



## MEETING AGENDA

**MEETING OF THE  
PARKS AND RECREATION COMMISSION – SPECIAL MEETING  
Tuesday, April 25, 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- March 14, 2023
- 5. LIAISON REPORTS**
- 6. MONTHLY REPORTS**
  - a) Staff Report
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
  - a) Bench Donation
- 10. CORRESPONDENCE**
- 11. OTHER BUSINESS/DISCUSSION ITEMS**
  - a) Burns Playground
  - b) Next Meeting – July 18, 2023 (Canceled May 9, 2023 Meeting)
- 12. 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](http://www.villageofhinsdale.org)



**VILLAGE OF HINSDALE  
PARKS AND RECREATION COMMISSION  
MINUTES OF THE MEETING  
Tuesday, March 14, 2023**

**DRAFT**

4a

**CALL TO ORDER**

Chairman Waverley called the meeting to order at 6:01pm.

**ROLL CALL**

**Present:**

Chairman Alice Waverley, Commissioners  
Boruff, Hester, and Moore

**Absent:**

Commissioners Baker and Keane

**Others Present:**

None

**Staff Present:**

Andrianna Peterson, Assistant Village Manager  
Michael Hayes, Superintendent of Parks and  
Recreation  
John Finnell, Superintendent of Parks and Forestry  
Hilary Poshek, Recreation Supervisor  
Stephanie Scaletta, Lodge Event Manager  
Maggie South, Administrative Assistant

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**A. Approval of Minutes- December 6, 2022**

Commissioner Moore motioned to approve the minutes with the requested changes.

Commissioner Boruff seconded the motion. Upon the call of the roll, the vote was:

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

Nays: None

Absent: Commissioners Baker and Keane

The motion carried.

**LIAISON REPORTS**

**A. Gateway Special Recreation Association Report**

Mr. Hayes presented the report. Gateway is doing well for the Village of Hinsdale. Hinsdale has the second most participants of all participating organizations. Staff has begun posting the Gateway brochure on the website. Gateway will also be using the warming house for summer programs. Staff worked with The Community House to secure space for their winter track program.

**MONTHLY REPORTS**

**A. Recreation Staff Report – February 2023**

Mr. Hayes presented the report. He explained the difference in reservation numbers from January and February 2022 to January and February 2023, which was due to the caterer renting the kitchen. The Lodge has seen an uptick in reservations due to weekday corporate bookings. Building maintenance is continuing with fresh paint and crack filling taking place in the foyer, bathrooms, and bride's room.

Staff has budgeted funds to repair the fence at KLM Park, as well as renovating the first floor of the Lodge.

The Village is celebrating its 150<sup>th</sup> Anniversary in April. The Summer brochure is currently live and registration begins soon.

Corks and Forks was held on March 3<sup>rd</sup> and was successful. Upcoming events include the Egg Hunt and Earth Day/Arbor Day Park Clean Up. Staff will also be assisting with the Memorial Day Procession and Ceremony. Staff is currently seeking entries and volunteers for the Fourth of July Parade.



Mr. Hayes discussed the 2023 pool season and hours. Staff recruitment is underway. The Commission discussed pool hours and staffing for the 2023 season. Field rentals are ongoing. Field space is in heavy demand and field rotation is ongoing as necessary. The ice rink was open a few times over the winter, but the weather did not cooperate. Funds have been allocated for Peirce Park improvements, including fence repairs, bleacher replacement, and dugout roof repairs. Staff has been working with the Village Board regarding the Burns Field Park playground replacement. Mr. Finnell discussed the maintenance highlights. The mild winter lent itself to landscape maintenance. Parks staff is working on plans to rotate fields allow the turf to rest. Three Eagle Scouts performed work in the parks. One Scout helped to rehab the gazebo at Ehret Park. Another Scout built additional raised garden beds behind the Wellness House. The third Scout is working on establishing a pollinator garden at Eleanor's Park. Staff is also working on de-winterizing the park bathrooms. The Commission discussed the report.

