

**MINUTES OF THE BERKELEY PARK DISTRICT**  
**REGULAR BOARD MEETING**  
**WEDNESDAY, NOVEMBER 6, 2024**

**Call to Order and Roll Call**

The meeting was called to order by Vice President Smith at 7:03pm at the Lind Building. All present recited the Pledge of Allegiance.

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

Commissioners Absent: None

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

**Approval of Agenda**

A motion was made by Commissioner Smith, second by Commissioner Sada, to approve the Meeting Agenda for November 6, 2024. Motion carried 5-0.

**Approval of Minutes**

A motion was made by Commissioner Smith and seconded by Commissioner Sada to approve the minutes of the Board Meeting of October 2, 2024. Motion carried 5-0.

**Treasurer's Report**

Treasurer Art Schenone presented the listing of receipts, payroll, and disbursements for the month of August 2024.

A motion was made by Commissioner Sada and seconded by Commissioner Smith to ratify payroll in the amount of \$7,977.57 as presented. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

A motion was made by Commissioner Carpenter and seconded by Commissioner Sada to ratify the disbursements of \$29,321.57 as presented. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith and Sudduth. Motion carried 5-0.

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#### **Correspondence**

Administrator Ramsey presented informed the Board on two (2) items received. A letter from the Illinois Association of Park District's (IAPD) regarding a request to provide the association with the name of Board delegates that will represent the District at the Annual Parks & Recreation State Conference in January. Additionally, the Board was informed about a FOIA request that was received, and that with the assistance of Attorney Bolotnikov, a response was prepared and forwarded to the requester.

**Attorney's Report:** Attorney Bolotnikov – No Report.

#### **Commissioner's Reports**

**Carpenter – Budget & Finance Report:** Due to a delay in receiving requested information, she will defer her report until next month.

**Sada – Programs Report:** Still accepting vendor registration for the Holiday Market planned for December. Plus, Winter Programs will be starting in January.

**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:** Will defer his report until New Business.

#### **Staff Reports**

**District Administrator, B. Ramsey –** Referenced updates on designated projects in a written report to the Board stating that the backstop and fencing has been installed at the Berkeley Park ballfield project. Permits for the Bike Path have been approved and we are anticipating the construction to start within the next 30 days. Public Notice regarding the construction project in the park has been posted on the Park District's website and Facebook page and informing the public of limited access to areas of the

park during construction. Commissioner Smith suggested contacting the Village and seeing if the Park

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District have an announcement sent out regarding the construction through their Robo-Calling Service.

Further, and update was provided regarding the Roofing Project at the Lind Park Building. The masonry work was completed 2 weeks ago, as well as a new roof on the west side of the building. Currently, the roofers are working on the roof over the east room and is expected to be completed sometime next week. They are still waiting on the delivery of the skylights that will be replaced, which may be 2 weeks out. President Larem requested that Administrator Ramsey investigate the need for interior ceiling repairs once the roof is completed.

**Program Director, P. Graham** – Provided a brief overview of a written report that highlighted success of the Fall Festival special event and the Haunted Trail that were both held in Berkeley Park in October. Mentioned that he is currently working on the Winter Programs and that it may include a new gymnastics program. Also mentioned the Christmas decorations in the Park in December.

#### **Old/Unfinished Business**

The Board review a Purchasing Policy as presented by Administrator Ramsey at the Park Board Meeting in October. There were no questions, and few comments. Motion by Commissioner Smith to Approve the Purchasing Policy as presented. Seconded by Commissioner Carpenter. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

#### **New Business**

- A. Discussion and consideration to Certify designated Park Board Members to serve as delegates to the Annual Business Meeting at the IAPD/IPRA Conference in Chicago in January 2025.** The Park Board designated Commissioner Carpenter as the official delegate and named Commissioner Smith as an alternate. Motion by Carpenter and seconded by Smith. Roll Call Voting

“aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

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#### **New Business (Continued)**

- B. Approval of Resolution #2024-03**, authorizing signatories of the Park District Accounts at the Republic Bank in Berkeley. Signatories will be as stated, Commissioner Carpenter, and Treasurer Schenone. Motion by Sudduth, and seconded by Larem. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.
- C. Review and consideration of the 2024 Tax Levy Ordinance #24-03.** Treasurer Schenone provided an overview of the Ordinance and changes from the previous year and indicated that the maximum Levy to be \$268,942. No Action was required as the Levy must be on File for public notice for 30 days prior to adopting.
- D. Review and approval of the 2025 Calendar for Regular Scheduled Park Board Meetings.** All meetings are scheduled to be held on the first Wednesday of the month. Minimal discussion and suggestions to change the meeting dates to the 2<sup>nd</sup> Wednesday in the following months; January, July, and September. Motion by Smith and seconded by Sudduth to accept the Meeting dates as amended. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.
- E. Discussion and consideration of permitting Mayor Lee and the Village of Berkeley to install an outdoor Ice Rink in Berkeley Park.** Commissioner Smith elaborated that the Rink would be similar to last year, but instead of two small rinks, it would be one large rink and that the Village would maintain it. Furthermore, the access dirt from excavating the Bike Path could be used to level the ground under the Ice Rink and that Mr. Lee has proposed doing this at no cost to the Park District. Motion by Smith and seconded by Sudduth, to permit the Ice Rink in Berkeley Park and repurpose the surplus dirt from the Bike Path Project as needed. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

**Public Comment – None.**

**Executive Session: Motion by Larem and seconded by Sudduth to adjourn to Executive Session for the purpose of discussing the purchase or lease of real estate 5 ILCS 120 /**

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**(2) (5); Personnel 5 ILCS 120/2 (c) (1); imminent or pending litigation 5 ILCS 120 /2 (2) (c) (1) as permissible under the Illinois Open Meetings Act. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0. @ 7:50 pm.**

**Reconvene to Open Session @ 8:05pm Motion by Larem and seconded by Sudduth.**

**Action on Matters Discussed in Closed Session: Motion by Smith and seconded by Sudduth to adopted a 3% increase to Peter Graham retro-active to January of 2024. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.**

**Adjournment**

A motion was made by Commissioner Sada and seconded by Commissioner Sudduth to Adjourn the meeting at 8:07 pm. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

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Board Secretary

President

BPD Board MINUTES/bcr: 2024.11.06