

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 20, 2024 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 Marcquenski called the meeting to order at 9:31a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:  
Audrey Marcquenski, Director, Frankfort Square Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Greg Vitale, Executive Director, Mokena Park District  
Gina Hassett, Executive Director, Frankfort Park District

Absent: Kelly LaMore, Park Manager, Peotone Park District  
Renee Chavez, Executive Director, Crete Park District

Others present were Keith Wallace, Executive Director;  
Tom Krauss, Office Manager; John O’Driscoll, LWSRA Attorney; Melissa Daybell, Administrative Asst.  
Guests: Samantha Blecke, Program Specialist, LWSRA; and Courtney Mohr, Lauterbach & Amen, LLP.

**II. Public Comments: None**

**III. General Functions (continued)**

1. January 31, 2024 Treasurer’s Report – President Marcquenski asked for a motion to accept the January 31, 2024 Treasurer’s Report.

*Board member Hassett moved to accept the January 31, 2024 Treasurer’s report and Board member Kelly seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) Chavez, LaMore*

*Motion Carried*

2. Payment of Bills:
  - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$194,683.32 which may include lodging and travel.

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

*Ayes: (6) Kelly, Lewis, Hassett, Vitale, VanDuyne, Marcquenski  
Nays: (0)  
Abstain:(0)  
Absent: (2) Chavez, LaMore*

*Motion Carried*

- 3. Special Guests: None
- 4. Communications: A letter of appreciation from Frankfort Square Park District was in the Board’s packets. The letter thanked Keith and LWSRA for their support that enabled the FSPD to be awarded an ODLAD Grant. Board Member Lewis congratulated FSPD.

**IV. Consent Agenda:**

- 1. Approval of Regular Meeting Minutes of January 16, 2024

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

*Ayes: (5) Kelly, Lewis, Hassett, Vitale, Marcquenski  
Nays: (0)  
Abstain:(1) VanDuyne  
Absent: (2) LaMore, Chavez*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director -**

- a. Staff – Keith noted that two staff positions have been filled. Carissa Pavlik is the new Registrar. Samantha Blecke is the new Program Specialist for Special Olympics, who was present. She told the Board that this is her first time working for a SRA, everyone has been so nice to work with and she absolutely loves it.
- b. Foundation – LWSRF has been working on committees that will focus on additional fundraising projects and grants. They are also working on the Bunny Breakfast.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month. Keith noted the \$60,000 from the Foundation that was received last month. A donation from the Filosa Family of \$10,000 for the Sensory Garden and \$5,075 for the adapted program for the tournament. The Filosa donation will be reflected in next month’s report. Keith sat in on the Christopher and Danna Reves Grant seminar and learned that there is a new process to award the \$24,999 for adapted equipment. It would be for spinal cord injuries.

- d. Sensory Garden Update – The \$10,000 donation from the Filosa family for the Sensory Shed will be named for their daughter Sarah. Staff is working of the exact naming. Keith met with the eagle scout to finalize his project, the foundation, for the shed. Board Member Lewis suggested that a tiered system for naming rites should be put in place. Keith will work on it.
- e. 2022-2023 Annual Report – Keith said Tom Krauss did a very good job on the report. Tom is putting it on the website. Board member Marcquenski said the report was very well done.

- 1. **Facility Maintenance Supervisor** – Report in the Board’s packets
- 2. **Office Manager/Support Services** – Report in the Board’s packets. The summer brochure and programming is being worked on.
- 3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets.
  - a. Staff and Safety – Makara Nong has been welcomed back to LWSRA. And two new employees are Samantha Blecke and Justin Harrison have been hired. Melissa conducted a new leader training on 2/8.
  - b. Inclusion –
  - c. Manager of Recreation-
    - 1. Transportation –
    - 2. Teen, Adult, After School & Titans – Wheelchair Tournament was held the weekend of February 24<sup>th</sup>.
    - 3. Special Olympics – The State games in Bloomington will be held in March with 3 teams attending.
    - 4. Adapted Sports –
    - 5. Youth, Special Events, Summer Camp, and Virtual -
    - 6. Marketing & Public Relations –

**VI. Finance & Personnel -**

- a. Audit Presentation – Courtney Mohr, Lauterbach & Amen, LLP, presented the highlights of the 2022-2023 Audit. She thanked Keith & Tom for all their hard work. She pointed out the overall financial health of the association. Board member Lewis voiced concern on the Foundation’s lack of an audit and suggested that they need to be informed of the LWSRA audit opinion. Keith said the Foundation is working on getting one done. Ms. Mohr clarified that her company could do an audit for the Foundation or another firm. Board member Lewis commented that this was a very good audit and Ms. Mohr agreed that everything is going well and appreciates the relationship with LWSRA.
- b. Illinois Trust Investment company – Ms. Mohr noted that a lot of Park Districts do use the Trust. It is extra protection over cash. She deferred to the individual at the Trust, who Keith was in contact with, to give more background of why and what would be best for LWSRA. She said it would be good for LWSRA to look into. Keith said the association currently uses Illinois Funds and Tom noted that the only thing that he can do is look at the statement. He said the Trust would allow him to invest funds short term. Attorney O’Driscoll commented that Bolingbrook Park District uses it and says it is great. He also commented that several other Districts like it too. But Illinois Trust Investment is not FDIC insured. He went on to say that a previous investments company, IMET, had a lot of litigation. Ms. Mohr suggested that Tom look into the usability of Illinois Funds to move money around in different ways. Currently a physical check must be produced, or Keith must go to the Bank. Also, she said,

that Illinois Funds is completely insured. Keith said that a conference call with Illinois Trust Investment will be held on Thursday if any Board member would be interested in attending. The Board thanked Courtney Mohr for her input.

(Ms. Mohr left the meeting at 9:54 a.m.)

**VII. Facilities Planning -**

- a. Playground Addition – The We-Go Swing has been approved by NLPD with installation tentatively scheduled for May. Additional fundraising is being done. The cost is approximately \$70,000 and NLPD will use some of its ADA funds. An individual is trying to raise money too. Keith is trying to get some of the OSLAD grant money for all inclusive. Board member Lewis said that the coating is coming off the double swing and it has been removed. He is trying to get an estimate of when it can be fixed. Keith is getting a Visitor QR code for the park. He sees the park being tagged on media from far away locations.

**VIII. Old Business - None**

**IX. Executive Session – None**

**X. New Business**

- a. Motion to accept the Audit – President Marcquenski asked for a motion to approve the 2022-2023 Audit.

*Board member Hassett made a motion to approve the 2022-2023 Audit as presented and Board member Lewis seconded the motion. A roll call vote was taken.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) Chavez, LaMore*

*Motion Carried*

- b. Executive Session Minutes Released June 2023-December 2023 Including Previously Withheld Minutes – Tabled until March Board Meeting.

**XI. Director/Board member Comments**

Executive Director Wallace said staff is very busy trying to acclimate with new employees. Overall everything is going well and everyone is doing what they are supposed to do. LWSRA continues to grow as we do more.

Board member Kelly said to keep up the good work.

Board member Hassett said she was glad to hear that LWSRA is getting more staff to help keep the pressure off. She also thanked Keith for attending FPD Town Hall where he did the audio set up. The meeting was to inform residents of the replacement of Fort Frankfort. He also discussed Inclusive Play as part of the presentation, and it was much appreciated.

Board member VanDuyne said thank you for the Audit, the presentation, and the Audit Report. She knows it is a lot of work and appreciates all the effort put into it.

Board member Vitale said great job on all the reports. He said welcome to all the new employees and welcome back to Mak. He told the staff to keep up the great job.

Board member Lewis noted it must be a good place to work if former employees are returning. He said great job on the audit to Keith, Tom and Melissa. He thanked everyone in the room for attending the Legislative Breakfast. He attended the Oswego one and there were 25 in attendance with 3 legislators. The amount of legislators South Suburban gets that makes a difference. They know the issues when they speak. It does make a difference. From a legislative perspective we are a force. Larry Griner told Board member Lewis that up north they might get the people, but they don't get the legislators and you are getting both now. With the smaller Districts attending, like Bourbonnais and Kankakee, you must be doing something right. When he looks around the room it is interesting to see who is attending. And they do have questions. Oswego has the youngest legislator. It is a good thing and the legislators know what we are doing. Discussion of the conference was held.

**XII. Adjournment** – President Marcquenski asked for a motion to adjourn.

*Board member Hassett moved to adjourn the meeting and Board member Kelly seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:12 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary