

MINUTES OF THE REGULAR MEETING OF THE

BERKELEY PARK DISTRICT

Wednesday, November 1, 2023

Lind Park, Berkeley, Illinois

The regular meeting of the commissioners of the Berkeley Park District was held on Wednesday, November 1, 2023, at Berkeley Park District's Lind Park building. The meeting was called to order at 7:00 p.m.

Roll Call, Commissioners present: M. Sada, President T. Larem, R. Sudduth, and M. Carpenter. Commissioner Smith arrived at 7:05 pm.

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

1. A motion was made by Commissioner Sada and seconded by Commissioner Larem to approve the November 1, 2023 Regular Meeting Agenda. Voting "aye" were Commissioners Sada, Larem, Carpenter, Smith, and Sudduth. Motion carried.
2. A motion was made by Commissioner Carpenter and seconded by Commissioner Sada to approve the minutes of the Regular Meeting held on October 4, 2023. Voting "aye" were Commissioners Carpenter, Sada, Larem, Smith and Sudduth. Motion carried.
3. Treasurer A. Schenone presented the monthly Treasurer's report. A motion was made by Commissioner Carpenter and seconded by Commissioner Sada to approve disbursements for the month in the amount of \$14,263.57. Voting "Aye" were Commissioners Sada, Larem, Smith, Sudduth and Carpenter. Motion carried.
4. Interim Director Schimmel presented a letter from the Illinois Association of Park Districts requesting delegate credentials to the IAPD annual conference held in January 2024. After a brief discussion, Commissioner Carpenter will serve as the Berkeley Park District delegate with Commissioner Sada as the alternate.
5. Attorney Posey formally announced to the Board that she is resigning as attorney effective immediately but will stay on as legal counsel until a replacement is appointed. She has enjoyed working with the Park District over the last 16 years but the nature of her legal practice has changed.
6. Committee Reports were presented as follows:
  - A. Commissioner Carpenter had no Budget & Finance Committee report.
  - B. Commissioner Larem gave the Programs report and noted that she continues to work on recreational program development.
  - C. Commissioner Smith had no Building & Grounds report.
  - D. Commissioner Sudduth gave the Grants & Hiring report and announced that the Park District was awarded the bike grant by the state. The Bike Grant is a matching grant and the award was \$60,000. She is working with the Village of Berkeley to determine the next steps.

Commissioner Sudduth also noted that she is working with Commissioner Larem to develop a list of law firms to interview for the Park District Attorney position.

- E. Commissioner Sada gave the Fundraising Report. She continues to work on a sponsorship package and expects to have something to present for Board approval at the December meeting.
7. Interim Director Schimmel reported that he and Commissioner Sudduth met with the Berkeley Library Director to discuss a park district-library program collaboration. The difficulty is that the library offers programs for free. Collaboration discussions will continue.
8. Schimmel reported that he met with the Mayor of Berkeley who is proposing the Park District erect a temporary ice rink. Schimmel expressed some logistical concerns and Attorney Posey noted that the Park District would need to confirm whether the Park District had the appropriate insurance coverage. There was some additional discussion regarding the development of a Memorandum of Understanding with the Village.
9. D. Schimmel reported that records continue to be reviewed for retention evaluations.
10. Peter Graham reported that the Prairie Path Halloween Walk was cancelled due to the weather and changed to a drive through format. There were 85 vehicles that participated.
11. Commissioner Sada moved and Commissioner Sudduth seconded to approve the Park District Park Ordinance Book. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith and Sudduth. Motion carried.
12. D. Schimmel presented a proposal for a strategic planning session. After interviewing a number of candidates, he recommended the Park District hire Ray Okromowitz, a retired Park District official for a one-and-a-half-day workshop. R. Okromowitz's fee is \$2,500. Schimmel feels very strongly that the Park District would benefit from a guided strategic planning session. A brief discussion followed. Commissioner Carpenter moved and Commissioner Larem seconded to employ Ray Okromowitz as an independent contractor to provide the one-and-a-half-day session for a fee of \$2,500. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith and Sudduth. Motion carried. It was decided that the session would be held sometime in early 2024 after the holidays. D. Schimmel will look into scheduling and will send out invites to the Village, Library, School District and public stakeholders.
13. Commissioner Larem reported that the Winter Brochure is nearly complete. Commissioner Sada asked how the programs get into the brochure. There was a brief discussion about the need for a standard operating procedure for program development and scheduling. Sada looked forward to a better communication process and procedure.
14. Commissioner Sada is working on a Holiday Craft Market scheduled for December 9<sup>th</sup> at Lind Park. There will be Food Trucks and 20 tables for crafters. Commissioner Sada moved and Commissioner Larem seconded to approve the Holiday Craft Market. Voting "aye" were Commissioners Carpenter, Larem, Sada, Smith and Sudduth. Motion carried.
15. There was a brief discussion about registration issues with Pay Pal. Commissioner Larem will connect with the IT Director to see if Zelle can be linked for payment.
16. P. Graham announced that there will be a Santa Craft Day on December 16<sup>th</sup>. It will be a free drop-in program with holiday themed stories and crafts.
17. Commissioner Larem recommended that there be a Board policy on social media posting. There was a brief discussion about limiting Board member posting in favor of requiring only staff to post about official Park District events.

18. Commissioner Sudduth reported that she is gathering proposals for a new Park District Attorney and is creating a list of candidates to be interviewed. There was a discussion about the time and date of the interviews.
19. A. Schenone presented the draft Tax Levy Ordinance for approval. The levy is in tentative form for purposes of determining whether a Truth in Taxation hearing was necessary. Since the amount being proposed does not exceed 105% of the prior year levy, no hearing is required. The final ordinance will be presented for Board approval at the December meeting. After a brief discussion, Commissioner Sada moved and Commissioner Sudduth seconded to approve the Tax Levy Ordinance in tentative form. Voting "aye" were Commissioners Carpenter, Larem, Smith, Sudduth and Sada. Motion carried.
20. Resident Laura Graham asked what happened to the tollway funds that were collected by the Village on behalf of the Park District. A brief discussion followed in which the Park District acknowledged that the Village continues to hold the funds. The Park District agreed that further discussions with the Village about the funds are necessary.
21. Commissioner Sada moved and Commissioner seconded to adjourn the meeting at 8:20 pm. Motion carried unanimously.

Respectfully submitted,

Stephanie Posey, Attorney

Dated: November 7, 2023

Approved: December 6, 2023