

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON OCTOBER 16, 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 Hassett 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:
Gina Hassett, Executive Director, Frankfort Park District
Mike Selep, Executive Director, Mokena Park District
Greg Lewis, Executive Director, New Lenox Community Park District
Shannon Forsythe, Manhattan Park District
Jennifer Swanson, Manager, Peotone Park District
Audrey Marcquenski, Director Frankfort Square Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Absent: Jay Kelly, Executive Director

Others present were: Keith Wallace Executive Director LWSRA; LWSRA Attorney Matthew N. Lulich; Heather Specht, Superintendent of Recreation; Keith Lightfoot, Facility Foreman; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; and Mary Strand Recording Secretary.

Guests: Lana Graser, President and Mary Beth Windberg, Supt. of Recreation, Mokena Community Park District.

Treasurer's Report Commissioner Hassett asked for a motion to approve the September 30, 2018 Treasurers Report. Keith noted that the Capitol Fund will be enhanced by \$50,000 from the LWSRF.
Commissioner Lewis so moved and Commissioner Selep seconded the motion.

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

Motion Carried

Payment of Bills Commissioner Hassett asked for a motion to approve the Payment of the Bills in the amount of \$134,866.32 which may include lodging and travel. Discussion of hand written items on the report was held. Keith will request an updated report to be generated and sent to all commissioners.

Commissioner Lewis made a motion to approve the payment of the bills as presented and Commissioner Chavez seconded the motion.

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

Motion Carried

Special Guests:

Mokena Community Park District’s Executive Director Mike Selep, Commissioner Lana Graser and Supt. Recreation Mary Beth Windberg presented a donation of \$25,000 to the Sensory Room/Office project on behalf of the MCPD Board of Commissioners. Melissa Jensen thanked them and was very anxious to get the project started.

Communications:

None

Consent Agenda:

Approval of the Minutes. Commissioner Hassett asked for a motion to approve the Minutes of September 18, 2018 as presented.

Commissioner Selep made a motion to approve the minutes as presented and Commissioner Marcquenski seconded the motion.

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

Motion Carried

Staff & Committee Reports

DIRECTOR’S REPORT

Staffing

Melissa Jensen, Manager of Programs and Tami Pareti, Manager of Athletics were in attendance. Keith told the Board that he now has a full staff.

Office/Sensory

Keith noted the with the \$25,000 donation to the Office/Sensory room, that the total is \$95,011.22. Staff has been meeting with the architect and subs and a final meeting before the start of the project is scheduled for October 30th. Keith Lightfoot and Keith Wallace will team up to be General Contractors.

LWSRF

The Foundation is still looking for additional Board members. Names should be given to Karyn

Donations

Karyn’s detailed report is in the Board’s packets.

Fund Raising

Tickets for the raffle that includes a 55” TV to fund some new chairs were on the table for all to purchase. Keith reminded all that the Titans are selling

Yankee Candles as part of their fundraising. Also a Butter Braid fundraiser is being conducted.

Playground \$154,724.51 of the \$200,000 target has been raised for the playground. Planning Resources has submitted the OSLAD Grant Proposal.

Grants Grant Seekers updated report of all grants received and applied for were part of the Board packets.

Summer Participation Report Keith went over the report and he will send a copy of it to all commissioners. Audrey noted that Frankfort Square’s participation has increased and thanked the staff.

SSRPA Keith attended the Legislative group meeting and the General Meeting in September.

IPRA The first Pro-Connect was held on September 20th and Keith is the Liasison.

NRPA Heather and Keith attended the National Parks and Recreation Association conference on Sept. 24-27. Overall the sessions were good.

Scoreboard A LWSRA participant, Justin Hillman will be donating the funds for a scoreboard on the softball field. Several bids are attached to the Boards packets. Keith will contact the Village of New Lenox to make sure all provisions to erect the scoreboard are met.

Randolph Rose Project The project with Randolph Rose and Per4max is in its final stages. Keith has been working with them to build a statue that is more pleasing.

SRA The SRA Directors Meeting was held on October 12th.

Meetings & Events Some flyers were included in the Board packets.

PDRMA Meeting	October 18 th
Trick or Trot 5K	October 20 th
ADA Meeting	October 24 th
Pro Connect Meeting	October 25 th
Trunk or Treat	October 27 th
Active Shooter Meeting	October 29 th

SUPERINTENDENT RECREATION REPORT

A. Manager of Athletics – Tami Pareti

1. Special Olympics – there are 23 athletes registered for the Hawks Volleyball Teams. Both the traditional and unified teams competed at the Region E Volleyball Tournament on September 15th. The traditional team took home a silver medal and the unified team won a bronze.

Two LWSRA participants are on the Flag Football team that is held in conjunction with Orland Park. This is the second year of the partnership and the team competed in the Regional Tournament on September 22nd and won a silver medal.

The Sports Banquet was held on September 16th at St. Jude's with the support of the Knights of Columbus. There were 135 in attendance and many awards and recognition of accomplishments were given out.

2. Adapted Sports

Boccia has eight participants registered. Adaptions were made to each individual participant.

The first Wheelchair Rugby Clinic was held at LWSRC on September 9th. Modifications to basketball wheelchairs were made and participants were coached by Mike Hesler. It was well attended.

Wheelchair Basketball has 6 teams and practices are being held. The tournament season will be starting soon.

Social clubs have begun again in the fall and are attending various events.

On October 21st the Wheelchair Football Pumpkin Bowl will be held.

