

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON NOVEMBER 20, 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
Greg Lewis, Executive Director, New Lenox Community Park District
Jay Kelly, Executive Director 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: Mike Selep, Executive Director, Mokena Park District

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

Guests: None

Treasurer's Report

Commissioner Hassett asked for a motion to approve the October 31, 2018 Treasurers Report. Keith noted that funds would be transferred into the Sensory/Office project from the LWSRF fund.

Commissioner Kelly so moved and Commissioner Lewis seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Selep

Motion Carried

Payment of Bills

Commissioner Hassett asked for a motion to approve the Payment of the Bills in the amount of \$120,859.15 which may include lodging and travel.

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

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

Nays: (0)

Abstain:(0)

Absent: (1) Selep

Motion Carried

Special Guests: Justin Hillman was scheduled, but could not attend.

Communications: None

Consent Agenda: President Hassett asked for a motion to approve the consent agenda as presented. All contracts were prepared by the attorney and all have the same requirements and language. Discussion was held.

- 1. Approval of Regular Meeting Minutes of October 16, 2018
- 2. Approval of Contracts for Sensory Room/Office
 - a. JH Construction for the amount of \$24,250 for Construction
 - b. Quen-Tel for the amount of \$6097.60 for Low Voltage and phones
 - c. Excel Electric for the amount of \$15,750 for Electrical
 - d. Advance Fire Protection for the amount of \$3880 for Sprinklers
 - e. Olde Towne Floors for the amount of \$4,250 for Flooring
 - f. CES for the amount of \$525 for Fire alarm Relocation
 - g. Sonoma for the amount of \$18,359 for Demolition and Paint
 - h. Flaghouse for the amount of \$22,524.66 for Sensory equipment, installation and training
 - i. AQI Mechanical Systems Corporation for the amount of \$22,400 for HVAC

Commissioner Lewis made a motion to approve Consent Agenda as presented and Commissioner Kelly seconded the motion.

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

Nays: (0)

Abstain:(0)

Absent: (1) Selep

Motion Carried

Staff & Committee Reports

DIRECTOR's REPORT

- Staffing** Keith has hired Kristen Ehrman as an Administrative Assistant. She will start on December 3rd and Keith will have her attend the December Board Meeting.
- Office/Sensory** Keith told the Board that Mokena Park District donated an additional \$3,000 to the project. He is working on getting the permits and hopes to start it by December 3rd.
- LWSRF** The Foundation has several people interested in joining them. Their next meeting will be their Christmas event at Aurelio's.
- Donations** Karyn's detailed report is in the Board's packets. Keith noted that Mokena Park District also donated \$3,000 for Mokena Residents only to be used as a scholarship for program fees.

- Fund Raising The Adaptive program is selling raffle tickets for a television. LWSRA Special Olympics Programs are selling raffle tickets for SO Illinois and a portion of the ticket sales will go to LWSRA

- Playground \$156,337.86 of the \$200,000 target has been raised for the playground.

- Grants Grant Seekers updated report of all grants received and applied for were part of the Board packets. Of note, \$3,000 was just received from Ecolab.

- National Wheelchair Tournaments LWSRA was already hosting the Women, and now the Juniors will also be included. It will be held at Lincoln-Way North, Hickory Creek Middle School, Roma, Matteson Community Center and LWSRC. Keith asked for support from all members of the LWSRA communities to make it a success. It will be March 29-30. Sponsors are being sought.

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

- IPRA Pro Connect November 27th
- SSPRPA Legis. Mtg. December 3rd
- Diversity Meeting December 5th
- LAC Meeting December 7th
- SSPRPA General Mtg. & Social December 13th
- Lunch w/Grinch December 15th
- LWSRA Family Holiday Party December 17th

SUPERINTENDENT RECREATION REPORT

- A. Staff & Safety – Heather Specht
 - 1. Staff - The new Administrative Assistant, Kristen Ehrman will start December 3rd.
 - 2. Safety – Jenny from PDRMA met with the staff and discussed the upcoming loss control review process. “Surviving an Active Shooter Training” was held and went very well. Tami, Keith and Heather attended the Claims Reporting through PDRMA. Tami and Heather are completing the Safety Coordinator curriculum through PDRMA.

- B. Manager of Athletics – Tami Pareti
 - 1. Bocce - The Area 7 Bocce Tournament was held on October 13th. There are 15 athletes and 9 unified partners registered to participate on the Special Olympic Bocce Team’
 - 2. Special Olympics Basketball – Practices began on October 16th and the games began on November 6th. Tami noted that she is need of Referees for the many games.
 - 3. Adaptive – On October 21st LWSRA hosted the 3rd Annual Pumpkin Bowl in a game of Wheelchair Football. There were 14 participants. The Turkey Bowl will be held on November 24th at LW North.

- 4. Wheelchair Basketball - The program is in full swing and tournaments will be held soon.
- 5. Transportation –
 - a. Bus #4 is in the shop for repairs and oil change.
 - b. Mini Van will be going in for service.
 - c. Buses #1, #2, & #3 are scheduled for oil changes.
 - d. Buses #1, #2, & #3 will be scheduled as needed for body repairs within the next two months.
 - e. Driver Training for Titans will be held throughout the month of November.
 - f. The new buses should arrive next month.

It was requested that the Transportation Report be submitted on a spread sheet in the future. Discussion was held.

C. Manager of Programs – Melissa Jensen

- 1. Staff/Training - Seven new part-time staff were hired to help the After School Program. Aides and drivers for the TITANS program will be hired and trained.
- 2. Club Hawk – Once the new staff is trained, Melissa will add to the program from the current wait list.
- 3. TITANS – The Titans Aktion Club has grown by 7 new members. They are currently collecting toys for kids for Christmas. Another project is making fleece blankets for the children at the Ronald McDonald House.
- 4. Youth, & Adult Programs – About 170 people attended the House of Mouse Dance on October 12th. A trip to Great America was enjoyed by 20 participants. Also, 13 participants saw Legally Blonde at the Paramount Theater.

D. Fundraising - Karyn’s report listed the month’s individual donation of \$6,875.70. Her report outlined meetings that she attended and community outreach that she did.

E. Facility - None

Finance/Personnel None

Facilities Planning None

Attorney None

Old Business None

New Business None

Questions and Comments from the floor

None

Director/Commissioner Comments

Commissioner Lewis told the Board that the Deed and Title for the park site adjacent to LWSRA need additional attention. There was very positive feedback and he was told by IDNR that the proposal had a lot of merit. A presentation will need to be made in winter of 2019. There will not be an Acquisition Grant to be worked on with the Village. He also commented on the Park Code. He discussed the upcoming Conference in January.

Commissioner Chavez told the staff that she was very impressed with all that they do.

Commissioner Swanson told the staff good job.

Commissioner Kelly told the staff to keep up the good work and for everyone to have a great Thanksgiving.

Commissioner Marcquenski thanked the staff for coming out for the Community Park Dedication.

President Hassett told everyone to have a Happy Thanksgiving. She is looking forward to Lunch with the Grinch.

Adjournment

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

Commissioner Lewis so moved and Commissioner Kelly seconded the motion.

Upon a voice vote, all voted Aye. The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

Mary T. Strand, Recording Secretary