

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON MAY 20, 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 9:31 a.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 (*joined at 9:33 a.m.*)
Greg Vitale, Executive Director Mokena Park District
Olga Viano, Recreation, New Lenox Community 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, Crete Superintendent of Parks & Planning

Absent: None

Others present were Keith Wallace, Executive Director; Melissa Jensen, Superintendent of Recreation; John O’Driscoll, LWSRA Attorney; Tom Kraus, Office Manager; 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 April 30, 2025 Treasurer’s Report.

Board member Kelly moved to accept the April 30, 2025 Treasurer’s report and Board member Biesterfeld seconded the motion. A roll call vote was taken.

***Ayes: (7) Kelly, Viano, Vitale, VanDuyne, Biesterfeld, LaMore, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (1) Hassett***

Motion Carried

- 2. Payment of Bills:
 - A. President Marcquenski asked for a motion to approve the Payment of the Bills in the amount of \$164,486.89 may include lodging and travel.

Board member Vitale 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: (7) Kelly, VanDuyne, LaMore, Biesterfeld, Viano, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

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

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of April 15, 2025. President Marcquenski asked for a motion.

Board member Viano 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) VanDuyne, LaMore, Biesterfeld, Kelly, Lewis, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

(Board member Hassett joined at 9:33 a.m.)

V. Staff & Committee Reports

Executive Director –

- a. Staff –
- b. Foundation – They are trying to take over managing their own activities. The Bunny Breakfast was April 19th and went very well. The numbers of attendees and money are still being tallied. Keith thanked those that have already signed up for the first Golf Outing. He also let them know that the Districts can also sponsor a hole.
- c. Donations - The Kindful Report is included in the Board’s packets showing the months donations of \$15,595.54. Hickory Creek PE Takeover donated \$12, 705.54 for the Adapted Programs. There was a \$1,000 donation from the Rotary Club of Tinley Park & Frankfort for scholarships.
- d. Grants – LWSRA was awarded the Will County Mental Health Grant in the amount of \$109,000 to support the development of our second Sensory Bus. Keith asked them for additional funding to purchase a used vehicle instead of using one of LWSRA’s that is still needed for transportation. A used vehicle has been purchased, and Will County has agreed to reimburse the Agency.
- e. Distinguished Agency – Staff had a kickoff meeting with Mentor Carlo on May 5th. It was decided that it would be realistic to shoot for 2026 completion rather than rush to complete all the necessary information needed. More time is needed to organize the information in the proper format necessary for review.

- f. Sensory Garden –The Hero’s Village will open in June.
 - g. Sensory Bus –It will be ready by June 12 and will be available for a Will County Board meeting. Board member Olga inquired how many people can get on the bus at one time and Keith explained that one or two individuals for optimum affect.
 - h. ADA Transition Plan - The first onsite visit for the ADA Transition Audit took place on May 13th, 2025. This audit, facilitated by the WT Group, is a required component of the Distinguished Agency process.
 - i. Golf Outings - Staff will be participating in the following community golf outings hosted by organizations that support LWSRA: • Mokena Chamber: June 4, 2025 • Frankfort Chamber: June 19, 2025.
 - j. Events Attended - Legislative Conference on April 29 -30, 2025 and SSPRPA May Social on May 8, 2025.
 - k. Fall Program Participation Report – Tom included the report in the Board’s packets showing participation by District.
- 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. The Intakes report is now a part of her reports. There were 25 for the Month of April. There will be about the same numbers for May. She will be training staff at several Districts and then training the camp counselors in the next few weeks so she will have limited availability. The participation for the summer camps is up from last year and some people are still interested in joining. Camps start June 2nd.
 - 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 –

VI. Finance & Personnel

- a. 2025-26 Budget – Tom said the biggest item increase is the planning for the 50th Anniversary in 2026. There is anticipation that money off the big event will subsidize other portions of the year long celebrations. Keith noted that there is a 5% pool increase to salaries, 2.5% for merit and 2.5% for cost of living. The budget does support initiatives to increase some positions to full time. Inclusion and Marketing staff will be taken into account. Also the Facility Forman position will be Facility Manager moving to exempt. The Fund Balance will be moved down to 10% from 25%.
- b. Motion to approve the 2025-26 Budget – President Marcquenski asked for a motion to approve the 2025-2026 budget as presented.

Board member Vitale so moved and Board member Viano seconded the motion. A roll call vote was taken.

*Ayes: (8) Hassett, VanDuyne, LaMore, Biesterfeld, Kelly, Lewis, Vitale, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

VII. Facilities Planning – None

VIII. Old Business – None

IX. New Business –

- a. Approval of 2025-2027 Officers and Liaison assignments- President Marcquenski asked for a motion to approve the assignments. Officers will be Greg Vitale, President; Greg Lewis, First Vice President; Kelly LaMore, 2nd Vice President/Treasurer; and Gina Hassett, Secretary.

Board member Viano made a motion to approve the Officer and Liaison Assignments and Board member Hassett seconded the motion. Motion passed by a voice vote. All voted Aye.

Motion Carried

- b. Resolution #25-03 Purchase of Used bus from Best Bus – President Marcquenski asked for a motion to Purchase a Used Bus from Best Bus.

Board member Viano so moved and Board member Vitale seconded the motion. A roll call vote was taken.

*Ayes: (8) Hassett, LaMore, Biesterfeld, VanDuyne, Kelly, Viano, Vitale, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

X. Director/Board member Comments

Executive Director Wallace.

Board member Biesterfeld noted that the Parks Day in Springfield was a great event.

Board Member Kelly said keep up the good work. He will give Keith a list of his District’s events so LWSRA could plan on attending some and he would like to schedule Keith to attend one of Manhattan’s Board Meetings. He complimented Board member Marcquenski on a nice job as president the past two years.

Board Member Hassett thanked Melissa for doing double duty since an employee left. She also thanked Audry. She said that Frankfort Park District is having an Open House on May 28th to discuss residents

wanting an indoor Recreation Facility, that cannot be built without a referendum. LWSRA participant families have been invited to attend to get their input.

Board member VanDuyne said thank you to Melissa for doing the staff trainings. Staff always say it is a positive thing, and they appreciate it. She thanked Audry for a good job and told Greg Vitale good luck as President.

Board member LaMore said thank you to Audry. Also she commented that Parks Day was good and the conference was great. Peotone will not have summer camp. Her district is still in talks with the schools regarding the ball fields.

Board member Viano said good job as president to Audry. She also said she agrees with everyone that the training that Melissa does with the Districts’ staffs is valuable. Her willingness to return halfway through the program to refresh some training is appreciated. LWSRA support is helpful and always appreciated.

Board member Vitale said congratulations to Audry on a wonderful job for the past two years. He complimented Keith, Tom and Melissa on the great job on the Budget saying it gets better each year. The email updates with all the changes were very helpful. He said he has big shoes to fill as president and will do his best.

Board member Marcquenski said thank you to all. It has been her pleasure to serve and support LWSRA in any way that she could. She is truly grateful to be surrounded by wonderful people. She jokingly warned Greg Vitale to be careful of emergency calls from Keith and John, especially about summer camp!

XI. Executive Session

- a. Executive Director Review - President Vitale asked for a motion to go into Executive Session pursuant to #1 for the purpose of Executive Director Review. 5 ILCS 120/2(c)(1).

Board member Hassett made a motion to go into Executive Session at 9:55 a.m. and Board member LaMore seconded the motion. A roll call vote was taken.

Ayes: (8) Hassett, LaMore, Biesterfeld, VanDuyne, Kelly, Viano, Vitale, Marcquenski

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

XII. Open Session – With nothing further to discuss, President Vitale asked for a motion to back to Open Session at 10:10 a.m..

Board member Hassett made a motion to go back to Open Session at 10:10 a.m. and Board member Kelly seconded the motion. Motion passed by a voice vote. All voted Aye.

Motion Carried

XIII. **Adjournment** – President Vitale asked for a motion to adjourn at 10:11 a.m.

Board member Marcquenski moved to adjourn the meeting and Board member LaMore seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:11 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary