

**MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 7, 2024**

Call to Order and Roll Call

The meeting was called to order by President Larem at 7:00pm at the Lind Building. All present recited the Pledge of Allegiance.

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

Commissioners Not Present: G Sada

Others Present: Interim Executive Director C Szoke, Director P Graham, Treasurer A Schenone, Attorney M Mack

Public Present: Brian Carmicheal, Lori Garcia Graham, Denise Pikes, Claudette Baker

Approval of Agenda

A motion was made by Commissioner Smith, second by Commissioner Sudduth, to approve the August 7, 2024 Agenda. Motion carried 4-0 on a voice vote.

Approval of Minutes

A motion was made by Commissioner Smith and seconded by Commissioner Sudduth to approve the July 24, 2024 Special Board Meeting minutes. Motion carried 4-0 on a voice vote.

A motion was made by Commissioner Smith and seconded by Commissioner Sudduth to approve but not release the July 24, 2024 Closed Session Meeting minutes. Motion carried 4-0 on a voice vote.

Treasurer's Report

Treasurer Schenone presented the listing of receipts, payroll, and disbursements for the month of July.

A motion was made by Commissioner Sudduth and seconded by Commissioner Carpenter to ratify payroll expenditures as presented. Voting "aye" were Commissioners Carpenter, Larem, Smith, and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

A motion was made by Commissioner Smith and seconded by Commissioner Sudduth to ratify disbursements as presented. Voting "aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

Correspondence

No correspondence has been received.

**MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 7, 2024
Page 2**

Attorney's Report

No Report.

Commissioner's Reports

No Commissioners present had any committee reports.

Staff Reports

From his written report, Program Director Graham reviewed the golf lessons program in development and the Back to Schol Bash, including fees charged to exhibitors and food vendors.

Interim Executive Director Szoke reviewed the concept of an Intergovernmental Agreement between the Park District and the Village of Berkeley that he and Commissioner Sudduth have been representing the Park District in discussions.

The next election for Park Commissioners is April 1, 2025. The four-year terms for Commissioners Larem and Smith are up. The petition circulating period begins August 20; the filing period begins November 12 and continues to November 18.

Old/Unfinished Business

Eight bids were received for the Lind Building Roof project. Legat Architects is recommending Red Feather Group as the lowest responsible bidder for a contract. Their base bid for the project was \$69,400. A motion was made by Commissioner Smith, seconded by Commissioner Sudduth to accept the Architect's recommendation and award a contract on the amount of \$69,400 to Red Feather Group. Voting "Aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

Three bids were received for the Berkeley Park Bike Path and Ballfield Relocation project. Gewalt Hamilton Associates are recommending Midwest Field Solutions as the lowest responsible bidder for a contract. Their base bid for the project was \$269,937.05. A value engineering process reduced their cost by \$61,748.05. The project cost will be further reduced by approximately \$106,000 in funds being held by the Village of Berkeley and due to the Park District, and a matching Illinois Department of Natural Resources grant of up to \$60,000 for the bike path portion of the project. A motion was made by Commissioner Smith, seconded by Commissioner Sudduth to accept the Architect's recommendation and award a contract on the amount of \$269,937.05 to Midwest Field Solutions. Voting "Aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

**MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 7, 2024
Page 3**

A motion was made by Commissioner Smith, seconded by Commissioner Carpenter to approve Change Order #1 in the amount of \$61,748.05 for the project. Voting "Aye" were Commissioners Carpenter, Larem, Smith and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

New Business

The Board reviewed work to date on preparing an Open Space Land Acquisition and Development (OSLAD) Grant for improvements at Berkeley Park. A budget is being proposed for a \$300,000 project, with the OSLAD grant funding half that expense and the park district paying for the other half of the expense from either the fund balance, a General Obligation bond issue, or a combination of the two sources. Project components will center on replacing playground equipment and adding other amenities and possibly a native plant or pollinator garden with interpretive signage.

The Board reviewed job descriptions for the District Administrator and Program Manager positions. The descriptions were developed at different times and need to be brought to the same formatting. The Program Manager's job description is inclusive of all the duties he now performs; as additional staff are hired, these duties not focused on recreation programming would be removed. A motion was made by Commissioner Smith, seconded by Commissioner Sudduth to approve the job descriptions as presented. Motion carried 4-0.

A recommendation for a list of staff benefits was reviewed by the Board. Retirement benefits are not included; Medical/dental/vision insurance coverages are not included, but the proposal includes a \$50,000 in term life coverage. Additional benefits include a holiday schedule; vacation, sick and personal days off; and mileage for personal vehicle use on park district business. A motion was made by Commissioner Carpenter, seconded by Commissioner Sudduth to approve schedule of staff benefits for staff working 1,000 hours or more annually.

The Board reviewed marketing work completed by Modus Marketing Group. They are proposing A Primary Message, a series of Secondary Messages, and a Tag Line to use for the Park District's branding and outreach efforts. After review, Commissioners requested additional time to review the material.

Public Comment

Laura Garcia Graham inquired to the status of a soccer field in Berkeley Park, and the District Administrator position. Brian Carmicheal suggested a basketball court in Berkeley Park; developing a new Master Plan to update the plan expiring in 2025; placing the Board packet and disbursements on the district website; and suggested more advertising for District positions.

**MINUTES OF THE BERKELEY PARK DISTRICT
REGULAR BOARD MEETING
WEDNESDAY, AUGUST 7, 2024
Page 4**

Adjourn to Closed Session

Motion by Commissioner Larem, second by Commissioner Smith to Adjourn to Closed Session at 7:55pm under 5 ILCS 120/2 (c) (1): The appointment, employment, compensation, discipline, performance, or dismissal of specific employees or specific individuals who serve as independent contractors or legal counsel for the public body. Voting “aye” were Commissioners Carpenter, Larem, Smith, and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

Reconvene To Open Session

The Board returned to Open Session at 8:20pm.

Motion by Commissioner Larem, Second by Commissioner Sudduth, to extend a contract to Brian Ramsey for the position of District Administrator for the Berkeley Park District. Voting “aye” were Commissioners Carpenter, Larem, Smith, and Sudduth. Commissioner Sada was not present to vote. Motion carried 4-0.

Adjournment

A motion was made by Commissioner Sudduth and seconded by Commissioner Smith to adjourn the meeting at 8:23pm. Motion carried 4-0 on a voice vote.

Board Secretary

President