



Crete Park District
Board of Commissioners
Regular Board Meeting Minutes
August 20, 2025

The Regular Meeting of the Crete Park District Board of Commissioners, Will County, Illinois, held at the Administrative Center, 737 W. Exchange Street, Crete, Illinois was called to order at 6:00pm by President Jennifer Smith.

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; and Keith Wallace, LWSRA

Regular Meeting Public comment: None.

Keith Wallace Executive Director of the Lincolnway Special Recreation Association gave a presentation on the activities and projects.

Approval of Meeting Minutes

K. Humbert-Hallin moved, and J. Shy seconded a motion to approve the minutes from the July 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 a snapshot of where we stand for the year with the quarterly report. Capital expenditure is lower than average as we have not completed many projects yet. Income shows higher during the first quarter as this is when the District receives the largest of the tax payments.

K. Humbert-Hallin moved and B. Smigel seconded a motion to approve the July 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

B. Smigel moved, and K. Humbert-Hallin seconded a motion to approve the payment of bills from July 1- 31, 2025, which may include travel and lodging of \$47,572.64.

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 Jennifer Smith seconded a motion to approve the payment of payroll from July 1-31, 2025, in the amount of \$52,613.71

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: The OSLAD meetings were decently attended, and we got some good input. The Department heads are working on setting up their Rocks from the strategic planning process to begin work on them in the third quarter of this year.

Recreation: Supt. Geary reported that registration is extremely low for the ABC Play Preschool program, but we will still be offering it with cuts to staffing hours. Pickleball registration is improving with the Recreational Social league being full for the fall. The Park District will be represented by part-time staff with a booth at the Crete Township 175th Anniversary Celebration. The Executive Director Andy Biesterfeld hosted a Coaches clinic for our Micro Soccer Coaches and their children. This was very well received and gave our program some great positive attention.

Marketing: We ordered and received our new Nutty the Squirrel costume, and it has two shirts with our new logo on it. Our website will be improving its speed as we have contracted with a website developer to migrate the system to a private server. The e-guide and the new Park Insider printed brochure have both gone out. Admin Assistant Healy has been working hard on sponsorships and have secured H 3 Concrete for both Acorn Fest and Halloween Happening. Marketing Coordinator Desiderio stated that she has accepted a new position with LWSRA as their Marketing Supervisor and her last day with Crete Park District will be September 2. Desiderio thanked the Park District for all of the support and experience that she gained working here for the last 7 years from her internship to full time employment.

Old Business:

- a. Park Ordinances/Rules; Biesterfeld met with Village Trustee Seifert and discussed the disparities between the park and village ordinances. Seifert will consult with Police Chief Pieritz for enforcement to move forward with adopting.
- b. Park Tours; everyone has done at least one, we will be scheduling more and may do them out of order so that there is no unnecessary repeating for anyone.
- c. Executive Director Review; This can be found in teams under old business. Please review and take notes as you go through the year, so it is easier when the time comes.
- d. Personnel Policy Manual; just in old business for review. The business team will be working on some updates including holidays and PTO so that it merges better with the Quickbooks system.
- e. Lincolnshire OSLAD; We have had two public meetings and have made adjustments. Healy is working on getting the information to Planning Resources and the application should be done early.

New Business:

- a. Bike Trail Guard Rail RFP – move to action items
- b. North Shelter RFP; Pictures of shelter options were shared. We will need a 2–3-week window for bids. The RFP will be posted on our website and social media, and some companies will be directly invited.
- c. Heritage Park Asphalt – move to action items.
- d. Scorecard Q1 & Q2 – Biesterfeld presented the scorecard that the Departments use for metrics. This is a snapshot of the Park District. Metrics that are important for each department to know how the district is performing on a weekly basis are used. Commissioner Smigel commented that this is a great document to measure performance.

Action Items

K. Humbert-Hallin moved and Jennifer Smith seconded a motion to approve Ordinance 2526-1.2 - An Ordinance providing for the issue of not to exceed \$515,000 General Obligation Limited Park Bonds of the Crete Park District, Will County, Illinois for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

Discussion: this will probably be done in October of this year.

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 K. Humbert-Hallin seconded a motion to approve Resolution 2526-2.3 - A Resolution adopting a Grant Administration Policy.

Discussion: Smigel asked for clarification that this is needed for the current grant. Biesterfeld stated, yes, but this will also provide staff and commissioners with a process on how to bring grants to the board for approval in the future.

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 the motion to approve Resolution 2526-2.4 - A Resolution adopting Ruled for Public Comment.

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 2526-3.3 - A Resolution authorizing the Executive Director to Award the Bike Trail Guard Rail RFP to the lowest responsible bidder.

Discussion: The RFP is due Friday, and this will allow the District to award the bid without delaying it any longer.

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 2526-3.4 - A Resolution to approve the Heritage Park Asphalt project bid award.

Discussion: The actual bid might be less as we will not be doing the shop yard at this time. We will need to look at a different plan of action for that area.

J. Smith - Aye

K. Humbert-Hallin - Aye

J. Shy - Aye

S. Einhorn - Aye

B. Smigel - Aye

Motion Passed

5 Aye; 0 Nay; 0 Abstain

Future Meeting Dates:

September 3, 2025
September 17, 2025
October 1, 2025
October 15, 2025

Marketing (6:00 pm) Recreation (6:40 pm)
Regular Park Board Meeting (6:00 pm)
Parks (6:00 pm) Business (6:40 pm)
Regular Park Board Meeting (6:00 pm)

Director/Commissioner Comments

Biesterfeld thanked Marketing Supervisor Desiderio for her service and dedication to the Crete Park District for the last seven years. An offer was extended to an applicant for the Parks Supervisor position. We should know by Monday if it is accepted. Thank you to all who attended the OSLAD meetings.

Smigel stated that he will be at the Crete Township 175th Anniversary celebration and will assist in promoting the Park District. Please forward any materials to him so he can be prepared.

Humbert-Hallin asked if there was a possibility of getting shirts for the Commissioners so when they are at events they can show support. Biesterfeld stated he is working on that. Commissioners to give shirt sizes to Geary so a list can be compiled.

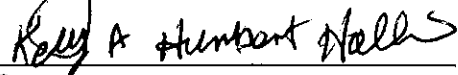
Smith stated that she works with parks employee Jim Beckwith's wife, and she brags about how much he enjoys working for the Park District. She also extended a thank you to all of the staff for working so hard.

S. Einhorn moved and K. Humbert-Hallin seconded to adjourn the meeting at 7:34 pm. **All commissioners present voted aye.**

Submitted by;
Janel Geary, CPRP
Superintendent of Recreation



President



Secretary



9/17/25

Date Approved