

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON APRIL 21, 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 9:35 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  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jay Kelly, Executive Director, Manhattan Park District  
Gina Hassett, Executive Director, Frankfort Park District  
Kirsten VanDuyne, Executive Director (joined at 9:35), Wilmington Park District  
Kelly LaMore, Park Manager, Peotone Park District

Absent: None

Others present were Keith Wallace, Executive Director (joined at 9:37); Melissa Jensen, Superintendent of Recreation; 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 Vitale asked for a motion to accept the February 2026 Treasurer’s Reports.

*Board member Hassett moved to accept the February 2026 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.*

*Ayes: (7) Kelly, Hassett, LaMore, Marcquenski, Lewis, 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 February 2026 Payment of the Bills in the amount of \$231,632.80 which may include lodging and travel expenses.

*Board member Lewis made a motion to approve the payment of the February 2026 bills as presented and Board member Hassett seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

3. Motion to Accept March 2026 Treasurer’s Report - President Vitale asked for a motion to accept the March 2026 Treasurer’s Reports.

*Board member Hassett moved to accept the March 2026 Treasurer’s report and Board member Lewis seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

4. Payment of the Bills –
  - A. President Vitale asked for a motion to approve the March 2026 Payment of the Bills in the amount of \$226,857.23 which may include lodging and travel expenses.

*Board member Kelly made a motion to approve the payment of the March 2026 bills as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.*

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

*Motion Carried*

5. Special Guest: None
6. Communications: None  
(Board member VanDuyne joined the meeting at 9:35)

**IV. Consent Agenda:**

1. Approval of Regular Meeting Minutes of February 17, 2026. President Vitale asked for a motion.

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

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

*Motion Carried***V. Staff & Committee Reports**

## 1. Executive Director –

- Staff – Staff has made the decision to end the cleaning service. The cleaning is done in-house while a new service is contracted.
- Distinguished Agency Accreditation - Staff are working hard to fill out the assessment application. We are looking forward to having our meeting soon with our mentor to see if we have enough to submit. The plan is to complete the process for 2028. Discussion was held.
- SRA Directors meeting - Next meeting will be April 16th will report at Meeting what was discussed.
- Upcoming Events & Meetings - Parks Day and Legislative Day at the Capital May 5th -6<sup>th</sup>.

## a. Donations &amp; Fundraising

## i. Marketing Supervisor

1. Sponsorships, Fundraising, Grants –
2. Donations - The South Suburban Women’s Clug donated a new stove.
3. Brochure, Website
4. Foundation –

(Executive Director Wallace joined the meeting at 9:37)

5. Sensory Bus Update – The first bus is almost complete. It should be done by middle of May. Paperwork for reimbursement has been submitted to the State. Bus #2 is still in the shop.

## ii. Outreach &amp; Inclusion Supervisor – Report was in the Board’s packets.

1. Outreach
2. Inclusion

## iii. Facility Manager - Report was in the Board’s packets.

## iv. Office Manager - Report was in the Board’s packets.

## 2. Superintendent of Recreation -

## a. Staff Intakes and Safety –

## i. Manager of Programs -

1. Teens and Adults, Transportation, Rentals

## ii. Manager of Programs - Report was in the Board’s packets.

1. Hawkings and Youth –

## iii. Program Supervisor - Report was in the Board’s packets.

1. Adaptive –

## iv. Program Supervisor - Report was in the Board’s packets.

1. After school and general

**VI. Finance & Personnel –**

- a. Policy Memo – Tom reviewed and summarized proposed new policies and revisions to existing policies hoping to be approved at the April 2026 Board Meeting. These updates reflect new Illinois laws, ADA compliance requirements, and internal operational clarifications. Tom was complimented on his work.

- VII. **Facilities Planning** – None
- VIII. **Old Business** – None
- IX. **Executive Session** - None
- X. **New Business** –

- a. 2025 Fall Agency Overview – Keith will email the participation reports to the Board members. \$75,000 in program sign ups were received on the first day of registration. Keith gave a shoutout to Melissa. When she was doing Titans she told Keith she wanted to increase the youth programming and now it is the largest.
- b. Resolution #26-01 Authorizing the Disposal of Certain Records by LWSRA
- c. Resolution #26-02 Amending the Vacation Leave Policy
- d. Resolution #26-03 Amending the Employee Blood and Organ Donation Leave Policy
- e. Resolution #26-04 Amending the Victims’ Economic Security and Safety Act Leave (VESSA) Policy
- f. Resolution #26-05 Amending the Pregnancy Discrimination Policy
- g. Resolution #26-06 Adopting an Artificial Intelligence Usage Policy
- h. Resolution #26-07 Adopting a Family Neonatal Intensive Care Leave (NICLA) Policy
- i. Resolution #26-08 Adopting a Mobility Device Access Policy
- j. Resolution #26-09 Adopting a Service Animal Policy for Programs and Facilities

Attorney O’Driscoll advised that as long as all 8 Board members intended to approve Resolution 26-01 through 26-09 that it could be done with one motion. President Vitale asked for a motion to approve the resolution 26-01 thru 26-09 as presented. President Vitale voiced concern on the Vacation Policy. Tom clarified that it was previously based on front-loading, carryover, and separation payout rules. The revised language removes the accrual references and clarifies it is earned on January 1 after first full calendar year. Discussion was held.

***Board member Hassett made a motion to approve Resolution 26-01 through 26-09 as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.***

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

***Motion Carried***

XI. **Director/Board member Comments**

Executive Director Wallace said staff are doing a great job. He said the amount of kids impacted from over 30 schools’ PE Takeovers are immeasurable- Mak is really doing a fantastic job. A Culture Arts was done over the weekend. We are busy and growing. Please sign up for the Sneaker Ball. Melissa Jensen said staff is growing and very busy. We recently staged a performing arts and our intern Sandy did a fantastic job. Programming has a big wait list. She said she is looking for ways to expand and are relying on NLPD to use their busses.

Attorney O'Driscoll mentioned that Judiciocracy LLC has sent out many FOIA requests. There is a bill at the State level to address when an agency can push back on the requests. These requests require a lot of paperwork that is meaningless. Discussion was held. Another individual is requesting copies of lawyer bills and wanting Boards to require background checks before a person can be on a ballot to become a Board member. Discussion was held that most of these types of FOIA requests are money grabs.

Board member VanDuyne said thank you for registration help. Melissa and Tom responded to her. She appreciates everyone's hard work.

Board member Lewis said his Sneaker Ball shoes were cancelled-he now has to find a different pair. His staff is working with Keith on getting quotes to re-color coat. Keith has been instrumental in getting the 3<sup>rd</sup> batting cage at Crossroads. Barriers have been removed and done some things with the parking lot to host two wheelchair games in the future. He noted that Senators Hastings and Joyce and Representatives Sheehan and DeLuca will attend Park Days dinner that his staff is organizing.

Board member LaMore said congratulations on all the great work. The new brochure is a lot of fun.

Board member Biesterfeld said thanks to Tom on the reviews of the Policies. He told staff congratulations on the participation numbers. He is looking to hire a marketing person if anyone has someone they can recommend.

Board Member Hassett said like wise to Tom, thank you for staying on top of the policies updates. To the rest of the team she said she always appreciates the work that they do.

Board member Marcquenski said the brochure is very creative. She commented on a photo of Keith.

Board member Kelly said keep up the good work. It is impressive.

Board Member Vitale mentioned a person dropping names to get special help. He told the Board that he will be reaching out to them to do Keith's annual review. He said to keep MCPD in mind if anyone needs space for a meeting or event. Yunker Farm Barn has some evening time available.

**XII. Executive Session - None**

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

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

Respectfully submitted by

Mary T. Strand, Recording Secretary