

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 21, 2021 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.**

**General Functions**

Call to Order: President Kelly called the meeting to order at 9:30 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  
Audrey Marcquenski, Director, Frankfort Square Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Kelly LaMore, Park Manager, Peotone Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kirsten VanDuyne, Executive Director, Wilmington Island Park District

Absent: Greg Vitale, Executive Director, Mokena Park District

Others present were: Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; John M. O’Driscoll, LWSRA Attorney; and Mary Strand, Recording Secretary.

Guests: Belinda Olszewski, Resident.

**Public Comments:** None

**Treasurer's Report**

A. November 30, 2021 Treasurer’s Report – President Kelly asked for a motion to accept the November 30, 2021 Treasurer’s Report.

*Commissioner Hassett moved to accept the November 30, 2021 Treasurer’s report as presented and Commissioner Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (6) Lewis, Marcquenski, Hassett, VanDuyne, LaMore, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Vitale*

*Motion Carried*

**Payment of Bills** President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$118,081.87 which may include lodging and travel. Executive Director Wallace noted that Tom Krauss is doing a wonderful job keeping on track. Commissioner Lewis asked how it was going with the source documents. Keith reported that are trying Quick Books and there might be additional documents.

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

*Ayes: (6) Marcquenski, Hassett, VanDuyne, LaMore, Lewis, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Vitale*

*Motion Carried*

**Special Guests:** None

**Communications:** None

**Consent Agenda:**

- A. Approval of the Regular Meeting Minutes of November 16, 2021. President Kelly asked for a motion to approve the minutes.

*Commissioner Marcquenski made a motion to approve the Regular Meeting Minutes of November 16, 2021 as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

*Ayes: (6) Hassett, VanDuyne, LaMore, Lewis, Kelly, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Vitale*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR’S REPORT**

- a. Staff – None
- b. Kindful Report – \$4,850. The breakdown of donations was attached to the Board’s packets.  
Grants Applied – The attached report showed confirmation that a \$5,000 Grant from Ecolab for the Sensory Path has been approved.
- c. Foundation – The meeting was held on December 9<sup>th</sup>. They discussed audit policies, Giving Tuesday and Bunny Breakfast.
- d. Capital Asset Management Memo – AssetWorks vs Lauterbach & Amen, LLC – Staff have recommended to use Lauterbach. He scope of the work and quotes are attached in the Board’s packets. President Kelly asked for clarification. AssetWorks is more difficult to work with. LWSRA’s current auditor works with Lauterbach. Discussion was held.
- e. Memo Mask Exemptions – Some negative comments were received during the Grinch event pertaining to mask requirements that are set forth by the State’s Executive Order. Staff has worked with PDRMA and CDC guidelines to present options and created a letter that we send to the families requesting an exemption. The Grinch event did open an additional session to accommodate those who complained. Discussion was held on requirements.

- f. Board Governance Manual – Keith reported that he should have a draft of the manual in January for the Board to discuss and adopt. Commissioner Lewis cautioned to not rush the process and make sure everything was covered. Keith said that all of the criteria is on the Power DMS.

2. **FACILITY FOREMAN** – John’s report was included in the Board’s packets.

3. **SUPERINTENDENT OF RECREATION** – Melissa Jensen told the Board that all is well and asked if there were any questions regarding the reports that were included in the Board’s packets. She said registration is out and they are seeing decent enrollments. Wheelchair Basketball teams participated in several games and the results are in the packets.

**Finance/Personnel** –

- a. Audit – It is almost done. Keith said that the auditors are waiting on a few more things that he will send out. The Foundation also has finished their portion. The approval for the audit will possibly be on the February Agenda.

**Facilities Planning** –

- a. Security Cameras – A memo was attached indicating that staff is in the process of getting quotes and demos for a cloud-based camera system. Quotes have been received from 3 companies. Recommendation of the best system for the agency will be determined after the holidays. Staff will submit a memo with all 3 options for further discussion and recommendation to the Board for their approval.
- b. Building Expansion – Staff met with White & Company to discuss. They submitted some preliminary plans. This is to be ready for when/if money becomes available. Discuss was held. Commissioner Hassett suggested that something will be needed from this Board to show if the extra .0025 cents will be need again. The contract is up in 2023 with the Districts. It was suggested that something be ready to bring back to the Districts’ Boards by mid-2022. Discussion was held.

**Old Business**

- a. Resolution #21-4 Fund Balance Policy –Tabled. Executive Director Wallace noted that during his research, it was discovered that a Fund Balance Policy already exists. He will rescind Resolution #21-04 and instead amend Resolution #12-04 at the next meeting. Commissioner Hassett asked for a memo outlining the changes. Lauterbach & Amen advised that any new funds would need to be added and then the Attorney would review.

**Executive Session** None

**New Business**

- a. Resolution #21-8 Bus Barn Lease – The Bus Barn Rider Lease and Resolution was passed at the November Board Meeting. Staff then approached the landlord to ask to make it a new 3-year lease agreement. The new lease and resolution were reviewed by legal. President Kelly asked for a motion to approve.

*Commissioner Lewis moved to approve Resolution #21-8 Bus Barn 3-Year Lease as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

*Ayes: (6) VanDuyne, LaMore, Lewis, Marcquenski, Hassett, Kelly*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (1) Vitale*

*Motion Carried*

- b. Resolution #21-9 SWSRA Cooperative Agreement – President Kelly asked for a motion to approve Resolution SWSRA Cooperative Agreement as presented. Commissioner Lewis asked if the numbers will be tracked and Keith confirmed.

*Commissioner Marcquenski so moved and Commissioner Hassett seconded the motion. A roll call vote was taken.*

*Ayes: (6) LaMore, Lewis, Marcquenski, Hassett, VanDuyne, Kelly*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (1) Vitale*

*Motion Carried*

- c. Resolution #21-10 NWCSRA Cooperative Agreement - President Kelly asked for a motion to approve Resolution NWCSRA Cooperative Agreement as presented.

*Commissioner Hassett so moved and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

*Ayes: (6) Lewis, Marcquenski, Hassett, VanDuyne, LaMore, Kelly*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (1) Vitale*

*Motion Carried*

**Director/Commissioner Comments**

Executive Director Wallace said it has been a blast this year and the staff did a phenomenal job. The goal is to get all of the participants back on board based on the guidelines. He thanked the Board for their continued support.

Commissioner LaMore said it was an interesting year for her. It has been a pleasure getting to know all that LWSRA does. She continues to learn and grow. She asked if anyone had an independent contract agreement to please share with her. Attorney O’Driscoll will send to her for program instructors.

Commissioner Van Duyne thanked everyone for an awesome first year. She said everyone is very helpful and helping her to get through the processes. She thanked Keith for bouncing some ideas to her. She said thank you to all and Merry Christmas.

Commissioner Lewis said thank you to the staff. He noted that it is never easy to please everyone, but to keep in mind all the people that they affect through their encounters and decisions. Working through the extra event wasn’t easy and don’t get discouraged. It is trying times, and the parks and SRA’s groups just don’t give up. Happy Holidays and Happy New Year.

Commissioner Hassett thank you to the Rec Staff. She said she very much appreciates Melissa and her team for the tools for the Districts. Social Media is a tool that must be used and she appreciates the staff looking the other way in difficult situations. She said that the staff is known for all the great work they do, so don't let the few bumps get you down. Merry Christmas and Happy New Year and she hopes all get some time off to be with their families.

Commissioner Marcquenski said it's been a year!! She said thank you for all the efforts during difficult times. Happy Holidays and wished the best for the New Year and good times ahead.

Commissioner Kelly said to echo everyone, you've dealt with the stress of the last 2 years and you don't feel that when you walk into this building. Nor do the participants feel that. The ability to adapt and make decisions on the fly and support each other, not only in this organization, but in this room collectively and through SSPRA and those sanctioned groups, you don't feel like you are alone in the battle. It helps everybody. What you achieved over this past year and the support you provide us, not only physically, but in the support you give us by coming to our programs and present at our events, it really feels like a team. It make the pride of accomplishments that much more gracious and the gratitude of what you guys do is high. He said thank you and if you are traveling be safe and be smart. Happy Holidays and Merry Christmas.

**Adjournment**

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

***Commissioner Hassett so moved and Commissioner Marcquenski seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:06 a.m.***

Respectfully submitted by  
Mary T. Strand, Recording Secretary