	-7.55
ComEd a/c 303-349-2002	-245.06
ComEd a/c 303-360-1001	-70.08
ComEd a/c 303-360-2008	-87.63
ComEd a/c 311-727-0008	-25.37
Coveliers, Joshua T	-38.12
Early, Kathleen	-270.00
Evanston Lumber Co.	-36.50
Great America	-105.84
Hinckley Springs-DS Waters Company	-46.95
IAPD Illinois Assoc of Park Districts	-2,975.00
Illinois Municipal Retirement Fund (IMRF)	-1,128.40
Jacome, Rachel*	-135.00
Jauntirans, Mara	-81.00
Kaplan Saunders Valente & Beninati	-1,247.00
Lemoi Ace Hardware	-337.60
Lewis, Julie	-50.00
Local Government Health Plan CMS	-4,669.00
LRS	-104.11
Meltzer, Purtill & Stelle LLC	-650.00
Morrow, Diana	-200.00
Nice Rink Sto-Cote Products, Inc.	-1,899.11
Nicor Gas a/c 30-47-90-9630 4	-295.07
Nicor Gas a/c 31-03-84-0000 3	-1,475.54
Nicor Gas a/c 91-71-84-0000 4	-547.78
Ridgeville Band of Evanston	-400.00
Russo Power Equipment	-669.30
Sallee, Natalie*	-53.54
Seesawat, Sarin	-8,545.56
Singer, Randi	-510.00
Sunrise Tree Care	-342.00
Vanguard/Newport Group, Inc.	-250.00
Verizon Wireless	-161.10
Young, Nancy	-135.00
TOTAL	<u><u>-31,832.27</u></u>

Ridgeville Park District - General Account

**Bills Detailed Report**

February 7 - 9, 2023

02/07/23

Num	Name	Memo	Amount
<b>C200 · Corp Cash Acct</b>			
	Coveliers, Joshua T	Replacement of Lost Check #5609	19.07
Total C200 · Corp Cash Acct			19.07
<b>C208 · Payroll Cash</b>			
	Coveliers, Joshua T	Replacement of Lost Payroll Check #10972	19.05
Total C208 · Payroll Cash			19.05
<b>2010 · A/P-Corporate</b>			
	ADP Payroll Processing Acct.#00...	CA22: Payroll Processing	-531.20
DEBIT	AT&T U-Verse #117-052-202	CA05: Fast Speed Internet: Acct #117-052-202	-51.88
DEBIT	AT&T U-Verse #117-052-204	CA05: Fast Speed Internet: Acct #117-052-204	-62.82
	AT&T a/c 869-5640	CA05: Landline Acct #84786956402110	-229.41
	Auto-Wares Group (Bumber To B...	RA12: Statement for Acct #4730000908	-161.08
	Bella Consulting Group, LLC	CA21: Equity Consultant Invoice# 223002	-2,000.00
DEBIT	Chase Paymentech	CA06: Chase Paymentech Fees	-521.06
	Chicago Tribune Media Group	CA06: Classified Listing Inv# 065620168000	-22.59
CREDIT	CITGO	RA12: Gas - December 2022 Incorrect amount	811.20
DEBIT	CITGO	RA12: Gas - December 2022 Correct Amount	-748.01
DEBIT	CITGO	RA12: Gas - January	-199.48
DEBIT	City of Evanston Water Dept. 909...	CA05: Water@ 908 Seward St.	-37.97
DEBIT	COMCAST	CA05: Internet@ 1111 South Blvd: Account #8771 10 135 1142175	-240.22
DEBIT	ComEd a/c 152-137-3009	CA05: Electric@ 1w Calley	-43.54
DEBIT	ComEd a/c 158-313-2031	CA05: Electric@ 141 Elmwood Ave	-7.55
DEBIT	ComEd a/c 303-349-2002	CA05: Electric@ 908 Seward	-245.06
DEBIT	ComEd a/c 303-360-1001	CA05: Electric@ 1111 South Blvd.	-70.08
DEBIT	ComEd a/c 303-360-2008	CA05: Electric@ 1115 South Blvd.	-87.63
DEBIT	ComEd a/c 311-727-0008	CA05: Electric@ 709 Reba Place	-25.37
	Coveliers, Joshua T	C208: Replacement of Lost Payroll Check #10972 and Check#5609	-38.12
	Early, Kathleen	C105: REFUND - Class Cancelation - Fat Chance Bellydance	-270.00
	Evanston Lumber Co.	CA13: Lumber	-36.50
	Great America	CA05: Phone	-105.84
	Hinckley Springs-DS Waters Co...	CA06: Office Water Acct# 1651 5872 5335 83	-46.95
	IAPD Illinois Assoc of Park Distri...	CA21: Executive Director Search Contract	-2,975.00
DEBIT	Illinois Municipal Retirement Fun...	CA222: January 2023 Deposit	-1,128.40
	Jacome, Rachel*	C105: REFUND - Class Cancelation - Fat Chance Bellydance	-135.00
	Jauntirans, Mara	C105: REFUND - Teen Body Integration	-81.00
	Kaplan Saunders Valente & Beni...	CA09: Invoice #51798	-1,247.00
	Lemoi Ace Hardware	RA14: Acct# 181700	-337.60
	Lewis, Julie	CA21: REDI Minutes	-50.00
	Local Government Health Plan C...	CA08: Employee Health Insurance	-4,669.00
	LRS	RA14: Trash Removal - Cust # 54404.1	-104.11
	Meltzer, Purtill & Stelle LLC	CA09: Legal Fees	-650.00
	Morrow, Diana	C105: REFUND - Class Cancellation - Fat Chance Bellydance	-200.00
	Nice Rink Sto-Cote Products, Inc.	RA17: Invoice #131738	-1,899.11
DEBIT	Nicor Gas a/c 30-47-90-9630 4	CA05: Gas@ 908 Seward St. Rear House	-295.07
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas @ 908 Seward St.	-829.66
DEBIT	Nicor Gas a/c 31-03-84-0000 3	CA05: Gas @ 908 Seward St.	-645.88
DEBIT	Nicor Gas a/c 91-71-84-0000 4	CA05: Gas@ 1115 S. Blvd	-547.78
	Ridgeville Band of Evanston	RA23: RPD's Donation to Sponsor Evanston's Ridgeville Band	-400.00
	Russo Power Equipment	RA12: Acct # 1009597	-669.30
	Sallee, Natalie*	RA23: REIMBURSEMENT - Parking Fees	-53.54
	Seesawat, Sarin	RA55: Spring/Summer 2023 Brochures (Quantity 10,386)	-8,545.56
	Singer, Randi	C105: REFUND - Imaginary Games	-510.00
	Sunrise Tree Care	C600: 2023 Plane Health Care Maintenance Renewal	-342.00
DEBIT	Vanguard/Newport Group, Inc.	CA16: 403b Employer Contribution	-250.00
	Verizon Wireless	RA23: Acct# 980513682-0001: Inv #9925546213	-161.10
	Young, Nancy	C105: REFUND - Class Cancellation Fat Chance Bellydance	-135.00
Total 2010 · A/P-Corporate			-31,832.27
<b>C222 · IMRF (Paid by Employee)</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rosinski, Cruz, Hower, Rodriguez and Sallee...	935.27
Total C222 · IMRF (Paid by Employee)			935.27
<b>C105 · Program Revenue</b>			
	Early, Kathleen	REFUND - Class Cancellation - Fat Chance Bellydance	135.00
	Early, Kathleen	REFUND - Class Cancellation - Fat Chance Bellydance	135.00



Ridgeville Park District - General Account

**Bills Detailed Report**

February 7 - 9, 2023

02/07/23

Num	Name	Memo	Amount
	Jacome, Rachel*	REFUND - Class Cancellation - Fat Chance Bellydance	135.00
	Jauntirans, Mara	REFUND - Teen Body Integration, did not like class - Ani Smith	81.00
	Morrow, Diana	REFUND - Class Cancellation - Fat Chance Bellydance	200.00
	Singer, Randi	REFUND - Imaginary Games, Conflict in schedule - Maxwell Singer	510.00
	Young, Nancy	REFUND - Class Cancellation Fat Chance Bellydance	135.00
Total C105 · Program Revenue			1,331.00
<b>C600 Capitol Improvement Fund</b>			
	Sunrise Tree Care	2023 Plane Health Care Maintenance Renewal	342.00
Total C600 Capitol Improvement Fund			342.00
<b>RA23 Program Supplies</b>			
	Ridgeville Band of Evanston	RPD's Donation to Sponsor Evanston's Ridgeville Band	400.00
	Sallee, Natalie*	REIMBURSEMENT - Parking fees for IAPD/IPRA Conference	53.54
	Verizon Wireless	Invoice #9925546213 Cell Phone Monthly Charges for Rosinski & Sallee	161.10
Total RA23 Program Supplies			614.64
<b>CA05 · Utilities</b>			
DEBIT	AT&T U-Verse #117-052-202	Fast Speed Internet   Account #117-052-202	51.88
DEBIT	AT&T U-Verse #117-052-204	Fast Speed Internet   Account #117-052-204	62.82
	AT&T a/c 869-5640	Office Phone Lines	229.41
DEBIT	City of Evanston Water Dept. 909...	Water@ 908 Seward St. 11/01/22-01/01/23	37.97
DEBIT	COMCAST	Account #8771 10 135 1142175 - 01/18-02/17/23	240.22
DEBIT	ComEd a/c 152-137-3009	1w Calley Service: January	43.54
DEBIT	ComEd a/c 158-313-2031	141 Elmwood Ave. Service: January	7.55
DEBIT	ComEd a/c 303-349-2002	908 Seward Service : January	245.06
DEBIT	ComEd a/c 303-360-1001	1111 South Blvd. Service: January	70.08
DEBIT	ComEd a/c 303-360-2008	1115 South Blvd. Service: January	87.63
DEBIT	ComEd a/c 311-727-0008	709 Reba Place Service: January	25.37
	Great America	Avaya Phones for Office	105.84
DEBIT	Nicor Gas a/c 30-47-90-9630 4	Gas@ 908 Seward St Rear House - January	295.07
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas @ 908 Seward St.: December	829.66
DEBIT	Nicor Gas a/c 31-03-84-0000 3	Gas @ 908 Seward St.: January	645.88
DEBIT	Nicor Gas a/c 91-71-84-0000 4	Gas@ 1115 S. Blvd., Kamen Park Field House: January	547.78
Total CA05 · Utilities			3,525.76
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Chase Paymentech	Chase Paymentech Fees - January	521.06
	Chicago Tribune Media Group	Classified Listing for Ridgeville Annual Report	22.59
	Hinckley Springs-DS Waters Co...	Office Water Acct# 1651 5872 5335 83	46.95
Total CA06 · Office Supplies & Expenses			590.60
<b>CA08 · Employee Health Insurance</b>			
	Local Government Health Plan C...	Rosinski, Brian (Family Included)	2,287.00
	Local Government Health Plan C...	Cruz, Marcos	1,191.00
	Local Government Health Plan C...	Sallee, Natalie	1,191.00
Total CA08 · Employee Health Insurance			4,669.00
<b>CA09 · Attorney Fees &amp; Expense</b>			
	Kaplan Saunders Valente & Beni...	Invoice #51798	1,247.00
	Meltzer, Purtill & Stelle LLC	Fee for legal communication	650.00
Total CA09 · Attorney Fees & Expense			1,897.00
<b>CA13 · Building Maintenance &amp; Repair</b>			
	Evanston Lumber Co.	Inv#106974 - Lumber for shelf repair	36.50
Total CA13 · Building Maintenance & Repair			36.50
<b>CA16 · 403 B Retirement ContributionER</b>			
DEBIT	Vanguard/Newport Group, Inc.	403(b)(7) Plan 10067286: Employer Contribution to Employee Retireme...	250.00
Total CA16 · 403 B Retirement ContributionER			250.00
<b>CA21 · Board Development Activities</b>			
	Bella Consulting Group, LLC	Equity Consultant Invoice# 223002	2,000.00
	IAPD Illinois Assoc of Park Distri...	2 of 2 payment of fee for Executive Director Search	2,975.00

02/07/23

## Ridgeville Park District - General Account

**Bills Detailed Report**

February 7 - 9, 2023

Num	Name	Memo	Amount
	Lewis, Julie	REDI minutes and secretary duties for 01/19/23	50.00
Total CA21 · Board Development Activities			5,025.00
<b>CA22 · Payroll Processing Expense</b>			
	ADP Payroll Processing Acct.#00...	Processing Charges for 01/06/23	224.76
	ADP Payroll Processing Acct.#00...	Processing Charges for 01/20/23	219.44
	ADP Payroll Processing Acct.#00...	ADP Workforce Now	87.00
Total CA22 · Payroll Processing Expense			531.20
<b>IA19 · III. Municipal Retirement Fund</b>			
DEBIT	Illinois Municipal Retirement Fun...	Employee Contribution for Rosinski, Cruz, Hower, Rodriguez and Sallee...	193.13
Total IA19 · III. Municipal Retirement Fund			193.13
<b>RA12 · Vehicle Maintenance &amp; Repair</b>			
	Auto-Wares Group (Bumber To B...	Oil filter; Pliers; Funnel; Oil Switch	161.08
CREDIT	CITGO	Gas - December 2022 Incorrect amount	-811.20
DEBIT	CITGO	Gas - December 2022 Correct Amount	748.01
DEBIT	CITGO	Gas -January 2023	199.48
	Russo Power Equipment	Invoice # PSI20002558 - Tires for drive behind lawn mower	669.30
Total RA12 · Vehicle Maintenance & Repair			966.67
<b>RA14 · Playground Maintenance Mat.</b>			
	Lemoi Ace Hardware	Inv# 280025 - De-Icer; Compound miter saw	213.48
	Lemoi Ace Hardware	Inv# 280054 - Vacuum Bags	12.99
	Lemoi Ace Hardware	Inv# 280261 - Dowel; Drill bits	23.62
	Lemoi Ace Hardware	Inv# 280310 - Dowel; Glue; Bit Drill	19.60
	Lemoi Ace Hardware	Inv# 280365 - Deck brush; Pickup tool	35.43
	Lemoi Ace Hardware	Inv# 280555 - Dowel; Funnel; Marker; Sand disc vent	32.48
	LRS	Garbage Pickup: Monthly Charge Inv#0005149582 (Service for 01/01-0...	104.11
Total RA14 · Playground Maintenance Mat.			441.71
<b>RA17 · Playground &amp; Park Equipment</b>			
	Nice Rink Sto-Cote Products, Inc.	Ice Rink Liner, Tape Pad, Hockey Puck	1,899.11
Total RA17 · Playground & Park Equipment			1,899.11
<b>RA55 · Program Promotion &amp; Rec Expense</b>			
	Seesawat, Sarin	Brochure Design and Production	1,525.00
	Seesawat, Sarin	Spring/Summer 2023 Brochures (Quantity 10,386)	4,662.00
	Seesawat, Sarin	Carrier route Postage (Mailing to 10,136 addresses)	2,128.56
	Seesawat, Sarin	Carrier route postal presort	130.00
	Seesawat, Sarin	Carrier route set up fee	100.00
Total RA55 · Program Promotion & Rec Expense			8,545.56
<b>TOTAL</b>			<b>0.00</b>

02/07/23

Ridgeville Park District  
Petty Cash Summary  
February 9, 2023

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	<b>TOTAL</b>
Air Delights, Inc.	-20.62
Amazon.com	-52.68
APPLE, INC.	-9.99
Dengeo's	-39.27
E-File Tax Forms	-52.25
Home Depot	-301.88
IAPD Illinois Assoc of Park Districts	-85.00
Mail Chimp	-47.00
National Recreation and Park Association	-199.31
Notary Public Association	-24.12
Sam's Club	-82.16
Schwalbach, Margaret	-1,570.00
Squarespace, Inc.	-252.00
United States Post Service	-37.80
United States Post Service (Neopost)	-200.00
WUFOO Infinity Box, Inc.	-349.00
<b>TOTAL</b>	<b><u>-3,323.08</u></b>

