

**MINUTES OF THE BERKELEY PARK DISTRICT  
REGULAR BOARD MEETING  
WEDNESDAY, December 3, 2025**

**Call to Order and Roll Call**

The meeting was called to order by President Larem at 7:00 pm at the Lind Park Fieldhouse.

Commissioners' Present: M Carpenter, T Larem, R Sudduth & P Smith.

Commissioners' Absent: D Sada

Others Present: District Administrator, Brian Ramsey; Program Coordinator, Sam Carlberg; and Attorney, Megan Mack.

**Approval of Agenda**

A motion was made by Commissioner Sudduth second by Commissioner Carpenter, to approve the Meeting Agenda for December 3, 2025. Voting "aye" were Commissioners Carpenter, Larem, Sudduth, & Smith. Motion carried 4-0.

**Approval of Minutes**

A motion was made by Commissioner Smith, and second by Commissioner Sudduth to approve the Minutes of the Park Board Meeting of November 5, 2025. Voting "aye" were Commissioners Carpenter, Larem, Sudduth, & Smith. Motion carried 4-0.

**Treasurer's Report:**

Commissioner Carpenter gave a brief Financial Report as provided by Lauterbach & Amen Accounting Services indicating the reconciled cash balance of \$509,582.95 between the Checking and Money Market Accounts.

A Motion was made by Commissioner Carpenter and second by Commissioner Smith to approve Payroll in the amount of \$6,009.46. Roll Call Voting "aye" were Commissioners Carpenter, Smith, Sudduth, and Larem. Motion carried 4-0.

A Motion was made by Commissioner Carpenter and second by Commissioner Sudduth to approve the monthly disbursements in the amount of \$88,517.08. Roll Call Voting "aye" were Commissioners Carpenter, Smith, Sudduth, and Larem. Motion carried 4-0.

**Correspondence:** Administrator Ramsey shared that he had recently received an Email Invitation from the Village of Berkeley inviting him to attend the Annual Joint Review Board for the Village's TIF District on Tuesday, December 9<sup>th</sup>.

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**Attorney's Report:** Megan Mack shared recent Legislation updates regarding changes to FOIA, effective January 1, 2026. Also commented that the District should add an FOIA Request Form to their website.

**Commissioner's Reports:**

**Commissioner Carpenter – Budget/Finance:** Provided a brief YTD Financial Summary as provided by Lauterbach & Amen which indicates that the District has spent 105% of its annual budget for the year, and that the District is still waiting for the 2<sup>nd</sup> Installment of Property Taxes from Cook County.

**Commissioner Smith – Building & Grounds:** Had a Committee Meeting with the District Administrator to finalize the new sign, and the sign has now been ordered. Additionally, he would like to see the District order another Trash Container for Berkeley Park like the one we have in Lind Park. Requested that the nets on the Pickleball Court need to be removed for the Winter.

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

**Staff Reports:**

**District Administrator, B. Ramsey** – Highlighted items in his written report as provided to the Park Board.

- The 2024 Compilation Financial Report has been completed by Selden Fox Accounting Service and has been distributed to the Board. He would entertain questions from the Board and if he needed, he could contact Ed Tracy at Selden Fox for further clarification.
- The District will be posting Room Rental information on its website by the end of the week, and we will start accepting Reservation Request. Vance Robinson, who currently teaches Gymnastics for the District has been designated as our new Building Attendant for these rentals.
- The Lind Park Fieldhouse will once again be closed on Election Day on March 17, 2025, to serve as a designated Polling Place.

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- District Administrator Ramsey reviewed a recent proposal he received from Chicago Soundproofing as related to Soundproofing Panels for the building which will help reduce the noise level. He will continue to look for comparisons and will have this item on the agenda for the next Board Meeting in January.
- Administrator Ramsey indicated that he recently registered himself and Program Coordinator Sam Carlberg for the IAPD/IPRA Conference that will be held in Chicago in January. He indicated that there is a provision in the Board's Policy Manual that permits Commissioners to attend through a reimbursement process and encourages any and all Commissioners to attend this Conference.

**Program Coordinator, S. Carlberg** – Highlighted items in his written report as provided to the Park Board.

- Provided the Board with Expense Report for the Special Events held in November; Autumn Painting Day; Turkey Team Shot; and that the Holiday Craft Day/Santa Show was cancelled on November 29<sup>th</sup> due to the snowstorm. This event has been rescheduled for Sunday, December 14<sup>th</sup> as it was the only open date that was available for the Santa Show.
- Up-coming Events/Programs include:
  - Loteria – Friday, December 6<sup>th</sup>
  - Holiday Craft Day & Santa Show – Sunday, December 14
  - Holiday Lunch & Learn with the Joint Relief Institute – Wednesday, December 17
  - New Year, New You Fitness Day – Saturday, January 10

**OLD BUSINESS:**

**A. Review and approval of the Calendar Schedule for the Regular Park Board Meetings in the 2026 Calendar Year.**

Discussion was held to determine the best time for scheduling Park Board meetings. Motion by Commissioner Smith and seconded by Commissioner Larem to approve Park Board Meetings be scheduled at 6:30pm as indicated by the 2026 Calendar Schedule as

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previously presented at the November 5<sup>th</sup> Park Board Meeting. Roll Call Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

**NEW BUSINESS:**

**A. Consideration and approval of a Letter of Concurrence to support the Village of Berkeley’s Taft Avenue Streetscape Project and realignment of the Illinois Prairie Path as may be deemed warranted in the connection of this project in Berkeley Park.**

Motion by Commissioner Smith and seconded by Commissioner Larem to approve a Letter of Concurrence from the Park District to the Village of Berkeley as related to supporting the Taft Avenue Streetscape Project. Roll Call Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

**B. Consideration and adoption of the 2024 FY Annual Financial Report (AFR) containing information as required by the Illinois Comptroller’s Office to be verified and presented to each member of the Park District Park Board of Commissioners.**

Motion by Commissioner Smith and seconded by Commissioner Larem to adopt the 2024 FY Annual Financial Report containing information as required by the Illinois comptroller’s Office to verify by Park Board of Commissioners. Roll Call Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

**C. Review and adopt the 2025 Tax Levy Ordinance #2025-03 as prepared by Lauterbach & Amen Accounting Service.**

Discussion. Commissioner Smith inquired why the Levy amount was smaller than previous years. Administrator Ramsey indicated that Lauterbach & Amen used the Tax Report as provided by the Cook County Clerk’s Office to prepare the Tax Levy information, and that Lauterbach & Amen calculations were based upon the maximum amount they could Levy at 4.999% knowing that the County will make appropriate adjustments. Attorney Mack further indicated that perhaps previous years were not accurate calculations, and that these calculations are similar to what she has seen with other Park Districts that they work with. Motion by Commissioner Smith and seconded by Commissioner Sudduth to adopt the 2025 Tax Levy Ordinance #2025-03 as prepared by Lauterbach & Amen. Roll Call Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

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**Public Comments:**

Mark Doduson, Berkeley, IL – Thanked the Park District for all the things that they do. He lives next to the park and is amazed how much use the new walking path gets. Also expressed his disappointment with the Halloween Event in the park and felt that the event should be held indoors. Does not agree with gory Halloween display in the park. Encouraged the District to consider holding the event indoors next year.

**EXECUTIVE SESSION:**

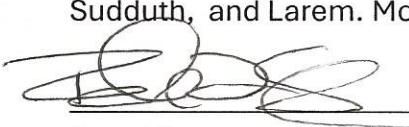
A motion was made at 7:41 by Commissioner Smith to adjourn to Executive Session. Motion was seconded by Commissioner Carpenter. Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

**Reconvene to Open Session:**

A motion was made by Commissioner Smith and seconded by Commissioner Sudduth to reconvene to Open Session at 7:53pm. Voting “aye” were Commissioners Carpenter, Sudduth, Smith, and Larem. Motion carried 4-0.

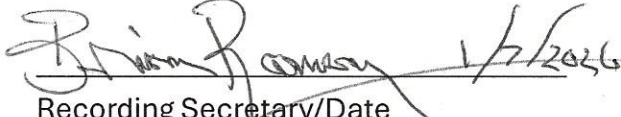
**Adjournment**

A motion was made by Commissioner Smith at 7:53pm and seconded by Commissioner Carpenter to Adjourn the meeting. Voting “aye” were Commissioners Carpenter, Smith, Sudduth, and Larem. Motion carried 4-0.

  
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Board Secretary/Date

1/7/2026

  
\_\_\_\_\_  
President/Date

  
\_\_\_\_\_  
Recording Secretary/Date