



Board of Commissioners
Business Committee Meeting Minutes
February 4, 2026

The Business Committee Meeting was called to order at 6:40 p.m. on February 4, 2026, at the Administration Center, 737 W. Exchange Street, Crete, Illinois.

Commissioners Present: Jennifer Smith and Bill Smigel

Others Present: Andy Biesterfeld, Executive Director

Financial Position and Committee Alignment

- The current fiscal year is projected to end with about an \$80,000 surplus in the operating funds (General and Recreation). A portion of the surplus is due to full-time staffing shortages over the past year in both the Parks Manager and Marketing Supervisor positions.
- The committee discussed adding an Investment Committee to the Board's group of committees beginning in FY26-27. The President and Vice-President would serve on this committee requiring a small shift in committee responsibilities.

Budget Planning FY26-27

- The first draft has been compiled for the budget. It currently looks to be favorable and will be adjusted with new monthly numbers available through February.
- The Committee of the Whole budget workshop will be on March 4, 2026.

Capital Plan

- We will look to pursue a set of Phase I improvements for Lincolnshire Park in 2026-2027.
- Improvements at Swiss Valley Park include the entrance to the park and the tennis court fence.
- Other improvements at the Willard Wood Park Center will also be investigated.

Personnel

- Annual Staff reviews are just about completed.
- Director Biesterfeld has developed salary ranges for each full-time and regular position and will be reviewing the 2026 Compensation Data considering COI and reviewing the ranges annually with this data during the budgetary process.

New Business

- The strategic plan "Rocks" the business department is working on are developing IGA's and developing a Policy and Procedures Manual.
- There is one annexation currently being worked on with the parcel owner.
- The business department will also be reviewing the district's investment policy and developing a fund balance policy to determine the proper amount of reserves that should be on hand.

Meeting Adjourned at 7:34 p.m.

Submitted by:
Andy Biesterfeld,
Executive Director

J Smith
President

Kelly A Hansen Nelson
Secretary

2/18/24
Date Approved