02/07/23

**Ridgeville Park District**  
**Petty Cash Details**  
February 9, 2023

Num	Name	Memo	Amount
<b>2020 · A/P-Petty Cash</b>			
DEBIT	Notary Public Association	CA06: Notary Stamp	-24.12
DEBIT	Sam's Club	RA23: Winter Camp Snacks	-82.16
DEBIT	WUFOO Infinity Box, Inc.	CA06: Annual Subscription for On-Line Registration for Programs	-349.00
DEBIT	Home Depot	RA14: Tools for Maintenance	-301.88
DEBIT	IAPD Illinois Assoc of Park Dis...	CA21: Pre-Conference Workshop	-85.00
DEBIT	National Recreation and Park ...	CA21: CPRP application and Study guide fee	-199.31
DEBIT	Mail Chimp	CA06: Monthly Fee for over 2000 patron emails	-47.00
DEBIT	United States Post Service	CA06: Postage	-37.80
DEBIT	Dengeo's	RA23: Lunch	-39.27
DEBIT	APPLE, INC.	CA06: iPad Memory	-9.99
DEBIT	Amazon.com	CA13: Dispenser Key, Sign Holder	-52.68
DEBIT	Air Delights, Inc.	CA13: Soap Dispenser Keys	-20.62
DEBIT	Squarespace, Inc.	CA06: Website Hosting Space	-252.00
DEBIT	E-File Tax Forms	CA06: Fee to file 1099 forms	-52.25
995729	Schwalbach, Margaret	C105: Refund x2 - Imaginary Games	-1,570.00
995730	United States Post Service (Ne...	CA06: Postage for machine	-200.00
Total 2020 · A/P-Petty Cash			-3,323.08
<b>C105 · Program Revenue</b>			
995729	Schwalbach, Margaret	REFUND - Imaginary Games - no longer in program - Lucas Estanga	785.00
995729	Schwalbach, Margaret	REFUND - Imaginary Games - no longer in program - Anna Estanga	785.00
Total C105 · Program Revenue			1,570.00
<b>RA23 Program Supplies</b>			
DEBIT	Sam's Club	Winter Camp Snacks	82.16
DEBIT	Dengeo's	Lunch for snow removal crew to work through lunch	39.27
Total RA23 Program Supplies			121.43
<b>CA06 · Office Supplies &amp; Expenses</b>			
DEBIT	Notary Public Association	Update Notary Stamp	24.12
DEBIT	WUFOO Infinity Box, Inc.	Annual Subscription for On-Line Registration for Programs	349.00
DEBIT	Mail Chimp	Email Integration for programs	47.00
DEBIT	United States Post Service	Postage	37.80
DEBIT	APPLE, INC.	iPad Memory	9.99
DEBIT	Squarespace, Inc.	Website Domain www.ridgeville.org annual fee	252.00
DEBIT	E-File Tax Forms	Fee to file 1099 forms	52.25
995730	United States Post Service (Ne...	postage for machine	200.00
Total CA06 · Office Supplies & Expenses			972.16
<b>CA13 · Building Maintenance &amp; Repair</b>			
DEBIT	Amazon.com	Dispenser key, Sign holder	52.68
DEBIT	Air Delights, Inc.	Soap dispenser keys	20.62
Total CA13 · Building Maintenance & Repair			73.30
<b>CA21 · Board Development Activities</b>			
DEBIT	IAPD Illinois Assoc of Park Dis...	Registration for pre-conference workshop	85.00
DEBIT	National Recreation and Park ...	Natalie Sallee accreditation -CPRP application and Study guide fee	199.31
Total CA21 · Board Development Activities			284.31
<b>RA14 · Playground Maintenance Mat.</b>			
DEBIT	Home Depot	Wrench sets, Outdoor black bags, Large chisel marker	301.88
Total RA14 · Playground Maintenance Mat.			301.88
<b>TOTAL</b>			<b>0.00</b>

## Monthly Board Report February

Date: 02/07/23

To: Board of Commissioners

From: Brian Rosinski

Subject: Monthly Report

February 15, 2023 is the deadline to apply for the director position here at Ridgeville Park District. As you know, IAPD is receiving those applications and will forward all of them and their recommendations after February 15, 2023. The Board should be prepared to meet and discuss these applications and begin their own set of interviews. It is still our goal to name that person as the new director and have them start around April 1, 2023.

On the topic of jobs, we lost our maintenance level one employee, Luis Rodriguez. He decided to move to Arizona. We have posted that position and are currently interviewing several candidates. Our hope is to finalize this process within the next week and get that position filled by March 1, 2023. In the meantime, Marcos Cruz has been doing an outstanding job working by himself. He really has gone beyond the call of duty.

The ice rink reopened on Wednesday, February 2, 2023. We hope to keep it open as long as possible. The forecast is for warming temperatures and maybe even rain. Keep your fingers crossed we can stay open.

As I reported last month, we planned on purchasing two AEDs, gaga pit, exit doors and tools. All are in the process and should have them completed soon.

## MONTHLY REPORTS:

The following discusses the monthly financial reports distributed with this narrative: Appropriations Ledger, Balance Sheet, Statement of Revenues and Disbursements, Outstanding / Unresolved Items, and Cash and Investment Account Reconciliation.

## KEY INDICATOR DISCUSSION:

- **BUDGET PERFORMANCE - APPROPRIATIONS:** Overall, expenditures through the end of December were 44% of the annual planned total, compared to a projected target of 54%. This target assumes expenditures occur evenly each month throughout the year. While providing a reliable general guide for many categories, it is unreliable for much of the recreation and capital expenditures without considering the seasonal fluctuations. It's a good time of year to consider the reporting category by category rather than glancing at the overall snapshot. Generally, expenditures for Salaries, Wages and Benefits, along with related areas such as IMRF and Social Security taxes are within budget as anticipated. Similarly, Board Development activity (e.g., REDI initiatives) and various professional services are as planned. Recreation programs and promotions are modestly below budget, as would be seasonally normal and expected. Liability Insurance appears to be far over budget. This is mostly due to the timing of these payments and will adjust as year-end accruals are applied and is anticipated to end the year within budget. The capital project groupings (in the General Fund, Recreation Fund, and the Capital Project funds) are running significantly below budget. It is important these projects proceed as planned to avoid unwelcome problems developing the Appropriations and Levy Ordinances for the next fiscal year. Using the overall pace of spending for the first 7 months of the year as a guide to the remaining 5 months implies a \$275,000 unbudgeted surplus relative to the Appropriations Ordinance.
- **BUDGET PERFORMANCE - REVENUES:** YTD Revenue is \$461,000. This compares to \$420,000 at this same point last year. The issue with delays in tax collection is now mostly behind us. There will likely be a 1 month delay in receiving the first installment of the current year Levy revenues due to Cook County extending the payment deadline. Program Revenue is \$122,000 below plan – yet that is typical for this time of year.
- **CASH FLOW POSITION:** Netting the impact of the appropriations and revenue performance shows since the start of the fiscal year, \$41,000 more has been expended than has been received in Revenues. The budget goal is to have a shortfall of \$119,000 by June 30 – again emphasizing the need to focus on completing the capital projects planned for this fiscal year. (Note how this compares to the \$275,000 surplus discussed earlier.)
- **ASSETS & LIABILITIES:** After several months of fluctuations in the hundreds of thousands of dollars, Assets have stabilized at \$1,630,000 as Revenues have come into alignment with the budget and expenditures are occurring as anticipated, generally. The District is debt free so liabilities are nearly zero, except for minor accounts payable timings (having to do with how IMRF payments occur).
- **CASH AND INVESTMENTS:** The Chase banking relationship exceeds FDIC limits. As required by State law, Chase has arranged for collateral to be held at the New York Federal Reserve on behalf of the District for the overage. The Treasurer will transfer excess balances to Investment accounts in February. C&I balances have increased from \$735,000 last month to \$891,000 this month thanks mainly to the receipt of 2021 property taxes due in late December.
- **OUTSTANDING/UNRESOLVED ITEMS:** Transactions which are stale by more than 2 board meetings are the ones to be concerned with on this report. Due to illness and vacation, little progress was made on these this month – but office staff are diligently striving to clear up the older items. Two related items need board approval for resolution. These should have been addressed a few months ago, but given the higher priority of the audit, the Levy Ordinance, and other year end filings, this motion recommendation has been deferred until now:

The Treasurer RECOMMENDS THE BOARD ADOPT THE FOLLOWING MOTION:

***The payment of \$68.85 to NICOR approved on the General Bills report of August 11, 2022 be instead approved for \$68.65 to clear the outstanding unapproved general bank account entry for that amount.***

The reason for this corrective motion is the payment was approved for an incorrect amount due to a clerical error.

**RIDGEVILLE PARK DISTRICT - APPROPRIATIONS LEDGER BY GROUPINGS**  
as of 01/31/2023 for Fiscal Year Ending June 30, 2023

Acct Description	Ordinance	Actual YTD	Remaining	YTD %
CA01 Part Time Wages	38,850	20,988.69	17,861.31	54%
CA03 Administrative Salaries	114,850	55,226.40	59,623.60	48%
CA08 Employee Health Insurance	73,600	39,875.00	33,725.00	54%
CA16 Employee Benefits - 403B Contributions	3,500	1,750.00	1,750.00	50%
<b>CAxx Salaries, Wages &amp; Benefits</b>	<b>230,800</b>	<b>117,840.09</b>	<b>112,959.91</b>	<b>51%</b>
CA09 Legal	14,000	5,616.00	8,384.00	40%
CA10 Audit	9,700	9,700.00	0.00	100%
CA21 Board Development Activities	24,000	12,096.50	11,903.50	50%
CA22 Payroll Processing	9,000	4,064.93	4,935.07	45%
<b>CAxx Services</b>	<b>56,700</b>	<b>31,477.43</b>	<b>25,222.57</b>	<b>56%</b>
<b>CA06 Administrative (Office, Furn./Equip)</b>	<b>12,000</b>	<b>4,713.54</b>	<b>7,286.46</b>	<b>39%</b>
CA05 Utilities	33,000	11,424.15	21,575.85	35%
CA13 Facilities Repairs & Maintenance	28,500	3,542.80	24,957.20	12%
CA51 Capital Improvements to Facilities	17,500	7,770.00	9,730.00	44%
CA53 Property Casualty Insurance	14,500	8,572.62	5,927.38	59%
<b>CAxx Facilities</b>	<b>93,500</b>	<b>31,309.57</b>	<b>62,190.43</b>	<b>33%</b>
CA96 General Unapproved Appropriations	-	2,290.24	(2,290.24)	N.M.
CA97 Petty Unapproved Appropriations	-	2,945.53	(2,945.53)	N.M.
CA98 Gen'l Unapproved Approp., for Write-Off	-	258.55	(258.55)	N.M.
CA99 Petty Unapproved Approp., for Write-Off	-	0.00	0.00	N.M.
<b>C239C General Fund Total</b>	<b>\$ 393,000</b>	<b>\$190,834.95</b>	<b>\$202,165.05</b>	<b>49%</b>
RA38 Salary: Recreation Administration	47,300	27,125.33	20,174.67	57%
RA34 Wages: Programs	131,500	77,571.40	53,928.60	59%
RA37 Wages: Maintenance (FT)	113,000	60,439.51	52,560.49	53%
RA31 Wages: Part Time	31,500	1,988.21	29,511.79	6%
<b>RAxx Salaries &amp; Wages</b>	<b>323,300</b>	<b>167,124.45</b>	<b>156,175.55</b>	<b>52%</b>
<b>RAxx Programs (Supplies &amp; Transfers)</b>	<b>150,500</b>	<b>68,273.07</b>	<b>82,226.93</b>	<b>45%</b>
<b>RA55 Program Promotion</b>	<b>22,000</b>	<b>8,345.08</b>	<b>13,654.92</b>	<b>38%</b>
RA14 Park & Playground: Maint / Repairs	28,000	9,315.96	18,684.04	33%
RA17 Capital Outlays - Parks & Playgrounds	32,000	726.84	31,273.16	2%
<b>RAxx Parks &amp; Playgrounds</b>	<b>60,000</b>	<b>10,042.80</b>	<b>49,957.20</b>	<b>17%</b>
<b>RA12 Vehicles &amp; Equipment</b>	<b>20,500</b>	<b>6,052.79</b>	<b>14,447.21</b>	<b>30%</b>
<b>C239R Recreation Fund Total</b>	<b>\$ 576,300</b>	<b>\$259,838.19</b>	<b>\$316,461.81</b>	<b>45%</b>
IA19 Illinois Municipal Retirement Fund	16,000	6,673.99	\$9,326.01	42%
<b>C239I IMRF Fund Total</b>	<b>\$ 16,000</b>	<b>\$6,673.99</b>	<b>\$9,326.01</b>	<b>42%</b>
SA20 Social Security	34,000	18,615.49	\$15,384.51	55%
<b>C239S Social Security Fund Total</b>	<b>\$ 34,000</b>	<b>\$18,615.49</b>	<b>\$15,384.51</b>	<b>55%</b>
LA07 Unemployment Insurance	2,000	863.72	\$1,136.28	43%
LA15 Worker's Compensation Insurance	8,500	13,575.50	(5,075.50)	160%
LA24 Liability Insurance	11,500	9,619.59	1,880.41	84%
<b>C239L Liability Insurance Fund Total</b>	<b>\$ 22,000</b>	<b>\$24,058.81</b>	<b>(\$2,058.81)</b>	<b>109%</b>
C6191 Trees / Shrubs / Plantings	15,000	2,150.00	12,850.00	14%
C6221 Multi-Use Maint Vehicle	25,000	0.00	25,000.00	0%
C6231 Nature Based Play Area	15,000	0.00	15,000.00	0%
C6232 Ford F250 with Plow	40,000	0.00	40,000.00	0%
<b>C600 Capital Improvement Fund Total</b>	<b>\$ 95,000</b>	<b>\$2,150.00</b>	<b>\$37,850.00</b>	<b>2%</b>
<b>APPROPRIATIONS TOTALS</b>	<b>\$ 1,136,300</b>	<b>\$502,171.43</b>	<b>\$579,128.57</b>	<b>44%</b>
<b>Target:</b>				<b>54%</b>

Note: Target % of budget utilization is # of YTD full months plus 1/2 current month, divided by 12.

This approximates recognition warrants are approved mid-month while payroll expenses reflect a full month.

YTD % reflects budget utilization (YTD Actual \$ as % of Budget \$).

**RIDGEVILLE PARK DISTRICT**  
**as of: 01/31/2023 for Fiscal Year Ending June 30, 2023**

**Statement of Revenue and Appropriation Disbursements / Expenditures**

#	Account Description	All Funds Total		General		Recreation		IMRF		Social Security		Liability Insurance		Capital Projects	
		Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual	Ordinance	Actual
<b>REVENUE:</b>															
	Ordinance Property Tax Receipts (This Yr)	737,800		352,000		328,800		11,000		31,000		15,000			
	3% Cook County Clerk Loss Factor	22,134		10,560		9,864		330		930		450			
C242	Property Tax Receipts (This Yr)	759,934	0.00	362,560	0.00	338,664	0.00	11,330	0.00	31,930	0.00	15,450	0.00		
C243	Property Tax Receipts (Prior Yrs)		323,427.57		151,208.88		145,209.27		5,769.94		15,699.17		5,540.31		
C108	Replacement Tax Revenue	28,000	31,909.86	16,000	16,277.86	12,000	15,632.00								
<b>Tax Receipts Sub-Total</b>		787,934	355,337.43	378,560	167,486.74	350,664	160,841.27	11,330	5,769.94	31,930	15,699.17	15,450	5,540.31		
C101	Miscellaneous Revenue	0	1,500.00			0	1,500.00							0	0.00
C104	Rental Revenue	7,500	2,705.00			7,500	2,705.00								
C105	Program Revenue	220,000	97,564.00			220,000	97,564.00								
C106	State Grant Revenue	0	0.00			0	0.00								
C107	CDBG	0	0.00			0	0.00							0	0.00
C109	Other Grants, Gifts, Bequests	0	1,277.00			0	1,277.00							0	0.00
C111	Interest Collected	2,000	2,837.40	2,000	2,837.40										
<b>Total Revenue</b>		1,017,434	461,220.83	380,560	170,324.14	578,164	263,887.27	11,330	5,769.94	31,930	15,699.17	15,450	5,540.31	0	0.00
	Planned Use of Unexpended Funds	141,000		23,000		8,000		5,000		3,000		7,000		95,000	
	Exclude 3% Cook Cty Clerk Loss Factor	(22,134)		(10,560)		(9,864)		(330)		(930)		(450)			
	Total Planned Funding Sources (see note)	1,136,300		393,000		576,300		16,000		34,000		22,000		95,000	

<b>APPROPRIATIONS:</b>															
C239 & C600	<b>Total Appropriations</b>	1,136,300	502,171.43	393,000	190,834.95	576,300	259,838.19	16,000	6,673.99	34,000	18,615.49	22,000	24,058.81	95,000	2,150.00

<b>REVENUE Less APPROPRIATIONS</b>		(118,866)	(\$40,950.60)	(12,440)	(20,510.81)	1,864	\$4,049.08	(4,670)	(\$904.05)	(2,070)	(\$2,916.32)	(6,550)	(\$18,518.50)	(95,000)	(\$2,150.00)
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NOTE: Ordinance figures for Tax Receipts include 3% Loss Provision (Loss Factor) as provided for by Cook County Clerk Property Tax Extension process  
Total Planned Funding Sources should match Exhibit A in Appropriations Ordinance



**RIDGEVILLE PARK DISTRICT**

**Balance Sheet**

as of: 01/31/2023 for Fiscal Year Ending June 30, 2023

Assets	Major Funds		Working Cash	Special Revenue Funds					Combining Total
	General	Recreation		Special Combined	IMRF	Liability Insurance	Social Security	Capital Projects	
Cash & Investments	265,965.99	303,060.35	196,024.19	126,495.19	18,453.70	11,063.43	22,260.44	74,717.62	891,545.72
Cash & Investments Unapplied Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	0.00	0.00		0.00					0.00
Taxes Receivable	352,137.10	328,926.03		57,025.35	11,008.24	15,005.38	31,011.73	0.00	738,088.48
Due from Other Funds	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Insurance	0.00			0.00		0.00			0.00
<b>Total Assets</b>	<b>618,103.09</b>	<b>631,986.38</b>	<b>196,024.19</b>	<b>183,520.54</b>	<b>29,461.94</b>	<b>26,068.81</b>	<b>53,272.17</b>	<b>74,717.62</b>	<b>1,629,634.20</b>
Deferred Outflows	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Assets and Deferred Outflows</b>	<b>618,103.09</b>	<b>631,986.38</b>	<b>196,024.19</b>	<b>183,520.54</b>	<b>29,461.94</b>	<b>26,068.81</b>	<b>53,272.17</b>	<b>74,717.62</b>	<b>1,629,634.20</b>
<b>Liabilities</b>									
Accounts Payable	935.28	0.00		0.00	0.00	0.00		0.00	935.28
Accrued Payroll	0.00	0.00		0.00			0.00		0.00
Unearned Program Revenue		0.00		0.00					0.00
Due to Other Funds	0.00	0.00		0.00					0.00
<b>Total Liabilities</b>	<b>935.28</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>935.28</b>
<b>Deferred Inflows (Property Taxes)</b>	<b>352,137.10</b>	<b>328,926.03</b>		<b>57,025.35</b>	<b>11,008.24</b>	<b>15,005.38</b>	<b>31,011.73</b>	<b>0.00</b>	<b>738,088.48</b>
<b>Fund Balances</b>									
Non-Spendable (Prepays)	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Restricted	0.00	0.00	196,024.19	51,777.57	18,453.70	11,063.43	22,260.44	0.00	247,801.76
Assigned	0.00	303,060.35		74,717.62	0.00	0.00	0.00	74,717.62	377,777.97
Unassigned	265,030.71	0.00		0.00	0.00	0.00	0.00	0.00	265,030.71
<b>Total Fund Balances</b>	<b>265,030.71</b>	<b>303,060.35</b>	<b>196,024.19</b>	<b>126,495.19</b>	<b>18,453.70</b>	<b>11,063.43</b>	<b>22,260.44</b>	<b>74,717.62</b>	<b>890,610.44</b>
<b>Total Liabilities, Def. Inflows, Funds</b>	<b>618,103.09</b>	<b>631,986.38</b>	<b>196,024.19</b>	<b>183,520.54</b>	<b>29,461.94</b>	<b>26,068.81</b>	<b>53,272.17</b>	<b>74,717.62</b>	<b>1,629,634.20</b>

Supplemental Sub-Ledger for Capital Projects Funds Assignment:		
Capital Projects - Unallocated Surplus		100.00
Vanden Avenue Bequest		34,617.62
Multi-Use Maint Vehicle		25,000.00
Nature Based Play Area - Reba Park		15,000.00
<b>Total Fund Balance</b>		<b>74,717.62</b>

**RPD Treasury Fund: Reconciliation of Fund Balances to Cash and Investment Accounts**  
**Balances as of 01/31/2023 For Fiscal Year Ending June 30, 2023**

Description	Account	Balance	Sub-Total	Total	Grand Total
Bank Statement	C200CX	\$362,520.04			
Approved, Not Cleared	C200ANC	-\$2,776.42			
<b>General Operating Total</b>	C200		\$359,743.62		
Bank Statement	C204CX	\$3,643.67			
Approved, Not Cleared	C204ANC	-\$400.00			
<b>Petty Cash Total</b>	C204		\$3,243.67		
Bank Statement	C208CX	\$24,600.90			
Approved, Not Cleared	C208ANC	-\$630.73			
<b>Payroll Total</b>	C208		\$23,970.17		
<b>Chase Total</b>				\$386,957.46	
Certificate of Deposit	CD068	\$65,092.34			
Certificate of Deposit	CD454	\$53,376.38			
Certificate of Deposit	CD462	\$53,349.37			
Certificate of Deposit	CD752	\$32,505.77			
<b>Total Certificates of Deposit</b>	C211		\$204,323.86		
Non-Interest Earning Cash Account	C212		\$5,963.35		
<b>ByLine (Formerly FirstBank) Total</b>				\$210,287.21	
Investment Fund	C214		\$103,537.38		
<b>Illinois Funds Total</b>				\$103,537.38	
Money Market	C213		\$47,978.34		
<b>US Bank (Formerly CharterOne) Total</b>				\$47,978.34	
Non-Interest Earning Cash Account	C209		\$1,000.00		
Money Market Account	C210		\$141,785.33		
<b>WinTrust Total</b>				\$142,785.33	
<b>Total Cash and Investments by Accounts</b>					<b>\$891,545.72</b>
General Funds Before Interfund Transfers	(Total C&I)		\$891,545.72		
Interfund Cash and Investment Balance Transfers	C201T		-\$625,579.73		
General Fund - Cash And Investments	C201C			\$265,965.99	
Recreation Fund - Cash And Investments	C201R			\$303,060.35	
Working Cash Fund - Cash And Investments	C201W			\$196,024.19	
Capital Projects Fund - Cash And Investments	C201P			\$74,717.62	
IMRF Fund - Cash And Investments	C201I			\$18,453.70	
Social Security Fund - Cash And Investments	C201S			\$22,260.44	
Liability Fund - Cash And Investments	C201L			\$11,063.43	

**Total Cash And Investments by Fund**

**\$891,545.72**

# RPD Cash Account Reconciliation: Outstanding / Unresolved Items

From 07/01/2022 to 01/31/2023

Date	Num	Description	Amount
.CA96 General: Unapproved: Current Month CA96			
01/19/2023		ORIG CO NAME:Nicor Gas	\$829.66
01/19/2023		ORIG CO NAME:Nicor Gas	\$712.57
01/25/2023		ORIG CO NAME:WEX INC	\$748.01
<b>Total For .CA96 General: Unapproved: Current Month CA96</b>			<b>\$2,290.24</b>
.CA97 Petty Cash: Unapproved: Current Month CA97			
01/03/2023		SQ *NOTARY PUBLIC ASSOC gosq.com	\$24.12
01/04/2023		SAMSLUB #6444 EVANSTON IL	\$82.16
01/09/2023		SMK*WUFOO.COM CHARGE 813-4213676	\$349.00
01/10/2023		THE HOME DEPOT 1902 EVANSTON IL	\$301.88
01/13/2023		ILLINOIS ASSOCIATION O 217-52345	\$85.00
01/18/2023		NRPA OPERATING 703-858-2183 VA	\$199.31
01/20/2023		Mailchimp 678-9990141 GA	\$47.00
01/23/2023		CHECK 995729	\$1,570.00
01/24/2023		USPS PO 1626220202 EVANSTON IL	\$37.80
01/26/2023		THE DENGEOIS - SKOKIE 847-9759393	\$39.27
01/27/2023		CHECK 995730	\$200.00
01/30/2023		APPLE.COM/BILL 866-712-7753 CA	\$9.99
<b>Total For .CA97 Petty Cash: Unapproved: Current Month CA97</b>			<b>\$2,945.53</b>
.CA98 General: Unapproved, to Write-Off CA98			
09/08/2022		ORIG CO NAME:Nicor Gas	\$68.65
01/31/2023		ORIG CO NAME:IMRF	\$189.90
<b>Total For .CA98 General: Unapproved, to Write-Off CA98</b>			<b>\$258.55</b>
General: Approved Not Cleared C200ANC			
08/11/2022	20220811	ANC NICOR	\$(68.85)
11/10/2022	5609	ANC Coveliers	\$(19.07)
01/12/2023	5653	ANC Bella	\$(1,687.50)
01/12/2023	20230112	ANC IMRF	\$(189.80)
01/12/2023	20230112	ANC CITGO/WEX	\$(811.20)
<b>Total For General: Approved Not Cleared C200ANC</b>			<b>\$(2,776.42)</b>
Payroll: Approved Not Cleared C208ANC			
07/01/2022	10940	ANC Martinez	\$(592.01)
11/04/2022	10971	ANC Baron	\$(19.67)
11/04/2022	10972	ANC Coveliers	\$(19.05)
<b>Total For Payroll: Approved Not Cleared C208ANC</b>			<b>\$(630.73)</b>
Petty Cash: Approved Not Cleared C204ANC			
08/12/2022	995719	ANC Lewis	\$(400.00)
<b>Total For Petty Cash: Approved Not Cleared C204ANC</b>			<b>\$(400.00)</b>

Prepared by: **Gerry Gibbs, Treasurer**

Report Creation Date: 02/06/2023 7:25:39 PM Central Standard Time

Date: February 6, 2023  
To: Board of Commissioners  
From: Natalie Sallee  
Subject: Monthly Report

### **Spring/Summer Brochure**

The spring/summer brochure is in homes and on shelves at a Community House near you! Some quick highlights:

1. We are partnering with Evanston Soccer School in April and May to bring soccer to youth ages 4-8 at Kamen East Park.
2. Summer Camp registration is happening in two parts:
  - a. February 20: Ridgeville residents ONLY and must meet at least one special criteria- have a letter from the City of Evanston for the free/reduced lunch program or all primary caregivers work outside the home.
  - b. March 13: Open registration for all.
3. We are bringing back the basketball tournament this summer and offering a mini basketball camp in August.
4. Mini Partner Camps will be offered by Incrediflix, Play-Well TEKnology, Let's Craft It!, and The Imaginary Game.

### **MYSEP**

The City of Evanston offered the Mayor's Youth Summer Employment Program again this year at the Robert Crown Center. I attended, along with Laura Downey, who is running the Youth Grow Team this season. We met some excellent candidates and look forward to fun, productive summer of camp with a terrific staff!

### **IAPD/IPRA Soaring to New Heights Conference**

I attended the 2023 Soaring to New Height Conference January 26-28. I attended the following sessions:

1. Positioning Your Park District for Grants & Funding
2. Nature Rx: strengthening Outdoor Wellness through Partnerships
3. Bidding 101
4. Extreme Tweens & Teens: Impacting Them to Build the Citizens of Tomorrow
5. Park Supervisors: What are you Getting Into?
6. Park Finance 101: Levying, Budgeting, and Reporting
7. Successful Intergovernmental Cooperation
8. Expense Management: Reducing Cost but not Quality
9. Going Beyond the Typical Scholarship Program
10. Playground Trends

I learned quite a bit and make some good connections. I also attended networking events, including a social with IPARKS. I've also started the application process to take my Certified Parks & Recreation Professional (CPRP) exam later this year, which means these workshops will count toward my Continued Education Units (CEUs) for future conferences. If you have any specific questions about the sessions I attended or the CPRP exam, I'd be happy to tell you more.

**Garden Programs**

Our Garden2Table program, led by Gwenne Godwin, begins in March and is nearly sold out. We have three spots left. We also have two alumni gardeners returning to rent the two new Ridgeville Garden beds.

The Elks Park Garden rentals begins in March, as well. Right now, I am coordinating with existing gardeners to assess who is returning and how many new microplots I'll be able to offer to the waitlist. As of this report, I am aware of at least 4 new microplots that will be offered to new folks, and I anticipate at least 4 more.

**New Partnerships**

I am working on a couple new partnerships. The Repair Café would like to set up shop at the Field House or Community House a few times a month to offer free services to the community. They currently run open hours out of the Robert Crown Center. They are a group of volunteers that fix items like clocks, bikes, household items, etc. while teaching people how to do the repairs, as well.

I am also working with an individual who would like to bring free drum circles to the park, offer sound meditations and Taiko classes.

I'll update the Board on these partnerships as they continue to develop.

Date: February 9, 2023

To: The Board of Commissioners of Ridgeville Park District

From: Jacy Costa Herman - Racial Equity Diversity and Inclusion Committee Chair

Subject: Monthly Report from the Racial Equity Diversity and Inclusion Committee

1. Focus Area Addressed: The Park District received a direct message through Facebook from a concerned citizen regarding the removal of the basketball hoops during a Ridgeville Park District event. The Racial Equity Diversity and Inclusion Committee continues to consider recommendations to make to the board of commissioners.

Statement of Impact: The citizen who sent the message shared their concern that race may be a factor in the removal of the basketball hoops, a concern the community has voiced in the past in relation to equitable treatment of basketball players in Ridgeville parks. This provides an opportunity for the park district to review its policies around the use of the basketball courts as well as improve the communication with the community on how and why decisions around this are made.

Recommendations for Resolution: The committee continues to refine its recommendations, which include:

- Training and education for the board, staff (including Youth In the Parks), and committee.
  - A statement to the public
    - A draft is included. Areas to be edited/discussed are highlighted.
  - Posting of signage at basketball courts that welcomes players, states the park district's policies and provides contact/website information.
  - Distributing surveys as a way to connect to basketball players and include their voices.
  - Invite community members to share their experiences and opinions around the use of the basketball courts.
  - Offer opportunities for community members to gather to read and discuss articles related to perceptions of black basketball players in public parks.
  - Collaborate with community partners to display multi-media artwork related to race and basketball.
  - The basketball tournament was already in the works to return next year. It had not taken place due to covid and the challenges in getting programs up and running.
2. Focus Area Addressed: Dr. Pat Efiom, the Ridgeville Park District's previous equity consultant, had identified items in the General Ordinance to be edited.

Statement of Impact: As stated in Dr. Efiom's report, "Recommendation #2: Update sections of the ordinance that might be discriminatory, sufficiently vague to allow

subjectivity, or assumptive of “social norms” or “cultural context” that are not inclusive to all demographics of constituents.”

Recommendations for Resolution: Listed below are the sections of the General Ordinance flagged by Efiom and Associates as needing to be updated. Aisha Robinson, the Ridgeville Park District’s current Equity consultant, has created a format with guidelines to be used in the editing process, which is included in this report.

Each committee member has been assigned an ordinance or two and will edit the ordinance in accordance with the aforementioned guidelines. These edits will be reviewed at the next REDI meeting on Thursday, February 16 at 6:30pm due to the equity training set up during the regular January meeting time.

- Page iii, Section 6.05 - Begging or soliciting donations (See pg. 22)
- Page iv Sections 6.20, 6.21 - Parades, public gatherings and Assemblies/Picnics (see pgs. 22, 29)
- Page 21 Section 6.02 - Alcoholic liquors
- Page 26, Section 6.11 - Disorderly Conduct
- Page 22, Section 6.05 Begging or soliciting donations (see pg. iii)
- Page 29 Section 6.20 - Parades, public gatherings and Assemblies (see pg. iv)
- Page 30, Section 6.21 - Picnics (see pg. iv)
- Page 46, Section 9.03 - Standards of Conduct

3. Focus Area Addressed: Mrs. Aisha Robinson, the park district’s equity consultant, provided a status brief on the deliverables included in the equity consulting contract.

Statement of impact: Included in this report is the status brief provided by Mrs. Robinson. Note the following in regards to each deliverable:

1. Deliverable #1- An equity lens, called the Procedure Review Process, was created for use with ordinances, policies and procedures. It is being used to update the ordinances suggested for rewrites in Dr. Pat Efiom’s equity assessment.
2. Deliverable #2 - The data that has been collected thus far using the current survey will be analyzed. This will be used to inform changes to the survey moving forward.

3. Deliverable #3 - A new template was created for reports from the committee to the board. Updates and changes were made to the park district's equity page, with recommendations on how to add to the page moving forward. As mentioned above, the Procedure Review Process is being used to make recommendations to the ordinances flagged in Dr. Efiom's assessment.
4. Deliverable #4 - Mrs. Robison and Ms. Jacy Costa Herman, the REDI committee chair, meet regularly (about once a month) to plan and prepare for meetings. Mrs. Robison has also met with other committee members and park district employees. Mrs. Robison recently provided a 3 part training to the committee and board on the following topics:
  - Session 1
    - Norms/Agreements
    - Reviewing the Equity Charter
    - Conflict Transformation/Conflict Management
    - Key Terms & Definitions
  - Sessions 2
    - REDI key terms and definitions & deep dive concepts
    - Deeper dive concepts including: anti-racist, implicit bias, microaggressions, equity versus equality
    - Racial Equity Lens
  - Sessions 3
    - Applying a racial equity lens Bridging connection between REDI committee and board
    - Racial Equity and Park Districts
    - Race and park space
    - Re-imagining public spaces to impact social and economic inequity and fragmentation

Recommendations for Resolution: The committee continues its work with the consultant to complete the work listed in the deliverables.

## DRAFT STATEMENT

Ridgeville Park District (RPD) would like to issue a formal apology regarding the early removal of basketball hoops, and acknowledge the impact on our community. RPD provides parks, programs, services, and facilities for a significant portion of south Evanston. Originally formed to provide for the specific needs of south Evanston, RPD is committed to the mission of serving all residents of the district regardless of race, class, gender, sexuality, or ability. RPD is committed to advancing racial equity,



diversity, and inclusion in all its forms. We embrace individual uniqueness and foster a culture of inclusion in an effort to create barrier-free access to our parks, programs, services, and facilities.

Sharing space and facilities in a time of pandemic and in [intimate neighborhoods\\*](#) can be challenging. Indeed, COVID-19 reminded all of us how important park space and facilities can be for our health and wellbeing, and RPD strives to meet the challenge of ensuring equitable access for all residents of our diverse district.

[RPD acknowledges that instances of restricted accessibility, a lack of clarity about park policy, and disparities in noise complaints from neighbors, have, too often, disproportionately impacted black persons who utilize our basketball facilities and programming.](#) We apologize for how this has negatively impacted individuals and the community and for failures to consistently live into our commitment to ensure equitable access to parks, programs, services, and facilities for all residents of the district.

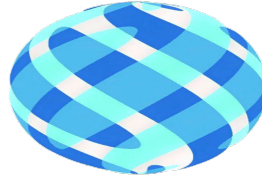
We highly value, and welcome, people to play basketball. We are committed to educating ourselves, and our community, about how disparities in complaints and surveillance of basketball in park spaces can perpetuate racism and taking proactive steps to address these issues. We are in the process of developing a Racial Equity lens to ensure that our policies and practices are inclusive and equitable. [\(Insert plan for further board/committee/staff training\)](#) We will be making our basketball court policies more transparent, accessible, and consistent while celebrating basketball, and its players, at the Ridgville Park District courts.

[\\*Explain what is meant by intimate](#)

[\(Insert contact information/website\)](#)

For further reading:

[List related articles](#)



## REDI Status Report

### 1.2023 RFP Deliverables:

<b>Deliverable #1</b>	a. Review Equity Climate Assessment and identify key points of focus for DEI work. b. Review Equity Charter and Equity Lens Process to identify key points of focus to operationalize DEI work.
<b>Deliverable #2</b>	Collaboratively develop and administer comprehensive annual DEI assessment.
<b>Deliverable #3</b>	Develop REDI committee procedures and goals, audit policies as needed and provide recommendations.
<b>Deliverable #4</b>	a. Provide coaching, as necessary. b. Provision of training related to DEI basics and other content relevant to organizational needs identified through audits, meetings, and observation.

**Deliverable #1** a.- Review of Climate Assessment completed. Met with REDI chair and RPD program director to identify key points of focus for current year of work for RPD.  
b. Delivered review of Equity Charter in REDI committee meeting to reground committee members, reviewed as refresher in board meeting to strengthen connection to REDI committee. Integrated abbreviated review of equity charter in equity training for REDI committee, board and RPD staff.  
Integrated refresher into equity training provided to all of RPD staff and board, developed process for document review for REDI committee, reviewed and trained in November 2022.

**Deliverable #2-** Collaboratively develop and administer comprehensive annual DEI assessment.  
Informal assessment of DEI efforts in REDI meetings, collecting data through initial interviews, and information contributed through equity conversations re: growth areas.  
Formal development, administration and analysis of a comprehensive annual DEI assessment needs to be assessed. Assessment to possibly include or connect to REDI community survey revamp; survey data provided by RPD director for review and recommendations in coming months.

**Deliverable #3-** Develop REDI committee procedures and goals, audit policies as needed and provide recommendations.  
Initial audit completed, included initial review of YouTube videos, website, Charter/Equity Lens documents, previous consultants' recommendations and reports, initial interviews with REDI committee members. Initial review of identified ordinances for rewrites.

Developed REDI chair board report template- updated report implemented, developed template to review documents integrating an equity lens and reviewed process with REDI committee, process pilot used in anticipation of review of identified components of RPD ordinances.



## REDI Status Report

### 1.2023

Updates to the REDI committee landing page, recommendations for consistent REDI committee and community contributions to increase collaboration and interaction with the community and the committee; including process recommendations.

- Deliverable #4** a. Provide coaching, as necessary.  
b. Provision of training related to DEI basics and other content relevant to organizational needs identified through audits, meetings, and observation.

Ongoing provision of guidance and coaching for committee chair, RPD director, REDI committee members. Guidance and coaching regarding a range of focused topics connected to Racial equity including, but not limited to community complaints, delivery of recommendations.

Development of training tailored for RPD regarding Racial Equity.

Modules	Topics Addressed
<b>Setting the Stage</b> Session 1	Norms/Agreements Reviewing the Equity Charter Conflict Transformation/Conflict Management
<b>Key Terms &amp; Definitions</b> Sessions 1 & 2	REDI key terms and definitions & deep dive concepts Deeper dive concepts including: anti-racist, implicit bias, microaggressions, equity versus equality
<b>Racial Equity Lens</b> Sessions 2 & 3	Applying a racial equity lens Bridging connection between REDI committee and board
<b>Racial Equity and Park Districts</b> Session 3	Race and park space Re-imagining public spaces to impact social and economic inequity and fragmentation

Date: February 7, 2023  
To: Board of Commissioners  
From: Natalie Sallee  
Subject: Nature-Based Play Equipment Update

At the IAPD/IPRA conference in January, I spoke to multiple playground manufacturers about nature-based play design, pieces, and installation. I told them about our Request for Proposals (RFP) and got some great feedback and suggestions. I also had a Zoom meeting with Bienenstock, a natural playground vendor, who Brian and I had met for a lunch & learn in 2022.

