

**MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON JUNE 18, 2019, AT 9:30 A.M. AT THE LINCOLN WAY SPECIAL RECREATION CENTER, 1900 HEATHER GLEN DRIVE, NEW LENOX, ILLINOIS.**

**General Functions**

Call to Order: Vice President Chavez called the meeting to order at 9:32 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 (*joined 10:02 a.m.*)  
Shannon Forsythe, Supt. Recreation, Manhattan Park District  
Audrey Marcquenski, Director Frankfort Square Park District  
Mike Selep, Executive Director, Mokena Park District  
Greg Lewis, Executive Director, New Lenox Community Park District  
Jennifer Swanson, Manager, Peotone Park District  
Renee Chavez, Executive Director, Wilmington Island Park District  
Absent: None

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; Kristen Ehrman, Administrative Assistant; and Mary Strand Recording Secretary.

**Treasurer's Report** Keith noted that some accounts have been transferred on the report some more will show on next month. May's report will then be updated. Vice President Chavez asked for a motion to approve the May 31, 2019 Treasurer's Report.

*Commissioner Lewis moved to approve the Treasurer's report without year end transfers and Commissioner Selep seconded the motion.*

*Ayes: (6) Lewis, Forsythe, Marcquenski, Selep, Chavez, Swanson*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carried*

**Payment of Bills** President Hassett asked for a motion to approve the Payment of the Bills in the amount of \$110,684.03 which may include lodging and travel. The credit card journals totals were discussed. Clarification will be on next month's list.

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

*Ayes: (6) Forsythe, Marcquenski, Selep, Chavez, Swanson, Lewis*

*Nays: (0)*

*Abstain:(0)*

*Absent: (1) Hassett*

*Motion Carried*

**Special Guests:** None

**Communications:** None

**Consent Agenda:** Approval of Regular Meeting Minutes of May 21, 2019. Vice President Chavez asked for a motion to approve the consent agenda as presented.

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

*Ayes: (5) Marcquenski, Selep, Swanson, Lewis, Forsythe*

*Nays: (0)*

*Abstain:(1)Chavez*

*Absent: (1) Hassett*

*Motion Carried*

**Staff & Committee Reports**

**1. DIRECTOR's REPORT**

- a. Staffing – None
- b. Office/Sensory – Training is complete and the room is open. Campers are using it and reservations for its use are being taken.
- c. Playground – George from NLPD estimates the start will be in September. Commissioner Lewis discussed the new State Grants.
- d. Eagle Project – A seating project by the ball field will start in July.
- e. Agency Goals –
  - 1. Streamline the Registration and Accounting Process
  - 2. Update Website
  - 3. Look into new registration software
  - 4. Increase Participation by 10%
  - 5. Look into new member Participation
  - 6. Complete agency Master Plan
  - 7. Update agency and employee policy manual
- f. Presentation – Keith attended the Manhattan Park Board Meeting and presented an overview of LWSRA.

**2. FUNDRAISING/PR/MARKETING**

- a. \$6,900.08 was raised in May.
- b. The Foundation met on June 13<sup>th</sup> and discussed the upcoming golf outing.
- c. Karyn attended a learning lunch at the Frankfort Chamber on May 8<sup>th</sup>.
- d. On May 14<sup>th</sup> Karyn attended the Mokena Chamber meet and greet.
- e. The LWSRA Town Hall meeting on May 15<sup>th</sup> was well attended and Karyn was present.
- f. Karyn was also present at the Frankfort Chamber of Commerce monthly meet & greet.
- g. Evilena's Red Dresser presented LWSRA with a check in the amount of \$4,000 from their fashion show fundraiser on April 28<sup>th</sup>.
- h. All seven Districts have scheduled their Park Parties for the summer.
- i. The 2<sup>nd</sup> Annual Disability Fair was held on May 11<sup>th</sup>. Four presentations were given and 35 vendors were in attendance.
- j. The PE Takeovers will now be the Coordinator of Athletics project.
- k. Karyn's report listed the Press articles for May.

**3. FACILITY FOREMAN**

- a. Preventive Maintenance – On May 31<sup>st</sup>, Fox Valley Fire & Safety Co. performed the center's fire pump test per state and local fire code regulations. LWSRC passed testing and remains in compliance.  
Air Quality HVAC Co. repaired a wiring issue in the newly renovated office space and provided PM services to furnaces and AC units throughout the building on both the high-side and low-side HVAC system May 9<sup>th</sup> & 10<sup>th</sup>.
- b. Gym – None.
- c. Classroom/Lobby and Bathrooms – None.
- d. Roof – Hamstra installed an additional layer of compression-style flashing to the roof on the south end of the building on May 14th.
- e. Bus Barn – Spring Cleaning is completed.
- f. Parking Lot – Nothing new to report.
- g. Upcoming projects – Eagle Scout project, Mulching and changing 5 remaining LED lights over the exterior doors.

**4. SUPPORT SERVICES**

- a. Brochure – The fall brochure is in the first draft stage and registration is targeted to open August 5<sup>th</sup>.
- b. Website & Technology – None
- c. Rentals - There were two rentals in May.
- d. Freedom Of Information Act – Three requests were received from Belinda and Dennis Olszewski. All have been responded to.

**5. SUPERINTENDENT OF RECREATION****A. Staff & Safety**

- 1) Staff – Performance reviews for staff are being conducted. The policy manual is being reviewed with Laura
- 2) PDRMA will be at LWSRC on June 25<sup>th</sup> to identify other areas we need to work on for the loss control process.
- 3) CPR – 35 staff attended CPR Training.

**B. Manager of Athletics****1) Special Olympics**

- Softball – 23 athletes are in the program, so it was split into two teams. June 4<sup>th</sup> was the first games.
- Track & Field – Twenty-six athletes participated in the Special Olympics Illinois Region E Spring Games on May 4<sup>th</sup> at Thornwood High School. Twelve individuals qualified to attend the Summer Games on June 7 - 9.
- Bocce – Nine athletes and six unified partners will represent the team at the Special Olympics Illinois Summer Games June 7-9.
- Gymnastics – Two athletes were enrolled in the program that started May 9<sup>th</sup> at FlipStar Gymnastics Academy. The session ends on June 6<sup>th</sup> and both athletes will compete at the Special Olympics Illinois Summer Games June 7-9
- Tennis Team – Seven athletes practice on Wednesday nights at Grasmere Park.
- Soccer – Twelve athletes are on the team. The program ended and the team is looking forward to 2020.

- Golf Greats/Golf Skills – Special Olympics kicked off the golf season on May 19t. There are 15 athletes who will be participating in the Golf Greats program and 3 participants in the Golf Skills program.
- Strength and Conditioning – Four participants finished their second sessions on May 8<sup>th</sup> at The Oaks Recreation and Fitness Center.
- Softball – Twenty-three athletes make up two teams. The first regular season games will be today, May 21<sup>st</sup>.

2) Adapted

- Social –Four adult participants and two LWSRA staff went to Laraway Lanes for a pia dinner and bowling.
- Career Day – Christa and Mark went to Spencer Pointe’s career day to talk about what we do in the adapted department. They discussed the different adapted equipment and how to alter rules/barriers to make recreation accessible for everyone. There were three classes, each with about thirty students in them.
- Wheelchair Softball – Practice started May 18<sup>th</sup> and they are looking forward to the first tournament.

3) Transportation

- All vehicles are up and running. All routine maintenance and inspections are up to date.
- Tire rotation is being done every 9,000 miles.

C. Manager of Programs

1) Staff & Safety

- Staff/Training – Summer help has been hired and are being trained for summer camp which will begin June 3<sup>rd</sup>. Training was held for one week for 47 staff.
- Summer Camp – There have been 60 to 70 participants every week.

2) Recreation

- Teen and Adult – LWSRA’s Stir it up cooking program started the first week of May with 8 participants enrolled in the program.
- TITANS – TITANS II program moved to Frankfort Square Park District on May 28th. I & III moved to the Founders Center.

3) Youth and Adult Programs

- Adult Special Events – A Spring Formal, a trip to Hollywood Casino and a Guys and Girls Days Out were held in May. Six adults took a vacation trip to St. Joseph Michigan.
- Youth Special Events – Participants took a trip to the local LWC pool and a trip to the Ball Factory in Naperville in May.

A discussion was held regarding the number of staff to participants was held.

**Finance/Personnel** None

**Facilities Planning** None

**Annual Reorganization of the Board**

- A. Committee Assignments - The general consensus was that the Board will remain the same for Committee Assignments.

*(President Hassett joined the meeting 10:02 p.m.)*

**Attorney** None

**Old Business**           None

**New Business**

- A. Executive Director Contract – Copies of the contract were included in the Board packets. The recommendation from the Committee was to accept the contract.  
*Commissioner Lewis made a motion to approve the Executive Director’s contract as presented and Commissioner Selep seconded the motion.*

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

*Nays: (0)*

*Abstain: (0)*

*Absent: (0)*

*Motion Carried*

- B. Legal Counsel Recommendation – A recommendation to hire Tressler LLP as the legal counsel for LWSRA was made by staff. They have experience with other SRA’s as well as Park District. They currently represent two LWSRA participating Districts. Keith is negotiating the fee for attending Board Meetings. Fees are \$225 per hour for attorney and \$90 per hour for Paralegals. Attorney Lulich’s last meeting will be the August one. This will be put on the next Board Meeting agenda for approval.

**Questions and Comments from the floor**   None

**Director/Commissioner Comments**

Executive Director Keith Wallace stated that recently several members/participants passed away. Ella Sheffie was one of them and her family informed Keith that they have requested, that in lieu of flowers, a donation be made to LWSRA.

Keith received a call from Lan Oak Park District to join LWSRA. Discussion was held. The general consensus was they are too far away and not a good fit.

Commissioner Swanson said that the Peotone’s Party in the Park was awesome. She told the staff good luck with Summer Camp and they should keep doing the good work.

Commissioner Lewis said it was nice seeing the maintenance staff doing good work. He said to keep up the good work on the programming. He suggested having a new committee to consider any new Districts.

Shannon Forsythe said Manhattan is very happy to host Summer Camp. She complimented Melissa on Inclusion Services. She is looking forward to the Park Party.

Commissioner Marcquenski said thank you for the Park Party in Frankfort Square where over 100 attended. She is looking forward to seeing Keith at their next Board Meeting. She suggested that their intern attend the next LWSRA meeting.

Commissioner Selep IPRA visited MCPD and he brought her to LWSRC and exclaimed how impressed she was. Mokena has 2 new inclusion requests.

Commissioner Chavez said thank you for the Town Hall. It was very well handled. A foundation group will clean up their park for Wilmington’s Party in the Park.

Commissioner Hassett apologized for being late. She told the Board that the recent FOIA requests from one family was discussed with her FCPD Board because the family lives in Frankfort. Gina also discussed the reason for some of the answers that were given to the FOIAs. She also said that her staff is enjoying the programs being held at the Founders Center.

**Adjournment**

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

*Commissioner Chavez so moved and Commissioner Selep seconded the motion. Upon a voice vote, all voted Aye. The meeting adjourned at 10:29 a.m.*

Respectfully submitted by  
Mary T. Strand, Recording Secretary