



## 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.

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](mailto: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 using Zoom** following the instructions below:

From a PC, Mac, iPad, iPhone or Android device, please click on the following URL or copy and paste to your browser.

<https://us02web.zoom.us/j/82970025431?pwd=RkdGbWVCNnZGOHlsbmJlTVZ6TmNFZz09>  
OR

**US: 312-626-6799 Meeting ID: 829 7002 5431 Passcode: 108855**

If you have questions regarding communication to the Board during the meeting, please contact Assistant Village Manager/Director of Public Safety Brad Bloom at 630.789.7007.

**MEETING OF THE  
PARKS AND RECREATION COMMISSION  
Tuesday, October 13, 2020  
7:00 p.m.  
Memorial Hall – Memorial Building  
This meeting will be conducted electronically.  
(Tentative and Subject to Change)**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES
  - a) Approval of minutes- September 8, 2020
5. LIAISON REPORTS
  - a) Gateway Special Recreation Association Report
6. MONTHLY REPORTS
  - a) Recreation Staff Report – September 2020
7. OLD BUSINESS
8. NEW BUSINESS
  - a) Park Bench Donation-Elmhurst Teachers' Council
9. CORRESPONDENCE

## **10. OTHER BUSINESS/DISCUSSION ITEMS**

- a) Next Meeting Date- November 10<sup>th</sup>, 2020
- b) Park Surveys- Due November 20<sup>th</sup>, 2020
- c) Veeck Pedestrian Bridge 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](http://www.villageofhinsdale.org)





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**DRAFT**

**VILLAGE OF HINSDALE  
MINUTES OF THE MEETING  
PARKS AND RECREATION COMMISSION  
September 8, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Present:

Chairman Alice Waverley  
Commissioners Darren Baker, Chris Boruff, John  
George, and Steve Keane

Absent:

Commissioners Heather Hester and Greg Moore

Others Present:

None

Staff Present:

Brad Bloom, Assistant Village Manager/Director of  
Public Safety

Heather Bereckis, Superintendent of Parks and  
Recreation

John Finnell, Superintendent of Parks and Forestry

Sammy Hanzel, Recreation Supervisor

Maggie South, Administrative Assistant

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

A. Approval of minutes- June 9, 2020

Commissioner Boruff motioned to approve the minutes as submitted. Commissioner Keane seconded the motion. A voice vote was called and all were in favor.

**LIAISON REPORTS**

A. Gateway Special Recreation Association Report

Ms. Bereckis presented the report. Gateway is back in a limited capacity for the summer. A number of programs, such as softball at Veeck were able to run. They will run a platform tennis class on the KLM courts this fall thanks to the cooperation of the Hinsdale Platform Tennis Association. Gateway will also use the Burns Warming House as a sensory room for one-on-one sessions with participants. An audit was completed and everything was in order.

**MONTHLY REPORTS**

A. Recreation Staff Report – August 2020

Ms. Bereckis presented the report. The Lodge will be hosting the high school's transitions program beginning September 21<sup>st</sup>, or when they are able start classes in person. Caterer's licenses continue to come in. Numbers are down from the previous year. Most major expenses were front-loaded into the beginning of the year. Requests for 2021 continue to come in, and staff is hopeful that next year will be a much better year. About half of these requests are rescheduled events from this year. Ms. Bereckis explained the current staffing situation at the Lodge to the Commission.

The Fall/Winter brochure is entirely digital this year, with postcards sent to all residents to inform them of the change. Registration numbers are holding steady. This will not be a permanent change, but it makes sense due to the current circumstances. Ms. Bereckis described the benefits of the online brochure platform. As staff does not have access to the schools this fall,

some programs may need to be cancelled as the weather gets colder. Programming continues to be as robust as usual.

Fall Festival will be open on a registration-only basis this year, in order to control numbers. Although the event will be slightly scaled back, it will still take place at Katherine Legge Memorial Park. The downtown businesses will still be open for trick or treating at their discretion. The Village does not typically regulate trick or treating. The Drive-In Movie, Movies in the Park, and Lunch on the Lawn events were well-attended. This winter, staff will be hosting Photos with Santa and Letters to Santa. Due to ongoing restrictions, Holiday Express will likely not take place. Staff is working with the Economic Development Commission to host holiday events.

Fields are booking very well, especially due to COVID-19 restrictions and guidelines. The lacrosse field regrading at Katherine Legge Memorial Park is finished. Trees have been planted and the field is being watered. The field will be offline through spring of 2021 to make sure the field is properly established. Staff has tried to make sure that the water from drainage will stay on the Hinsdale side, and not run off onto the Burr Ridge side. Mr. Finnell noted that the existing spruce trees will likely need to be replaced, as they are susceptible to disease.

The pool opened up on June 22<sup>nd</sup> and closed on Labor Day. Residents have been very complimentary and excited that the pool was able to open this summer. Preliminary numbers looked good, with most days selling out. A full report will be available in November or December. Staff is waiting on the Illinois Department of Public Health to sign off on bid documents before going out to bid and hopefully starting work on the pool this winter. All work must be completed according to the grant schedule.

Ms. Bereckis also presented the parks maintenance report to the Commission. Mr. Finnell and his staff are still completing clean-up from the storm in August. Unfortunately, this has meant that work for fall and winter has been pushed back. Mr. Finnell and his staff will begin installing benches at Katherine Legge Memorial and Robbins Parks.

#### **OLD BUSINESS**

##### **A. Park Surveys**

Parks have been assigned to each Commissioner. Each Commissioner was given a checklist of what staff is looking for at each park. Surveys should be completed by November for the January meeting in order to plan for spring. Park Clean Up Day will likely focus mostly on litter collection from the beds.

#### **NEW BUSINESS**

Due to the COVID-19 pandemic, all capital expenditures have been placed on hold, including the Paddle Hut. The revised design will be ready to go out to bid when the Village can resume carrying out capital projects.

The pickleball courts at Brook Park have been very busy and popular this summer. A new schedule has been put out to help people know when and how to play. Programming is currently being held on the courts.

#### **CORRESPONDENCE**

None.



**OTHER BUSINESS/DISCUSSION ITEMS**

**A. Grant Update**

Ms. Bereckis updated the Commission on the status of the PARC Grant. At this time, it has been put on hold.

**B. Pedestrian Bridge at Veeck Park**

Mr. Bloom and Ms. Bereckis presented the information regarding the new pedestrian bridge to the Commission. The Village is waiting for Western Springs to make their selections as well.

The next meeting is scheduled for October 13 at 7:00pm.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner George motioned to adjourn the meeting. Commissioner Boruff seconded the motion. A voice vote was called and all were in favor. The meeting was adjourned at 7:53pm.

ATTEST:

\_\_\_\_\_  
Maggie South, Administrative Assistant





## Gateway Special Recreation Association

Board Meeting

September 10, 2020

Oak Brook Park Dist.- Central Park West Facility

1500 Forrest Gate Road

Oak Brook, IL. 60523

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 August 2020 Regular Meeting Minutes

B. Approval of the September 2020 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. FY2020/2021 Budget- Approve

VIII. NEW BUSINESS

A. Vehicle Discussion

B. Scholarship Program

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](mailto:jfenske@willowbrook.il.us) promptly to allow the Board to make reasonable accommodations for those persons.

## GATEWAY SPECIAL RECREATION ASSOCIATION

### BOARD OF DIRECTOR'S MEETING

August 13, 2020

- I. **Call to Order:** Chairman Fenske called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:06pm on August 13, 2020 at the Oak Brook Park District's Central Park West Facility at 1500 Forrest Gate Road, Oak Brook, Illinois. A quorum was present.

*Roll Call:* Board Members present: Jim Pacanowski, Burr Ridge; Billy Rosinia, Countryside; Heather Bereckis, Hinsdale; Mike Contreras, Oak Brook; Matt Russian, Pleasant Dale; Dean Hoskin, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center.

Cindy Szkolka, Elmhurst arrived after roll call was taken.

*Absent:* None

*Ray Graham Staff:* Ryan Massengill

- II. **Open Forum:** None
- III. **Board Member Comments:** None
- IV. **Communications:** None
- V. **Omnibus Agenda:**

- A. Approval of July, 2020 Regular Meeting Minutes  
B. Approval of August, 2020 Treasurer's Report

A motion was made by Dean Hoskin, Westchester; to approve Omnibus Agenda Item A and seconded by Heather Bereckis, Hinsdale.

On voice vote, the motion passed unanimously.

Treasurer Nadeau noted that check #2032 to IParks for annual insurance renewal was included in the report but there is an option for different rates and this topic was scheduled for New Business later in the meeting.

As deemed pertinent this agenda item, New Business Item A. "IParks Insurance Renewal" was heard next.

A motion was made by Scott Nadeau, York Center; to continue with the existing level of insurance coverage through IParks for \$1591 and seconded by Jim Pacanowski, Burr Ridge.

On a voice vote, the motion passed unanimously.



With that new business item agreed upon, the August 2020 Treasurer's report could be finalized. A motion was made by Dean Hoskin, Westchester; to approve Omnibus Agenda Item B and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

**VI. Reports:**

RGA Monthly Report- Superintendent Massengill reviewed her report noting that roughly 40 participants are averaging 3 classes that are being offered both virtually and in-person. 10 of 11 programs offered in summer session 1 were able to run. The second 3-week session of summer classes started last week. Transportation to classes doesn't seem to be an issue due to limited need. Bowling, bocce, social club, and virtual programs have all been very successful. Fall programming will be broken into 2 6-week sessions as well as a 2-week winter camp. An electronic brochure will be utilized for fall as well as a mailing that will highlight programs. The virtual camp in a box was a great success this summer.

Chairmen Fenske inquired about an invoice from RGA for lift services that hasn't been received yet and Superintendent Massengill will research the topic.

**VII. Old Business:**

- A. FY2020/2021 Budget-Approve- Treasurer Nadeau mentioned 3 potential changes that could be forthcoming: Audit Services, Service Contract, and Transportation Fund. Discussion regarding approving a budget before having service contract numbers from RGA took place. It was noted that the Gateway budget must be approved by the end of September. RGA has not presented any proposed budget numbers to Gateway as of yet. Treasurer Nadeau added that an invoice for the previously executed 3-month contract extension has not been received. Cindy Szkolka noted that it may be simpler if the contract price stayed the same for the continuing 9-month period. Jim Pacanowski offered a differing opinion in that the contract amount may need to get adjusted due to the diminished service hours and offerings available due to the current health situation. Additional discussion continued on the preferred length of a new contract and possible unforeseen issues that may arise. Superintendent Massengill emphasized the overwhelming participation in Special Olympics and how that could be a major impact on participation and programming. It was decided that a request from RGA for a 9-month proposal would be best. Action on the budget will be taken at next month's meeting.
- B. 2021 Audit- Treasurer Nadeau provided quotes from three audit firms: Seldon Fox, Sikich, and Evans, Marshall & Pease. The least expensive proposal was from Evans, Marshall, & Pease who currently works for York Center Park District.

A motion was made by Jim Pacanowski, Burr Ridge; to accept the 3-year proposal from Evans, Marshall & Pease to perform Gateway audits for an amount not to exceed \$3300 annually and seconded by Dean Hoskin, Westchester.

On a voice vote, the motion passed unanimously.

**VIII. New Business:** Previously heard as part of discussion during agenda item V.

**IX. Open Forum:** Nothing Heard

**X. Adjournment:** Heather Bereckis, Hinsdale; made a motion to adjourn the meeting, seconded by Scott Nadeau, York Center. Motion passed on a voice vote. Meeting adjourned at 3:39pm.



# 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	\$ 600.00	30.0%	15.0%
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	\$ 554,298.29	100.7%	99.9%

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	\$ 3,300.00	84.6%	84.6%
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	\$ 11,000.00	26.8%	28.9%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 529,920.00	94.5%	97.3%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 24,378.29		

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	\$ 600.00	30.0%	15.0%
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	\$ 557,039.37	101.2%	100.4%

A	B	C	D	E	F	G	H
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	\$ 3,300.00	84.6%	84.6%
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	\$ 11,000.00	26.8%	28.9%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 529,920.00	94.5%	97.3%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 27,119.37		

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	\$ 600.00	30.0%	15.0%
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	\$ 559,780.45	101.7%	100.9%

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	\$ 3,300.00	84.6%	84.6%
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	\$ 11,000.00	26.8%	28.9%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 529,920.00	94.5%	97.3%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 29,860.45		

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	\$ 600.00	30.0%	15.0%
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	\$ 562,521.53	102.2%	101.4%

A	B	C	D	E	F	G	H
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	\$ 3,300.00	84.6%	84.6%
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	\$ 11,000.00	26.8%	28.9%
Expense Totals		\$ 560,520.00	\$ 424,073.74	\$ 544,694.80	\$ 529,920.00	94.5%	97.3%
Balance		\$ (10,303.87)	\$ 121,132.70	\$ 9,965.45	\$ 32,601.53		

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





**GATEWAY SRA 2020-2021**  
**MONTHLY TREASURER'S STATEMENT**

DATE		September			
REVENUES				CURRENT	YEAR TO
<u>ACCT. #</u>	<u>DESCRIPTION</u>			<u>MONTH</u>	<u>DATE</u>
110	Interest	\$	56.07	\$	370.12
120	Member Contributions	\$	-	\$	9,203.97
<u>130</u>	<u>Misc. Revenues</u>	\$	-	\$	140.00
Total Revenues		\$	56.07	\$	9,714.09

EXPENSES				CURRENT	YEAR TO
<u>ACCT. #</u>	<u>DESCRIPTION</u>			<u>MONTH</u>	<u>DATE</u>
500	Audit Services				
510	Day Camp Transportation				
520	Financial Assistance				
530	Legal Fees	\$	-	\$	222.00
540	Insurance	\$	-	\$	1,591.00
550	Misc. Expenses				
560	One on One Aids				
570	Program Supplies				
580	Marketing / Web-IT				
590	Service Contract	\$	118,230.00	\$	118,230.00
600	Vehicle Fuel				
610	Vehicle Repairs	\$	530.99	\$	530.99
<u>620</u>	<u>Transportation Fund</u>	\$	9,176.00	\$	9,176.00
Total Expense		\$	127,936.99	\$	129,749.99





# GATEWAY SRA

## CHECK REGISTRY

Date: September 2020

Check #	Issued to	Description	Amount	Total
2033	Be & E Auto Repair Service	Starter Replacement	\$ 530.99	\$ 530.99
2034	Ray Graham Association	1st Quarter Service Contract	\$ 118,230.00	\$ 118,230.00
2035	Ray Graham Association	Vehicle Lease	\$ 9,176.00	\$ 9,176.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>Totals</b>			<b>\$ 127,936.99</b>	<b>\$ 127,936.99</b>

NOTE\*

Bank Accounts Reconciled as of	
General Checking Account	\$ 130,801.64
Money Market Account	\$ 111,038.94
<b>Totals</b>	<b>\$ 241,840.58</b>
Check Registry	\$ 127,936.99
Outstanding check Total	\$ -
Balance after Check Registry	\$ 113,903.59





Gateway SRA Board Meeting  
September 10, 2020  
RGA Report



Ray Graham  
Association

Empowering people with disabilities

**Virtual Recreation via Zoom Average Participation (3 or more classes)**

Countryside: 1  
Elmhurst: 27  
Hinsdale: 7  
Oak Brook: 2  
Pleasant Dale: 1  
Westchester: 2  
Willowbrook: 1  
Non-Residents: 1  
Total: 42



**Virtual Recreation Line-Up**

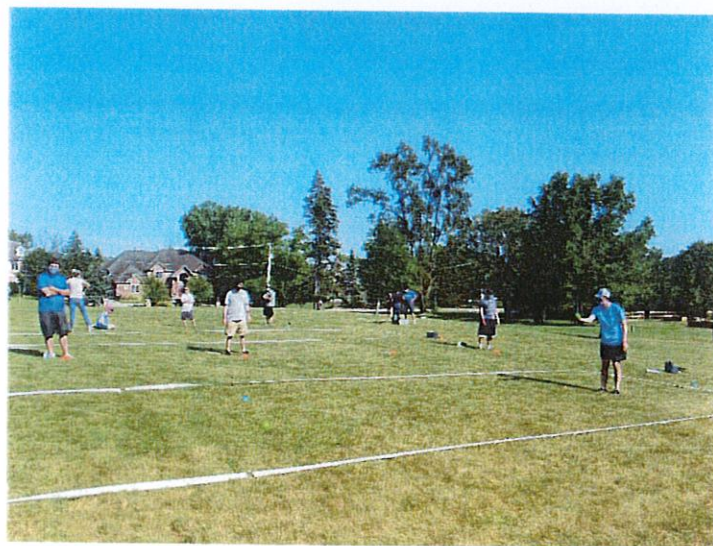
Monday – 2 – Good Day Gators & Arts/Science  
Tuesday – 2 – Trivia & WWE Recap  
Wednesday – 2 – Cardio Fitness & Lunch Bunch  
Thursday – 2 – Zen Relaxation & Gator Fit  
Friday – 2 – Bingo & Charades

**In-Person Summer Session I Programming**

Dates: August 3 – August 29  
Programs: 11 offered - 10 running

**Participation by Community:**

Burr Ridge: 2  
Elmhurst: 16  
Hinsdale: 3  
Oak Brook: 1  
Westchester: 2  
Willowbrook: 1  
Non-Resident: 2  
Total: 27



**Program Summary Report**

**August In Person Programming**

Participants register via Acuity Scheduling, use house credits at first, and then invoiced for additional programs purchased. Transportation will not be provided yet for programs.

August weekly programs consisted of, 2 Bowling programs (Monday/Saturday), Trivia & Bingo, Outdoor Sand Volleyball, Gator Fit, Bocce (Monday/Wednesday), Walk In the Park, Tennis, T.G.I.F. Social Club (2 locations). Programs have a maximum capacity of 12 individuals and depending on needs minimum of 2 team members per program.



### **Fall Programming Update**

We are offering 2 – 6 week Fall In-Person Sessions. Beginning September 14<sup>th</sup> through October 24<sup>th</sup>. Fall Session II – November 2 – December 12. We anticipate running a small 2 week winter break camp at the end of December. Electronic brochure have been sent to families, community members, posted to our website and social media. See additionally attached September/October 2020 Recreation Guide. Individuals are still registering via Acuity Scheduling, using house credits and then invoiced for additional programs registered for. A November/December 2020 Recreation Guide will be available at the beginning of October.

### **Upcoming Program Highlights:**

- ❖ District 86 Transition and HS Special Education virtual leisure education. We began classes on Friday, August 21. 2 classes with 25 students each all received sensory/arts/craft boxes with 7 weeks' worth of activities.
- ❖ PLAY FOR ONE! – 45min - 1:1 play/sensory therapy sessions starting this fall. 1-3 day options are available.

### **Current RGA/Gateway SRA FY21 Service Contract Budget**

At this time we are still in the planning stages of what an adequate and efficient service contract budget agreement would entail moving forward into 2021. We are still maintaining our current structure and providing quality programming daily to our individuals with disabilities, be it in-person and/or virtually. With the uncertainties still surrounding the current Covid-19 pandemic we are still establishing new and innovative programs that will meet the current needs of our communities. While at the same time, we are surveying and evaluating what a "return to full programming" will be in order to provide the Gateway SRA board a more well-rounded approach to recreation programs to all the individuals we support. It is our request at this time we be granted an additional 3 month current contract status amount till December 31, 2020. If not, we request at minimum 20 working days (October 8) to determine a substantiated and accurate service contract.



Special Recreation Association

September/October 2020

## In-Person Recreation Guide

Greetings Gateway SRA Community,

We are excited to announce a continuation of our in-person program through September and October. Gateway SRA will continue to implement both virtual and in-person at this time. Last season we laid out our eligibility and best practices that have been taken by the Gateway SRA Recreation Team to ensure optimal Program Safety and Wellness. We will continue to maintain these guidelines through the Fall season. We understand that not everyone is ready to return to in-person programming and we support your decisions. Please know that we are taking every precaution necessary throughout this planning process to determine the next steps in our recreation program offerings.

Because the safety of participants and staff is our number one responsibility we must all adhere to the following guidelines:

- \* All in-person programs will have enhanced essential eligibility requirements in order to comply with state and federal COVID-19 regulations.
- \* Along with being mandated requirements, these measures are necessary to keep all participants and team members safe.
- \* We understand that our initial in-person offerings will only serve a percentage of all who want to return to programs.
- \* We currently have limited facility space available to us in which to hold programs. We fully intend to expand offerings as facilities become more available.
- \* We intend to ease restrictions as governmental regulations change based on state progress through the Governor's plan.

"We are committed to continuing our work towards safely serving all who wish to return to programs"

**Our Mission:** Gateway SRA strives to expand people's lives through therapeutic recreation activities to reach, grow, and achieve.



Ray Graham  
Association

Helping people with disabilities  
live better lives

### Serving the Communities of:

- \* Village of Hinsdale
- \* Elmhurst Park District
- \* Burr Ridge Park District
- \* Oak Brook Park District
- \* Pleasant Dale Park District
- \* Village of Countryside
- \* Village of Willowbrook
- \* York Center Park District
- \* Westchester Park District

### Inside this booklet

In-Person Program Readiness ..	2-3
In-Person Offerings .....	4-5
PLAY FOR ONE .....	6
Virtual Recreation Offerings .....	7
Registration Process .....	8

### Gateway SRA Team

- \* Ryan Massengill, Superintendent of Recreation - 630.325.3857 ex. 110 or [ryanm@raygraham.org](mailto:ryanm@raygraham.org)
- \* Michael Baig, Recreation Coordinator - 630.325.3857 ex.112 or [mibaig@raygraham.org](mailto:mibaig@raygraham.org)
- \* Carolyn Strasen, Recreation Coordinator - 630.325.3857 ex.108 or [carolyns2@raygraham.org](mailto:carolyns2@raygraham.org)
- \* Amanda Aguilar, Recreation Coordinator - 630.325.3857 ex. 109 or [aaguilar@raygraham.org](mailto:aaguilar@raygraham.org)

## In-Person Program Participant Eligibility Requirements

- \* Ability to participate at a 1 team member to 4 participant ratio
- \* Ability to maintain a 6ft social distance in a group setting from other participants and team members
- \* Ability to properly put on, wear, and take off face covering when necessary, for the duration of the program
- \* Independent personal care (hygiene, toileting, eating).
- \* Participate with visual and verbal prompting within a ratio of 1 team member to 4 participants, without the need for physical re-direction.
- \* Ability to follow Gateway SRA Code of Conduct and other pre-determined guidelines.
- \* Must bring personal face covering and hand sanitizer. Will be available on a limited basis.
- \* Participant must have a current Health & Contact Form on file.

*To Determine if in-person programs are a good fit please consider your responses to the following statements below.*

1. The participant is able to function at a 1 staff to 4 participant ratio.
  2. The participant is able to independently put on and take off their face covering, and wear for the duration of the program.
  3. The participant can independently wash hands.
  4. The participant can cover a cough or sneeze.
  5. The participant can independently maintain 6-feet social distancing when in a group setting.
  6. The participant can eat with minimal assistance.
  7. The participant is completely independent with toileting needs.
  8. The participant demonstrates safe behavior toward self and others throughout the duration of the program.
- \* If you answered "Yes" to all statements in-person programming may be a good fit.
  - \* If you answered "No" to one of the statements please contact Gateway SRA to discuss program options.
  - \* If you answered "No" to 2 or more statements then virtual programs are the best way to participate until guidelines are updated.

Gateway SRA will review all registrations and contact you if there are questions regarding the participant's ability to follow updated eligibility and safety practices.



## Keeping You and Our Team Safe

- Program capacity will be a maximum of 15 individuals, which includes team members (TM). Some programs have a small class size due to the nature of the program being offered.
- Gateway SRA transportation may become available for certain programs that are between program locations. Such as Hanson Center to Elmhurst Community Learning Center and back. Transportation to local establishments outside our Member Districts and RGA facilities are is not available. Example: door to door, travel to restaurants, museums, etc. Cook/DuPage Transportation is not currently available. All participants must meet at program location.
- Face coverings must be worn by participants and TM at all times.
- The only exception to this is when TM and participants can maintain physical distancing of at least 6 feet.
- Participants must provide their own face coverings and hand sanitizer.
- (TM) will develop a pick up and drop off system for each program to ensure proper physical distancing. Parents and caregivers must wear face coverings. Parents and caregivers must wait for TM to acknowledge arrival and check-in of participant before leaving.
- Participants must adhere to a strict hand washing schedule.
- (TM) will clean and disinfect frequently touched surfaces before and after activities and between use by different individuals.
- Gateway SRA will take measures to promote 6 feet of physical distancing which may include seating assignments, outdoor activities, barriers and traffic flow patterns.
- Participants and TM's displaying symptoms of illness during program will be removed from the group, and an approved family member or caregiver will be required to pick up the individual within 30 minutes of notification. Participants will be supervised while waiting for pick up.
- A participant who has been exposed to, or in close contact with, someone confirmed with COVID-19 may only return to program after it has been 14 days from the time of exposure.
- Participants diagnosed with, or exhibiting symptoms of, COVID-19 may only return to program after it has been 10 days from the time individual experienced symptoms, does not have a fever for 3 days (without fever reducing medication) and shows improvement in respiratory symptoms (cough, shortness of breath). A participant may return to program after 2 negative COVID-19 tests in a row, with testing completed 24 hours apart and documentation from a physician.
- If the participant has illness such as allergies or other non-contagious conditions that may appear similar to a contagious illness the parent/guardian/caregiver should indicate that on the Health & Contact Form and notify the program leader.
- Participant and TM may be asked to perform an at home self-health check every day prior to arrival at programs. Instructions for the self-health check will be provided prior to the start of programs.
- Reasonable accommodations will be evaluated on a case by case basis.
- Current Waiver and Release of all claims/hold harmless agreement must be signed by participant (if own guardian), parent, or approved guardian.

## September 14 - October 24 In-Person Program Offerings

### **Bocce**

2nd Day Added! Bocce is a great sport to enjoy playing with your friends.

**Location:** Hanson Center

**Day:** Monday

**Dates:** September 14 - October 19

**Time:** 3:30pm- 4:30pm

**Ages:** 10 and Up

**Fee:** R - \$42.00 / NR - \$84.00

**Min/Max:** 4/12

**Contact Person:** Carolyn Strasen

### **Platform Tennis**

Platform tennis is tennis on a fenced in smaller court, using a paddle and ball. This is fun recreational sport that all can enjoy! Rain plan: play board/card games inside the Hanson Center.

**Location:** Katherine Legge Park, Hinsdale

**Day:** Tuesday

**Dates:** September 15 - October 20

**Time:** 4:30pm - 5:30pm

**Ages:** 16 and Up

**Fee:** R - \$72.00 / NR - \$144.00

**Min/Max:** 4/8

**Contact Person:** Carolyn Strasen

### **RECREATION BOWLING**

Monday bowling is BACK!! Start off the week with a Gateway SRA favorite!

**Location:** Suburbanite Bowl, Westmont

**Day:** Monday

**Dates:** September 14 - October 19

**Time:** 5:00pm-6:15pm

**Ages:** 8 and Up

**Fee:** R - \$90.00 / NR - \$180.00

**Min/Max:** 4/12

**Contact Person:** Mike Baig

### **GATOR FIT**

Let's get in shape this fall and start to feel good. Weights and stretching will be part of this program. Wear comfortable shoes and bring personal water bottle.

**Location:** Hanson Center

**Day:** Wednesday

**Dates:** September 16 - October 21

**Time:** 3:00pm - 3:45pm

**Ages:** 10 and Up

**Fee:** R - \$38.00 / NR - \$76.00

**Min/Max:** 4/12

**Contact Person:** Mike Baig

### **TRIVIA & BINGO**

Join for a fun morning of great trivia questions and entertaining bingo calling! Prizes will be given!!

**Location:** Elmhurst Community Learning Center

**Day:** Tuesday

**Dates:** September 15 - October 20

**Time:** 10:30am—12:30pm

**Ages:** 16 and Up

**Fee:** R - \$83.00 / NR - \$166.00

**Min/Max:** 4/12

**Contact Person:** Mike Baig

### **Bocce**

Bocce x2! Bocce is a great sport to enjoy playing with your friends.

**Location:** Hanson Center

**Day:** Wednesday

**Dates:** September 16 - October 21

**Time:** 4:00pm - 5:00pm

**Ages:** 10 and Up

**Fee:** R - \$42.00 / NR - \$84.00

**Min/Max:** 4/12

**Contact Person:** Carolyn Strasen

Registration assistance will also be available in person at the Gateway SRA Office or over the phone.

Hanson Center Office hours are: Monday - Friday 9am—5pm \*Appointments are REQUIRED for in-person registration\*

\* You must wear a mask or face covering when entering the Hanson Center (Mize Hall)\*



## September 14 - October 24 In-Person Program Offerings

### Track Walkers

Whether you just want to get a little exercise or improve your cardio fitness and competitive edge, this is the program for you!

Location: Oak Brook Park District Indoor Track

Day: Thursday

Dates: September 17 - October 22

Time: 2:15pm - 3:15pm

Ages: 8 and Up

Fee: R - \$28.00 / NR - \$56.00

Min/Max: 4/8

Contact Person: Carolyn Strasen

### Saturday Split

Join your Saturday Gateway Pin Pals for another Gateway favorite!

Location: Suburbanite Bowl, Westmont

Day: Saturday

Dates: September 19 - October 24

Time: 10:00am-11:30am

Ages: 8 and Up

Fee: R - \$32.00 / NR - \$64.00

Min/Max: 4/12

Contact Person: Mike Baig

### T.G.I.F. (Northern Elmhurst Area)

Join your friends for some Friday night fun! We will play different games, socialize, and enjoy each other's company all while maintaining social distancing norms.

Location: RGA, Elmhurst Community Learning Center

Day: Friday

Dates: September 18 - October 23

Time: 6:00pm-8:00pm

Ages: 18 and Up

Fee: R - \$104.00 / NR - \$208.00

Min/Max: 4/12

Contact Person: Mike Baig

### Diners Club (Northern Elmhurst Area)

Hungry on a Saturday night? Why not get together with some friends and try different foods. A schedule will be sent out a week prior to program. Let's enjoy each other's company all while maintaining social distancing norms.

Location: Elmhurst Area

Day: Saturday

Dates: September 26 & October 17

Time: 6:00pm-8:00pm

Ages: 18 and Up

Fee: R - \$50.00 / NR - \$100.00

Min/Max: 4/8

Contact Person: Mike Baig

### T.G.I.F. (Southern Hinsdale Area)

Join your friends for some Friday night fun! We will play different games, socialize, and enjoy each other's company all while maintaining social distancing norms.

Location: Hanson Center

Day: Friday

Dates: September 18 - October 23

Time: 6:00pm-8:00pm

Ages: 18 and Up

Fee: R - \$104.00 / NR - \$208.00

Min/Max: 4/12

Contact Person: Mike Baig

### Diners Club (Southern Elmhurst Area)

Hungry on a Saturday night? Why not get together with some friends and try different foods. A schedule will be sent out a week prior to program. Let's enjoy each other's company all while maintaining social distancing norms.

Location: Hinsdale Area

Day: Saturday

Dates: September 26 & October 17

Time: 6:00pm-8:00pm

Ages: 18 and Up

Fee: R - \$50.00 / NR - \$100.00

Min/Max: 4/8

Contact Person: Mike Baig



September 14 - October 24 In-Person Program Offerings

# PLAY FOR ONE!

Play should be fun and enjoyable! This program is designed to engage in meaningful activities to help strengthen emotional expression, encourage imagination and emphasize on the well-being and health of each participant. Each play session will be a one-to-one 45 minute session individualized to the specific needs of each participant with different goals and objectives modified each week. Join us in adding a purpose to play, Sign up today!

Tuesdays & Thursdays

3pm - 8pm

Spots: 5 designated time slots (45min each)

15 min Clean & Sanitize Between Sessions

Location: Burns Park Field House, Hinsdale

ALL  
AGES!

Saturdays

12pm - 4pm

Spots: 5 designated time slots (45min each)

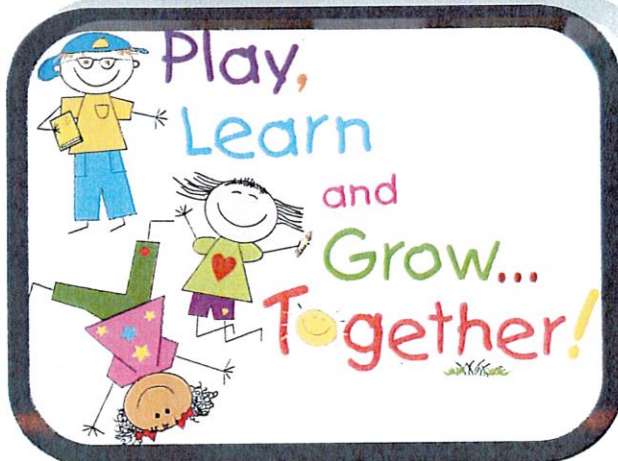
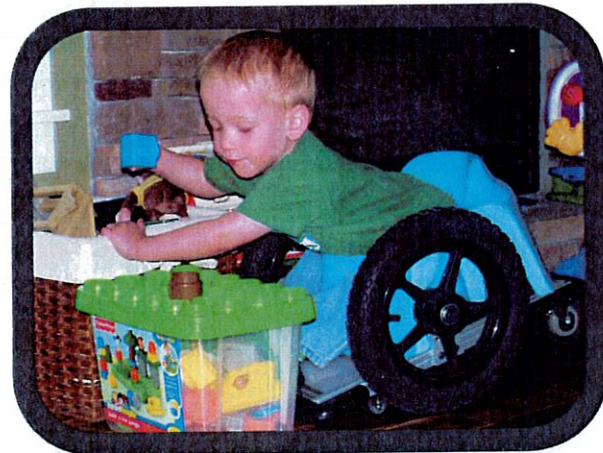
15 min Clean & Sanitize Between Sessions

Location: Burns Park Field House, Hinsdale

\$35 Per Session

Must Register for a Minimum of 3 Sessions.

Pre-Registration is REQUIRED!



**Contact Amanda  
Aguilar to set up your  
"Play Date" TODAY!  
630.325.3857 ex.109**



# GATEWAY SRA

## VIRTUAL RECREATION

Our vastly popular virtual recreation will be available on a weekly basis throughout the Fall season. An updated schedule will be emailed the Friday before with registration done via Google Forms. We will be using ZOOM as our platform to preform our virtual recreation. 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 attachment. Once registered you will receive an email with a zoom invite member ID and password for access to the programs you registered for.

### MONDAY

11:00am- 11:30am

#### GOOD DAY GATORS!

\*Bring a fun story to share with the group that you did over the weekend

1:00pm - 1:30pm

#### SPORTS TALK

If you enjoy watching or listening to sports, join the fun and get weekly updates on your favorite teams and athletes!

### TUESDAY

10:30am - 11:30am

#### TUESDAY TRIVIA!

Think you know your stuff? Join us and find out!

1:30pm - 2:00pm

#### WWE RAW RECAP

We will recap the latest in WWE

### WEDNESDAY

10:00am - 10:30am

#### WALK WEDNESDAY!

Let's get that heart pumping in this full 30min cardio step routine at home!

12:00pm - 12:30pm

#### LUNCH BUDDIES!

Bring your lunch and chat with your friends. A menu with ingredients will be sent beforehand.

### THURSDAY

10:30am - 11:00am

#### Zen Relaxation

Log on and distress with Amanda

### FRIDAY

11:00pm - 11:30pm

#### GATOR FIT

Wear your gym shoes, appropriate gym clothes, and come ready to exercise! Have your water bottle handy!

1:00pm - 2:00pm

#### BINGO!

Cards will be emailed to address on file after registering. Multiple cards are available.





## September 14 - October 24 In-Person Program Offerings

### Step By Step Online - Registration Process:

#### Step 1:

- Review In-Peron eligibility requirements
- Provide up - to - date Health & Contact Form

#### Step 2:

- Log into <https://gatewaysra.as.me/>
- Register for classes
- Gateway SRA credits will be applied to all programs selected. Once credits have been used, Gateway SRA will invoice for additional programs purchased.
- Must sign updated waiver/release of claims
- Automated confirmation will be generated and emailed.

**We're Here To Help!**

**Call or Email Us**

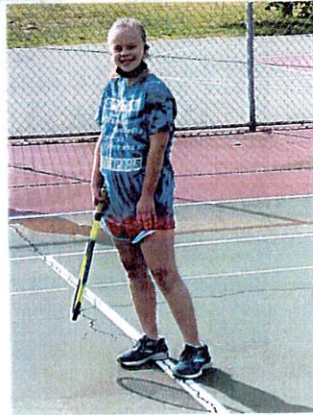
**Today!**

Registration assistance will also be available in person at the Gateway SRA Office or over the phone.

Hanson Center Office hours are: Monday - Friday 9am—5pm

**\*Appointments are REQUIRED for in-person registration\***

**\* You must wear a mask or face covering when entering the Hanson Center (Mize Hall)\***







## MEMORANDUM

DATE: October 13, 2020

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: September Staff Report

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

### The Lodge at KLM Park

Preliminary gross rental and catering revenue for the calendar year-to-date is \$22,399. Rental revenue for the ninth month of the 2020 calendar year was \$4,860. The Lodge reopened for tours as of June 1<sup>st</sup>, and is now holding small events and outdoor gatherings. Lodge staff booked a reoccurring rental with the D86 Transition Program. The original start date of August 24<sup>th</sup> was pushed back to September 28<sup>th</sup> due to additional COVID19 guidelines the school needed to implement. The rental is four days a week (M-TH) from 7am-1:30pm. The school district will be paying a monthly fee for the space.

REVENUES	September		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	\$13,980	\$4,860	\$112,746	\$19,560	(\$93,186)	\$145,000	13%	\$150,000	75%
Caterer's Licenses	\$11,500	\$0	\$11,500	\$2,839	(\$8,661)	\$15,000	19%	\$15,000	77%
<b>Total Revenues</b>	<b>\$25,480</b>	<b>\$4,860</b>	<b>\$124,246</b>	<b>\$22,399</b>	<b>(\$101,847)</b>	<b>\$160,000</b>	<b>14%</b>	<b>\$165,000</b>	<b>75%</b>
EXPENSES	September		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					
<b>Total Expenses</b>	<b>\$7,635</b>	<b>\$6,603</b>	<b>\$104,748</b>	<b>\$43,419</b>	<b>(\$61,329)</b>	<b>\$167,220</b>	<b>26%</b>	<b>\$236,243</b>	<b>44%</b>
<b>Net</b>	<b>\$17,845</b>	<b>(\$1,743)</b>	<b>\$19,498</b>	<b>(\$21,020)</b>	<b>(\$40,518)</b>				

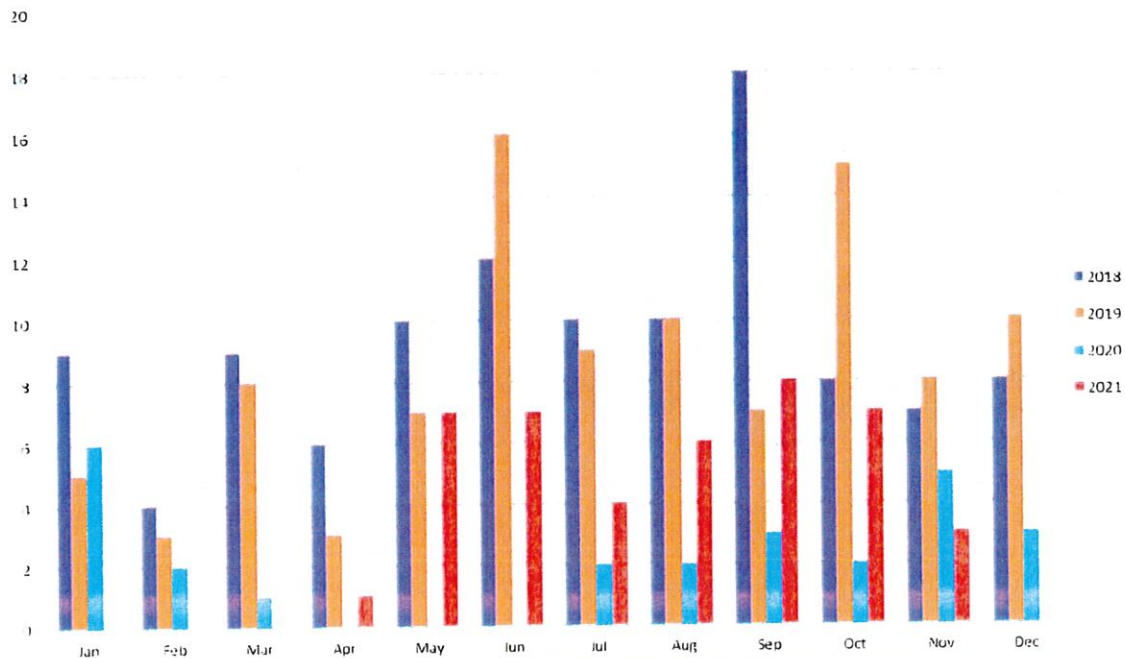
## MEMORANDUM

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	\$ 2,625
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,555	\$ 15,205	\$ 17,395	\$ 2,000
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,410	\$ 27,860	\$ 13,980	\$ 4,860
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		\$ 8,475
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495	\$ 1,725		\$ 1,100
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	\$ 8,045	\$ 9,804		\$ 500
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	\$ 19,560

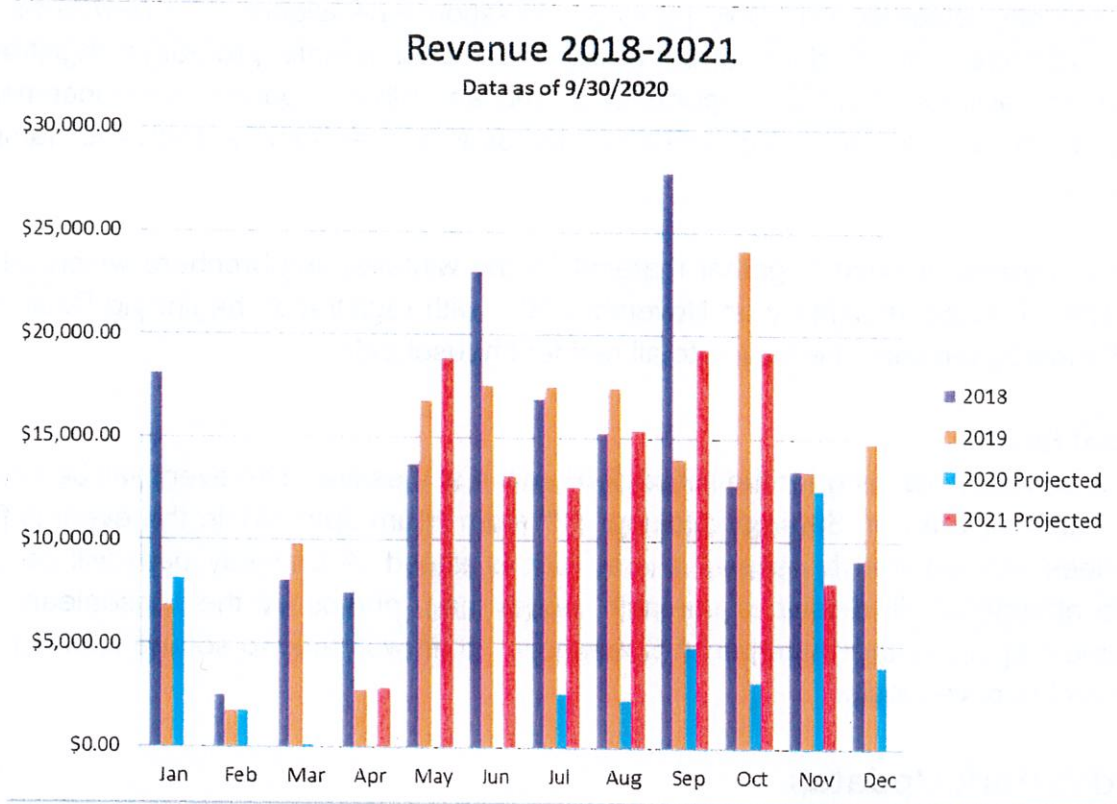
The graph below shows the past three years of Lodge revenue and the upcoming years' projections. Future projections are based on what is currently booked. Also included is a graph indicating the number of monthly reservations. Typically events are booked 6-18 months in advance of the rentals; however,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

### Reservations 2018-2021

Data as of 9/30/2020







Staff is currently working with the approved marketing plan from the 2020 CY, 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. A stub year on vendor licenses was implemented, so they align with the new calendar year budget, and then a full 12 months starting in January 2021.

### Upcoming Brochure & Activities

The fall/winter seasonal brochure was released digitally on July 27<sup>th</sup>, and program registration began on August 3<sup>rd</sup>. The move to digital was due to the uncertainty still surrounding the COVID-19 pandemic. With the changes made to the summer programming, the print brochure was inaccurate and staff was unable to make changes to it. Instead staff has to recreate a digital brochure with accurate information. For the time being, moving to a digital brochure will not only allow staff flexibility in editing any programs and events that change, but will also save the village over \$7,000 for the season. Postcards were mailed to all residences informing them of this change, where to view the brochure, and highlighting important dates.





## MEMORANDUM

Staff recently released a monthly parks & recreation e-newsletter. The newsletter will keep subscribers informed on current parks & recreation events, programs, registration deadlines, facilities, donation opportunities, and any other important announcements. There are also fun sections highlighting parks, staff, and at home activities for families to complete.

