

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 17, 2023 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 9:31 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
Gina Hassett, Executive Director, Frankfort Park District
Greg Vitale, Executive Director, Mokena Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District,
Renee Chavez, Executive Director, Crete Park District

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; Tom Klaus, Office Manager, Riley Spreadbury, Administrative Assistant and Substitute Recording Secretary, John O'Driscoll, LWSRA Attorney; Pam Beck, Tressler, LLP; Dave Macek, President, LWSRF; and Courtney Moore, Lauterbach & Amen, LLP. (Auditor)

II. Public Comments: None

III. General Functions (continued)

1. December 31, 2022 Treasurer's Report – President Kelly asked for a motion to accept the December 31, 2022 Treasurer's Report pending Attorney review. Commissioner Vitale indicated the report was accurate.

Commissioner Hassett so moved to accept the December 31, 2022 Treasurer's report pending Attorney review and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (2) VanDuyne, Chavez

Motion Carried

2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$159,062.83 which may include lodging and travel.

Commissioner LaMore 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) Kelly, Marcquenski, Hasset, Vitale, LaMore, Lewis

Nays: (0)

Abstain: (0)

Absent: (2) VanDuyne, Chavez

Motion Carried

3. Special Guests:

- a. LWSRF Presentation – President Dave Macek presented a check to LWSRA in the amount of \$40,000 on behalf of the Foundation.
- b. Audit Presentation – Lauterbach & Amen, LLP, Courtney Moore gave an overview of the FY 2021/2022 Audit. A copy of the audit was provided in the Board’s packet. *(Courtney Moore exited the meeting)*

4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of December 20, 2022. President Kelly asked for a motion to approve the minutes.

Commissioner Hasset made a motion to approve the Regular Meeting Minutes of December 20, 2022 as presented and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (2) VanDuyne, Chavez

Motion Carried

V. Staff & Committee Reports

- a. Staff - One of the Recreation Specialists has resigned and the staff will look to hire two Specialists very soon.
- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for December totaled \$2,655.
- c. Foundation Update – Keith noted that the Foundation held their committee meetings and decided that the Bunny Breakfast will be on April 11th and the Golf outings on August 11th at Sanctuary

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- d. Vehicle Discussion – LWSRA received two Bids for Explorer. Ron Tirapelli Ford quoted \$35,378 with \$7,500 trade-in and Terry's Ford quoted \$38,760 with \$7,500 trade-in. Delivery would not be available for 6 months minimum. Discussion was held. The general consensus was to look at available vehicles and have Attorney O'Driscoll review. President Kelly asked for a motion to award the contract to Tirapelli with direction to Executive Director to seek out an earlier delivery date of a similar vehicle.

Commissioner Hassett made a motion to award the contract to the lowest responsible bidder Tirapelli with direction to seek out a similar vehicle if that achieves an earlier delivery date subject to attorney review and approval and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (2) *VanDuyne, Chavez*

Motion Carried

- e. IRS Discussion – Staff continues to reach out to the IRS and other SRAs to determine LWSRA's classification.
 - f. Rescue Fund – No update. Discussion was held.
 - g. Strategic Plan – Staff is looking for a company to facilitate a new strategic plan for LWSRA. Melissa is getting quotes. A focus group with the Foundation will be set up.
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.
 - a. Staff and Safety – The part-time staff is growing, but two new Specialists are being sought.
 - b. Inclusion –
 - c. Manager of Recreation- On January 7th a Family outing was held. Transportation for participants and their families was provided to attend The Lion King. It was enjoyed by 70 people. A Bulls game and a White Sox game will be the next Family outings.
 1. Transportation – Discussion of the busses' undercarriage was held.
 2. Teen, Adult, After School & Titans –
 3. Special Olympics –
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual –

VI. Finance/Personnel

- a. Audit – President Kelly asked for a motion to accept the FY 2021/2022 Audit.

Commissioner Hassett made a motion to accept FY 2021/2022 Audit and Commissioner Marcquenski seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (2) VanDuyne, Chavez

Motion Carried

VII. Facilities Planning

VIII. Old Business

IX. Executive Session – None

X. New Business – None

XI. Director/Commissioner Comments

Director Wallace said he would see everyone at the IPRA conference.

Commissioner Hassett wished LWSRA good luck on being short-staffed and complimented the Association on what they do and how hard they work.

Commissioner LaMore mentioned attending Game On in Peotone to watch the Bulls game with about 10 participants from LWSRA. She said she and her daughter, who also attended, had a really great time. Vicky, the owner of Game On, is a huge supported of the Peotone Park District and LWSRA.

Commissioner LaMore also mentioned that she wanted to discuss an event idea with Melissa.

Commissioner Vitale said he has table assignments for the IPRA conference which he passed around for the group to see. He also said that local legislators are out of the lameduck session. Ozinga, DeLuca, and Joyce will likely be at the conference at some point. Director Wallace chimed in that he can create a chart to show how all the park districts connect to LWSRA.

Commissioner Lewis said happy new year to everyone and that we would see everyone at the conference.

Superintendent Jensen said being involved with this particular group has been a lot of fun.

Attorney O’Driscoll mentioned that Friday at the IPRA conference, his firm will be hosting a meet up with snacks and beer if anyone is interested in stopping by.

Commissioner Kelly said to keep positive among all the difficult things LWSRA and the foundation may have to navigate.

XII. Adjournment

President Kelly moved to adjourn the meeting and Commissioner Hassett seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:46 a.m.

Motion Carried

Respectfully submitted by

Mary T. Strand, Recording Secretary

