

**KINGSBURY PARK DISTRICT
BOARD MEETING MINUTES
Monday, December 08, 2025
Kingsbury Park District Office
712 Franklin Avenue
GREENVILLE, ILLINOIS**

The regular Board Meeting of the Kingsbury Park District was called to order by Vice President Joellen Vohlken at 6:00pm.

Roll Call

<i>Name</i>	<i>Present</i>	<i>Absent</i>	<i>Arrival Time if Present after Roll Call</i>
Barb Smith		X	
William Schneck	X		
Joellen Vohlken	X		
Lynn Ulmer	X		
Amanda Wilkie	X		

Others Present

[illegible]

Citizen Input: None

A motion was made by	Lynn Ulmer
And seconded by	Amanda Wilkie

to: ***Approve the Minutes of the Board Meeting dated November 10, 2025.***

Vote:

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
Barb Smith			X			
William Schneck	X					
Joellen Vohlken	X					
Lynn Ulmer	X				Motion	
Amanda Wilkie	X				Approved	Not Approved
<i>Total</i>	4	-	1	-	X	-

A motion was made by	Lynn Ulmer
And seconded by	Joellen Vohlken

to: ***Approve the Warrant #646 and unpaid bills dated December 08, 2025.***

Vote:

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
Barb Smith			X			
William Schneck	X					
Joellen Vohlken	X					
Lynn Ulmer	X				Motion	
Amanda Wilkie	X				Approved	Not Approved
<i>Total</i>	4	-	1	-	X	-

A motion was made by	Lynn Ulmer
And seconded by	William Schneck

to: ***Approve Ordinance 2025-02, the 2025 Payable 2026 Levy for the Fiscal Year January 1, 2026 – December 31, 2026.***

Vote:

<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
Barb Smith			X			
William Schneck	X					
Joellen Vohlken	X					
Lynn Ulmer	X				Motion	
Amanda Wilkie	X				Approved	Not Approved
<i>Total</i>	4	-	1	-	X	-

A motion was made by	Amanda Wilkie
And seconded by	Joellen Vohlken

to: Approve the 2026 Meeting Schedule.

Vote:	<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
	Barb Smith			X			
	William Schneck	X					
	Joellen Vohlken	X					
	Lynn Ulmer	X				Motion	
	Amanda Wilkie	X				Approved	Not Approved
	<i>Total</i>	4	-	1	-	X	-

A motion was made by	William Schneck
And seconded by	Lynn Ulmer

to: Approve the Illinois Parks Association Risk Services (IPARKS) Liability and Property Insurance 2026-2027 Anniversary renewal for \$42,025.

Vote:	<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
	Barb Smith			X			
	William Schneck	X					
	Joellen Vohlken	X					
	Lynn Ulmer	X				Motion	
	Amanda Wilkie	X				Approved	Not Approved
	<i>Total</i>	4	-	1	-	X	-

A motion was made by	Lynn Ulmer
And seconded by	William Schneck

to: Approve the Budget Line Item to Line-Item Transfer of \$2,952 from I-4 (Insurance Salaries) to I-1 (IPARKS Liability Insurance), and \$2,260 from R-19 (Grants) to R-5 (Rec Maintenance).

Vote:	<i>Name</i>	<i>Yes</i>	<i>No</i>	<i>Absent</i>	<i>Abstain</i>		
	Barb Smith			X			
	William Schneck	X					
	Joellen Vohlken	X					
	Lynn Ulmer	X				Motion	
	Amanda Wilkie	X				Approved	Not Approved
	<i>Total</i>	4	-	1	-	X	-

Directors Report:

Director Sauerwein reviewed the following with board members:

Conference Information

The IAPD/IPRA Annual Conference will be held January 29–31, 2026 with Commissioners Ulmer and Volken attending. The early bird registration deadline is December 19, 2025.

Nature Preserve Trail Policy

Greenville University has not yet followed up on the proposal submitted prior to September meeting.

Financial Reports

The October 31, 2025 Financial Statement was provided to the board members for review.

Office, Bathroom Facility, and ADA Ramp Construction

There has been some work done on the room. The new material has been delivered to RP Lumber. The old material has been picked up and RP is applying the credit to our account. The FRP Panels were delivered but not all of them.

Dewey Street Construction Project

The City's contractor has fixed all the compaction issues and has installed most of the curb. The recent weather conditions have slowed construction activities. The contractor was able to start pouring the driveway aprons on Wednesday, December 3rd. The Contractor is still planning on installing the asphalt this year.

OSLAD Grant – William S. Wait Park

The District is still waiting for the final approval of the final pay request. Sauerwein was contacted through the Amplifund system by our Grant Administrator that additional information was needed. The required documentation has been completed and resubmitted the pay request.

SIPRA Mini Conference

Sauerwein and Kayla attended the SIPRA mini conference on November 19th. Sauerwein attended the sessions of Higher Level of Inclusive Play, Open Space Management, Building Evaluation Capacity, and Outdoor Athletic Facilities Audit.

Director's Contract

Board Members have received the final version of the Directors evaluation.

Recreation Report

Curry Report:

November Recreation Update

November was a fun and busy month for the Kingsbury Park District. We had great turnout for our programs and lots of positive community interaction.

Holiday Barn Quilt Classes

Our Holiday Barn Quilt classes were a huge hit! We started with one class, but interest grew so quickly that we added more. In total, 60 people joined us to make their own holiday quilt designs. A big thank-you to Joellen for volunteering her time and sharing her talent with everyone. We couldn't have done it without her. Because these classes are so popular, we're already planning two more sessions in January.

Dance Program

Session 3 of our dance classes wraps up on December 16th. We're working on putting together our January schedule so families can jump right into the next set of classes after the holidays.

Toys for Joys Signup

We hosted the Toys for Joys signup at our office for two days this month, which brought in new faces and helped more people learn about what the Park District offers. It was great to see the steady flow of visitors and community support.

Credit Card Processing Review

I'm also looking into the possibility of switching to a pass-through account for credit card payments on our website and at the pool.

The attached spreadsheet shows:

- What we currently pay in processing fees
- What we've absorbed from 2021–2025

With credit card fees continuing to rise, many districts are moving to a pass-through setup, and we want to see if it makes sense for us too.

SIPRA

I concluded my 2 years at SIPRA President and handed the gavel over to a new President. It was my pleasure to serve as president and an honor to be elected by my peers.

Jerry and I attended the SIPRA Mini Conference in Collinsville on November 19th. We had an exciting day of learning and networking with other Parks and Recreation Professionals in Southern Illinois. I attended the following sessions:

- Apprenticeships in Parks
- Maintaining Safe Play Environments
- Pool Maintenance: Things to Look for and Not Ignore
- You Can't Make this \$&%@ Up

New Business: Director's evaluation should be discussed at the January 2026 meeting.

Unfinished Business: None

A motion was made by	Lynn Ulmer
And seconded by	Joellen Vohlken

to: *Adjourn the regularly scheduled Board Meeting at 6:39 pm.*

All present signified with Aye.