



Crete Park District
Board of Commissioners
Regular Board Meeting Minutes
June 18, 2025

The Public Hearing to discuss the ORDINANCE #2526 – 1.1 the APPROPRIATION ORDINANCE 2025-2026 was opened at 6:00 pm by President Jennifer Smith, at the Administration Center, 737 W. Exchange Street, Crete, Illinois.

Pledge of Allegiance

Roll Call

Jennifer Smith – Present
Kelly Humbert-Hallin – Present

June Shy – Present
Sheila Einhorn – Present

Bill Smigel – Present

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

Public comment: None.

B. Smigel moved and S. Einhorn seconded a motion to close the public hearing at 6:06 pm. All commissioners present voted Aye.

The Regular Board Meeting was called to order at 6:06 pm. on May 21, 2025, by President Jennifer Smith.

Approval of Meeting Minutes

K. Humbert-Hallin moved and B. Smigel seconded a motion to approve the minutes from the May 21, 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

B. Smigel moved and J. Smith seconded a motion to approve the minutes from the June 4, 2025 Business Committee 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. He stated that these are unaudited numbers and will confirm to the board that the numbers are actual after the Audit is complete and adjustments have been made. Attention was brought to the Liability Line. There has been overpayment of liability insurance for the last 7 quarters, and we received a refund check. In addition, CPR training, and background checks for new employees come out of this fund and that cost is higher during seasonal hiring. The first tax payment is in. Bill Smigel questioned the difference between the two fund balances and A. Biesterfeld gav a history of how the funds were managed and how in the last four years adjustments have been made to reflect a balanced budget.

J. Shy moved and B. Smigel seconded a motion to approve the May 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

K. Humbert-Hallin moved, and J. Shy seconded a motion to approve the payment of bills from May 1-30, 2025 which may include travel and lodging of \$42,255.94

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 B. Smigel seconded a motion to approve the payment of payroll from May 1 – 30, 2025 in the amount of \$51,293.70

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 reported on the North Shelter rebuild. He will be meeting with a local contractor to see what options are available. He will also meet with Dave Seiffert from the Crete Public Library to discuss the recent build of their new shelter. B. Smigel suggested brightening it up with natural or industrial lighting. This project will probably not be done this year. Points of Pride is Park-a-Palooza, Supt. Geary will speak more on this. Rental income is slightly up from last year at this time. Social Media engagement is up. We are putting our Strategic Plan into action with the OSLAD grant application. We will work on small capital project improvements at Swiss Valley that will not impact the grant application for that park. The Leadership team will be working on goals/rocks from the Strategic Plan beginning in mid-July. J. Smith asked for an update on coordinating with LWSRA Director and touring/using the Township Building. Biesterfeld said they plan to tour next week.

Recreation: Superintendent Geary stated that we are putting our partnership with LWSRA to use as we will be working with them to have a one-on-one aide to help with a camper in our day camp. Also we will be promoting the Park District with our campers through stickers. For each week attended our campers will receive a custom sticker with the Park logo and a design of the theme of the week. These were designed by one of our Camp Guides and kids can use them on water bottles/computers etc. Two of our new pilot programs are turning into great successes. The Babysitter Training class has great registration for a first-time class and we will offer this again. The Summer Fire Camp in conjunction with the Crete Fire Department only has two available spots left. Park a Palooza turned out wonderfully, the weather was perfect and enjoyed by all. We had a new food vendor (we were his first event ever) and they are looking to join us for Acorn Fest. We had two sponsors for the event and Scotts USave was able to be present at the event and enjoyed it. UnPlug Play day is July 12 at Lincolnshire Park.

Marketing: Coordinator Desiderio commented on Emme Humbert-Hallin, our LWSRA Ambassador. She is playing in the LWSRA Softball League and this weekend will be participating in the State Competition for Track and Field. Commissioner Humbert-Hallin was presented with a card to give to Emme to wish her luck and provide encouragement. Crete Park District will have a booth at this week's Farmer's Market to promote programs and our partnership with LWSRA. News signs have been ordered for Lincolnshire, Lions and Jaycees Park with the new logo update. Progress is being

made with the Crete Park Pals on the postage agreement and the template and layout of the newly planned printed program book. The Halloween Happening Facebook video did not receive as much traction as hoped, and we will look at different ways to promote it. The E-guide will go into editing and production in July. We are working and updating our social media Commenting policy to keep our online presence respectful and safe. Administrative Assistant Healy is creating social media advertising posts to promote and boost sponsorship opportunities.

Old Business

Park Ordinances. Just a reminder that we are working on this process with the Village, so there is consistency in the ordinances for enforcement. We are also working on compiling all our policies and procedures into one binder.

New Business

Blesterfeld brought up the Volunteer of the Year program. It is time to start collecting applications as we would like to present this at the Annual Acorn Fest. Blesterfeld will be on vacation from June 29 – July 7 and again August 7- August 9.

Action Items

K. Humbert-Hallin moved and B. Smigel seconded a motion to approve Ordinance 2526 – 1.1; AN Ordinance Adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Crete Park District, Will County, Illinois for the fiscal year beginning May 1, 2025 and ending April 30, 2026, and specifying the objects and purposes for which appropriations are made and the amount appropriated for each object and purpose.

Discussion: B. Smigel questioned what the replacement tax was. Blesterfeld answered that these are the delayed payments from taxes that were collected late.

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. Smith seconded a motion to approve Resolution 2526 – 2.1; A Resolution approving the Critical Incident Management Plan.

Discussion: B. Smigel suggested adding under CPR procedures that the person who is designated to call 911 should stay visible and direct the emergency response to the victims location.

J. Smith – Aye

K. Humbert-Hallin – Aye

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

B. Smigel moved and J. Smith seconded a motion to approve Resolution 2526-2.2 A Resolution approving the LWSRA Ambassador Position Description.

Discussion: Biesterfeld stated that this was created when we joined with LWSRA and the description lays out the terms of financial support for the Ambassador to attend the programs with LWSRA.

J. Smith – Aye

K. Humbert-Hallin – Abstain

J. Shy – Aye

S. Einhorn – Aye

B. Smigel – Aye

Motion Passed

54 Aye; 0 Nay; 1 Abstain

J. Shy moved and J. Smith seconded a motion to approve Resolution 2526-3.1; A Resolution approving an agreement with Planning Resources Inc. .

Discussion: Blesterfeld stated that this is for the Lincolnshire Park Grant Application, and there are just some tweaks that need to be made. Now that we have the Strategic Plan in place, things can

progress. The application is due in September. Biesterfeld and Healy will have a meeting with Planning Resources and will set the dates for the mandatory Community Meetings.

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 stated that the park tours with commissioners have started, and he will continue these throughout the summer. Check email for dates. Healy is working on scripts to provide commissioners with talking points and information on the grant process. More information will be available after their meeting with Planning Resources.

President Smith stated that she was out at Peter Halligan Park, and it looks nice but questioned who is in charge of the books for the little free library. Biesterfeld said he would check with Dave Seiffert when he meets with him.

S. Einhorn moved and Bill Smigel seconded to adjourn the meeting at 6.52 pm. **All commissioners present voted aye.**

Submitted by;
Janel Geary, CPRP
Superintendent of Recreation



President



Secretary

7.16.25

Date Approved