

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 17, 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  
Jay Kelly, Executive Director, Manhattan Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Greg Vitale, Executive Director Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District (joined at (9:45 am)  
Renee Chavez, Executive Director, Crete Park District

Absent: Kelly LaMore, Park Manager, Peotone 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: None

**II. Public Comments: None**

**III. General Functions (continued)**

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

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

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

***Nays: (0)***

***Abstain:(0)***

***Absent: (2) VanDuyne, 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 \$194,927.59 which may include lodging and travel.

*Board member Kelly 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, Chavez, Hassett, Vitale, Lewis, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (2) VanDuyne, LaMore*

3. Special Guests: None

4. Communications: None

**IV. Consent Agenda:**

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

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

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

*Nays: (0)*

*Abstain:(0) Chavez*

*Absent: (2) VanDuyne, LaMore*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director –**

- a. Foundation – No report staff is waiting for the financial numbers from LWSRF Golf Outings. Keith is waiting on the liaison for the final numbers.
- b. Donations - See the Kindful Report for a full list of donations for the month which totaled \$6,623.50. The Sensory Bus project is going well.
- c. Grants – Keith was disappointed that the Move United Grant was not awarded to LSWRA. Staff will continue to apply for grants and build programs that will qualify if they don't qualify they will not be instituted. Some are high-end programs that cannot be started without a grant.
- d. Audit – Fieldwork for the audit will begin on September 30<sup>th</sup>.
- e. Vehicles – The two new Ford Transits have arrived. The finance money has been sent to Old Plank Trail Bank and the monthly payments will be sent from there.
- f. Sensory Garden – Completion date is October 1<sup>st</sup> by Operation Nehemiah is overseeing the construction. Walmart is painting and installing turf in the square. We have utilized the full \$20,000 from the DEOC Will County Grant for concrete and will submit the reimbursement request before September 30<sup>th</sup>. Additionally, we've hired Linda Malmberg from *Wildflowers on Wolf* to collaborate with our Titans program, which will be responsible for managing the wildflower section of the project.
- g. Sensory Bus - The Sensory Bus is back from Nichols Customs, where the transformation process was started. We anticipate this bus will be a valuable asset to both LWSRA and the community. It will be brought to events throughout the Park Districts. Emir, an Occupational Therapist, will be overseeing the project. He is from Spaulding University and is doing this as his final project.

h. Meetings – LAC meeting was held on August 21<sup>st</sup>. FOIA was discussed. The 50<sup>th</sup> Anniversary planning meeting was held. Discussion was held about the size of the venue. It will be held June 6, 2026.

1. **Facility Maintenance Supervisor** – Report in the Board’s packets.  
RFPs have been accepted to replace the caulking within the exterior joints that seal the LWSRC’s pre-cast gym walls. The choice of company and date of work is TBD. Board Member Lewis asked what the problem was that caused the need for the repairs. Keith will have a report for the next meeting but said it wasn’t cause for concern.  
The Kuypers Brothers cement work is going well.
2. **Office Manager/Support Services** – Report in the Board’s packets.
3. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. Fall programming started up September 6<sup>th</sup> and the participation numbers are very good.
  - a. Staff and Safety
  - b. Inclusion
  - c. Part Time Staff
  - d. Athletic Supervisor
    1. Adapted Programing
  - e. Manager of Programs
    1. Teen, Adult, After School, and Titans
    2. Youth, Special Events, Summer Camp, Early Childhood
  - f. Manager of Athletics
    1. Transportation & Safety
    2. Facility Rentals
    3. Special Olympics – Gold and Silver medals were won to qualify for State. Both unified teams will be going to state. Keith invited the Districts to include their staff members to join the Unified teams to compete.

*(Board Member VanDuyne joined at 9:45 am)*

VI. **Finance & Personnel** – None

VII. **Facilities Planning** –

VIII. **Old Business** – None

IX. **Executive Session** - None

X. **New Business** - None

XI. **Director/Board member Comments**

Executive Director Wallace said the Sports Banquet is coming soon and he needs a count of who might be attending. IPRA Pro Connect registration begins October 24<sup>th</sup> if any of the Districts’ staff are interested. There is an agency popcorn fund raiser. At the Paralympics, a former participant, Jake Williams, was great in the wheelchair basketball competition. Also, the women’s team had several former LWSRA participants.

Board member Kelly said keep up the good work.

Board member Lewis reminded all to complete the Legislative survey. Also, Amy reached out to coordinate something for the Sensory Garden. Keith has responded already.

Board member VanDuyne apologized for being late to the meeting today.

Board member Vitale said the Fall Brochure was really well done and he wanted to give a shout-out to the staff for a great job.

Board member Chavez said thank you to the staff for their flexibility to accommodate the Meet & Greet in Crete.

**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 9:50 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary