

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 9, 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 9:31 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
Greg Vitale, Executive Director Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director, Manhattan Park District
Andy Biesterfeld, Executive Director, Crete Park District
Kelly LaMore, Park Manager, Peotone Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District
Absent: Gina Hassett, Executive Director, Frankfort Park District

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

Special Guests: None

II. Public Comments: None

III. General Functions (continued)

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

Board member Kelly moved to accept the August 31, 2025 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

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

Motion Carried

- 2. Payment of Bills:
 - A. President Vitale asked for a motion to approve the Payment of the Bills in the amount of \$273,148.38 may include lodging and travel. Keith noted

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: (7) LaMore, Kelly, Lewis, VanDuyne, Marcquenski, Biesterfeld, Vitale
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 August 19, 2025. President Vitale asked for a motion.

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

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

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Staff –
 - i. New Hires – Keith introduced the recent hires.
 - 1. Jordan Disiderio, Marketing Supervisor – Gave an overview of her past experience with Crete Park District and stated a few goals she has made her priority.
 - 2. Lindsey King, Program Supervisor – She was an intern at LWSRA and just graduated.
 - 3. Emma Kreitz, Outreach & Inclusion Supervisor – She has worked at LWSRA as the Inclusion Program Specialist. She told the Board they could reach out to her to schedule the Sensory Bus and other activities.
 - b. Foundation – Both the Golf Outings were attended well. The final numbers netted approximately \$50,000. It should be given out around April, 2026
 - c. Donations - The Kindful Report is included in the Board’s packets showing the months donations of \$1,200.
 - d. Grants – A grant is being sought for the concrete around Hero’s Village.
 - e. Distinguished Agency – No Update other than the ADA survey will be presented in October.
 - f. Heroes Village Sensory Garden – Grand Opening will be September 25th and Keith handed out a flyer with the information.
 - g. Sensory Bus – The second bus has been received. The inside is now being down..
 - h. LWSRA Presentation – Keith reminded all that they should schedule a presentation to their Boards. Frankfort Square is scheduled for Thursday August 17.

- 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 programs for fall are back up. The participation is very good. She is working on the Operations Manual. There were 14 intakes for the month of August.
 - a. Staff and Safety -
 - b. Inclusion –
 - c. Part Time Staff –
 - d. Athletic Supervisor
 - 1. Adapted Programing –
 - e. Managers 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 – Emeric Facility Services contract.

- a. Motion to Approve cleaning services – President Vitale asked for a motion to approve the contract for cleaning services with Emeric Facility Services. The contract is a month-to-month commitment. Cleaning was previously done by an individual. Discussion of the terms of the contract were discussed. Staff has also discussed other options.

Board member Biesterfeld made a motion to approve the Emeric Facility Services. as corrected and Board member VanDuyne seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Hassett

Motion Carried

VIII. Old Business – None

IX. New Business – None

X. Director/Board member Comments

Attorney Olson had no comments or business to discuss.

Executive Director Wallace said that staff is trying to do several unique things, and he thanked the Board for their support. He hoped that the member Districts who had him at their meetings to present the

LWSRA ‘story’ enjoyed it and he is looking forward to going to the next few meetings and hopes they enjoy it too.

Board member VanDuyne thanked Keith for presenting to her Board as they are all new, she really appreciates it. She congratulated all on hiring the new employees to help take the burden off of the rest of the staff.

Board Member LaMore said she was looking forward to having Keith do his presentation in Peotone this evening. She said congratulations on a great summer and she was happy that staff was getting some RnR time in.

Board member Marcquenski thanked Keith for his presentation at the Frankfort Square Park District Board meeting, it was a good discussion. She also said thanks for a good summer and Happy Fall.

Board member Lewis said it is good to see the new staff. He requested the breakdown of the money from both LWSRA Golf Outings and the rest of the plans for the parking lot. He noted that his District received an inquiry from JLC regarding DCFS, They are getting more into Park Districts business. The survey asked questions about programming and who the programming serves, ages, participation and more. He just wanted to make everyone aware that they might get contacted.

Board Member Biesterfeld said thanks to Keith for his presentation to the Crete Park District Board. He congratulated the staff on the new hires. He also thanked the Board members who sent him copies of their resolutions for his consideration. He created a hybrid of them.

Board member Kelly said keep up the good work.

Board member Vitale said that he is looking forward to Keith coming to MCPD for his presentation on September 23rd. He is looking forward to having the Sensory Bus at Halloween Hollow. He will attend the festivities at the Hero’s Village. He congratulated Keith on the new staff and said keep up the good work.

XI. Executive Session - None

XII. Adjournment – President Vitale asked for a motion to adjourn at 10:01 a.m.

Board member Kelly moved to adjourn the meeting and Board member Biesterfeld 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