

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 18, 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  
Gina Hassett, Executive Director, Frankfort Park District  
Kelly LaMore, Park Manager, Peotone Park District

Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District  
Renee Chavez, Executive Director, Crete Park District  
Greg Vitale, Executive Director Mokena Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; John O’Driscoll, LWSRA Attorney; Melissa Daybell, Administrative Asst.; and Mary Strand, Recording Secretary.

Special Guests:  
a. Candise Battin 2024 Scholarship Recipient  
b. Annie Brtis

**II. Public Comments: None**

**III. General Functions (continued)**

1. Treasurer’s Report – President Marcquenski asked for a motion to accept the May 31, 2024 Treasurer’s Report. Tom Kraus explained that this is the second year that a transfer from the General Fund into the Recreational fund was made at the end of the fiscal year.

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

***Ayes: (5) Kelly, Lewis, Hassett, LaMore, Marcquenski***

***Nays: (0)***

***Abstain:(0)***

***Absent: (3) VanDuyne, Chavez, 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 \$164,108.94 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: (5) Hassett, LaMore, Kelly, Lewis, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (3) VanDuyne, Chavez, Vitale*

*Motion Carried*

3. Special Guests:

- a. Melissa introduced Candise Battin who is this year’s scholarship winner and a part time employee. She will attend the University of Alabama and deciding between Computer Science and Special Education. She is doing Inclusion for the Summer Camp. Photo with the Board President was taken.
- b. Annie Brtis, Program Specialist, was introduced by Melissa. She graduated from the University of Illinois for Special Education. She will teach in Orland and will continue to be part time with LWSRA

4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of May 21, 2024.

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

*Ayes: (5) Hassett, LaMore, Kelly, Lewis, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (3) VanDuyne, Chavez, Vitale*

*Motion Carried*

V. Staff & Committee Reports

Executive Director -

- a. Foundation – LWSRF Golf Outing registration is open. They are managing their own events. They have their own credit card. There is a liaison working with them. They filed their taxes, and they submitted their financials. Discussion was held. Registration of events is handled by LWSRA.

- b. Donations, Fund Raising, Grants, Marketing, Outreach, & PR – See the Kindful Report for a full list of donations for the month which totaled \$3,031.25. Walmart will give \$5,000. Three or 4 other Walmarts will also donate. Keith was put in touch with a program at Walmart that will help with projects. LWSRA did not receive the Reeves Grant.
- c. Sensory Garden - The shed has been ordered but we have decided to do the project in phases. We are getting help from Operation Nehemiah and Walmart.
- d. Goals – A list of the teams goals was included in the Board’s packets. A comparison of the goals for each year was shown. This year’s goals will be reevaluated in 6 months.
- e. Parking Lot Update- Maintenance is waiting for one additional quote before offering a recommendation. It will be on the agenda for next month.

- 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’s report was in the packets. She noted that they are in week 3 of summer camp and things are going well. There is a full staff to ease any pressures. Work is being done on the Fall Brochure. The TITANS program will expand to four.
  - a. Staff and Safety –
  - b. Inclusion – Nadine’s report showed 16 Intake meetings for the month.
  - c. Manager of Recreation-
    - 1. Transportation –
    - 2. Teen, Adult, After School & Titans –
    - 3. Special Olympics – Participants brought home many gold and silver medals in preparation for the Special Olympics Summer Games to be held in June.
    - 4. Adapted Sports –
    - 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. Executive Director Contract - Keith noted that the contract is basically the same, but he moved around some of the language.

**VII. Facilities Planning - None**

**VIII. Old Business -**

- a. Parking Lot Recommendation – Tabled

**IX. Executive Session -**

- a. Executive Director Review - President Marcquenski asked for a motion to go into Executive Session for the purpose of Executive Director Review.

***Board member Hassett made a motion to go into Executive Session at 9:49 a.m. and Board member Kelly seconded the motion. A roll call vote was taken.***

*Ayes: (5) Hassett, LaMore, Kelly, Lewis, Marcquenski*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (3) VanDuyne, Chavez, Vitale*

*Motion Carried*

**Open Session** – With nothing further to discuss, President Marcquenski asked for a motion to return to the Regular Meeting at 10:06 a.m.

*Commissioner Hassett so moved and Commissioner Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (5) Hassett, LaMore, Kelly, Lewis, Marcquenski*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (3) VanDuyne, Chavez, Vitale*

*Motion Carried*

**X. New Business**

- a. Resolution #24-06 - A RESOLUTION APPROVING A THREE-YEAR EMPLOYMENT AGREEMENT BETWEEN LINCOLNWAY SPECIAL RECREATION ASSOCIATION AND KEITH WALLACE

*Board member Hassett made a motion to approve Resolution 24-06 as presented and Board member Kelly seconded the motion. A roll call vote was taken.*

*Ayes: (5) Hassett, LaMore, Kelly, Lewis, Marcquenski*  
*Nays: (0)*  
*Abstain:(0)*  
*Absent: (3) VanDuyne, Chavez, Vitale*

*Motion Carried*

**XI. Director/Board member Comments**

Executive Director Wallace said thank you for believing in us and the agency. He said he was late submitting his review because he got tied up in other things. He thanked the staff for doing big things and better things. He said the team tries to help other agencies and recently worked with SSSRA. Melissa Jensen said good job to Keith.

Board member Kelly said that Keiths review and comments speak volumes of the culture of the organization and it is the passion of the daily routines. It is the care of the participants and communities and the love of what Keith does that is 100% seen on a daily basis. And it is a reflection of how he leads the team and how the staff work their butts off. Keep up the good work.

Board member Hassett said Ditto!

Board member LaMore told the Board that Peotone School District deeded their portion of a road between the School District and the Park to the school. The school is repaving the road now. It's nice to see things getting done and putting their agendas to the side to get it done.

Board member Lewis told Kelly she is doing a great job. He discussed the status of Peotone downtown. He told the staff to keep doing what they are doing. He thinks the work force has come back. Staff is doing a good job of recruiting and it's good to see the young faces. He said keep fighting the fight. LWSRA is a leader in the field. They are active with SSPRPA, IAPD and IPRA and you are making an impact. Other communities want to come to LWSRA. Thank you to all the team.

Board member Kelly asked for the response from IPRA after they attend a meeting last month with LWSRA. The representative appreciated the information sharing and took some things back with her. Discussion of how IAPD and IPRA work with each other.

Board member Marcquenski said thank you for all you do to Keith and they had a good chat. She said thank you the all the team. It is an amazing group.

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

*Board member LaMore moved to adjourn the meeting and Board member Lewis seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:22 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary