MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, January 7, 2026

Call to Order and Roll Call
The meeting was called to order by President Larem at 6:30 pm at the Lind Park Fieldhouse.
Commissioners' Present: M Carpenter, T Larem, R Sudduth, D Sada & P Smith.
Commissioners' Absent: NA
Others Present: District Administrator, Brian Ramsey; Program Coordinator, Sam Carlberg; and Attorney, Megan Mack.

Approval of Agenda
A motion was made by Commissioner Sada and second by Commissioner Carpenter, to approve the Meeting Agenda for January 7, 2026. Voting "aye" were Commissioners Carpenter, Larem, Sudduth, Sada, & Smith. Motion carried 5-0.

Approval of Minutes
A motion was made by Commissioner Smith, and second by Commissioner Sada to approve the Minutes of the Park Board Meeting of December 3, 2025. Voting "aye" were Commissioners Carpenter, Larem, Sudduth, Sada, & Smith. Motion carried 5-0.

Treasurer's Report:
Commissioner Carpenter gave a brief Financial Report as provided by Lauterbach & Amen Accounting Services indicating the reconciled cash balance of $466,976.56 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 $6,009.47. Roll Call Voting "aye" were Commissioners Carpenter, Smith, Sudduth, Sada, and Larem. Motion carried 5-0.

A Motion was made by Commissioner Carpenter and second by Commissioner Larem to approve the monthly disbursements in the amount of $12.136.92. Roll Call Voting "aye" were Commissioners Carpenter, Smith, Sudduth, Sada, and Larem. Motion carried 5-0.

Correspondence: Administrator Ramsey shared that the District received the Annual Report from IAPD and some of the general information was included in their packet. Additionally, IAPD included their invoice for the District's Annual Membership as well.

Attorney's Report: Megan Mack shared that members of the Board are invited to attend an Annual Dinner hosted by Ancel Glink at the IAPD/IPRA Conference, however, due to personal conflicts, she would not be at the dinner herself.

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 147% of its annual budget for the year, and that the District is still waiting for the 2nd Installment of Property Taxes from Cook County.

Commissioner Sada – Programming: Questioned why no kids turned out for the Craft Event with Santa. She requested to be more involved in programming and would like to schedule a meeting to discuss the Spring Brochure. She inquired about the status of the Community Survey & suggested it could've been available at the Libraries Open House. She is concerned that Programs keep getting cancelled and we need to find out what the Community wants.

Discussion:

Commissioner Smith stated that he's on-board with the Community Survey. Berkeley is similar to Hillside and has a heavy population of Seniors.

Commissioner Carpenter indicated we need a Marketing Campaign in advance. Would like to see monthly reports indicating Website Clicks; Facebook use; and Email Blast.

Commissioner Smith – Building & Grounds: Stated that the Ice Rink was installed and due to poor weather conditions, it hasn't been used yet. Currently waiting for the weather to change and get colder to create ice.

Commissioner Sudduth – Grants & Personnel: No Report

Commissioner Sada – Community Engagement: No Report

Staff Reports:

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

- The 2025 Tax Levy Ordinance & AFR Compilation Report was submitted prior to the required deadline to the Cook County Clerk's Office.
- Currently, we have 2 confirmed Building Reservations for the Lind Park Fieldhouse.
- Reminded the Board that the Administrator and Program Coordinator, Sam Carlberg will both be attending the IAPD/IPRA Conference from January 29-31.
- Currently, the Administrator is working in association with Lauterbach & Amen in the development of the 2026 FY Budget and plans to present a proposed budget at the next Park Board meeting in February.

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

- Provided the Board with an update on the Holiday Craft Day Event with Santa that was scheduled on Sunday, December 14th. Even though the District had anticipated 30 participants that had signed up for the program, no one attended this free event.
- Administrator Ramsey commented that they may be several factors involved that caused so many no shows, including
  - The weather conditions, as it was one of the coldest days of the year.
  - The Bears/Packers game was playing at the same time.
  - Because the event was free many registered participants found it easy to decide not to attend due to other commitments and/or weather. If the District charges a nominal fee, we may see fewer sign-ups, or those that do sign up & pay may be more likely to attend in the future.
- Program Coordinator Carlberg provided an update on the Youth Volleyball Program scheduled for at MacArther Middle School – that Session 1 was cancelled due to conflicts with scheduling the gym with the school. All registered participants were automatically moved to Session 2 or offered a refund. No one requested a refund and currently we have 9 registered participants. Session 2 will start in February.
- Commissioner Sada indicated that if the promotional flier were given to her, she would attempt to get it distributed directly through the school.

OLD BUSINESS: None.

NEW BUSINESS:

A. Consideration and approval of the 2025 Financial Statement & Compilation Engagement Report with Selden Fox.

Motion by Commissioner Smith and seconded by Commissioner Sada to approve the 2025 Financial Statement & Compilation Report as outlined in the Letter of Engagement by Selden Fox in the amount of $5,000. Roll Call Voting "aye" were Commissioners Carpenter, Sudduth, Smith, Sada, and Larem. Motion carried 5-0.

B. Consideration and approval to engage in the installation services for Sound Absorption Panels in the Lind Park Fieldhouse as proposed by Soundproof of Chicago.

Motion by Commissioner Smith and seconded by Commissioner Sada to approve the purchase and installation of Sound Absorption Panels as proposed by Soundproof of Chicago in the amount of $9,300.00. Roll Call Voting "aye" were Commissioners Carpenter, Sudduth, Smith, Sada, and Larem. Motion carried 5-0.

C. Consideration and approval of the Agreement for the Accounting Services with Lauterbach & Amen from January 1, 2026 thru December 31, 2026.

Motion by Commissioner Carpenter and seconded by Commissioner Sada to approve the Accounting Services Agreement with Lauterbach & Amen as presented. Roll Call Voting "aye" were Commissioners Carpenter, Sudduth, Smith, Sada and Larem.
Motion carried 5-0.

Public Comments: None

EXECUTIVE SESSION: None

Executive Session Action: Motion to Approve the Compensation Increase for the District Administrator as reviewed and proposed in Executive Session of the Board Meeting held on December 3, 2025. Second, by Commissioner Carpenter. Roll Call Voting "aye" were Commissioners Carpenter, Sudduth, Smith, Sada, and Larem. Motion carried 5-0.

Adjournment

A motion was made by Commissioner Larem at 7:11pm and seconded by Commissioner Smith to Adjourn the meeting. Voting "aye" were Commissioners Carpenter, Smith, Sudduth, and Larem. Motion carried 4-0.

4/1/26
Board Secretary/Date

4/1/26
President/Date

4/1/26
Recording Secretary/Date