

**MINUTES OF THE BERKELEY PARK DISTRICT**

**REGULAR BOARD MEETING**

**WEDNESDAY, APRIL 2, 2025**

**Call to Order and Roll Call**

The meeting was called to order by President Larem at 7:31pm at the Lind Building.

Commissioners' Present: T. Larem, P Smith, G. Sada

Commissioners Absent: R. Sudduth, M Carpenter

Others Present: District Administrator, Brian Ramsey; and Attorney, Megan Mack

**Approval of Agenda**

A motion was made by Commissioner Smith, second by Commissioner Sada, to approve the Meeting Agenda for April 2, 2025. Motion carried 3-0.

**Treasurer's Report – No Report**

District Administrator Ramsey indicated that we are currently in the middle of changing our Accounting Services from Mr. Art Schenone to Lauterbach & Amen and therefore we do not have any Financial Reports to provide to the Board at this time. I will be meeting with Art Schenone tomorrow in which he will be turning over all the Financial Records/Books and supporting documents.

**Correspondence: No Report**

**Attorney's Report: No Report**

**Commissioner's Reports**

**Sada – Programs:** Stated that the new Spring Brochure is out and had one questions regarding the Tee-Ball program; if players sign up late and miss the Mini Camp will they still be charged the full amount. District Administrator Ramsey proceeded to indicate that we currently have 6 registered and are still accepting additional players. The fee includes the Mini Camp as well as they will be purchasing uniforms for players, and the fee as indicated covers that cost.

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**Smith – Playground Equipment & Building/Grounds Maintenance Report:** He indicated that he has spoken with Joe Wagner with the Village and inquired if they could assist the District by picking up the garbage in Berkely Park 2 times a week. Additionally, Commissioner Smith would like to see if we could add another trash can between the Gazebo and the corner at Taft & Electric along the Bike Path. Administrator Ramsey indicated that he would look into to that.

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

**Staff Reports: District Administrator, B. Ramsey** – Referenced a written report that was included in the Board Packet and proceed to highlight the following:

Selected 6 candidates to interview for the Program Coordinator's position. 3 candidates were scheduled earlier today which 1 was a no show. Additionally have 3 more candidates scheduled for Friday. We hope to be able to offer the position to one of these candidates and have someone start within 30 days or less.

The new Spring Brochure has been distributed to the Village Hall, the Berkeley Public Library, and other businesses partners in Berkeley. Even though we would like to get to the point of mailing the brochure to each household, due to time restrictions, which wasn't possible this time around. As indicated in the brochure, this week is strictly a week without any programs which allows participants to register prior to programs starting next week. Registration appears to be going well with more registration versus what we experienced for Winter Programs.

The Extravaganza Egg Hunt is scheduled for April 12<sup>th</sup> and requested if Commissioner Sada could provide some assistance and arrange for 2-3 volunteers for this activity.

Administrator Ramsey indicated that he would be meeting with Kelly Brainerd from Lauterbach & Amen on Thursday to review the transitional progress in setting-up our Accounting Services with her. They will be handling out Payables starting in April and will eventually set-up a system where we print the checks at the Park District Office, and they will be auto-signed so the Board will not have to be signing checks after the meeting.

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

##### **Adoption of Resolution 03-2025, Authorization of Signatories to the Financial Accounts held at Republic Bank of Berkeley, Illinois.**

The purpose of the Resolution was to change the individuals that are permitted to review and sign on the Financial Accounts at the bank. The designated individuals will be Commissioner Carpenter; Commissioner Larem; and District Administrator, Ramsey.

A motion was made by Commissioner Smith to adopt Resolution 03-2025. Seconded by Commissioner Sada. Voting "aye" were Commissioners Smith, Sada and Larem. Motion carried 3-0.

#### **New Business:**

##### **Review and approval of the 2025 Landscape/Mowing Contract with Romano Landscaping for grounds maintenance & mowing of Berkeley Park District property.**

A motion was made by Commissioner Smith to approve the Landscape/Mowing Contract ending on March 1, 2026. Seconded by Commissioner Sada. Voting "aye" were Commissioners Smith, Sada, and Larem. Motion carried 3-0.

##### **Proposal by the Berkeley Community Garden Club.**

Tomasz Klymiuk addressed the Board on behalf of the Garden Club and thanked them for allowing him to speak to the Board regarding their request. He stated that the Garden Club has lost their Gardens on St. Charles Road and were searching for a new location. Since their previous meeting with Administrator Ramsey, Memorial Park District has agreed to provide them with space. However, they would still be interested in providing a small presence in Berkeley. Discussion regarding a possible site and if it would assist in the Park District's application for an OSLAD Grant in 2025. Legal Counsel Mack inquired of the Club's current NFP status. Tomasz indicated that they are an informal group and do not have NFP status at this time. Commissioner Smith inquired if they would be interested in one garden space, versus several smaller gardens. President Larem thanked them for coming to the Board Meeting, and indicated they would need further consideration.

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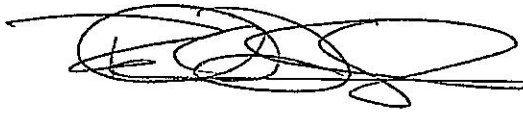
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**Flooring Replacement Report:** District Administrator Ramsey provides the Park Board with a brief update regarding the response to the Flooring RFP that was addressed in the month of March. He indicated that he had directly mailed 17 potential vendors and only had 2 stops in the building to view the area and take measurements, and only 1 proposal was actually received. These proposals exceed the threshold of \$35,000 and therefore required the District to implement a Close Bidding process to engage in a Floor Replacement Project. Furthermore, he suggested that we should reconsider a previous proposal from Legat Architects to serve as a consultant and manage this project. The Board agreed and requested that he contact them again for a Consultant Proposal to address this project.

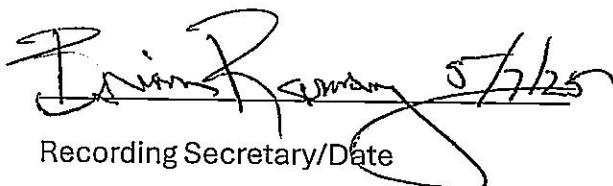
**Public Comment: None**

**Adjournment**

A motion was made by Commissioner Larem and seconded by Commissioner Smith to Adjourn the meeting at 8:01pm. Roll Call Voting "aye" were Commissioners Smith, Sada, and Larem. Motion carried 3-0.

 5/7/25  
Board Secretary/Date

  
President/Date

 5/7/25  
Recording Secretary/Date