3. Transportation

Buses - All busses had oil changes. Bus #2 is currently in the shop for body work.

Bus Barn – The buses are now being kept at the barn. The Mini Van, Explorer and E350 will remain at LWSRC.

On October 4th driver training was held. This will be held quarterly. The new buses from Midwest Transit Equipment are expected to be delivered in late November or early December.

B. Manager of Programs – Melissa Jensen

1. Teen, Adults & Titans

LWSRA had 5 teen and adult programs. Most of them had increased participation.

The Titans Aktion Club volunteered for Tootsie Roll day on August 21st.

2. Youth, Inclusion, AFC & Summer Camp

The after school program, Club Hawk, has been exploring the local trails, parks and shopping for their families on Fridays.

On November 9 & 10, The Drama Kings & Queens will perform Shrek.

Swim lessons began on September 13th for ten participants and LWC.

Horse lessons started up in October.

On September 29th a group of 12 went to County Line Orchard in Indiana.

3. Staff

Melissa is currently advertising to hire staff for after school and inclusion.

C. Website Brochure – Heather Specht

The final design of the Winter/Spring brochure is under way. Resident registration will open December 3rd.

Two groups rented LWSRC in September. There are many rentals for October and November.

D. Staff and Safety

Lynn Annerino has resigned effective today. The position has been posted on the web site.

Jenny from PDRMA will be meeting with staff on October 18th. Discussion was held.

Active Shooter Training is set for October, 29th.

FUNDRAISING Karyn’s report listed the month’s individual donations for a total of \$31,946.79

Playground The foundation has a fund balance of \$129,724.51 as of September 30th in the playground account. Additional money is in the agency account as well.

Sensory Room The fund balance is 95,011.22 as of September 30th. This amount includes the agency funds.

Community Outreach LWSRA participated in the Frankfort Fallfest parade on September 2nd.

Park Parties Homer Glen had their park party on September 10th.

Events

Candlelight Bowl The fundraiser was held to help with Trunk or Treat and Family Holiday Party. It was held on September 29th at Laraway Lanes. The event raised \$1,344.11.

Press

A list of various media articles was included in Karyn’s report. The goal is to be in the papers at least once a month.

Facility

Monthly Maintenance Inspections were made on October 9th.

Gym The board in unit 2 needs to be replaced.

Classrooms/Lobby
And Bathrooms Nothing to report

Roof Hamster was out to add more sealant to the roof.

- Bus Barn Busses have been moved back into the barn.
- Parking Lot Nothing to report.
- Upcoming projects Install a screen for the Drama performances.
Construction of the Sensory Room/Offices will require the staff to relocate to other parts of the building temporarily.

Finance/Personnel None

Facilities Planning

Scoreboard Quotes & Recommendations was included in the Board’s packets. Matt will have the document prepared to outline to define the requirements, payments, & prevailing wage. The village will need to approve the permit. Discussion was held.

Attorney None

Old Business

Peotone Agreement – The final language has been added to the document. Matt will send to the Attorney in Peotone.

New Business

- A. PDRMA Health Benefits Selection Renewal - The 2019 health plan was included in the Board’s packets showing a comparison with the 2018 version. The only change was an increase to the vision benefit and increase in premium.

Commissioner Lewis made a motion to approve the PDRMA Health Benefits Plan Renewal as presented and Commissioner Marcquenski seconded the motion.

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

Motion Carried

- B. Resolution #18-3 Approving an agreement to purchase Three Busses from Midwest Transit Equipment/Sovereign Bank – The purchase was approved, but the financing group needed to be clarified. The attorney has reviewed the document the 3 year agreement.

Commissioner Lewis made a motion to approve Resolution #18-3 an agreement to purchase Three Busses from Midwest Transit Equipment/Sovereign Bank and Commissioner Selep seconded the motion.

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

Motion Carried

Questions and Comments from the floor

None

Director/Commissioner Comments

Commissioner Swanson told the staff they did a good job as always and her community appreciates it.

Commissioner Lewis commended the staff and noted that the increased participation was great. He noted that he has made reservations for the Conference in January. He has been attending the South Suburban meetings. The agenda, minutes and financials were not available prior to the meeting. He discussed the OSLAD Grant.

Commissioner Chavez told the staff that they are doing an impressive job. She will send someone to observe so that they get a better understanding of the business

Shannon Forsythe told the Board that this meeting was a good learning experience to see how things were handled.

Commissioner Marcquenski thanked the Board for adding Frankfort Square to LWSRA. The participation is very good.

President Hassett asked Keith how the 5K was being handled and how many participants there were. Participation is down. She told Keith to contact the Lincolnway Schools to get more involvement. Discussion was held.

Commissioner Selep told the Board that he is considering creating a series of 5K's in conjunction with multiple park districts and perhaps Chamber of Commerce. He thanked Keith for the offer of using a bus during the Halloween Hollow.

Commissioner Chavez said Wilmington will participate in Trunk or Treat. The Internet club will bring Best Buddies to the event. She thanked Keith for the participation report that she uses to validate Wilmington's participation in LWSRA.

Executive Director Wallace has been in contact with Dr. Tingley. LWSRA is now Class III as far as being charged for use of Lincolnway Schools' facilities. Discussion was held. He thanked the Board for their support. He reminded the commissioners to give him sizes for Polo Shirts that they would wear during LWSRA events.

Adjournment

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

Commissioner Lewis so moved and Commissioner Chavez seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:34 a.m.

Respectfully submitted by:
Mary T. Strand, Recording Secretary