Staff is currently working to gather material for the winter/spring brochure which will be available to residents digitally on November 30<sup>th</sup>, with registration beginning December 7<sup>th</sup>. Postcards will again be mailed to all resident households.

### **Special Events**

Staff is currently planning for the Hinsdale Family Fall Festival. The event will be held at KLM Park this year, on Saturday October 17<sup>th</sup> from 11am-2pm. While the event is free, attendees are required to reserve a time slot to attend. A one-way path will be able where attendees will receive a pumpkin, goody bag, photos by the Hinsdalean, and costume judging by the Chamber of Commerce. Staff was able to secure sponsors for this event to cover costs.

### **Field & Park Updates**

Fall field use is well under way. The majority of fields are at full capacity and will remain that way through early November. AYSO, Hinsdale Little League, and The Community House flag football are the predominate users. D86 schools are also using KLM park two to three times a week for smaller cross country meets through the end of October.

The lacrosse field regrading project at KLM Park has finished. The Hinsdale Meadows construction crews started striping top soil and moving in clay the week of July 27<sup>th</sup>. The regrading was completed during the week of August 24<sup>th</sup>. A fence has been constructed around the field to prevent any damage to the area. New evergreens have been planted on the east side berm to replace the landscaping that was removed during the project. The field will remain offline through spring of 2021 to allow time for turf conditions to properly establish.

### **Pool Updates**

The pool closed on Monday September 7<sup>th</sup>, 2020. A complete end of season financial report will be presented at the Parks & Recreation commission meeting in November.

**Parks Maintenance  
Monthly Report – September 2020**

**Activity Measures:**

<b>September Totals</b>			
<b>Job Task</b>	<b>Hours</b>	<b>Accomplished</b>	<b>Units</b>
Administration	0	0	Hour
Clean Bathroom	0	12	Each Bathroom
Refuse Removal	66.5	66.5	Hour
Fountain Maintenance	25.5	25.5	Hour
Litter Removal	14	14	Hour
Weed Removal	12	12	Hour
Brush Pick Up	2	2	Hour
Athletic Field Striping	43	29	Each Field
Infield Maintenance	72	3	Each Field
Athletic Goal/Net Maintenance	4.5	52	Each Goal
Turf Repair/Sod Installation	2.5	2.5	Hour
Aeration	0	0	Hour
Over seeding	0	0	Lbs. of Seed
Turf Evaluation/Soil Testing	0	0	Each
Hardwood Mulch Installation	5	5	Cubic Yard
Leaf Mulching	0	0	Hour
Mowing	0	0	Hour
Land Clearing	4.5	4.5	Hour
Planting Bed Preparation	0	0	Each Bed
Plant Installation/Removal	12	12	Hour
Flowering Bulb Installation/Removal	0	0	Hour
Tree and Shrub Maintenance	0	0	Each
Fertilization	0	0	Hour
Watering	58.5	58.5	Hour
Pest and Weed Control (chemical)	4	4	Hour
Irrigation Start Up (spring)	0	0	Each
Irrigation Repair	49	4	Each
Irrigation Winterization	0	0	Each
Playground Maintenance/Repair	0	0	Hour
Playground Inspection	0	0	Each
Playground Mulch Installation	0	0	Cubic Yards
Holiday Decorating	0	0	Hour
Platform Tennis Repairs	0	0	Each
Special Events	0	0	Hour
Building Maintenance	7	7	Hour
Equipment/Vehicle Maintenance	1	1	Each
Training/Education	0	0	Hour
Skate Park Maintenance	0	0	Hour
Ice Rink Maintenance	0	0	Hour
Miscellaneous	75	75	Hour



**Parks Maintenance  
Monthly Highlights – September 2020**

- **Contractual Maintenance**
  - **Landscape Maintenance and Mowing**
    - Mowing and Maintenance is on-going.
  - **Rain Garden Maintenance**
    - Mowing and Maintenance is on-going
  - **Summer Weekend Parks Bathroom and Garbage Maintenance**
    - The Village's contractor continued weekend and holiday garbage disposal for Village Parks and the Central Business District.
- **General Park Maintenance**
  - **Bathroom Shelters (Six Sites – 12 Bathrooms, & 3 Picnic Shelters)**
    - Cleaned Monday – Friday
    - Remain open to accommodate activities
    - All bathrooms remained closed
  - **Landscape Maintenance**
    - Landscape Areas in Parks and the CBD were inspected and cleaned.
- **Athletics**
  - 28 athletic fields have been laid out and will be lined weekly through July
    - 24 soccer fields
    - 3 lacrosse fields
    - 2 football fields
  - The Robbins Park t-ball field has been raked and screened weekly in preparation for play.
- **Central Business District**
  - Planting Bed Maintenance
    - Flower beds are watered daily or as needed and weeded as needed.
- **Other**
  - Staff continued responding to tree damage from the wind storm event for most of the month. Numerous trees were impacted, and staff responded to down trees and broken limbs and branches. As of September 30th, a total of 42 trees are scheduled to be removed due to storm damage. This included Burns Field, Peirce Park, Highland Park, and KLM Park.
  - Staff removed the older existing benches at KLM Park and installed 3 new concrete pads for new benches.
  - Staff completed turf evaluations on all Village green spaces as part of the Village's Integrated Pest Management Policy.
  - Fields were maintained for fall soccer, lacrosse and football. Goals and net were repaired, moved and staked as necessary.
  - Irrigation systems are being repaired at Burlington, Dietz, Melin, Robbins and Veeck.
  - A Tribute Bench Plaque was installed on an existing bench in Robbins Park.





8a.

## MEMORANDUM

**DATE:** October 13, 2020

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

**FROM:** Heather Bereckis, Superintendent of Parks & Recreation

**RE:** Bench Donation Application-Elmhurst Teachers' Council

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An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The Elmhurst Teachers' Council wish to donate a park bench with plaque, which would be displayed for use in Burlington Park. This donation is done in memory of Daniel H. Schoenberg, a 26 year employee of the Village of Hinsdale. Mr. Schoenberg retired from the Village in 2006, during those years he worked largely as the Village Engineer, but also as Director of Public Services.

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 match the preferred style, but is showing signs of aging. 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 brief summary of the request as related to Mr. Schoenberg.



# VILLAGE OF HINSDALE Park and Recreation Donation Policy

<b>Donation Application</b> 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: <b>Elmhurst Teachers' Council as represented by Katie Diebold.</b>
Address of Donor: <b>1087 Chetwood Dr Carol Stream, IL 60188</b>
Phone Number: Work: <b>309-287-3869 (cell)</b> Home: Fax:
Email: <b>Kdiebold3@gmail.com</b>
Description of Donation (if available provide a photo): <b>Memorial Bench</b>
Proposed Location of Donation: <b>Burlington Park (facing Village Hall)</b>
Requested Wording on Memorial Acknowledgement: <b>Please see attached page 2.</b>
Value of Donation: \$ <b>1750</b>

I have read the Donation Policy .

Requested by: Kerrie Dwyer

Date: 9-16-20

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: \_\_\_\_\_



**Summary:**

Daniel Schoenberg recently passed away and was the Hinsdale Village Engineer for much of his career, in addition to being the Director of Public Services. Daniel's son, Max, is the President of the Elmhurst Teachers' Council. The ETC would like to honor Daniel's memory and help support Max and his family with a memorial bench.

We are looking to purchase a bench with a plaque. We were hoping that it would be possible to have the bench installed in Burlington Park facing Village Hall.

We would like the memorial acknowledgement to read:

Daniel H. Schoenberg  
Hinsdale Village Engineer  
1980 - 2006  
Pride in Public Service



## MEMORANDUM

**DATE:** September 16, 2020  
**TO:** President Cauley and Members of the Village Board  
**CC:** Kathleen A. Gargano, Village Manager  
**FROM:** Bradley Bloom, Assistant Village Manager/Director of Public Safety  
**RE:** Update #2 on Tollway Pedestrian Bridge Design

---

Village staff received notice yesterday that the Western Springs Village Board considered pedestrian bridge design options and decided the following:

**Bridge Color-** weathered steel

Hinsdale's preference is the bridge be painted black. The initial cost to paint the bridge black would be borne by the Tollway however, future maintenance estimated at between \$100 to \$120K and needed every 25 years would be split between Western Spring and Hinsdale.

Western Springs decision was based on their preference to avoid future maintenance costs.

**Bridge fencing-** Galvanized chain link

Hinsdale's preference is the design showing the safety rail and vertical pickets.

Western Springs decision was based on their preference to avoid future maintenance costs.

**Fence Leading to the Bridge-** pickets painted maroon to match the weathered steel bridge.

Hinsdale's preference was to have black pickets that matched the bridge.

Western Springs decision was based on their preference to avoid future maintenance costs.

**Form Liners for Retaining Walls-** the Village's preference is that the form liners match the form liners used on the Oak Street bridge project.

If the Hinsdale Village Board desires to prevail with their design preferences as noted above Hinsdale would need to agree to fund the future maintenance costs for these design preferences at our sole expense.

If we don't receive any objections by Wednesday, September 23, 2020, we will assume that Western Springs design preferences are acceptable.

Attached is the presentation the Tollway provided to Western Springs.



## Pedestrian Bridge Selection Items by Villages

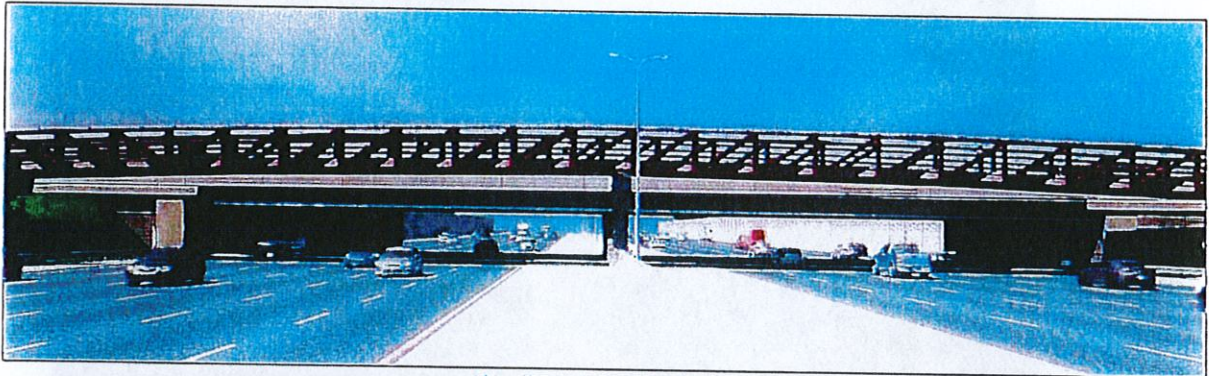
Topic	Implication	Hinsdale and Western Springs	Please Select
<b>Bridge Finish</b>	N/A	Weathered Steel	<input type="checkbox"/>
	Villages to assume painting responsibilities	Paint	<input type="checkbox"/>
<b>Bridge Fence</b>	Villages to assume painting responsibilities	Vertical Fencing	<input type="checkbox"/>
	Villages to assume maintenance responsibilities for coated fence	Coated Chain Link	<input type="checkbox"/>
	Typical Village maintenance	Galvanized Chain Link	<input type="checkbox"/>
<b>Approach Fence, Path and Retaining Wall</b>	Additional Village maintenance responsibilities	Vertical Fencing	<input type="checkbox"/>
	Additional Village maintenance responsibilities	Coated Chain Link	<input type="checkbox"/>
	Typical Village maintenance	Galvanized Chain Link	<input type="checkbox"/>

Topic	Implication	Western Springs	Please Select	Hinsdale	Please Select
<b>Retaining Wall Form Liner</b>	No cost	Tollway Base - Stacked Block	<input type="checkbox"/>	Tollway Base - Stacked Block	<input type="checkbox"/>
	Villages pay for upgrade - cost to be calculated on design	Custom Form Liner	<input type="checkbox"/>	Custom Form Liner	<input type="checkbox"/>

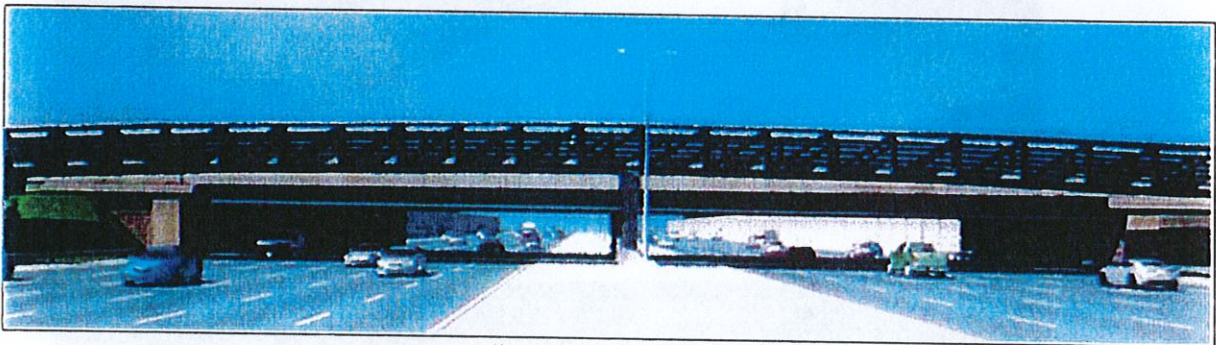
Topic	Implication	Western Springs	Please Select	Hinsdale	Please Select
<b>Pedestal Aesthetics on Path Gateway</b>	Confirm Village identifier	Logo/initials	<input type="checkbox"/>	Logo/initials	<input type="checkbox"/>
	No Village identifier	No logo/initials	<input type="checkbox"/>	No logo/initials	<input type="checkbox"/>

**1. Bridge finish/color - Confirm weathered steel or black paint by 8/24/20**

The Pratt Truss design is an unpainted bridge that will have an "auburn" color resulting from the effects of weathering steel. During the recent Tollway presentations to Western Springs and Hinsdale, it was noted the Villages may prefer to have the bridge painted black. The maintenance cycle for bridge painting is generally in the range of 20 to 25 years. The estimated service life of the Pratt structure is 75 years. Over that time, it is anticipated the bridge may need to be painted at least once or twice. The cost to paint the bridge is estimated to be \$100,000 - \$120,000 (2020 dollars).



*Weathered steel bridge*



*Black painted bridge*



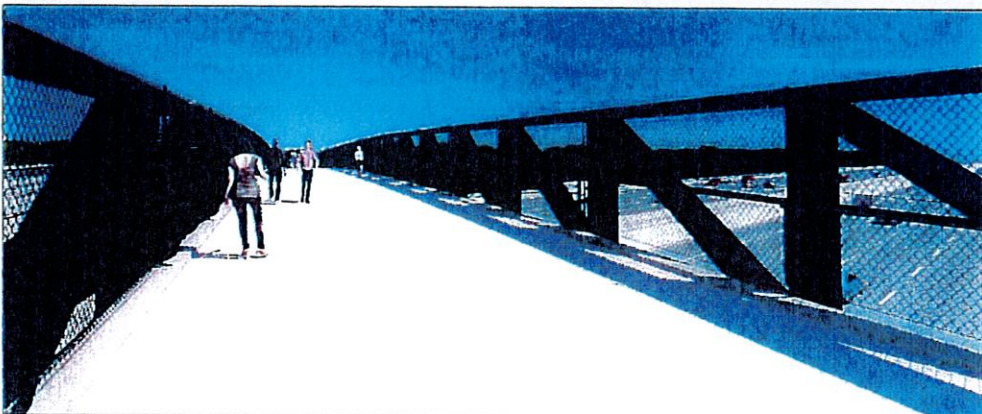
2. Bridge fencing - *Confirm fencing by 8/24/20*



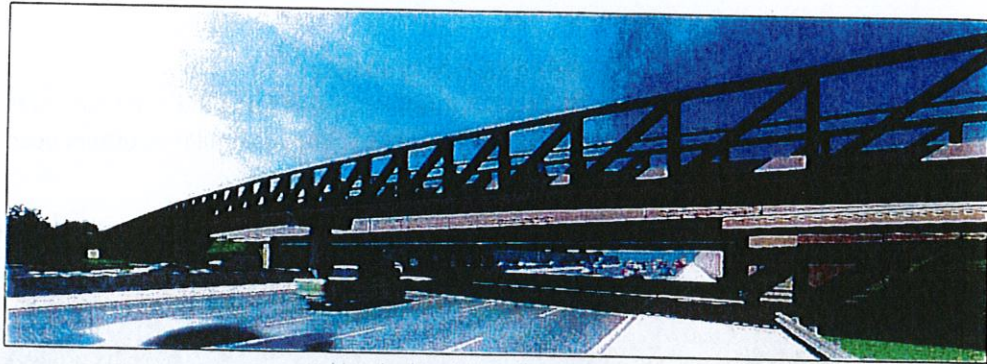
*Handrail, safety rail and vertical pickets*



*Handrail, safety rail and galvanized chain link*



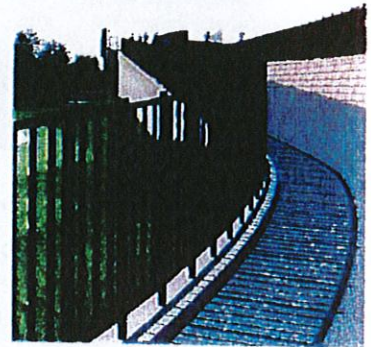
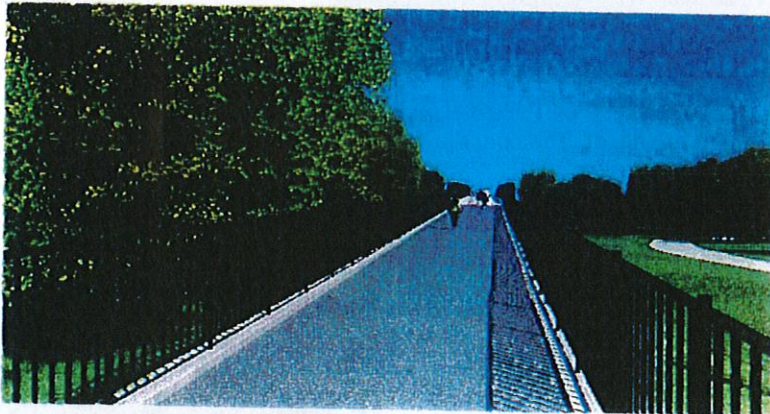
*Handrail, safety rail and galvanized chain link*



Handrail, safety rail and galvanized chain link (view from Tollway)

### 3. Retaining Walls and Path Fencing - *Confirm vertical pickets by 8/24/20*

Retaining wall fencing is required where the adjacent drop off is higher than 4 feet. When a path that includes a retaining wall is used by bicyclists, the minimum fence height is 4'-6". Fencing options reviewed with the villages have included vertical pickets. Would require Village maintenance. Chain link is the Tollway standard.

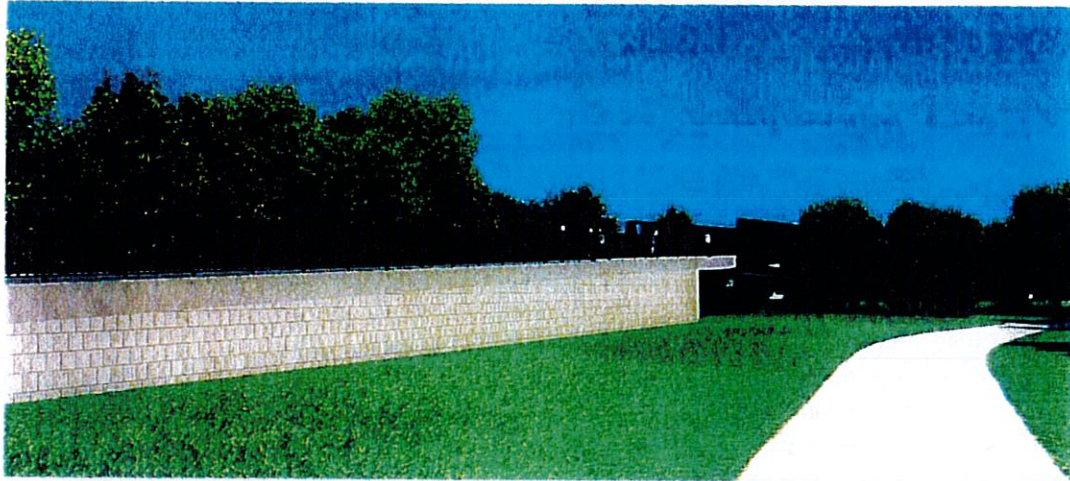


vertical picket retaining wall fence

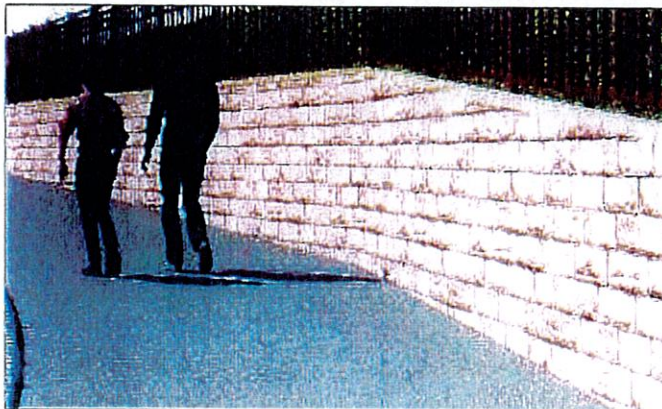


#### 4. Form Liners for Retaining Walls - *Confirm type by 8/24/20*

On the Western Springs side of the bridge, there is a retaining wall along the north side of the path with an exposed height of about 10 feet. The form liner used could appear similar to others used in the community.



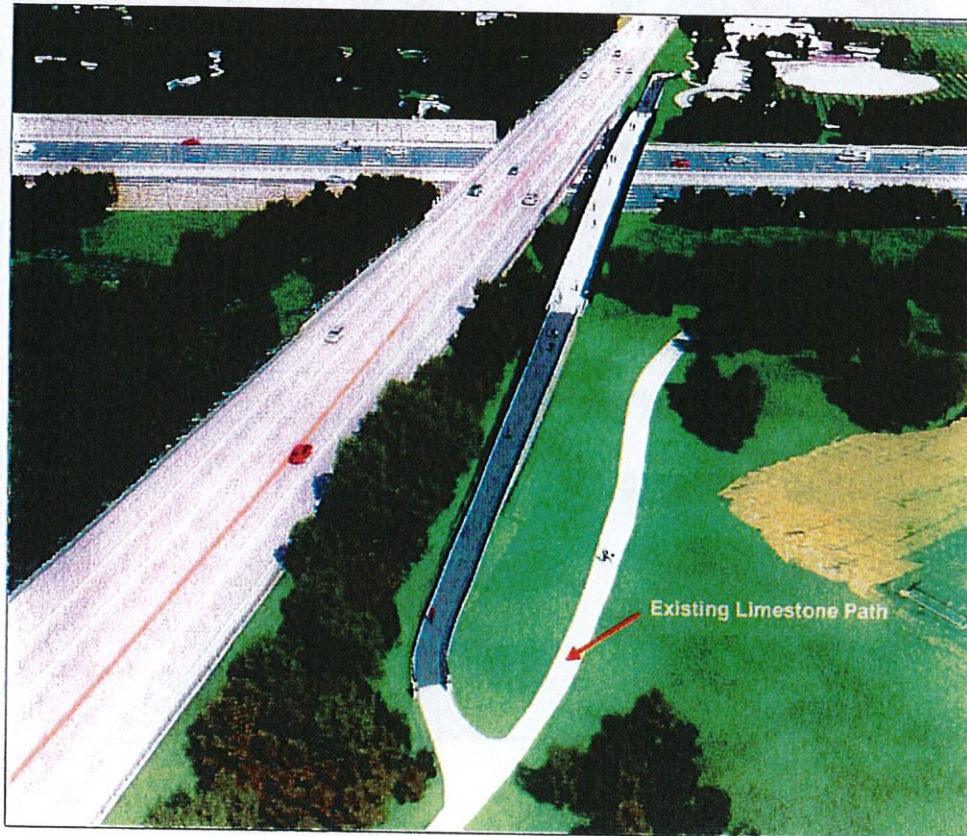
On the Hinsdale side of the bridge, there are two exposed retaining walls that have a maximum height of about 8 feet. One is located on the inside of the path closest to 47<sup>th</sup> Street, the other is on the north side of the path closest to the Veeck Park parking lot. The concept for Hinsdale's form liner was developed by looking at the local Oak Street Bridge.



*Hinsdale proposed form liner to match local bridge*

**5. Confirm Path Connection with Spring Rock Park - *Confirm proposed location by 8/24/20***

The match point at Spring Rock Park may have some limitations regarding the extent to which a platform can be graded due to accommodation of existing terrain and drainage conditions. See proposed location and path connection point within 65 percent design plans. Confirmation of the path configuration at each of the match points is needed to complete final plans.





Confirm Path Connection with Veeck Park - *Confirm proposed location by 8/24/20*

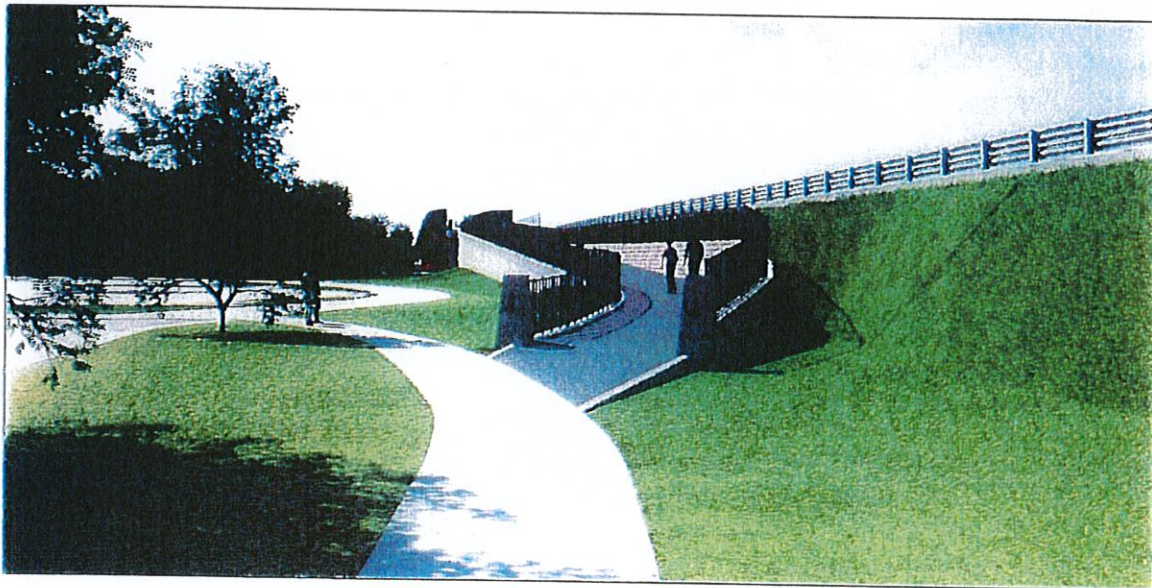


6. Pedestal Aesthetics on Path Gateway - *Confirm gateways by 8/24/20*

Conceptual gateways to the path and bridge could include bollards with Village seals or other identifiers.



*Western Springs gateway to Spring Rock Park*



*Western Springs gateway to Spring Rock Park*



