



Crete Park District
Board of Commissioners
Regular Board Meeting Minutes
November 19, 2025

The Public Hearing for ORDINANCE 2526 – 1.3 AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES FOR THE CURRENT FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026 FOR THE CRETE PARK DISTRICT, WILL COUNTY, ILLINOIS held at the Administrative Center, 737 W. Exchange Street, Crete, Illinois was called to order at 6:01 pm 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, Angela Webster, Marketing Supervisor, Brett Moeller O'Neill and Gaspardo, LLC.

Public Comment on Levy Ordinance 2526 – 1.3: None

K. Humbert-Hallin moved and J. Shy seconded the motion to close the public hearing and open the regular public meeting of the Board of Commissioners at 6:03 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

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 October 15, 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

K. Humbert-Hallin moved, and J. Smith seconded a motion to approve the minutes from November 5, 2025, Committee of the Whole 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

Brett Moeller from O'Neill and Gaspardo, LLC presented the Audit for FY 2024-2025. There were no significant errors. He went over the letter of recommendation.

Executive Director Biesterfeld presented the treasurer's report. The balances are better than they were at this time last year. The profit and loss statement represents the ½ way point in the budget year. May – October. We should be at about 50%. The debt service line is low but will rise with the December payment.

K. Humbert-Hallin moved, and B. Smigel seconded a motion to approve the October 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. Smith seconded a motion to approve the payment of bills from October 1- 31, 2025, which may include travel and lodging of \$43,472.87.

J. Smith – Aye	K. Humbert-Hallin – Aye
J. Shy – Aye	S. Einhorn – Aye
B. Smigel – Aye	Discussion: none

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 October 1-31, 2025, in the amount of \$46,659.03

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: No written report. The Bike Trail Guard rail project has been completed. The North Shelter replacement project is in the planning phase, and we will have our Bond closing on December 9.

Recreation: Superintendent Geary introduced new Marketing Supervisor Angela Webster. The board members were asked if they were interested in being a speaker at the Memorial Lights Ceremony and if they were able to participate on a combined taxing body float for the Parade of Lights. She reported on the Essentials of Risk Management Form for PDRMA that it is complete and will be submitted.

Marketing Supervisor Webster reported on her first week in the position of Marketing Supervisor.

Old Business:

- a. Park Ordinances: we continue to look at these.
- b. Executive Director Review – make sure to complete by the end of the week. Email Biesterfeld when you are finished.
- c. Lincolnshire OSLAD, the application has been submitted just waiting. Last year we heard the week before Christmas.
- d. Capital Projects update – North Shelter. It is in the planning phase.
- e. IAPD/IPRA Conference – who will be going? Bill and Sheila Friday PM – Saturday. June will attend Friday and Saturday including the luncheon.

New Business: none

Executive Session: none

Action Items

K. Humbert –Hallin moved and B. Smigel seconded a motion to approve ORDINANCE 2526 – 1.3 AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES FOR THE CURRENT FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026, FOR THE CRETE PARK DISTRICT, WILL COUNTY, ILLINOIS.

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

K. Humbert –Hallin moved and J. Shy seconded a motion to approve Resolution 2526 – 2.7 A resolution amending the Personnel Policy Manual.

Discussion: Smigel questioned as to what the process would be to decide on vacation time if it does not require board approval. Biesterfeld stated that there is a detailed compensation worksheet on how experience is calculated and that it will be used.

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 - 2.8 A Resolution to approve Paid Time Off adjustments for employees to transition from a fiscal year to calendar year basis.

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

K. Humbert –Hallin moved and B. Smigel seconded a motion to approve Resolution 2526 – 5.6 A Resolution accepting the Annual Financial Report.

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

K. Humbert –Hallin moved and B. Smigel seconded a motion to name Andy Biesterfeld as the delegate and June Shy, Bill Smigel and Sheila Einhorn as alternates to vote for the Crete Park District at the Annual IAPD Business Meeting in January 2026.

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:

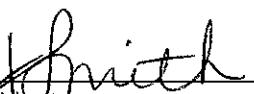
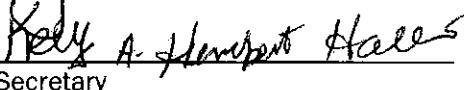
January 21, 2026	Regular Board Meeting (6:00 pm)
February 4, 2026	Marketing Committee (6:00 pm)
February 4, 2026	Business Committee (6:40 pm)
February 18, 2026	Regular Board Meeting (6:00 pm)

Director/Commissioner Comments

Blesterfeld reminded the board that we are gearing up for budget preparations. Smith stated that she was excited that commissioners will be attending the conference this year. She also wished everyone a Happy Thanksgiving.

K. Humbert-Hallin moved and S. Einhorn seconded a motion to adjourn the meeting at 6:49 pm. **All commissioners present voted aye.**

Submitted by;
Janel Geary, CPRP
Superintendent of Recreation


President

Secretary
1/21/26
Date Approved