

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON FEBRUARY 18, 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 9:31a.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
Kelly LaMore, Park Manager, Peotone Park District
Jay Kelly, Executive Director, Manhattan Park District
Andy Biesterfeld, Crete Superintendent of Parks & Planning

Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; John O'Driscoll, LWSRA Attorney; and Tom Krauss, Office Manager.

Special Guests: Courtney Mohr, Lauterbach and Amen

II. Public Comments: None

III. General Functions (continued)

1. Treasurer's Report – President Marcquenski asked for a motion to accept the January 31, 2025 Treasurer's Report.

Board member Hassett moved to accept the January 31, 2025 Treasurer's report and Board member Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$168,937.69 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

3. Audit Presentation – President Marcquenski asked for a motion to move up the audit presentation.

Board member Lewis made a motion to approve the payment of the bills as presented and Board member Hassett seconded the motion. Upon a voice vote, all voted Aye.

Courtney Mohr, Lauterbach and Amen, gave an overview of the audit. She explained that the purpose of an audit is done to test various financial procedures. She said the audit was given an Unmodified Opinion, which is the highest that they give. The revenue was \$2.2 million and expenses \$2.1 million. She went over the Management Letter. The recommendation is to update the fund balance policy, and a discussion was held. Samples of policies will be sent to Keith. Expenditures did not go over budget. Discussion of the Foundation and the need to audit them was discussed.

4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of January 21, 2025. President Marcquenski asked for a motion. Board member Andy Biesterfeld's name was misspelled on the minutes. Correction will be made.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

V. Staff & Committee Reports

Executive Director – Keith said that the conference in January was very good.

- a. Staff - Keith noted that Carissa has returned to work after she had an accident.
- b. Foundation – They had their meeting on February 13th. They are working on the Bunny Breakfast. Keith has challenged them to try to do more. Keith will go to more of their meetings. Discussion of how to handle the finances was held.
- c. Donations - The Kindful Report is included in the Board's packets showing the months donations.

- d. Grants –Grant Staff has filed for the Will County Mental Health Grant. If it is awarded to LWSRA it will be used for a second sensory bus and marketing.
- e. Strategic Plan – A copy of the plan was distributed to the Board members. Keith recognized the hard work that Tom put into it.
- f. Sensory Garden – Staff is meeting with the Wight Group to discuss the overall project and see how they can assist in finishing phase 1.
- g. Sensory Bus – The electrician needs to finish before the sensory items can be installed.

- 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 congratulated Keith on being elected to the IPRA Board. Melissa is a mentor on IPRA. Work is being done on the brochure.
 - a. Staff and Safety - She thanked Tom for stepping in to help in Carissa’s absence. He did a great job.
 - b. Inclusion –.
 - c. Part Time Staff
 - d. Athletic Supervisor
 - 1. Adapted Programing – Several tournaments were held during February. This weekend the LWSRA Tournament of Champions-2/22-2/23 (Adults, Juniors Wheelchair Basketball Tournament) will be held.
 - 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 –

- A. Audit Presentation – Moved up to General Functions number 3.
- B. 2023-24 Annual Report- Discussed in Executive Directors report.

VII. Facilities Planning – None

VIII. Old Business – None

IX. Executive Session - None

X. New Business –

- a. Motion to Approve the 2023 -24 Audit – President Marcquenski asked for a motion to approve the 2023-24 Audit.

Board member Kelly made a motion to approve the 2023-24 Audit as presented and Board member Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

- b. Motion to Approve the 2023-24 Annual Report – President Marcquenski asked for a motion to approve the 2023-24 Annual Report.

Board member Hassett made a motion to approve the 2023-24 Annual Report as, presented and Board member Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

- c. Motion to approve the 2025- 2030 Strategic Plan - President Marcquenski asked for a motion to approve the 2025-2030 Strategic Plan.

Board member Vitale made a motion to approve the 2025-30 Strategic Plan as, presented and Board member LaMore seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

- d. Executive Session Minutes Released June 2024 – December 2024 Including Previously Withheld Minutes – Discussion was held. There are no Executive Minutes held. All Executive Minutes have been released previously, there is no action at this time. A report on the Audio recordings to be destroyed will be on a future agenda for approval.

XI. Director/Board member Comments

President Marcquenski said congratulations to the staff on a good Audit and the Strategic Plan.

Executive Director Wallace said LWSRA is going for Distinguished Agency in April. Staff has been great.

Superintendent of Recreation Jenssen said thank you to the Board members for hosting the camps for the summer. There has been a lot of growth.

Board member Biesterfeld said that Crete is getting their first program up and running. He said congratulations on the Audit and Strategic Plan

Board Member Kelly said he is on the PBS Board and if anyone is interested it fills up fast. He said congrats to the staff for stepping in for Carissa. He congratulated Tom on all the great things he did during ‘the month of Tom’, the Audit, Strategic Planning and the front desk!

Board Member Hassett said echoed Board member Kelly. She told Tom it will be time to start the next audit soon and it was a job well done.

Board member LaMore hoped that staff all enjoy the down-week.

Board member Vitale echoed everyone’s congrats and he wants to see work being done on the Fund Balance Policy.

Board member Lewis said staff have done a great job. He wants to discuss the parking lot. Keith said he will get John and NLPD together to get it done. He reiterated that the Foundation get the financial audit done.

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 10:18 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary