

**MINUTES OF THE
REGULAR MEETING OF
BERKELEY PARK DISTRICT
OF: Monday, August 28, 2023
(Rescheduled Meeting for September 6, 2023)**

The regular meeting of the commissioners of the Berkeley Park District was held on Monday, August 28, 2023, at Berkeley Park District's Lind Park building. The meeting was called to order at 7:02 p.m.

Roll Call, Commissioners present: M. Carpenter, R. Sudduth, and President T. Larem. Commissioners excused M. Sada and P. Smith.

Other Park District Officials present: Attorney S. Posey, Director P. Graham, Consulting Director D. Schimmel

- I. There was a request to add the discussion of the Halloween Event to the agenda under New Business. A motion was made by Commissioner Carpenter and seconded by Commissioner Sudduth to approve the agenda with the addition of a discussion of the Halloween Event under New Business. A Roll Call Vote was taken. Voting "Aye" were Carpenter, Sudduth and Larem.
- II. A Motion was made by Commissioner Sudduth and Seconded by Commissioner Carpenter to Approve of the Minutes of the Regular Meeting held on August 2, 2023. A Roll Call Vote was taken. Voting "Aye" were Carpenter, Sudduth and Larem.
- III. A Motion was made by Commissioner Carpenter and Seconded by President Larem to Approve of the Minutes of the Special Meeting held on August 14, 2023. A Roll Call Vote was taken. Voting "Aye" were Carpenter, Sudduth and Larem.
- IV. Treasurer Report: The August Disbursements List dated August 2, 2023, of \$9,960.13 was presented by Consulting Director Schimmel on behalf of Treasurer Shenone. A motion was made by Commissioner Sudduth and seconded by President Larem to approve the Treasurers Report at presented. Voting "Aye" in Roll Call vote were Commissioners Carpenter, Sudduth and Larem.
- V. Attorney Report: Attorney Posey informed the Board that the Illinois Association of Park Districts has posted the Government Efficiency Report Template on their website. She noted that the template serves as a wonderful guide for park districts fulfilling this requirement. She reminded commissioners that participants on the Committee must also comply with the training for the Open Meetings Act. Finally, there were also some questions concerning what constitutes a quorum for the Committee. As a committee of nine members, a quorum would be five.
- VI. Report from Commissioners: Nothing to report from Commissioners.
- VII. Directors Report
 - a. Director Graham reported that Fall Programs are coming up with registrations coming in off the website. The pickleball tournament is a "go" with 8 teams already registered. Pete did have to adjust the regular pickleball classes because it was getting too dark to play. Director Graham also reported that Music Class, Dino Sing and Loteria registration also looked very good.
 - b. Consulting Director Schimmel reported that he worked on the following since the last reporting period:
 - i. Attorney edits were incorporated into the Board Manual. Pending input at the Board meeting, the Board Manual should be ready for final approval at the October Board Meeting.

- ii. A Park Ordinance Book from 2015 was located. Individual Park Ordinances passed since that date are being incorporated into this document. The first draft should be completed and sent to Attorney Posey within the next week or so. It is to be presented to the Board for initial review in October.
- iii. Continuing cleanup and organization of the Lind Park facility.
- iv. Continuing work on winter program offerings.
- v. Contacted Romano Landscaping for estimates on wood chips for planters boxes and for playground chips.

VIII. No IT Report.

IX. Old Business

- a. Discussion of 2nd Government Efficiency Report Meeting – The second meeting for this committee was scheduled for October 4, 2023 at 6:00 pm in the Lind Park Building.

X. New Business

- a. Discussion of AED – Consulting Director Schimmel presented a report documenting the need to purchase an Automated External Defibrillator for the Lind Park Building. Because we host fitness classes at that facility it is strongly recommended to have a unit at the facility. The Phillips Heart Start unit is \$1,549. A service contract was also discussed that would notify the park district of expiring pads and battery and when the unit was used. This cost is \$149 per month. Because these costs fall within the limits for purchase by staff, Schimmel will immediately order the AED.
- b. Discussion of the Board Manual – Board members requested that the manual be modified to be gender neutral. There was some discussion relative to the whether the Board would have the authority to terminate employees under the direction of the Director. It was explained that this manual does not allow for that kind of action by the Board. That responsibility/authority normally resides with the Director. However, under 5.4 the Board requested that the description be modified to include: “The Board also has the responsibility to train and evaluate the Director and if necessary, to discipline and terminate the Director.”

Under 8.9, the Order of Business, “Committee Action Items”, “Introductions of Guests and Press”, and the “Pledge of Allegiance” were deleted. Attorney Posey noted that Closed Session may be added for any one of three specific reasons and that it is best to publicize the reason when posting the agenda.

Consultant Schimmel will modify the Board Manual Draft in preparation for approval at the October 4 Board Meeting.

- c. Discussion and Approval of Gov Temps Contract – Schimmel prepared a memo supporting a contract to bring on an Assistant Director for a period of 8 to 10 weeks. This person would be assigned to complete a thorough review of business practices, to explore options for program registration, to propose a Business Operations Manual that makes sense for Berkeley, and to devise a plan for storage and retrieval of important park district documents. After some discussion, a motion was made by Commissioner Carpenter and seconded by Commissioner Sudduth to enter into an agreement with Gov Temps to provide an Interim Assistant Director at a cost of \$84/hour up to 24 hours per week for up to 10 weeks. A Roll Call Vote was taken. Voting “Aye” were Commissioners Carpenter, Sudduth and Larem.
- d. Discussion of Halloween Event – Board Members discussed the Halloween Trail event held in previous years as they had received complaints that the trail was too scary. There were some complaints that some of the decorations were a little over the top. It seems that one of the complaints in particular was from a neighbor. Options were discussed including Trunk or Treat, modifying the event in some way at the park, or moving back

to the Lind Park facility for the Halloween Event. Director Graham emphasized that the event is very popular and thought that we should try and keep the event if at all possible. Schimmel and Graham will discuss ways to modify placement of some of the exhibits and maybe the intensity of the exhibits to make it more family friendly.

- XI. Topics from the floor
 - a. A resident noted that the Board had made a commitment two years ago to add an assistant for Director Graham to add youth programs. After some discussion, Schimmel noted that though the Board authorized the hiring, Director Graham was not able to find anyone that wanted the job. Schimmel hoped that over the next months we would be able to add more programs and, if necessary, more staff to manage the programs.
 - b. A resident expressed concern that the park district was spending well over \$60,000 for an Assistant Director. Schimmel countered that this estimate is a little high and that his estimates are closer to \$17,000. (10 weeks x 20 hours/week x \$85). He noted that this is still a heavy investment but argued that the investment was needed to update Berkeley Park District policies and procedures. This investment will also help with providing updated policies and procedures for the Decennial Committee review.

- XII. A motion was made by Commissioner Larem to adjourn the meeting at 8:45 p.m. Seconded by Commissioner Carpenter. The motion carried by voice vote.

The next Regular Board Meeting is scheduled for October 4, 2023, at 7:00 pm in the Lind Park facility.

Minutes Prepared by Consulting Director Schimmel