

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 18, 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 9:30 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  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Greg Vitale, Executive Director, Mokena Park District  
Gina Hassett, Executive Director, Frankfort Park District (*joined 9:40 a.m.*)

Absent: Kelly LaMore, Park Manager, Peotone Park District

Others present were: Keith Wallace, Executive Director;  
Melissa Jensen, Superintendent of Recreation; Elizabeth Wagman, LWSRA Attorney; Riley Spreadbury, Administrative Assistant; Adriel Mares, Recreation Specialist; and Mary Strand, Recording Secretary.

Guests: Renee Chavez, Executive Director, Crete Park District

**II. Public Comments: None**

**III. General Functions (continued)**

1. September 30, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the September 30, 2022 Treasurer’s Report. Commissioner Lewis noted that the two reports do not match. He asked Tom to give an explanation of each of the differences on next month’s report. Currently Board approval is based on the Lau’s report.

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

*Ayes: (5) Vitale, VanDuyne, Lewis, Kelly, Marcquenski  
Nays: (0)  
Abstain:(0)  
Absent: (2) LaMore, 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 \$141,987.73 which may include lodging and travel.

*Commissioner Marcquenski 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: (5) VanDuyne, Lewis, Kelly, Vitale, Marcquenski*

*Nays: (0)*

*Abstain: (0)*

*Absent: (2) LaMore, Hassett*

*Motion Carried*

- 3. Special Guests: Keith introduced Adriel Mares as Recreation Specialist. He thanked everyone and said he was very excited to join LWSRA. He moved from Texas to become a member of the team.
- 4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of the Regular Meeting Minutes of September 27, 2022. President Kelly asked for a motion to approve the minutes.

*Commissioner Vitale made a motion to approve the Regular Meeting Minutes of September 27, 2022 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.*

*Ayes: (5) Vitale, VanDuyne, Lewis, Kelly, Marcquenski*

*Nays: (0)*

*Abstain: (0)*

*Absent: (2) LaMore, 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 \$4485 and gives a breakdown of the individual amounts. He announced that Ozinga is donating \$5,000 for the Sensory Path which will be on next month’s totals.
- b. A grant was submitted to Adreani Foundation requesting \$5,000 to help fund the sensory garden.
- c. Foundation Update – \$36,274 was raised from the Foundation Golf Outing. The Foundation is deciding on whether to have one or two dates.
- d. PDRMA 2023 Health Plan – Keith included the new rates in the Board’s packets. He held discussions with the staff and all who currently have the HMO have no interest in changing. The same plans as 2022 will be offered with a slight increase. Staff will look into different plans for 2024
- e. LWSRA Agency Overview 2021-2022 – The participation is going up. There were less participants than the previous year, but they participated in more programs overall.

*(Commissioner Hassett joined the meeting at 9:40 a.m.)*

- f. ERC Update – Keith gave out a letter to the commissioners from Pam Beck at Tressler, LLP describing the actions taken so far. Pam indicated that a timely reply was sent to the IRS and a response has not been received yet. She indicated that an update with potential actions to undertake should be available for the next Board Meeting.
- g. Rescue Fund – Keith received notification that information will be coming out by October 28<sup>th</sup>. The commissioners discussed a letter that was received from Will County, Ann Sutton, for each of their Districts. None of them received confirmation of funds.
- h. Crete Park District – Keith has received a few of the Resolutions from the Districts, but not all.
- i. Inclusion – Ongoing staff discussion are being held.
- j. Audit – The audit will begin October 31<sup>st</sup>.
- k. Flyers – Keith included 3 flyers for: Trunk or Treat; Lunch with The Grinch; and Family Holiday Party.

**2. Facility Maintenance Supervisor** – Report in the Board’s packets.

**3. Office Manager/Support Services** – Report in the Board’s packets.

**4. Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets. New programming will start next week. LWSRA parked vehicles for Mokena Park District’s Halloween Hollow and raised about \$1,400.

- a. Staff and Safety –
- 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 –

**VI. Finance/Personnel** – None

**VII. Facilities Planning** – None

**VIII. Old Business** - None

**IX. Executive Session** – None

Approval of PDRMA Health Plan Selection for 2023

**X. New Business** –

- a. Approval of PDRMA Health Plan Selection for 2023 – President Kelly asked for a motion to approve as presented.

*Commissioner Hassett made a motion to approve the PDRMA Health Plan Selection for 2023 as presented and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) LaMore,*

*Motion Carried*

- b. Resolution #22-05 – President Kelly noted that not all Districts have turned in their resolutions to approve Resolution #22-05 Authorizing the Execution of certain resolutions to approve Crete Park District to become a member district of the Lincolnway Special Recreation Association. It will be on the agenda for next month. **Tabled**

**XI. Director/Commissioner Comments**

Executive Director Wallace told the Board that staff will look into going out to market against PDRMA Health offerings. Discussion was held. He noted that staff is filling in for staff who left and all are very busy.

Commissioner VanDuyne said she is excited to be working with Melissa to establish a bowling league. The SOIT program comes to their facility to do job training and she appreciates that LWSRA helps out. She said that park is being upgraded and adding some ADA inclusive equipment that the Rotary is contributing. The library and other organizations are coming together to help, but it will not start until Spring 2023.

Commissioner Lewis said keep up the good work.

Commissioner Kelly said the ERC information is interesting. The 29<sup>th</sup> is Manhattan’s Trick’or’ Treat Trail and on December 2<sup>nd</sup> is their Winter Fest with the first hour for Special Needs individuals. He appreciates the partnership with LWSRA.

Commissioner Vitale told the staff to keep up the good work.

Commissioner Hassett told everyone that FPD has a Tax Rate Increase Referendum on the ballot on November 8<sup>th</sup>. She is spending time educating the community and conducting 2 Town Halls.

Commissioner Marcquenski said she excited by the Agency’s numbers. She said thank you for all the staff’s efforts and keep up the good work

**XII. Adjournment**

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

*Commissioner Vitale so moved and Commissioner Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:01 a.m.*

*Motion Carried*

Respectfully submitted by

Mary T. Strand, Recording Secretary