

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JULY 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 9:30 a.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: Roll was taken and those present were:

Greg Vitale, Executive Director Mokena Park District

Kirsten VanDuyne, Executive Director, Wilmington Park District

Audrey Marcquenski, Director, Frankfort Square Park District (joined at 9:37 a.m.)

Greg Lewis, Executive Director, New Lenox Community Park District

Kelly LaMore, Park Manager, Peotone Park District

Andy Biesterfeld, Executive Director, Crete Park District

Gina Hassett, Executive Director, Frankfort Park District

Absent: Jay Kelly, Executive Director, Manhattan Park District

Others present were: Melissa Jensen, Superintendent of Recreation; Tom Kraus, Office Manager; Megan Olson, LWSRA Attorney; 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 June 30, 2026 Treasurer's Reports.

Board member Hassett moved to accept the June 30, 2026 Treasurer's report and Board member Lewis seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

2. Payment of Bills:

- A. President Vitale asked for a motion to approve the May 31, 2026 Payment of the Bills in the amount of \$325,965.69 which may include lodging and travel expenses.

Board member Hassett made a motion to approve the payment of the June 30, 2026 bills as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.

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

Nays: (0)

Abstain:(0)

Absent: (1) Kelly

Motion Carried

3. Special Guest: None

4. Communications: None

IV. Consent Agenda:

1. Approval of Regular Meeting Minutes of June 16, 2026. President Vitale asked for a motion.

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

Ayes: (5) VanDuyne, LaMore, Marcquenski, Lewis, Vitale

Nays: (0)

Abstain:(2) Hassett, Biesterfeld

Absent: (1) Kelly

Motion Carried

V. Staff & Committee Reports

1. Executive Director – Keith told the Board that Board member Jay Kelly has had a medical procedure and to keep him in your paryers.
 - a. Donations & Fundraising
 - i. Marketing Supervisor –
 1. Sponsorships, Fundraising, Grants – A grant from John and Mary Lambert memorial fund for \$5000 to assist with staffing and general youth program needs was received through Grant Seekers.
 2. Donations - The Kindful report for June was attached for review. The total amount donated was \$23,500. Dr. Karen Eisenbart donated \$20,000 toward the shed for Hero’s Village.
 3. Sneaker Ball - The ball was a huge success. The planning committee did a wonderful job. Due to the success, staff have decided that we will add this event to the list of special events for the agency. Raffle Brought in over \$6000, We were able to give away 3, \$1976 Hawks bucks giveaways. We would like to invite you to our 50th Anniversary Picnic on August 1st. The flyer is attached, please send Keith an email to RSVP.
 4. Brochure, Website -
 5. Foundation – They approved a budget. The next audit should reflect the economics. A discussion of the need for an audit was held. LWSRA auditor and lawyer should send a letter requesting an audit. Megan said she could review a request letter from Keith. It was suggested that the Foundation should have their own website. Golf Outing fee was

discussed. Keith has discussed with Attorney O'Driscoll about creating LWSRA's own 501 (c) (3)

6. Sensory Garden – Heroes Village – The planning meeting was on July 6th and staff will be sending out bid packets on July 15th with bid opening on July 29th.

7. Sensory Bus Update – Sensory Garden-Hero's Village – Each District should let Keith and staff know about the events they are holding and they will make the Sensory Bus available and set up a table with information. Staff will schedule it on their calendar.

8. Cleaning service –

ii. Outreach & 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 – Melissa Jensen told the Board that it is week 7 of 8 for Summer Camp and it is completely full. Camp counselors are doing a great job. She invited everyone to LWSRA Picnic on August 1st. A resolution will be done in September to recognize her.

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 – Melissa reported that Emmie has been nominated for Team USA in Track & Field.

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 – None

VII. Facilities Planning – A new cleaning company, Service Masters, has been coming 3 days a week. No contract was needed. They are working out so far.

VIII. Old Business – None

IX. New Business –

a. Policy Memo – Tom explained that there isn't a vote required on this. It is based off of the Risk Management review from PDRMA. It sets a policy for professional boundaries with participants and also electronic communication with them. Staff were trained on these policies. They provide additional safeguards for participants, establish consistent expectations for employees and volunteers, and align LWSRA with current risk management best practices recommended by PDRMA. The attorney reviewed them. Discussion was held.

- b. Resolution #26-10 Boundary Violations Policy – President Vitale asked for a motion to approve the Resolution #26-10 as presented.

Board member Hassett made a motion to approve Resolution 26-10 Boundary Violations Policy as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.

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

Motion Carried

- c. Resolution #26-11 Electronic Communication with Minors and Vulnerable Adults Policy - President Vitale asked for a motion to approve the Resolution #26-10 as presented.

Board member Hassett made a motion to approve Resolution #26-11 as presented and Board member Biesterfeld seconded the motion. A roll call vote was taken.

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

Motion Carried

X. Executive Session – None

XI. Director/Board member Comments

Keith asked the Board members to join LWSRA for the picnic on August 1st.

Board member Biesterfeld said he had a good time at the Sneaker Ball. Staff did a great job on organizing it. He told the staff to enjoy the summer and take care of themselves.

Board member Hassett also said the Sneaker Ball was great. She thanked Keith and Melissa for coming out to the ribbon cutting for Fort Frankfort's inclusive playground. She said New Lenox was the leader and it was nice to see other District's putting in inclusive designs into their parks. She also said thank you for coming out to one of their park parties.

Board member Lewis said great job on the Sneaker Ball. It was a great time and he reconnected with past Directors. He questioned about a comparison of previous fiscal year to current fiscal year in the audit. He was assured that it is included in the audit report. He also suggested that the member Districts post the bid requests so that it reaches more contractors. It is a small project, and he wants to make sure to get bids as contractors are very busy at this time of year.

Board member LaMore – She and her husband had a great time at the Sneaker Ball. She congratulated the staff on the success of the event and congratulated them on the summer events.

Board member Marcquenski thanked Emma for coming out to Frankfort Square party in the park. She had many positive comments about the bus.

Board member VanDuyne said that the Sensory Bus has been present at the Districts Farmers Market and she has been getting good comments about it. She expressed her appreciation.

Board Member Vitale mirrored everyone's comments on the Sneaker Ball. He and his staff enjoyed it. One of the winners of the \$1976 was the daughter of a Mokena Park District commissioner's. It was a really well-run event. He told staff to keep it going. He congratulated Melissa on an awesome Summer Camp.

XII. Adjournment – President Vitale asked for a motion to adjourn at 10:12 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 10:12 a.m.

Respectfully submitted by

Mary T. Strand, Recording Secretary