

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 21, 2025 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 9:32a.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
Andy Biesterfeld, Superintendent of Parks & Planning

Absent: None

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; and Megan Olson, LWSRA Attorney.

Special Guests: Lincolnway Special Recreation Foundation members; Lou Filosa, Ron Gryga, Ellen Bailey, Dave Macek, Gail Sturm, Ellen Gengo, Le Haug and Paige Alcoser.

II. Public Comments: None

III. General Functions (continued)

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

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

Ayes: (8) LaMore, VanDuyne, Kelly, Hassett, Lewis, Vitale, Biesterfeld, 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 \$224,056.86 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

3. Special Guests:

- a. LWSR Foundation – President Marcquenski thanked all for coming. Lou Filosa (Treasurer) told the Board that Dave Macek has resigned, and he is proud of him and sad that he is leaving. He said Dave has done a great job and wished him success in his next stage of life. He introduced the new President, Ron Gryga and Vice President Paige Alcoser. Mr. Gryga said on behalf of the Foundation, he was happy to present LWSRA with a check for \$61,000 that was raised by various events throughout the previous year. It is the largest donation to date from LWSRF. President Marcquenski thanked the group and thanked Mr. Macek for he has done. Mr. Macek said it was a pleasure to work with the group and he was leaving Association in good hands. Mr. Filosa told those present that a great amount of effort goes into raising the donations, citing that many are a few dollars that really add up. He stated that the group has a mission and are all unpaid volunteers. He wished for bigger and better things for LWSRA. President Marcquenski thanked the Foundation members for their support, efforts, dedication and the donation. *(The Foundation members left the meeting at 9:42a.m.)* Keith said he wanted to thank Nadine Kahl, Development Supervisor, who is the liaison to the Foundation.
- b. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of December 17, 2024. President Marcquenski asked for a motion.

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

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Foundation – On January 9th the foundation met to elect new officers. They also discussed their annual donation to LWSRA.
- b. Donations - The Kindful Report is included in the Board’s packets showing the months donations.
- c. Grants –Grant Staff will assist LWSRA to apply for the Will County Mental Health Grant.
- d. Strategic Plan Draft – As part of the Distinguished Agency requirements a Strategic Plan must be submitted. A copy of the draft was included in the packets for the Board members to review and make comments back to Keith. He will submit it for approval on the next agenda.
- e. Audit Draft – The draft was in the packets for the Board to review and submit their comments or concerns to Keith.
- f. Sensory Garden – No update
- g. Sensory Bus – Nothing to report

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 said that the registration for the programs has gone well and none of them had to be cancelled for lack of participation.

a. Staff and Safety

b. Inclusion – The numbers keep increasing for inclusion and we are trying to meet all requests. We will continue to look for staff until they are filled. We are currently in New Lenox before and after care, Wilmington after care, and Frankfort Square before and after care. FY 2024 had a 9.81% of program related salaries and FY 2025 stands at 14%. The inclusion numbers for the winter will not be as high as the summer was so the percentage should trend downwards. An increase to the budget for the inclusion pool is being discussed because it is definitely on the rise. Board member Lewis asked how inclusion ranks in the number of services that LWSRA provides and discussed how the budget could be increased for it. Discussion was held. Melissa will work to get the numbers back to Board member Lewis. She gave an overview of the afterschool programs and inclusion and discussion was held.

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** – None

XI. **Director/Board member Comments**

Executive Director Wallace said its always great to get a ice check from LWSRA. It's a great day for the organization and the hard work by staff helped us to receive it. He also said that an early Save the Date for the 50th Anniversary has gone out. It would be helpful if the Board members could give him an indication of how many would potentially be attending as soon as possible so they can make sure the venue can accommodate. Maggie Speaks is the entertainment. He is excited about the Strategic Plan which will help to move LWSRA forward. We would like to wish our very own adaptive player, Drew Beutel, a huge congratulations for making Team USA Men's Under 23 Wheelchair Basketball Team.

Superintendent of Recreation Jenssen noted that two of the staff have achieved their Masters Degrees and one more will graduate in the spring. They are amazing people, and she congratulated them.

Attorney Olson said it was very nice to meet everyone. It is exciting to see what LWSRA is about. The facility is beautiful, and she can see what a huge benefit it is to the community and to the surrounding communities as well.

Board Member Kelly said to the staff to keep up the good work. He congratulated them on the donation and the relationship with LWSRF. Their support is critical and it is fascinating the amount of money generated. Congratulations.

Board Member Hassett said great work by Nadine and the rest of staff for the support they give to LWSRF. She looks forward to seeing some of the staff at conference. She told them to keep up the good work.

Board Member VanDuyne talked about the inclusion and how important it is. This year her district has used it a lot. LWSRA staff helped her staff understand how the funds work and to interact and be proactive. One participant joined the summer camp and has done so well that they have him in the after school program. It has been wonderful to understand how to use the dollars that we haven't used in the past. It helps to grow the program, and the support helps her staff.

Board member LaMore said Happy New Year and see you all at the conference.

Board member Vitale said. During the holidays he took a closer look at the brochure and said staff did a great job. He congratulated the Foundation and said wonderful job.

Board member Lewis said to make sure that the budget includes the ball field and the parking lot they really need it. He told the Board that Nadine reached out to Bob at NLPD to discuss this year's golf outing. He said he is looking forward to seeing everyone at the conference and if they need anything to reach out to him. The South Suburban Parks piece has been huge for the maintenance guys and they will be attending. A lot of information is being disseminated. As the Sports Complex ramps up, Keith received a call to let him know that LWSRA is one of the preferred groups. They will reach out to local high schools to get kids to play in tournaments and recruit officiating crews. NLPD is involved in that. Once the contracts are signed there will not be a lot of room for utilizing the facility. The legislative breakfast will be held February 21st and all should reach out to their legislators to ask them to attend. He said that everyone should have a spot at the table at the conference because all are tied together. He

spoke of the Springfield conference in the spring and that South Suburban has arranged the dinner. Discussion was held. He asked if there were any areas of the audit that they should pay particular attention. Tom replied that there are recommendations on it. They are monitoring the GASBY requirements.

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 10:10 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary