

MINUTES OF THE LINCOLNWAY SPECIAL RECREATION ASSOCIATION REGULAR BOARD MEETING HELD ON SEPTEMBER 15, 2020 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 Chavez 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:
Audrey Marcquenski, Director Frankfort Square Park District
Greg Vitale, Executive Director, Mokena Park District
Lea Pipiras, Director of Recreation, New Lenox Community Park District
Barb Sim, Commissioner, Peotone Park District
Renee Chavez, Executive Director, Wilmington Island Park District
Gina Hassett, Executive Director, Frankfort Park District
Jay Kelly, Executive Director, Manhattan Park District

Absent: None

Others present were: LWSRA Attorney John M. O’Driscoll; Tami Pareti, Mgr. Athletics; Melissa Jensen, Mgr. Programs; Marie Ventura, Accountant; and Mary Strand, Recording Secretary.

Guests: None

Public Comments: None

Treasurer’s Report

A. August 31, 2020 Treasurer’s Report – President Chavez asked for a motion to accept the August 31, 2020 Treasurer’s Report as presented. Keith noted that he added a deferred revenue fund and continues to work on it.

Commissioner Hassett moved to accept the Treasurer’s report as presented and Commissioner Kelly seconded the motion.

Ayes: (6) Kelly, Marcquenski, Hassett, Vitale, Chavez, Sim

Nays: (0)

Abstain:(1)Pipiras

Absent: (0)

Motion Carried

Payment of Bills

President Chavez asked for a motion to approve the Payment of the Bills in the amount of \$107,522.80 which may include lodging and travel. Commissioner Chavez inquired about reducing the garbage disposal bill and Keith informed her it has been done.

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

Ayes: (7) Kelly, Marcquenski, Hassett, Vitale, Chavez, Sim, Pipiras
Nays: (0)
Abstain:(0)
Absent: (0)

Motion Carried

Special Guests: None

Communications: None

Consent Agenda:

- a. Approval of the Workshop Meeting Minutes of August 18, 2020. President Chavez asked for a motion to approve the minutes as presented.

Commissioner Kelly made a motion to approve Workshop Minutes as presented and Commissioner Marcquenski seconded the motion.

Ayes: (6) Marcquenski, Vitale, Chavez, Sim, Pipiras, Kelly
Nays: (0)
Abstain:(1)Hassett
Absent: (0)

Motion Carried

- b. Approval of the Regular Meeting Minutes of August 18, 2020. President Chavez asked for a motion to approve the minutes as presented. Commissioner Hassett made a correction noting that the Regular Meeting Minutes indicated that she called the meeting to order and it was President Chavez.

Commissioner Kelly made a motion to approve the Regular Meeting Minutes as corrected and Commissioner Marcquenski seconded the motion.

Ayes: (6) Vitale, Chavez, Sim, Pipiras, Kelly, Marcquenski
Nays: (0)
Abstain:(1)Hassett
Absent: (0)

Motion Carried

Staff & Committee Reports

1. DIRECTOR's REPORT

- a. Staffing – Keith told the Board that the staff remains healthy and they are working hard to expand and add programs. Revenue for Virtual programs is \$16,000 to date.
- b. Facility – Staff is exploring some rentals and adding some indoor programs.
- c. Donations, Fund Raising, Outreaching and Grants – Marie Ventura donated some equipment to LWSRA. Fifteen iPads were donated from the Disability Resource Center of Joliet for rental while signed up for a virtual program. They are also helping to get internet hook up to those in need. The Homeowners have collected donations for the playground from food truck events that they have been hosting in the LWSRC parking lot.

- d. BMO Harris – The Reverse Positive Pay function is set up and training is taking place.
- e. Old Plank Trail Community Bank - LWSRA will be opening an account with them soon. Keith wanted to make sure that everything with BMO Harris was all set before he made any moves.
- f. FEMA – Staff is working on getting a DUNs and SAMs numbers in order to move forward with the process for the COVID Grant to reimburse expenses.
- g. Foundation – LWSRF held a ZOOM meeting August 27th. They are planning to separate from LWSRA. Staff will still support their functions. They will get their own P.O. Box and Attorney. Three new members were added.
- h. IPRA-IPRF – The foundation has opened a COVID relief fund. The foundations has received requests totaling over \$20,000. Encourage any of your Park District’s staff to apply if they are experiencing hardships.
- i. Programming info- Keith included an exhibit showing programming offerings and participation during the pandemic. He encouraged the commissioners to bring the information to their Boards to show LWSRA activity.

2. FINANCIAL

- a. Auditors – Marie informed the Board that she has processed all accounting entries in-house for July & August in the efforts to become independent of the current accounting firm. The Laus did produce the current statement and they are still handling the FICA accounting.
- b. Financial Assistance – Marie is working on the Financial Assistance funds (formerly named Scholarship Fund) and splitting the Designated Scholarships into two funds, Hawks Buck and Household fund.
- c. Banking – As Keith reported Marie is working with BMO Harris on the Positive Pay and is getting ready to open an account with Old Plank Trail.
- d. Pay Care – Marie worked with the company to get fees reduced and credits for past months.

3. FUNDRAISING/PR/MARKETING

- a. Donations - \$10,425 was raised in August. This is only money received by LWSRA, Foundation money will be reported separately.
- b. Foundation – Funds are continuing to be raised for the \$6,000 match from an anonymous donor. The 3 openings for foundation board members have been filled.
- a. Supplies Donation – Girl Scout Troop #204 had to cancel a trip so Aubrey So and Madison Tomaszewski used money they helped raise to buy Art Supplies for LWSRA.
- b. The Double Good popcorn fundraiser raised over \$7,000.
- c. Grants – Three grants are actively being pursued. Eco Lab \$10,000, Jordan Spiedt Foundation \$2500, and Bears Foundation \$5,000.
- d. Kristen’s report listed the Press articles for August and copies were included in the Board’s packets.

4. FACILITY FOREMAN

- a. Maintenance and Misc. Repairs – Cleanup from the August 10th storm damage was done and assessment of damage was documented. A downed tree was removed. Repairs to the first base foul pole was done and a hole in the scoreboard was patched to prevent any further damage. It was tested and is in working condition. Loosened capping on the west side of the gym was repaired by Hamstra on August 14th at no cost. PDRMA is in possession of the claim and an adjuster came out on August 20th.

Fire Alarm System – Fox Valley Fire & Safety checked on a “trouble alarm” on August 21st. They found that the problem was a broken relay box in the gym ceiling. A quote for repairs has been approved and parts & tech availability will determine date to be completed.

Chicago Backflow, Inc. repaired a leaking check valve on the Center’s backflow system. The system passed a test after the repairs were made.

- b. Classroom/Lobby and Bathrooms – The VCT tile flooring throughout LWSRC was done August 15-16. Joey Arebalo’s Cleaning Services stripped and rewaxed all.
- c. Roof – GAF finally reevaluated the scope of work to the LWSRC’s TPO lining and capping and the work was put out for bid. Hamstra was awarded the bid that was one of four submitted bids. They will begin the second week of September, weather permitting.
- d. Parking Lot – Landscaping work to install weed mat and stone to the retaining wall bed east of the LWSRC’s softball field was done August 10th.

5. SUPPORT SERVICES

- a. Brochure – The September-October brochure was released at the end of August. It features several new in-person and virtual program offerings. Staff is planning the November-December 6 week period.
- b. Website & Technology – The first team training session with Community Pass was completed the end of August. The goal is to go live for the registration in December for Winter 2021.
The final setup/layout is being completed on the updated website. Pages and content will start being transferred over and updated throughout September.
- c. Rentals –The rental form was updated to include new guidelines during pandemic. There was one birthday party in August that used the wheelchair softball field to play whiffle ball.
- d. Freedom Of Information Act – All FOIA requests for the month ending August 31, 2020 have been responded to.

