

MINUTED OF THE REGULAR MEETING OF THE

BERKELEY PARK DISTRICT

Wednesday, October 4, 2023

Lind Park, Berkeley, Illinois

The regular meeting of the commissioners of the Berkeley Park District was held on Wednesday, October 4, 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, P. Smith, R. Sudduth, and M. Carpenter.

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 Sudduth to approve the agenda. Voting "Aye" were Sada, Larem, Smith, Sudduth and Carpenter. Motion carried.
2. Consulting Director D. Schimmel recommended the Board table the approval of the July 5, 2023 minutes as extensive edits are still needed.
3. A motion was made by Commissioner Carpenter and seconded by President Larem to approve the August 28, 2023 regular meeting minutes. Voting "Aye" were Commissioners Sada, Larem, Smith, Sudduth and Carpenter. Motion carried.
4. Treasurer A. Schenone presented the monthly Treasurer's report. A motion was made by Commissioner Sada to approve disbursements for the month in the amount of \$16,454.91 and seconded by President Larem. Voting "Aye" were Commissioners Sada, Larem, Smith, Sudduth and Carpenter. Motion carried.
5. Treasurer Schenone and Attorney Posey reviewed the levy process and procedure in preparation for the upcoming passage of the 2023 Levy Ordinance. The levy estimate will be presented for the Board's approval at the November meeting with the final levy being presented for approval at the December meeting. If the estimate triggers the need for a Truth in Taxation hearing that hearing will be immediately before the December Board meeting.
6. Committee reports were presented as follows:
  - A. Commissioner Carpenter thanked Director Graham and Commissioners Sada and Sudduth for helping with the recent Loteria. Feedback on the event was that there should be better advertising. The next event has 20 people registered already. Additional help will be needed to staff the event.
  - B. Commissioner Sada reported that Berkeley School is interested in youth stem programming. She will look into pricing. She is also looking into teen programs through Illinois Teen Reach, a state program. The Park District will be required to submit an application. Sada also recommended a life development program where teens can create dream board. She would like to look into an after school drop-in program and an indoor holiday market. There was some discussion on the logistics of these events. Consulting Director Schimmel will work with staff and Commissioner Sada.
  - C. President Larem reported that she has confirmed someone to run a winter art program. She is also securing a jujitsu instructor and will coordinate with Director Graham for dates and times that do not conflict with the current exercise schedule. A flyer is also being prepared and finalized to be included in Berkeley Connects that features a QR code with a registration link.

- D. Commissioner Smith reported that Plant Landscaping Design installed three planting beds on the Prairie Path with the assistance of the Village. There was also a discussion about the need to have a playground equipment review and Consulting Director Schimmel recommended he reach out to neighboring Park Districts to share resources and certified staff.
  - E. Commissioner Sudduth reported that the Park District is still in the running for the Illinois Bike Path grant.
7. Director Graham reported that pickleball has been very successful but he has received some complaints from neighbors around the courts that residents are using the courts before 7:00 am. Graham suggested putting up additional signage restricting hours of play. Director Graham reported that he is working on holiday events and getting winter special event dates on the calendar. He continues to work with Commissioner Sada to clean out the office and storage spaces.
  8. A motion was made by Commissioner Sada and seconded by President Larem to approve the Board Policy Manual. Voting "Aye" were Commissioner Sada, Larem, Smith, Sudduth and Carpenter. The motion carried.
  9. Consulting Director Schimmel recommended the Board approve the rental agreement and fee waiver request for the military reenactment. History Museum President George Correa explained that proceeds from the event go to the museum. A motion was made by Commissioner Smith to approve and seconded by Commissioner Sada. Voting "Aye" were Smith, Sada, Larem, Sudduth and Carpenter. The motion carried. President Larem recommended that the Park District have a sign, hand out brochures or have a table at the event.
  10. Consulting Director Schimmel presented the Park Ordinance Book. After a brief discussion, the manual was tabled to the next meeting to give Commissioners more time to review.
  11. Consulting Director Schimmel presented job descriptions for Recreation Director, Treasurer, Secretary and IT Support. These job descriptions were prepared by Interim Assistant Barb Cremin. After a brief discussion, Commissioner Sada moved and Commissioner seconded to table approval of the Treasurer, Recreation Director and IT Support positions to next month to give time for staff to review and comment. A motion was made by Commissioner Sada and seconded by Commissioner Carpenter to approve the Secretary job description. Voting "Aye" were Sada, Carpenter, Larem, Smith and Sudduth. The motion carried.
  12. Consulting Director Schimmel presented the assessment of procedure memorandum by Interim Assistant Barb Cremin and his Operational Assessment. A discussion followed highlighting the need to update outdated technology, better record retention and obtaining registration data.
  13. Commissioner Sudduth presented Consulting Director Schimmel's contract extension. A brief discussion followed. President Larem moved and commissioner Sudduth seconded to approve the extension of Consulting Director Schimmel's existing contract terms to April 2023. Voting "Aye" were Larem, Sudduth, Sada, Smith, and Carpenter. The motion carried.
  14. Commissioner Larem presented her proposal to adopt a social media policy to create a consistent and official park district social media posting. A brief discussion followed. Consulting Director Schimmel will review.
  15. Commissioner Sada presented her proposed programming survey. A brief discussion followed. Commissioner Sada moved and Commissioner Larem seconded to approve the programming survey. Voting "Aye" were Sada, Larem, Smith, Sudduth and Carpenter. The motion carried.
  16. Commissioner Carpenter reported that the Loteria was advertised as a family event and agreed that it should be all ages. President Larem noted that the issue was on the agenda because she believed there was some confusion. There was a brief discussion about whether the Loteria card art was age appropriate and it was noted that the cards used by the Park District are screened in advance.
  17. Resident Jerry Perez asked why the Park Board had not made a decision on private rentals of Lind Park. He would like to rent the space for a family party in December. President Larem and Consulting Director Schimmel explained that he prior Board adopted a policy pausing all rentals.

18. Resident Lara Graham thanked the Board for their work at getting better organized. She wanted to know more about the financial status of the Park District and requested more discussion of that in the future.
19. Resident Denise Pikes asked if the Park Board can make available the operation budget. She would like to know what goes into it from year to year. Consulting Director Schimmel agreed that he report should be available online.
20. A motion was made by Commissioner Sada and seconded by Commissioner Smith to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Stephanie Posey, Attorney

Dated: October 4, 2023

Approved, November 1, 2023