Quick overview- we have \$15,000 budgeted this fiscal year for nature-based play. Commissioner Mitchell asked me to put together an RFP to get the process started. The RFP calls for assistance in choosing an appropriate location, design, build and install of an all-inclusive nature-based playground. I used templates I found from other park districts to create this document, which I shared at our January Board meeting, and it's been shared through the Evanston Review. The deadline to submit a proposal is March 3.

Here are some important questions that came up in my conversations with vendors and information I received from them regarding materials, process, and budget:

**What is our priority regarding materials- longevity or lumber?**

Natural playgrounds are mostly made of lumber. The lifespan of lumber is 12-15 years with the appropriate upkeep (sealants, oils, etc.). I learned there is a new material that is very popular in the nature-inspired play space called Glass Fiber Reinforced Concrete (GFRC). This material is used to create realist-looking boulders and logs, and the lifespan is 30+ years. It's also relatively easy to clean if graffitied.

**Which process makes the most sense for us?**

What I learned is that we will likely not find ONE company that will design, build, and install this playground (or selected equipment). Bienenstock said they could go through the entire process with us from beginning to end and teach our maintenance crew how to build our own pieces in the future and do repairs. This type of service, whether from Bienenstock or otherwise, would require a significant amount of planning and budget consideration- which is fine, but our current timeline won't work. It is most cost-efficient to design/build or buy pre-made pieces through one vendor and outsource the installation locally to a landscape architect.

Also, does the Board have a way they'd prefer to select the play pieces? I've attached some examples of popular structures. How about park locations? All at one park, or spread over multiple parks?

**Do we want the \$15,000 to cover equipment and installation, or only equipment?**

For \$15k, whether we go the natural material or GFRC route, we can purchase some "statement" pieces. Unfortunately, this won't be enough for a full playground. I'm wondering if we hope to get as many pieces as possible for \$15k, and then plan to budget money for the installation in the next fiscal year. I'm not sure if that would be considered avoiding a potential bid (projects above \$30k)- I have no idea what this type of installation costs, but I can look into it.



### DISCOUNTED SHIPPING

On orders over \$25,000



### HAND CRAFTED

Made To Order



### SUSTAINABLY SOURCED

Wood & Raw Materials



### COMPLIANT EQUIPMENT

CSA, ASTM & ANSI Compliant



Play



Music



Creative



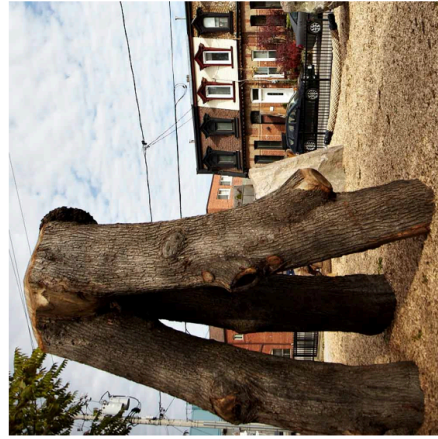
Log Work



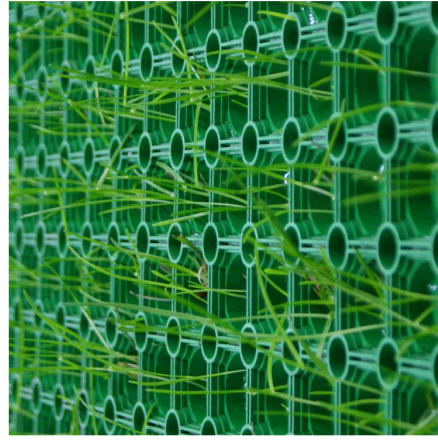
Furniture



Sand & Water



Custom Structures



Surfacing



908 Seward St.  
Evanston, IL 60202  
(847) 869-5640  
www.ridgeville.org

January 3, 2023

## Request for Proposals to Design, Procure and Install All-Inclusive Nature-Based Playground

### Introduction

Ridgeville Park District is a public agency dedicated to enriching the lives of its residents and neighbors in South Evanston. Named after a historical settlement around present-day Ridge Avenue, Ridgeville is separate from the City of Evanston's recreation department. Ridgeville maintains seven parks which cover more than 14 acres of green space in south Evanston with more than 10,000 households living within its district boundaries. It brings engaging year-round programming for youth and adults, activity-filled summer camps, community events and opportunities to gather with your neighbors and celebrate our diversity.

**Our mission** is to enhance the quality of life, to promote a strong sense of community and contribute to the health of our citizens, community, and environment by providing safe, attractive parks, opportunities to build community, and a diverse, challenging set of arts and recreational programs.

### Scope of Work

Ridgeville Park District is seeking proposals from qualified nature-based playground suppliers to identify and recommend a location for, design and install, a premium nature inspired play circuit. The equipment for this circuit must establish high quality standard playground equipment that is nature inspired. A natural playground is a play environment that consists of elements and textures from the earth such as trees, logs, tree stumps, boulders, and plants instead of a traditional steel playground structure. These natural landscapes lend themselves to providing opportunities for children to play, explore, imagine, and be challenged by the natural elements. The play equipment must meet or exceed the current ADA accessibility guidelines and CPSA play structure standards and provide innovative and exciting play opportunities for a range of preschool to school age children (ages 2-12 years). Equipment should be composed of materials that are fire and vandal-resistant and components and parts that can be easily replaced.

### Project Timeline

Proposals must be received by **5:00 P.M. on March 3, 2023**. Proposals may be mailed to:

**Ridgeville Park District  
Attn: Natalie Sallee  
908 Seward St.  
Evanston, IL 60202**

Or sent via email to [programs@ridgeville.org](mailto:programs@ridgeville.org).

The Board of Commissioners will publicly review the proposals on **March 9, 2023**. Park District may speak with client references prior to this public meeting. Proposal selection will be made on **March 13, 2023**, and completion of the project will be **June 30, 2023**. No contract will be formed until executed by an authorized signer on behalf of the Park District.

Updates or changes to this process, if any, will be announced on our website.

**Submittal and Selection Criteria**

Proposals should include the following:

1. Description of previous experience with comparable projects (minimum of three, including reference contacts)
2. Project estimate with a line-item cost breakdown of all playground features
3. Warranty information for each proposed playground and nature play component
4. List of sub-contractors who would be involved with this project, their previous project experience and qualifications (if applicable)

Proposals will be considered by Ridgeville Park District Staff and interested members of the public, then forwarded to the Board of Commissioners for final evaluation and selection. The Board of Commissioners will use the following criteria to evaluate proposals:

1. Match to Program Objectives & Project Scope
2. Quality of Equipment Proposed
3. Innovation and Play Opportunities
4. Experience and Knowledge of Product
5. Capital Purchase Price

The Board of Commissioners reserves the right to request written clarification of proposals and supporting materials. Phone interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements.

Ridgeville Park District reserves the right to accept or reject any or all responses to this Request for Proposal, to enter into a contractual agreement provided by Ridgeville Park District with any individual or company submitting a response to the Request for Proposal, or to delay and/or cancel in part or in its entirety this Request for Proposal if it is in the best interest of the Ridgeville Park District, in its sole opinion, to do so.

**Budget**

Ridgeville Park District's budget for the design, procurement, and installation of an all-inclusive nature-based playground is \$15,000.

**Questions**

Questions regarding this Request for Proposal may be directed to Natalie Sallee at (847) 869-5640 or [programs@ridgeville.org](mailto:programs@ridgeville.org)

*It is the policy of Ridgeville Park District to provide equal employment opportunity to all individuals in accordance with applicable federal, state and local laws.*