

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON AUGUST 17, 2021 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

Meeting held via a ZOOM Video Conference and in person.

General Functions

Call to Order: President Kelly called the meeting to order at 9:32 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:
Jay Kelly, Executive Director, Manhattan Park District
Jim Randall, Executive Director, Frankfort Square Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Vitale, Executive Director, Mokena Park District (*via zoom*)

Absent: Gina Hassett, Executive Director, Frankfort Park District
Kirsten VanDuyne, Executive Director, Wilmington Island Park District

Others present were: Keith Wallace, Executive Director; Melissa Jensen, Mgr. Programs; and John M. O’Driscoll, LWSRA Attorney (*via zoom*)

Guests: Belinda Olszewski (*via zoom*)

Public Comments: None

Treasurer's Report

A. July 31, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the July 31, 2021 Treasurer’s Report.

Commissioner Lewis moved to accept the July 31, 2021 Treasurer’s report as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (5) Vitale, Lewis, Kelly, Randall, LaMore

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Hassett

Motion Carried

Payment of Bills President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$147,377.07 which may include lodging and travel. Keith noted that the payroll was high due to summer camp, the PDRMA bill and AMEX for the National Tournament. Commissioner Vitale asked if Call-One was working as expected. Keith said it is working well and allows the flexibility that staff needs.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

Ayes: (5) Vitale, Lewis, Kelly, Randall, LaMore

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Hassett

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- A. Approval of the Regular Meeting Minutes of July 20, 2021. President Kelly asked for a motion to approve the minutes as presented.

Commissioner Vitale made a motion to approve the Regular Meeting Minutes of July 20, 2021 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

Ayes: (4) Vitale, Lewis, Kelly, LaMore

Nays: (0)

Abstain:(1) Randall

Absent: (2) VanDuyne, Hassett

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staff – Keith reported that LWSRA received a lot of media attention from Fox 32. They did a good news piece on the playground and the National Wheelchair World Series. The Gaga pit and the fire pit have been finished by the Eagle Scouts.
- b. Donations, Fund Raising, Outreaching and Grants – Donations for the World Series Wheelchair softball team received as of August 12th, is \$11,447. More is expected to hopefully cover all expenses for the season.
- c. Foundation – The second golf outing on August 20, 2021 is still looking for a few more foursomes.
- d. Grants Applied for – Staff has received word that LWSRA will be awarded some of the FEMA funds that were applied for.
- e. Kindful Report was attached showing \$18,950 in donations for the month.

UPCOMING EVENTS:

NL Fitness Court Grand Opening August 17th

Foundation Golf outing August 20th

IPRF Golf Outing September 17th

NRPA Conference September 21st – 24th

2. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Replaced broken tiles by the front entrance. The VCT floors will be waxed 8-13.
- b. Classroom/Lobby and Bathrooms – Nothing to Report.
- c. Bus Barn Update – Nothing to Report
- d. Roof Update – Nothing to Report
- e. Parking Lot and Grounds – Tuff Shed, Inc. completed installation of the facility shed. Staff will install screening around the perimeter of the base to guard against debris and pests.
- f. Facility Equipment – John took delivery of an Overland powered large capacity wheelbarrow on July 13th. He wrote and submitted a grant for it. With the help of the LWSRF, we purchased a *Genie* push-around lift for future maintenance, repairs, and inspections in high places (especially the gym). Purchased from United Rentals on Tuesday, July 27th and delivered Wednesday, July 28th.

3. SUPPORT SERVICES

- a. Brochure – The Fall Brochure is up on the website. Registration is opened August 7th. A copy will be given to each commissioner to share in their Districts.
- b. The new website went live on July 25th. Tom is working with the Rec Team to get information for specific programs updated on the site. Several other pages will be updated as time allows but we are excited to have added functionality to capture employment, volunteer and internship applications digitally through the online forms
- c. FOIA Requests – LWSRA received 2 requests in July that have been answered. As of July 31, 2021 the agency is up to date on all requests.

