

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 17, 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 Vitale called the meeting to order at 9:30 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  
Greg Vitale, Executive Director Mokena Park District  
Olga Viano, Recreation, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Kirsten VanDuyne, Executive Director, Wilmington Park District  
Andy Biesterfeld, 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; Megan Olson, LWSRA Attorney; Tom Kraus, Office Manager; and Mary Strand, Recording Secretary.

Special Guests: Summer Intern: Lindsey King, and Scholarship Recipient: Lilia Stahr

**II. Public Comments: None**

**III. General Functions (continued)**

- 1. Treasurer’s Report – President Marcquenski asked for a motion to accept the May 31, 2025 Treasurer’s Report.

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

***Ayes: (7) Kelly, Hassett, Viano, Marcquenski, VanDuyne, Biesterfeld, Vitale***

***Nays: (0)***

***Abstain:(0)***

***Absent: (1) 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 \$177,245.36 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: (7) Kelly, Hassett, Viano, Marcquenski, VanDuyne, Biesterfeld, Vitale*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) LaMore*

*Motion Carried*

- 3. Special Guest:
  - a. Summer Intern: Lindsey King is a senior at UNCW studying Recreation Therapy. Keith met Lindsey at the Warrior Games in Orlando.
  - b. Scholarship Recipient: Lilia Stahr graduated from Lincolnway West and is going to ISU for Special Education. This is her fourth summer at LWSRA.
- 4. Communications: None

**IV. Consent Agenda:**

- 1. Approval of Regular Meeting Minutes of May 20, 2025. President Marcquenski asked for a motion.

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

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) LaMore*

*Motion Carried*

**V. Staff & Committee Reports**

**Executive Director –**

- a. Staff – None
- b. Foundation – A sign for the Golf Outing will be passed out at the end of the meeting for the Board Members to post in their buildings. The Foundation has organized a Round-Up campaign at local Berkots stores (Mokena, New Lenox, and Manhattan) throughout the month of June. Proceeds will benefit LWSRF.
- c. Donations - The Kindful Report is included in the Board’s packets showing the months donations of \$7,450.00. Also a \$10,000 donation from Karen Isenbart was received. It will go towards the Sensory Garden and Hero’s Village.
- d. Grants – Two grant applications were submitted this month.
- e. Sensory Bus – The bus is on site and everyone can visit it after the meeting. Work has started on the second bus which will be geared more on Teen and Adult.
- f. ADA Transition Plan – The ADA Transition audit, has been received, it is a required component of the Distinguished Agency process. There are a lot of small things that were sited.
- g. Golf Outings - Staff will be participating in the Frankfort Chamber Golf Outing: June 19, 2025.

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 staff are now in the 3<sup>rd</sup> week of Summer Day Camp. Staff are doing well with the many difficult participants. Intakes are slowing down a little. Staff have been very busy. Board Member Hassett thanked Melissa for having her staff go to FPD to train their staff.
  - 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 – Summer Games will be held the weekend of the 20<sup>th</sup>. Staff will be making sure they stay hydrated and find some shade with the predicted 90+ degree forecast.

**VI. Finance & Personnel - None**

**VII. Facilities Planning – None**

**VIII. Old Business – None**

**IX. New Business –**

- a. Approval to review and release Executive session Minutes May 20, 2025 – President Vitale said he was going to table this item as the minutes were not approved yet. He asked for a motion.

*Board member Biesterfeld moved to table item (a.) and Board member Hassett seconded the motion.*

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

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) LaMore*

*Motion Carried*

- b. Motion to Approve the LWSRA Foia/Oma officers – President Vitale asked for a motion to approve Keith Wallace, Melissa Jensen and Tom Krause as LWSRA FOIA/OMA officers.

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

*Ayes: (7) Hassett, Biesterfeld, VanDuyne, Kelly, Viano, Vitale, Marcquenski*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) LaMore*

*Motion Carried*

**X. Director/Board member Comments**

Attorney Olson had no comments or business to discuss.

Executive Director Wallace said thank you for getting back to him to get him on schedules to present to Districts Board's. He will be sending out *Save The Date* information soon for the 50<sup>th</sup> Anniversary.

Board member Biesterfeld told everyone to enjoy the summer and to take time for themselves and families. He asked for copies of policies regarding Public Comment so he can compare and update his. Board Member Kelly said have a great summer, keep up the good work and thank you for training his summer camp staff.

Board Member Hassett said remember to take time for yourselves and enjoy the summer.

Board member VanDuyne said welcome to summer and she is glad things are going well for LWSRA.

Board member Viano thanked Melissa for coming to NLPD to prep the summer camp staff. She said the Wintrust Crossroads Sports Complex will be grand opening the last weekend in June. A food and beverage manager has been hired as well as 60-70 part-time staff.

Board member Vitale said thank you for coming out to MCPD and said he had a lot of positive comments even from counselors who have been there for several years. He wanted to give kudos to Melissa for a great job.

Board member Marcquenski said thanks for coming out to prep her summer camp staff. She hoped everyone has a great summer.

**XI. Executive Session - None**

**XII. Adjournment – President Vitale asked for a motion to adjourn at 9:48 a.m.**

*Board member Hassett moved to adjourn the meeting and Board member Viano seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 9:48 a.m.*

Respectfully submitted by

Mary T. Strand, Recording Secretary