



The mission of the Crete Park District is to enrich the lives of individuals and families in the community through the provision of services, facilities, and programs which improve the quality of life for the residents of Crete and surrounding areas.

Crete Park District
Board of Commissioners
Monthly Meeting Minutes
July 27, 2022

The meeting was called to order at 7pm by President Laura Stawicki.

Pledge of Allegiance

Roll Call: Jen Smith, Laura Stawicki, Linda Johnson, Carrie Sharma all present. Mike Smith was absent.

Others Present: Renee Chavez, Andy Biesterfeld, Janel Geary

Public Comment: None

J. Smith moved and Carrie Sharma seconded a motion to approve the minutes from the June 15, 2022, meeting.

J. Smith Aye

L. Stawicki Aye

M. Smith Absent

L. Johnson Aye

C. Sharma Aye

Motion Carried 4 Aye 1 Absent 0 No 0 Abstain

Superintendent Biesterfeld presented the monthly financial reports for June and the revised report for May.

J. Smith moved and L. Johnson seconded the motion to approve the June and revised May Treasurer's report. On a roll call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 No

J. Smith moved and C. Sharma seconded the motion to approve payment of the bills from June 11 - July 15, 2022, which may include travel and lodging, in the amount of \$26,362.59 On a Roll Call vote

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no

J. Smith moved and C. Sharma seconded a motion to approve the payment of payroll from June 17, July 1, and July 15, 2022, in the amount of \$86,337.71.

On a Roll Call vote

J. Smith: Aye

M. Smith: Absent



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L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried

4 Aye 1 Absent

0 no

Staff Reports

Finance Committee: The finance committee reviewed their meeting. They went through the updated financial reports, checked the fund balances, and discussed the fiscal year end data. Went through the breakdown of how QuickBooks works and how you can break the information out into detail as needed. Discussion was had on the development of policies for Fund Balances, Bank balances, and Investments. Discussion was also had on the process for claiming the ARPA (American Rescue Plan Act) monies.

SRA Tour: Laura Stawicki, Jen Smith and Carrie Sharma joined Director Renee Chavez on a tour of both the Lincolnway Special Recreation Center and the South Suburban Special Recreation Center. All three commissioners stated that they like the idea of joining an SRA and that it would benefit our residents. It was stated that both SRA's are great and do wonderful things but that a consensus was that the Lincolnway Special Recreation Association would offer better opportunities. The next step in the joining process is for the Crete Park District to pass a resolution to request to join and then the SRA would need to gain approval from all their participating districts. The commissioners present directed Chavez to put a Resolution requesting to join Lincolnway Special Recreation Association on the August agenda.

Parks and Planning: Superintendent Biesterfeld made mention that S. Smith and the parks crew did an awesome job getting Lincolnshire Park spruced up and ready for the unplug Illinois event. The Toro had to be sent back due to an oil leak. Crete Bulldogs have started practices and the trailer has been delivered to Heritage Park. The group has been very cooperative in working with the park program and field rental schedules. The Audit is complete; however we do not expect any information back until about September.

Recreation: Report as presented. Superintendent Geary stated that she was happy with the Unplugged event and plans were underway for the upcoming Acorn Fest.

Director: Director Chavez stated that the new layout for the Director Report will be done in goal format.

Rock Solid: The Community Survey has participation from the Village, Township, Library, and the Park. We will get the results by the end of January. The August meeting will begin an hour early for the survey focus group.

Breaking New Ground: The Executive Team has been discussing the jobs/roles in the district nonspecific to people. We are working on the Core Focus and Values of the District and will be presenting this to the board in the spring after the survey results are reviewed and included.

President Laura Stawicki stated that the goals can be viewed in the Microsoft Teams Platform.

Reminder that the Board Self-Evaluation with Peter Murphy from IAPD is on August 30 at 5:30 pm. The Park District Holiday Party will be on December 7 4:30 – 6:30 pm at the Administrative Center.

Future Committee Dates:

Recreation Committee August 3, 2022

Personnel Committee September 7, 2022

Finance Committee October 5, 2022



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Old Business

The Personnel Policies and Procedure Manual is in the board meeting folder, please look at them and add comments. We will be working on one section per month.

The engineering is taking longer on the Pickleball Courts.

New Business

We will be adjusting the timeline with Planning Resources for both Heritage Park and Lincolnshire Park to consider the findings of the survey.

Executive Session:

J. Smith moved and L. Johnson seconded a motion to enter Executive Session at 8:48 pm to review Closed Session Minutes, Review 5 ILCS 120/2(c)(21) revisiting March 17, 2021, first review of May 19, 2021 Executive Session, Special meeting July 14, 2021, Executive Session July 21, executive Session August 18, 2021.

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no

J. Smith moved and L. Johnson seconded a motion to end the executive Session meeting at 8:59 pm and return to the open meeting.

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no

L. Johnson moved and C. Sharma seconded a motion to not release any of the minutes from the executive Session and revisit again in six months.

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no



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Parks Committee November 2, 2022
Committee of the Whole November 2, 2022

Action Items:

J. Smith moved and C. Sharma. seconded a motion to adopt Resolution 7-20-22-1A RESOLUTION FOR APPROVAL OF Section 2 of the Personnel Manual: Payroll Policies & Procedures.

Discussion was had on the definition of the compensation program.

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no

L. Johnson moved and J. Smith. seconded a motion to adopt Resolution 7-20-22-2 A RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT AS PART OF THE 2022 NATIONAL FITNESS CAMPAIGN.

Discussion: The question was raised whether we have enough funding available or do we need to find partner funding. Supt. Biesterfeld said that yes, we have the funding, if need be, but we will be looking for partner funding. Supt. Geary stated that part of the National Fitness Campaign is that they will help up look for partner funding. Supt. Biesterfeld also stated that we are looking at our bonding time frame to better situate our capital projects.

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no

J. Smith moved and C. Sharma. seconded a motion to adopt Resolution 7-20-22-3 A RESOLUTION APPROVING REQUEST FOR PROPOSALS ASPHALT RECLAIMING, SEALCOATING, AND STRIPING BIKE TRAIL, CRETE PARK PATH, AND ADMINISTRATIVE CENTER PARKING LOT RFP # 2022-1

On a Roll Call vote:

J. Smith: Aye

M. Smith: Absent

L. Stawicki: Aye

L. Johnson: Aye

C. Sharma: Aye

Motion Carried 4 Aye 1 Absent 0 no



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J. Smith moved and L. Johnson seconded a motion to adjourn the meeting at 9:00 pm. All commissioner present voted Aye.

Submitted by;
Janel Geary, CPRP
Superintendent of Recreation

Russ Stumb
President

J. Smith
Secretary

8.17.22
Date Approved