

**VILLAGE OF HINSDALE
MINUTES
PARK AND RECREATION COMMISSION
Monday, February 14 6:30 PM
MEMORIAL HALL OLD BOARD ROOM**

Chairman Curran called the meeting of the Park and Recreation Commission to Order at 6:40 p.m. at the Memorial Hall old board room.

Members Present: Chairman Jeff Curran, Commissioners Scott Banke, Mary Beth Dougherty, Diane Griffin, Ed McCarthy, Kathleen Mulligan and William Otto

Members Absent: Commissioners John Deppe & Ed Opler

Also Present: Trustees Doug Geoga and Bob Schultz

Staff Present: Gina Hassett, Director of Parks and Recreation
Linda Copp, Secretary

Commissioner Dougherty moved approval of the January 17, 2011 Park and Recreation Commission meeting minutes. Commissioner Banke seconded and the motion passed unanimously.

Monthly Reports

January 2011 Revenue/Expense Reports

Ms. Hassett presented the January revenue/expense report. Ms. Hassett stated that an upgrade has been purchased for on-line renewals for pool passes and will be installed on Tuesday, February 15. She thanked Public Services for the great job with the snow plowing. The ice rink is now done due to the warm weather.

Ms. Hassett stated that the KLM shelter plans are still waiting for grant approval and the latest the grants have been awarded is April. The 5K race is on target for 2012 and Veeck park skate boarders have received a survey about the pieces at the park. Ms. Hassett stated that she has not received any of the surveys back regarding pieces that could be removed. Commissioner Banke will be sure that the users respond to the survey.

Ms. Hassett stated that the summer brochure has four sponsors for the back inside cover and a quarter page sponsor for the back outside cover. Chairman Curran asked for the names of the sponsors for the brochure. Ms. Hassett commented on who the sponsors were and that all of them are members of the Chamber of Commerce. There is no duplication of type of companies.

The two new paddle courts have been approved with the Plan Commission and ACA and will be before the board tomorrow. Replacement of the KLM ballroom floor will also be at the board meeting. The Finance Commission will be looking at ways to generate revenue at KLM.

Recreation Program Report

Ms. Hassett stated what the risk management line item was and that there will be expenses for KLM in the upcoming months. The floor needs to be totally replaced and can no longer be fixed. ACA had discussion as to whether we should still put money into KLM. The cost will be \$17,000 and it will take 2 full weeks to fix the floor. Our programs can be moved elsewhere for that time. Ms. Hassett will be going to ACA in March for KLM roof repairs.

Ms. Hassett stated that the floor is not on plywood and all needs replacement. The alcove and some ceilings and the ice room floor are all being repaired. The cost for these items is approximately \$11,000, not including the floor. The floor and roof comes out of the capital fund and that is about \$50,000. There will not be money next year for these repairs.

Park & Recreation Commission Follow Up Items

Dog Ordinance Discussion

Chairman Curran opened the discussion. Trustee Schultz commented on the current Ordinance. He would like a recommendation for ACA that would allow for dogs on a leash in any park with some exceptions. One exception would be playground areas or during team practices and games. He believes that it makes sense if the park is empty that dog walkers should be allowed. He stated that chief Bloom stated the issue would be dogs that are not on a leash.

Commissioner Mulligan stated that most people are walking dogs in the parks anyway and that is why the Ordinance should be reconsidered. Most residents don't realize that they are doing something wrong with walking dogs in the parks. Commissioner Griffin asked if the rules were given when the village tags are purchased. Ms. Hassett stated that dog owners are not given any rules when the tag is purchased. Commissioner Griffin is against changing the Ordinance and believes we are opening ourselves to problems. Trustee Schultz mentioned that this would strictly be dogs on a leash under the control of the owner and would not allow dogs loose in parks.

Commissioner Dougherty agreed with Commissioner Griffin that it could be dangerous even with dogs on a leash. She believes it is not a good idea and not all dog owners are responsible. Commissioner McCarthy believes that the Village would have to be diligent with dogs off leash but it would be difficult to enforce. Ms. Hassett stated that the police are not out looking for violators. She is concerned with the increased risk and read some other rules from other towns. She stated that there would have to be perimeters. She believes that allowing dogs on leash during non-dog hours at KLM will be confusing.

Trustee Schultz did not think that it would be confusing at KLM because most of the users know the off leash hours. Ms. Hassett stated that there would need to be more signage. Commissioners gave their opinions and examples good and bad. Trustee Schultz stated that it would not be a village liability issue if there was a dog bite. Commissioner Dougherty disagreed with Trustee Schultz that all dog owners are responsible and that if someone was bit, the village would be sued. Ms. Hassett read some letters that wanted to keep the policy the way it is.

Chairman Curran stated that if a motion is to go forward the motion needs to be very specific as to where and when dogs would be allowed. The police would need a plan that is enforceable and he would want Chief Bloom's input. ACA wants the recommendation and Chief Bloom wants the simplest plan as possible. Chairman Curran reviewed the survey of neighboring communities and it is split with dogs and no dogs permitted.

Chairman Curran asked the Commission if they are comfortable with on path regulations. Dogs would not be allowed in playground areas or picnic areas, but only on paths or sidewalks. Commissioner Banke asked Trustee Schultz why the ordinance is set the way it is. Trustee Schultz did not know. Ms. Hassett also stated that permitted use fields should not have dogs on it. If active athletic fields are in use, then no dogs would be allowed.

Commissioner Banke made a motion to change the Ordinance with the exceptions. Commissioner Mulligan agreed with rules added. Ms. Hassett stated that the rules would be dogs have to be on leash and under control of the owner, may not run loose in parks and would not be allowed by playgrounds, athletic fields when in use or picnic areas. Commission McCarthy seconded the motion. Chairman Curran stated that any parks on school district property would need to be made aware of any Ordinance change. The Commission voted 5 ayes and 2 nays to recommend changing the Ordinance. Commissions Dougherty and Griffin did not agree with changing the Ordinance. Chairman Curran stated that public opinion that the Commission has received have been against having dogs in the parks.

Chairman Curran read the email from Chief Bloom regarding the issue of safety. Commissioner Otto asked about writing a letter to the editor regarding this issue asking for public comments. Chairman Curran suggested posting something on the website or Facebook page. Commissioners shared their ideas pro and con. Chairman Curran asked Ms. Hassett to get information on how many dog licenses are issued and what the fee is. He suggested that perhaps the fee could be doubled in order to pay for new signage in the parks.

KLM Shelter Updates

Ms. Hassett stated that the shelter plans went to the Plan Commission and will now go to the board. She hopes the plans will go out to bid in late March. Everything is waiting for the OSLAD grant. Picnics are being rented with no guarantee of having a shelter after June 1st. Ms. Hassett stated that the construction should take approximately 3 months. The north shelter may not be refurbished, depending on the grant funds available. Ms. Hassett stated that tents are allowed but they must be marked by JULIE.

Pool Membership Rates and Fees Update and Discussion

Ms. Hassett stated that ACA approved the pool fees with the Finance Commission recommendations. The daily fee revenues and 10 visit guest passes were changed. The 10 pass visit was suggested for any visitor without having to buy a membership and it will be transferable. Ms. Hassett presented the challenges that this will create for pool staff.

Ms. Hassett stated that it will be difficult to sell any non-resident memberships. Ms. Hassett commented that the non-resident rates will continue to be reviewed. All sales are weather driven as well. The additional fees will bring back the hours until 8 pm and will restore one extra week before school starts.

Commissioner Mulligan commented on how there needs to be a way of increasing revenue without raising rates. Ms. Hassett stated that the budget has no marketing dollars but there will be a full page ad in the Hinsdalean and some marketing for this summer. She stated that memberships have decreased and part of that is due to the Hinsdale Swim Club patrons not having to purchase memberships and the country clubs in the area. The Swim Club participants now just pay a flat rate to use the pool. The contract will be negotiated when their contract is up next year. Commissioner Dougherty stated that the swim club members need to be pool members as they have been in the past. Ms. Hassett commented that most of the master swimmers are non-residents and they have been included under the Swim Club. The Commissioner commented that the policy needs to be brought back that swim club members need to purchase a membership. Commissioner Mulligan stated that the Commission needs to be more pro-active for who we are trying to target in marketing.

Chairman Curran stated what was discussed with the Finance Commission and who we want to target in the marketing. He also stated that we should look at estimates for a zero depth pool in order to compete with other communities. Commission McCarthy asked Ms. Hassett if she has seen the pool used for other things after the summer. She stated that we did rent out the pool for private rentals a few times last summer. This year the lap swimmers will not be guaranteed evening lap swimming time.

Pool Audit Discussion

Ms. Hassett shared the deficient items with the prices. The pump house repairs will be done before May 1. It will be shored up where it is at and some wall repairs will also be completed. The lint strainer for the diving area will be in next year's budget. It will be done at the end of the 2011 pool season. Commissioner Banke asked if the passes are being sold yet. Ms. Hassett stated that the fees will be reviewed at Board on Tuesday and start being sold on Feb. 28.

New Business

Spring field Use

Ms. Hassett stated that she hoped the process would be done last year and that staff is still working with Little League on use of open field time. She has asked for space at Duncan and Veeck Park will be back on line. Ms. Hassett will be discussing the usage with Little League on March 1st. There are three organizations looking for field space, preferably at Veeck. Ms. Hassett stated that Monday and Wednesday nights are for men's softball.

Commissioner Banke stated that the rationale should be revenue driven and not fairness. The other activities and facilities of Parks and Rec could suffer and we need revenue for all facilities. Ms. Hassett stated that travel leagues could generate as much as \$9000 per year.

Budget Capital Items

Ms. Hassett stated that she has submitted a draft budget to the Trustees. She commented that all capital items will need to be addressed in October. The items included will be a walking path at Veeck Park, tuck pointing at KLM and some repairs to Burns and Brook tennis courts. Ms. Hassett stated that the total capital will be around \$280,000. She stated that the Peirce playground will not be in the 2011/12 budget.

Veeck Park Soccer Revenue

Ms. Hassett stated that Village Manager Cook has gone on record in the paper that the dirt will be moved next spring and the restoration will begin. Ms. Hassett will push for sod rather than seed.

Correspondence

None

Liaison Reports

ACA Committee Report

Ms. Hassett encouraged Commissioners to attend the next meeting regarding revisiting Gateway.

Gateway Special Recreation Association

Trustee Geoga believes that it is not a cost efficient way to operate. If Hinsdale pulls out, the Village would have to reimburse residents out of the operating budget and that difference is \$36,000 and the tax could no longer be levied. Channel 7 is featuring a volunteer program at the end of the month that will be featuring Gateway. The Commission agrees that Gateway would be a loss if it was not offered and it is the right thing to do for these participants. Chairman Curran stated that the closest SRA would be in Naperville. Ms. Hassett stated that many people are taxed for services that are never used, but they are there if you need them.

Ms. Hassett stated that the majority of participants are over age 12. We don't see a lot of requests for younger because they are usually mainstreamed in the school system. The Commission strongly recommends a member of Gateway SRA to support the families in Hinsdale and we want to be a village that takes care of the residents. Commissioner Dougherty approved motion for the Village to stay a part of Gateway. Commissioner Mulligan seconded and the motion passed unanimously. Ms Hassett is concerned that ACA will wait until the final hour to make their decision.

Adjournment


Since there was no further business to come before the Commission, Commissioner Dougherty moved to adjourn. Commissioner Banke seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 8:16 p.m.

Respectfully submitted,

Linda Copp, Secretary

MEMORANDUM

To: Chairman Curran and Members of the Parks & Recreation Commission

FROM: Gina Hassett, Director of Parks and Recreation 

DATE: April 14, 2011

SUBJECT: March Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of March 2011.

RECREATION SERVICES

- The summer program guide was included as an insert in the Hinsdalean on March 31st. Registration began April 4th. The brochure can be downloaded from the Parks & Recreation home page.
- The change to the dog ordinance went before the ACA Committee this month. The motion to change the ordinance did not pass.
- No updates on the KLM OSLAD Grant application at this time. The IDNR office said they hope that announcements will be made no later than end of May.
- Bid documents are being prepared for the KLM shelter projects funded by Lyons Township.
- Staff has made repairs to the Skate Park. The park will be open daily beginning April 4th. No materials were purchased. New signs were posted but additional signs will be added to include the non-emergency police number.
- Dan Deeter has submitted an application to MWRD for the storm water plans for the KLM Park related to the construction of two new paddle courts and pavilion construction.
- Notice was received from MWRD that the storm water permit for the Zook House project has expired. We have received 2 extensions on the permit. MWRD will not renew the permit. They will refund a portion of the application fee which was paid by the historical society. The Historical Society will call for an inspection as no sewer work has been done so the can receive a partial refund. The check will be payable to the Village as we are listed as the applicant. The monies will be forwarded to the Historical Society. The project will have to re-submit to MWRD when the Historical Society has funding.
- A kick off meeting will be held in May at KLM for the 5k Healthy Parks Healthy Lungs race scheduled for April of 2012. We are looking for members of the community to be part of the Committees.
- Staff is working to secure entertainment for the family festival for the July 4th event. Applications have gone out to past parade participants.

- Fields are open and underway for spring play. Play was reduced to one field at Veeck due to the construction associated with the berm restoration. Construction equipment will access to the park on the west side of the park. This will result in a reduced the field size. To maintain one large field the orientation is being turned east/west and practice space will be maintained outside the main field. This will result in travel teams losing field space. Staff is concerned that the construction on the west side of the park will damage the main lines to the irrigation system. Public Service crews will mark all lines so crews can avoid them.
- Picnic shelters rentals are underway. The shelters are being reserved and staff is informing groups that they may have grounds area only based on the construction at the shelters.
- A new recreational T-Ball league is being offered this spring. It has taken off and is full with 46 kids ages 4-5. The program is run by volunteer parents. This is an exciting new program. They will practice for 4 weeks and have 2 games on the fields. New equipment has been purchased for the program.
- Upcoming spring events include the Bunny Breakfast and Easter Egg Hunt scheduled for April 23rd. The Egg Hunt is a co-operative event planned with the Hinsdale Center for the Arts and the Community House. It will be held at KLM. The Teen Egg hunt was scheduled for Friday, April 15th. This was also a co-operative event with The Community House.
- Below is a summary of Burns Field ice rink expenses. This was a record year for days of operation.

Ice Rink Expense Summary

2009-10	
Expenditures	Cost
Liner	0
Fire Starter Logs	65
Water	500
Public Services Staff	10,200
Warming House Staff	1,500
Total	\$12,265

2010-11	
Expenditures	Cost
Liner	4,235
Fire Starter Logs	300
Water	600
Public Services Staff	6,838
Warming House Staff	3,800
Total	\$15,773

Facebook Weekly Update



Village of Hinsdale Parks and Recreation

87 monthly active users **↓11** since last week

106 people like this **↓1** since last week

27 visits this week **↓14** since last week

KLM REPORT

The replacement of the ballroom floor is complete. The floor is well constructed and turned out beautifully. The couch in the living room has been re-upholstered and is now a focal point of the room.

Roof repairs will begin the first week of April and the lodge will be ready for a busy summer.

EXPENSE

March		March		2010-11 Annual Budget	FY 10-11 % of budget	2009-10 Annual Budget	FY 09-10 % of budget
Prior Year	Current Year	Prior Year	Current Year				
\$6,454	\$26,507	\$119,545	\$126,126	\$147,982	85%	\$153,685	78%

Revenue	March		Actual Revenue		2010-11 Annual Budget	FY 10-11 % of budget	2009-10 Annual Budget	FY 09-10 % of budget
	Prior Year	Current Year	Prior Year	Current Year				
KLM Lodge Rental	\$6,701	\$5,044	\$126,299	\$134,964	\$160,000	84%	\$150,000	84%
Caterer's Licenses	\$800	\$0	\$19,800	\$14,900	\$18,000	83%	\$17,400	114%

KLM Rental Slots	Slots Available	Slots Used	Percentage
Weekday am slots	23	4	17.39%
Weekend am slots	8	1	12.50%
Weekday evening slots	19	1	5.26%
Weekend PM Slots	12	3	25.00%

Friday evening counts as part of the weekend

RENTAL GROUPS	
Residents	3
Non-Resident	1
Community Service	2
Resident NFP	1
Non-Resident NFP	2
Village Functions	
Cancellations	
	9

COMMUNITY POOL REPORT

The brochure is available and registration has started for swim lessons and pool programs. Staff anticipates membership sales to increase now that the summer brochure is available. Staff is investigating inserts and/or ads for other area newspapers.

Public Services are working to get spring pool projects complete. One of the four main pumps is out for repairs. Staff found the sump pump to the sump-pit damaged. The motor is likely an original pump motor. Initial estimates for a new pump and installation is \$7,200. Staff continues to look for pricing.

Repairs to the water slide dispatch are complete.. Work to repair the lap pool wall will be complete the week of April 18th. Cleaning and set up will get under way. Computers purchased last summer will be at the pool this year. We be ordering a new card printer so we will be able to sell memberships at the pool and print cards. We have also upgraded the swipe system to accept credit cards.

Pool Foundation Repair

The repair to stabilize the pump house foundation began on March 28th with Atlas Restoration as the contractor. After several hours on the job it was discovered that 14 inches down the foundation was back filled with gravel. The job was slated to be hand dug as there are pipes running in and out of the walls. Hand digging would not work under the proposed scope as the gravel was filling the holes. Shoring up the holes also presented a problem because of all the pipes running out of the building. Staff was consulted and given two options; cease work on the project or estimate the cost increase to hand excavate out 4 ft from the building which would greatly increase the project. Staff discussed the

options and it was agreed to abandon the exterior option. On March 29th staff received a call from Atlas Restoration that they felt there was another option to move the project forward. Atlas and staff met on site to consider the stabilization piers be installed from inside the building in the surge tanks. Dan Deeter and George Franco attended the meeting. We are awaiting a new proposal from Atlas Restoration.

Pool Pass Sales

Current pool pass sales are listed below.

Feb 28-April 13		2010	2010	2010		2011	2011	2011	
Type		New Passes	Renew Passes	Revenue		New Passes	Renew Passes	Revenue	Type
Nanny Pass		0	0	\$0		10	1	\$660	Nanny Pass
Family Primary		34	135	\$41,750		22	90	\$31,900	Family Primary
Family Secondary		115	451	\$0		54	292	\$0	Family Secondary
Family Super		3	8	\$2,750		2	8	\$3,400	Family Super
Family Super Secondary		3	9	\$500		4	10	\$610	Family Super Secondary
Family Super Third		3	23	\$390		8	26	\$540	Family Super Third
Guest Pass Adult		0	0	\$0		8	1	\$510	Guest Pass Adult
Guest Pass Child		0	0	\$0		1	0	\$60	Guest Pass Child
Individual Pass		2	9	\$1,450		2	8	\$990	Individual Pass
Senior Super Pass		0	0	\$0		0	0	\$0	Senior Super Pass
Individual Super Pass		1	1	\$50		1	2	\$360	Individual Super Pass
Non Resident Family		1	3	\$1,900		3	0	\$1,545	Non Resident Family
Non Resident Family Secondary		2	7	\$0		7	0	\$0	Non Resident Family Secondary
Non Resident Individual		1	0	\$240		0	0	\$0	Non Resident Individual
Non Resident Senior		0	0	\$0		0	1	\$155	Non Resident Senior
Senior Pass		1	6	\$525		0	6	\$480	Senior Pass
Total		166	652	\$49,555		122	445	\$41,210	Total

*Note 2010 Pool Passes went on sale 4 weeks earlier than 2011

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

March 2011

FY 10/11 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT. 3724 KLM LODGE	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
Revenues						
KLM Lodge Revenue	160,000	134964	84%	150,000	126,299	84%
Caterer's Licenses	18,000	14900	83%	17,400	19,800	114%
Total Revenues	178,000	149864	84%	167,400	146,099	87%
Expenses						
Personal Services	57,982	52586	91%	56,885	48,988	86%
Contractual Services	23,000	15771	69%	25,000	20,128	81%
Other Services	39,200	30024	77%	41,000	32,914	80%
Materials & Supplies	10,700	9327	87%	10,700	7,935	74%
Repairs & Maintenance	16,500	17850	108%	19,500	9,123	47%
Other Expenses	600	567	95%	600	457	76%
Total-Operating Expenses	147,982	126126	85%	153,685	119,545	78%
Capital Outlay	150,000	21461	-	6,000	3,076	-
Total Expenses	297,982	147587	50%	159,685	122,621	77%
DEPT. 3951 SWIMMING POOL	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
Revenues						
Pool Resident Pass	185,000	168,820	91%	196,000	170,003	87%
Non-Resident Pass	18,000	10,415	58%	19,000	16,885	89%
Pool Daily Fee	52,000	62,405	120%	50,000	50,070	100%
Pool Lockers	300	98	33%	1,000	278	28%
Pool Concession	7,000	7,000	100%	6,000	3,500	58%
Pool Class-Reg -Resident	24,885	29,803	120%	47,000	49,949	106%
Pool Class-Reg Non-Resident	2,500	3,563	143%	2,400	1,797	75%
Private Lessons	10,735	9,929	92%	8,200	9,373	114%
Misc. Revenue	5,500	12,469	227%	4,000	12,349	309%
Town Team	25,200	23,882	95%	0	0	
Total Revenues	331,120	328,384	99%	333,600	314,205	94%
Expenses						
Personal Services	166,858	145,694	87%	145,710	181,372	124%
Contractual Services	26,625	26,432	99%	50,170	24,726	49%
Other Services	54,350	37,799	70%	54,650	49,961	91%
Materials & Supplies	37,375	32,379	87%	40,100	31,995	80%
Repairs & Maintenance	19,900	19,913	100%	25,350	14,651	58%
Other Expenses	10,100	10,336	102%	10,680	10,925	102%
Risk Management	0	0		0	0	
Total-Operating Expenses	315,208	272,554	86%	326,660	313,630	96%
Capital Outlay	90,000	10,339	11%	51,000	25,503	
Total Expenses	405,208	282,893	70%	377,660	339,133	90%
	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
Capital Expenses	290,000	23700	8%	102,500	59,094	58%
Operating Expenses	1,804,655	1481702	82%	1,947,550	1,554,438	80%
Total Expenses	2,224,428	1505402	68%	2,224,428	1,613,532	73%
Total Revenues	921,100	793123	86%	921,100	780,544	85%
Revenue Offset Difference	(1,303,328)	(712,279)		(1,303,328)	(832,989)	

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

March 2011

FY 10/11 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT. 3101 ADMIN. AND SUPPORT	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
Personal Services	205,997	172241	84%	198,351	168932	85%
Professional Services	0	0		1,500	0	0%
Contractual Services	0	0		0	0	
Other Services	7,800	5463	70%	7,800	7443	95%
Materials & Supplies	3,100	1835	59%	4,600	1977	43%
Repairs & Maintenance	650	146	22%	650	141	22%
Other Expenses	2,395	1447	60%	2,595	2092	81%
Risk Management	49,665	30250	61%	49,665	33995	68%
Total-Operating Expenses	269,607	211383	78%	265,161	214,579	81%
Capital Outlay	0	0		0	0	0%
Total Expenses	269,607	211383	78%	265,161	214,579	81%
 DEPT. 3301 PARKS MAINTENANCE	 FY 10-11 BUDGET	 FY 10-11 TO DATE	 FY 10-11 % of Budget	 FY 09-10 BUDGET	 FY 09-10 TO DATE	 FY 09-10 % of Budget
Revenues						
Field Fees	30,000	33152	111%	20,000	10,150	51%
Total Revenues	30,000	33152		20,000	10,150	
Expenses						
Personal Services	384,241	328170	85%	426,983	305,250	71%
Contractual Services	118,500	101069	85%	154,274	108,411	70%
Other Services	3,400	2445	72%	3,400	2,862	84%
Materials & Supplies	43,800	37600	86%	36,100	28,460	79%
Repairs & Maintenance	34,500	24132	70%	46,500	30,585	66%
Other Expenses	500	1848	370%	400	453	113%
Total-Operating Expenses	584,941	495265	85%	667,657	476,021	71%
Capital Outlay	200,000	13361	7%	51,500	33,591	
Total Expenses	784,941	508625	65%	719,157	509,612	71%
 DEPT. 3420 RECREATION SERVICES	 FY 10-11 BUDGET	 FY 10-11 TO DATE	 FY 10-11 % of Budget	 FY 09-10 BUDGET	 FY 09-10 TO DATE	 FY 09-10 % of Budget
Revenues						
Registration & Memberships	308,500	272971	88%	381,200	302,084	79%
Misc Income	6,000	8752	146%	6,000	8,006	133%
Total Revenues	314,500	281723	90%	387,200	310,090	#DIV/0!
Total Expenses						
Personal Services	93,017	71299	77%	100,417	84,611	84%
Contractual Services	284,900	228194	80%	309,000	246,659	80%
Other Services	85,000	51693	61%	92,650	85,829	93%
Materials & Supplies	11,800	10114	86%	15,300	6,791	44%
Other Expenses	9,200	13138	143%	9,020	6,773	75%
Repairs & maintenance	3,000	1937	65%	8,000	0	0%
Total Expenses	486,917	376375	77%	534,387	430,663	81%

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

March 2011

FY 10/11 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT.34-BY DEPARTMENT RECREATION SERVICES	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
3421 General Interest						
Revenues	16,000	3883	24%	13,000	12,633	97%
Expenses						
Personal Services	5,921	200	3%	0	4,249	
Contractual Services	3,500	5104	146%	12,000	7,621	64%
Other Services	2,200	0	0%	2,350	7,439	317%
Materials & Supplies	0	0		300	350	117%
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	122	0%	0	309	
Total Expenses	11,621	5426	47%	14,650	19,968	136%
3422 Athletics						
Revenues	145,000	107602	74%	190,000	135,288	71%
Expenses						
Personal Services	6,459	4364	68%	3,230	4709	146%
Contractual Services	107,500	62751	58%	110,000	85231	77%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,000	1799	90%	3,300	490	15%
Other Expenses	0	0	0%	0	0	
Total Expenses	115,959	68914	59%	116,530	90,430	78%
3423 Cultural Arts						
Revenues	9,500	6726	71%	10,200	10,996	108%
Expenses						
Personal Services	2,153	2282	0%	0	5,103	
Contractual Services	2,500	1232	49%	1,300	1,400	108%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
Total Expenses	4,653	3514	76%	1,300	6,503	
3424 Early Childhood						
Revenues	42,000	39590	94%	60,000	35,427	59%
Expenses						
Personal Services	10,765	9825	91%	16,000	11,364	71%
Contractual Services	18,500	16335	88%	22,000	18,973	86%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,300	403	18%	2,200	1,066	48%
Other Expenses	0	0	0%	0	0	
Total Expenses	31,565	26564	84%	40,200	31,403	78%

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

March 2011

FY 10/11 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget	FY 09-10 BUDGET	FY 09-10 TO DATE	FY 09-10 % of Budget
3425 Fitness						
Revenues	23,000	35057	152%	28,000	27,024	97%
Expenses						
Personal Services	0	0	0%	0	0	
Contractual Services	15,000	12204	81%	22,000	16,705	76%
Other Services	0	0	0%	0		
Materials & Supplies	0	0	0%	450	42	9%
Other Expenses	0	0	0%	0		
Total Expenses	15,000	12204	81%	22,450	16,747	75%
3426 Paddle Tennis						
Revenues	53,000	60982	115%	40,000	57,610	144%
Expenses						
Personal Services	0	0	0%	0	0	
Contractual Services	17,500	21877	125%	14,100	15,599	111%
Other Services	3,000	4015	134%	7,500	3,812	51%
Materials & Supplies	300	65	22%	500	542	108%
Repairs and Maintenance	3,000	1937	65%	8,000	0	0%
Other Expenses	200	50	0%	0	1,887	
Total Expenses	24,000	27944	116%	30,100	21,839	73%
3427 Special Events						
Revenues	20,000	19130	96%	40,000	23,106	58%
Expenses						
Personal Services	2,153	839		0	236	
Contractual Services	40,400	27768	69%	55,000	26,363	48%
Other Services	4,300	2001	47%	13,700	1,648	12%
Materials & Supplies	5,300	5441	103%	5,300	2,667	50%
Other Expenses	0	33		0		
Total Expenses	52,153	36082	69%	74,000	30,913	42%
3428 General Recreation Administration						
Revenues						
Expenses						
Personal Services	65,566	53789	82%	81,187	58,951	73%
Contractual Services	80,000	80923	101%	72,600	74,768	103%
Other Services	75,500	45678	61%	69,100	72,931	106%
Materials & Supplies	1,900	2405	127%	3,250	1,633	50%
Other Expenses	9,000	11168	124%	9,020	4,577	51%
Total Expenses	231,966	193962	84%	235,157	212,860	91%
Capital Outlay						
Total Expenses	200,000	13361	7%	51,500	33,591	

Healthy Parks Healthy Patients 5K Run
Sunday, April 22, 2012
Benefiting the Village of Hinsdale Parks & Recreation and RML Specialty Hospital

Fundraising

Sponsorship

- Set a sponsorship goal based on projected event expenses
- Solicit cash and in-kind sponsors to support the event
- Coordinate with Recognition & Stewardship committee to ensure that sponsors receive all benefits

Team Recruitment (Corporate, Family and Organization & School recruitment)

- Create a recruitment action plan and identify leaders for each of the above areas
- Set recruitment goals
- Conduct recruitment visits
- Sign up teams and individual participants
- Follow up with recruited teams to ensure participation on event day

Communications & Promotions

- Public Relations
 - Distribute event materials to increase awareness
 - Distribute press release(s) and follow up with media
 - Identify a media contact (including day of event liaison)
 - Coordinate day of event signage with Sponsorship and Mission committees
- Recognition & Stewardship
 - Recognize outstanding teams and award winners
 - Coordinate and post individual and team race results
 - Coordinate with Sponsorship committee to ensure that sponsors receive all event day benefits/recognition
- Mission
 - Coordinate program at event including scripts and event day announcements
 - Work with all committee chairs to ensure activities and messaging on event day is tied back to the mission of both organizations

Logistics

Event Site Leader

- Oversee set up, management and break down of event site including creation of a site map
- Determine event logistical needs including tents, tables, chair, restrooms, signs, safety measures, trash cans, stage, sound equipment, etc.
- Coordinate with sponsorship committee to obtain in-kind donation for logistical needs and/or negotiate discounts with logistical vendors
- Ensure that required permits and event day documentation are in order and on hand event day
- Coordinate event site sign needs with Public Relations committee

Healthy Parks Healthy Patients 5K Run
Sunday, April 22, 2012
Benefiting the Village of Hinsdale Parks & Recreation and RML Specialty Hospital

Route Leader

- Oversee set up, management and break down of race route including creation of a route map
- Ensure that course is well marked on event day
- Oversee on course volunteers serving as course marshals, directing runners, managing water stops and sweeping course in a bike and/or golf cart for runners/walkers

Parking & Traffic Control

- Anticipate and plan for traffic and parking needs for event day
- Assign and oversee parking & traffic control volunteers
- Ensure cars are parked in an orderly fashion
- Work with police and/or local official to ensure safety

Volunteers

- Determine day of event volunteer needs by coordinating with committee chairs
- Create a volunteer prospect list, include local clubs and organizations
- Oversee recruitment of volunteers
- Assign day of event tasks, train and communicate with volunteers
- Conduct post-event thank you and wrap up event to obtain volunteer feedback

Hospitality

- Secure food and beverage donations for day of event, including post-event expo and water stops
- Coordinate day of event delivery, set-up and distribution and clean up of food and beverages

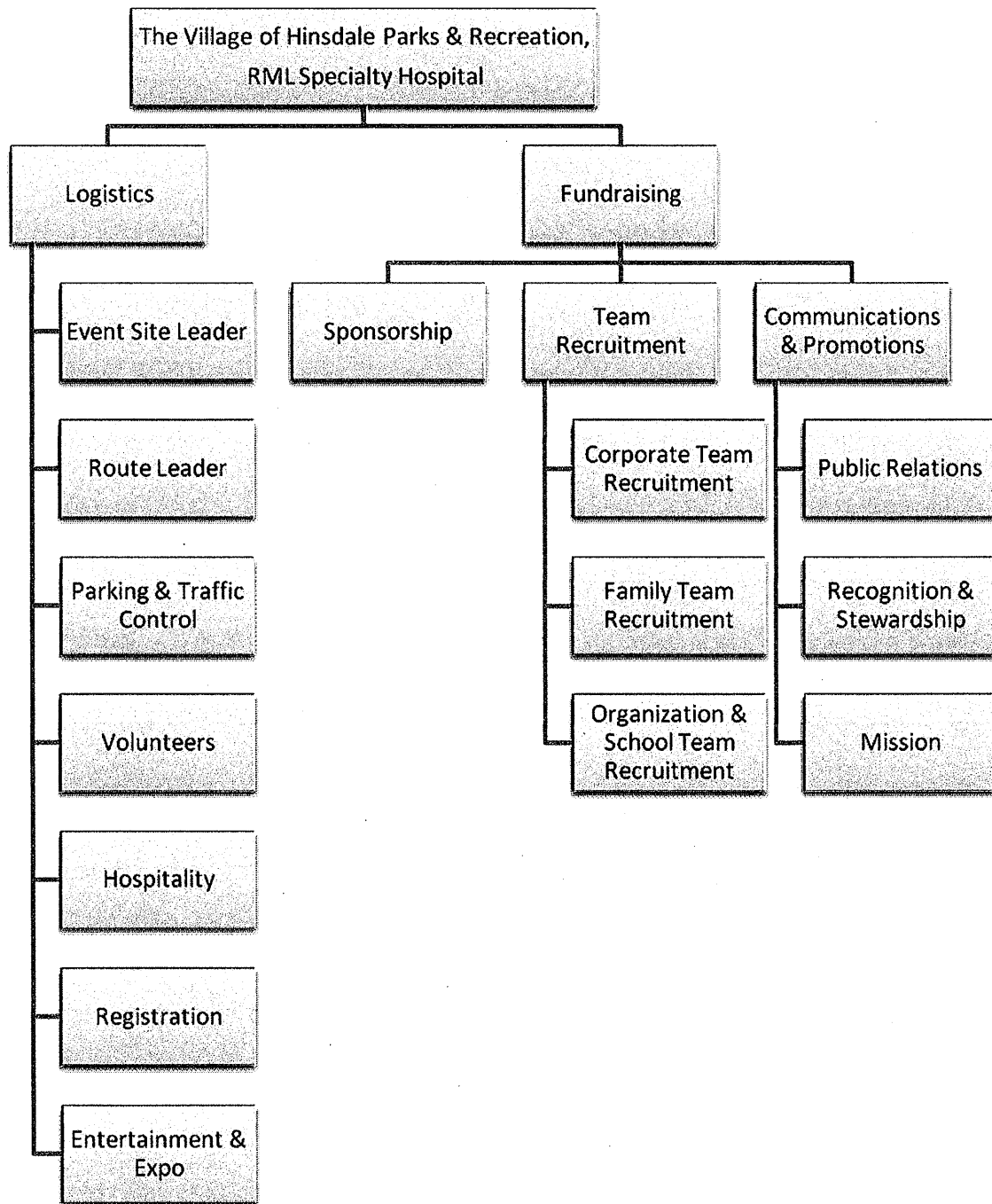
Registration

- Oversee packet pick-up event & onsite registration
- Assemble and distribute participant packets and gifts
- Manage "bank day" donation turn in at packet pick-up event and on day of event

Entertainment & Expo

- Create a festive event atmosphere with entertainers, decorations
- Secure donated entertainment for expo and for on-course activities (cheer stop, bands, etc.)
- Coordinate electrical and/or staging needs with Event Site Leaders
- Oversee event kids activities (kids corner, walk/run)
- Ensure that appropriate sponsors are included in the expo and that themes and product/information distribution at expo is appropriate

Healthy Parks Healthy Patients 5K Run
Sunday, April 22, 2012
Benefiting the Village of Hinsdale Parks & Recreation and RML Specialty Hospital



AGENDA

Gateway Special Recreation Association

Board Meeting
Thursday, April 14, 2011
3:00 PM

Oak Brook Family Recreation Center
1450 Forest Gate Road
Oak Brook, IL 60523

I. CALL TO ORDER/ROLL CALL

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 March 2011 Regular Meeting Minutes
- B. Approval of April 2011 Check Register
- C. Approval of April 2011 Treasurer's Report

VI. REPORTS

- A. RGA Monthly Report
- B. Consumer Parent Advisory Committee
- C. Advisory Oversight Group Reports
 - 1. Fundraising
 - 2. Program
 - 3. Staffing
 - 4. Transportation

VII. OLD BUSINESS

- A. 2011 Summer Camp Transportation Discussion – Contract
- B. Uniform Purchasing Policy Discussion – Fee Option
- C. Update on Village of Hinsdale Request

VIII. NEW BUSINESS

IX. OPEN FORUM

X. ADJOURNMENT

**Gateway Special Recreation Association
Board of Directors Meeting
March 10, 2011**

CALL TO ORDER: Vice President Gina Hassett called the Gateway Special Recreation Association Board of Directors Meeting to order at 3:01 p.m. on Thursday, March 10, 2011 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road, Oakbrook, Illinois. A quorum was present. **ROLL CALL:** Board Members Present: Jim Rogers, Elmhurst; Jim Pacanowski, Burr Ridge; Cindy Yelich, Pleasant Dale; Gina Hassett, Hinsdale; Laure Kosey, Oak Brook; Walter Righton, Willowbrook; Gary Kasanders, Westchester; and Sharon Labak-Neubauer, York Center.

Board Members Absent: Sharon Peterson, Countryside;

Staff Present: RGA Staff Kathleen Carmody;
Gateway Staff, Shelia Swann-Guerrero,

Visitor: Deb Peterson, Willowbrook Recreation Specialist
Brian Kaspar, Westchester
Kim Zoeller, President and CEO of Ray Graham Association
Dave Cook, Village Manager, The Village of Hinsdale

I. OPEN FORUM: None

II. BOARD MEMBER COMMENTS: None

III. COMMUNICATIONS: None

IV. OMNIBUS AGENDA: Motion to approve agenda by Sharon Labak-Neubauer and motion seconded by Jim Pacanowski. On a voice vote, motion carried.

A. Approval of February 2011 Regular Meeting Minutes

B. Approval of March 2011 Check Register

C. Approval of March 2011 Treasurer's Report:

V. REPORTS:

A. RGA MONTHLY REPORT: New coordinator started; Basketball and Swim Lessons went very well.

B. CONSUMER PARENT ADVISORY COMMITTEE: No report

C. ADVISORY OVERSIGHT GROUP REPORTS:

i. Fundraising: Third apparel order submitted; Great positive feedback.

ii. Program: None

iii. Personnel: None

iv. Transportation: Discussed under old business.

VI. OLD BUSINESS:

A. 2011 Summer Camp Transportation Discussion – The board will be executing a contract to proceed with RGA doing the camp transportation.

B. 2011 Day Camp Location Discussion – Jefferson and Edison schools in Elmhurst will be hosting day camps once again.

C. Uniform Purchasing Policy Discussion – Exploring uniform fee option for FY2012.

VII. NEW BUSINESS:

A. Hinsdale Request –

A motion made by Laure Kosey and seconded by Wally Richton, to alter the Association Bylaws and give The Village of Hinsdale until June 1, 2011 to make a decision regarding continued membership of Gateway Special Recreation. The two month extension of the deadline would be applied to the end of the

discussion regarding the timing of Hinsdale's request and the position that the Board was being placed in at this meeting. In order for this motion to pass, a two-thirds vote is needed to proceed with extending the deadline and altering the bylaws.

The motion failed for lack of a two-thirds vote by ROLL CALL vote:

Aye: Cindy Yelich, Laure Kosey, Wally Richton, and Sharon Labek-Neubauer

Nay: Jim Rogers, Jim Pacanowski, Gary Kasanders

Abstain: Gina Hassett

Laure Kosey made a motion and seconded by Gary Kasanders to have the FY2012 budget member contribution not to exceed five percent. Discussion pursued regarding Hinsdale not being able to approve a higher increase in membership dues while some members were not comfortable with Hinsdale dictating our budget process.

The motion passed by ROLL CALL vote:

Aye: Gina Hassett, Laure Kosey, Cindy Yelich, Jim Rogers, Jim Pacanowski, Sharon Labek-Neubauer, Wally Richton, and Gary Kasanders.

Nay: None

VIII. OPEN FORUM: On May 5, 2011, Walter Richton will be retiring from The Village of Willowbrook.

IX. ADJOURNMENT: There being no further business, a motion made by Jim Pacanowski to adjourn the meeting at 5:23 p.m. and motion seconded by Gary Kasanders. On a voice vote, motion passed.

Respectfully Submitted By,

Laure L. Kosey
Secretary

**Gateway SRA Board Meeting
Oak Brook Park District
April 14, 2011
RGA Report**

Staffing

- Coordinator hours for direct involvement in March 2011 programs is as follows:
 - **Mike Baig**- 33 hours for Weekly Programs, 7 hours for Special Events and 10 hours for Special Olympics.
 - **Ryan Cortez** – 25 hours for Weekly Programs, 13 hours for Special Events and 4 hours for Special Olympics.
 - **Carolyn Strasen** - 13 hours for Weekly Programs, 3 hours for Special Events and 18 hours for Special Olympics.

Weekly Programs

- **Fun with Fitness** continues to keep Gateway participants active, flexible and strong. Nancy Knopp was added step and core exercises to the lesson plan.
- **New Horizons** is an active program with each session beginning with exercises, then adapted sport, a craft and a game.
- **Tuesday Travelers** went to Mid Evil times and enjoyed an adventure at Magic quest in Lombard. We also got in some shape playing gym games, and finished the session at beautiful Morton Arboretum!
- **Community Cruisers** went Pump It Up and did some jumping, also enjoyed a movie and a Nature Walk!
- **Hang-time** enjoyed a Gateway favorite bowling, created beautiful crafts, and participated in outside park fun.
- **Northern Social Club** participants really enjoyed the movie Rango
- **Southern Social Club** took in a little theatre and saw the fantasy play Chitty-Chitty Bang Bang!
- **Teen North Social Club** went to the Ice Cream Social.
- **Teen South Social Club** went to the Ice Cream Social.
- **Weekend Warriors** enjoyed going to Safari land and being creative painting hand sculpted pottery.
- **Guys Night Out** participants bowled at the plush Lucky Strike in Lombard!

- **Girls Night Out** met on Saturday, March 12th and headed out to T T Nails in Darien for an evening of pampering. Each lady received a professional manicure and finished with a stop at dunkin doughnuts for hot chocolate and tea.
- **Lunch Box Bunch** provides an opportunity for participants to socialize with their friends after bowling and before Weekend Warriors. After lunch, participants choose up to three different activities to play before the group heads out with the Warrior program.
- **Bowling** on Monday and Saturday participants improved their consistency and scores. Two participants, who have had difficulty bowling for more than a frame, are now bowling 5-10 frames a game! Saturday bowling new location has been working out!
- **Saturday Explorers** truly explored the outdoors and social time.
- **Recreation "Sense"ation** program continued to be a success in March. All three participants from the previous season have signed up again with one more addition to our Saturday program. We are continuing to build on sensory, social, communication and positive supports that we have learned in the previous season along with continuing our swimming each week and community outings. This month we had 3 community outings that included a trip to the newly designed Little Red School House and 2 trips to the bowling alley. The participants really like to go out in the community and explore new and different places.
- **Cooking 103** was another success this winter. The participants created and enjoyed many different winter comfort foods.
- **Creative Arts** has been a successful new program this season. Participants have created their own pottery, built cars and did some stained glass projects.
- **Drama** program has been practicing very hard for our upcoming play in May *Gilligan's Island* our actors were given the script to start practicing during our fall program season and have studying and memorizing ever since.
- **Chorus** program has a new instructor Edith who has been working very hard at designing a list of songs to be performed during our play in May. The participants have been working hard practicing proper singing techniques, notes and scales and learning new song lyrics. The participants are very eager to showcase their talents in the future.

Special Events

- **Ice Cream Social** on Friday, March 4 was our first ever 1950's style held at The Abbey in Elmhurst. The evening was filled 1950's jukebox music, trivia games and most of all Ice Cream. The participants had fantastic evening.
- **St. Patrick's Day Dance** on Friday, March 18 was a themed dance that included a full Irish dinner, performance by the Identity Dance Group and Irish inspired games

and activities.

- **Horseback** riding lessons through the RGA program Horsemanship program was a success for the 6 riders who took a full half hour lesson once a month. Our group met on Sunday, March 20 and everyone seems to really benefit from this new program we are offering. We are hoping for more attendance in future horsemanship programs as this program gains popularity.
- **Chicago Wolves Game** on March 19 was a hit. Gateway cheered to hockey team to victory. This was a popular event and everyone had a great time.
- **Upcoming Special Events:**
 - Horseback Riding Lessons on Wednesday, April 6 and 20 2011.
 - Classic Movie Sunday, April 10, 2011.
 - Meal and a Movie on Sunday, April 17, 2011.

Special Olympics

- **Swim Lessons** ended for the winter season on March 7th. We had one swimmer who progressed from our lessons to joining our S.O. Swim team. She is registered for S.O. Swim team for the spring season.
- **Softball conditioning** is preparing the softball players for our upcoming softball season.
- **S.O. Power lifting** continues to go well. Each athlete has a circuit developed specially for them. The staff, especially Drew-a personal trainer at World Gym, has been very accepting and has assisted our athletes as well. The Gateway has a good team of weightlifters this year.
- **Gators Swim Team** Swim team continued to practice. We are honing in on technique and turns.
- **The Gator Indoor Track and Field** Indoor Track finished strong. We secured our qualifying times for individual events and relays. This program conditioned our athletes for the outdoor season which began April 4th.
- **Gator Soccer** is developing nicely. The returning athletes are actively including our few new soccer athletes into the program. The team is very strong and we have hopes of going to state this season. Thanks to York Center PD for use of their gym for our indoor soccer program which prepared the team for competition. Thanks to Pleasantdale PD for all of their work locating and preparing fields for the home games.
- **S.O. Softball Conditioning** continues to go well. The athletes are practicing their fielding and batting skills. They are also working on the strike zone and how to hold up if they see it is a ball.

Gateway Special Recreation Association

Monthly Treasurer's Financial Statement

Fiscal Year Beginning July 1, 2010 - June 30, 2011

Date: April 14, 2011

<u>Acct.</u>	<u>Revenues</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>Budget</u>	<u>Yr. to Date</u> <u>Budget</u>
100	Member Fees	\$ -	\$ 447,780.00	\$ 447,760.00	100%
110	Interest	\$ 10.75	\$ 121.35	\$ 125.00	97%
120	Grant/Donations	\$ -	\$ -	\$ -	
130	Fundraising	\$ -	\$ 5,490.00	\$ 7,000.00	78%
140	Miscellaneous Revenues	\$ -	\$ -	\$ -	
	Total Revenues	\$ 10.75	\$ 453,391.35	\$ 454,885.00	100%

<u>Acct.</u>	<u>Expenses</u>	<u>Current</u> <u>Month</u>	<u>Year to</u> <u>Date</u>	<u>Budget</u>	<u>Yr. to Date</u> <u>Budget</u>
500	RGA Service Contract	\$ 97,401.00	\$ 389,604.00	\$ 389,605.00	100%
505	One on One Services	\$ -	\$ 3,048.34	\$ 11,700.00	26%
510	Gateway Scholarships	\$ -	\$ 5,355.00	\$ 3,100.00	173%
520	Day Camp Transportation	\$ -	\$ 39,106.35	\$ 30,120.00	130%
525	Team Supplies	\$ -	\$ 1,359.29	\$ 900.00	151%
530	Brochure Printing	\$ -	\$ 5,051.02	\$ 7,200.00	70%
540	Vehicle Fuel & PM	\$ -	\$ 7,000.82	\$ 6,000.00	117%
545	Vehicle Repairs	\$ -	\$ 2,364.14	\$ 4,500.00	53%
550	Insurance	\$ -	\$ 2,190.77	\$ 2,195.00	100%
555	Professional Services	\$ 2,257.50	\$ 10,535.70	\$ 2,500.00	421%
560	Fund Raising Expenses	\$ -	\$ 4,434.85	\$ 5,875.00	75%
570	Miscellaneous Expenses	\$ 20.25	\$ 361.64	\$ 235.00	154%
	Total Expenses	\$ 99,678.75	\$ 470,411.92	\$ 463,930.00	101%

Gateway SRA Check Register

Date: April 14, 2011

[illegible]

Account Balances before April register

Checking	\$ 732.08
----------	-----------

Money Market	\$ 123,615.19
--------------	---------------

Total	\$ 124,347.27
-------	---------------

Less April Check Register	\$ 99,658.50
---------------------------	--------------

Total Balance	\$ 24,688.77
---------------	--------------

GATEWAY REPORT

1 : 1 Staff Participants

Community	9/21/2010	1/17/2011
Burr Ridge	\$ -	\$ -
Countryside	\$ -	\$ -
Elmhurst	\$ 518.00	\$ 416.25
Hinsdale	\$ -	\$ 333.00
Oak Brook	\$ -	\$ -
Pleasantdale	\$ 407.00	\$ 148.00
Westchester	\$ -	\$ -
Willowbrook	\$ 578.59	\$ 647.50
York Center	\$ -	\$ -
TOTAL	\$ 1,503.59	\$ 1,544.75

Scholarships

Community	9/21/2010	2/9/2011
Burr Ridge	\$ 132.50	\$ 442.50
Countryside	\$ 60.00	\$ 135.00
Elmhurst	\$ 650.00	\$ 1,434.50
Hinsdale	\$ 150.00	\$ 150.00
Oak Brook	\$ -	\$ -
Pleasantdale	\$ 190.00	\$ 314.00
Westchester	\$ 300.00	\$ -
Willowbrook	\$ 232.50	\$ 274.00
York Center	\$ -	\$ -
TOTAL	\$ 1,715.00	\$ 2,750.00

Agency Totals

Community	Totals
Burr Ridge	\$ 575.00
Countryside	\$ 195.00
Elmhurst	\$ 3,018.75
Hinsdale	\$ 633.00
Oak Brook	\$ -
Pleasantdale	\$ 1,059.00
Westchester	\$ 300.00
Willowbrook	\$ 1,732.59
York Center	\$ -
TOTAL	\$ 7,513.34

1 : 1 Total \$ 3,048.34

Scholarship Total \$ 4,465.00