

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 19, 2022 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

I. General Functions

Call to Order: President Kelly called the meeting to order at 9:35 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
Kirsten VanDuyne, Executive Director, Wilmington Island Park District
Greg Vitale, Executive Director, Mokena Park District
Absent: Gina Hassett, Executive Director, Frankfort Park District

Others present were: Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Elizabeth Wagman, LWSRA Attorney; and Mary Strand, Recording Secretary.

Guests: Belinda and Jessica Olszewski

II. Public Comments: None

III. General Functions (continued)

- 1. March 15, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the March 15, 2022 Treasurer’s Report.

Commissioner Hassett moved to accept the March 15, 2022 Treasurer’s report as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

Ayes: (7) Hassett, Kelly, Marcquenski, Vitale, VanDuyne, LaMore, Lewis
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

- 2. Payment of Bills:
 - A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$235,771.93 which may include lodging and travel. Director Wallace noted that the month had 3 payrolls. Commissioner Lewis asked about the Credit Card comparison. He said it might not be necessary to show the Board.

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

*Ayes: (7) Lewis, Vitale, Marcquenski, VanDuyne, LaMore, Hassett, Kelly
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

- 3. Special Guests: None
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of the Regular Meeting Minutes of March 15, 2022. - President Kelly asked for a motion to approve the minutes.

Commissioner Lewis made a motion to approve the Regular Meeting Minutes of March 15, 2022 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Motion Carried

V. Staff & Committee Reports

1. Executive Director

- a. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The reports were included in the packets for the Board’s review. Keith noted that the Kindful report shows the total of \$21,584 for March, individual donations, what account it is designated to and a spreadsheet indicating how much was spent, and how much was left. The spreadsheet is a work in process. The Hickory Creek fund raiser donated \$10,000 for the adapted program. Keith will pick up the check tonight. A fundraiser at Oak Forest High School brought in \$1,000. A LWSRA participant attends the school. All the funds will go towards offsetting the cost of the Nation tournaments in Wichita and Akron. Four grants were applied for the sensory path and Staff is waiting to hear back on them.
- b. Foundation Update – The Bunny Breakfast event held on April 16th was sold out. The bunny baskets were a popular addition. There was a petting zoo and all the rooms were used to keep everyone from being cramped up. Keith asked that everyone save the dates of August 12th at the Sanctuary and September 17th at The Links At Carillon for the LWSRF Golf Outings.

- c. 2020/2021 Annual Report – Tom and Nadine did a great job putting the report together. Hard copies were handed out to the Board and it is posted on the web site as well.
 - d. Fund Balance and Capital Asset Policy Update – Keith worked with the auditors and should have both to show the Board at the May meeting.
 - e. Camera Update – The process to get the right cameras has been overwhelming. A temporary fix has been purchased. Keith is recommending that the Board conduct a workshop to come up with a permanent camera solution. It will be costly.
 - f. Energy Savings Program – Staff is in the process of getting LED lighting quotes for the facility. Commissioner Hassett suggested using Ed, from Project Green. Discussion was held.
 - g. Explorer Purchase and Disposal - A copy of the quote from Suburban Purchasing Cooperative was included in the Board’s packets. The Foundation will give money for the upfront lease amount.
 - h. Continue Extra % to LWSRA, Discussion – As the contract with the Districts is winding down, Keith would appreciate if the Commissioners hold a discussion with their Boards to determine if the additional .0025 will continue to be given to LWSRA for Capital Projects. A memo is needed from Keith to the commissioners so they can present it to the Board. An amendment to the current agreement would have to be agreed to and a resolution by each District would be needed. Keith will work on a memo to present to the Board. All 7 districts would need to agree unanimously. Commissioner Lewis noted that Keith should ask the auditor how to book the pre-payment.
 - i. Power DMS – Staff is still working on uploading information to the system. All Policies are uploaded and work is being done on the Board Governance Document.
2. **Facility Foreman** – John’s report was included in the Board’s packets.
3. **Office Manager/Support Services** – The Spring/Summer Brochure is out and registration started April 9th.
4. **Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets and asked if they had any questions for her.
- a. Staff and Safety
 - b. Inclusion –
 - c. Part time staff –
 - d. Manager of Recreation –
 - 1. Transportation –
 - 2. Teen, Adult, After School & Titans – On April 23rd the Culture Arts Show will be held. Titans will showcase Show Choir, Momentum Dance, Paintings and Artwork from Crafty Creations and Painting class. Drama will present Aladdin and The Greatest Showman.
 - 3. Special Olympics –
 - 4. Adapted Sports –
 - 5. Youth, Special Events, Summer Camp, Virtual –

VI. Finance/Personnel –

- a. Budget Draft #1 – Keith noted that there will be some more changes. Starting with page 16 lists the EAVs for each District. Supporting documents from H R Source for salaries was included. Commissioner Hassett questioned the projection formula. She also said that some of the entry level salaries are not enough to attract quality employees. Keith needs to remove the formula and put in an actual number. Keith and Commissioner Lewis worked on the salaries and are tweaking the numbers. Discussion was held. Commissioner Vitale said that the projections and 6% raises is a pretty good start. A Policy Reserve will be 15% instead of 25% and discussion was held. Commissioner Lewis said he thought that the Statue should be 25% and he will confirm. Discussion was held. A clean copy of the budget will be presented at the May meeting.

VII. Facilities Planning –

VIII. Old Business

- a. Resolution #21-4 Fund Balance Policy –Tabled. A copy of the finished document was not included in everyone’s packets. It is in the sharing system but commissioners were not aware.

IX. Executive Session – None

X. New Business

- a. Resolution #33-2 Disposal of Property – President Kelly asked for a motion. Discussion was held on how to get rid of the Ford Explorer.

Commissioner Hassett made a motion to approve Resolution #22-2 authorizing LWSRA to dispose of certain items of personal property and Commissioner Lewis seconded the motion. A roll call vote was taken.

Ayes: (7) Hassett, VanDuyne, LaMore, Lewis, Marcquenski, Kelly, Vitale

Nays: (0)

Abstain:(0)

Absent: (01)

Motion Carried

I. Director/Commissioner Comments

Executive Director Wallace said it’s exciting to get everyone back. Things are getting back to normal. The early childhood programming for 2-7 year olds is booming. Adult and sporting programs are going well. He encouraged the commissioners to come out to see the programs and take pictures of themselves and submit them.

Commissioner Van Duyne excited to see all the new programming, it’s always innovative

Commissioner LaMore said she is busy, busy and keeping an eye on everything.

Commissioner Vitale said staff did a great job on the Annual Report. He recommends that everyone share it with their Boards.

Commissioner Lewis told everyone that Keith Wallace was nominated and elected as Professional Leader of SSPRA. Melissa and Jay were instrumental in getting him to the meeting. Commissioner Lewis went on to say that we all know Keith's accomplishments at LWSRA, but to be recognized at the State level and SSPRA is a great accomplishment. It is well deserved. Congratulations.

Commissioner Marcquenski said congratulations to Keith. She said keep up the good work. The Annual Report is a really good document. The numbers are great and are presented well to give a lot of hope for the future. Congratulations on that as well.

Commissioner Hassett also said congratulations on the Annual Report. She asked for extras to share with her Board tonight.

Commissioner Kelly congratulated Keith. He thanked everyone on all the hard work they did on the Budget and Salaries. He said keep up the good work, it's always impressive.

II. 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 10:25 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary