

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MARCH 21, 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 (*via zoom at 9:33 a.m.*)
Greg Vitale, Executive Director, Mokena Park District
Kelly LaMore, Park Manager, Peotone Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Renee Chavez, Executive Director, Crete Park District

Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District

A. Motion to allow Attendance by a means other than physical presence per Section 7a of the Open Meetings Act. President Kelly asked for a motion.

Commissioner Marcquenski moved to allow attendance by means other than physical presence per Section 7a of the Open Meetings Act for Commissioner Hassett and Commissioner Vitale seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

(Commissioner Hassett joined the meeting at 9:33 a.m.)

Others present were: Keith Wallace, Executive Director;
Melissa Jensen, Superintendent of Recreation; Tom Klaus, Office Manager; Riley Spreadbury, Administrative Assistant; and John O’Driscoll, & Caitlin Frenzer, LWSRA Attorney.

II. Public Comments: None

III. General Functions (continued)

1. February 28, 2023 Treasurer’s Report – President Kelly asked for a motion to accept the February 28, 2023 Treasurer’s Report pending Attorney review. Tom reported that the report is in good shape. He is working with Melissa to get staff on track so the report can be done on time. The liabilities were discussed.

Regular Board Meeting Minutes

March 21, 2023

Commissioner Vitale so moved to accept the February 28, 2023 Treasurer's report and Commissioner Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

2. Payment of Bills:

- A. President Kelly asked for a motion to approve the Payment of the Bills in the amount of \$180,489.21 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: (7) Chavez, Kelly, Marcquenski, Hassett, Vitale, LaMore, Lewis

Nays: (0)

Abstain: (0)

Absent: (1) VanDuyne

Motion Carried

3. Special Guests: None

4. Communications: None

IV. Consent Agenda:

1. Approval of the Regular Meeting Minutes of February 17, 2023
 2. Approval of the Executive Session Minutes of February 15, 2022.
- President Kelly asked for a motion to approve the minutes.

Commissioner Vitale made a motion to approve the Consent Agenda as presented and Commissioner Hassett seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (1) VanDuyne

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – Keith reported that the Agency is interviewing for the 2 Recreation Specialists and Manager Position.

Regular Board Meeting Minutes

March 21, 2023

- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – The Kindful Report shows donations for February totaled \$49,717, which includes the Foundation’s donation of \$40,000. Two grants were submitted for the Sensory Path. A response has not been received yet.
- c. Foundation Update – Keith asked the commissioners to save the dates for the Bunny Breakfast on April 11th and the Golf outings on August 11th at Sanctuary and August 18th at Green Gardens.
- d. Rescue Fund – The projects submitted for consideration were not approved as meeting the criteria. We will not pursue going further.
- e. IRS - Nothing to report, NWSRA is taking lead on the discussion of what SRAs are classified as. Keith will be meeting with Tracey Crawford soon to discuss the process.
- f. Strategic Plan – Staff chose to go with Pathways Research Group.

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. There were 13 new participants. The Agency is on track to add over 450 participants for the year- the highest ever.
 - a. Staff and Safety –
 - b. Inclusion –
 - c. Manager of Recreation-
 1. Transportation –Keith confirmed that the busses’ undercarriage has not shown any issues at this time.
 2. Teen, Adult, After School & Titans –
 3. Special Olympics – Just finished state competitions.
 4. Adapted Sports – The 4 LWSRA teams will compete at the NWBA in Wichita at the end of March.
 5. Youth, Special Events, Summer Camp, and Virtual –

VI. Finance & Personnel

- a. Capital Fund_Outlay – Keith stated that the last payment on the building has been made. He created a list of future projects with priorities, cost estimates and timing. The costs would be covered by the continuation of the .0025 cent that each of the Districts pay which is scheduled to end at the end of 2023. Discussion was held. The original document agreeing to the .0025 cent will be reevaluated by Attorney O’Driscoll. Keith will update again so that Districts can go to their Boards for approval.

VII. Facilities Planning None

VIII. Old Business - Resolution 23-1 to ratify approval of the purchase of a 2023 Ford Explorer.

- a. Resolution 23-1 to ratify approval of the purchase of a 2023 Ford Explorer in the amount of \$34,842.26 from Ron Tirapelli Ford of Shorewood. President Kelly asked for a motion. This is an outright purchase, no lease.

Commissioner Hassett made a motion to approve Resolution 23-1 to ratify approval of the purchase of a 2023 Ford Explorer in the amount of \$38,842.26 from Ron Tirapelli Ford of Shorewood and Commissioner Lewis seconded the motion. A roll call vote was taken.

*Ayes: (7) Marcquenski, Hassett, Vitale, LaMore, Lewis, Chavez, Kelly,
Nays: (0)
Abstain: (0)
Absent: (1) VanDuyne*

Motion Carried

IX. Executive Session – None

X. New Business –

- a. Motion to report on review of closed session minutes – Executive Session Minutes that were not previously approved were discussed.

Commissioner Lewis made a motion to release the minutes of the closed session minutes of May 15, 2022 and June 21, 2022 and Commissioner Hassett seconded the motion. A roll call vote was taken.

*Ayes: (7) Marcquenski, Hassett, Vitale, LaMore, Chavez, Lewis, Kelly
Nays: (0)
Abstain: (0)
Absent: (1) VanDuyne*

Motion Carried

XI. Director/Commissioner Comments

Commissioner Hassett thanked the Board for allowing her to participate via zoom. She informed all that the FPD gym is out of commission and cannot be used for LWSRA. They will still be able to use other portions of the building, but it limits the programming.

Commissioner Vitale told the staff good work. He is looking forward to the summer and thinks that there are good things on the horizon.

Commissioner LaMore said she is looking forward to Spring and Summer.

Commissioner Chavez said she is excited to see who LWSRA brings on to the staff.

Commissioner Marcquenski said good luck with the interviews. She likes the Capital Project list and how it establishes needs and wants. It reflects a lot of forward thinking. She wished the staff good luck.

Commissioner Lewis said the Legislative Network Social will be held May 2nd in Springfield. He outlined the plans and is encouraged by the legislators interest.

Commissioner Kelly said that Manhattan is also hosting LWSRA camp this summer. He is gearing up for Spring and Summer. He told Keith and staff to let all know if the Board can help.

Attorney O’Driscoll told the Board that he will be sending out a memo regarding GASB in the next few days.

Melissa apologized for being late to the meeting. She said everything is going well. The staff is working on aligning new policies and procedures.

Keith handed out a flyer to vote on Charities for a promotion from Old National Bank. A monetary prize will be awarded.

XII. Adjournment

Commissioner Vitale moved to adjourn the meeting and Commissioner LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain: (0)

Absent: (1) VanDuyne

Motion Carried

The meeting adjourned at 10:19 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary