



MEETING AGENDA

Due to the ongoing public health emergency, and based on the authority provided by Executive Order 2020-07, issued by Governor Pritzker on March 16, 2020, as most recently extended by Executive Order 2020-33, dated April 30, 2020, and Executive Order 2020-32, issued by Governor Pritzker on April 30, 2020, limiting public gatherings and suspending the Open Meetings Act physical presence requirement, this meeting will be conducted electronically. The meeting will still be broadcast live on Channel 6 and the Village website.

Public comments are welcome on any topic related to the business of the Parks & Recreation Commission at Regular and Special Meetings when received by email or in writing by the Village Clerk prior to 4:30 p.m. on the day of the meeting. Emailed comments may be sent to Village Clerk Christine Bruton at cbruton@villageofhinsdale.org. Written comments may be submitted to the attention of the Village Clerk at 19 E. Chicago Avenue, Hinsdale, Illinois 60521. While emailed or written comments are encouraged, public comment may also be made by phoning into the meeting at 312.667.4792 Conference Code 581537. If you have questions regarding communication to the Commission during the meeting, please contact Assistant Village Manager/Director of Public Safety Brad Bloom at 630.789.7007.

SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION

Tuesday, June 9, 2020

7:00 p.m.

Memorial Hall – Memorial Building

**This meeting will be conducted electronically. A live audio stream of the meeting
will be available to the public via Channel 6 or on the Village website**

(Tentative and Subject to Change)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - a) Approval of minutes- January 14, 2020
- 5. LIAISON REPORTS**
 - a) Gateway Special Recreation Association Report
- 6. MONTHLY REPORTS**
 - a) Recreation Staff Report – March 2020
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - a) Bench Donation-Bartlit Family
 - b) Bench Donation-Oak School

9. CORRESPONDENCE

10. OTHER BUSINESS/DISCUSSION ITEMS

- a) Platform Tennis Hut Update
- b) Grant Update
- c) Programming & Event Update
- d) Pool Update

11. ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Commission. The Commission welcomes public comment on the agenda items during discussion. Items recommended for Board of Trustee approval at this meeting may be referred to the Board for further consideration at their next meeting.

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Darrell Langlois, ADA Coordinator, at 789-7014 or by TDD at 789-7022 promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

Visit the Village's Web Site at www.villageofhinsdale.org

**VILLAGE OF HINSDALE
MINUTES OF THE MEETING
PARKS AND RECREATION COMMISSION
Tuesday, January 14, 2020**

CALL TO ORDER

Chairman Waverley called the meeting to order at 7:00PM.

ROLL CALL

Present:

Chairman Alice Waverley, Commissioners Chris Boruff,
Darren Baker, Steve Keane, Heather Hester, Greg Moore
Commissioner John George

Absent:

Others Present:

Staff Present:

Shawna Zsinko, D86 Tennis Head Coach
Brad Bloom, AVM/DPS (Joined at 7:35PM)
Heather Bereckis, Superintendent of Parks and
Recreation
Sammy Hanzel, Recreation Supervisor
Maggie South, Administrative Assistant

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

A. Approval of minutes- November 12, 2019

Commissioner Boruff motioned to approve the minutes of the November 12 meeting.
Commissioner Keane seconded the motion. A voice vote was called and all were in favor. The motion passed.

LIAISON REPORTS

A. Gateway Special Recreation Association Report

Ms. Bereckis presented the report. The new van has arrived. Another vehicle will be purchased next year. Hinsdale is the second largest group that utilizes Gateway's SRA services. Gateway currently uses Veeck for their softball field; However, Hinsdale does not have the space to accommodate a large camp. Gateway is looking at holding small camps of 10 to 12 people. Ms. Bereckis will be showing Gateway staff some of our accessible buildings, such as the Burns Warming House, the Annex at Katherine Legge Memorial Park, and the former Youth Center. Gateway is also supporting the Department's PARC Grant application for ADA improvements at the Lodge.

MONTHLY REPORTS

A. Recreation Staff Report – December 2019

Ms. Bereckis presented the report. The Lodge is still experiencing growth with some months in 2020 already booked. Feedback on the new logo and marketing material has been positive. The website should be available to view in the next week or so. The next thing staff will be working on is catering fees and how to make them more succinct. Ms. Bereckis pointed out that the Lodge and its parking lot are being rented by a film crew which is not reflected in the numbers presented to the Commission. Otherwise, the first quarter seems to be shaping up like previous years.

Staff is currently working on the Summer brochure. New events include the Corks and Forks event with the Hinsdale Wine Academy. Another new event was the 12 Days of Holiday Cheer Pop up Event, which was very successful. Over \$3,000 was donated by local businesses. This event was held in conjunction with the Economic Development Department. Staff would like to

hold more pop up events during the year. Breakfast with Santa went very well, as did Holiday Express. Egg Hunt and Park Clean Up Day are also coming up. Field space is almost completely booked for Spring. Bathrooms have all been winterized and Peirce Park has a new bathroom floor. Hopefully, weather conditions will be favorable in the coming week to open the ice rink. Staff will reevaluate how to continue to offer the ice rinks as the weather continues to change.

OLD BUSINESS

A. Summer Tennis Program/HTA

Ms. Shawna Zsinko introduced herself to the Commission. Ms. Bereckis reminded the Commission of the prior discussion of the tennis program with Hinsdale Tennis Association and the Tennis Subcommittee. Ms. Zsinko will be directing the recreational program of two three week beginner tennis lessons during the summer season. The program will be led by Ms. Zsinko and Mr. Bill Alexander, who are both coaches of the District 86 tennis teams, as well as advanced tennis players from their high school team. Mr. Lockhart of the Hinsdale Tennis Association will still have first priority for afternoon court usage at Burns and will still be leading his Junior Tennis Camp.

Ms. Zsinko gave the Commission information on her background with the high school. She coaches tennis at District 86 schools and is now coaching the men's team at Elmhurst College, as well as coaching paddle tennis at the Butterfield Country Club. She is experienced with coaching children of all ages. Commissioner Hester expressed concern over the proposed hours of 8:00-9:00AM. Ms. Zsinko believed that the younger kids would definitely be willing to play at that hour; In addition, it won't be as hot at that time of the day. Ms. Bereckis also pointed out that much of the youth athletics camps that the Department offers begin at 9:00, which makes it convenient for families who want to participate in other activities. Commissioner Boruff added that half of this program has always taken place from 8:00 to 9:00. This is just bringing all age levels together at once. The Department has money budgeted for programming supplies that will be used towards purchasing age-appropriate equipment such as nets and balls for the younger kids.

Ms. Bereckis emphasized that the Department still wants to work with Mr. Lockhart and the Hinsdale Tennis Association. Mr. Lockhart will still lead his Junior Tennis Camp and his private lessons. She clarified that this will be a one-year agreement with the option to renew if both parties are in favor of renewing the program.

A motion was made to approve Ms. Zsinko as running the recreational tennis program from 8-9 at Burns Field. A voice vote was called. All were in favor, with Chairman Waverley abstaining. The motion carried.

NEW BUSINESS

The Villages of Hinsdale and Western Springs reached an agreement that the pedestrian bridge will be put in over 47th Street.

CORRESPONDENCE

None.

OTHER BUSINESS/DISCUSSION ITEMS

A. Pool Hours/Daily Fees Update

Ms. Bereckis noted that hours will shift slightly to 11:30-7:30 on weekends. During the week the pool will be open from 12-7:30. Lesson times will also be shifted slightly to accommodate this. Beginning this summer, the pool will offer a daily senior rate of \$5 for patrons 60 years and older. Twilight hours will also begin at 5:00 instead of 6:00.

B. Grant Update

Ms. Bereckis presented the preliminary drawings for the PARC Grant submission to the Commission. Anything outside of the dashed lines will be an addition. The egress would be enclosed and an elevator would be added. Hallways to the elevator would be widened to accommodate those using the elevator. ADA bathrooms would be added. These remodels would increase the amount of people permitted for events. The dining room roof would be raised, floor-to-ceiling windows would be added, the HVAC would be relocated, and the upstairs patio would be turned into a rooftop deck. Ms. Bereckis noted that none of the changes violate the Trust, per the architect. This would still have to go to the Historic Preservation Commission as the Lodge is a local landmark. These changes would also add much-needed storage space for events. Hardwood flooring would be added throughout the building to make it accessible. Ms. Bereckis clarified the terms of the PARC Grant for the Commission. Per the architect, it would take about 8 to 10 months to complete. The Grant would potentially be awarded in August of 2020. Work would begin January 2021. With these changes, Gateway could hold programming at the Lodge, as could the Department. The Lodge could also be available for general recreation.

The next meeting is scheduled for February 11. The Tollway is beginning to work near the parks.

ADJOURNMENT

There being no further business, Commissioner Moore motioned to adjourn the meeting at 7:49PM. Commissioner Keane seconded the motion. A voice vote was called and all were in favor. The meeting was adjourned at 7:49PM.

Gateway Special Recreation Association

Board Meeting
Thursday, May 7 2020

3:00 PM

Via ZOOM

- I. CALL TO ORDER
- II. OPEN FORUM
- III. BOARD MEMBER COMMENTS
- IV. COMMUNICATIONS
- V. OMNIBUS AGENDA
 - All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.
 - A. Approval of the March 2020 Regular Meeting Minutes - WAIVED
 - B. Approval of the May 2020 Treasurer's Report
- VI. REPORTS
 - A. RGA Monthly Report
- VII. OLD BUSINESS
 - A. Vehicle lease/purchase discussion
- VIII. NEW BUSINESS
 - A. FY2020/2021 Budget
 - B. 2020/2021 RGA Contract
- IX. OPEN FORUM
- X. ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Board. The Board welcomes public comment on the agenda items during discussion. Gateway Special Recreation is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact John Fenske, at 630-323-8215 or at jfenske@willowbrook.il.us promptly to allow the Board to make reasonable accommodations for those persons.



Gateway SRA Board Meeting
May 14, 2020
RGA Report



2019/2020 Winter/Spring Comparison
As of March 9, 2020

Winter 2019

District	Registered Participants
Burr Ridge	8
Countryside	1
Elmhurst	57
Hinsdale	18
Oak Brook	8
Pleasant Dale	4
Willowbrook	5
Westchester	4
York	0
Non-resident	6
Total:	111

Winter 2020

District	Registered Participants
Burr Ridge	6
Countryside	2
Elmhurst	60
Hinsdale	23
Oak Brook	8
Pleasant Dale	3
Willowbrook	5
Westchester	6
York	0
Non-resident	9
Total:	122

Winter Program Line Up

- 24 Weekly Programs
- 6 Special Events
- 1 Week Spring Break Camp

Full Winter Programs

- Recreation Sensation
- Northern Social Club
- Saturday Night Explorers North
- Yoga, Run For Fun

Cancelled Programs

JR Adventures

Spring Season Cancellations

- ISO State Basketball
- Spring Break Camp
- Cleveland Rocks! Getaway – Postponed till June but now officially cancelled
- All Spring Weekly Programs Through May 30
- All Spring Special Events Through May 30
- Special Olympics Postponed Spring and Summer Events (i.e., Spring, Summer Games at ISU, Tennis, Bowling)

Virtual Recreation & Creative “Recreation”

Virtual Recreation

We are offering daily zoom classes. Some are 2-3x per day. Weekly schedules are sent out with daily options to choose from via Google Forms. All classes are free. The Coordinators and myself take part in leading different classes and the other coordinator assist in “hosting” Some have break off classes because they have been getting so big. I have attached our latest class schedule as an example. Each week there is a new line up with mostly the same classes with a few other new class options. Week 1 saw 24 people. Week 2 we have 27, with one being a brand new participant to Gateway SRA.

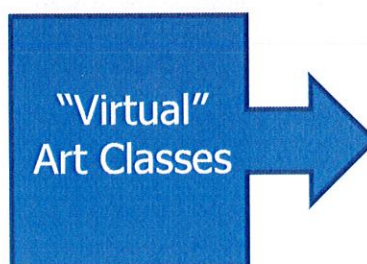
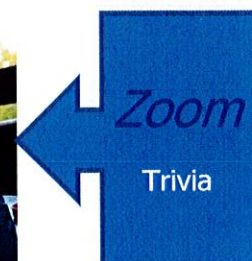
Creative Recreation

At the start of our traditional spring season we began sending activity packets home to our participants that had registered for the individual programs. If they registered for a social club we sent them on a "virtual tour", fitness classes were sent challenges and routines, as well as other at home activities. Our young men in our sensory group receive activity bags dropped off at their home every Friday. The families appreciate the bags as their participants will not do zoom.

Friday, May 1, we did a drive-thru taco dinner pick up at the Hanson Center in honor of our first ever La Fiesta dance that was to be held that night.

Gateway SRA BINGO

Family Game Night	Visit A Virtual Zoo	Call/Video a Gateway SRA Friend	Do a 50 piece or more puzzle	Visit a Virtual Museum
30-Min Yoga Session	Complete a Crossword Puzzle	Share a Photo to Gateway SRA Facebook Page	Complete a Word Search	Helped with a Chore at Home
10-Min Dance Party	Do an Art Project	GATORS FREE SPACE	20-Min Walk Outside	Go For A Nature Scavenger Hunt
30-Min Virtual Fitness Class	Watch a New Movie or TV Show	Go For Another Walk in a New Direction	Try A New Healthy Recipe	Try a NOT SO Healthy Recipe
Listen to a Podcast or Audio Book	Play a new music artist on spotify, google music, pandora, apple music, etc.	15 - Min Meditation	Read a Paper Book or Magazine	Comment on a Gateway SRA Facebook Post



GATEWAY SRA



Free Zoom Virtual Recreation
Program Schedule



Please register at least 24 hrs in
advance

Week 2:

MONDAY - MAY 11

11:00 A.M. - 11:30 A.M.

Fun With Fitness w/Mike

1:00 P.M. - 1:30 P.M.

NEW!

Good Day Gators

Your very own Gateway staff will be bringing you the latest local news, weather and sports updates. Feel free to ask questions of the Gateway reporters and also to eat your lunch.

4:00 P.M. - 4:30 P.M.

Gator Fit w/Mike

WEDNESDAY - MAY 13

12:00 P.M. - 12:30 P.M.

Lunch Buddies w/Amanda

*Will be making Nachos

4:00 P.M. - 4:30 P.M.

Bocce Lessons w/Carolyn

TUESDAY - MAY 12

10:30 A.M. - 11:00 A.M.

Trivia w/Mike

1:00 P.M. - 1:30 P.M.

NEW!

WWE Raw Recap w/Mike

Join us as we do a break down and recap of yesterday's WWE

Raw matches.

3:00 P.M. - 3:30 P.M.

Bingo w/ Ryan

Cards will be emailed prior to the beginning of programs.

THURSDAY - MAY 14

10:30 A.M. - 11:00 A.M.

Zen Relaxation w/Amanda

Soft mat or blanket and a quiet space.

3:30 P.M. - 4:00 P.M.

Yoga w/ Marissa, Carolyn

FRIDAY - MAY 15

11:00 A.M. - 11:30 A.M.

NEW!

A Few of Our Favorite Things

Join us as we share with our friends some of our favorite memorable items (i.e. a craft project, trophy, yearbook, etc.)

1:00 P.M. - 1:30 P.M.

Charades w/Carolyn

4:00 P.M. - 4:30 P.M.

Dance Party w/Amanda

Gateway SRA will be using Zoom Video Conferencing as a platform to run programs. You will need to create a Zoom account and have access to the following:

*Access to a computer, tablet, smartphone or iPad with a built in microphone/web camera or audio or audio attachment.

* Once registered you will receive an email with a Zoom Invite Member ID and password for access to the programs you have registered for.

Gateway SRA/RGA Team Update 5/13/2020

***No hiring is taking place at the time**

***Summer camp offerings had gone out however no paperwork had been completed yet**

Total Staff

- 4 Full Time, 1 Recreation Activity Leader, 9 Recreation Leaders, 9 Recreation Aides, 20 Camp Counselors

We currently have the following positions **OPEN**:

- 3 Recreation Leaders
- 4 Recreation Aide

Gateway Vehicles Update as of 5/13/2020

Vehicle #	Type	Year	Mileage	Maintenance	Plans
170	8p Ford E350 Wheelchair Accessible Van	2002	57,741	None	Replace in FY21
192	Paratransit Bus Ford E450 15p + WC	2004	90,481	None	Replace with New Lease in 2022
283	Paratransit Bus Ford E450 15p + WC	2016	39,041	None	Lease Ends June 2022
298	15p Ford Transit	2019	2,513	None	No Plans as of 2020

Winter/Spring Scholarships Status as of 3/11/2020

Needs Adjusting Once Credits Are Issued

Burr Ridge = \$200 (1)

Elmhurst = \$500 (3)

Westchester = \$200 (1)

Pleasant Dale = \$37.00 (1)

Summer Season 2020 Topics for Discussion

- Spring Credits vs. Refunds
- Ray Graham Association Community Family Supports Survey which includes Gateway SRA – sent on May 12
 - Results by May 22 to assist in budgeting for FY21
- Summer Camp – Possible Cancel
 - Other SRA's have already cancelled
 - Phases unclear
 - Counselors/Training
 - Location Logistics & Permits
 - Inclusion Training or Staff
 - Offering Weekly Summer Camp Activity Boxes & weekly Zoom Check Ins for “show and tell”
- Summer Programs – Month by Month basis
 - More virtual recreation offering
 - Facility Usage
 - Codes of Conduct from each member district
 - Waiver of Risk Updates
 - Limited Programming Upon Re-Opening
 - Smaller max sized groups

**GATEWAY SRA
CHECK REGISTRY
Date: May 2020**

Check #	Issued to	Description	Amount	Total
2029	SIKICH LLP	Audit 2018-2019	\$ 3,900.00	\$ 3,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals				\$ 3,900.00

NOTE*

Bank Accounts Reconciled as of	
General Checking Account	\$ 4,816.64
Money Market Account	\$ 360,351.97
Totals	\$ 365,168.61
Check Registry	\$ 3,900.00
Outstanding check Total	\$ -
Balance after Check Registry	\$ 361,268.61

**GATEWAY SRA 2019-2020
MONTHLY TREASURER'S STATEMENT**

DATE	May						
REVENUES		CURRENT	YEAR TO		VARIANCE	% OF	
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE	BUDGET	
110	Interest	\$ 375.38	\$ 3,754.09	\$ 2,000.00	\$ (1,754.09)	188%	
120	Member Contributions	\$ -	\$ 539,012.11	\$ 548,216.13	\$ 9,204.02	98%	
<u>130</u>	<u>Misc. Revenues</u>	<u>\$ -</u>	<u>\$ 2,440.24</u>	<u>\$ -</u>	<u>\$ (2,440.24)</u>	<u>0%</u>	
Total Revenues		\$ 375.38	\$ 545,206.44	\$ 550,216.13	\$ 5,009.69	99%	
EXPENSES		CURRENT	YEAR TO		VARIANCE	% OF	
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE	BUDGET	
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	100%	
510	Day Camp Transportation	\$ -	\$ 5,644.30	\$ 5,500.00	\$ (144.30)	103%	
520	Financial Assistance	\$ -	\$ 3,340.50	\$ 4,000.00	\$ 659.50	84%	
530	Legal Fees	\$ -	\$ 703.00	\$ 1,500.00	\$ 797.00	47%	
540	Insurance	\$ -	\$ 1,600.00	\$ 2,500.00	\$ 900.00	64%	
550	Misc. Expenses	\$ -	\$ 35.00	\$ 250.00	\$ 215.00	14%	
560	One on One Aids	\$ -	\$ 5,177.50	\$ 8,000.00	\$ 2,822.50	65%	
570	Program Supplies	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0%	
580	Marketing / Web-IT	\$ -	\$ 135.00	\$ 1,200.00	\$ 1,065.00	11%	
590	Service Contract	\$ -	\$ 354,690.00	\$ 472,920.00	\$ 118,230.00	75%	
600	Vehicle Fuel	\$ -	\$ 5,961.77	\$ 8,750.00	\$ 2,788.23	68%	
610	Vehicle Repairs	\$ -	\$ 4,806.67	\$ 10,000.00	\$ 5,193.33	48%	
<u>620</u>	<u>Transportation Fund</u>	<u>\$ -</u>	<u>\$ 38,080.00</u>	<u>\$ 41,000.00</u>	<u>\$ 2,920.00</u>	<u>93%</u>	
Total Expense		\$ 3,900.00	\$ 424,073.74	\$ 560,520.00	\$ 136,446.26	76%	

Gateway 2020 - 2021 Budget Examples

1% Increase

A	B	C	D	E	F	G	H
Account #	Revenue Description	FY 19- 20 Budget	Year to Date Revenues	Projected End of Yr	FY 20- 21 Budget	% Comparison Column F - C	% Comparison Column F - E
110	Interest	\$ 2,000.00	\$ 3,754.09	\$ 4,000.00	\$ 2,000.00	100.0%	50.0%
120	Member Contributions	\$ 548,216.13	\$ 539,012.11	\$ 548,216.13	\$ 553,698.29	101.0%	101.0%
130	Miscellaneous Revenues	\$ -	\$ 2,440.24	\$ 2,444.12	\$ -	0.0%	0.0%
Revenue Totals		\$ 550,216.13	\$ 545,206.44	\$ 554,660.25	\$ 555,698.29	101.0%	100.2%

Account #	Expense Description	FY 19- 20 Budget	Year to Date Expense	Projected End of Yr	FY 19 - 20 Budget	% Comparison Column F - C	% Comparison Column C - E
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	100.0%	100.0%
510	Day Camp Transportation	\$ 5,500.00	\$ 5,644.30	\$ 5,644.30	\$ 5,500.00	100.0%	97.4%
520	Financial Assistance	\$ 4,000.00	\$ 3,340.50	\$ 4,000.00	\$ 4,000.00	100.0%	100.0%
530	Legal Fees	\$ 1,500.00	\$ 703.00	\$ 703.00	\$ 1,500.00	100.0%	0.0%
540	Insurance	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	100.0%	156.3%
550	Miscellaneous Expense	\$ 250.00	\$ 35.00	\$ 35.00	\$ 250.00	100.0%	714.3%
560	One on One Aids	\$ 8,000.00	\$ 5,177.50	\$ 5,177.50	\$ 8,000.00	100.0%	154.5%
570	Program Supplies	\$ 1,000.00	\$ -	\$ 500.00	\$ 1,000.00	100.0%	0.0%
580	Marketing & Web / IT	\$ 1,200.00	\$ 135.00	\$ 135.00	\$ 1,200.00	100.0%	888.9%
590	Service Contract	\$ 472,920.00	\$ 354,690.00	\$ 472,920.00	\$ 472,920.00	100.0%	100.0%
600	Vehicle Fuel	\$ 8,750.00	\$ 5,961.77	\$ 6,500.00	\$ 8,750.00	100.0%	134.6%
610	Vehicle Repairs	\$ 10,000.00	\$ 4,806.67	\$ 5,500.00	\$ 10,000.00	100.0%	181.8%
620	Transportation Fund	\$ 41,000.00	\$ 38,080.00	\$ 38,080.00	\$ 41,000.00	100.0%	107.7%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 560,520.00	100.0%	102.9%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ (4,821.71)		

Member	Fiscal Yr. 19-20	Fiscal Yr. 20-21	Increase	Member	Fiscal Yr. 19-20	Fiscal Yr. 20-21	Increase
Burr Ridge	\$34,063.28	\$34,403.91	\$340.63	Pleasantdale	\$37,745.78	\$38,123.24	\$377.46
Countryside	\$18,407.94	\$18,592.02	\$184.08	Westchester	\$76,955.67	\$77,725.23	\$769.56
Elmhurst	\$205,861.80	\$207,920.42	\$2,058.62	Willowbrook	\$39,310.85	\$39,703.96	\$393.11
Hinsdale	\$77,406.48	\$78,180.54	\$774.06	York Center	\$22,177.96	\$22,399.74	\$221.78
Oakbrook	\$36,286.60	\$36,649.47	\$362.87				

Gateway 2017 - 2018 Budget Examples

1.5 % Increase

A	B	C	D	E	F	G	H
Account #	Revenue Description	FY 19- 20 Budget	Year to Date Revenues	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column F - E
110	Interest	\$ 2,000.00	\$ 3,754.09	\$ 4,000.00	\$ 2,000.00	100.0%	50.0%
120	Member Contributions	\$ 548,216.13	\$ 539,012.11	\$ 548,216.13	\$ 556,439.37	101.5%	101.5%
130	Miscellaneous Revenues	\$ -	\$ 2,440.24	\$ 2,444.12	\$ -	0.0%	0.0%
Revenue Totals		\$ 550,216.13	\$ 545,206.44	\$ 554,660.25	\$ 558,439.37	101.5%	100.7%

Account #	Expense Description	FY 19- 20 Budget	Year to Date Expense	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column C - E
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	100.0%	100.0%
510	Day Camp Transportation	\$ 5,500.00	\$ 5,644.30	\$ 5,644.30	\$ 5,500.00	100.0%	97.4%
520	Financial Assistance	\$ 4,000.00	\$ 3,340.50	\$ 4,000.00	\$ 4,000.00	100.0%	100.0%
530	Legal Fees	\$ 1,500.00	\$ 703.00	\$ 703.00	\$ 1,500.00	100.0%	0.0%
540	Insurance	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	100.0%	156.3%
550	Miscellaneous Expense	\$ 250.00	\$ 35.00	\$ 35.00	\$ 250.00	100.0%	714.3%
560	One on One Aids	\$ 8,000.00	\$ 5,177.50	\$ 5,177.50	\$ 8,000.00	100.0%	154.5%
570	Program Supplies	\$ 1,000.00	\$ -	\$ 500.00	\$ 1,000.00	100.0%	0.0%
580	Web / IT	\$ 1,200.00	\$ 135.00	\$ 135.00	\$ 1,200.00	100.0%	888.9%
590	Service Contract	\$ 472,920.00	\$ 354,690.00	\$ 472,920.00	\$ 472,920.00	100.0%	100.0%
600	Vehicle Fuel	\$ 8,750.00	\$ 5,961.77	\$ 6,500.00	\$ 8,750.00	100.0%	134.6%
610	Vehicle Repairs	\$ 10,000.00	\$ 4,806.67	\$ 5,500.00	\$ 10,000.00	100.0%	181.8%
620	Transportation Fund	\$ 41,000.00	\$ 38,080.00	\$ 38,080.00	\$ 41,000.00	100.0%	107.7%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 560,520.00	100.0%	102.9%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ (2,080.63)		

Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase	Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase
Burr Ridge	\$34,063.28	\$34,574.23	\$510.95	Pleasantdale	\$37,745.78	\$38,311.97	\$566.19
Countryside	\$18,407.94	\$18,684.06	\$276.12	Westchester	\$76,955.67	\$78,110.01	\$1,154.34
Elmhurst	\$205,861.80	\$208,949.73	\$3,087.93	Willowbrook	\$39,310.85	\$39,900.51	\$589.66
Hinsdale	\$77,406.48	\$78,567.58	\$1,161.10	York Center	\$22,177.96	\$22,510.63	\$332.67
Oakbrook	\$36,286.60	\$36,830.90	\$544.30				

Gateway 2017 - 2018 Budget Examples
2 % Increase

A	B	C	D	E	F	G	H
Account #	Revenue Description	FY 19- 20 Budget	Year to Date Revenues	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column F - E
110	Interest	\$ 2,000.00	\$ 3,754.09	\$ 4,000.00	\$ 2,000.00	100.0%	50.0%
120	Member Contributions	\$ 548,216.13	\$ 539,012.11	\$ 548,216.13	\$ 559,180.45	102.0%	102.0%
130	Miscellaneous Revenues	\$ -	\$ 2,440.24	\$ 2,444.12	\$ -	0.0%	0.0%
Revenue Totals		\$ 550,216.13	\$ 545,206.44	\$ 554,660.25	\$ 561,180.45	102.0%	101.2%

Account #	Expense Description	FY 19- 20 Budget	Year to Date Expense	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column C - E
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	100.0%	100.0%
510	Day Camp Transportation	\$ 5,500.00	\$ 5,644.30	\$ 5,644.30	\$ 5,500.00	100.0%	97.4%
520	Financial Assistance	\$ 4,000.00	\$ 3,340.50	\$ 4,000.00	\$ 4,000.00	100.0%	100.0%
530	Legal Fees	\$ 1,500.00	\$ 703.00	\$ 703.00	\$ 1,500.00	100.0%	0.0%
540	Insurance	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	100.0%	156.3%
550	Miscellaneous Expense	\$ 250.00	\$ 35.00	\$ 35.00	\$ 250.00	100.0%	714.3%
560	One on One Aids	\$ 8,000.00	\$ 5,177.50	\$ 5,177.50	\$ 8,000.00	100.0%	154.5%
570	Program Supplies	\$ 1,000.00	\$ -	\$ 500.00	\$ 1,000.00	100.0%	0.0%
580	Web / IT	\$ 1,200.00	\$ 135.00	\$ 135.00	\$ 1,200.00	100.0%	888.9%
590	Service Contract	\$ 472,920.00	\$ 354,690.00	\$ 472,920.00	\$ 472,920.00	100.0%	100.0%
600	Vehicle Fuel	\$ 8,750.00	\$ 5,961.77	\$ 6,500.00	\$ 8,750.00	100.0%	134.6%
610	Vehicle Repairs	\$ 10,000.00	\$ 4,806.67	\$ 5,500.00	\$ 10,000.00	100.0%	181.8%
620	Transportation Fund	\$ 41,000.00	\$ 38,080.00	\$ 38,080.00	\$ 41,000.00	100.0%	107.7%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 560,520.00	100.0%	102.9%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 660.45		

Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase	Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase
Burr Ridge	\$34,063.28	\$34,744.55	\$681.27	Pleasantdale	\$37,745.78	\$38,500.70	\$754.92
Countryside	\$18,407.94	\$18,776.10	\$368.16	Westchester	\$76,955.67	\$78,494.78	\$1,539.11
Elmhurst	\$205,861.80	\$209,979.04	\$4,117.24	Willowbrook	\$39,310.85	\$40,097.07	\$786.22
Hinsdale	\$77,406.48	\$78,954.61	\$1,548.13	York Center	\$22,177.96	\$22,621.52	\$443.56
Oakbrook	\$36,286.60	\$37,012.33	\$725.73				

Gateway 2017 - 2018 Budget Examples
2.5 % Increase

A	B	C	D	E	F	G	H
Account #	Revenue Description	FY 19- 20 Budget	Year to Date Revenues	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column F - E
110	Interest	\$ 2,000.00	\$ 3,754.09	\$ 4,000.00	\$ 2,000.00	100.0%	50.0%
120	Member Contributions	\$ 548,216.13	\$ 539,012.11	\$ 548,216.13	\$ 561,921.53	102.5%	102.5%
130	Miscellaneous Revenues	\$ -	\$ 2,440.24	\$ 2,444.12	\$ -	0.0%	0.0%
Revenue Totals		\$ 550,216.13	\$ 545,206.44	\$ 554,660.25	\$ 563,921.53	102.5%	101.7%

Account #	Expense Description	FY 19- 20 Budget	Year to Date Expense	Projected End of Yr	FY 19- 20 Budget	% Comparison Column F - C	% Comparison Column C - E
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	100.0%	100.0%
510	Day Camp Transportation	\$ 5,500.00	\$ 5,644.30	\$ 5,644.30	\$ 5,500.00	100.0%	97.4%
520	Financial Assistance	\$ 4,000.00	\$ 3,340.50	\$ 4,000.00	\$ 4,000.00	100.0%	100.0%
530	Legal Fees	\$ 1,500.00	\$ 703.00	\$ 703.00	\$ 1,500.00	100.0%	0.0%
540	Insurance	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	100.0%	156.3%
550	Miscellaneous Expense	\$ 250.00	\$ 35.00	\$ 35.00	\$ 250.00	100.0%	714.3%
560	One on One Aids	\$ 8,000.00	\$ 5,177.50	\$ 5,177.50	\$ 8,000.00	100.0%	154.5%
570	Program Supplies	\$ 1,000.00	\$ -	\$ 500.00	\$ 1,000.00	100.0%	0.0%
580	Web / IT	\$ 1,200.00	\$ 135.00	\$ 135.00	\$ 1,200.00	100.0%	888.9%
590	Service Contract	\$ 472,920.00	\$ 354,690.00	\$ 472,920.00	\$ 472,920.00	100.0%	100.0%
600	Vehicle Fuel	\$ 8,750.00	\$ 5,961.77	\$ 6,500.00	\$ 8,750.00	100.0%	134.6%
610	Vehicle Repairs	\$ 10,000.00	\$ 4,806.67	\$ 5,500.00	\$ 10,000.00	100.0%	181.8%
620	Transportation Fund	\$ 41,000.00	\$ 38,080.00	\$ 38,080.00	\$ 41,000.00	100.0%	107.7%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 560,520.00	100.0%	102.9%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 3,401.53		

Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase	Member	Fiscal Yr 19-20	Fiscal Yr 20-21	Increase
Burr Ridge	\$34,063.28	\$34,914.86	\$851.58	Pleasantdale	\$37,745.78	\$38,689.42	\$943.64
Countryside	\$18,407.94	\$18,868.14	\$460.20	Westchester	\$76,955.67	\$78,879.56	\$1,923.89
Elmhurst	\$205,861.80	\$211,008.35	\$5,146.54	Willowbrook	\$39,310.85	\$40,293.62	\$982.77
Hinsdale	\$77,406.48	\$79,341.64	\$1,935.16	York Center	\$22,177.96	\$22,732.41	\$554.45
Oakbrook	\$36,286.60	\$37,193.77	\$907.16				

Agency
 Burr Ridge
 Countryside
 Elmhurst
 Hinsdale
 Oakbrook
 Pleasantdale
 Westchester
 Willowbrook
York Center
 Totals

	<u>1%</u>	<u>1.50%</u>	<u>2%</u>	<u>2.50%</u>
	\$340.63	\$510.95	\$681.27	\$851.58
	\$184.08	\$276.12	\$368.16	\$460.20
	\$2,058.62	\$3,087.93	\$4,117.24	\$5,146.54
	\$774.06	\$1,161.10	\$1,548.13	\$1,935.16
	\$362.87	\$544.30	\$725.73	\$907.16
	\$377.46	\$566.19	\$754.92	\$943.64
	\$769.56	\$1,154.34	\$1,539.11	\$1,923.89
	\$393.11	\$589.66	\$786.22	\$982.77
	<u>\$221.78</u>	<u>332.67</u>	<u>443.56</u>	<u>554.45</u>
\$	\$5,482.16	\$8,223.25	\$10,964.33	\$13,705.41



6a.

MEMORANDUM

DATE: June 9, 2020

TO: Chairman Waverley and members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: May Staff Report

The following is a summary of activities completed by the Parks & Recreation Department during the month of May.

The Lodge at KLM Park

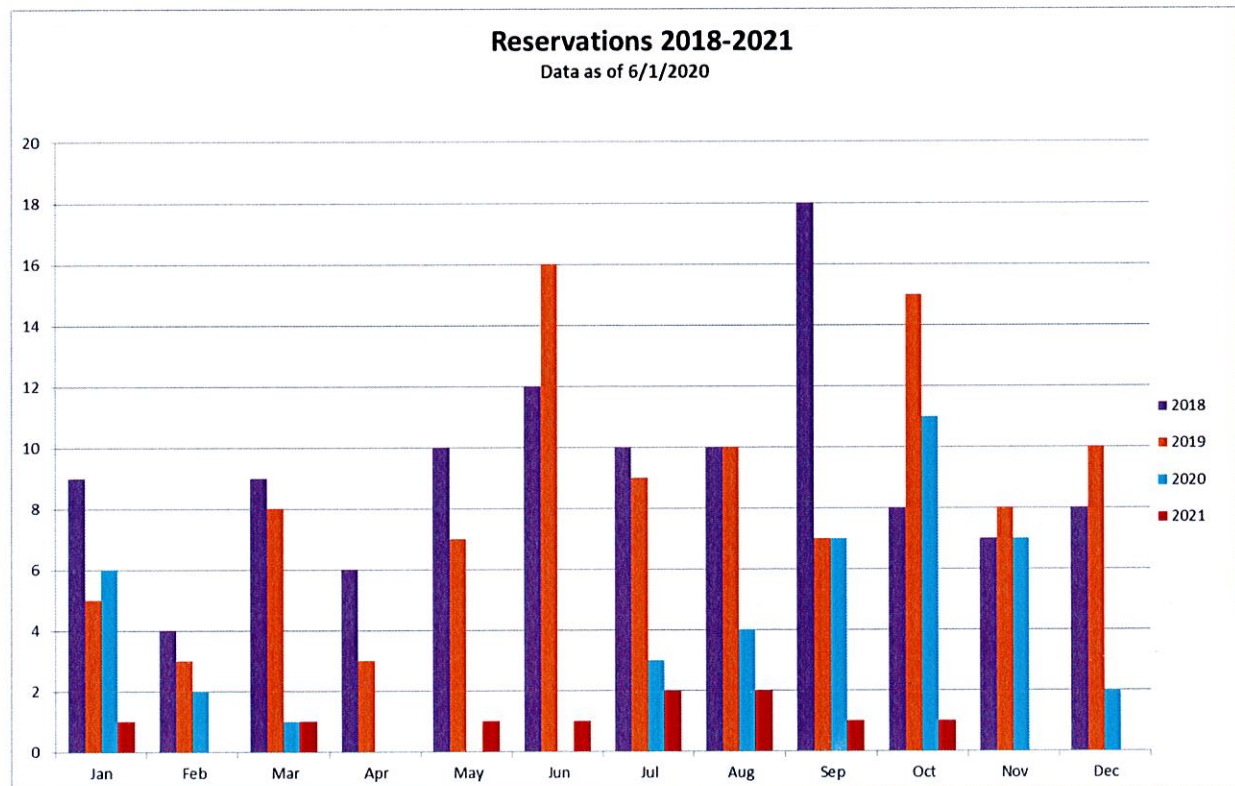
Preliminary gross rental and catering revenue for the calendar year-to-date is \$10,025. There was no rental revenue for the fifth month of the 2020 calendar year, due to closure of the facility during the COVID-19 pandemic. Expenses are down significantly, however two of the five staff members continue to work in a lesser capacity to rebook rentals and manage marketing for future months. Most rentals are willing to rebook, with the exception of those that can't at this time (baby showers for example).

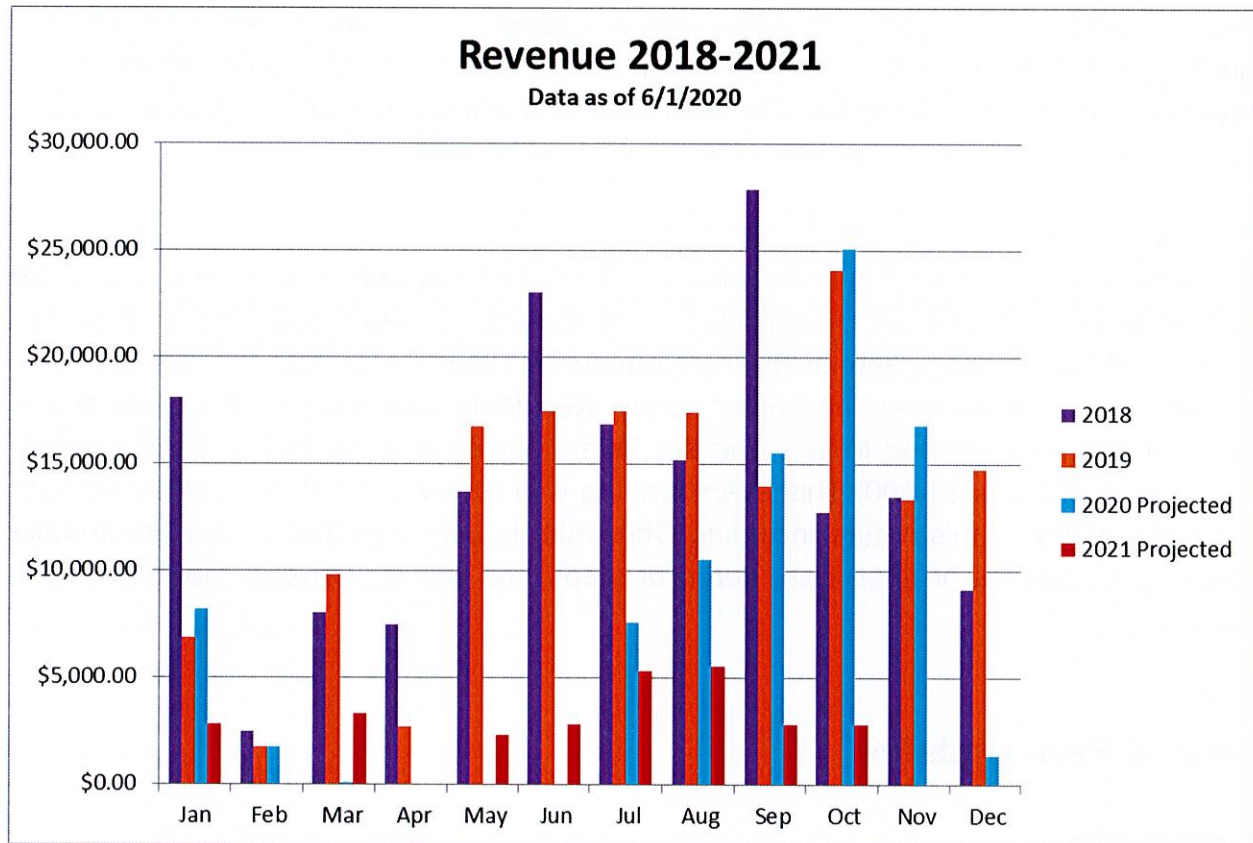
REVENUES	May		YTD		Change Over the Prior year	2020 Annual Budget	CY 20 % of budget	2019-20 Annual Budget	FY 19-20 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
The Lodge Rentals	\$16,744	\$0	\$37,828	\$10,025	(\$27,803)	\$145,000	7%	\$150,000	25%
Caterer's Licenses	\$11,500	\$0	\$11,500	\$500	(\$11,000)	\$15,000	3%	\$15,000	77%
Total Revenues	\$28,244	\$0	\$49,328	\$10,525	(\$38,803)	\$160,000	7%	\$165,000	30%
EXPENSES	May		YTD		Change Over the Prior year	2020 Annual Budget	CY 20 % of budget	2019-20 Annual Budget	FY 19-20 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$8,859	\$2,357	\$58,836	\$23,749	(\$35,087)	\$167,220	14%	\$236,243	25%
Net	\$19,385	(\$2,357)	(\$9,508)	(\$13,224)	(\$3,716)				

MEMORANDUM

The Lodge Gross Monthly Revenues										
Month	2011/12 FY	2012/13 FY	2013/14 FY	2014/15 FY	2015/16 FY	2016/17 FY	2017/18 FY	2018/19 FY	2019/20 FY	2020 CY
May	\$ 8,561	\$ 8,801	\$ 16,796	\$ 13,745	\$ 16,000	\$ 12,200	\$ 9,725	\$ 13,675	\$ 16,744	\$ -
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,495	\$ 23,045	\$ 17,494	
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 15,000	\$ 16,874	\$ 17,466	
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,555	\$ 15,205	\$ 17,395	
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,410	\$ 27,860	\$ 13,980	
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 15,180	\$ 12,770	\$ 24,085	
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 12,500	\$ 13,450	\$ 13,365	
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 8,125	\$ 9,125	\$ 14,774	
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 18,089	\$ 6,855		\$ 8,175
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495	\$ 1,725		\$ 1,750
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	\$ 8,045	\$ 9,804		\$ 100
April	\$ 2,384	\$ 4,365	\$ 3,600	\$ 12,695	\$ 9,125	\$ 4,300	\$ 7,482	\$ 2,700		\$ -
total	\$ 107,807	\$ 123,680	\$ 146,421	\$ 180,953	\$ 187,195	\$ 132,360	\$ 143,101	\$ 153,088	\$ 135,303	\$ 10,025

The graph below shows the past three years of Lodge revenue and the upcoming years' projections. Future projections are based on what is currently booked. Also included is a graph indicating the number of monthly reservations. Typically events are booked 6-18 months in advance of the rentals; however, if there are vacancies, staff will accept reservations within 5 days of an event. These tracking devices will be updated monthly.





Staff is currently working with the approved marketing plan for the 2019/20 FY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. The committee is now working on reviewing charges for caterers and single use vendors. Staff is recommending a stub year on vendor licenses, so they align with the new calendar year budget. Vendors would pay six months for 2020 (prorated from eight months due to COVID-19 and facility closure), and then a full 12 months starting in January 2021.

Upcoming Brochure & Activities

Brochure & Programming

The summer brochure was delivered to residents on March 16th. Registration began on 23rd for residents and will begin April 6th for non-residents. Staff is still seeing some registration for summer programming, however due to the shelter in place order all classes had been postponed or cancelled through May 31. Many providers are working to provide virtual programming for the summer sessions, and small group programming will also resume as of June 8th.



MEMORANDUM

Staff created a virtual program guide that is updated and shared weekly. In addition small group programming, staff is working with Coach Shawna to offer private tennis lessons at Burn Field. Hinsdale Racquet Club and a few other private tennis coaches have also reached out to staff to secure court rental time.

Special Events

While the annual Easter Egg Hunt was cancelled, staff was able to provide a new event for residents. The "Socially Distant Visits from the Bunny" event was held on Saturday April 11. Staff in collaboration with The Community House were able to visits over 100 resident homes dressed as the Easter Bunny. Residents registered for this event at \$15 per visit and were allowed to take socially distant photos with the bunny. Total revenue from this event was \$1,500. This event was so well received, staff is currently working on more events of this nature including Christmas In July with Santa, and Porch-traits (pictures of families on their front porch or steps), as well as Drive-in movies at KLM Park.

Field & Park Updates

Fields/Parks

All Fields had been closed to recreational user groups through May 29. Many groups have indicated that they will not have league play until the fall, but some are requesting summer space. Staff has striped and prepped fields in preparation for groups to start as soon as allowable. Rentals for small group soccer and lacrosse will be June 8th.

Burns Field bathrooms had new flooring installed; an epoxy similar to that of the Pool, Peirce and KLM bathrooms. Playground remain closed at this time, but are indicated as able to open once we reach Phase 4. Staff will keep watch for any further updates that may impact their opening.

Grant Updates

In August, staff applied for the Open Space and Land Acquisition Development (OSLAD) Grant. On Friday, January 17th, Governor Pritzker announced that Hinsdale was one of 85 recipient of the OSLAD grant. The Village will be awarded \$400,000 for the Community Pool Redevelopment project. Funds transfer was indicated to happen on or around April 15th, however this has been delayed due to the pandemic. A new date has not yet been communicated to the Village by the Illinois Department of Natural Resources (IDNR). However staff has recently been in communication with the IDNR staff and believe it will happen during the month of June.

MEMORANDUM

Staff submitted an application on behalf of the Village for the Park and Recreational Facility Construction (PARC) Grant for The Lodge at KLM Park on January 21st. Staff was notified that the grant had made it through round one of three, in early March. Round two notifications are expected in late May, barring any changes or delays related to COVID-19. Notification of awards for this grant were expected in August 2020, though will likely be delayed.

Pool Updates

Pool passes went on sale March 1st online, and March 2nd for in-person registration. As in previous years, super passes sold out, and were awarded via a lottery system. Regular pool passes have seen a 67% decline in sales over the previous year. This is a direct result of the uncertainty surrounding the season due to the pandemic.

As of May 20, 2020	As of May 20, 2019 2019 Pass Revenue				As of May 20, 2020 2020 Pass Revenue					
	New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident										
Nanny + Nanny Super	27	29	56	\$3,230	11	9	20	\$1,150	-64%	-\$2,080
Family Primary	61	146	207	\$59,600	17	65	82	\$23,540	-61%	-\$36,060
Family Secondary	205	492	697		53	212	265			
Individual	6	3	9	\$1,485	0	1	1	\$165	-89%	-\$1,320
Senior Pass	10	13	23	\$1,840	3	10	13	\$1,040	-43%	-\$800
Family Super	78	19	97	\$4,850	95		95	\$4,750	-2%	-\$100
Resident Total	387	702	1089	\$71,005	179	297	476	\$30,645	-57%	-\$40,360
Neighborhood										
Neighbor Family	55	42	97	\$35,540	6	9	15	\$5,475	-85%	-\$30,065
Neighborhood Individual	1	1	2	\$500	0	0	0		-100%	-\$500
Neighbor Add'l	182	145	327		18	30	48			
Neighborhood Total	238	188	426	\$36,040	24	39	63	\$5,475	-85%	-\$30,565
Non-Resident										
Non Resident Family	0	1	1	\$515			0		-100%	-\$515
Non Resident Family Secondary	0	4	4				0		#DIV/0!	\$0
Non Resident Individual	0	0	0	\$0	1		1	\$260	#DIV/0!	\$260
Non Resident Senior	3	4	7	\$1,085	1	1	2	\$310	-71%	-\$775
Non Resident Nanny	8	6	14	\$1,260	1	1	2	\$180	-86%	-\$1,080
Non-resident Total	11	15	26	\$2,860	3	2	5	\$750	-74%	-\$2,110
10-Visit	18		18	\$1,500	1		1	\$70	-95%	-\$1,430
TOTAL				\$111,405				\$36,940	-67%	-\$74,465

VILLAGE OF HINSDALE
**Park and Recreation
 Donation Policy**

Purpose:

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donations for Village Parks, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (**by exception only***), and other types of park accessories. This policy does not apply to buildings or land. The Village desires to encourage donations while managing aesthetic impacts and mitigating on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Village owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration, and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated park elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.

STANDARDS FOR DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Definitions of Park Accessory: A fundamental, and/or essential item used in a park setting. Such as but not limited to park benches, bicycle racks, picnic tables, back stops, drinking fountains, flags, and other types of park accessories.

**Monuments, due to their potential size and stature, will be approved in rare instances only and will be subject to increased scrutiny.*

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Definitions of Public Art & Monuments: Described as a painting, sculpture, photograph, etc., that is created to be beautiful or to express an important idea or feeling.

Acquisition or Purchase: The Village and the community have an interest in ensuring that park elements purchased and donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Village staff will purchase items to ensure the items meet the standards set forth and authorize the installation of all park elements.

Appearance and Aesthetics: The Village and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become Village property at the time of purchase. Accordingly, the Village has the duty to maintain the donation only for the expected life cycle of the donation.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials for donated park elements must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear.

Cost: The Village has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule will be maintained in which the Village details costs for donations, installation and maintenance. The Village also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other Village park facilities. Consequently the Village may assess, at the time of the donation, a charge sufficient to cover anticipated long-term maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The Village's Parks and Recreation Department office will manage the care of all donations located on Village park property.

Park Benches and Picnic Tables: To donate a park bench or picnic table, donors can complete the Donation Program Application which outlines the fee structure. The amounts for these donations are adjusted periodically. A bench and picnic table donation will last ten (10) years.

Trees: Landscaping and plant selection for park facilities is critical to sustaining the environment in Hinsdale. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Park Accessories: To make a donation of other park amenities such as a playground, pavilion, gardens or fountain, donors can directly contact the Parks and Recreation Department. If a donation is within the park plan the Director of Parks & Recreation will have authorization to approve the donation.

To accept donation of a park element for a specific park facility, Staff will evaluate the park plan showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the Village may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the Village, a facility may be determined to be fully developed and the opportunity for donations would not be available. If a donation is found to not be included in a park plan it would be considered a non-conforming park donation. The Director of Parks and Recreation may recommend that a non-conforming donation request be reviewed by the Parks and Recreation Commission under the same criteria for artwork and monument donations.

Monetary Donations: Monetary donations can be made by donors and earmarked for a project or specific use.

Artwork & Monuments: Donations of artwork and monuments will be evaluated and considered for a recommendation to the Village Board by the Parks & Recreation Commission. Donor to pay for all costs associated with the installation of the donation.

**CRITERIA FOR ACCEPTANCE FOR
PUBLIC ART, MONUMENTS & NONCONFORMING DONATIONS**

The Parks and Recreation Commission reviews the appropriateness of the subject as it relates to the site, the compatibility of the work of art within the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues. Applicants will bear the cost of all necessary permits, approvals, project management, design, installation and maintenance. The Commission will review requests two times per year as scheduled by the Chairman of the Commission.

Process

1. Donor is required to complete the application which must include a description, photo and/or drawing of the donation, estimated value and estimated life cycle. Village staff will determine the life cycle maintenance costs.
2. Applications will be reviewed by the Director of Parks & Recreation and forwarded to the Village Manager for review.
3. The completed application will be brought as a discussion item to a meeting of the Parks & Recreation Commission. The Commission will review the request based on the criteria outlined in the policy.
4. Action by the Parks and Recreation Commission: Following their review, the Commission will vote to approve or disapprove the donation; the recommendation will be forwarded to the

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Donation Policy**

Board of Trustees for further discussion. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Village Board. Approvals shall expressly set forth any limitations or conditions recommended or imposed. No member of the Commission shall participate in the vote of any matter in which that member has an interest as defined in the Hinsdale code of ethics.

5. Action by Board of Trustees: Upon receipt of the recommendation of the Parks and Recreation Commission, the next step is for the Board of Trustees to review the donation as a discussion item.

The Board of Trustees shall make a recommendation for approval of the application as submitted, or make modifications as they deem necessary, or shall disapprove the application. If the Village Board makes a recommendation for approval the donation request will be brought back to the Board of Trustees for a first reading for approval.

6. Upon final approval by the Board of Trustees, staff will collect the appropriate fees and oversee the installation of the Donation. Since this is a Village of Hinsdale Parks & Recreation policy, not a land use decision, there is no legal appeal associated with this policy. The Village Board's decision is final.

Criteria used to review Public Art Work, Monuments and Nonconforming Donations

APPROVAL CRITERIA

Approving or denying any gift, memorial or tribute is wholly within the discretion of Village of Hinsdale Board and no individual or organization has any right to make any improvement or place any items in public parks, regardless of whether they think their proposal meets the following approval criteria. Approval criteria focus on four general categories: appropriateness, aesthetics, maintenance and safety. All donations must comply with the Village code and building requirements.

Appropriateness:

Most effective outdoor public art is sited in spaces which bear a particular relevance to the subject of the piece. With commemorative monuments, historical associations between the subject or artist and a community are a traditional mechanism for the selection of an appropriate site. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather time, changing attitudes etc. In no instance, should permanent monuments, which depict subjects that are trademarked or commercially licensed, be installed on public property.

Significance of event/person being memorialized or significance of a gift

- The memorial has timeless qualities and makes a statement of significance to future generations.
- The memorial represents a person or event deemed significant to Village of Hinsdale's history.

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- The gift or memorial must be consistent with the mission of Village of Hinsdale Parks & Recreation.

Aesthetics

Though conditioned by a range of subjective considerations, aesthetic merit is the primary determinant in the acceptance of permanent works of art. Proposed monuments must show evidence of the artist's mastery of the medium in which he or she is working (stone carving, bronze casting, etc.). Works of inferior workmanship will not be approved. The Village Board ultimately decides upon aesthetic grounds.

Project Design

- Proposal must be in concurrence with the Park Master Plan. If a Park Master Plan does not exist, a Needs Assessment of the park's service area must be completed in order to determine the need for future park elements and circulation patterns.
- The quality, scale, and character of the memorial are at a level commensurate with the particular park setting.
- Reuse, rehabilitate or restore an existing park feature where appropriate.
- Meets the requirements of American with Disabilities Act (ADA) by providing accessibility to all park users.
- Enhances a park by adding elements that add to identity and ambiance.
- The proposal does not create any public safety or security issues.

Location/Siting

- Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces which may provide a more suitable location.
- The proposed site offers opportunities for enhancement without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities.
 - The increased use of a park due to a gift or memorial is appropriate for the park's context and surrounding uses.
 - The quality, scale, and character of the gift or memorial are at a level commensurate with the particular park setting. (Also to be considered during project design)
 - There should be some specific geographic justification for the memorial being located in that spot.
 - Alternative sites in rights-of-way, private property or other public property were considered and determined inappropriate.

Maintenance

Given the responsibility of preserving and maintaining donations, the Village cannot in good faith accept works of art which present an unreasonable maintenance burden. Works of art will not be accepted unless the donor or sponsor can provide a means of care which may be required through a Life Cycle Care fund.

Safety

Works of art should be safe to passersby, curious spectators (especially children), and the environment as a whole.

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CONDITIONS OF DONATIONS

Installation: Installation of donated park elements, artwork and monuments, including the donor acknowledgement/memorial plaques, will be completed or overseen by Village personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance staff so as not to unnecessarily interfere with routine park maintenance activities. Donor will pay the cost for the installation as determined by the Village.

Removal and/or Relocation: This section applies to both existing and new donations. The Village reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities or at the end of their life cycle. The long term care and maintenance of donated park elements is important to both the donor and the Village.

Plaques/Acknowledgement: Donated items will include a plaque with a maximum of three lines and 25 characters per line. No corporate logos will be permitted. Text is subject to approval by Village staff.

Life Cycle Care Fund: The Village will determine the level of maintenance required for the donated park element, art work or monument. Based upon available budget funding and the type of care needed to reasonably maintain the donated park element, donors may be required to fund the cost of long-term maintenance through a contribution to the Life Cycle Fund. The establishment of the Life Cycle Care Fund ensures that the Village will care for the donated park element for the estimated life of the donation, or until such time the Village determines that the donated park element must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy. It is in the Village's interest to exclude certain donations from this policy such as donations with short life spans. This policy shall not apply to land or building donations.

The Fund is established with the intent of providing a regular dedicated revenue source and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule at the time of donation. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

Donation Application for Art Work, Monuments and Non-conforming donations																												
<i>Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.</i>																												
Name of Donor:																												
Address of Donor:																												
Phone Number: Work: Home: Fax:																												
Email:																												
Description of Donation (if available provide a photo):																												
Proposed Location of Donation:																												
Requested Wording on Memorial Acknowledgement:																												
Value of Donation: \$																												

I have read the Donation Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____

Donation Cost Calculations	
Element Type:	
Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: : _____ Date: _____



8a

MEMORANDUM

DATE: June 9, 2020

TO: Chairman Waverley and Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Bench Donation Application-Bartlit

An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The Bartlit-Rydin Family wish to donate a park bench with plaque, which would be displayed for use at the Memorial Grounds. This donation is done in memory of in honor of their Uncle, Dr. Michael Hickey, who recently passed. Dr. Hickey was a fertility specialist in Hinsdale.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

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Park and Recreation

Donation Policy

Donation Application

for Art Work, Monuments and Non-conforming donations

Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.

Name of Donor:

Susan Bartlit Rydin / Andrew Rydin

Address of Donor:

11316 W. Montezuma Pl Westchester IL 60154

Phone Number: 630-222-1181

Work:

Home:

Fax:

Email: abr9767@gmail.com

Description of Donation (if available provide a photo):

Memorial Bench

Proposed Location of Donation:

Requested Wording on Memorial Acknowledgement:

D	r	.	m	i	c	h	a	e	l	J.	H	i	c	k	e	y	-							
H	e	b	r	w	a	n	t	s	o	m	u	c	h	j	o	y	t	o						
S	o	m	a	n	y	f	a	m	i	l	i	e	s	a	n	d	w	e'	a	r	e			

Value of Donation: \$ blessed that he was part of ours!

-The Bartlit Family

I have read the Donation Policy

Requested by: 1

Date: _____

Reviewed by:

Date: _____

Donation Cost Calculations

Element Type:

Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ 1668.00

Board of Trustees Approval: :

Date:



8b.

MEMORANDUM

DATE: June 9, 2020

TO: Chairman Waverley and Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Bench Donation Application-Oak School

An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The Oak School 5th Grade class of 2020 wish to donate a park bench with plaque, which would be displayed for use at the train station. This donation is done in memory of in honor of the 5th Grade class of 2020.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

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Donation Application

for Art Work, Monuments and Non-conforming donations

Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.

Name of Donor:

Oak School 5th grade class of 2020

Address of Donor:

950 S. Oak Street, Hinsdale, IL 60521

Phone Number: (708) 704 7609 (Stephanie Brzozowski)

Work: "

Home: "

Fax: —

Email:

FWBSSP@AOL.com

Description of Donation (if available provide a photo):

Park Bench

Proposed Location of Donation:

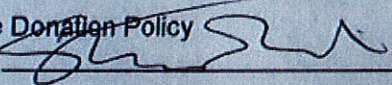
Hinsdale Train Station

Requested Wording on Memorial Acknowledgement:

D	A	K	S	C	H	O	D	L	C	L	A	S	S	O	F	2	0	0	0		
K	E	E	P	Y	O	U	R	R	O	O	T	S	S	T	R	O	N	G			
A	N	D	C	O	N	T	I	N	U	E	T	O	G	R	O	W					

Value of Donation: \$ 11608.00

I have read the Donation Policy

Requested by: 

Date: 5/26/20

Reviewed by: _____

Date: _____

Donation Cost Calculations

Element Type:

Value of Donation \$

Cost of Plaque \$

Life Cycle Term Years (x)

Annual Life Cycle Cost \$
(determined by Village staff)

Life Cycle Cost \$

Total Cost of Donated Element \$ (

Board of Trustees Approval: _____

Date: _____