

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON DECEMBER 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
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
Kelly LaMore, Park Manager, Peotone Park District
Jay Kelly, Executive Director, Manhattan Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District

Absent: Renee Chavez, Executive Director, Crete Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Krauss, Office Manager; John O’Driscoll, LWSRA Attorney; 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 November 30, 2024 Treasurer’s Report.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

- 2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$177,769.56 which may include lodging and travel.

Board member Lewis 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: (7) VanDuyne, Kelly, LaMore, Hassett, Lewis, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

- 3. Special Guests: None
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of November 18, 2024. President Marcquenski asked for a motion.

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: (7) LaMore, Hassett, VanDuyne, Kelly, Lewis, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Staff – Board member Lewis inquired if there is a Safety Committee and a Crisis Plan. The Board does not review it yet, but the plan is to bring it to them for approval.
- b. Donations - The Kindful Report is included in the Board’s packets showing the months donations.
- c. Grants – There were no new Grants awarded this month.
- d. Foundation – On November 26th the Foundation Board and LWSRA staff held a meeting. Dave Macek informed all that he was stepping down and his last meeting will be February 2025. The election of a new president will take place at that meeting. All expressed their concerns on how the relationship will work moving forward. They need new members who will be very active.
- e. Sensory Bus – Tom passed around samples of tactile items that will be put in the Sensory Bus and Shed. Staff has done a good job of researching of what can be included. The electrician is working on installing the AC and other needed items.
- f. Distinguished Agency Review – On December 5th Keith attended the DA review meeting and gained valuable information on the process. He will meet with Dan of the IPRA Board for an initial review of the process. Input to Power DMS has begun. The policies that go into Power DMS will need to be updated and reviewed as each is updated in the system. Discussion was held. New Lenox Park District is also in the process.

- g. Holiday events - The Family Holiday Party and Lunch with the Grinch were a success. Board member Hassett asked if the Grinch events were mostly community participants of LWSRA participants and their families. Melissa said while it has usually been just community based, this year was the largest participation by the families.
- h. 2024/2025 Goals – Keith included a copy of the progress of LWSRA’s goals in the packet.

- 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 the Lunch with the Grinch was great. All sessions were filled to capacity except the last of the day. The Family Holiday Party had 150 participants. The largest so far. Tonight the office party is being held and tomorrow the part-time party will be held. Most programs except Basketball have ended. The new brochure is now on the web site. Some printed copies will be available for the Districts next month.
 - a. Staff and Safety
 - b. Inclusion – Keith looked at the numbers and said the usage is high. A few Districts are over for the Budget and a few none or few. A discussion will be held soon. The formula is 7% of the total EAV. Right now it is manageable.
 - 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

VI. Finance & Personnel – None

VII. Facilities Planning – None

VIII. Old Business – None

IX. Executive Session - None

X. New Business –

- a. Approval of the 2025 Board Meeting Schedule – The calendar was in the packets. The September meeting will be moved to the 9th due to a convention. President Marcquenski asked for a motion to approve the 2025 Board Meeting Schedule with the change.

Board member Hassett made a motion to approve the 2025 Board Meeting Schedule with the change to September 9th and Board member LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

XI. Director/Board member Comments

Executive Director Wallace said Happy Holidays and he thanked the Board members for their service. The Directors luncheon was good. Discussion was held. Keith thanked all the staff and said they have done a really good job.

Superintendent of Recreation Jensen said Happy Holidays and hopes everyone gets time off with their families.

Attorney O’Driscoll wished everyone Merry Christmas. He mentioned that his wife is an assistant at a Special Education facility for non-verbal autistic kids. They recently installed a Communication Board in their playground. The kids and teachers love it. LWSRA has one it created one in the park. Board Member Lewis asked the attorney to send the info to him.

Board Member Kelly – wished all Happy Holidays and Merry Christmas. Manhattan recently held their Winter Fest with the 1st hour dedicated to Special Needs. The Grinch stole the show!! He thanked the Board and staff for everything they do. and rest up.

Board Member Hassett wished everyone a Merry Christmas and Happy New Year. She encouraged them to use their PTO and get rested. She thanked them for all they do.

Board Member VanDuyne said thanks for a great year everybody and Happy Holidays to staff and Board.

Board member LaMore said Happy Holidays and take your time off because you really deserve it.

Board member Vitale said thanks for another fantastic year. He wished the staff and Board a Merry Christmas and Happy New Year.

Board member Lewis said he thinks Inclusion is a really vital piece of the services LWSRA provides. He wants to drill down to a percentage point of the Budget. He informed the Board that Crete Park District eliminated Board member Chavez’s Director position at their meeting last evening. There are a lot of positive things going on in New Lenox. He noted that the Foundation has a great group of people on their Board. He said Happy Holidays to the staff and Board and reminded them of their importance in the running of the Districts and LWSRA as a business with political and community input.

President Marcquenski said thank you to everyone. Merry Christmas. She talked to Dave Macek and said he served his community well. Merry Christmas and Happy New Year and enjoy your day.

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

Board member Hassett moved to adjourn the meeting and Board member Vitale seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:01 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary