

# Gateway Special Recreation Association

Board Meeting

Thursday, November 9, 2017

3:00 PM

Oakbrook Family Recreation Center

1450 Forest Gate Road

Oakbrook, 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, 2017 Regular Meeting Minutes

B. Approval of the October, 2017 Regular Meeting Minutes

C. Approval of November, 2017 Check Register

D. Approval of October, 2017 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Articles of Agreement and Indemnification

VIII. NEW BUSINESS

A. Audit 2016/2017

B. Intergovernmental Agreement between the Village of Willowbrook and the Gateway Special Recreation Association Concerning Grant of SRA Funds for 2017-2018

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 Cindy Szkolka, at 630-993-8910 or at [cszkolka@epd.org](mailto:cszkolka@epd.org) promptly to allow the Board to make reasonable accommodations for those persons.

**GATEWAY SPECIAL RECREATION ASSOCIATION**

**BOARD OF DIRECTOR'S MEETING**

**October 12, 2017**

- I. Call to Order:** Chairman Cindy Szkolka called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on October 12, 2017 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

*Roll Call:* Board Members present: Jim Pacanowski, Burr Ridge; Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Matt Russian, Pleasant Dale; Lianne Robinette, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center

*Absent:* Karen Spandikow, Oakbrook

*Ray Graham Staff:* Ryan Massengill

*Visitors:* None

- II. Open Forum:** None

- III. Board Member Comments:** None

- IV. Communications:** None

- V. Omnibus Agenda:** President Szkolka stated that since the August, 2017 meeting minutes had not been presented as of yet, Item A would have to be removed from the Omnibus Agenda. Scott Nadeau added that there are 3 outstanding checks (#1937, #1939, and unnamed) which are made out to JMS Auto. JMS's position is that we do not owe them these funds and we have a credit. Gateway's Treasurer feels otherwise. JMS refused to issue us a refund for the prior discrepancy and instead issued a credit and that was sufficient for Gateway's audit. Mr. Nadeau asked how long these checks should stay outstanding. It was concluded that these checks should be voided to clear the books. A motion was made by Sharon Peterson, Countryside; to approve the Omnibus Agenda Items B – D and seconded by Jim Pacanowski, Burr Ridge.

B. Approval of September, 2017 Regular Meeting Minutes

C. Approval of October, 2017, Check Register

D. Approval of October, 2017 Treasurer's Report

On a voice vote, the motion passed unanimously

**VI. Reports:**

RGA Monthly Report-Superintendent Massengill noted that registration numbers are very comparable to last year's numbers. There were a few cancelled programs as well as a few programs that are full. Staffing is steady with 3 Rec Leader and 2 Rec Instructor positions open. Ms. Massengill updated the scholarship status and noted that the Line Item #520 was corrected from last month's question as it was a simple clerical error. Scott Nadeau noted that Garry Kasanders had made the change and updated spreadsheets had been sent. The Winter/Spring brochure development is underway. As there was some registration changes last year, this year participants will be able to register for Winter programs, Spring programs, and/or Winter/Spring programs together. Gators softball was highlighted as they went to the state tournament and had a great time. The volleyball team will be headed to Rockford for a tournament in the near future.

**VII. Old Business:**

**A.** Articles of Agreement-Indemnification- Chairman Szkolka noted that signature pages are still needed from Oak Brook and York Center. Indemnification paperwork is still needed from Burr Ridge and Oak Brook. Original hard copies of these documents, along with the RGA Agreement, will be kept by the Gateway Secretary once they are collected.

**B.** JMS Billing- Item was heard as part of Item V.

**VIII. New Business:**

**A.** Audit 2016/17 – The audit work has been completed but the report has not been finished. We anticipate the completed audit to be on next month's agenda.

**IX. Open Forum: None**

**X. Adjournment:** Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Sharon Peterson, Countryside. Motion passed on a voice vote. Meeting adjourned at 3:11pm.

**GATEWAY SRA  
CHECK REGISTRY  
Date**

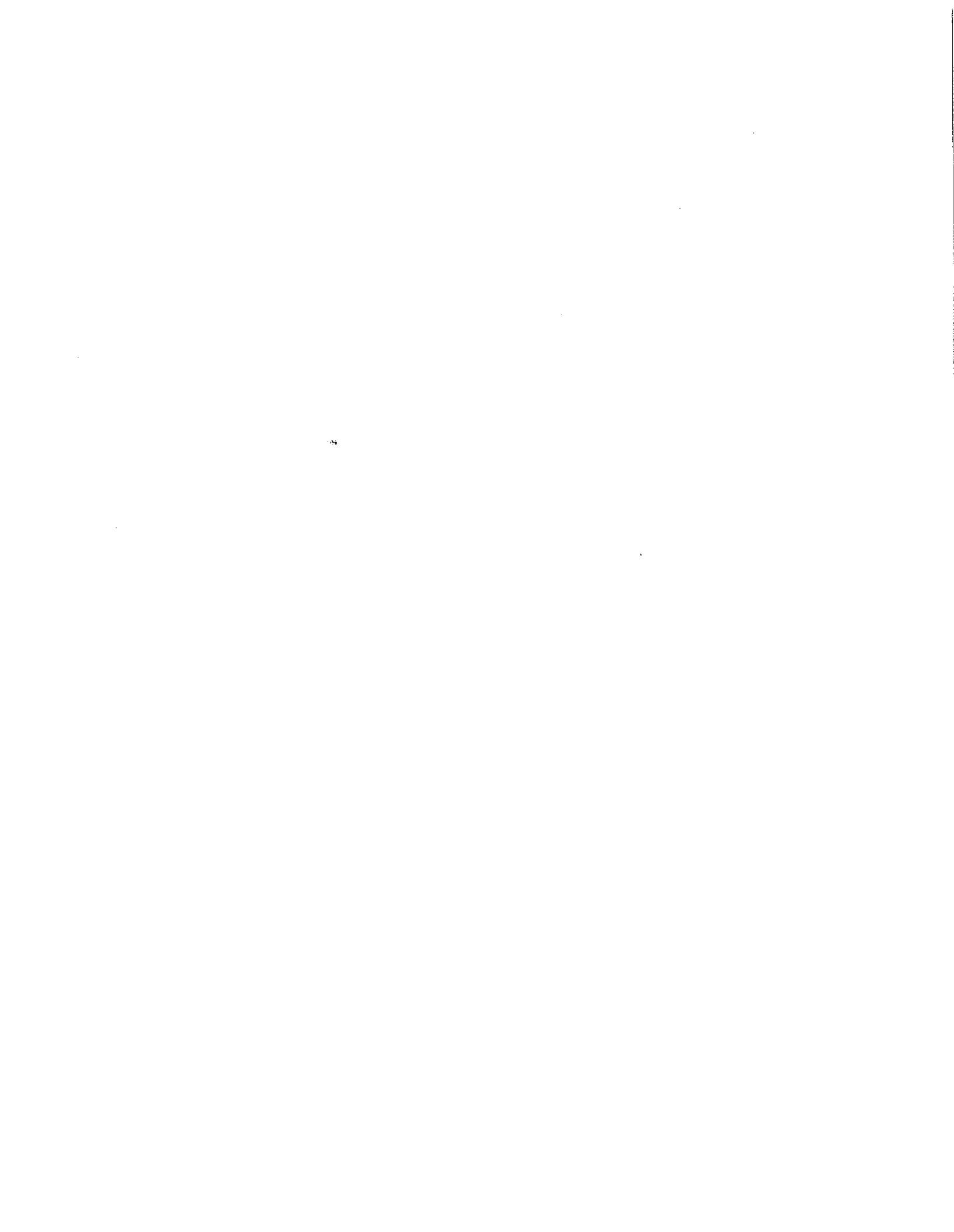
Check #	Issued to	Description	Amount	Total
1950	MacLean Web Works	Website Host	\$ 135.00	\$ 135.00
1951	Village Of Hinsdale	Fuel	\$ 449.76	\$ 449.76
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>Totals</b>				<b>\$ 584.76</b>

Bank Accounts Reconciled as of	
General Checking Account	\$ 2,561.16
Money Market Account	\$ 169,726.59
<b>Totals</b>	<b>\$ 172,287.75</b>
Check Registry	\$ 584.76
Outstanding check Total	\$ -
Balance after Check Registry	\$ 171,702.99



**GATEWAY SRA 2017-208**  
**MONTHLY TREASURER'S STATEMENT**

DATE		November				
REVENUES		CURRENT	YEAR TO		VARIANCE	% OF
<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>MONTH</u>	<u>DATE</u>	<u>BUDGET</u>	<u>TO BUDGE</u>	<u>BUDGET</u>
110	Interest	\$ 181.92	\$ 617.19	\$ 625.00	\$ 7.81	99%
120	Member Contributions	\$ -	\$ 262,178.92	\$ 526,939.81	\$ 264,760.89	50%
<u>130</u>	<u>Misc. Revenues</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
Total Revenues		\$ 181.92	\$ 262,796.11	\$ 527,564.81	\$ 264,768.70	50%
EXPENSES		CURRENT	YEAR TO		VARIANCE	% OF
<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>MONTH</u>	<u>DATE</u>	<u>BUDGET</u>	<u>TO BUDGE</u>	<u>BUDGET</u>
500	Audit Services	\$ -	\$ -	\$ 3,800.00	\$ 3,800.00	0%
510	Day Camp Transportation	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0%
520	Financial Assistance	\$ -	\$ 2,441.00	\$ 4,000.00	\$ 1,559.00	61%
530	Legal Fees	\$ -	\$ 222.00	\$ 1,500.00	\$ 1,278.00	15%
540	Insurance	\$ -	\$ 2,104.00	\$ 2,310.00	\$ 206.00	91%
550	Misc. Expenses	\$ -	\$ 74.39	\$ 250.00	\$ 175.61	30%
560	One on One Aids	\$ -	\$ 5,587.01	\$ 10,712.00	\$ 5,124.99	52%
570	Program Supplies	\$ -	\$ 2,633.85	\$ 1,000.00	\$ (1,633.85)	263%
580	Web/IT	\$ 135.00	\$ 135.00	\$ 2,000.00	\$ 1,865.00	7%
590	Service Contract	\$ -	\$ 228,754.00	\$ 457,507.00	\$ 228,753.00	50%
600	Vehicle Fuel	\$ 449.76	\$ 1,552.64	\$ 8,750.00	\$ 7,197.36	18%
610	Vehicle Repairs	\$ -	\$ 1,342.10	\$ 11,000.00	\$ 9,657.90	12%
<u>620</u>	<u>Transportation Fund</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,207.00</u>	<u>\$ 11,207.00</u>	<u>0%</u>
Total Expense		\$ 584.76	\$ 244,845.99	\$ 519,536.00	\$ 274,690.01	47%





To: Gateway Special Recreation Association Board  
From: John Fenske, Interim Superintendent of Parks & Recreation  
Re: Intergovernmental Agreement between the Village of Willowbrook and the Gateway Special Recreation Association Concerning Grant of SRA Funds for 2014-2018  
Date: November 9th, 2017

In 2006, the Gateway Special Recreation Association and the Village of Willowbrook entered into an intergovernmental agreement that enabled the Village to utilize tax funds from its Special Recreation Fund in making Willowbrook's park facilities more accessible to persons with disabilities and to implement programs for such individuals. As a result, disabled participants in the Gateway community and other persons with disabilities have benefited from this initiative. This agreement is done at no cost to the Gateway SRA, as it is a paper transaction that continues in perpetuity until terminated by either party.

At the meeting on November 9th, I will be presenting to the Gateway Board for approval the special project grant per the terms of the current agreement for Fiscal years 2012-2018. The expenditure of funds by way of a direct contribution or "grant" from the Gateway SRA to the Village of Willowbrook meets the requirements of State Statute (65 ILCS 11-95-14) in allowing municipal units of government to levy a tax for such purposes. The attached summary lists this current fiscal year's expenses as well as those from the previous 5 years.

If you have any questions, please do not hesitate to call me at 630.920.2251.

Thank You,

John Fenske  
Interim Supt. of Parks & Recreation  
Village of Willowbrook



Village's Fiscal Year SRA Tax Levy Year	4/30/2014 2012	4/30/2015 2013	4/30/2016 2014	4/30/2017 2015	4/30/2018 2016	4/30/2019 2017
Gateway SRA Membership Dues	36,833	37,360	35,606	37,045	37,785	38,541
Staff Costs	5,400	5,400	5,400	5,400	5,400	5,400
ADA Accomodations 1 on 1 Aides	6,200	5,000	5,000	5,000	5,000	6,500
Special Recreation fishing day at Willow Pond	400	400	400	400	400	200
Contingency for ADA assistance for participants in Parks & Rec. department activities	1,000	1,000	1,000	1,000	1,000	1,000
Approved Playground Mulch 4 loads x \$1500/load x.5	3,000	3,000	3,000	3,000	3,000	3,000
Labor for spreading mulch 4 loads x \$800 x.5	1,600	1,600	1,600	1,600	1,600	1,600
Handicapped portable toilet upgrade at Borse & Willow Pond Willow Pond 2013-2017 \$25/mo. X 7 mo. \$25/mo. X 3 months X 2 parks 2018+	175	175	175	175	175	150
ADA Park Improvements	13,300	17,200	21,000	21,000	104,035	21,950
<b>TOTAL EXPENSES</b>	<b>67,908</b>	<b>71,135</b>	<b>73,181</b>	<b>74,620</b>	<b>158,395</b>	<b>78,341</b>
LESS: Estimated Amount of Restricted SRA Funds in Reserves	-	-	-	-	(83,775)	-
<b>Total SRA Tax Levy Request</b>	<b>67,908</b>	<b>71,135</b>	<b>73,181</b>	<b>74,620</b>	<b>74,620</b>	<b>78,341</b>

