

MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, OCTOBER 2, 2024

Call to Order and Roll Call

The meeting was called to order by Vice President Smith at 7:02pm at the Lind Building. All present recited the Pledge of Allegiance.

Commissioners Present: M Carpenter, G. Sada, P Smith, R Sudduth

Commissioners Absent: T Larem

Others Present: District Administrator, Brian Ramsey; Program Director, Peter Graham; Treasurer, Art Schenone; and Attorney, Megan Mack.

Approval of Agenda

A motion was made by Commissioner Smith, second by Commissioner Carpenter, to approve the Meeting Agenda for October 2, 2024. Motion carried 4-0 on a voice vote.

Approval of Minutes

A motion was made by Commissioner Sada and seconded by Commissioner Sudduth to approve the minutes of the Board Meeting of September 11, 2024. Motion carried 4-0 on a voice vote.

Treasurer's Report

Treasurer Art Schenone presented the listing of receipts, payroll, and disbursements for the month of August 2024. Receipts of \$5,656.21 were reported.

A motion was made by Commissioner Sada and seconded by Commissioner Carpenter to ratify payroll in the amount of \$10,362.19 as presented. Voting "aye" were Commissioners Carpenter, Sada, Smith, and Sudduth. Motion carried 4-0.

A motion was made by Commissioner Sudduth and seconded by Commissioner Carpenter to ratify the disbursements of \$55,228.68 as presented. Voting "aye" were Commissioners Carpenter, Sada, Smith and Sudduth. Motion carried 4-0.

MINUTES OF THE BERKELEY PARK DISTRICT

REGULAR BOARD MEETING

WEDNESDAY, OCTOBER 2, 2024

Page 2

Correspondence - No correspondence has been received.

Attorney's Report

Attorney Mack indicated that she has suggested to Administrator Ramsey to contact Illinois Association of Park District's (IAPD) as a good source as related to Policy information.

Commissioner's Reports

Carpenter – Budget & Finance Report: Provided Financial Report as related to the cost of running Recreation Programs in the month of September based upon information obtained by the District Treasurer. Her report indicated Expenditures at \$2,836.05 and Revenues at \$2,793.04, with a negative Balance of \$43.01

Sada – Programs Report: The Commit to Fitness Program had a profit of \$1200. Currently working on Winter Programs. The Fall Festival currently has 22 vendors signed up with \$1,055 in Revenue, and we still have spaces available.

Smith – Playground Equipment & Building/Grounds Maintenance Report: Indicated that he would defer his report as he is aware that Administrator Ramsey will be giving an update late in the Agenda.

Sudduth – Grants & Personnel: No Report

Sada – Community Engagement Report: Working on Sponsorship forms for Special Events. Someone suggested to her that the Park District needs a Suggestion Box in the Park and/or in the Building.

Staff Reports

District Administrator, B. Ramsey – Referenced designated items in a written report to the Board as follows:

Met with Joe Romano regarding clean-up and special attention to the Ring of Honor in Berkeley Park. New mums were planted for the Memorial Event that will be held there on Friday, and Joe Wagner at the Village will arrange to have the Street Sweeper clean the pavement.

MINUTES OF THE BERKELEY PARK DISTRICT

REGULAR BOARD MEETING

WEDNESDAY, OCTOBER 2, 2024

Page 3

Met with the contractor in the park for a Pre-Construction meeting as related to the Bike Path Project and made some minor realignment to the path between the Volleyball Courts and the Pickleball Courts area. Also discussed the layout of the Dugout fencing on the ballfield and appropriate egress to the field. We are still waiting for permits from MWRD to start the project.

The contract has been signed for the Roofing Project for the Lind Building and we will hold a Pre-Construction Meeting with the contractors, Legat and Red Feather on Friday at 10:00am. Then it will be approximately 2-3 before they start the project as they still need to order materials. We don't anticipate any issues in which the project would cause any disruption with programs and activities schedule in the building.

Administrator Ramsey indicated that he's been working with Recreation Director Peter Graham to improve our program financial reporting, and that based upon a conversation with Treasurer Art Schenone, that all funds to run these programs have already been approved when the Board approved the Budget. However, they are working to provide more details as related to expenditures in the future. Additionally, since the District doesn't seem to have a Purchasing Policy, Administrator Ramsey has modified and revised one that should meet the Districts need and requested the Board members review it and contact him with any questions or suggestions of additional revisions. If it appears to be satisfactory, then he would like to place it on the Agenda in November for consideration and approval.

Program Director, P. Graham - Reported on the success of the Pickleball Tournament, and that the Volleyball League has concluded for the year. He thanked the Centennial Group for donated prizes. The Halloween Event is scheduled in the park on October 30th, and they are looking for people to be involved in the Trunk and Treat activity.

Old/Unfinished Business

Administrator Ramsey shared that Peter Murphy requested to change the date of the Self-Evaluation Workshop with the Illinois Association of Park Districts (IAPD) to Wednesday, January 8, 2025. There was consensus from the Board to accept this new date as requested.

MINUTES OF THE BERKELEY PARK DISTRICT

REGULAR BOARD MEETING

WEDNESDAY, OCTOBER 2, 2024

Page 4

New Business

Peter Grahon presented his request to purchase a Giant Outdoor Inflatable Soccer Kicking Goal Game that would be used for Special Events in the Park and other activities planned throughout the year. Commissioner Smith indicated that no voted was required for the purchase, and the Board agreed by a general consensus.

Public Comment – One person in attendance inquired about where the Trunk and Treat would take place in the Park.

Executive Session – Tabled

Adjournment

A motion was made by Commissioner Sudduth and seconded by Commissioner Carpenter to Adjourn the meeting at 7:24pm. Motion carried 4-0 on a voice vote.

Board Secretary

President