

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 27, 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: Vice President Marcquenski 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 *(via zoom at 9:34 a.m.)*
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
Gina Hassett, Executive Director, Frankfort Park District

Absent: None
Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; Tom Krauss, Office Manager; Riley Spreadbury, Administrative Assistant; and Mary Strand, Recording Secretary.

Guests: Renee Chavez, Executive Director, Crete Park District; Pam Beck, Attorney.

Commissioner Hassett made a motion to appoint Commissioner Marquenski as President Pro tempore for the meeting and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Motion Carried

Commissioner Marcquenski made a motion pursuant to the Open Meetings Act to allow Commissioner Kelly to attend the meeting remotely via zoom, due to illness, and Commissioner Hassett seconded the motion. A roll call vote was taken.

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

Motion Carried

II. Public Comments: None

III. General Functions (continued)

- 1. August 31, 2022 Treasurer’s Report – President Pro tempore Marcquenski asked for a motion to accept the August 31, 2022 Treasurer’s Report. Executive Director Wallace confirmed that the QuickBooks version is still a backup to the accountant’s version. Tom Krauss added that both are very close because most of the outstanding check have been cashed. When the auditor comes out all of the discrepancies will be reconciled. Discussion was held.

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

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

Motion Carried

- 2. Payment of Bills:
 - A. President Pro tempore Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$231,519.76 which may include lodging and travel.

Commissioner Lewis 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) VanDuyne, LaMore, Lewis, Kelly, Hassett, Vitale, Marcquenski
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 August 16, 2022. President Pro tempore Marcquenski asked for a motion to approve the minutes.

Commissioner Vitale made a motion to approve the Regular Meeting Minutes of August 16, 2022 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (1) Hassett

Absent: (0)

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 \$5850. \$45,000 of it was from the Knights of Columbus. It will go towards programs and the financial assistance program. They are hosting the annual Sports Banquet on October 30th. All Commissioners are invited.
- b. A grant was submitted to Adreani Foundation requesting \$5,000 to help fund the sensory garden.
- c. Foundation Update – The second Foundation Golf Outing netted approximately \$10,000.
- d. Rescue Plan – Staff submitted 4 items for consideration. No update has been received. Keith will follow up this week.
- e. Crete Park District – Keith and Melissa did a site visit to determine the program possibilities. The next steps are on hold until Will County approves it for Crete. Renee Chavez was presented and said that she just received the approval this morning. The next step is for each participating District to have their Board approve a resolution. Then the LWSRA Board approves at their next meeting. Renee asked for it to be done for the October LWSRA meeting.
- f. Inclusion – Commissioner Vitale and Lewis, Melissa and Keith held a discussion to determine the percentage of each District’s usage of inclusion participants. Discussion was held.
- g. Employee Retention Credit (ERC) – Attorney Pam Beck gave an overview of the IRS letter received. Tom had already responded by returning some of the funds. Tom will give the commissioners copies of the communications from the IRS. Discussion was held. Tom will send out a memo to the commissioners regarding the amounts. A technical appeal to the IRS would need to be filed by September 30th. Discussion of the fees associated with ERC application was held. A consensus was determined to send a neutral communication to the IRS and wait for them to give direction to LWSRA about ERC funds. Legal will communicate to the accountants per the discussed plan.
- h. Audit – The audit will begin October 31st. Keith advised that he will send information to Commissioner Lewis about the issue of LWSRA’s position on being a government entity so that he can bring it to the legislative committee.
- i. America Rescue Plan – Several Districts have received approval for the money that was applied for.

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. New programming has started and everyone is very busy.

- a. Staff and Safety – Two Recreation Specialists resigned and posting to replace them has been done.
- b. Inclusion –
- 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 – The Hawks won two second place awards and three third place awards in singles and one second place award and one third place award in doubles. The softball team dominated the tournament and came back with a gold medals. Commissioner Lewis suggested that a resolution and presentation at a Board meeting to honor the gold medalists should be scheduled.

VI. Finance/Personnel – None

VII. Facilities Planning – None

VIII. Old Business - None

IX. Executive Session – None

X. New Business –

- a. Resolution #22-04 a Resolution repealing resolution 21-10 and approving a new agreement between the Lincolnway Special Recreation Association (LWSRA) and the Northern Will County Special Recreation Association (NWCSRA). It obtains procedural clarification. President Pro tempore Marcquenski asked for a motion.

Commissioner Vitale made a motion to approve Resolution 22-04 and Commissioner Hassett seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

XI. Director/Commissioner Comments

Executive Director Wallace told the Board he is looking for some staff to be sent his way. Conference was very nice.

Commissioner Lewis thought the conference was very good. South Suburban was well represented and good ideas were presented. Staff should keep doing what they are doing. Commissioner Kelly the Board will figure things out and keep moving forward.

Commissioner Vitale agreed with all that the conference was good. He is looking forward to continuing the process with Crete.

Commissioner LaMore said she thought that having Crete on board is an asset to Peotone and all is well in her District.

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 Marcquenski thanked everyone. She thanked John and Pam for helping with the issues of today.

XII. Adjournment

President Pro tempore Marcquenski asked for a motion to adjourn the Regular Meeting.

*Commissioner Hassett so moved and Commissioner Lewis seconded the motion.
A roll call vote was taken. The meeting adjourned at 10:40 a.m.*

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Respectfully submitted by

Mary T. Strand, Recording Secretary