

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 21, 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 9:30a.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
Greg Vitale, Executive Director Mokena Park District

Absent: None

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Krauss, Office Manager; Caitlin Frenzer, LWSRA Attorney; Melissa Daybell, Administrative Asst.; Tami Pareti, Manager of Programs; Erica Brady, Manager of Programs; and Mary Strand, Recording Secretary.

Guests: Lea Pipiras, NLPD; Natalie Chibe, Indiana University.

II. Public Comments: None

III. General Functions (continued)

- 1. Treasurer’s Report – President Marcquenski asked for a motion to accept the April 30, 2024 Treasurer’s Report.

Board member Hassett moved to accept the April 30, 2024 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

***Ayes: (8) Lewis, Vitale, Hassett, VanDuyne, Chavez, LaMore, Kelly, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)***

Motion Carried

- 2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$174,1884.38 which may include lodging and travel.

Board member Kelly 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: (8) Kelly, Vitale, Lewis, Chavez, LaMore, Hassett, VanDuyne, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

3. Special Guests: Natalie Chibe was introduced. She is doing an internship with LWSRA.

4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of April 16, 2024.

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

Ayes: (8) VanDuyne, Kelly, Vitale, Chavez, Lewis, Hassett, LaMore, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director -

a. Staff Discussion – None

b. Foundation – LWSRF is preparing for the two golf outings to be held August 9th at Sanctuary, and August 16th at Green Gardens. Reservations must be accompanied by payment. Keith says he is excited about the additional amenities at Sanctuary. Registration is not open yet. LWSRF is planning on some dine-ins and are making plans for new things to boost the amount of money given to the Agency. They are taking more ownership of finances and event planning. Board member Lewis inquired about LWSRF audit. Keith said a CPA could do it rather than the auditor that LWSRA uses. Keith said the new credit card is through OPT bank rather than 5th/3rd that the Foundation uses, so the two groups are totally independent.

c. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month which totaled \$22,348.24. DEOC Grant funds have been released. Keith will follow up with the Grant administrator. The New Lenox Walmart has awarded a \$3,000 grant to LWSRA. They will make a presentation in the near future & tour the facility.

d. Sensory Garden Update – The permit has been issued. The Eagle Scout has cancelled his participation in the Shed project. He was going to do the concrete and foundation. Keith will

issue an RFP to start the project and was using the DEOC money for it. Lou Filosa donated \$10,000 for the shed.

- e. LWSRA 50th Anniversary – The 50th will be held at CD&Me on June 26, 2026. A planning committee is being established.
- f. Parks Day – Keith said the event was a huge success. He will follow up with the legislators to discuss the Agency’s future needs.

- 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. The Drama Club had their performance on April 26th & 27th. They raised approximately \$9,000 to be used for cultural arts programs. She thanked the board members who attended for coming. She is excited to have Natalie for the summer and she welcomed Annie to help out in the office.
 - 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. Training for summer camp is under way for 30 new trainees. She was in Crete and will be in Wilmington tomorrow. She thanked the Districts for hosting Summer Camps. She requested additional space if any of the Districts can oblige. President Marcquenski said Frankfort Square is doing renovations in their Nature Center.
 - c. Manager of Recreation-
 - 1. Transportation –
 - 2. Teen, Adult, After School & Titans –
 - 3. Special Olympics –The swim team has 7 gold medalists going down state June 7-9 for the Illinois Summer Olympics. The track team has 13 adults and 4 youths that will attend as well.
 - 4. Adapted Sports – The Wheelchair Basketball Tournament was held May 3-5 and was very successful despite the fact that the Hawks did not win.
 - 5. Youth, Special Events, Summer Camp, and Virtual -
 - 6. Marketing & Public Relations –
- The Liaisons and staff met on April 15th to review the proposed budget. Below are the highlights and recommendations for the 2024-2025 Budget

VI. Finance & Personnel -

- a. 2024-25 Budget Memo - The Liaisons and staff met on April 15th to review the proposed budget. A memo outlining the highlights and recommendations for it was included in the Board’s packets. Salary increases and fund balances were discussed. The January 1, 2025, wage increases were discussed. Also, the challenges are Inclusion funding and Staff retention. Board member Hassett stated that FPD has their own Inclusion employee to evaluate some of the participants and bill it back to the SR Fund. Board member Lewis asked for a graph to track the EAV and Inclusion costs.
- b. Approval of 2024-25 Budget – President Marcquenski asked for a motion to approve the 2024-25 Budget.

Board member Vitale made a motion to approve the Fiscal Year 2024-25 Budget as presented and Board member Kelly seconded the motion. A roll call vote was taken.

Ayes: (8) Hassett, VanDuyne, Kelly, Chavez, Lewis, Vitale, LaMore, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

VII. Facilities Planning - None

VIII. Old Business -

- a. Parking Lot Recommendation – Tabled

- b. Vehicle Memo – Keith’s memo had two options.Keith recommended to enter into a financial agreement with Old Plank Trail Bank to purchase two vehicles through Old Plank Trail bank. Discussion was held and it was decided to amend the Resolution. Board member Vitale asked that Keith include his recommendations on his memos in the future along with, the motion wording.

Board member Lewis made a motion to amend Resolution 24-5 to authorize the purchase of two (2) Transit vehicles through Old Plank Trail Bank and Board member Hassett seconded the motion. A roll call vote was taken.

Ayes: (8) Vitale, Hassett, VanDuyne, Kelly, Chavez, Lewis, LaMore, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

IX. Executive Session – None

X. New Business

- a. Resolution 24-05 – A Resolution Authorizing the Finance of Two (2) Transit Vehicles through Old Plank Trail Bank. President Marcquenski asked for a motion.

Board member Lewis made a motion to approve Resolution 24-05 as amended, and Board member Hassett seconded the motion. A roll call vote was taken.

Ayes: (8) Kelly, Lewis, Chavez, Vitale, LaMore, Hassett, VanDuyne, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

XI. Director/Board member Comments

Executive Director Wallace said thank you to the Board members for their support. He said to know that when they are pushed to do things in our policies, that we must look at them. He said there will be

troubling times sometimes, and we will have to educate everybody on what we do here. If you have any questions, please call here directly so we are on the same page of our scope of services and how we do things and it makes things run smoother at LWSRA.

Melissa Jansen also said to call her with any questions. She told Board member Vitale that she is working on the inclusion numbers for him.

Board member Chavez said thank you to the staff for doing the training. She said she did an intake for an ambassador that will be doing live streams on Facebook to help educate their residents on LWSRA. Board member Kelly said keep up the good work. He is looking forward to summer. Manhattan's camps are at capacity. Also he is seeing an uptick in programming since covid.

Board member Hassett said that she enjoyed the Drama performance, it was great. But it wasn't only the staff but the techs, lighting and Tom who did a great job. The narrator was great and really enjoyable. FPD also has record numbers for Day Camp and have gone back to the schools to get more space. She is thrilled to be able to accommodate the Day program. They are planting flowers in the medicine wheel at the Founders Center.

Board member VanDuyne said it was a wonderful job on the Drama Performance. She said she is excited to have LWSRA staff come to talk to her staff as they kick off summer camp.

Board member LaMore said she attended the Dram program too and it was a blast. She said Parks Day in Springfield was great. She said her District has no interest in before and after school programs nor Day Camp. She wished everyone a great summer.

Board member Vitale told staff it was a great job on the budget. The reports are great and the explanations and discussions are getting better. Staff is working together and there is very little "have to get back to you" when there are questions. It made it easy to understand. MCPD is going out to bid on the Yunker Farm renovations. He said that there will be additional programming space and discussions with LWSRA will be needed to determine how MCPD can accommodate them.

Board member Lewis said staff did a great job with the budget. Staff really stepped up the game. Staff has a really good thing here and you do a great job. There are always challenges to it and you pick up and go and review the policies. Society doesn't to a good job with those individuals past high school who are disabled. Know that LWSRA can't do it all. It is recreation in nature, and we do what we can do within the limits of the law. Keep doing what you are doing and know that you affect a lot of people in a positive manner. For the few that you cannot help you just have to move forward. Discussion was held on the dinner that was organized by Greg Lewis.

Board member Marcquenski said that Greg Lewis summed it up very well. All are doing an awesome job. She told Keith and staff that the Board members are here for them, and they should let them know if they need anything.

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

Board member Hassett moved to adjourn the meeting and Board member Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:19 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary