Crete Park District
Board of Commissioners
Regular Board Meeting Minutes
September 17, 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	June Shy – Present	Bill Smigel – Present
Kelly Humbert-Hallin – Present	Sheila Einhorn – Present	

Others Present: Andy Biesterfeld, Executive Director; Janel Geary, Superintendent of Recreation; John Genardo, Parks Manager

Regular Meeting Public comment: None.

Approval of Meeting Minutes

K. Humbert-Hallin moved, and B. Smigel seconded a motion to approve the minutes from the August 20, 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 September 3, 2025, Marketing 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**

K. Humbert-Hallin moved, and J. Smith seconded a motion to approve the minutes from September 3, 2025, Recreation 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 presented an overview of the financial reports, noting that there will be another fund added to the budget reports in the capital fund called Bond 2025 that will make it easier to track the spending.

K. Humbert-Hallin moved, and J. Smith seconded a motion to approve the August 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 B. Smigel seconded a motion to approve the payment of bills from August 1- 31, 2025, which may include travel and lodging of $43,662.98.

J. Smith – Aye K. Humbert-Hallin – Aye
J. Shy – Aye S. Einhorn – Aye
B. Smigel – Aye Discussion: Smigel asked about the bank service charge. Biesterfeld explained that this was the positive pay portion of our account. Smigel also inquired about the use of vendors. **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 August 1-31, 2025, in the amount of $48,792.34

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 parks tours are almost complete. The final draft of the OSLAD has been received and will be reviewed. It looks good with the addition of the Strategic Plan narrative. We should be making progress on the Bike trail grant the first week of October. Points of Pride include that the fund balances are doing well, we have been reviewing policies, we have filled the Parks Manager position, we are currently working on the Marketing Supervisor interviews and we have increased board involvement.

Recreation: Acorn Fest is this weekend. Park Pals will be manning the bar. Our new Wicked Halloween event is on October 17 in Crete Park. Working on the Marketing Supervisor hiring process. Continuing to work on the Essentials of Risk Management Form and will meet with the PDRMA Risk Management Consultant next week.

Old Business:
a. Park Ordinances: we continue to look at these.
b. Park Tours; almost complete.
c. Personnel Policy Manual: This will be brought to the board in November. Additions will include updates to photography consent for employees, the use of AI for employment tools such as application screening, we are waiting for more information from legal on this. We will be updating the PTO and how/when it is distributed so that it is more efficient with out Quickbooks system and the part-time PTO updates to given holiday hours.
d. Lincolnshire OSLAD; as presented in Directors Report.

New Business:
a. IAPD.IPRA Conference: this is held January 29-31 at the Hyatt Regency in Chicago. Friday is the Conference luncheon where SSPRPA member districts host table with our legislatures. President Smith gave a synopsis of board participation at the conference.
b. IAPD Legislative Schedule: The legislative schedule is just getting going. Biesterfeld will be attending the Legislative Symposium in November. There will be a Legislative Breakfast in Tinley Park in February/March and the Parks Day at the Capitol in May.

Board members are encouraged to attend one or more of the above events.

Executive Session:
K. Humbert-Hallin moved, and B. Smigel seconded a motion to enter Executive Session at 6:33 pm. under section 2c(21) for the purpose of reviewing closed session minutes.

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 return to the general meeting at 6:44 pm.
J. Smith – Aye K. Humbert-Hallin – Aye
J. Shy – Aye S. Einhorn – Aye
B. Smigel – Aye **Motion Passed 5 Aye; 0 Nay; 0 Abstain**

Action Items
B. Smigel moved and Jennifer Smith seconded a motion to approve Resolution 2526-2.5 A resolution adopting a Code of Conduct form.

Discussion: This stems from the Essentials of Risk Management process.
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 2526–2.6 - A Resolution approving the Marketing Supervisor description updates.
Discussion: Humbert-Hallin asked what was updated. Biesterfeld explained it was an update to the formatting and the addition of the supervision of the guest service staff.
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 2526–3.5 - A Resolution authorizing the Executive Director to review and award the Shelter Pavilion RFP to the lowest responsible bidder.
Discussion: Have been in contact with two vendors who state the fittings will have to be re-done. Will ask for and option to the bid to add in the cost of the fittings. We may end up replacing more of the concrete due to this.
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. Smith moved and B. Smigel seconded a motion to approve the release of Executive Session Minutes from February 19, 2025, March 5, 2025, and March 19, 2025.
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**

Future Meeting Dates:

October 1, 2025	Parks (6:00 pm) Business (6:40 pm)
October 15, 2025	Regular Park Board Meeting (6:00 pm)
November 5, 2025	Committee of the Whole (6:00 pm)
November 19, 2025	Regular Board Meeting (6:00 pm)

Director/Commissioner Comments

Biesterfeld thanked the commissioners for the park tours and encouraged everyone to attend the Acorn Fest.

S. Einhorn moved and B. Smigel seconded to adjourn the meeting at 6:59 pm. **All commissioners present voted aye.**

Submitted by;
Janel Geary, CPRP
Superintendent of Recreation

J Smith
President

Secretary

10/15/25
Date Approved