

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON AUGUST 16, 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 9:33 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  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Greg Vitale, Executive Director, Mokena Park District  
Kelly LaMore, Park Manager, Peotone Park District

Absent: Gina Hassett, Executive Director, Frankfort Park District

Others present were: Keith Wallace, Executive Director;  
Melissa Jensen, Superintendent of Recreation; Courtney Willits, LWSRA Attorney; Riley Spreadbury, Administrative Assistant; and Mary Strand, Recording Secretary.

Guests: Renee Chavez, Executive Director, Crete Park District

**II. Public Comments:** Renee Chavez addressed the Board to let them know that the Crete Park District is interested in joining LWSRA as a contributing Board Member. A vote from her Board and a resolution will hopefully be accomplished in the near future. Keith & Melissa did a great job in presenting to the Crete Park Board.

**III. General Functions (continued)**

1. July 31, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the July 31, 2022 Treasurer’s Report. Executive Director Wallace said that next month a discussion needs to be held on Inclusion. A Committee Meeting will be held after the September 25<sup>th</sup> Board Meeting to address it. Discussion was held.

*Commissioner Vitale moved to accept the July 31, 2022 Treasurer’s report as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carried*

2. Payment of Bills:

A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$147,603.34 which may include lodging and travel.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carried*

3. Special Guests: None

4. Communications: None

**IV. Consent Agenda:**

1. Approval of the Regular Meeting Minutes of July 19, 2022 and the Executive Minutes of June 21, 2022. - President Kelly asked for a motion to approve the minutes.

*Commissioner Lewis made a motion to approve the Regular Meeting Minutes of July 19, 2022 and the Executive Minutes of June 21, 2022 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carried*

**V. Staff & Committee Reports**

**1. Executive Director**

- a. Donations, Fund Raising, Grants, Marketing, Outreach, & PR –Keith noted that the Kindful report shows the total of \$8,390. \$5,000 of it was from DoubleGood. Staff met with DoubleGood and they are officially sponsoring LWSRA as a Friend of DoubleGood. LWSRA will receive \$5,000 annually and product at any event of our choice.
- b. A grant was submitted to Eco Lab this month.
- c. Foundation Update – The Foundation Golf Outing was great and netted approximately \$28,000. Two more golfers are needed for the Knights of Columbus Golf Outing on October 1<sup>st</sup>. Commissioner Lewis suggested that next year the staff and Board should reach out to legislators to participate. Riley will invite state and county legislators to all

events going forward. Keith told the Board that staff has participated in several other golf outings this year where there aren't any other charities present and golfers donate to LWSRA.

- d. Extra Contribution – Keith suggested to hold off on a discussion for a few months. Keith will visit some of the Districts to see what their concerns are. Discussion of a satellite office in one of the Districts was held and also a plan for transportation.
- e. Rescue Plan – Staff submitted 4 items for consideration.
- f. Wheel Chair Softball World Series – The event held on August 4-6<sup>th</sup> and was a huge success. Staff made some strong connections with the PVA Vaugh Chapter and CBS.
- g. NRPA – Conference will be held September 19-23.

**2. Facility Maintenance Supervisor** – The floors have been stripped and waxed. The gym floor will be done by the end of August.

**3. Office Manager/Support Services** – The Fall Brochure is online and registration is underway. There is a two week lag for non-residents to sign up.

**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 are coming in strong. The report showed participation for residents, non-resident and those that LWSRA has an agreement with. Non-Resident fees have increased.
- c. Part time staff –
- d. Manager of Recreation-
  - 1. Transportation –
  - 2. Teen, Adult, After School & Titans –
  - 3. Special Olympics –
  - 4. Adapted Sports –
  - 5. Youth, Special Events, Summer Camp, and Virtual – Summer Camp ended and staff worked very hard. They now have a week off before the new programming begins.

**VI. Finance/Personnel** – None

**VII. Facilities Planning** – None

**VIII. Old Business** - None

**IX. Executive Session** – None

**X. New Business** –

- a. Motion to Report on Review of Closed Meeting Minutes of June 21, 2022 – President Kelly noted that the need for confidentiality does not exist and the minutes can be released for publication He asked for a motion to report on the Executive Meeting Minutes of June 21, 2022.

*Commissioner Vitale made a motion to Report on Executive Meeting Minutes of June 21, 2022 and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carrie*

**XI. Director/Commissioner Comments**

Executive Director Wallace told the Board he is on vacation from today until August 28<sup>th</sup> and Melissa is taking some time off too. He thanked the commissioners for coming to the golf outing and for all their support. He said he hoped to welcome Renee and Crete Park District soon. Commissioner Marcquenski said she was happy to hear Keith and Melissa are taking some time off and hope they can rest and relax. She thanked the staff for their hard work on the golf outing and softball tournament.

Commissioner VanDuyne said thank you to LWSRA for coming out for the lawn party. She said more people are getting involved. As they hold more pop up parties, residents will see how LWSRA can enhance their lives.

Commissioner VanDuyne said thank you for coming out to events in Wilmington. She said the bowling alley already called her

Commissioner Lamore said that it was a busy summer and great having LWSRA out to some of Peotone’s events. She invited staff to come down any time.

Commissioner Vitale said he was glad that the agency had a great summer. He said staff should enjoy the downtime such as it is. The golf outing was fantastic and he even out drove Keith..

Commissioner Lewis said the golf outing was a really fun time and staff did a good job with it. The summer events were great. Inclusion is huge and New Lenox could not have their programs run well if not for Inclusion. Keep up the good work.

Commissioner Kelly said Manhattan had the best summer. The quality of his District’s programs was great and they could not have had that without the coordination with LWSRA. The key to the whole process is that the customers never know when things don’t go exactly as planned so thank you. The outing was fantastic and he won a basket. As an FYI, Manhattan passed a referendum for \$85 million and had the ground breaking last week to build a new Junior High School to be completed in 2024. Rep. DeLuca and Rep. Joyce attended. Relationships are essential so the more LWSRA gets involved the better. He said Keep up the good work.

**XII. Adjournment**

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

*Commissioner Vitale so moved and Commissioner LaMore seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:12 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary