



Crete Park District
Board of Commissioners
Regular Board Meeting Minutes
May 21, 2025

The Regular Board Meeting was called to order at 6:05 pm. on May 21, 2025, by President Jennifer Smith at the Administration Center, 737 W. Exchange Street, Crete, Illinois.

Pledge of Allegiance

Roll Call

Jennifer Smith – Present June Shy – Present Bill Smigel – Present
Kelly Humbert-Hallin – Present Sheila Einhorn – Present

Others Present: Andy Blesterfeld, Executive Director; Janel Geary, Superintendent of Recreation; Jordan Desiderio, Marketing Coordinator.

Public comment: None.

Appointment of Officers

S. Einhorn moved and B. Smigel seconded a motion to appoint the following as officers for FY 25/26.

President: Jennifer Smith Vice President: June Shy
Treasurer: Bill Smigel Secretary: Kelly Humbert-Hallin

S. Einhorn moved and B. Smigel seconded a motion to appoint the following to committees for FY 25/26.

Business Committee: Jennifer Smith and Bill Smigel
Parks Committee: Bill Smigel and Kelly Humbert-Hallin
Recreation Committee: Kelly Humbert-Hallin and June Shy
Marketing Committee: June Shy and Sheila Einhorn

Approval of Meeting Minutes

B. Smigel moved and K. Humbert Hallin seconded a motion to approve the minutes with amendments to the dates for the May regular meeting to May 21 and the Business Committee meeting to June 4, from the April 16, 2025, Regular Board Meeting.

J. Smith – Aye K. Humbert-Hallin – Aye
J. Shy – Aye S. Einhorn – Aye
B. Smigel – Aye **Motion Passed 5 Aye; 0 Nay; 0 Abstain**

Presentation of Financial Reports

Executive Director Biesterfeld provided an overview of the Profit and Loss report and the Budget vs. Actual. We ended the fiscal year more favorably than anticipated, however there will be minor adjustments made during the audit to utilities that were used during last fiscal year and paid during the current.

J. Shy moved and K. Humbert-Hallin seconded a motion to approve the April 2025 Treasurer's Report.

J. Smith – Aye K. Humbert-Hallin – Aye
J. Shy – Aye S. Einhorn – Aye
B. Smigel – Aye **Motion Passed 5 Aye; 0 Nay; 0 Abstain**

Payment of Bills and Payroll

J. Shy moved and Bill Smigel seconded a motion to approve the payment of bills from April 1- 30, 2025 which may include travel and lodging of \$42,348.24

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

K. Humbert-Hallin moved and J. Shy seconded a motion to approve the payment of payroll from April 1 – 30, 2025 in the amount of \$34,013.99

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

Reports

Executive Director: Biesterfeld presented the new layout for the Directors Report. There will be a banner on the side that will have talking points, points of pride and the strategic plan process. This portion will help commissioners navigate communications with the community. The body of the report will cover the five areas of the scorecard that the staff use as a metric tool. Community Image and Relationship, Services, Management, Culture and Growth and Capital Investment.

Recreation: Superintendent Geary presented the new layout of the Recreation Department Report. The report will be divided into sections according to the areas of accountability. Guest Services/Rentals, Programming, Special Events, PDRMA/Safety and Community Involvement. Information as printed. Attention was brought to the recent storm damage of the North Shelter and the modifications that are being made to rentals, programs and events. Geary presented the Critical Incident Management Plan, requesting commissioners to review it for approval next month. Seasonal staff will begin getting trained on it next week.

Marketing: Coordinator Desiderio presented the new Marketing Department Report. The layout will also follow the accountability chart. Community Engagement, Branding, Program Support and Sponsorships. Attention was brought to the achievements of the Park District's LWSRA Ambassador Emme Humbert-Hallin and her advancement to the State Level in the Track and Field Special Olympics. Desiderio reviewed the printed report on branding, program support and sponsorships.

Old Business

None

New Business

Biesterfeld reviewed the process of the Appropriation Ordinance and how the auditor has worked with the District to have it become more detailed.

The Bond issue procedures were also discussed. We will be bonding for a larger amount to give us flexibility over a two-year period without having to return to a public hearing.

Action Items

B. Smigel moved and J. Shy seconded a motion to approve Resolution 2526 – 5.1; A Resolution to authorize bank signers.

Discussion: none

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

S. Einhorn moved and J. Shy seconded a motion to approve Resolution 2526 – 5.2; A Resolution to appoint Janel Geary as Recording Secretary.

Discussion: none

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

J. Shy moved and B. Smigel seconded a motion to approve Resolution 2526-5.3; A Resolution for District credit card use.

Discussion: Biesterfeld reviewed the current credit card use and the need for the ability to make changes on an as needed basis.

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

K. Humbert-Hallin moved and J. Shy seconded a motion to approve Resolution 2526-5.4; A Resolution to adopt the Comprehensive Plan and Style Guide.

Discussion: President Smith stated that having the plan will assist in receiving more points when applying for grants.

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

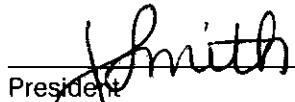
Director/Commissioner Comments

Biesterfeld welcomed the new commissioners and extended excitement to be working with them. Park Tours will be scheduled soon, and everyone will be receiving email instructions from Administrative Assistant Healy in regard to professional headshots that will be taken. This will help the professional image of the District on the Website that Coordinator Desiderio is working diligently to improve.

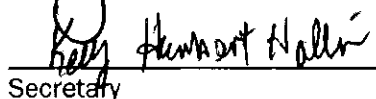
President Smith also welcomed the new commissioners and briefly went over duties and the ability for them to reach out and ask questions as needed. We are excited to see everyone use their voice and vote.

S. Einhorn moved and Bill Smigel seconded to adjourn the meeting at 6.55 pm. **All commissioners present voted aye.**

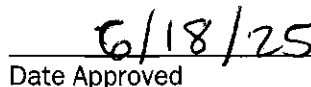
Submitted by;
Janel Geary, CPRP
Superintendent of Recreation



President



Secretary



Date Approved