4. SUPERINTENDENT OF RECREATION

A. Staff & Safety –

Superintendent of Recreation

- Staff – Melissa reported that LWSRA is hiring for fall programming. She and Tami have conducted a few interviews, but they are still looking to hire.
- Outreach – Melissa attended 3 golf outings and have made connections with local businesses that can benefit the agency. She thanked a resident of Heather Glen Subdivision, Sarah, for teaching the staff some basic sign language. Sarah volunteered to return to teach the skills.

Manager of Athletics

- Staff & Staff Training- The focus is on hiring additional part-time staff for the fall programs and recruiting volunteers. Training for new staff and volunteers will be scheduled soon.
- Transportation – This month 6,400 miles were logged on the busses. All busses were in use during the month and the full report was in the commissioners’ packets. Doo-to-door transportation was not provided.
- Titans - Teen and Adults – Both Virtual and in-person programs are doing.
- Special Olympics – Five Athletes participated in the Tennis Region Qualifier on 7-26 and qualified for state. Two athletes competed at Inwood Golf Course in Joliet on 8-14 and both qualified for state. LWSRA Hawks attended the Softball Region Qualifies on 7-31 and received a bronze medal.

- Adaptive -Wheel Chair Baseball – The Wheelchair Softball World Series in Biloxi Mississippi and LWSRA took 3rd place.
Fun was had by all at the last day of summer camp! Campers started off the day with a variety of different activities. Friends and family members joined the festivities for a delicious lunch. For the rest of the day everyone enjoyed the petting zoo, the New Lenox firetruck, yard games, snow cones, DJ Keith, a magician, music played by the School of Rock Mokena, and of course the talent show
- Summer Camp – Brooke’s first day was the beginning of the session and she did very well. The program ended on July 30th with friends and family members joining for lunch, numerous activities and music played by the School of Rock Mokena.
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Finance/Personnel – None

Facilities Planning – Commissioner Lewis asked Keith to look into the Tourism Grant that was recently announced. Discussion was held. Keith will contact the grant writer to have them submit an application. Commissioner Lewis noted that each District needs to discuss with their Board the .05% continuance.

Attorney – None

Old Business

- a. Resolution #21-4 Fund Balance Policy – The new auditors have reviewed the Policy and have marked it up with suggested wording. Also the Foundation is discussing with LWSRA and the new auditors. Item tabled until the new audit is underway.

Executive Session None

New Business None

Director/Commissioner Comments

Executive Director LWSRA, Keith Wallace, thanked the Board for all they do. He asked them to keep his staff apprised of policies and happenings in each District and how LWSRA can adhere to each ones policies. He thanked them for all of their support.

Commissioner Randall said it was good to be able to make a few new acquaintances and to keep up the good work.

Commissioner Vitale had a great time at the Grand Opening of the playground and thanked NLPD and LWSRA for all the work they did leading up to establishing the new park. He had a very good time at the first golf outing but will be unable to attend the 2nd one.

Commissioner LaMore said she is still getting settled in and learning a lot about LWSRA. She also said that the Grand Opening was great.

Commissioner Lewis said that the Grand Opening of the new playground was the culmination of the work by the LWSRA staff and NLPD who worked very well together. He told Keith to prepare a list of lost revenue to submit to the State Representatives so they can allocate some of the COVID money to LWSRA. He told everyone to keep doing what they were doing. The right people are in place to make LWSRA successful and having the Executive Directors of each District on the Board helps in

the process. He gave a copy of a Medical Cannabis form to Keith so he could adapt it or something like it since the State of Illinois just updated their policy on administering. Keith is already looking into developing an online tool.

Commissioner Kelly said that the Grand Opening was fantastic and the hot dogs were excellent! He had a lot of fun at the first golf outing and staff did an excellent job. He noted that the LWSRA had a very successful summer in programming and it was all due to the great staff. He thanked them all.

Adjournment

President Kelly asked for a motion to adjourn the Regular Meeting.

Commissioner LaMore so moved and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (5), Kelly, Randall, Vitale, LaMore, Lewis

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Hassett

Motion Carried

The meeting adjourned at 10:03 a.m.

Respectfully submitted by
Mary T. Strand, Recording Secretary