

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 16, 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
Gina Hassett, Executive Director, Frankfort Park District
Kelly LaMore, Park Manager, Peotone Park District
Renee Chavez, Executive Director, Crete Park District

Absent: Greg Vitale, Executive Director Mokena Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; Caitlin Frenzer, LWSRA Attorney; Melissa Daybell, Administrative Asst.; John Hillegass, Facility Foreman; and Mary Strand, Recording Secretary.

Guests:

II. Public Comments: None

III. General Functions (continued)

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

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

- 2. Payment of Bills:

A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$164,265.87 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

3. Special Guests:

4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of March 19, 2024.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

V. Staff & Committee Reports

Executive Director -

- a. Staff – None
- b. Foundation – LWSRF reported that the Bunny Breakfast was sold out and a huge success. Save the Date for the golf outing has been posted. The members are working on a Dine In and Round Up fundraiser. Keith noted that the members are working more on their own and not depending on the staff at LWSRA as much.
- c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month which totaled \$11,023. Keith noted that he is still waiting for some of the money from Nationals to be sent in. Ozinga Grant totaled \$250. Staff is waiting on grants from several organizations that were applied for by Grant Seekers.
- d. Sensory Garden Update – The Eagle Scout is getting his people in place so they can start the project.
- e. The Drama performance is on May 26 & 27 and he encouraged all to attend.
- f. A flyer was included in the packets for the Pickle Ball Tournament fundraiser.

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. She said that the Darma performance this year was *The Descendants*. This is the last year for Melissa being in charge of it. Also on April 27th is recitals. The Nationals did not have any LWSRA first place winners. Keith was very proud of all the participants. Summer registration has begun.
 - a. Staff and Safety –
 - b. Inclusion – Nadine’s report showed 10 Intake meetings for the month. Keith encouraged the Board members to look at the inclusion report that shows the Districts’ use as represented by a percentage of the budget.
 - c. Manager of Recreation-
 1. Transportation –
 2. Teen, Adult, After School & Titans –
 3. Special Olympics – The State games in Bloomington were held in March. The 3 teams attending brought home medals. They took Bronze for the juniors, Gold for the women and Silver for the men.
 4. Adapted Sports –
 5. Youth, Special Events, Summer Camp, and Virtual -
 6. Marketing & Public Relations –

VI. Finance & Personnel -

- a. Vehicle Memo – An assessment of the current & projected needs has been conducted and it has been determined that the addition of two Transit vehicles is essential. The goal is to not have to rent from other districts. Staff has determined the make and model of the vehicles and are now looking into financing them. The acquisition of these vehicles will be facilitated through the National Procurement Contracts (NPC) program offered by Currie Motors. Board member Lewis suggested that Keith go through the banks that LWSRA deals with. Sourcewell was also suggested. Discussion was held. Keith will follow up on the financing.

VII. Facilities Planning -

- a. Parking Lot Recommendation – John Hillegass told the Board that the southern spots of the North parking area and the west-side entrance/exit of the cement pad need to be replaced. RFPs were issued and 3 quotes are included in the Board’s packets. The three quotes differ greatly in the amount of square footage that must be removed, which accounts for the large price difference. John wants to reevaluate this project before moving forward.

VIII. Old Business - None

IX. Executive Session – None

X. New Business

- a. Resolution 24-04 - A RESOLUTION APPROVING AN AGREEMENT BETWEEN LINCOLNWAY SPECIAL RECREATION ASSOCIATION AND LAUTERBACH & AMEN LLP FOR FINANCIAL AUDITING SERVICES

Board member Lewis made a motion to approve Resolution 24-04, approving an agreement between Lincolnway Special Recreation Association and Lauterbach & Amen LLP for Financial Auditing Services and Board member Hassett seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

- b. Resolution #24-05– President Marcquenski asked for a motion to table Resolution #24-05 A RESOLUTION APPROVING AN AGREEMENT BETWEEN LINCOLNWAY SPECIAL RECREATION ASSOCIATION AND OAK LAWN BLACKTOP PAVING CO. FOR THE PARKING LOT CONSTRUCTION. Board Member Lewis suggested to put a “not to exceed dollar amount” on it and just pass it. Discussion was held. Attorney Frenzer advised that it should be tabled.

Board member Hassett made a motion to Table Resolution #24-05 and Board member Chavez seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Vitale

Motion Carried

XI. Director/Board member Comments

Executive Director Wallace said that the staff has begun the budget process. He will call each District to get input on salary raises. He said it’s been a busy month and he thanked everyone for all their support. He noted that he will be happy to give an Agency update presentation to each District’s Board. IPRA Board President will attend the May meeting.

Board Member Chavez said thank you to the staff for everything you do. She noted that Crete does have a person signed up for Intake. They are going to be PR Liaison for the District to help get Crete residents involved. She just interviewed with the Transition Program at the high school to bring on a receptionist who will hopefully sign on for a position after graduation.

Board member Kelly asked Melissa if she was all set for summer camp and she said yes. He then thanked all and told them to keep up the good work.

Board member Hassett said she is looking forward to the Drama performance. She told staff to take time for themselves before the busy summer starts.

Board member VanDuyne said Wilmington is on schedule for Melissa and Nadine to come help to get ready for summer camp. Her Staff is looking forward to a big season and she always appreciates LWSRA’s help.

Board Member LaMore said thanks to Melissa and Keith for their help in giving Kristin Giacchino from River Valley SRA a crash course in SRA. She is a community activist and Kelly was appreciative that LWSRA pointed Kristin in the right direction. She then said Congratulations for all the great stuff.

Board member Lewis told the Board members if they had not RSVP yet for the South Suburban Spring Social in Springfield please do so. CSPAR, IAPD and IPRA have also been invited. There will be approximately 60 in attendance. He commented that Rep. Ozinga resigned and Patrich Sheehan will be the new representative with an office located in Mokena.

Board member Marcquenski said congratulations to staff and thank you all very much. She said the brochure looks great and all to enjoy the beautiful day.

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

Board member Hassett moved to adjourn the meeting and Board member Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:00 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary