

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 19, 2018 AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.

General Functions

Call to Order: President Lewis 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:
Gina Hassett, Executive Director, Frankfort Park District
Mike Selep, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director, Manhattan Park District
Jennifer Swanson, Manager, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
(joined the meeting at 9:38 a.m.)
Audrey Marcquenski, Director Frankfort Square Park District
Absent: None

Others present were: Keith Wallace Executive Director LWSRA; LWSRA Attorney Matthew N. Lulich; Keith Lightfoot, Facility Foreman; and Mary Strand Recording Secretary.

Treasurer's Report

Commissioner Lewis asked for a motion to approve the May 31, 2018 Treasurers Report. Executive Director Wallace noted that the contributing Park Districts will be making their payments soon to LWSRA.

Commissioner Hassett so moved and Commissioner Marcquenski seconded the motion.

Ayes: (6) Hassett, Kelly, Lewis, Selep, Marcquenski, Swanson

Nays: (0)

Abstain:(0)

Absent: (1) Chavez

Motion Carried

Payment of Bills

Commissioner Lewis asked for a motion to approve the Payment of the Bills in the amount of \$91,171.50 which may include lodging and travel. Keith clarified the amount for the credit card bill. *(Commissioner Chavez joined the meeting at 9:38 a.m.)*

Commissioner Hassett made a motion to approve the payment of the bills as presented and Commissioner Kelly seconded the motion.

Ayes: (7) Kelly, Lewis, Selep, Chavez, Marcquenski, Swanson, Hassett

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Special Guests: Marie Kerrigan Ventura was scheduled to appear to give her donation to the Sensory Room of \$6,000. She was unable to attend. Her daughter Bridget attends LWSRA and Keith will have her picture taken this afternoon for publicity. The Board expressed their gratitude.

Communications: None

Consent Agenda: *Approval of the Minutes.* Commissioner Lewis asked for a motion to approve the Minutes of May 15, 2018 as presented.

Commissioner Swanson made a motion to approve the minutes as presented and Commissioner Chavez seconded the motion.

*Ayes: (7) Lewis, Selep, Marcquenski, Chavez, Swanson, Hassett, Kelly
Nays: (0)
Abstain:(0)
Absent: (0)*

Motion Carried

Staff & Committee Reports

**DIRECTOR's
REPORT**

- Staffing Keith is still looking for part-time staff for Titans. He is confident that the position will be filled in time for the August start of Titans III.
- Office/Sensory Keith met with the architects and he is hopeful that the project is on target to begin in August. He met with a General Contractor who will submit a proposal.
- LWSRF The Foundation met on June 14th. They discussed the 2018-19 budget and renewed Board Assignments. They continue to firm up plans for the LWSRF Golf Outing.
- Donations Karyn's detailed report is in the Board's packets.
- Fund Raising All LWSRA softball team are conducting an iPad Raffle. The funds will help participants offset tournaments and fees for the season.
- Playground \$150,000 has been raised for the playground as of today. Keith continues to meet and discuss with Planning Resources.
- Grants Keith included a list of grants that are being applied for and received. He is hoping for an OSLAD Grant with New Lenox Park District.
- Participation Report Keith included a detailed report on participation broken out by Park Districts.

- Evaluation The Executive Director is due for the annual evaluation. Keith included a copy of two different evaluation forms for the Board to decide on which they want to use.
- Goals Keith attached the Agency Development and Personal Goals in the Board's Packets. He discussed goals reached, in process and adding new ones.

Meetings & Events

- Monee Park Party June 18th
- Iowa disability camp June 20 & 21
- New Lenox Park Party June 25

**SUPERINTEN-
DENT RECREA-
TION REPORT**

- Special Olympics Keith summarized Tammy's report, noting that the details were included in Board packets. The programs are running very well. A discussion about Special Olympics funding was held.
- Golf The staff met with Freedom Golf Association and will now be offering two free adapted golf programs. One at LWSRA and the other at the Square Links in Frankfort Square.
- Adaptive Sports The staff completed the PE Takeovers for the school year, they brought in \$18,823 in total.
- Clinics LWSRA just received confirmation that we will be hosting the USA Amputee Soccer Clinic in August.
- Titans The Titans program is going well
- Summer Camp Over 40 staff are running the very successful program and it is going very well.
- Brochure The Fall brochure is in the first draft stage. Programming will not be heavily impacted when the Sensory Room is under construction.
- FUNDRAISING** Karyn's report listed the month's individual donations for a total of \$4,119.10.

TRANSPORTATION

- Vehicles All vehicles up and running well. Bus #2 was in an accident that will cost \$6,000 to repair. Bus #3 had the lift repaired and it is under warranty
- Monthly Inspection All inspections were completed on June 4th and went well.
- Quarterly Preventa-
tive Maintenance Air Quality inspected and cleaned the units. Fox Valley came out for the annual pump inspection.

Facility

Gym The humidity remains steady.

Classroom/Lobby/
Bathrooms Repaired vent in Bathroom.

Mulch Almost finished spreading the mulch

Roof With all of the rain we have been having, the roof has not exhibited any new leaks.

Bus Barn No issues to report.

- A. Bus Bids – Bid opening was held on May 18 for 3 new buses. Attorney Lulich reviewed the bids. The Staff is Recommending to accept the lowest responsible bid of \$64,918 per bus by Midwest Transit Equipment. Financing and delivery timing were discussed. President Lewis asked for a motion to approve the purchase of 3 buses. Attorney Lulich will review the terms of the financial agreement and prepare a Resolution.

Commissioner Hassett made a motion to award the bid for the purchase of 3 buses from Midwest Transit Equipment at a cost of \$64,918 per bus to be financed over 3 years at 3.80% pending attorney review of the financial agreement. Commissioner Selep seconded the motion.

Ayes: (7) Selep, Marcquenski, Chavez, Swanson, Hassett, Kelly, Lewis
 Nays: (0)
 Abstain:(0)
 Absent: (0)

Motion Carried

Finance/Personnel None

Facilities Planning None

Annual Reorganization of the Board

- A. Election of Officers – A chairperson must be appointed to run the elections. *Commissioner Hassett motioned to appoint Commissioner Lewis as the Chairperson to run the nomination process. Commissioner Swanson seconded the motion.*

Ayes: (7) Marcquenski, Chavez, Swanson, Hassett, Kelly, Lewis, Selep
 Nays: (0)
 Abstain:(0)
 Absent: (0)

Motion Carried

Commissioner Lewis opened the nominations for President.

Commissioner Hassett nominated Commissioner Gina Hassett for President of the Board and Commissioner Kelly seconded the motion. There being no further nominations, Commissioner Lewis asked for a motion to close the nomination for President. ***Commissioner Swanson so moved and Commissioner Selep seconded. Upon a voice vote, all voted AYE.***

A motion to elect Commissioner Hassett as President by acclamation was made by Commissioner Swanson and seconded by Commissioner Selep. Upon a voice vote, all voted AYE.

Motion Carried

Commissioner Lewis asked for a motion to open the nominations for Vice President. ***Commissioner Chavez so moved and Commissioner Hassett seconded the motion. Upon a voice vote, all voted AYE.***

Commissioner Chavez nominated Commissioner Renee Chavez for Vice President of the Board and Commissioner Hassett seconded the motion. There being no further nominations, Commissioner Lewis asked for a motion to close the nomination for Vice President. ***Commissioner Hassett so moved and Commissioner Selep seconded. Upon a voice vote, all voted AYE.***

A motion to elect Commissioner Chavez as Vice President by acclamation was made by Commissioner Kelly and seconded by Commissioner Selep. Upon a voice vote, all voted AYE.

Motion Carried

Commissioner Lewis asked for a motion to open the nominations for Treasurer/2nd Vice President ***Commissioner Chavez so moved and Commissioner Hassett seconded the motion. Upon a voice vote, all voted AYE.***

President Lewis asked for a motion to nominate a Treasurer/2nd Vice President. ***Commissioner Selep nominated Commissioner Mike Selep and Commissioner Hassett seconded the motion.*** There being no further nominations, Commissioner Lewis asked for a motion to close the nomination for Treasurer/2nd Vice President. ***Commissioner Hassett so moved and Commissioner Kelly seconded. Upon a voice vote, all voted AYE.***

A motion to elect Commissioner Selep as Treasurer/2nd Vice President by acclamation was made by Commissioner Hassett and seconded by Commissioner Swanson. Upon a voice vote, all voted AYE.

Motion Carried

President Lewis asked for a motion to appoint Jay Kelly to the position of Secretary. ***Commissioner Hassett so moved and Commissioner Selep seconded the motion. Upon a voice vote, all voted AYE.***

Motion Carried

The 2018-19 LWSRA Board of Commissioners
 Gina Hassett President
 Renee Chavez Vice President
 Mike Selep Treasurer/2nd Vice President
 Jay Kelly Secretary

B. Committee Assignments – Tabled

Attorney None

Old Business

A. 2018-19 Budget – President Hassett asked for a motion to approve the 2018-2019 Budget as presented.

Commissioner Lewis so moved and Commissioner Kelly seconded the motion.

Ayes: (7) Chavez, Swanson, Hassett, Kelly, Lewis, Selep, Marcquenski
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

New Business

a. Ordinance No. 18-06-01: An Ordinance Determining the Prevailing Rate of Wage – Keith will have the document amended to show Commissioner Hassett as the President. President Hassett asked for a motion to approve Ordinance 18-06-01.

Commissioner Swanson made a motion to approve Ordinance 18-06-01 as amended, and Ordinance Determining the Prevailing Rate of Wage.
Commissioner Chavez seconded the motion.

Ayes: (7) Swanson, Hassett, Kelly, Lewis, Selep, Marcquenski, Chavez
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

b. LWSRA reorganization - Keith discussed opportunities for growth within LWSRA. He proposed two promotions to managers effective July 1st. Discussion was held. President Hassett asked for a motion to approve the proposed changes.

Commissioner Selep so moved and Commissioner Lewis seconded the motion.

Ayes: (7) Hassett, Kelly, Lewis, Selep, Marcquenski, Chavez, Swanson
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

c. Knutte contract for Audit Services – the current contract is up for renewal for a 3 year period. President Hassett asked for a motion to approve the renewal of the contract with Knutte to conduct the audits. ***Commissioner Swanson so moved and Commissioner Chavez seconded the motion.***

Ayes: (7) Kelly, Lewis, Selep, Marcquenski, Chavez, Swanson, Hassett

Nays: (0)

Abstain:(0)

Absent: (0)

Motion Carried

Questions and Comments from the floor

None

Director/Commissioner Comments

Commissioner Chavez told Keith and his staff that she is very impressed with the way they are conducting their programs. She hears very good things from people who have experienced an LWSRA program or event.

Commissioner Marcquenski told the Board that it is very exciting to see the growth of LWSRA. She is happy that LWSRA will be offering two programs with Freedom Golf.

Commissioner Selep thanked Keith and staff for letting MCPD be part of the orientation. They all enjoyed it and learned a great deal.

Commissioner Lewis said the staff is doing a great job. He likes all of the checks and balances being put in place. He complimented the staff on a good job.

Commissioner Kelly thinks that the opportunities for growth within are very important and he is glad to see that they are being added to the organization. The Park Day was great and his staff enjoyed the

Commissioner Swanson told Keith she appreciated all of the information that he provided in the Board packets. She attended the orientation and will try to get her school district involved.

Commissioner Hassett said she was pleased to be part of the hiring process. She will be reaching out to the commissioners to discuss Committee Assignments.

Adjournment

Commissioner Hassett asked for a motion to adjourn the Regular Meeting.

Commissioner Kelly so moved and Commissioner Lewis seconded the motion.

Upon a voice vote, all voted Aye. The meeting adjourned at 10:40 a.m.

Respectfully submitted by:

Mary T. Strand, Recording Secretary