

**MINUTES OF THE BERKELEY PARK DISTRICT**  
**REGULAR BOARD MEETING**  
**WEDNESDAY, DECEMBER 4, 2024**

**Call to Order and Roll Call**

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

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

Commissioners Absent: G. Sada

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 Sudduth, to approve the Meeting Agenda for December 4, 2024. Motion carried 4-0.

**Approval of Minutes**

A motion was made by Commissioner Smith and seconded by Commissioner Sada to approve the minutes of the Board Meeting of November 6, 2024. Motion carried 4-0.

**Treasurer's Report**

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

A motion was made by Commissioner Sudduth and seconded by Commissioner Carpenter to ratify payroll in the amount of \$9780.50 as presented. Voting "aye" were Commissioners Carpenter, Larem, Smith, and Sudduth. Motion carried 4-0.

A motion was made by Commissioner Smith and seconded by Commissioner Sudduth to ratify the disbursements of \$21,239.95 as presented. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith and Sudduth. Motion carried 4-0.

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#### **Correspondence – No Report**

**Attorney’s Report:** Attorney Mack informed the Board to anticipate a dinner invitation in regard to attending a Dinner for Ancel Glink Clients at the IAPD/IPRA Conference in January. She encouraged Board Members to attend the Conference, and to be their guest at this annual dinner that Ancel Glink extends to their clients.

#### **Commissioner Sada arrived at 7:10pm for the Board Meeting**

#### **Commissioner’s Reports**

**Carpenter – Budget & Finance Report:** No Report.

#### **Smith – Playground Equipment & Building/Grounds Maintenance Report:**

Indicated that he had been discussing the set-up of the Ice Rink in Berkeley Park with Bob Lee, and that they will be using the area just west of the Pickleball Courts. Bob will bring in dirt to fill in low spots and level the area as needed at no cost to the Park District. The Village will handle the maintenance of the Ice, and that the Lion’s Club is interested in hosting an Ice-Skating Event in the park – TBD in January.

**Sudduth – Grants & Personnel:** No Report

**Sada – Programs Report:** Indicated that she had received two different Winter Brochure and didn’t fully understand why. District Administrator Ramsey explained that we have been working with Lisa Moline (Modus Marketing) to develop our Winter Brochure and apologized for the confusion.

**Sada – Community Engagement Report:** No Report

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### **Staff Reports**

**District Administrator, B. Ramsey** – Referenced updates on designated projects in a written report to the Board stating the following:

The Bike Path Project was going well in Berkeley Park and the paving of the new path was complete. Midwest Field Solutions still needs 3-4 days to complete the grooming of the berm and to install the warning track material in the dug-out and back-stop area of the ball field. A Walk-thru with the contractor to review the items on the punch list, and if they will be able to complete the project due to the current inclement weather conditions. The walk-thru is scheduled for Thursday, December 12th – time TBD.

The Roofing Project on the Lind Park Building has gone well. However, we are still waiting for the Skylights to be replaced. Red Feather has indicated that they will begin replacement of the Skylights on Friday, December 6th, and hope to be completed by next Friday, December 13th.

Lastly, Administrator Ramsey shared that he had accepted the resignation from Peter Graham who will be leaving the District at the end of the month. He thanked Peter for his years of dedicated service to the Park District and shared how much he's enjoyed working with him over the past 3 months.

**Program Director, P. Graham** – Provided a brief overview of a written report that highlighted the success of the Turkey Shoot held in November. Additionally, he reviewed a short list of the up-coming Special Events scheduled in December:

Loteria – Friday, December 6th @ 7:00pm in the Lind Park Building. Currently we have at least 12-15 people who have called in to pre-register. This is a FREE event.

Christmas Market – Saturday, December 7th @ 12 Noon – 4:00pm at the Lind Park Building. Currently we have 20 Vendors who have secured spots + Santa Claus will be on hand to visit with.

Craft Day with Santa – scheduled for Saturday, December 14 @ 1:00-3:00pm @ the Lind Park Building. Still accepting registration.

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### Staff Reports Continued

New Year's Eve Party – scheduled for Tuesday, December 31 @ 10:30am – 12:15pm at the Lind Park Building. This is an event for parents with younger children (10 and under) to celebrate the New Year at 12:00 Noon. Still accepting registration.

### Old/Unfinished Business

- A. **Adoption 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 discussion. Motion by Smith and seconded by Carpenter. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, Sudduth. Motion carried 5-0.

### New Business

- A. **Review and approval of new Room Rental Fees for the Lind Park Fieldhouse.** President Larem requested that this item be Tabled to the next Board meeting. No discussion. Board members unanimously agreed verbally.
- B. **Review and consideration of a proposed Anti-Nepotism Policy.** Motion by Commissioner Sudduth and seconded by Smith. No Discussion. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Smith, and Sudduth. Voting Abstain Commissioner Sada. Motion carried 4-0-1.
- C. **Review and consideration of a proposed Social Media Policy.** Attorney Mack indicated that often her firm, Ancel Glink revised Policies that have created for other clients (park districts and/or municipalities) in order to save their clients' cost. In review of this Policy, she suggested that since the District only has one staff person, that they may want to consider adding a line for Board Members to sign and agree to the implementation of this policy as well. There were no objections or discussion. Motion by Sudduth and seconded by Carpenter. Roll Call Voting “aye” were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth.

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

- D. Consideration and approval of dissolving the Community Engagement Committee.** Commissioner Sada stated that she was surprised this was on the agenda and didn't know why. She mentioned that she had an item under the Committee that she was going to bring up but was waiting for the training next month with Peter (Murphy) IAPD (CEO). Commissioner Larem stated that she now felt that with Brian on board, many of the things that the Engagement Committee should be doing could simply be done by the District Administrator. Commissioner Sada would like to see the Committee be renamed as the Public Relations Committee, and/or then the Board should create a Community Advisory Committee so the Board would have feedback. Administrator Ramsey stated that generally Municipalities without a Park Board have Advisory Committees and creating an Advisory Committee would be redundant of the task of the Park Board. Commissioner Smith suggested that perhaps the Board look into renaming the Committee, and Motion to Table the discussion. Seconded by Sada. Roll Call Voting "aye" were Commissioner Carpenter, Larem, Sada, Smith, Sudduth. Motion carried 5-0.

### **Public Comment**

- Laura Graham inquired why there is no Financial information on the Park District's website and when will information be added. Attorney Mack addressed the question and informed the constituent that the Board is not required to post anything more than the Budget & Appropriate Ordinance, which they have done.

### **Adjournment**

A motion was made by Commissioner Larem and seconded by Commissioner Smith to Adjourn the meeting at 7:37 pm. Roll Call Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith, and Sudduth. Motion carried 5-0.

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Board Secretary

President