

**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  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Greg Vitale, Executive Director, Mokena Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kelly LaMore, Park Manager, Peotone Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
(joined 9:35 a.m.)

Absent: None

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

Guests: Renee Chavez, Executive Director, Crete Park District

**II. Public Comments: None**

**III. General Functions (continued)**

- 1. October 31, 2022 Treasurer’s Report – President Kelly asked for a motion to accept the October 31, 2022 Treasurer’s Report.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Lewis*

*Motion Carried*

- 2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$147,523.30 which may include lodging and travel. Keith noted that Tom is doing a great job.

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

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

*Motion Carried*

- 3. Special Guests: Crete Park District representatives, Renee Chavez Executive Director; Laura Stawicki, Board President; and new employee Owen.
- 4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of the Regular Meeting Minutes of October 18, 2022. President Kelly asked for a motion to approve the minutes.

*Commissioner Vitale made a motion to approve the Regular Meeting Minutes of October 18, 2022 as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

**V. Staff & Committee Reports  
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 Lou Filosa donated \$5,000 for new basketball uniforms. Twin Hearts foundation donated \$5,000 for the Drama program and the Knights of Columbus Mokena donated \$1,500 for the basketball uniforms.  
*(Commissioner Lewis joined at 9:35 a.m.)*
- b. A grant was submitted for \$5,000 to Special People in Need.
- c. Foundation Update – The next meeting will be the annual holiday meeting.
- d. 2023 Board Meetings – A proposed calendar of 2023 LWSRA Board Meeting dates was in the Board’s packets. The public have asked to look at the possibility of having an evening meeting to accommodate working individuals. Discussion was held to determine what month(s) would be convenient. Also discussed was holding the Board Meeting at one of the participating District’s facility. April 21<sup>st</sup> at 6:00 p.m. was determined to be a good time.
- e. ERC Discussion – LWSRA received notification from the IRS of the amount that needs to be returned. Attorney O’Driscoll sent a memo regarding the status of returning ERC funds back to the IRS. Discussion was held. The general consensus was that the commissioners agreed to follow the attorney’s suggestion.

- f. Vehicle Discussion – LWSRA is in need of a vehicle that could pull a trailer. Currently we are on the list for an Explorer with the State’s purchasing agreement. Keith is contacting a dealer to determine when delivery might be available. In the meantime he might have a hitch put on the Transit. He might also start a bid process.
- g. Rescue Fund – Keith received notification that the projects that he submitted are being reviewed to determine if they qualify. The Agency’s W9 was also requested.
- h. Inclusion – Ongoing staff discussion are being held. Keith determined that 6-10% of each District’s EAV would be charged back. The current budget for Inclusion is 4% of the EAV. Keith gave an overview.
- i. IMRF Audit – There are action items that Tom is starting to address the issues. Some deductions are incorrect. A Resolution later in the meeting will address the situation. Discussion was held.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets.
- 2. **Office Manager/Support Services** – Report in the Board’s packets.
- 3. **Superintendent of Recreation** – Melissa Jensen told the Board that the month’s reports were in their packets. Staff from all departments have been very busy. All rooms are being used every night.
  - a. Staff and Safety –
  - b. Inclusion – Intakes are coming in strong. Four of them out of Wilmington.
  - c. Part time staff –
  - d. Manager of Recreation-
    - 1. Transportation –
    - 2. Teen, Adult, After School & Titans –
    - 3. Special Olympics –
    - 4. Adapted Sports – Basketball season has started. A bowling program has begun in Wilmington.
    - 5. Youth, Special Events, Summer Camp, and Virtual –A few special events at Peotone and Wilmington are being planned.

**VI. Finance/Personnel** – None

**VII. Facilities Planning** – None

**VIII. Old Business**

- a. Resolution #22-05 - A resolution of the board of directors of Lincolnway Special Recreation Association to amend its articles of agreement to approve the application of the Crete Park District to become a member district. President Kelly asked for a motion to approve the Resolution #22-05. Discussion was held to make sure all Districts provide signatures on one document.

*Commissioner Hassett made a motion to approve Resolution #22-05, a resolution of the board of directors of Lincolnway Special Recreation Association to amend its articles of agreement to approve the application of the Crete Park District to become a member district and Commissioner Marcquenski seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

Keith welcomed Crete Park District to the Board and congratulated them.

**IX. Executive Session – None**

**X. New Business –**

- a. Approval of 2023 Board Meeting Schedule – President Kelly asked for a motion to approve the schedule as presented.

*Commissioner Hassett made a motion to approve the 2023 Board Meeting Schedule. as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

- b. Resolution #22-06 – Resolution authorizing inclusion of compensation paid under an internal revenue code section 125 plan as Illinois Municipal Retirement Fund Earnings. President Kelly asked for a motion.

*Commissioner Hassett made a motion to approve Resolution 22-06 as presented and Commissioner Vitale 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*

- c. Resolution #22-07 Disposal of equipment. – Keith explained that some tables and other equipment needs to be replaced.

*Commissioner Vitale made a motion to approve Resolution 22-07 as presented and Commissioner LaMore seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

**XI. Director/Commissioner Comments**

Executive Director Wallace told the Board that staff is filling in for staff who left and all are very busy. The first draft of the Winter brochure has been received and going to print soon.

Commissioner VanDuyne thanked the staff for coming out for the activities and programs. She said she appreciated all of their efforts.

Commissioner LaMore said she had the opportunity to attend the Special Olympics Awards and said it was fantastic. The participants were very enthusiastic. The salad bar was great. She had a lot of fun. She thanked the staff. She appreciated seeing the joy on the faces of the parents and athletes.

Commissioner Vitale welcomed Crete to the LWSRA Board. He wished everyone a great holiday season.

Commissioner Lewis also welcomed Crete he thinks it is a great fit. He said it has been another good month. He told staff to keep doing what they are doing. He is glad that Tom is taking care of cleaning up the IMRF audit issues.

Commissioner Marcquenski welcomed Crete Park District and congratulated them. She congratulated Tom for his new IMRF duties and Nadine for all of the intakes. She thanked all staff and said they were much appreciated.

Commissioner Hassett also welcomed Crete and Renee back to the Board. She watched the awards video and said staff did a great job. She wished all a happy holiday and told them to make sure they take time for themselves to enjoy.

Commissioner Kelly welcomed Crete. He told the group that the Manhattan School District had an ad in their flyer for Channahon SRA. This concerned him and he discussed with the school that he would like to streamline a process to integrate an individual into LWSRA. Discussion was held. He told all to have a Happy Thanksgiving.

**XII. 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 10:21 a.m.*

*Motion Carried*

Respectfully submitted by

Mary T. Strand, Recording Secretary