6. SUPERINTENDENT OF RECREATION

- A. Staff & Safety –
 - 1) Staff –Staff have been in the office at least 8 hours a week and working remotely the balance. We are evaluating part time staff coming back for 2021 to help with the added programs.
 - 2) Safety –The safety Committee met to discuss applying for a grant through PDRMA and staying on track with our SMART goals. We are setting up the maintenance IPAD and will have it ready for October’s meeting. COVID Guidelines were also a main concern to keep staff and participants safe and healthy.
 - 3) Inclusion – We are supporting New Lenox Park District’s Beyond the Bell program. Melissa has also observed and created plans to help the inclusion participants become as successful as they can be. Staff is helping in the Flag Football program. Melissa encouraged the commissioners to reach out for any trainings they might need.
 - 4) Part-time staff – Nothing new to report.

- 5) Outreach – Staff partnered with the Disability Resource Center in Joliet to host an informational parent meeting on the benefits of the Fast Track program for 13-22 years old. The center donated the 15 IPADS reported on. The New Lenox Fire department held 101 Babysitting classes on August 3rd and 17th that staff was included in to offer training.

B. Manager of Athletics

- 1) Virtual Programs – Tami facilitated and led a variety of workout virtual programs during August alongside of Melissa. Wake Up Warm Up, Strength and Conditioning are among the programs offered and have 10-13 participants attending. Lunch with the Staff and Hawks Check-ins are also being held.
- 2) In-Person Programs – Six in-person programs were offered in August - Golf, an Ice Cream Social, two sessions of bowling, Bocce and Strength & Conditioning. Tami and staff are looking forward to being able to offer more virtual and in-person programs.
- 3) Transportation
 - All vehicles are up and running no miles were accumulated on the vehicles during August.
 - Vehicles will be brought to Rendell’s in September for IDOT Safety Certifications.

Finance/Personnel Meetings with the Finance Committee will be held to evaluate where we stand.

Facilities Planning

1. Awning update – Keith included preliminary plans and drawings for the proposed canopy at the main entrance. There is no estimate of costs at this time. The committee and staff favored the pitched roof. An option for heat was discussed by the committee. Once the cost is determined money will start to be raised. The two \$25,000 allocated by Illinois State Reps DeLuca and McDermed if/when received could be used.
2. Playground update – Things are going well. A piece of equipment that was taken out of the project was delivered anyhow. Keith is working on donations to cover the \$17,000 needed for it. He has verbal commitments for \$10,000. The sidewalk also needs to be paid by LWSRA so adds to costs. He is super excited about the progress made so far.

Attorney None

Old Business None

New Business None

Director/Commissioner Comments

Commissioner Vitale thanked Keith for posting the pictures and information on the playground online. He is excited about it and hasn’t seen the construction of a playground and this one is very special. Lea Pipiras told the staff they were doing a good job and said the playground was much bigger than she thought and it is fantastic.

Commissioner Hassett said she was glad the staff is staying healthy and safe. She thanked Marie for working diligently with the current accounting firm. She is happy with the progress on the playground and looking forward to completion.

Commissioner Kelly said the playground looks great. He said the positivity of the staff is contagious and he congratulated them on their successes during the pandemic. He encouraged them to keep up the good work.

Attorney O'Driscoll noted that the staff should be expecting a new directive from the governor soon. Commissioner Sim said thank you to the staff and Board members. She is trying to catch up on all the goings on with LWSRA in the past to help her in moving forward. She is also going to piggyback on some of the processes with Peotone.

Commissioner Marcquenski told the staff that her District also did positive pay about a year ago. She understands the time and effort that goes into transitioning into it and to take on the accounting from the current firm at the same time along with setting up new credit card procedures. She said the Board truly appreciates all this activity. She thanked everyone for all they are doing.

Commissioner Chavez agreed with the other commissioners' comments. She thanked the staff for their continued positive energy and efforts.

Adjournment

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

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

Respectfully submitted by
Mary T. Strand, Recording Secretary