



MEETING AGENDA

**MEETING OF THE
PARKS AND RECREATION COMMISSION
Tuesday, November 14, 2023
6:00 p.m.
MEMORIAL HALL – MEMORIAL BUILDING
19 E. CHICAGO AVENUE
(Tentative and Subject to Change)**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - a) Approval of Minutes- October 10, 2023
- 5. LIAISON REPORTS**
 - a) Gateway Update
- 6. MONTHLY REPORTS**
 - a) Staff Report
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - a) Consider the installation of a plaque on a bench in Burlington Park
 - b) Consider a recommendation or recommendations to the Village Board regarding the construction of two (2) additional paddle courts at KLM Park
- 9. CORRESPONDENCE**
- 10. OTHER BUSINESS/DISCUSSION ITEMS**
 - a) Quarterly Commission Meetings
- 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 Andrianna Peterson, ADA Coordinator, at 630-789-7005 to allow the Village of Hinsdale to make reasonable accommodations for those persons.

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

4a.

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION
Tuesday, October 10, 2023**

DRAFT

CALL TO ORDER

Chairman Waverley called the meeting to order at 6:04pm.

ROLL CALL

Present: Chairman Alice Waverley, Commissioners Darren Baker, Chris Boruff, Heather Hester, Steve Keane, and Pat Rooney
Absent: Commissioner Greg Moore
Others Present: None
Staff Present: Andrianna Peterson, Assistant Village Manager
Michael Hayes, Superintendent of Parks and Recreation
Todd Linder, Recreation Supervisor
Maggie South, Administrative Assistant

Mr. Hayes introduced Mr. Linder to the Commission.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

A. Approval of Minutes- April 25, 2023

Commissioner Boruff made a motion to approve the minutes of the April 25th meeting as presented. Commissioner Baker seconded the motion. Upon the call of the roll, the vote was:

Ayes: Commissioners Baker, Boruff, Hester, Keane, and Rooney

Nays: None

Absent: Commissioner Moore

The motion passed. The minutes of the April 25th meeting were approved.

B. Approval of Minutes – May 9, 2023

Commissioner Baker made a motion to approve the minutes of the May 9th meeting as presented. Commissioner Keane seconded the motion. Upon the call of the roll, the vote was:

Ayes: Commissioners Baker, Boruff, Hester, Keane, and Rooney

Nays: None

Absent: Commissioner Moore

The motion passed. The minutes of the May 9th meeting were approved.

LIAISON REPORTS

A. Gateway Update

Mr. Hayes presented the Gateway report. Hinsdale is still leading the way in terms of participation numbers. Ms. South and Mr. Hayes have audited the enrollments to be sure that all participants live in Hinsdale. Gateway used the pool and the warming hut at Burns for programming this past summer.

MONTHLY REPORTS

A. Staff Report

Mr. Hayes presented the Staff Report. The fall/winter brochure went live on July 31st and registrations began August 7th. The winter/spring brochure will go live at the end of November. Staff will be placing additional signs at parks and running an ad in *The Hinsdalean* to advertise the brochure. The Commission and Mr. Linder discussed program

offerings and publicizing the brochure.

Mr. Hayes discussed summer events such as Movies in the Park and Lunch on the Lawn. The Fourth of July parade was a huge success this year with over 80 entrants taking part and celebrating the Village's 150th Anniversary.

Fall events include the Fall Family Festival on October 14th, which has been moved to Burlington Park to better tie in with the Police and Fire Open Houses. This event will feature free pumpkins for the first 500 attendees, bounce houses, food trucks, and entertainment. Winter Wonderland will be held on December 3rd at KLM Park. Staff will again offer Letters from Santa in December.

The Fall T-Ball League was sponsored by Salt Creek Ballet and was once again successful with 108 children enrolled.

Mr. Hayes provided an update on social media numbers. Staff has seen steady growth in subscriber numbers as the Department continues to maintain an active social media presence. A Parks Maintenance report was provided. Highlights included new landscaping and equipment updates on some athletic fields and courts.

Mr. Hayes highlighted two summer volunteers. One gentleman walks KLM Park to pick up refuse in the park. The other, Faris Siddiqi, turned the garden at Eleanor's Park into a pollinator garden for his Eagle Scout project. Commissioner Rooney recommended publicizing seasonal volunteer opportunities to the community. Mr. Hayes and the Commission discussed volunteer opportunities for events.

The 2023 pool season ended on Labor Day and staff has begun to winterize the facility. Staff has received compliments on the facility. Currently, staff is seeking feedback from other agencies on their pool operations via a survey. Once budget preparations for the coming year are completed, staff will present an aquatics report to the Commission. Staff has also sent out a survey to 2023 pool members and will include member feedback in the aquatics report as well. Commissioner Hester was complimentary of pool operations this season. The Commission briefly discussed the concessionaire for the 2023 season.

In August and September, The Lodge hosted a number of successful events, including a fundraiser event for The Violet Foundation. Staff is working to rent to more corporate events, special events, or memorials for any remaining 2023 dates. Staff also attended the Luxury Bridal Expo at Drury Lane in Oak Brook, which was a successful networking event. Mr. Hayes reported that staff is in the process of conducting a comparison study of comparable venues in the area to better gauge where The Lodge stands among other venues.

OLD BUSINESS

None.

NEW BUSINESS

None.

CORRESPONDENCE

None.

OTHER BUSINESS/DISCUSSION ITEMS

A. Update on Parks and Recreation Projects

Mr. Hayes provided an update on future capital plans. This includes the Burns Field Playground equipment, to be tentatively installed in spring of 2024. The purchase of the playground equipment will be provided to the Village Board for consideration in the coming weeks. Other proposed capital plans include basketball court repairs, fence repairs at KLM Park and Burns Field Park, tuck pointing at the Montessori School at KLM Park, replacing bleachers and soccer goals, flooring and sound system updates at The Lodge, and pool maintenance projects. The capital plan also includes updating the Parks and Recreation Master Plan, which will include a community survey regarding recreation programming and facilities to help the Department better plan for the community's needs. The Commission discussed the 2024 plans for the ice rink, which will be located at Burns Field Park in the same location. The Commission also discussed feedback regarding the off-leash area at KLM Park and the status of the OSLAD and PARC Grants. The Village was able to obtain some funds that could be used for an elevator at The Lodge and will continue to apply for additional grant funds for the pool.

B. 150th Sesquicentennial and Memorial Building Campaign

Ms. Peterson presented the Memorial Building Plaza and Roof Railing Campaign materials to the Commission. The campaign is up and running and the Village has received over \$30,000 in donations from residents and businesses. There are several different donation levels and all contributions are tax deductible. The campaign is tentatively scheduled to conclude on December 31st. Ms. Peterson provided a brief history of the Memorial Building for the Commission. She asked that the Commission share the information via social media and with any other contacts. The goal is to construct the plaza in the spring of 2024 so that it is completed by the time Uniquely Thursdays begins.

ADJOURNMENT

There being no further business before the Commission, Commissioner Keane made a motion to adjourn the meeting. Commissioner Boruff seconded the motion. Upon the call of the roll, the vote was:

Ayes: Commissioners Baker, Boruff, Hester, Keane, and Rooney

Nays: None

Absent: Commissioner Moore

The motion passed. The meeting was adjourned at 7:00pm.

ATTEST:

Maggie South, Administrative Assistant



Gateway SRA Board Meeting
October 26, 2023
RGA Recreation Services Report



5a.

October 2023

Fall 2022

District	Registered Participants	Number of Programs
Burr Ridge	5	29
Elmhurst	57	239
Hinsdale	19	96
Oak Brook	8	49
Pleasant Dale	3	5
Willowbrook	6	10
Westchester	3	12
Countryside	2	6
York Center	0	0
Non-resident	4	15
Total	107	461

Fall 2023

District	Registered Participants	Number of Programs
Burr Ridge	4	24
Elmhurst	67	293
Hinsdale	26	143
Oak Brook	9	50
Pleasant Dale	3	5
Willowbrook	7	11
Westchester	6	19
Countryside	2	4
York Center	0	0
Non-resident	11	35
Total	135	584

Fall 2023 Program Line Up (Dates: September 11 – January 5)

- 22 weekly programs (Youth and Adult)
- Gators Athletics – Bowling, Volleyball, Basketball, Swim Team
- 12 Special Events
- 1 – 2-week winter break camp (December 27-29 & January 3-5)

Gateway Vehicles Update as of 10/25/2023

Vehicle #	Type	Year	Mileage	Maintenance	Plans
283	Paratransit Bus Ford E450 15p + WC	2016	56,620	None	Lease Ends August 2023
298	15p Ford Transit	2019	12,830	Oil Change	None
312	15p Ford Transit	2023	3,161	None	None

Vehicles:

Needs: (1) 15 Passenger W/C accessible Bus – 2 newly lease paratransit expected in July 2024

Leisure Education D86 & D205

- We began expressive arts 1x per week with D205 York High School Special Education classes.
- Therapeutic swimming supports 1x per week are on the horizon with D205 Transition Center.
- We conduct 2 art classes per week with the D86 Transition Center

Basketball Officials and Volunteer Score Keepers Needed

Planning for our basketball season. We will be in search of referee officials for our home games. Tuesday night's 7-8pm either Oak Brook Park District or Elmhurst locations. Beginning about November 28. Schedule will be out soon, and I will forward along.

Upcoming PR Events

- Oak Brook Park District Trick or Treat Trail

Continue to send Ryan events where "Gateway SRA" can be represented.

Upcoming Events for October & November

- Pumpkin Decoration Events
- Monster Mash
- Chicago Bears Viewing Party
- Friendsgiving

Highlights and Success

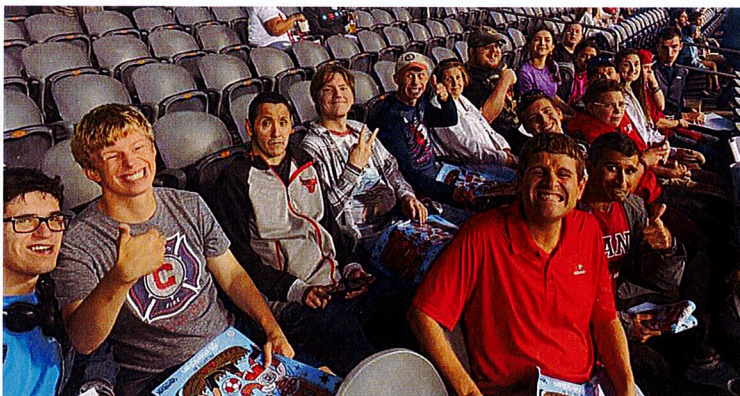
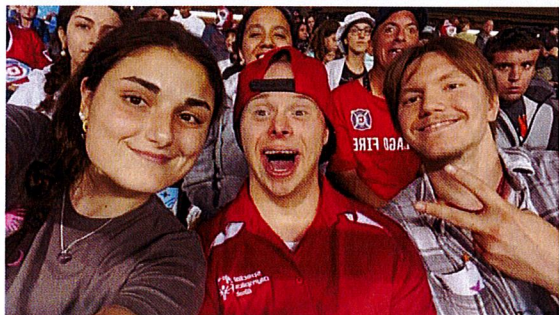
Gators Green Softball – 2nd place at S.O.I. State Tournament in Springfield – 2nd PLACE IN THE WHOLE STATE!!!!



Disco Fever Dance with NEDSRA

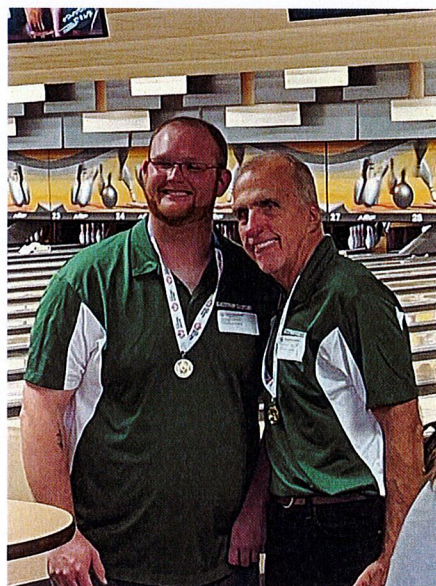


Chicago Fire Soccer Game



Gators Bowling – S.O.I Sectional Bowling Tournament

Congratulations to Patrick, Ryan and Mike for taking 1st place! They will be going to Peoria in December to compete in the state tournament.



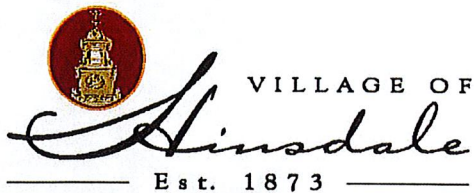
Gators Volleyball – Green and White Teams

Green – 1st place at S.O.I Qualifier, ITRS Tournament and S.O.I State in Rockford



White – 3rd place at S.O.I Qualifier & 2nd place at ITRS Tournament





DATE: November 14, 2023

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

FROM: Michael Hayes, Parks & Recreation Superintendent; CPRP, CPO

RE: October Parks and Recreation Update

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

Upcoming Brochure & Program Update

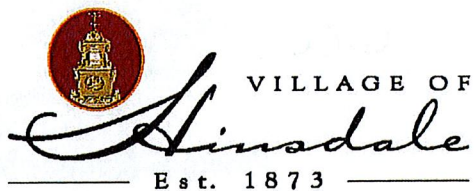
Staff has begun preparing the winter/spring brochure. The brochure is currently scheduled to go live on the website by November 6th. Resident and non-resident registration will begin December 4th. Over 338 programs will be listed in the upcoming brochure, which is slightly up from the previous season. With the exception of our athletic programming, all of our other program areas are programs hosted by other agencies and we co-op enrollment with them to ensure the program runs. Hosting agencies continuously evaluate what programs they offer and remove programs that struggle with enrollments. This is evident in our youth programs for the upcoming season as our total program offerings dropped.

2024 Winter/Spring Program Offerings

Youth Programs - 112 Classes
Dance Programs - 26 Classes
Athletics – 153 Classes
Adult Programs – 47 classes

2023 Winter/Spring Program Offerings

Youth Programs - 136 Classes
Dance Programs - 24 Classes
Athletics – 136 Classes
Adult Programs – 34 classes



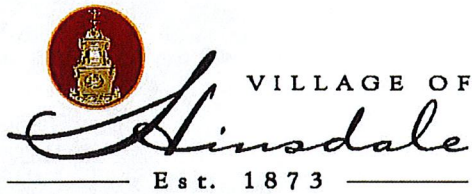
We are also working with the Village of Willowbrook Recreation Department to offer a wider array of Senior classes and trips. We currently have their program guide up on our website for our residents. This new partnership allows Hinsdale residents the ability to receive resident rates for senior programs and ensures a profit share just like all of our other co-op partnerships.

Registration reminder signs will be placed in all parks the third week of November to remind residents that the brochure is available and registration will begin. We will be continuing these types of announcements for our summer and fall brochures. There also will be an ad in The Hinsdalean.


**The Winter/Spring Program
Guide is out now! Registration
begins first week of December**



For more info, visit: villageofhinsdale.org/pr

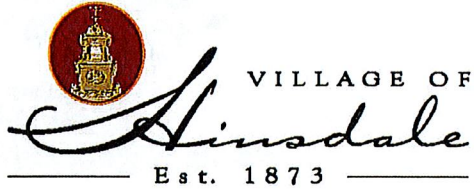


Staff is working on a partial brochure redesign; the new setup will allow residents to find the programs that interest them more easily and the layout will be more intuitive regarding which programs and events that the Recreation Department is wanting to grow.

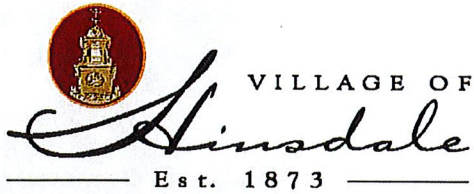
The chart below is outlining the number of recreation programs offered and the number of registrations processed through the end of the third quarter of the year. October-December data will be collected at the end of December when registration is completed.

RECREATION SERVICES	2022	Jan-Mar	Apr-June	Jul-Sept	Oct-Dec	YTD 2023
Recreation Programs Offered	1,063	277	325	182		784
Recreation Programs Cancelled	122	19	20	14		53
Program Registrations Processed	3,877	963	954	962		1740
In-Office Registrations	712	74	220	117		411
On-line Registrations	3,165	903	740	965		2608
Community Events Offered	22	1	6	7	6	20

The following page is a breakdown of enrollment activity by month:



Transaction Month	Interface	Enrollments
January	RecTrac	30
	WebTrac	180
February	RecTrac	20
	WebTrac	150
March	RecTrac	24
	WebTrac	573
April	RecTrac	95
	WebTrac	341
May	RecTrac	34
	WebTrac	239
June	RecTrac	91
	WebTrac	160
July	RecTrac	36
	WebTrac	83
August	RecTrac	63
	WebTrac	799
September	RecTrac	18
	WebTrac	83
October	RecTrac	21
	WebTrac	88
Report Grand Totals		3128



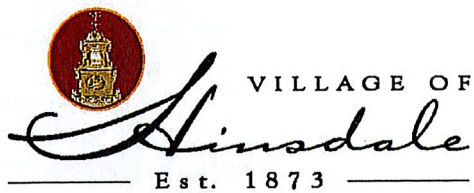
Outlined below are the revenues and expenses associated with various parks and recreation programs as provided by Finance Director Carrie Dittman.

**PARKS & RECREATION PROGRAMMING
REVENUE VS. EXPENDITURES
2022 - 2024 BUDGETED AMOUNTS**

		REVENUES			BUDGET			over/ (under)
		2022	2023	2024				prior year
General Interest	1011-5601	\$ 20,000	\$ 27,000	\$ 27,000				\$ -
Athletics	1011-5603	110,000	210,000	252,000				42,000
Cultural Arts	1011-5605	12,000	12,000	12,000				-
Early Childhood	1011-5607	6,000	6,000	7,000				1,000
Fitness	1011-5609	10,000	11,000	11,000				-
Paddle Tennis	1011-5611	-	-	-				-
Special Events	1011-5613	18,000	17,000	19,000				2,000
Picnic	1011-5615	10,000	15,000	13,000				(2,000)
Field Use Fees	1011-5665	40,000	40,000	33,000				(7,000)
Annual Revenue Budget		\$ 226,000	\$ 338,000	\$ 374,000				\$ 36,000

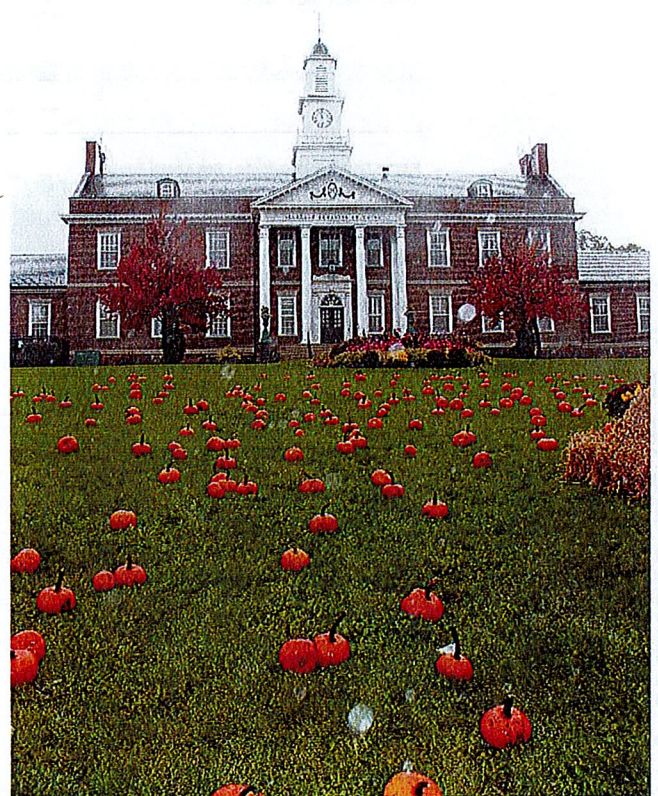
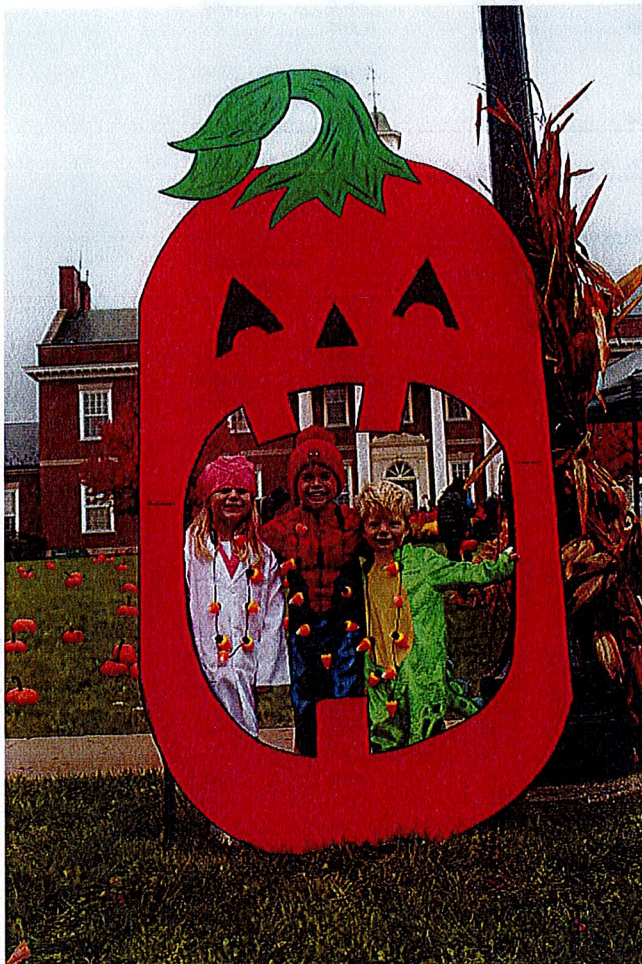
		EXPENDITURES (6210-7273)			BUDGET			over/ (under)
		2022	2023	2024				prior year
<u>Recreation Programming - Fee Based Events</u>								
General Interest		\$ 14,000	\$ 14,000	\$ 18,000				\$ 4,000
Athletic		77,000	147,000	176,000				29,000
Cultural Arts		8,400	8,400	7,800				(600)
Early Childhood		4,200	4,200	4,900				700
Fitness		7,000	7,000	7,700				700
Winter Wonderland		7,500	7,500	7,500				-
Breakfast/Lunch with Santa		1,000	1,000	3,500				2,500
Corks & Forks		7,800	7,800	7,800				-
T-Ball		3,500	3,500	1,200				(2,300)
Softball League		4,500	4,500	4,500				-
		134,900	204,900	238,900				34,000
<u>Recreation Programming - Free Events</u>								
Music licenses		450	450	1,350				900
Egg Hunt		2,000	2,000	2,000				-
July 4th Festival		17,000	17,000	18,000				1,000
Lunch on the Lawn		2,500	2,500	2,500				-
Movies in the Park		5,100	5,100	7,000				1,900
Turkey Trail		1,500	-	-				-
Fall Fest		-	-	3,000				3,000
Dog Park events		1,000	-	-				-
Park clean up		500	500	500				-
Memorial Day Processional		-	2,500	500				(2,000)
Ice Rink		500	500	500				-
Event Craft supplies		4,500	4,500	4,500				-
Promotional items		2,000	2,000	2,000				-
Misc. supplies		-	-	2,000				2,000
		37,050	37,050	43,850				6,800
Annual Expenditure Budget		\$ 171,950	\$ 241,950	\$ 282,750				\$ 40,800

Estimated Profit (Loss)	\$ 54,050	\$ 96,050	\$ 91,250
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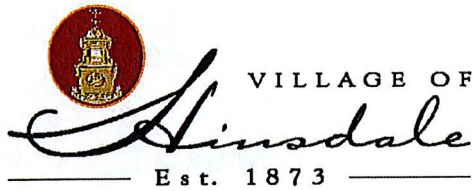


Fall Fest

Hinsdale Family Fall Fest was well-received even though the weather did not cooperate. It is estimated that more than 300 people were in attendance. This year the event was relocated from Hinsdale Middle School to Burlington Park to ensure the event was located near downtown trick-or-treating, as well as the Police and Fire Department open houses. The new location allowed residents to come out and enjoy the various Departments, stores and vendors our community has to offer in closer proximity. Other activities included a costume contest hosted by the Hinsdale Chamber of Commerce, photos with The Hinsdalean, and holiday themed crafts. Left over pumpkins were donated to support the Community House and some of their upcoming fall events.







Breakfast and Lunch with Santa

Staff has increased the maximum enrollment from 80 to 120 in order to accommodate residents on the waitlist. Breakfast and Pizza with Santa both sold out within minutes of registration opening and now have waitlists. We currently have limited space available.

Letters to Santa

Staff plans to offer the popular Letters from Santa program again this year and will accept letters December 1st through December 8th.

Winter Wonderland

Planning is under way with 300 of the 600 available registration spots already taken. This year we will be aligning with the Villages 150-year anniversary and incorporating a train/polar express style theme throughout the event while also bringing back family favorite attractions from previous years. We are currently seeking donations for the event and have two vendors contributing \$100 each.

Event Inventory

Staff is currently conducting an inventory and organizing all of our special event supplies and moving them to one location. Doing so will allow us to better use our supplies for various events and programs and help us to keep better track of what items we have on hand. We are also moving all our in-house program supplies to the same location so that all Parks and Recreation supplies will be located in one space instead of multiple locations.

KLM

In October, KLM Lodge hosted 8 weddings, 1 memorial, a graduation party, Stranger Danger-a VOH Police safety program, and a pre-wedding event. October marks the busiest month this year for weddings and the end of peak season until May.

Outreach/Marketing

Staff continues to coordinate social media posts and advertising. A template for a direct email marketing campaign is also being developed for bi-weekly emails that will target potential clients and vendors as well as community partnerships with the goal to bolster a cross-marketing platform and community outreach opportunities. A formal marketing plan for 2024 is being developed by staff and will be shared at a later date.

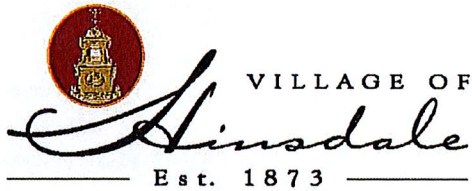


The Lodge at Katherine Legge Memorial Park
18h · 🌐

...

Fall colors around The Lodge. As soon as guests arrive in the parking lot they will notice beautiful fall colors. Your ceremony, cocktail hour, and reception can be held outside among nature if you choose. #hinsdale #weddingvenuee #fallphotography #westernsuburbs #westmont #BurrRidgeIL #darienillinois #KLM #outsidewedding #fallweddings #Chicagoland #IndoorWeddings





Leads, Inquiries, Tours - October

- Fielded over 100 inquiries from potential new clients
- Gave 17 Lodge tours to potential clients/11 booked

KLM Website Performance – October

The information below reflects the source used to access KLM website, which supports the need to ensure our website and other public information on search engines are correct. The majority of the people accessing the KLM website, do so after visiting the Village of Hinsdale website, followed by google searches.

Referring Sites this Month

Referrer ↑	↑ Views	vs Previous
www.villageofhinsdale.org	399	+65.95%
www.google.com	242	+65.94%
m.facebook.com	25	+56.82%
www.herecomestheguide.com	18	+28.57%
www.bing.com	17	+58.62%
duckduckgo.com	9	+69.23%
search.yahoo.com	7	+38.89%
lm.facebook.com	6	+75%
l.facebook.com	6	+60%
com.google.android.gm	3	+300%



Lodge 2021-2023 Event Comparison

Outlined below is rentals by month at KLM pre-COVID through today. We did not include 2020 data as we only had 17 rentals during the heart of COVID. Activity levels seem to be generally in line with pre-COVID levels.

Month	2019 Number of Reservations
January	4
February	2
March	7
April	3
May	6
June	12
July	9
August	10
September	7
October	14
November	6
December	10
Total	90

Month	2021 Number of Reservations
January	0
February	0
March	0
April	3
May	6
June	11
July	9
August	12
September	7
October	13
November	8
December	7
Total	76

Month	2022 Number of Reservations
January	3
February	2
March	2
April	4
May	6
June	13
July	12
August	14
September	13
October	13
November	9
December	5
Total	96

Month	2023 Number of Reservations
January	5
February	6
March	4
April	6
May	8
June	11
July	13
August	11
September	10
October	11
November	4
December	3
Total	92



8a.

MEMORANDUM

DATE: November 14, 2023

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

FROM: Michael Hayes, Superintendent of Parks & Recreation; CPRP, CPO

RE: Bench Plaque Donation Application - DiSavino

An application for a bench plaque donation has been submitted to the Parks & Recreation Commission and Village Staff for consideration. The DiSavino family has requested to donate a bench plaque, which would be displayed on an exsisting bench in Burlington Park. This donation is made in memory of a family member who enjoys taking grandchildren to the park and attending Uniqely Thursdays.

Staff has reviewed the application and is recommending the Commision make a motion on the donation of a bench plaque on behalf of the DiSavino family in Burlington Park.

The attached documents include the bench location and application with plaque wording.

Attached

- Donation Application
- Location of Bench in Burlington Park

I'm applying for a memorial plaque in memory of my father, Leonard Disavino. He was a former resident who enjoyed taking all his grandchildren to Burlington Park to enjoy the park and fountain. Many times, he sat on this bench and enjoyed Uniquely Thursdays. He was a great man loved by many in this community, and I would like to make a donation in his memory for a plaque to his favorite bench in his favorite park. I believe this proposal meets the application criteria that I read in the donation policy.

Thank you,

Elia DiSavino, M.D.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

Donation Application for Art Work, Monuments and Non-conforming donations	
<i>Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.</i>	
Name of Donor:	Elia Disavino, M.D.
Address of Donor:	522 Radcliffe Way, Hinsdale, IL
Phone Number:	312-320-7277
Work:	" "
Home:	
Fax:	
Email:	eliadisavino@yahoo.com
Description of Donation (if available provide a photo):	plaque for bench
Proposed Location of Donation:	Burlington Park (see PICTURE)
Requested Wording on Memorial Acknowledgement:	
Leonard Disavino loving memory a loving, loyal, gentle giant 1939 - 2023	
Value of Donation: \$	\$1000-

I have read the Donation Policy

Requested by: Ella Disavina Date: 10/18/23

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: _____





MEMORANDUM

8b

DATE: November 14, 2023

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

FROM: Michael Hayes, Superintendent of Parks & Recreation; CPRP, CPO

RE: Request for Additional Paddle Tennis Courts at KLM Park

Background

On May 10, 2022, the Parks and Recreation Commission reviewed a request from the Hinsdale Paddle Tennis Association (HPTA) to add two (2) additional paddle tennis courts at KLM Park. The two courts would be located to the west of the existing six (6) courts and clubhouse.

At the May 10, 2022 meeting, an overview of the proposed project was provided. There was a brief discussion over changes to membership and the increased popularity of paddle tennis from their members and the community. Commissioners expressed general support for the project. The May 10, 2022 Commission meeting minutes are attached for review.

Since the May 10, 2022 meeting, HPTA has provided more details to the Village regarding their plans, and additional research was conducted on the history of past approvals and the site. Therefore, the Parks & Recreation Commission is scheduled to consider the matter at its November 14 meeting and provide a recommendation to the Village Board.

Discussion & Recommendation

The paddle tennis courts and clubhouse at KLM Park were originally constructed in 2004. The Village Board approved a Special Use Permit and Exterior Appearance / Site Plan, by Ordinance No. 2011-06, on February 15, 2011 to allow for the construction of two additional paddle courts. After completion of construction of the two new courts, the Agreement states that HPTA could not construct any additional courts for a 5-year period and also provided for similar conditions included in the Intergovernmental Agreement with the Village of Burr Ridge on hours of operation, lighting, drainage, and landscaping.

On March 16, 2020, the Village Board approved an Exterior Appearance / Site Plan by Ordinance No. O2020-06 to allow for a 759 square foot addition to the existing clubhouse and the construction of a raised deck, updated boardwalk, and garbage enclosure.

Due to an increase in demand for paddle tennis courts, HPTA has requested that the Village consider allowing the construction of two (2) additional paddle tennis courts to the west of the existing courts and clubhouse. HPTA has provided conceptual plans to the Village for discussion, which is attached.

If this project moves forward, HPTA would be required to provide more detailed plans and obtain approval of an Exterior Appearance / Site Plan Review as well as amendment to their original Special Use approved under Ordinance No. O2011-06. Zoning approval will require the completion of public notice requirements, a public hearing by the Plan Commission, and final approval by the Board of Trustees.

HPTA would also be required to provide lighting specification sheets and fixture details, existing versus proposed conditions, photometric plan(s), and a detailed proposal / draft contract with a cost estimate and details on installation, insurance, information on grant funding if applicable, etc. Additionally, the Village does not have a current plat of survey for KLM Park, which will be needed to proceed with this project.

Further discussions by the Parks and Recreation Commission are recommended on the following items:

1. Parking - Parking at KLM currently is challenging at times and it is possible that additional courts will increase the need for parking given other park uses such as events at the Lodge, playground, sport fields, and the Montessori School. Currently, during tournaments and busy times, HPTA users park on both sides of the access road and the grass. Further review of parking impacts by HPTA is necessary, and an in-depth analysis of parking must be completed to determine Zoning Code compliance. The Police Department is recommending that "No Parking" signs be installed along the access road and to further discuss the scheduling of large events by HPTA with Parks and Recreation.
2. Trees – HPTA does not propose to remove any trees under the proposed plans, but the courts will be located within very close proximity to two large trees. HPTA will be required to work with the Village Arborist to evaluate if there will be negative impacts to the trees and confirm any conflicts with the height of the courts.
3. Lights - Per the preliminary site plan, the courts will be slightly higher in grade (3-4 feet) than the existing courts and will have slightly taller lights as a result. HPTA will be required to provide detailed photometric plans for review. Staff recommends that HPTA shield the lights to reduce impacts to the neighbors. Currently, under the Agreement with HPTA, lights for the courts must turn off at 10:30 p.m. and operating hours for the facilities are 7 a.m. to 11:30 p.m.
4. Engineering - HPTA is required to work with their engineering company to confirm compliance with all stormwater ordinances, that no compensatory storage will be required as part of the project, and that there are no impacts to neighboring properties.
5. Neighboring Uses / Outreach – It is recommended that HPTA meet with the Montessori School and the adjacent property owners as a part of this project. Staff has recommended that HPTA consider neighbor outreach prior to the Plan Commission and Village Board review processes.

6. Village & HPTA Agreements – The Village has an existing agreement with HPTA, originally approved by the Village Board on May 4, 2019, and later amended on March 2, 2021, which allows for the operation and prior renovation and expansion of the HPTA facilities. Additional discussions are needed to determine if amendments would be needed to the existing agreement as a result of the construction of two additional paddle tennis courts.

Budget Impact

HPTA is not asking the Village to fund any portion of the construction of the two new courts. The entire project will be funded by HPTA. As noted above, additional discussions are needed to see if amendments would be needed to the existing agreement between HPTA and the Village.

Committee Action

If the Commission is inclined to do so, it can make a motion to provide a recommendation or recommendations to the Village Board regarding the construction of two (2) additional paddle courts at KLM Park.

Attachments

- Parks and Recreation Commission Minutes – May 10, 2022
- Preliminary Paddle Tennis Court Plans

Proposed Location of Two Additional Paddle Tennis Courts



**VILLAGE OF HINSDALE
PARKS AND RECREATION COMMISSION
MINUTES OF THE MEETING
Tuesday, May 10, 2022**

CALL TO ORDER

Commissioner Waverley called the meeting to order at 6:02pm

ROLL CALL

Present: Chairman Alice Waverley, Commissioners Darren Baker, Chris Boruff, and Heather Hester

Absent: Commissioners John George and Steve Keane

Also Present: Members of the public

Staff Present: Heather Bereckis, Superintendent of Parks & Recreation
Maggie South, Administrative Assistant
David Herrera, Parks & Recreation Intern

PUBLIC COMMENT

~~There were no members of the public present to comment on matters not on the agenda.~~

APPROVAL OF MINUTES

~~A. Approval of minutes February 8, 2021~~

~~Commissioner Boruff made a motion to accept the minutes as presented. Commissioner Hester seconded the motion. A voice vote was called and all were in favor. The motion carried.~~

LIAISON REPORTS

~~A. Gateway Special Recreation Association Report~~

~~Ms. Bereckis presented the report. Demand for day programs for those over the age of 21 has increased. Ray Graham, which oversees Gateway, offers a day program that is private pay and not subsidized by the community or via fundraising like comparable programs such as SEASPAR. There is no way for Hinsdale residents to join SEASPAR programs, so Ms. Bereckis is asking that Gateway consider creating a day program for Hinsdale residents. This would lead to an increase in fees that would need to be approved by Gateway members and the Village Board of Trustees.~~

MONTHLY REPORTS

~~A. Recreation Staff Report — April 2022~~

~~Ms. Bereckis presented the report. The Lodge is looking to make what it made in 2021, which was the most revenue it had brought in since 2015.~~

~~The summer brochure is now online. Summer registration set a record for the highest number of program registrations to date. The t-ball program has increased by a huge amount and is requiring the use of additional field space. Hinsdale Herd Lacrosse registrations have also taken off.~~

~~The fall brochure will be posted in July with registrations beginning at the end of July. All regular summer events will be held and have been sponsored. Upcoming events include the Pickleball Kick-Off.~~

~~Fields are currently at capacity, with internal recreation programming taking up much of the space.~~

~~The ice rink was open for 47 days, which is the most open days in five years. The rink was heavily used this year, especially on the weekends.~~

~~Most bathroom floors have been resurfaced. Staff has seen vandalism in the KLM~~

bathrooms and at Robbins Park.

Three Eagle Scout projects are currently in the works. One is redoing the circular flowerbed at Eleanor's Park, another is reroofing the gazebo and touching up the butterfly garden at Ehret Park, and one is adding more raised garden beds at Peirce Park. John Finnell is currently hiring for public services parks staff.

Irma Butler Tot Lot renovations are complete and the playground is open. The next playground scheduled to be replaced is Burns Field Park in 2023, although costs have risen in recent years. After Burns, the schedule would be to replace the Robbins Park playground in 2025 and the Dietz Park playground in 2026. Staff is seeking to have ADA compliant components at the playgrounds as they are replaced.

Pool passes have been selling very well. Sales have increased by 162% over 2021, and they are over 2019 numbers as well. The pool is currently being painted in anticipation for Opening Day.

OLD BUSINESS

A. KLM Off-Leash Dog Area Review and motion for ordinance update of hours

Lisa Derezinski of Hinsdale spoke in favor of the proposed hours.

Bill Trader of Hinsdale offered his input on the proposed hours and suggested possible changes to the proposed hours.

Aleta Belletate of Hinsdale spoke in favor of the proposed hours.

Ms. Bereckis presented the proposal to the Commission. At this time, staff is recommending only updating the off-leash hours, not creating permits for users of the park. The Commission discussed the proposal before them with input from the members of the public present.

Commissioner Boruff made a motion to recommend that the Village Board of Trustees approve the amended off-leash hours. Commissioner Baker seconded the motion. Upon the call of the role, the vote was:

Ayes: Commissioners Baker, Boruff, Hester, and Chairman Waverley

Nays: None

Absent: Commissioners George, Keane, and Moore

The motion carried.

NEW BUSINESS

There was no new business.

CORRESPONDENCE

There was no additional correspondence.

OTHER BUSINESS/DISCUSSION ITEMS

A. Hinsdale Platform Tennis Association- Requesting to build two additional courts at KLM Park

Ms. Bereckis presented the request from HPTA for two additional courts at KLM Park. This would be funded through the capital fund that was established as part of the HPTA license agreement. There would be no impact to the trees at the park, per John Finnell. These courts are needed to accommodate the additional membership that HPTA is seeing. The project would be bid through and permitted through the Village. There would be no money requested from the Village for this project. The Commission was in favor of recommending the project to the Village Board of Trustees.

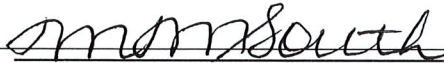
~~B. Next Meeting Date July 19, 2022, 6pm~~

~~The next meeting is scheduled for July 19th at 6:00pm due to the Village Board of Trustees' meeting schedule. There will be no June meeting.~~

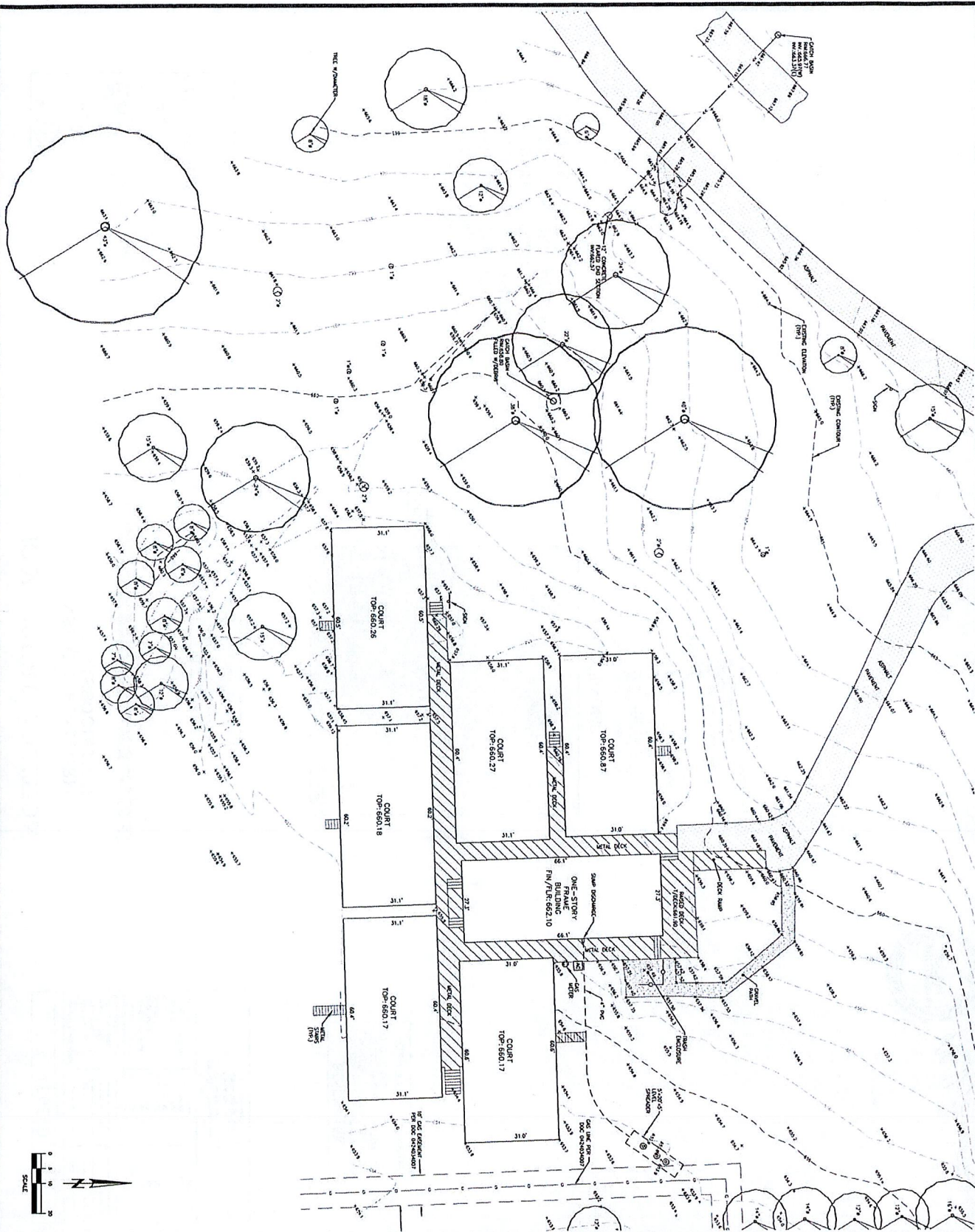
ADJOURNMENT

~~There being no further business before the Commission, Commissioner Boruff made a motion to adjourn the meeting. Commissioner Hester seconded the motion. A voice vote was called and all were in favor. The motion carried. The meeting was adjourned at 7:58pm.~~

ATTEST: _____



Maggie South, Administrative Assistant



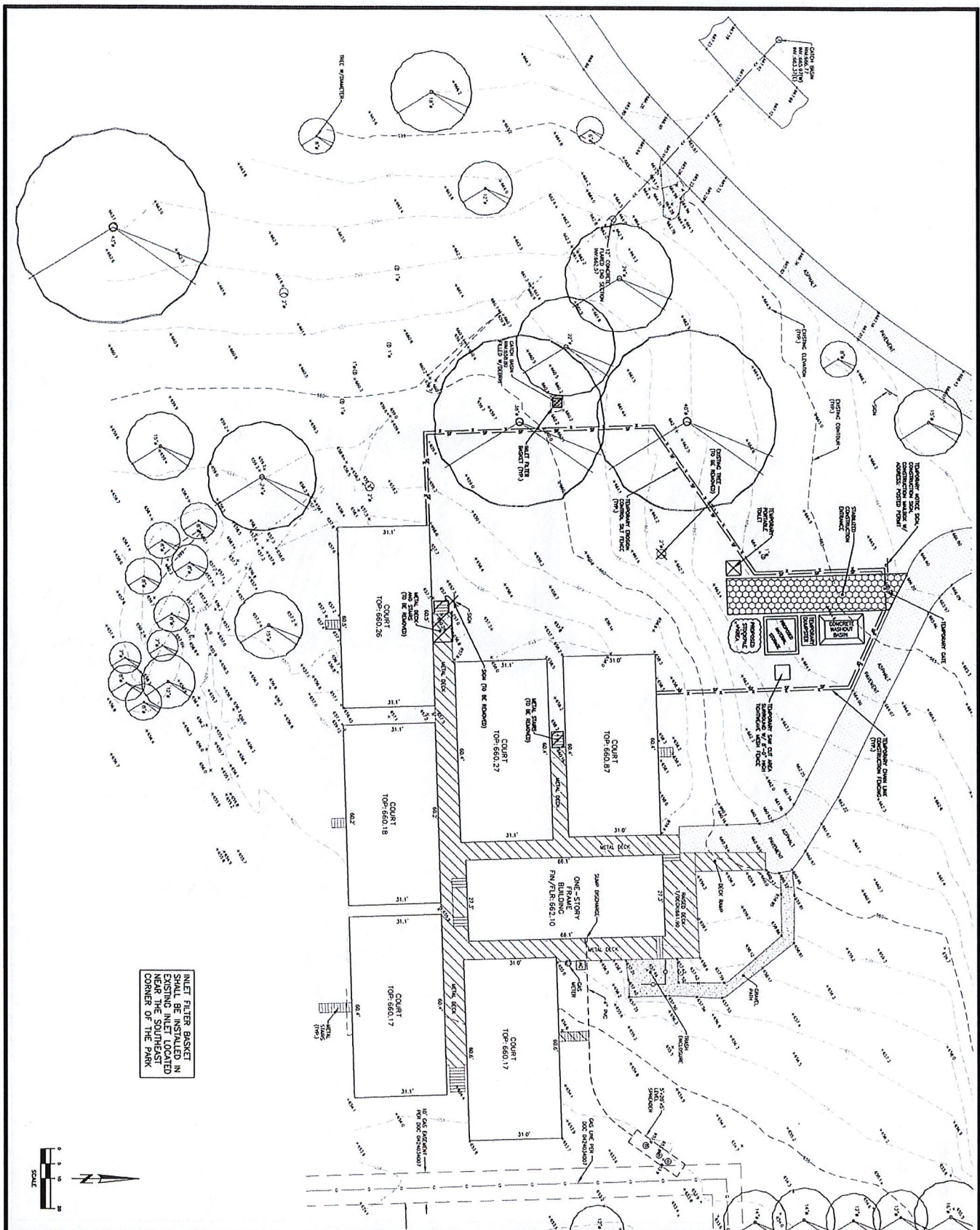
22-08-070-ENG
 SHEET
 C1.0
 DRAWN BY: T.O.
 DESIGNED BY: M.L.
 CHECKED BY: B.H.
 KLM COURT ADDITION
 5901 S. COUNTY LINE ROAD, HINSDALE, IL
 EXISTING CONDITIONS



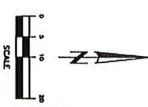
LANDMARK

ENGINEERING LLC
 DESIGN FIRM REGISTRATION NO. 184-005517
 7808 WEST 103RD STREET
 PALOS HILLS, ILLINOIS 60465-1529
 Phone: (708) 599-3757
 Fax: (708) 599-2291

DATE	REVISIONS	REV. BY
3/21/23	ISSUED FOR REVIEW	M.L.



INLET FILTER BASKET
SHALL BE INSTALLED IN
EXISTING INLET LOCATED
NEAR THE SOUTHEAST
CORNER OF THE PARK



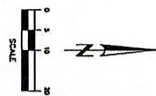
KLM COURT ADDITION	
5901 S. COUNTY LINE ROAD, HINSDALE, IL	
DEMOLITION & EROSION CONTROL PLAN	
DRAWN BY: T.C.	
DESIGNED BY: M.L.	
CHECKED BY: B.H.	



LANDMARK
ENGINEERING LLC
DESIGN FIRM REGISTRATION NO. 184-005517
7808 WEST 103RD STREET
PALOS HILLS, ILLINOIS 60465-1529
Phone: (708) 599-3737
Fax: (708) 599-2291

DATE	REVISIONS	REV. BY
3/21/23	ISSUED FOR REVIEW	M.L.

22-08-070-ENG
SHEET
2.0



DESIGNED BY: M.L.
CHECKED BY: B.H.

ENGINEERING IMPROVEMENT PLAN

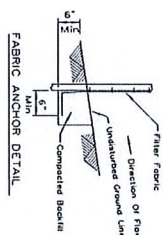
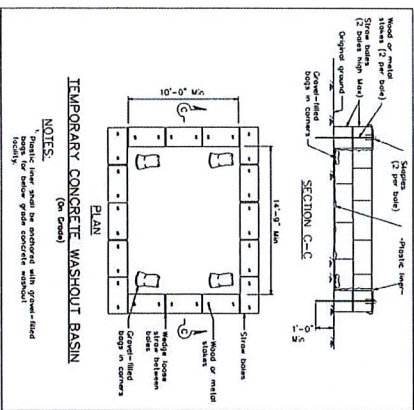


ENGINEERING LLC
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PALOS HILLS, ILLINOIS 60465-1529
Phone: (708) 599-3737
Fax: (708) 599-2291

DATE	REVISIONS	REV. BY
3/21/23	ISSUED FOR REVIEW	M.L.

1. EXISTING DRAIN SHALL BE REMOVED IN ACCORDANCE WITH SECTION 9 OF THE VILLAGE CODE OF ORDINANCE RELATED TO STANDARDS FOR DEMOLITION AND CONSTRUCTION WORK IN THE VILLAGE.
2. THE SITE MUST BE KEPT SAFE AND CLEAN. ALL CONSTRUCTION DEBRIS AND DEMOLITION MATERIAL MUST BE REMOVED AND/OR PLACED IN THE APPROPRIATE CONTAINERS.
3. DUST AND AIRBORNE PARTICLES SHALL BE CONTROLLED DURING DEMOLITION BY SPRAYING WATER ON STRUCTURES TO BE RAZED BY MEANS OF A WATER TRUCK AND SPRAYING EQUIPMENT.
4. GRAVEL WAS CONSTRUCTION ENTRANCE SHALL EXTEND FROM LOT TO PROVIDE SUFFICIENT AREA TO WASH DOWN VEHICLES. GRAVEL MAT SHALL BE 3 INCH AGGREGATE WITH A MINIMUM DEPTH OF 6 INCHES.
5. CONTRACTOR SHALL KEEP ADJACENT ASPHALT DRIVE CLEAN.
6. ALL DISTURBED AREAS SHALL BE RESTORED WITH TOP SOIL AND SEED OR SOD.
7. NO MATERIALS SHALL BE STORED WITHIN 10 FEET OF ANY LOT LINE.
8. THE PROPOSED PORTABLE TOILET SHALL NOT BE PLACED WITHIN 10 FEET OF ANY LOT LINE.
9. CONSTRUCTION SCHEDULE:
 - A. SEDIMENT AND EROSION CONTROL AND TREE PROTECTION FACILITIES SHALL BE INSTALLED - SUMMER 2023
 - B. EXISTING STRUCTURES SHALL BE DEMOLISHED. - SUMMER 2023
 - C. CONSTRUCT PROPOSED COURTS & INSTALL NEW DECKING - SUMMER 2023
 - D. PREPARE & SUBMIT RECORD DRAWINGS - FALL 2023
 - E. LANDSCAPE & PLANT LAWN & REMOVE TEMPORARY FENCING - FALL 2023
10. CONTACT PERSON FOR SITE:

KEVIN PARKS
PHONE: (313) 616-5689
11. WASHDOWN AREA FOR CONSTRUCTION VEHICLES SHALL BE LOCATED ON-SITE EAST OF CONSTRUCTION ENTRANCE WITH SILT FENCE PROTECTION FOR RUN OFF.
12. VILLAGE FORESTER'S RECOMMENDATIONS SHALL BE COMPLIED WITH.
13. ANY CONNECTIONS TO THE STORM SEWER - INSPECTION IS REQUIRED WHEN EXCAVATION IS COMPLETE, PIPES ARE CONNECTED AND EXPOSED AND STONE FOR BACKFILLING IS ON SITE.
14. DRAINWAYS, SEWERS & CURBS IN THE PARKWAY - ASPHALT OR CONCRETE, WHEN DRAINWAY IS UND-OUT, EXCAVATED, FORMWORK IS IN PLACE, AND SUBGRADE HAS BEEN POURED.
15. FINAL GRADE INSPECTION:
 - A. WHEN THE SITE IS COMPLETE IN ACCORDANCE WITH THE PERMITTED SITE GRADING PLAN, 70% VEGETATED AND ALL OTHER ENGINEERING AND PUBLIC WORKS INSPECTIONS ARE COMPLETE.
16. STORMWATER BOND INSPECTION:
 1. CARRIED OUT 12 MONTHS AFTER THE CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.



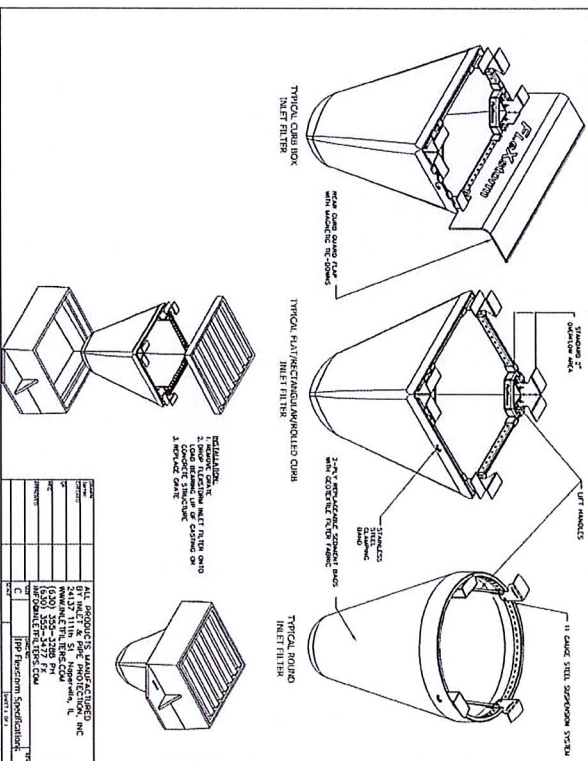
1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
2. Filter fabric shall meet the requirements of material specification 592.2 including table 1 of 2, Class 2, with equivalent opening size of at least .50 for nonwoven and .50 for woven.
3. Erosion posts shall be either standard steel or wood post with a minimum cross-sectional area of 10 sq. in.

PERFORMANCE	STANDARD Dev. and
Project _____	11-5:20
Designed _____	Sheet 1 of 2
Checked _____	Date 11-20-07
Approved _____	

NOTES:

1. Place the end post of the second fence inside the end post of the first fence.
2. Rotate both posts at least 180 degrees in a clockwise direction to create a tight seal with the fabric material.
3. Drive both posts a minimum of 18 inches into the ground and bury the flag.

DATE/PHONE	STANDARD UNIT, NO.
Project _____	IL-620(W)
Designed _____	Sheet 3 of 3
Checked _____	Date _____
Approved _____	Cal No. 1-29-88



DATE	REVISIONS	REV. BY
3/21/23	ISSUED FOR REVIEW	M.L.



MEMORANDUM

DATE: November 14, 2023

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

FROM: Michael Hayes, Superintendent of Parks & Recreation; CPRP, CPO

RE: Quarterly Commission Meetings

The Parks and Recreation Commission has historically met monthly, with the exception of July and December. On the October 10th, 2023 meeting, a brief discussion occurred regarding reducing meeting frequency. A suggestion was made to have a discussion item on the November 14th, 2023 meeting to amend the schedule. Upon review of the Code, there is not a requirement of when the Parks and Recreation Commission has to meet.

With the start of a new year, it is suggested that the Parks and Recreation Commission meeting schedule be readjusted to meet on a quarterly basis on the following months (November, February, May and August). The meetings would still occur at 6:00p.m. on the second Tuesday of the month. Consensus regarding the 2024 meeting scheduled is requested. In the event a special meeting is needed, staff would make the necessary arrangements.

Outlined below are items that would be considered on the quarterly agenda:

- November – Parks and Recreation budget and summer recap
- February – Yearly reports on KLM and the pool and Fall recap
- May – Review of upcoming seasonal programs, events, facility operations and Winter/Spring recap
- August – Upcoming seasonal events, facility rate changes, planned future capital projects