LITCHFIELD PARK DISTRICT
October Meeting Minutes
Regular monthly Meeting on October 7, 2026

7:00 PM REGULARLY SCHEDULED MONTHLY MEETING OF THE BOARD OF COMMISSIONERS for the Litchfield Park District, 1100 South State St. in Litchfield, IL, called to order by President Jeff Heyen.

Roll Call: Jeff Heyen_x_ Katie Cross_x_ Brian Kulick_x_ Sherry Bergschneider_x_ Christopher Bates_A_ Jaylynn Taylor_x_ Jennifer Cearlock _x_.

Public Comment

A motion to accept the minutes from the September 2, 2026 meeting was made by Commissioner Cross and seconded by Commissioner Cearlock. Motion carried.

A motion to accept all financial reports for September 30, 2026 was made by Commissioner Kulick and seconded by Commissioner Taylor. Motion carried.
Monthly Balances
Cash Receipts Deposit Detail
Cash Disbursements/Bills
Monthly & YTD Profit & Loss
Profit Loss Between Fiscal Years

Committee Reports

Park Maintenance by Jennifer Cearlock
Report on Davis Park sidewalk: Commissioner Cearlock reported that as discussed and approved at last month's meeting, we have placed a sidewalk to the playground equipment in Davis Park. Archie DeWitt performed the concrete work.

Ball Parks by Sherry Bergschneider
Discuss Schalk Park restroom remodel: Commissioner Bergshneider reported that the restroom project at Schalk is scheduled to begin as soon as the Litchfield Baseball season is over; a handicapped accessible unisex restroom will be added to the concession building. This will be in addition to the two existing restrooms. Director Bryant shared the project rendering provided by United Builders, who will be completing the project.

Community Center by Katie Cross
No report.

Recreation/Reinvesting by Jaylynn Taylor
Report on final summer concert: Commissioner Taylor reported that the final concert of the season was held on Friday, September 11th. Big Shake Daddies, sponsored by Litchfield National Bank, performed; the concert was well attended. A huge thanks goes out to all our sponsors for this year's concert series.

TLC/LCP Report: No report.

Discuss plans for this year's Trunk or Treat: Commissioner Taylor led a discussion of the plans for this year's Trunk or Treat, stating that the event is scheduled for Friday, October 23rd from 6:00-8:00pm. So far, 9 trunks are signed up, along with 3 donations received. Further discussion, culminated in the decision to increase the number of hot dog meals served not to exceed 500 with a final decision made based on the weather outlook. Commissioners also made their commitment to assist at the event.

Financial by Brian Kulick
Discuss upcoming levy and budget: Commissioner Kulick stated that it's time to start preparing for our levy, followed by our annual budget and requested that Commissioners let him or Director Bryant know if there is anything, within reason, that they would like to see included in the budget.

Pool by Christopher Bates

Update on pool operation: In Commissioner Bates's absence, Director Bryant reported that the pool has been completely winterized and is shut down for the season. Additionally, Director Bryant spoke with a representative from Capri Pools last week, who will be providing an estimate for replacing both diving boards prior to next season's opening. Director Bryant also conveyed the need to replace the concession freezer prior to next season's opening.

Old Business:

Report on the Duff Trust application: President Heyen reported that our Duff Grant application was approved, and we received $14,800 to replace the Walton Park Lake fountain; the fountain has been purchased and is being held by the vendor until they install the unit next spring; this allowed for a price lock. We will be responsible for having the electrician's completion of the final hook up once the fountain is installed.

Update on the Princess Party: Commissioner Cross reported that 33 tickets have been sold for the Sunday, October 11th event. There will be three princesses from Brittain's Princess Party as well as Star Sprinkle Co. (hair tinsel) will be at the event. We'll be serving snacks, having craft and coloring activities, photo ops, and a sing-along.

Update on the OSLAD Grant request: President Heyen reported that he and Director Bryant met with Mayor Fleming to give an overview of the project; a copy of the of the proposed plan associated with the OSLAAD Grant application was shared with Mayor Fleming as well.

Report on meeting with the SCI Director: Director Bryant reported on his meeting with the SCI Director Jamie Stokes. During the meeting, the possibility of the building and trades class constructing two or three covered picnic tables was discussed; SCI Director Stokes indicated that if they could accommodate our request that it wouldn't be until second semester.

Discuss and take action on keeping Walton Park open: President Heyen discussed Mayor Fleming's request to keep Walton Park open all year. The Commissioners and Director discussed how that might look with the water turned off and restrooms locked as usual, leaving a couple of picnic tables in Pavilions I and II, and having a limited number of trash cans set out for use. Liability concerns were raised, and Director Bryant recommended that he and President Heyen meet with the mayor to determine the City's participation is maintaining the park during what is normally the Park District's off season when the park would be closed. General Commissioner consensus agreed, and Director Bryant will contact Mayor Fleming to set a time to meet.

Update on Illinois Trust Fund: Director Bryant reported on his follow-up from last month's meeting regarding the Illinois Park District Liquid Asset Fund; he contacted a representative and received information about participating in the fund. The fund is sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association. To join, the Park District must pass a resolution at a regular board meeting; the determination was made that Director Bryant would draft a resolution to participate for review at next month's meeting.

New Business:

Discuss recent employee resignations: President Heyen reported that two employees resigned last month. Maintenance worker, Ricky Shipman, resigned for medical reasons, and his position was filled by David Belt, who is working on a 60-day contract. Connie Bitter, our media person, also resigned, and Administrative Assistant, Rhonda Reener, has picked up some of Connie's duties.

Discuss and take action on the LES request to use the Schalk restrooms for physical education: Director Bryant received a request from LES Physical Education Instructor, Trisha Fenton, to use Schalk Field A to play; she further requested key access to the restrooms or for the Porta Potty to be moved from B field to A field. After discussion, it was determined that Director Bryant will further discuss the arrangement needs and proposed timeframe with Instructor Fenton. With the Schalk restroom remodel commencing by the end of October, the concession restrooms will be unavailable.

Discuss the kitchen use agreement with Golden Circle Nutrition: Director Bryant confirmed the Golden Circle Nutrition's desire to deny kitchen use to Community Center renters due to past renters' misuse; in every instance, we have reimbursed them from the lease deposit.

Discuss Memorandum of Understanding with C.E.F.S.: In connection with the above, Director Bryant reported that the Memorandum of Understanding with C.E.F.S. is up for renewal; rent has not been raised in several years. Director Bryant advised

C.E.F.S. of a rent increase from $350 to $550 per month, and they are willing to pay for the increase. After discussion, President Heyen suggested a meeting with the C.E.F.S representative to discuss the kitchen use and Memorandum of Understanding renewal. Director Bryant will set up said meeting, and President Heyen and Commissioner Bergschneider will represent the Board.

Discuss and take action on attendance to the G.R.S. Foundation Masquerade Gala: President Heyen informed the Board of an invitation receipt to the G.R.S. Foundation Gala for November 14th. The purpose of the foundation is to raise money to give to other non-profit organizations within the community. The table price is $320. After further discussion, the commissioners decided to give a donation in lieu of purchasing a table.

Executive Session:

Adjournment:
A motion was made to adjourn at 8:02 pm by Commissioner Bergschneider and seconded by Commissioner Kulick. Motion carried.

Commissioners' $150 allotment for fiscal year:

2026-2027	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	FY
Jeff Heyen													
Brian Kulick													
Sherry Bergschneider													
Katie Cross													
Chris Bates													
Jaylynn Taylor													
Jennifer Cearlock													