**B. Pest Management Report**

Mr. Finnell presented the report. He described the Integrated Pest Management (IPM) Policy and its role in managing parks and other green spaces in the Village.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Bench Donation**

Mr. Hayes presented the donation request from the estate of Thomas Hardies. This donation is for a plaque only on an existing bench at KLM Park in the off-leash area. The Commission discussed the bench donation program. Commissioners Hester made a motion to approve the bench donation request. Commissioner Moore seconded the motion. Upon the call of the roll, the vote was:

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

Nays: None

Absent: Commissioners Baker and Keane

The motion carried.

**CORRESPONDENCE**

None.

**OTHER BUSINESS/DISCUSSION ITEMS**

**A. Park Picnic Table Style Discussion**

Mr. Hayes discussed the memorandum regarding replacing the existing picnic tables in the parks. Most of the existing tables are wooden and are deteriorating. The Parks Donation Policy allows donations of picnic tables, and the recommended style matches the existing streetscape. The recommended style has been approved by Public Services staff and would allow staff to seek the best price, as many companies sell a similar product.

The Commission discussed the proposal.

**B. Next Meeting – April 11, 2023**

The next meeting is scheduled for April 11, 2023

**B. ADJOURNMENT**

There being no further business before the Commission, Commissioner Boruff made a



motion to adjourn the meeting at 7:15pm. Commissioner Moore seconded the motion.

Upon the call of the roll, the vote was:

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

Nays: None

Absent: Commissioners Baker and Keane

The motion carried and the meeting was adjourned at 7:15pm.

ATTEST:

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



## MEMORANDUM

**DATE:** April 25, 2023

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

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

**RE:** April Update

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Outlined below is a brief update on summer activities, park maintenance and summer hiring since our last meeting in March.

### Summer Activities

- The summer program brochure was posted online on March 13 and program registration has started
- Staff is offering 325 recreation programs this summer, including 30 new programs
  - Some of these new programs were introduced to increase our offerings for the senior community and include senior trips and fitness programs
- Early Bird pool membership sales began April 1 online and April 3 in person
- Special events
  - Lunch on the Lawn (3)
  - Movie in the Park (3)
  - Unplug and Play
  - Fourth of July Parade
    - We are currently accepting entries for the Fourth of July parade.
    - We are seeking volunteers to assist staff with parade staging

### Financial Update

- The 2023 adopted budget for Parks and Recreation was sent out to the Commission last week via email. The budget for Parks and Recreation budget starts on page 66. In the fall we will be presenting everyone with a preliminary Parks and Rec capital budget for 2024 for review and comment. Administrative staff is working on a format for a Village wide unified monthly financial report that will be shared with Trustees and Commission members. We anticipate to have a document in the weeks to come, but are currently working through some operational aspects in our new system.





## Social Media Insights

### Page overview






Create a post

Last 28 days

#### Discovery

 Post reach	8,769
 Post engagement	1,270
 New Page Followers	27

#### Interactions

 Reactions	190
 Comments	15
 Shares	22
 Photo views	421
 Link clicks	165

#### Other

 Hide all posts	0
 Unfollows	0



Wow, what an egg-citing weekend it was! 🥚🐣 Our egg hunt was a huge success, filled with laughter, fun, and o...

April 11 at 7:00 PM · 🌐

Post Impressions ⓘ

1,226

Post reach ⓘ

1,218

Post Engagement ⓘ

232

#### Interactions



14



1



0



0



0



0



Reactions

15



Comments

0



Shares

1



Other Clicks

71







## MEMORANDUM

### **Park Updates**

- All park restrooms are open for the season
- Field rentals started April 1
- The light pole that was out at Veeck has been repaired
- New wind screen has been ordered for Burns Field Tennis Courts
- Fencing repairs to ball fields have started at Peirce Park
- Turf repairs are underway throughout all parks

### **Summer Pool Hiring Update**

- 57 Guards
- 16 Cashiers
- 5 Managers
- 4 Head guards

### **Pool Kick off Phase 3 Meeting**

- Administration staff has engaged Williams Architects to plan for future pool renovations and grant opportunities. A formal schedule of events will be created in the weeks to come, which will be shared.

*If you know of anyone looking to be a lifeguard we are still hiring. Please pass the word.*





## MEMORANDUM

John Finnell  
Monthly Highlights – February 2023

- **Contractual Maintenance**
  - **Spring clean-up is scheduled for April 2023**
  - **Tree Maintenance**
    - Contract was awarded for tree pruning in parks for 2023. Trees were pruned at Katherine Legge Memorial Park and Stough Park.
  - **Summer Weekend Parks Bathroom and Garbage Maintenance**
    - Contract renewed for weekend and holiday garbage disposal for Village Parks and the Central Business District. The contract includes weekend maintenance for park bathrooms.
- **General Park Maintenance**
  - **Bathroom Shelters (Six Sites – 12 Bathrooms, & 3 Picnic Shelters)**
    - KLM and Burns Field bathrooms were inspected, cleaned and stocked Monday-Friday.
- **Other**
  - Staff began clearing the brush lines at Brook, Brush Hill, Ehret and KLM Parks
  - Staff cut back woody ornamentals in Eleanor's Park and Washington Lot Plaza
  - Staff replaced the backboards, rims and nets on the basketball courts at Robbins Park







## MEMORANDUM

**DATE:** April 25, 2023

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

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

**RE:** Bench Donation Application – The Walker Family

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An application for a Bench Plaque Donation has been submitted to the Parks & Recreation Commission and Village Staff for consideration. The family has requested to have the plaque displayed on a bench in Burlington Park. The bench will be located on north end of the walking path in the dog allowed area. This donation is made in memory of their family member. The attached documents include the bench location and application with plaque wording.

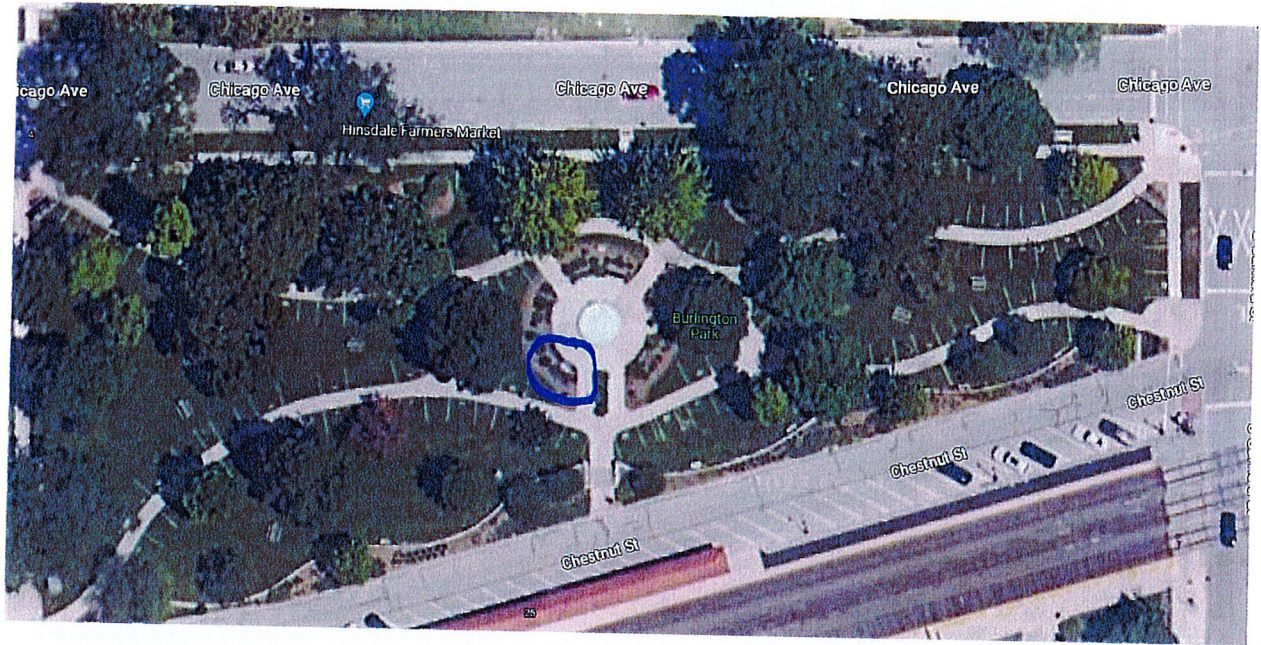
At this time staff is recommending the bench plaque installation on behalf of the Walker Family.

**Attached**

- Donation Application
- Location of Bench









# VILLAGE OF HINSDALE Park and Recreation Donation Policy

<b>Donation Application</b> for Art Work, Monuments and Non-conforming donations																								
Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.																								
Name of Donor:																								
JANE WALKER																								
Address of Donor:																								
[REDACTED ADDRESS]																								
Phone Number:																								
Work:																								
Home: [REDACTED]																								
Fax:																								
Email:																								
Description of Donation (if available provide a photo):																								
and / &																								
Proposed Location of Donation:																								
Requested Wording on Memorial Acknowledgement:																								
D	A	L	E		a	n	d		J	A	N	E		W	A	L	K	E	R					
									A	N	D													
									F	A	M	I	L	Y										
Value of Donation: \$																								

I have read the Donation Policy

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Board of Trustees Approval: \_\_\_\_\_ Date: \_\_\_\_\_





**DATE:** April 25, 2023

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

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

**RE:** Burns Field Playground Concept

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### **Background**

There are 11 playgrounds owned and operated by the Village of Hinsdale. The lifespan of a playground is generally 20 years and Burns Field playground is our oldest playground with 21 years of play. Village staff thoroughly inspects and maintains all Village playgrounds on a bi-annual basis. The cost of replacing playgrounds can vary greatly depending on size, style of equipment, landscaping, general construction materials, demolition, install and other site amenities.

For planning purposes, prioritization of replacement is determined by age of the playground, safety, and playground type/usage. Staff recently developed a replacement schedule in our Capital Improvement Plan (CIP) to be used as a template for future planning. The Burns Field playground is slated next to be replaced in 2023.

Pictures of current conditions can be seen below. Currently staff maintains equipment to the best of our abilities, but some parts cannot be found anymore and some features have been completely removed due to safety concerns.

The playground is also used heavily by Special Rec Association (SRA) as we provide them park space to host a summer camp and consideration of amenities should provide an inclusivity factor. As part of our agreement with our SRA we are asked to accommodate facilities for SRA programs.

### **Budget Impact**

The current 2023 Capital Improvement Plan (CIP) includes \$180,000 to replace the playground equipment at Burns Field.

The Village has several options to procure and install the new park equipment. Government agencies can utilize state awarded contracts to help save time and resources while still meeting purchasing requirements. Through the OMNIA Public Sector state purchasing agreement, the project equipment, demo and install of playground equipment in state bid at Burns Field is secure. The program, projects have already been competitively bid with guaranteed costs. Their proposal is turnkey and includes project management oversight. This same program was recently utilized successfully by School District 181 to install a playground at Monroe School. The Village is intending to use this program.



## **Discussion & Recommendation**

There are three concept playground designs for consideration. All three concepts can be adjusted slightly based on public response and will be adjusted based on changing material costs. The first two concepts are unique to the Village and Concept 3 is more of a traditional playground.

While all three concepts meet ADA requirements, Concept 2 outweighs Concept 1 in accessibility opportunities. This is important given use by Special Rec. Staff recommends Concept 2 due to its uniqueness to the Village and enhanced ADA ability to use.

As for the overall color design, there are two themes that can be considered – Spring Bloom and Nature's Way. Concepts 1 and 3 below depict the Spring Bloom theme and Concept 2 below depicts the Nature's Way theme. Nature's Way is recommended by staff due to how it blends in with the surrounding elements at Burns Field.

Time is a priority as current lead times for equipment are around six months to complete the project while the weather allows. Resident impacts on the project will involve not having a playground in the park for approximately one month, depending on the vendor, equipment order timeline and weather.

The existing playground will need to be removed prior to the new installation so the site can be excavated and prepared with new concrete footings.

The next step is to seek feedback from the Parks and Recreation Commission and the public regarding the preferred amenities for playground Concept 2 and the Nature's Way theme. As with other projects of this type, outreach to the public will be in the form of social media.

Feedback from the Commission and the public will be shared with the Village Board of Trustees prior to the formal consideration of the project.



*Current Playground*













## Concept 1

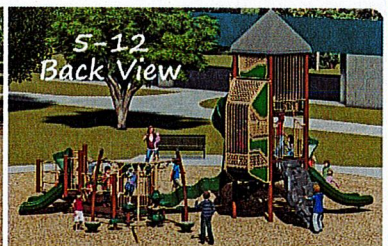
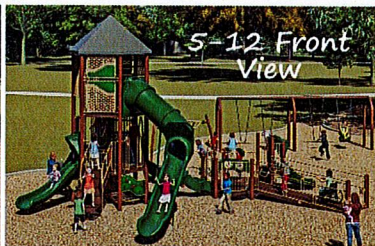
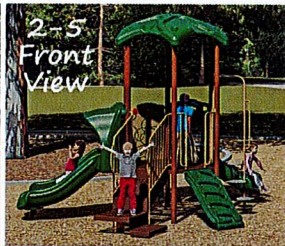
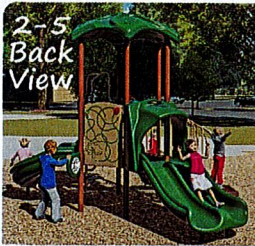


## Concept 2



### Burns Field Park Playground Design 162941-05

Design • Build • PLAY!



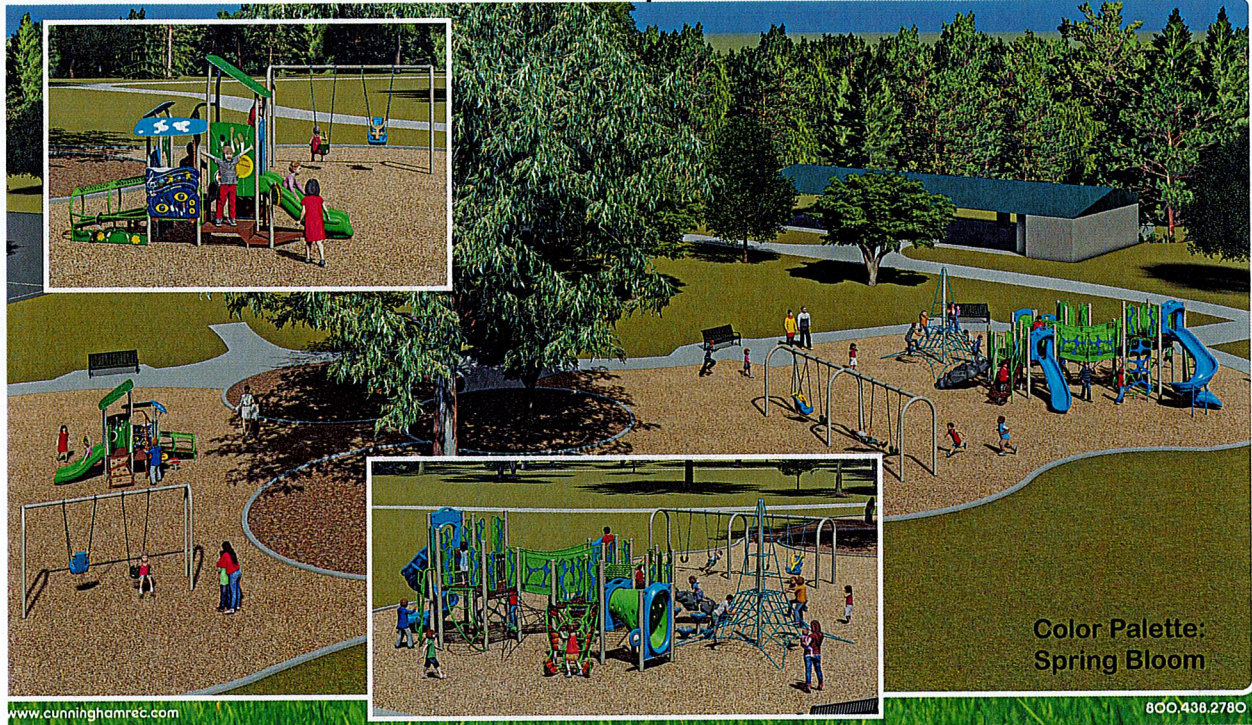
www.cunninghamrec.com

800.438.2780





### Concept 3



#### Attached

- Playground Blueprints