

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 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 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
Gina Hassett, Executive Director, Frankfort Park District
Andy Biesterfeld, Executive Director, Crete Park District
Kelly LaMore, Park Manager, Peotone Park District
Kirsten VanDuyne, Executive Director, Wilmington Park District

Absent: None

Others present were John O’Driscoll, LWSRA Attorney; Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager: and Mary Strand, Recording Secretary.

Special Guests: John McGovern and Aaron Hirky, WT Group

II. Public Comments: None

III. General Functions (continued)

- 1. Treasurer’s Report – President Vitale asked for a motion to accept the September 30, 2025 Treasurer’s Report.

Board member Hassett moved to accept the September 30, 2025 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.

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

Motion Carried

- 2. Payment of Bills:
 - A. President Vitale asked for a motion to approve the Payment of the Bills in the amount of \$185,780.35 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: (8) LaMore, Kelly, Hassett, Lewis, VanDuyne, Marcquenski, Biesterfeld, Vitale
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

- 3. Special Guest: WT Group Presentation
The representatives gave an overview of Accessibility Practices. The ADA requirements can be phased in over time and can be budgeted annually for transition. It can be combined with Capital and Operating Budgets. Discussion was held.
(WT Group Representatives left the meeting)
- 4. Communications: None

IV. Consent Agenda:

- 1. Approval of Regular Meeting Minutes of September 9, 2025. President Vitale asked for a motion.

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

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

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Foundation – The organization has decided to go with one Golf Outing in the future. They will hold a Premiere Fund Raiser at the 19th Hole. They also will partner with Frankfort Square for an event. Ted Winter has resigned.
- b. Donations - The Kindful Report is included in the Board’s packets showing the months donations of \$2,525. Four Sports Chairs were donated by The Hartford. The New Lenox Lions will be donating \$500 at the sports banquet and contributing \$10,000 to Phase II of the Hero’s Village.
- c. Grants – LWSRA received a \$53,000 reimbursement from Will County for the purchase of the sensory bus. Keith was informed that the grant will reopen soon, and staff plan to apply for the expansion phases of Hero’s Village.
- d. Distinguished Agency – The ADA Transition Plan is part of this process. The policy on service animals and motorized vehicles was discussed. Keith will make sure it is in the policy booklet.
- e. Heroes Village Sensory Garden – Grand Opening was September 25th.
- f. Sensory Bus – The second bus will go to the RV company at the end of this week.
- g. NRPA– Tom, Melissa & Keith attended the conference and had many networking opportunities. Keith was sworn in as Secretary.

1. **Marketing Coordinator - Jordan Desiderio** – This individual now reports to Keith. Report is in the Board’s packets along with a flyer for a fund raiser. Trunk or Treat will be October 26th and a few more trunks are needed.
2. **Inclusion and Outreach Supervisor - Emma Kreitz** – This individual now reports to Keith. Report is in the Board’s packets.
3. **Facility Maintenance Supervisor** – Report in the Board’s packets.
4. **Office Manager/Support Services** – Report in the Board’s packets.
5. **Superintendent of Recreation** – Melissa Jensen’s report was in the packets. She noted that the reports are now divided by who reports to Keith and those that report to her.
 - I. Staff and Safety -
 - II. Part Time Staff –
 - III. Intakes –
 1. Manager of Programs
 - a. Rentals
 - b. Transportation
 - c. Teen and Adults Programs & Events
 - d. Titans Recreation Club
 - e. Athletic Programs –
 - i. Volleyball - State games were the weekend of October 17. LWSRA won two gold and one bronze medals.
 - ii. Basketball – Games begin the end of October. There are 9 Basketball teams and 9 Wheelchair Basketball teams.
 2. Manager of Programs
 - a. Student Internships
 - b. Youth and Hawkings Programs
 3. Adaptive Supervisor
 - a. Adaptive Sports and Events
 4. Program Supervisor
 - a. Club Hawk After School Care

VI. Finance & Personnel– Keith included a memo on Salary Increases for discussion. HR Source is what some Districts and SRAs use. Hybrids of positions are used for some. Keith will use what the budget allows. Discussion was held.

VII. Facilities Planning– WT Group

- a. Motion to accept the ADA Transition Plan Report. President Vitale asked for a motion. Discussion was held

Board member Hassett made a motion to accept the ADA Transition Plan Report as presented and Board member Lewis seconded the motion. A roll call vote was taken.

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

Motion Carried

VIII. **Old Business** – None

(Board Member Lewis left the meeting at 10:36)

IX. **New Business** –

a. Motion to approve the 2025-26 LWSRA Health Plan Selection. President Vitale asked for a motion. Discussion was held.

Board member Kelly made a motion to approve the 2025-26 LWSRA Health Plan Selection as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.

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

Motion Carried

X. **Director/Board member Comments**

Attorney O’Driscoll said that ADA compliance is expensive but it is good that LWSRA is mindful that it is an ongoing process. Discussion was held. He also mentioned that recent labor negotiations at various school districts indicates a push to increase the salaries for paraprofessionals at school districts and that may impact availability of talent for LWSRA.

Executive Director Wallace said thank you to the Board for their support.

Board member VanDuyne said the marketing on the Hero’s Village did show up on her website. She said congratulations on having the new people in place that can make these types of things happen.

Board Member LaMore said The Zombie Run will be held on October 25th in Peotone. She apologized for missing the grand opening for Hero’s Village and that there wasn’t a quorum at her Board meeting for the LWSRA presentation. She said good luck to all on their upcoming holiday events.

Board Member Hassett said Kristin from FPD’s preschool will be doing the Trunk-or-Treat at LWSRA. She said keep doing what you all are doing.

Board member Marcquenski said she is excited to talk golf with Keith & Tom. She thanked Keith for educating her on the wheelchairs.

Board Member Biesterfeld said everyone should enjoy fall.

Board member Kelly informed the Board of two deaths of children in his community and it is impacting MPD. He thanked Melissa and Jordan for coming to his Board Meeting and presenting the LWSRA story. He is looking forward to the Trick-Or-Treat Trail that LWSRA is coming out for in Manhattan. He told all to enjoy the rest of the Fall.

Board member Vitale thanked Keith and Jordan for their presentation at the Mokena Park Board Meeting. He appreciated the Sensory Bus being at Halloween Hollow. It was a big hit. He said enjoy the Fall.

XI. Executive Session - None

XII. Adjournment – President Vitale asked for a motion to adjourn at 10:55 a.m.

Board member Hassett moved to adjourn the meeting and Board member Marcquenski seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:55 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary