

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 17, 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 9:32 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  
Audrey Marcquenski, 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  
Gina Hassett, Executive Director, Frankfort Park District  
Absent: Kirsten VanDuyne, Executive Director, Wilmington Island Park District

Others present were: Melissa Jensen, Superintendent of Recreation; John Hillegass, Facility Foreman; John O’Driscoll, LWSRA Attorney; and Mary Strand, Recording Secretary.  
*(Keith Wallace, Executive Director, via zoom)*

Guests: Cameron Renchen, Intern, Peotone Park District

**II. Public Comments: None**

**III. General Functions (continued)**

- 1. April 30, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the April 30, 2022 Treasurer’s Report.

***Commissioner Hassett moved to accept the April 30, 2022 Treasurer’s report as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.***

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

***Nays: (0)***

***Abstain:(0)***

***Absent: (1) VanDuyne***

***Motion Carried***

- 2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$126,194.96 which may include lodging and travel. Director Wallace said higher expenses are due to items needed to purchase.

*Commissioner Vitale 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) Lewis, Vitale, Marcquenski, LaMore, Hassett, Kelly*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

3. Special Guests: None
4. Communications: Email from participant asking about diapering policy. Keith will contact PDRMA to discuss.

**IV. Consent Agenda:**

1. Approval of the Regular Meeting Minutes of April 19, 2022. - President Kelly asked for a motion to approve the minutes.

*Commissioner Hassett made a motion to approve the Regular Meeting Minutes of April 19, 2022 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*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 \$23,604.79 for April, individual donations, what account it is designated to and a spreadsheet indicating how much was spent, and how much was left. Four grants were applied for the sensory path and the grant for Aileen S. Andrew Foundation has requested additional information.
- b. Foundation Update – The Bunny Breakfast event held on April 16<sup>th</sup> was sold out. Nadine’s report gives the details. Keith asked that everyone save the dates of August 12<sup>th</sup> at the Sanctuary and September 17<sup>th</sup> at The Links At Carillon for the LWSRF Golf Outings. A flyer was handed to all commissioners.
- c. Facility – Staff has received 3 quotes to update all lighting to LED. John Hillegass will be presenting later in this meeting.
- d. Community Golf Outings – A list of outings will be sent to the commissioners. They are typically sponsored by those who support LWSRA.

- e. NRPA Conference – Mellissa, Tom and Keith will attend the conference that will be held in Phoenix, Arizona.
- f. SOCOM Military Wheelchair team – Keith has been selected to coach team at the 2022 Warrior Games in Orlando in August.
- g. Director Evaluation – President Kelly circulated a document for the commissioners to have their input. Discussion was held.
- h. HR Audit – HR Source will be doing the HR Audit in July.
- i. Progression of officers was discussed.

**2. Facility Foreman –**

**3. Office Manager/Support Services –**

**4. Superintendent of Recreation –** Melissa Jensen told the Board that the month's reports were in their packets.

- a. Staff and Safety
- b. Inclusion – Intakes have been very high, Frankfort had 8. And many others are from the Orland area. The swim lessons are filled. Educate the community that residents are given a week to sign up before non-residents.
- c. Part time staff –
- d. Manager of Recreation –
  - 1. Transportation –
  - 2. Teen, Adult, After School & Titans – The cultural arts events were very successful. Melissa thanked Commissioner Hassett for attending. Commissioner Lewis heard many compliments about the performances. Commissioner Hassett gave kudos to the staff for their creativity and the maintenance staff. Adding ukulele and voice lessons to the programs. Video of the performances was suggested to help get the word out. Keith will send a link of the rehearsals.
  - 3. Special Olympics –
  - 4. Adapted Sports –
  - 5. Youth, Special Events, Summer Camp, and Virtual – Summer Camp starts June 6<sup>th</sup>. Melissa asked the commissioners to give her a heads up if more inclusion is needed so that she can hire enough people.

**VI. Finance/Personnel –**

- a. 2022/2023 Budget – A packet of the Budget materials included the breakdowns and EAVs. All else was the same as discussed in previous meetings.

**VII. Facilities Planning –**

- a. Gym Lighting Quotes – John ran through a brief summary of the 3 vendors who submitted. All are using ComEd bonuses and rebates in their quotes. Rebates end on May 20<sup>th</sup> so applying for them needs to happen this week. John highlighted the differences of each. Project Green would do this as a non-profit to showcase his business. Time and labor is donated. Lighting is covered by the ComEd rebates. This proposal includes use of additional donations to reduce cost and includes upgrading the parking lot lights to multifunctional LEDs that run dusk to dawn at reduced output for security until triggered

by movement for full brightness. Discussion of the brightness of the lights was discussed. Commissioner Vitale said he has worked with Project Green before and like the company. President Kelly echoed him, gave positive input on the company and added that there is no over spill from the field. Discussion was held. Project Green is sending more formal documentation. The attorney will review the quote and John Hillegass will start the paper work. President Kelly asked for a motion to approve awarding the work to Project Green.

*Commissioner Hassett made a motion to the authorize staff to move forward with the project with Project Green, sign paperwork with ComEd and forward to the attorney for review. Commissioner Vitale seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**VIII. Old Business**

- a. Resolution #21-4 Fund Balance Policy – President Kelly asked for a motion to approve the policy. Keith said that it has been looked at by the attorney and the auditors.

*Commissioner Lewis made a motion to approve the Resolution #21-4 Fund Balance Policy and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

**IX. Executive Session – None**

**X. New Business**

- a. Resolution #22-3 Capital Asset Policy – President Kelly asked for a motion. Keith added wording on the advice of counsel. On page 3 after ‘surplus’ added “or obtain 2 offers from different vendors”.

*Commissioner Lewis made a motion to approve Resolution #22-3as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

- b. Approval of 2022-23 Budget – President Kelly asked for a motion. Commissioner Vitale congratulated the staff on all the work they did. He said it was a good document, minimum wage is going up, insurance was discussed, and future staffing addressed. Commissioner Lewis said staff should keep working on entry level.

*Commissioner Hassett and Commissioner Vitale seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) VanDuyne*

*Motion Carried*

I. **Director/Commissioner Comments**

Executive Director Wallace thanked the Board for their support. Staff has been working hard. There will be a presentation in Monee, if someone could join Melissa it would be appreciated. We are trying to convince Monee that they need to join and SRA.

Commissioner Marcquenski told Keith to take care. She said everyone had fun over the weekend watching basketball. She thanked staff for the extra help they gave her. She said the brochure was beautiful and to keep up the good work.

Commissioner Hassett also said she was glad to see the LWSRA day program back in the FPD building. She told all to enjoy their summer.

Commissioner LaMore introduced her summer intern, Cameron Renchen. She is looking forward to a busy summer. Nadine helped Kelly with some flyers and Peotone will be more involved with LWSRA. She said she completed one full year at Peotone Park District and thanked the Board and staff for their help.

Commissioner Vitale said good job with everything and the budget. He told John Hillegass good job with the lighting proposals. He did a good job presenting it. Bunny Breakfast, and wheelchair basketball are up there and keep up the good work. He is looking forward to the Golf Outing it's always fun.

Commissioner Lewis told Melissa good job with the Cultural Event there are many compliments. He told Keith good job on the budget. It is a good document and to keep improving the policies.

Commissioner Kelly thanked John Hillegass for his presentation. He told Keith he appreciated that he was able to join while recovering and thanks for all the hard work and to keep it up.

**II. Adjournment**

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

*Commissioner Hassett so moved and Commissioner LaMore seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:27 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary