

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JANUARY 20, 2026 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:
Andy Biesterfeld, Executive Director, Crete Park District
Greg Vitale, Executive Director Mokena Park District
Audrey Marcquenski, Director, Frankfort Square Park District
Lea Pipiras, Assoc. Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director, Manhattan Park District
Gina Hassett, Executive Director, Frankfort Park District
Kelly LaMore, Park Manager, Peotone Park District

Absent: Kirsten VanDuyne, Executive Director, Wilmington Park District

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

Special Guests: LWSRA Andrew Farkas, Facility Foremen and Sandy Garcia, Intern. Joe Laudont and Steve Andrade, Lauterbach & Amen

II. Public Comments: None

III. General Functions (continued)

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

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

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

- 2. Payment of Bills:

- A. President Vitale asked for a motion to approve the Payment of the Bills in the amount of \$245,833.32 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, LaMore, Marcquenski, Phipras, Biesterfeld, Vitale

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

3. Special Guest: Keith introduced Andrew Farkas, the new Facility Foreman. Andrew gave a summary of his previous employment and expressed his gratitude for his new position. Melissa introduced Sandy Garcia, an intern currently studying at the University of Saint Francis. Sandy listed her studies and said she was happy to be here.
4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of December 16, 2025. President Vitale asked for a motion.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

V. Staff & Committee Reports

Executive Director –

- a. Foundation – They are still looking for several members to join them. Keith met with the Executive Board to discuss changes moving forward. Some of the events might come over to LWSRA. Hiring a person on the Foundation to raise money was discussed.
 - b. Donations – A \$10,000 donation was received in December.
 - c. Grants –LWSRA received \$5000 from Ecolab for the Sensory Mobile program.
 - d. Heroes Village Sensory Garden – Keith and Tom have started the process of submitting for the WCMHB grant. We are hoping that we get approved for this grant which will assist with the completion of the Village.
 - e. Sensory Bus – The bus is now at Kunes RV. They have started work on the generator, as line and HVAC.
 - f. Distinguished Agency Accreditation – The goal was set back to 2027 while we are waiting for a new mentor for the project.
 - g. Staff – LWSRA received 6 applications for the maintenance position. Keith will send over the remaining resumes to Board Member Biesterfeld.
1. **Marketing Coordinator - Jordan Desiderio** – The report is in the Boards’ packets.
 - a. Social media -The top reporting post from November was Keith & The Grinch. Discussion of an expanded report of the social media stats was held.
 - b. Brochure – It is live on the web site.

2. **Inclusion and Outreach Supervisor - Emma Kreitz** – Report is in the Boards’ packets. Keith said that staff is trying to figure out how to be more productive and powerful with the team that is in place.
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 said that a new season has begun and staff is very busy. There will be a lot of traveling and tournaments coming up.
 - I. Staff and Safety – Sandy Garcia will be supporting Melissa and another new intern, Jamar Newell, will be at the next Board Meeting.
 - II. Part Time Staff – Their party is tomorrow and some awards will be given out to help motivate the staff to do their best.
 - 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 -
 - ii. Basketball – There are 9 Wheelchair Basketball teams.
 - iii. Special Olympics – There are 7 teams.
 2. Manager of Programs –
 - a. Student Internships - Interns for the summer are full.
 - 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 –

- a. Audit Presentation - Lauterbach & Amen representatives gave an overview of the audit. They thanked the team of LWSRA for their cooperation in providing the information required to complete the audit. The report generated recommendations to the Finance Department moving forward. President Vitale noted that he had questions answered by Keith previous to this meeting. He thanked the auditors and staff for all the work they did on the audit.

(auditors left the meeting)

VII. Facilities Planning – None

VIII. Old Business – None

IX. Executive Session - None

X. New Business –

- a. Motion to Approve the 2024-25 Audit – President Vitale asked for a motion to approve the 2024-25 Audit as presented.

Board member Hassett made a motion to approve the 2024-25 Audit as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) VanDuyne

Motion Carried

- b. Review of 2025-2030 Strategic Plan – A copy of the plan was in the Board’s packets. Keith noted that it has been updated to show all the items completed, in progress items and those that have not yet been addressed. This review is to make sure that the plan is kept in the forefront of things that need to be done.
- c. 2024-25 Annual Report – Tom went over the report. He noted that the report uses audit numbers from fiscal year 24-25 and participation numbers from programs and events. Donors were also listed.

XI. Director/Board member Comments

Attorney O’Driscoll told the Board members to be aware of the changes to FOIA requests as of January 1, 2026. When responding to the request, you are no longer required to click on links or attachments. If you get a link or attachment, you can notify the sender that you will not be able to click on it for safety reasons and to send another way. He also recommends that you notify the attorney of any FOIA requests to make sure that you are not sending any privileged information.

Executive Director Wallace

Board member Pipiras said good luck this spring and summer. Staff are doing a great job.

Board member LaMore said Happy New Year and she is looking forward to attending the conference with the rest of the Board. She is a grandma and will share her pictures with all. She hoped that everyone had a nice holiday break.

Board Member Biesterfeld said thank you for all the work on the Audit. He also thanked the staff for the proactive approach with the Strategic Plan to secure funding. He stated he hopes to see everyone at the conference.

Board Member Hassett said good job on the Annual Report. It looks great and seems every year it has a little bit more content. She welcomed Andrew to LWSRA. She told the Board that FPD has a few job postings and if other Board members would please make any recommendations she would appreciate it. Board member Marcquenski asked if the Fondation has started the process to audit their finances. Keith said they are working on it. She also told all that there will be a grand opening of Hunter Prairie Park in the spring, and she will coordinate with LWSRA so that they can participate.

Board member Kelly said nice job on the Annual Report and Happy New Year. He will see everyone next week at the conference.

Board Member Vitale said great job to everyone and wonderful work on the Audit and Annual Report. He also said congratulations on the new hires and navigating the staff challenges. Looking forward to seeing everyone next week.

XII. Executive Session - None

XIII. Adjournment – President Vitale asked for a motion to adjourn at 10:02 a.m.

Board member Hassett moved to adjourn the meeting and Board member LaMore seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:02 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary