

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting February 7, 2011

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on February 7 at 7:31 P.M.

Members Present: Chairman Doug Geoga, Trustees Bob Saigh, Bob Schultz and Cindy Williams

Staff Present: David Cook, Village Manager; Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation and Tim Scott, Community Development Strategist

Approval of Minutes – January 3, 2010

Trustee Schultz moved approval of the January 3, 2011 minutes. Trustee Saigh seconded and the motion passed unanimously.

Consideration of a Request from Stagedoor Fine Arts to Display a Banner in Burlington Park

Chairman Geoga suggested moving the banner request at Burlington Park up on the agenda. Trustee Schultz moved approval of the request. Trustee Williams seconded and the motion passed unanimously.

Monthly Reports

Treasurer's Report – December 2010

Mr. Langlois presented the December 2010 Treasurer's Report, which covers the eighth month of the 2010-11 fiscal year (66.67% on a straight-line basis). Staff has comprehensively updated the end of year estimates for the General Corporate Fund as of October 30 based on year to date results as well as what is currently expected for the remainder of the year. Mr. Langlois stated that staff expects to have a second update of the estimated end of year amounts in conjunction with the issuance of the FY 2011-12 Draft Budget, which will also be included in the January 2011 Treasurer's Report.

Sales Tax Receipts continue to be favorable as indicated by increases of 14.1% for December and an increase of 8.6% for January. This marks the thirteenth consecutive monthly increase since posting an average monthly decline of 13% for the previous year, and for the last twelve month period receipts in the aggregate have increased by 8.6%. This variance is favorable when compared to budget as this revenue source was projected to be unchanged in the FY 2010-11 Budget. Total Sales Tax receipts (including local use taxes) for the first nine months of the fiscal year increased 9.4%.

Mr. Langlois reported on the income tax receipts. Income Tax revenue for the month of December increased 43.4% and a decrease of -7.0% for January. Based on information from the Illinois Municipal League, some of the large December increase is due to receipts from the State amnesty program and a statutory reduction in the amount set aside for refunds. Total Income Tax receipts for the first nine months of FY 2010-11 total \$1,039,917 as

compared to \$1,062,120 for last fiscal year, a decrease of 2.1%. This variance is favorable when compared to budget as a decrease of 5% was assumed in the FY 2010-11 Budget.

The Village received two income tax distributions in January, which reduces the past due amount the State owes to \$458,791 or four months. We are hopeful that the budget resolution in Springfield that resulted in the increase in the State income tax will enable the State to catch up in the near future. Although the State has increased the overall income tax rates, municipalities will not share in the increased revenue.

Mr. Langlois reported that the Food and Beverage tax revenue for December increased by 6.6%. Year to date, Food and Beverage taxes earned for the first eight months of the year amount to \$191,597 as compared to the prior year amount of \$166,922. This variance is favorable when compared to budget as no increase was assumed in the FY 2010-11 Budget.

Mr. Langlois reported that approximately 90% of the Village's property tax base is located within DuPage County. Property tax collections through December amount to \$5,077,183 which is approximately 91.1% of the Village's \$5.57 million tax levy.

Combined Gas, Electric, Telecommunications, and Water Utility Taxes for December were \$158,630, which is 7.5% above previous year's receipts. Year to date utility tax collections are 8.8% above the prior year. Most of the monthly and year to date increase is due to higher receipts from the utility tax on water as a result of the 31% rate increase that took effect at the beginning of the fiscal year and increased receipts on the utility tax on electric due to the 14% tax rate increase and the warm summer weather. We continue to see weakness in utility tax receipts on natural gas due to depressed natural gas prices as well reduced collections on telecommunications taxes.

Building Permit revenues for December totaled \$58,673, which is an increase of 5.6% above the prior year. Year to date permit revenue is 76.5% above the prior year and it is expected that will end the year well over budget. Much of this variance is due to receipt of permit revenue related to the Hinsdale Hospital expansion.

Park and Recreation Fees totaled \$734,710 as compared to \$694,573 for the prior year, which is an increase of 5.8%.

Mr. Langlois reported that total legal billings through December amount to \$111,545, which is tracking well below budget for the first eight months of the year.

Salary costs for some public safety programs are slightly above the year to date budget amount due to separation payments being made on some employees who terminated at the end of FY 2009-10. Overtime costs in the Fire Department will likely end the year over budget due to two extended sick leave situations and one employee resignation necessitating frequent overtime coverage in order to maintain minimum manpower requirements. Overtime costs in the Police Department are projected to end the year over budget due to meeting minimum manpower requirements as well as an increase in "reimbursable overtime", which 100% is paid for by grants and billings to other agencies.

The winter storm may have some impact on the end of year numbers however should a disaster be declared there is the potential for grant funds to offset overtime costs. The 1999 storm did receive federal grant monies.

Trustee Geoga asked Village Manager Cook about the Capital bill. Mr. Cook stated that the Appellate court overruled the legislation that funded the Capital Bill. The Supreme Court will review the case. Some projects have already received the funds and will not be rescinded. Any project that the funds have not been received

Park and Recreation Activity Report – December 2010

Ms. Hassett gave an overview. The KLM shelter plans will be going to the Plan Commission and staff is still waiting for the OSLAD grant announcement. The 5K race is delayed until 2012. The Parks and Rec Commission will review the dog ordinance at the February meeting. Trustee Schultz will attend that meeting.

Ms. Hassett stated that advertising space has been acquired for the summer brochure. Ms. Hassett stated that there were many items on the agenda for the evening that will be discussed further.

Approval to Waive Bidding and Authorize Entering into a Contract with Danmar in the amount of \$16,190 for Replacement of the Dance Floor at KLM

Chairman Geoga suggested moving up Item 5 regarding the ballroom floor. Ms. Hassett explained the unique situation of the ballroom floor and how it has been refinished several times. This would be a full removal of the floor including the concrete. Trustee Williams asked if it was really necessary to replace the floor. Ms. Hassett stated that it has been put off and deferred for many years. Trustee Williams stated that she thought it would be more profitable to put the money into the pool.

Chairman Geoga stated that this project is capital and is a question of when and not if it needs to be replaced. Trustee Schultz stated that if KLM is not generating revenue, maybe we shouldn't use KLM anymore. He wants an analysis of how much revenue is brought in. Trustee Geoga stated the question is whether or not the facility is making the money that it should. He will ask the Finance Commission to review the fees and possibly make suggestions. Trustee Geoga stated that the lodge is budgeted to run with a profit. Ms. Hassett stated that if capital expenditures are not made, it is difficult to market. Discussion continued regarding the capital improvements that are needed.

Trustee Saigh asked about Ms. Hassett's comfort level with the vendors' that gave bids and asked if Wightman's price was negotiable because he thought there proposal was better and included three finishes rather than two. Trustee Schultz moved approval of the motion. Trustee Saigh seconded and the motion passed unanimously.

Approval of 2011 Season Pass Rates and Related Fees for the Hinsdale Community Pool

Chairman Geoga moved discussion on Item 8 – season pass rates for the pool. Chairman Geoga stated that the Parks and Recreation Commission recommended fees. ACA had previously deferred action on this recommendation pending the outcome of a Finance

Commission review. The recommendation was modified to take into account some adjustments from Ms. Hassett. The Task Force recommendation was approved by the Finance Commission but the friendly neighborly rate recommended by Ms. Hassett was not part of the plan.

Chairman Geoga stated that Ms. Hassett was concerned about the non-resident rates and stated the friendly rate could be extended to neighboring communities in order to improve marketability to non-residents, at least from a pricing standpoint. Trustee Schultz stated that the fees have been raised almost every year. Ms. Hassett explained the neighborly rate concept. She suggested that the non-resident rates can continue to be reviewed, but approval is needed for residents for the upcoming brochure.

Chairman Geoga stated that \$100,000 capital is required for the pool and this would generate about \$30,000 revenue. If rates are increased too much, memberships will continue to go downward. Trustee Schultz commented on the non-resident rates and if they are taken away, there would be a lot of revenue lost. He felt that if the rates were lower, we might sell more. Trustee Saigh stated he believes that we are at a ceiling for membership rates. Chairman Geoga stated that the bargain patrons got in the past was because the Village was subsidizing the pool facility. Trustee Saigh commented on the pool audit and the favorable life left on the pool.

Chairman Geoga stated that the average yearly maintenance for the pool is \$40,000 but there are some years when it will be more. A Task Force will continue to look at the utilization of the pool and how the major capital funds down the road will be met. Trustee Saigh believes that the pool is going to need subsidies from the village and cannot generate enough revenue for capital expenses. Trustee Williams moved approval of the membership rates. Trustee Schultz seconded and the motion passed unanimously.

Approval of a Two Year Extension in the Contract to Provide Concession Services at the Hinsdale Community Pool to C & W Concessions

Trustee Schultz moved approval of the two year extension to provide concession services at the pool. Trustee Williams seconded and the motion passed unanimously.

Approval of License Agreement with Hinsdale Tennis Association

Trustee Schultz moved approval of the License Agreement between Hinsdale Tennis Association and the Village of Hinsdale. Trustee Williams seconded and the motion passed unanimously.

Approval of a Request from Hinsdale Hospital Auxiliary for a Special Use Permit at Burlington Park on April 10, 2011

Trustee Schultz moved approval of the request from the Hinsdale Hospital Auxiliary. Trustee Williams seconded and the motion passed unanimously.

Economic Development Director Report

Mr. Scott reported on the EDC meeting. He explained the collective marketing that is being planned and he hopes to raise the participation level of downtown businesses. The sign policy is still being refined and the language is being clarified.

Mr. Scott reported that the amount of interest is high for new businesses and there is interest in available space. There could be some "pop up" events at some of the open spaces. Mr. Scott explained that there has been discussion with the Oasis about removing the no entrance sign on the frontage road to generate more access.

Mr. Scott stated that there is some interest in a potential outdoor advertising structure at Veeck. The downtown task force met to express the key issues.

Trustee Schultz asked Mr. Scott if the Village is losing business by not offering an incentive for businesses. Mr. Scott stated that there have been two businesses that did not come here because there have been no incentives. Mr. Scott stated that this has been become very common with other towns.

Trustee Saigh asked Mr. Scott is there was any feedback on the letters to landlords. Mr. Scott reported that he has had a few comments. The Committee thanked Mr. Scott for his report.

Although not on the agenda, earlier in the evening staff had provided documentation regarding a recommended personnel policy change related to comp time that would be on the next Board agenda. Chairman Geoga noted that the proposed change would hopefully result in a reduction in overtime costs and asked Mr. Cook to comment on policy revision. Mr. Cook stated that our personnel policies were detracting from taking comp time due to the requirement that all comp time has to be used by the end of April or it has to be paid out. Mr. Cook is asking to amend the personnel policy to allow earned comp time to be carried over to the next fiscal year. Mr. Cook requests that this be moved to the board and asked the Committee for their comments.

Trustee Saigh asked how many staff would be affected and would there be enough staff to cover when they take time off. Mr. Cook stated there are about 20 and in the summer there is extra staff to cover those on vacation.

Adjournment


As there was no further business to come before the Committee, Trustee Schultz motioned to adjourn. Trustee Williams seconded. The motion passed unanimously and the meeting was adjourned at 8:30 p.m.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

MEMORANDUM

To: Chairman Geoga and Members of the Administration & Community Affairs (ACA) Committee
From: Timothy J. Scott, AICP, CNU-A – Director of Economic Development
Date: March 7, 2011
Re: Staff Report – Director of Economic Development



Economic Development

The Economic Development Commission (EDC) last met on Tuesday, February 22, 2011.

Retail Sales Promotion

At its last meeting, members of the EDC worked through issues related to their planned retail promotion. The theme has been established as "Customer Appreciation Celebration." The dates have been finalized as Friday, April 29th and Saturday, April 30th. A new creative approach resulted from combining the most appealing traits of the two options members received most favorably. Drafts for an advertisement and direct mail piece were developed and received positively by the EDC. Members suggested that in lieu of a small static cling a window poster for participating businesses be developed. Other tools may be employed to clearly identify to shoppers and passersby which businesses are participating in the promotion.

Elements of a media plan were also discussed and agreed to, and vehicles will include local and regional print publications as well as a presence on the website, stylechicago.com. In addition, to make signing up for the promotion convenient for retailers, a dedicated website has been developed. The site, hinsdaleretail.com, is now active; and, as of this writing, several businesses have already agreed to participate in the promotion. I am hoping to visit Hinsdale's retailers to further encourage retailers' participation, and members of the EDC will be invited to be part of these field trips.

Tenant Attraction

A small boutique has plans to enter downtown and another is in the final stages of their build-out, with an opening planned in the next month or so. We're following up on leads and working closely with several other potential tenants. This interest in the Village includes available space in all three of our main business districts. We continue to work with our Building and Fire Departments to assess on a case-by-case basis the potential of available space

to accommodate potential tenants given today's code requirements, particularly with life safety and accessibility.

Pop-up Art Show

Hinsdale Center for the Arts (HCA) is working with Hinsdale Central High School art students this semester. Their hope is to display the students' final projects in a "pop-up" gallery in downtown Hinsdale. I have reached out to three owners of currently available property to help create such a temporary gallery. The reception has thus far been positive, although the general concern is the need to relocate the gallery should a lease with a new retail tenant be signed. We are hopeful that one of the spaces will work out as the presence of a storefront art gallery featuring students' work would enhance the pedestrian experience, beautify the streetscape, and perhaps pique curiosity.

Potential for Outdoor

As mentioned previously, EDC Members have been interested in the idea of context-sensitive outdoor advertising in an appropriate location in the Village due to its potential to generate new revenue. Such space could also serve as display area for the EDC's marketing efforts to support the local marketplace.

We have met with two companies, and we are expecting proposals from them both. Given convention and the availability of another well-known provider, we will likely seek a third proposal. In addition, as a result of this preliminary research, we have learned a bit more about the requirements of the State.

Tribute Tree Program

We are looking at ways to help members of the Beautification Task Force generate additional exposure for the Village's relatively new "tribute tree" program.

Downtown Task Force

The Downtown Task Force held its first meeting at the end of January. The next meeting of the group will be Tuesday, March 8th.

If you have any questions, comments, or suggestions, please do not hesitate to contact me at (630) 789-7005 or at tscott@villageofhinsdale.org. Thank you.

cc: Village President Cauley and Board of Trustees
David C. Cook, Village Manager

MEMORANDUM

Date: March 2, 2011

To: Chairman Geoga and ACA Committee Members

From: Amy M. Pisciotto, Information Technology Coordinator *AMP*

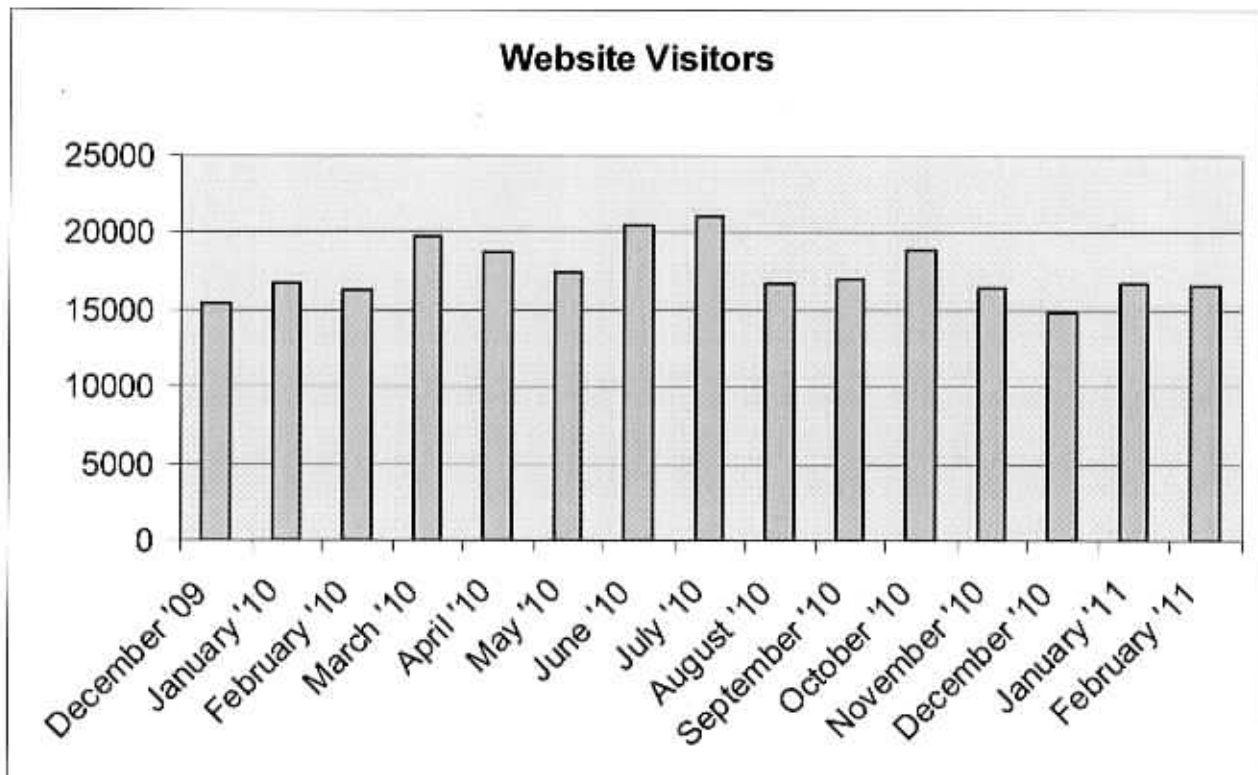
RE: Communications Report for December, January, February

Website

In December 2010 the Village of Hinsdale website had a total of 125,903 hits. Of those hits, 14,850 resulted in a visit to the website. These visitors viewed a total of 45,834 Village of Hinsdale website pages.

In January the Village of Hinsdale website had a total of 132,877 hits. Of those hits, 16,689 resulted in a visit to the website. These visitors viewed a total of 52,202 Village of Hinsdale website pages.

In February the Village of Hinsdale website had a total of 125,263 hits. Of those hits, 16,630 resulted in a visit to the website. These visitors viewed a total of 50,252 Village of Hinsdale website pages.



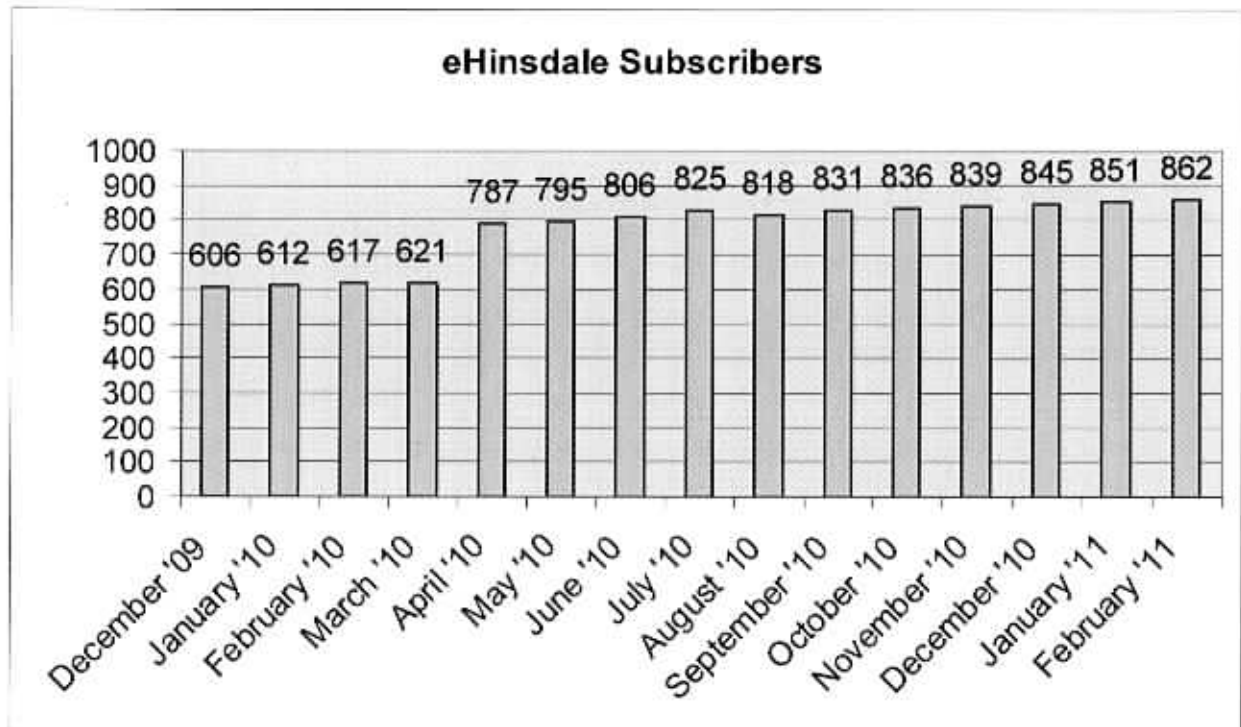
eHinsdale

There are currently 862 subscribers to the *eHinsdale* newsletter compared to 839 in November .

The December 2010 eHinsdale newsletters averaged a 35% open rate, which is approximately 296 subscribers per week that open the newsletter.

The January eHinsdale newsletters averaged a 38% open rate, which is approximately 323 subscribers per week that open the newsletter.

The February eHinsdale newsletters averaged a 38% open rate, which is approximately 328 subscribers per week that open the newsletter. There were also three special eHinsdale newsletters sent out in regards to the blizzard and the clean-up. These newsletters had an average open rate of 43%.



Comcast Channel 6/AT&T U-Verse Channel 99

Slideshow: attached is a summary of the slides and non-meeting videos currently running on Comcast Channel


cc: President Cauley and Board of Trustees
David C. Cook, Village Manager
Department Heads

Daily Slide Show for Comcast Channel 6/AT&T U-Verse 99
As of March 1, 2011

Subject	Number of Slides	Pull Date
Blood donation informational slide	1	ongoing
Veterans assistance commission	1	no date determined
Street Light Outage contact information	1	ongoing
Hinsdale Wedding Walk	1	March 6, 2011
Hinsdale Public Library: "Harriet's Birthday Bag" program	1	ongoing
Hinsdale Public Library: Homebound Patrons info	1	ongoing
Park and Recreation: Department News	1	ongoing
Park and Recreation: Lifeguard information	1	no date determined
Park and Recreation: Katherine Legge Memorial Lodge Information	1	ongoing
Park and Recreation: Dog Owners informational slide	1	ongoing
Park and Recreation: Youth T-Ball League	1	April 20, 2011
Police Dept: Community Alerts e-mail program	1	ongoing
Police Dept: Texting and Cell Phone Use in School Zones	1	no date determined
Village of Hinsdale: Hours of operation	1	ongoing
Village of Hinsdale: Phone Numbers	1	ongoing
Channel 6/99 program schedule	1	ongoing
Total	16	

MEMORANDUM

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

FROM: Gina Hassett, Director of Parks and Recreation 

DATE: March 2, 2011

SUBJECT: February Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of February 2010.

Recreation Services

- We have upgraded the Web trac component of the Rec Trac software. Pass holders will now be able to renew their passes on line! Those purchasing pool and paddle passes for the first time will have to come in but renewal will be available online. This should be very helpful. The software installation will be completed next week and will be ready for pool pass sales.
- The Parks & Recreation Commission discussed the Ordinance regarding dogs in public parks. An ordinance will be brought to the Committee in April for approval to amend section 5-7-7 to permit dogs in public parks on leash. The ordinance will include that dogs are permitted in parks on leash under handlers' control. Dogs are not permitted in playgrounds, athletic fields in use and picnic shelters. Dogs are not allowed to run loose in the parks. Any animal found running loose may be apprehended and taken to the animal shelter at the expense of the owner.
- No updates on the KLM OSLAD Grant application at this time.
- Dan Deeter met with MWRD regarding the storm water permit for the platform tennis courts and KLM picnic shelter. The staff at MWRD was receptive to the proposed storm water plan.
- Summer brochure is at the printer. It will be distributed as an insert in the Hinsdalean on March 31st. Staff has secured advertisers for the back inside cover and one ¼ page ad for the back cover. This will generate additional revenue.
- Staff has worked to offer co-operative events for the summer. The Lunch on the Lawn events will be co-sponsored with the Hinsdale Library and expenses will be shared. Party in the Park will be a co-operative event with the Community House. The co-operative relationship will enhance the events.
- Planning is underway for the July 4th parade and craft fair. Staff has reached out to contractual groups to retain them for this year's event. Applications for organization and businesses will be available on line at the end of March.
- Staff submitted an annual field permit to the Forest Preserve of Cook County for use of Duncan Field. The County contacted staff to inform us that the field had been permitted out to another organization. Staff has informed Little League of the situation. We have the option to permit Friday evenings and Saturday and Sunday mornings.

- Staff is working to permit athletic fields for the spring. Public Service staff will begin laying out the fields at the end of March. Fields will be in full swing the first week of April weather permitting.
- 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.
- 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.

Platform Tennis

- The season for platform is wrapping up. Enrollment in the winter sessions was lower then fall sessions.

Platform Membership Summary 2/28/11)	2010 Fees	2010 New Members	2010 Re-newal	Total Members	2010 Revenue	Fees	2009 Memberships	2009 Revenue
Resident Individual	\$120	24	78	102	\$12,239	\$112	97	\$10,695
Resident Family	\$175	12	46	58	\$9,975	\$164	53	\$8,774
Resident Family Secondary	\$0	52	140	192	\$0	\$0	186	\$0
Non-Resident Individual	\$289	9	38	47	\$13,439	\$270	53	\$13,820
Non-Resident Family	\$345	3	15	18	\$6,210	\$322	21	\$6,762
Non-Resident Secondary	\$0	16	43	59	\$0	\$0	65	\$0
Lifetime	\$0	6	147	153	\$0	\$0	176	\$0
Total		122	507	629	\$41,863		651	\$40,461

New Lifetime members would be children in the household that may now be old enough to have pass. No new lifetime memberships have been sold.

Platform Membership Summary	Fees	2010 Memberships	2010 Revenue	2009 Memberships	2009 Revenue	2008 Memberships	2008 Revenue	2007 Memberships	2007 Revenue
Resident Individual	\$112	102	\$12,239	97	\$10,695	71	\$7,840	82	\$7,500
Resident Family	\$164	58	\$9,975	53	\$9,184	70	\$8,610	67	\$8,774
Resident Family Secondary	\$0	192	\$0	186	\$0	159	\$0	176	\$0
Non-Resident Individual	\$270	47	\$13,439	53	\$13,820	32	\$8,640	37	\$8,370
Non-Resident Family	\$322	18	\$6,210	21	\$6,762	17	\$5,152	24	\$5,635
Non-Resident Secondary	\$0	59	\$0	65	\$0	46	\$0	57	\$0
Lifetime	\$0	153	\$0	176	\$0	159	\$0	165	\$0
Total		629	\$41,863	651	\$40,461	554	\$30,242	608	\$30,338

KLM REPORT

The replacement of the ballroom floor began March 2nd. Programs that department holds have been moved to locations throughout the Village. HCA, The Community House and Immanuel Hall are all assisting and providing space for the two weeks the upper level of the lodge will be off line.

Painting in the dining room and alcove has been completed. The floor in the ice room has also been replaced. The lodge will be ready for a busy spring/summer schedule.

EXPENSE

January				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				
\$8,519	\$8,551	\$105,065	\$96,696	\$147,982	65%	\$159,685	66%

Revenue	January		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	\$4,694	\$1,302	\$114,015	\$127,410	\$160,000	80%	\$150,000	76%
Caterer's Licenses	\$0	\$0	\$17,900	\$14,600	\$18,000	81%	\$17,400	103%

Community Pool Report

Pool passes went on sale February 28th. The first pass sold was a new non-resident family pass. The new on-line pass renewal is underway. Emails have been sent out to past pass holders informing them of the on-line renewal and the rates. An insert advertising the pool memberships was inserted in the Hinsdalean on March 3rd.

Staff is working to receive price quotes for spring projects. Projects to be completed prior to opening day are pump maintenance, repairs to the lap pool wall, tile and grout repairs and fence repairs. The wall and pump are budgeted for in the 2010-11 budgets. Other items will be done after May 1st.

Staff has met with contractors to secure proposals for the custom hair lint strainers and other spring repairs.

Training for returning staff and new lifeguards will begin in April. Pool time has been secured at Hinsdale Central for training. Many staff members will be returning for the 2011 season.

DATE March 3, 2011

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Hinsdale Center for the Arts (HCA) use of KLM	APPROVED Gina Hassett, Director of P & R


Hinsdale Center for the Arts (HCA) use of KLM

HCA has submitted a request to have their rental fee for KLM Lodge waived. The Parks and Recreation Commission voted unanimously to waive the rental fee of KLM Lodge for HCA's annual Fine Arts Camp. The rental is six weekday dates for two hours each for a total rental fee of \$1,200. Attached is the letter submitted by Hinsdale Center for the Arts.

Should the ACA Committee concur with both the recommendations from the Parks and Recreation Commission and staff, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees approval to waive the rental fees for HCA in the amount of \$1,200.

STAFF APPROVALS

Parks & Recreation APPROVAL 	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION:

BOARD ACTION:

Hinsdale Center for the Arts

The Center of Your Imagination

LOCATED IN KATHERINE LEGGE MEMORIAL PARK

P.O. Box 175 HINSDALE, IL. 60522

5903 South County Line Road, Hinsdale, IL. 60521

p 630 887 0203 f 630 887 1470 www.hinsdalearts.org



March 2, 2011

Ms Gina Hassett
Director Parks and Recreation
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, Illinois 60521

Dear Ms Hassett:

I am writing on behalf of Hinsdale Center for the Arts (HCA).

During the coming summer months, HCA is again offering a wide range of programs and classes designed to provide the highest quality cultural experiences to the residents of Hinsdale and surrounding communities. These programs will serve hundreds of children and adults from the region while also benefitting Illinois artists and performers.

Typically, HCA presents the final performance of its signature program, Multi-Arts Camp at The Lodge at Katherine Legge Memorial Park. To offset some of the costs of providing these very valuable programs HCA respectfully requests that the fees for our use of The Lodge be waived for the summer of 2011.

Thank you for your consideration of this matter and for your continued support of Hinsdale Center for the Arts.

Please contact me with any questions or concerns.

Sincerely,

Theresa Gimpel
Director of Programs, Hinsdale Center for the Arts

DATE March 1, 2011

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM KLM Roof Repairs	APPROVED Gina Hassett, Director of P&R

KLM ROOF REPAIRS

There was a provision in the FY 2010-11 Capital Budget of \$200,000 for Duncan Field and/or for repairs at KLM. The funds have been allocated to KLM Lodge and park repairs as the Duncan Field project is not moving forward. The amount allocated for the roof repairs is \$60,000.

The roof design is somewhat unusual due to there being twelve roof levels and a variety of surfaces. The age of the building and specialty materials are a unique application. The roof has a number of areas that need repairs and the dining room roof needs a full replacement. Portions of the roof are leaking. In order to replace the dining room roof the duct work needs to be removed. The roof for the ballroom was replaced in 1993 with chimney, flashing, and tuck pointing repairs.

In order to accomplish this work prior to the end of the fiscal year, staff is requesting to waive the formal bidding process and base the award on competitive quotes. Staff secured 2 proposals for the roof repairs and 3 proposals for the duct work removal/repair, which are summarized on the attached quote tabulation.

Staff recommends accepting Mortenson's proposal in the amount of \$32,756 for the roof repairs and accepting the proposal from Heat Engineering to remove and replace the duct work in the amount of \$14,000. Heat Engineering has done work in the past with the Village. Mortenson's completed the roof repairs at Memorial Hall this past fall. The total cost for the KLM repairs including the duct work is \$46,756 which is under the allocated budget amount.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to waive the competitive bid process and accept Mortenson's proposal for the amount of \$32,756 for the roof repairs at KLM and accept the proposal from Heat Engineering to remove and replace the duct work at KLM in the amount of \$14,000.

STAFF APPROVALS

Parks & Recreation APPROVAL 	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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COMMITTEE ACTION:

BOARD ACTION:

Village of Hinsdale
Summary of KLM Roof Repair Proposals

Description of Work	Mortenson		Knicker Bockers	
	Roofing		Roofing	
East Flat Roof Rework	10,384		11,450	
West Flat Roof All New	7,686		7,600	
Flat Roof Above ballroom	4,788		5,400	
South Pocket and Adjoining Valleys	7,642			
East Side, North Pocket and Lower Northwest and General Repairs	2,256		15,000	*
<i>*Knicker Bockers included South pocket with other line item</i>	32,756		39,450	
TOTAL				

Description of Work	Heat		Karlson	
	Engineering		Enterprises	
Remove old duct work off KLM West Flat Roof, fabricate new and install per proposal	14,000		14,000	14,280

Serving the Chicagoland Area
Since 1937

Illinois License #104-000152

MORTENSON ROOFING Co., INC.

- SPECIALIZING IN SLATE AND TILE ROOF RESTORATION, DECORATIVE SHEET METAL -

9505 Corsair Road • Frankfort, IL 60423

www.mortensonroofing.com

Phone: (815) 464-7300

(773) 468-2900

Toll Free: (888) 773-7306

Fax: (815) 464-7850

PROPOSAL NO.: **15377**

Date: **September 9, 2010**

Name: **Mr. Jim Pointkowski**
Village of Hinsdale
Address: **19 East Chicago Ave.**
Hinsdale, IL 60521

Phone #: **630-789-7028 (Of#)**
630-878-2015 (Cell#)
Fax #: **630-789-7016**

We hereby propose and agree to perform the following work in accordance with the terms and conditions set forth below and on the reverse side:

Job: **KLM Lodge**

Lower East Flat Roof

1. Work to be done after existing ducts are removed.
2. Remove and set aside the slates above the roof.
3. Install one ply Johns Manville Appex 4 smooth modified bitumen membrane roofing over the existing roofing.
4. Reinstall the slates, replacing any damaged pieces.
5. Coat the new roofing with a reflective aluminum roof coating.

TERMS: 25% NON-REFUNDABLE DEPOSIT DUE WITH SIGNED PROPOSAL, BALANCE DUE UPON COMPLETION, OR AS OTHERWISE STATED ABOVE AND ON THE REVERSE SIDE.

We propose to perform this work in accordance with the above specification for the sum of:

*** Ten Thousand Three Hundred Eighty Four & 00/100 ***

Dollars (\$ **10,384.00**)

All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder's risk and property insurance, including coverage against fire, storm, vandalism, theft and other perils upon the entire work. We carry general liability and workmen's compensation insurance.

Prices based on acceptance within 30 days of quotation. Balance unpaid after 30 days from due date is subject to a late payment charge of one and a half percent

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The undersigned agrees that this writing constitutes a contract between the parties.

per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees.

Respectfully submitted,

MORTENSON ROOFING CO., INC.

By: _____

 **Ken Swart, Jr.**

Date: **September 9, 2010**

Accepted by: _____

Signature: _____

Title: _____

Date of Acceptance: _____

Serving the Chicagoland Area
Since 1937

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Fax: (815) 464-7850

PROPOSAL NO.: **15166**

Date: April 14, 2010

Name: **Village of Hinsdale**
Attn: Mr. Jim Pointkowski
Address: 19 E. Chicago Ave.
Hinsdale, IL 60521

Phone #: 630-789-7028

Fax #: 630-789-7016

We hereby propose and agree to perform the following work in accordance with the terms and conditions set forth below and on the reverse side:

KLM Lodge – West Flat Roof

1. Remove and set aside the slates adjoining the roof.
2. Remove and dispose of the existing roofing from the area surrounded by walls and adjoining the slate roof.
 - Note: The lower west entry flat roof is not included in this proposal.
3. Install 1½-inch base insulation.
4. Install tapered insulation at 1/8-inch per foot.
5. Install ½-inch Duraboard insulation by Johns Manville.
6. Install one ply Appex 4 smooth modified bitumen roofing by Johns Manville.
7. Install one ply Appex 4.5M white granulated modified bitumen roofing by Johns Manville.
8. Install new 16-ounce copper counter flashings.
9. Install a 16-ounce copper cover over the brick window sill above the roof.
10. Reinstall slates.
 - Total roof area described is approximately 300 square feet.
 - Note: The existing copper coping on the wall, the conductor head and downspout will remain.

TERMS: 25% NON-REFUNDABLE DEPOSIT DUE WITH SIGNED PROPOSAL, BALANCE DUE UPON COMPLETION, OR AS OTHERWISE STATED ABOVE AND ON THE REVERSE SIDE.

We propose to perform this work in accordance with the above specification for the sum of:

*** Seven Thousand Six Hundred Eighty Six & 00/100 *** Dollars (\$ **7,686.00**)

All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder's risk and property insurance, including coverage against fire, storm, vandalism, theft and other perils upon the entire work. We carry general liability and workmen's compensation insurance.

Prices based on acceptance within 30 days of quotation. Balance unpaid after 30 days from due date is subject to a late payment charge of one and a half percent

per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees.

Respectfully submitted,

MORTENSON ROOFING CO., INC.

By: _____

Ken Swart, Jr.

April 14, 2010

Date: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The undersigned agrees that this writing constitutes a contract between the parties.

Accepted by: _____

Signature: _____

Title: _____

Date of Acceptance: _____

Serving the Chicagoland Area
Since 1937

Illinois License #104-000152

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Toll Free: (888) 773-7306

Fax: (815) 464-7850

PROPOSAL NO.: **15378**

Date: September 9, 2010

Name: **Mr. Jim Pointkowski**
Village of Hinsdale

Phone #: 630-789-7028 (Of#)
630-878-2015 (Cell#)

Address: 19 East Chicago Ave.
Hinsdale, IL 60521

Fax #: 630-789-7016

We hereby propose and agree to perform the following work in accordance with the terms and conditions set forth below and on the reverse side:

Job: KLM Lodge

Top Flat Roof

1. Cut back the edge of the existing roofing, and clean and prime the existing perimeter flashings.
2. Secure the existing perimeter flashings.
3. Install one ply Johns Manville Appex 4 smooth modified bitumen membrane roofing over the existing roofing.
4. Coat the new roofing with a reflective aluminum roof coating.
5. Reseal the chimney flashings.

**TERMS: 25% NON-REFUNDABLE DEPOSIT DUE WITH SIGNED PROPOSAL, BALANCE DUE UPON COMPLETION,
OR AS OTHERWISE STATED ABOVE AND ON THE REVERSE SIDE.**

We propose to perform this work in accordance with the above specification for the sum of:

*** Four Thousand Seven Hundred Eighty Eight & 00/100 *** Dollars (\$ **4,788.00**)

All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder's risk and property insurance, including coverage against fire, storm, vandalism, theft and other perils upon the entire work. We carry general liability and workmen's compensation insurance.

Prices based on acceptance within 30 days of quotation. Balance unpaid after 30 days from due date is subject to a late payment charge of one and a half percent

per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees.

Respectfully submitted,

MORTENSON ROOFING CO., INC.

By:  Ken Swart, Jr.

Date: September 9, 2010

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The undersigned agrees that this writing constitutes a contract between the parties.

Accepted by: _____

Signature: _____

Date of Acceptance: _____

Title: _____

Serving the Chicagoland Area
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MORTENSON ROOFING Co., Inc.

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Toll Free: (888) 773-7306

Fax: (815) 464-7850

PROPOSAL NO.: **15379**

Date: September 9, 2010

Name: **Mr. Jim Pointkowski**
Village of Hinsdale
Address: 19 East Chicago Ave.
Hinsdale, IL 60521

Phone #: 630-789-7028 (Off)
630-878-2015 (Cell#)
Fax #: 630-789-7016

We hereby propose and agree to perform the following work in accordance with the terms and conditions set forth below and on the reverse side:

Job: KLM Lodge

Upper South Pocket and Adjoining Valleys

1. Remove and set aside the slates above the upper south pocket, located above the attic air handler.
2. Remove and set aside the slates from along the two (2) valleys above the pocket.
3. Remove and set aside the tiles from the area between the valleys.
4. Remove and dispose of the existing worn-out pocket liner.
5. Remove and dispose of the existing valley flashings.
6. Remove and dispose of the exposed underlayment. *Any fully adhered underlayment will remain.
7. Replace up to 10 square feet of damaged wood sheathing.
8. Install one layer of W.R. Grace Ice & Water Shield membrane underlayment and #30 felt underlayment over the exposed roof area.
9. Fabricate and install a new 16-ounce copper pocket liner with flat-locked soldered seams, over rosin slip paper.
10. Fabricate and install new 16-ounce copper valley flashings, installed in conjunction with the valley slates.
11. Reinstall slates, replacing any damaged pieces.

TERMS: 25% NON-REFUNDABLE DEPOSIT DUE WITH SIGNED PROPOSAL, BALANCE DUE UPON COMPLETION, OR AS OTHERWISE STATED ABOVE AND ON THE REVERSE SIDE.

We propose to perform this work in accordance with the above specification for the sum of:

*** Seven Thousand Six Hundred Forty Two & 00/100 ***

7,642.00

Dollars (\$)

All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder's risk and property insurance, including coverage against fire, storm, vandalism, theft and other perils upon the entire work. We carry general liability and workmen's compensation insurance.

Prices based on acceptance within 30 days of quotation. Balance unpaid after 30 days from due date is subject to a late payment charge of one and a half percent

per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees.

Respectfully submitted,

MORTENSON ROOFING CO., INC.

Ken Swart, Jr.

By: _____

September 9, 2010

Date: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The undersigned agrees that this writing constitutes a contract between the parties.

Accepted by: _____

Signature: _____

Date of Acceptance: _____

Title: _____

Serving the Chicagoland Area
Since 1937

Illinois License #104-DD00152

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www.mortensonroofing.com

Phone: (815) 464-7300

(773) 468-2900

Toll Free: (888) 773-7306

Fax: (815) 464-7850

PROPOSAL NO.: **15376**

Date: September 9, 2010

Name: **Mr. Jim Pointkowski**
Village of Hinsdale
Address: 19 East Chicago Ave.
Hinsdale, IL 60521

Phone #: 630-789-7028 (Of#)
630-878-2015 (Cell#)
Fax #: 630-789-7016

We hereby propose and agree to perform the following work in accordance with the terms and conditions set forth below and on the reverse side:

Job: KLM Lodge

1. East Side Gutter & Slate Roof

- Remove and set aside the slates from below the drain of the copper ledge and gutter on the east side.
- Repair the seams of the gutter and copper ledge at the drain and adjoining the panel at the drain.
- Install new W.R. Grace Ice & Water Shield membrane underlayment and #30 felt underlayment over the exposed roof area.
- Reinstall the slates, replacing any broken slates in the work area.

2. North Side Pocket: Clear debris from the north side pocket and gutter.

3. Lower Northwest Copper Roof

- Seal the wear hole in the south end of the copper roof and reinstall the protective copper panel.
- Seal any cracks or holes in the roof.
- Reseal the counter flashing.

4. General Repairs: Replace approximately 10 broken slates over the entire roof.

TERMS: 25% NON-REFUNDABLE DEPOSIT DUE WITH SIGNED PROPOSAL, BALANCE DUE UPON COMPLETION, OR AS OTHERWISE STATED ABOVE AND ON THE REVERSE SIDE.

We propose to perform this work in accordance with the above specification for the sum of:

*** Two Thousand Two Hundred Fifty Six & 00/100 ***

Dollars (\$ **2,256.00**)

All work to be completed in workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry builder's risk and property insurance, including coverage against fire, storm, vandalism, theft and other perils upon the entire work. We carry general liability and workmen's compensation insurance.

Prices based on acceptance within 30 days of quotation. Balance unpaid after 30 days from due date is subject to a late payment charge of one and a half percent

per month, or maximum allowed by law, if different, together with expenses incidental to collection, including reasonable attorney's fees.

Respectfully submitted,

MORTENSON ROOFING CO., INC.

Ken Swart, Jr.

By: _____

September 9, 2010

Date: _____

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The undersigned agrees that this writing constitutes a contract between the parties.

Accepted by: _____

Signature: _____

Date of Acceptance: _____

Title: _____

Proposal

Spiontkowski
village of Hinsdale,
053

the HEAT engineering co.



6500 JOLIET ROAD
 COUNTRYSIDE, ILLINOIS 60525
 (708) 246-3300 FAX (708) 579-0264

PROPOSAL SUBMITTED TO KLM Lodge		PHONE 630-878-2015	DATE 2/21/2011
STREET 5901 S. County Line Road		JOB NAME Same	
CITY, STATE AND ZIP CODE Hinsdale, IL		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Remove insulation on outside duct, bag up , haul away.
 Measure exposed duct , custom fabricate new duct with
 1" interior insulation.
 Remove the old duct, haul away. Install new duct, seal
 all seams .
 Use heavy guage - 22 guage and bolted connections for
 the main lines.
 Use 24 guage and drives on smaller ducts.

installed-----\$14,000.00

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Fourteen Thousand dollars (**\$14,000**).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature **Charles Mueller**

NOTE: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

DATE March 1, 2011

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Pool Pump House Foundation	APPROVED Gina Hassett, Director of P&R

POOL PUMP HOUSE FOUNDATION

A facility audit of the Community Pool was completed. The audit indicated that repairs to the pump house foundation be a priority repair. The 2010-11 capital budget includes \$35,000 for water slide replacement. The funds are being diverted to repair the foundation as the pool audit indicated that the repair is a priority.

The foundation of the pump house building containing the surge tanks is sinking. The building has developed a crack through the brick on both sides. Currently the pool operates properly. The concern is that if the foundation continues to sink the pipes will pull away disrupting operations. The solution is to stabilize the foundation at the current position. Staff met with engineers from two firms whom submitted proposals.

Staff received two proposals. An Atlas Restoration price was \$29,500 and Ram Jack was \$42,400. Staff recommends accepting the proposal from Atlas in the amount of \$29,500 for the installation of 9 piers to stabilize the pump house foundation. Village staff will be responsible for the landscape restoration and concrete repairs. Atlas guarantees their work for 10 years.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to waive the competitive bid process and accept Atlas Restoration proposal to stabilize the pool pump house foundation in the amount of \$29,500.

STAFF APPROVALS

Parks & Recreation APPROVAL 	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
--	-----------------	-----------------	-----------------	---

COMMITTEE ACTION:

BOARD ACTION:

Commercial Pier Proposal

OWNER NAME Village of Hinsdale			DATE 3/1/2011	B # B15478
JOB ADDRESS 500 W Hinsdale Ave			HOME PHONE	JOB #
CITY Hinsdale	STATE IL	ZIP CODE 60521	MOBILE PHONE (630) 878-2047	CUSTOMER #
BILLING NAME Village of Hinsdale			OFFICE PHONE (630) 789-7097	E-MAIL: ghassett@villageofhinsdale.org
BILLING ADDRESS 19 E Chicago			FAX	EST. START DATE Within 60 Days of Permit
CITY Hinsdale	STATE IL	ZIP CODE 60521	CONTACT PERSON Gina Hassett	SALESMAN Gary Milligan

UTILITIES: ☒ Electric ☒ Gas ☒ Water ☒ Sewer ☒ Telephone ☒ Cable

BUILDING TYPE: ☐ Residential ☒ Commercial ☐ Industrial

BUILDING DESCRIPTION: ☒ 1-Story ☐ 2-Story ☐ 3-Story ☐ Masonry ☒ Frame

☒ Basement ☐ Crawl ☐ Frost Footing ☐ Slab on Grade ☐ Structural Slab ☐ Chimney

COMMENTS:

Foundation Type:	Concrete	Age:	19 years
Foundation Depth:	9' estimate	Footing Thickness:	14' estimate

Previous Foundation Repair: ☒ No ☐ Yes

Description:

Engineers Report: ☐ No ☒ Yes

By: FGM Architects Dated 12/22/10
(ATTACH DOCUMENTS)

Hand Dig: ☐ No ☒ Yes

Permit Fee / Expediting Included: ☒ No ☐ Yes

Machine Dig: ☒ No ☐ Yes

Engineering Fee Included: ☐ No ☒ Yes

ACCESS/SPECIAL INSTRUCTIONS: ARL to remove and replace concrete at pier locations approximately 80 square feet.

Owner responsible for removal and replacement of all landscaping for work areas.

Labor for job to be prevailing wage.

Price is for stabilization only, no attempt to lift.

Install nine (9) AP2-3500.165 Atlas System Resistance Piers to required resistance. Atlas Restoration, LLC (ARL) assumes existing construction, depth of existing footing, and footing thickness are as stated above. Due to unknown conditions, additional work may be necessary. Charges for additional work, including but not limited to, obstruction removal shall be billed at \$75.00 per man hour. Pier depths to 50 feet per pier are included. Pier depths over 50 feet will be billed at \$18.00 per additional foot. Charges will be based on additional material over 450 feet of cumulative pier depth included in this proposal.

ARL does not include, unless specifically stated herein, replacement of concrete, removal and replacement of trees, shrubs, sod, fences, air conditioners, sprinkler systems, or any other improvements, interior or exterior.

PRICE	DUE - Net 20 Days from date of completion		SOURCE
\$29,500.00	\$29,500.00		Referral/FGM Architects
I have read this proposal, including the terms and conditions on page two (2). The conditions and terms are satisfactory and are hereby accepted. X Owner		ARL (Accepted by Company) X Date	

DATE March 1, 2011

REQUEST FOR BOARD ACTION

AGENDA Administration and Community SECTION NUMBER Affairs Committee	ORIGINATING DEPARTMENT Parks and Recreation
ITEM Bid 1489 KLM Retaining Wall	APPROVED Gina Hassett, Director of P&R

BID 1489 KLM RETAINING WALL

The timber retaining wall along County Line Road outside of KLM is falling down. There was a provision in the 2010-11 Capital Budget of \$200,000 for Duncan Field and/or for repairs at KLM. The funds have been allocated to KLM Lodge and Park repairs as the Duncan Field project is not moving forward. The amount allocated for the retaining wall was \$60,000.

The wall is a safety hazard. The timber wall will be removed and replaced with a Uni-lock paver system. Bids were received and staff recommends accepting the low bid from Alaniz Landscape Group in the amount of \$24,149 for the north and south retaining wall along County Line Road.

Should the Committee concur with Staff's recommendation, the following motion would be appropriate:

MOTION: To recommend to the Board of Trustees to accept the bid from Alaniz Landscape Group in the amount \$24,149 to replace the north and south sections of the KLM retaining wall.

STAFF APPROVALS

Parks & Recreation APPROVAL 	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
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


COMMITTEE ACTION:

BOARD ACTION:

<div> <div>BID 1489</div> <div>KLM RETAINING WALL REPLACEMENT</div> </div>		<div> <div>Alaniz Landscape Group</div> <div>P.O. Box 1248</div> <div>Elgin 60121</div> </div>		<div> <div>George's Landscaping</div> <div>1410 Mills Rd</div> <div>Joliet 60433</div> </div>		<div> <div>Country Landscaping</div> <div>13305 W 131st St</div> <div>Lemont 60439</div> </div>		<div> <div>Premier Landscape</div> <div>16W179 Jeans Rd</div> <div>Lemont 60435</div> </div>		<div> <div>Kenneth Company</div> <div>751 N Bolingbrook Dr</div> <div>Bolingbrook 60440</div> </div>		<div> <div>Twin Oak Landscaping</div> <div>997 Harvey Rd</div> <div>Oswego 60543</div> </div>		<div> <div>Hoppy's Landscaping</div> <div>15051 New Ave</div> <div>Lockport 60441</div> </div>		<div> <div>TNT Construction</div> <div>2539 Hawthorne</div> <div>Westchester</div> </div>	
		BID BOND		BID BOND		BID BOND		Cashiers check		BID BOND		BID BOND		BID BOND		BID BOND	
ITEM NO.	SOUTH RETAINING WALL DESCRIPTION	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	Demolition and disposal of existing timber wall	680.00	680.00	9.75	2681.25	4.34	1193.50	16.00	4400.00		2372.80	3000.00	3000.00	1500.00	1500.00		1250.00
2	Install 6" base of CA-6 stone and compact	320.00	320.00	6.25	1718.75	10.00	2750.00	17.00	4675.00		1980.00	3300.00	3300.00	1250.00	1250.00		1750.00
3	Construct 275 in/ft of Unilock Pisa II retaining wall units to match existing grades	10234.00	10234.00	20.75	8217.00	34.97	9616.75	65.00	17875.00	27.80	7645.00	50.00	13750.00	30.00	8250.00		12600.00
4	Install 275 in/ft of Unilock Piss II cap/coping units	2088.00	2088.00	7.50	2062.50	10.80	2970.00	15.00	4125.00	14.70	4042.50	14.50	3987.50	10.00	2750.00		5400.00
5	Install 290 in/ft of 4" perforated drain tile and 3/4" trench fill stone	388.00	388.00	6.25	1812.50	5.20	1508.00	10.00	2900.00	4.55	1319.50	7.50	2175.00	3.00	870.00		2750.00
6	Restore work area and install 122 yds of Kentucky Blue Grass sod	846.00	846.00	7.50	915.00	9.00	1098.00	18.00	2196.00	18.10	2208.20	8.50	1037.00	5.50	671.00		1300.00
	TOTAL		14556.00		17407.00		19136.25		36171.00		19568.00		27249.50		15291.00		25050.00
ITEM NO.	NORTH RETAINING WALL DESCRIPTION	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
1	Demolition and disposal of existing timber wall	530.00	530.00	9.75	1755.00			16.00	2880.00		1553.00	2000.00	2000.00	1000.00	1000.00		
2	Install 6" base of CA-6 stone and compact	320.00	320.00	6.25	1125.00			17.00	3060.00		1296.00	2160.00	2160.00	1000.00	1000.00		
3	Construct 180 in/ft of Unilock Pisa II retaining wall units to match existing grades (Southern wall)	6233.00	6233.00	20.75	4233.00			60.00	10800.00	27.80	5004.00	50.00	9000.00	30.00	5400.00		
4	Install 180 in/ft of Unilock Piss II cap/coping units (Southern wall)	1503.00	1503.00	7.50	1350.00			15.00	2700.00	14.70	2646.00	14.50	2610.00	10.00	1800.00		
5	Install 200 in/ft of 4" perforated drain tile and 3/4" trench fill stone (Southern wall)	308.00	308.00	6.25	1250.00			10.00	2000.00	4.55	910.00	7.50	1500.00	3.00	600.00		
6	Restore work area and install 100 yds of Kentucky Blue Grass sod	699.00	699.00	7.50	750.00			18.00	1800.00	18.10	1810.00	8.50	850.00	5.50	550.00		
	TOTAL		9593.00		10463.00		0.00		23240.00		13219.00		18120.00		10350.00		0.00
	TOTAL WITH ADDENDUM		24149.00		27870.00		INCOMPLETE		59411.00		32787.00		45369.50		25841.00		INCOMPLTE No Bond

DATE: February 28, 2011

REQUEST FOR BOARD ACTION

AGENDA SECTION NUMBER ACA CONSENT		ORIGINATING DEPARTMENT Administration		
ITEM An Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hinsdale by Unitec Recycling of Villa Park, Illinois		APPROVAL Darrell Langlois, Asst. Village Manager 		
<p>The Village of Hinsdale Administration Department is requesting permission to declare as surplus property miscellaneous computer equipment as detailed on the attached list. We are requesting permission to dispose of the obsolete equipment using Unitec Recycling in Villa Park, Illinois.</p> <p>The equipment listed is either nonfunctioning or out-of-date to the point it can no longer be upgraded to work with current systems. Unitec Recycling ensures that all data is cleaned from the hard drives and will reuse any components possible and dispose of the rest of the components in an environmentally friendly way. A certificate is issued to the Village of Hinsdale releasing us from any liability of the equipment. Unitec Recycling does not charge a fee for the services.</p> <p>Should the Committee concur with this recommendation, the following motion would be appropriate:</p> <p>MOTION: To recommend the Village Board approve "An Ordinance Authorizing the Disposal of Personal Property Owned by the Village of Hinsdale".</p>				
APPROVAL	APPROVAL	APPROVAL	APPROVAL 	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

Village of Hinsdale
Ordinance No. _____

**An Ordinance Authorizing the Disposal
of Personal Property Owned by the Village of Hinsdale**

WHEREAS, in the opinion of at least a simple majority of the corporate authorities of the Village of Hinsdale, it is no longer necessary or useful to or for the best interests of the Village of Hinsdale, to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hinsdale to dispose said property using Unitec Recycling in Villa Park, Illinois.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF HINSDALE:

Section One: Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees of the Village of Hinsdale find that the personal property listed on the form attached (Exhibit A) to this Ordinance and now owned by the Village of Hinsdale, is no longer necessary or useful to the Village of Hinsdale and the best interests of the Village of Hinsdale will be served by its disposal.

Section Two: Pursuant to said 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to dispose of the aforementioned personal property now owned by the Village of Hinsdale using Unitec Recycling in Villa Park, Illinois.

Section Three: The Village Manager is hereby authorized and may direct Unitec Recycling to dispose of the equipment.

Section Four: This Ordinance shall be in force and effect from and after its passage, by a simple majority vote of the corporate authorities, and approval in the manner provided by law.

PASSED

AYES:

NAYS:

ABSENT:

APPROVED

Thomas K. Cauley, Village President

ATTEST:

Christine Bruton, Deputy Village Clerk


EXHIBIT A

The following is a listing of obsolete computer equipment to be properly disposed of:

Model	Serial Number	Purchase Date	Notes
CRT Monitors:			
Hewlett Packard 700/60	3226A06410	02-1999	Terminal
Hewlett Packard 700/96	UST5520179	12-2001	Terminal
Gateway2000 EV500	15009A578416	unknown	CRT
PC/Laptop:			
Twinhead Slimnote XL2 266TK	H1100129	1990's	
Dell Optiplex 745	FX5GVC1	04-2007	Water damaged – won't turn on
Dell Dimension 8400	1R7K361	11-2005	Motherboard
Dell Dimension 3100	7XCFV91	04-2006	
Dell Dimension 2400	JQLHQ71	06-2005	
HP xw4600 Work Station	2UA8180LTV	11-2006	May 2010 storm – power surge damage
Dell Inspiron 6400	7HWW0C1	10-2006	Processor overheated, motherboard failed
Dell Dimension 2400	3K9ZV31	12-2004	
Dell Dimension 2400	HQLHQ71	06-2005	
Dell Dimension 2400	2R5T351	06-2004	
Dell Dimension 3100	412RJ91	02-2006	
Dell Optiplex GX260	8QY6W21	06-2003	
Dell Dimension 2400	J5V1D81	09-2005	
Printers:			
HP DeskJet 722C	SG82P1X07X	02-1998	Does not work
Servers:			
HP 9000 D Class	595-2229-0	02-1999	
IBM pSeries	P21P6811/2PH62406	12-2001	
Misc Network Equipment:			
Cisco 802 Router	JMX0616F1AH	unknown	Replaced with current equipment in 2003
Cisco 802 Router	JMX0616J1S9	unknown	Replaced with current equipment in 2003
Cisco 802 Router	JMX0611E0UZ	unknown	Replaced with current equipment in 2003
Cisco 802 Router	JMX0611E0V2	unknown	Replaced with current equipment in 2003
Shiva LanRover/E Plus	2P151537	unknown	Replaced with current equipment in 2003
HP ProCurve 10BT Hub (J3303A)	SG02301252	unknown	Replaced with current equipment in 2003
HP ProCurve 10BT Hub (J3303A)	SG02301251	unknown	Replaced with current equipment in 2003
HP ProCurve 10BT Hub (J3303A)	SG02561101	unknown	Replaced with current equipment in 2003
HP Deskside Storage Enclosure	USM2R01744	02-1999	Accessory to server – HP 9000

DATE: March 3, 2011

REQUEST FOR BOARD ACTION

AGENDA		ORIGINATING		
SECTION NUMBER ACA		DEPARTMENT Administration		
ITEM: A resolution extending the period of participation in the Intergovernmental Personnel Benefit Cooperative (IPBC) for a period of three additional years and to implement the renewal rates with the Medco Utilization Bundles		APPROVAL Sandy Mikel Administration Manager		
<p>The attached memo details the two issues. Staff recommends that the Village adopt the resolution extending the Village's participation in the Intergovernmental Personnel Benefits Cooperative for three years and to implement the renewal rates with the Medco Utilization Bundles.</p> <p>Should the Committee concur with staff's recommendation, the appropriate motion would be to:</p> <p>MOTION: To recommend to the Board of Trustees approval of a Resolution Extending the Period of Participation in the Intergovernmental Personnel Benefit Cooperative for a period of Three Additional Years and to implement the renewal rates with the Medco Utilization Bundles.</p>				
APPROVAL	APPROVAL	APPROVAL	APPROVAL	MANAGER'S APPROVAL 
COMMITTEE ACTION:				
BOARD ACTION:				

**VILLAGE OF HINSDALE
INTER-OFFICE MEMORANDUM**

TO: Chairman Geoga and Members of the ACA Committee
FROM: Sandy Mikel, Administration Manager
SUBJECT: Health & Dental Insurance
DATE: March 2, 2011

ISSUE 1: The Village of Hinsdale must decide whether the Village should continue its participation in the Intergovernmental Personnel Benefits Cooperative (IPBC) pool to provide employee health, dental and life insurance benefits. IPBC bylaws require that each member formally renew its membership commitment every three years. Due to the timing required under the bylaws to make our formal commitment and administrative tasks associated with the new insurance plan year, the decision to continue in the IPBC needs to be made as soon as possible.

The IPBC is a pool created under Illinois state laws which allows municipal groups to band together for the purposes of insurance. The IPBC currently includes 61 municipalities/municipal entities and covers over 9000 lives. The Village of Hinsdale has been an IPBC member since 1997.

The Village of Hinsdale currently offers 3 PPO plans (PPO 1, PPO 2 and a HDHP/HSA), 2 HMO plans, dental plan and basic life/AD&D and voluntary life through the IPBC. The Hinsdale Public Library participates as an additional entity of the Village in the IPBC.

There are several advantages to continuing our participation in the IPBC pool:

- Intergovernmental pooling has proven to be an effective alternative to traditional insurance.
- Economies are experienced from negotiating and purchasing insurance products in intergovernmental consortiums. The Village self insures the first \$30,000 of an individuals' annual health claim costs. Annual claims incurred between \$30,000 and \$125,000 are pooled and shared evenly among all IPBC members. The IPBC purchases excess insurance to cover losses over \$125,000.
- The HMO product has provided our members a lower cost coverage alternative with annual rebate opportunities based on positive loss experience.

- Over the next few years, there will be major changes in the way health insurance is delivered due to the implementation of the federal healthcare reform laws. If the Village stays with the IPBC, it will remain part of a group with the expertise and financial wherewithal to withstand and properly manage the changes that will come as a result of healthcare reform. By networking with other communities who are part of the IPBC, the Village will have access to a much broader perspective of how healthcare reform will affect local government employers.
- The Village conducted a market analysis of the private insurance market (see Attachment A). The small size of the Village's employee group (less than 150 lives) dictates only "off the shelf" plan designs will be available. Per the contract with the FOP, the Village can implement "cost containment programs" with regards to insurance; however, we are currently unable to make any plan design changes for FOP employees due to the contract. However, in the IPBC, the Village maintains the flexibility to implement any plan design changes that result from the collective bargaining process. With the "off the shelf" plans that would be available to the Village in the private insurance market, we would be unable to make any plan design changes.

ISSUE 1 STAFF RECOMMENDATION: Staff recommends that Village approve the attached resolution to extend the Village of Hinsdale's period of participation in the IPBC for a period of three (3) years through June 30, 2014.

ISSUE 2: Last week, the Village was given its final renewal rates for the July 1, 2011 to June 30, 2012 plan year. The IPBC uses a Prescription Benefit Manager, Medco. The final rates included two renewal rate options: 1) renewal with current structure or 2) renewal with the implementation of a prescription cost containment program: "Medco's Utilization Management Bundles" (see Attachment B for description of the bundles). The table below shows the rate increase difference:

PLAN	NORMAL ADJUSTMENT	ADJUSTMENT WITH MEDCO BUNDLES
PPO	8.7%	6.0%
HMO	8.9%	6.2%

At the IPBC Finance and Operations Committee meeting, the decision was made to recommend to the full IPBC Board the following:

1. Implement the Medco bundles on a voluntary basis with the 7/1/11 renewal for the PPO plans. Therefore, each IPBC municipality that offers PPO plans would have the option of implementing the Medco bundles on 7/1/11.

2. Implement the Medco bundles on a mandatory basis with the 7/1/11 renewal for the HMO plans. Therefore, each community that participates in the HMO would have to implement the Medco bundles on 7/1/11.

The IPBC Board will vote on the two recommendations at its next board meeting scheduled for March 16, 2011. For the PPO plans, each municipality must notify Medco of its decision regarding implementation of the bundles no later than April 1, 2011.

ISSUE 2 STAFF RECOMMENDATION: For the Village's PPO plans, the percent of prescription costs of total claims paid is the 7th highest of all the IPBC communities that offer BCBS PPO and 7.5% higher than the average. Due to the cost savings and the need to manage escalating prescription costs, Staff recommends that the Village implement the Medco bundles on 7/1/11 for the PPO and HMO plans.

ATTACHMENT B
MEDCO UTILIZATION MANAGEMENT BUNDLES DESCRIPTION

BUNDLE	TITLE	DESCRIPTION
Option A	Health & Safety Edits	Point of service edit that requires dispensing pharmacist to take action when excessive dosing, severe drug interactions or refilling too soon may pose a significant health and safety concern.
Option B	Basic Edits	Requires basic prior authorization to protect plan intent. Ensures certain prescriptions are being dispensed for proper usage (such as not for cosmetic reasons).
Option C	Enhanced Edits	Requires prior authorization for specialty, high cost prescriptions. Ensures prescriptions are being prescribed for conditions that the drug has been proven to be effective.
Option D	Preferred Drug Step Therapy	For classes of drugs which have been proven to all work the same, preferred or generic prescriptions are covered without pre-authorization. Pre-authorization would be required for non-preferred drugs.

Additional Information Regarding Medco Bundles:

- Bundles follow established industry best practices
- Does not apply to immediate/emergent prescriptions (such as antibiotics)
- A doctor can authorize a particular drug at any time if necessary
- Medco will notify all members that are on an affected drug by June 1, 2011. This will allow them enough time to obtain the proper authorization prior to July 1, 2011. Across the entire IPBC, 2000 letters will be mailed. One patient may receive 3-4 letters due to the number of prescriptions they take.

**Village of Hinsdale
IPBC Marketing Analysis
Plan Year July 1, 2011-June 30, 2012**

	Current Costs	Renewal Costs	BCBS Fully Insured	UHC Fully Insured
Medical	1,530,279	1,665,573	1,418,628	1,686,045
Dental	91,164	93,625	97,096	97,096
Sub-Total	1,621,443	1,759,198	1,515,724	1,783,141
Underwriting Allowance*	-	-	625,400	572,416
Total	1,621,443	1,759,198	2,141,124	2,355,557
Life Insurance**	157,885	157,885	\$403,483-\$701,711	

* Gallagher Benefit Service estimate of allowance needed to account for actual underwriting and low first year due to slow start up claims

*Existing rates would increase for \$0.09/1,000/month to estimated \$0.23 to \$0.40/1,000/month
Difficult to predict due to size of our group ut this is a range for other stand-alone groups

Soutce: GBS Premium Analysis

**VILLAGE OF HINSDALE
RESOLUTION _____**

**A RESOLUTION EXTENDING THE PERIOD OF
PARTICIPATION IN THE INTERGOVERNMENTAL
PERSONNEL BENEFIT COOPERATIVE FOR A PERIOD
OF THREE ADDITIONAL YEARS.**

WHEREAS, the Village of Hinsdale is a Member of the Intergovernmental Personnel Benefit Cooperative, ("IPBC"), which is an intergovernmental entity providing employee benefits to the officers and employees of this municipality; and

WHEREAS, through its membership in the IPBC, the Village of Hinsdale gains the ability to achieve economies of scale in the administration of the benefit claims of its requisite Members and the other benefits of membership provided for in the Contract and By-Laws of that Cooperative; and

WHEREAS, the Contract and By-Laws of the IPBC provide that the IPBC shall operate in three (3) year cycles with the governing board of each Member, including the governing board of municipal corporation Members, being required to pass an ordinance or resolution agreeing to continue as a Member for the new three-year cycle; and

WHEREAS, failure to pass a timely ordinance or resolution agreeing to continue as a Member, at least sixty (60) days before the commencement date of a new three-year cycle shall constitute a withdrawal from the Cooperative; and

WHEREAS, the next three-year cycle of the Cooperative commences on July 1, 2011; and

WHEREAS, the Village of Hinsdale desires to express, through the passage of this Resolution, its desire to continue as a Member of the Cooperative for the three-year cycle commencing on July 1, 2011, provided that an adequate number of other Members of the Cooperative, as is set forth within the Contract and By-Laws document, also agree to continue as Members for the next three-year cycle; and

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE OF HINSDALE, DuPAGE AND COOK COUNTIES, AN ILLINOIS MUNICIPAL CORPORATION, as follows:

SECTION 1: This municipal corporation shall continue as a member of the Intergovernmental Personnel Benefit Cooperative for a three-year term commencing on July 1, 2011, in accordance with the Contract and By-Laws of that entity as it currently exists or as it may be validly amended in the future.

SECTION 2: The obligation of this municipal corporation to be a Member of the Intergovernmental Personnel Benefit Cooperative shall obligate this municipal corporation to make financial contributions to the Intergovernmental Personnel Benefit Cooperative only to the extent required from time-to-time by the Contract and By-Laws of the IPBC and authorized therewith by the Board of Directors or the Executive Committee.

SECTION 3: This Ordinance shall take effect immediately upon its passage and approval as provided by law.

PASSED this _____ day of _____, 20____.

AYES:

NAYS:

ABSENT:

APPROVED this _____ day of _____, 20____.

Thomas Cauley, Village President

ATTEST:

Christine Bruton, Deputy Village Clerk

MEMORANDUM

Date: March 1, 2011

To: Finance Commission Members

From: Matt Posthuma, Finance Commission Member
Darrell Langlois, Assistant Village Manager/Finance Director
Gina Hassett, Park and Recreation Director

RE: Gateway Special Recreation Association Membership

At the December 16, 2010 Finance Commission meeting, Trustee Geoga requested assistance with a financial review of the Village's membership in the Gateway Special Recreation Association ("Gateway"). Commissioner Matt Posthuma, Finance Director Darrell Langlois, and Park and Recreation Director Gina Hassett formed a sub-committee to undertake the requested review.

The attached memorandum prepared by Gina Hassett was reviewed by the subcommittee and is being provided to the entire Commission in order to give some background information on Gateway. In addition, the subcommittee reviewed a number of related financial documents in coming up with an initial assessment of the Village's relationship with the agency. Based on the initial sub-committee assessment, the following is a summary of the questions/concerns:

- Total Member contributions to the agency have increased from \$403,238 for 2008-09 to \$504,532 proposed for FY 2011-12; this is a three year increase of \$101,294 or 25.1%. This increase well outpaces any reasonable inflationary adjustment and is not reflective of the recessionary environment that has been experienced nearly everywhere else.
- While understanding that providing special recreation services can be costly, the committee does note the high Village cost per participant (\$68,674 in FY 2011 for 25 -30 participants). These costs do not include user of fees of \$23,199, which combined would result in a total cost of \$91,873.
- While it has been noted that Gateway and Ray Graham (the non-profit contractor who provides the special recreation service) have had declines in outside funding sources, we are concerned that these changes seem to automatically form a basis for increased contributions from participating agencies. The same seems to hold true for other budget variances, such as significantly increased transportation costs. Before asking for any additional agency contributions it would seem appropriate that Gateway comprehensively evaluate program offerings, services provided (such as what programs are provided transportation and at what user fee), and other cost savings options (such as the mix of full time/part time employees). This is no different than what has been done here in Hinsdale.

- The need to revisit the appropriate share user fees pay for running the organization; this is an area that has been hit hard here locally as user fees across all Village programs and services have been increased in order to lessen the financial burden on the Village; it is not clear whether this has been done at Gateway.
- The need to revisit the amount non-residents users pay for participating in Gateway programs; this issue has come to light due to the fact that Countryside is pulling out of Gateway since it will be less expensive to them to participate as a non-resident. While much of this savings claim is due to extremely low participation, the fact remains that the non-resident fee policy has not been revisited for a number of years, and on its surface it does not appear that the current fee formula passes on a sufficient share of Gateway's overhead cost.

The committee does acknowledge and appreciate the services provided by Gateway, which are enjoyed by a number of Hinsdale residents and families. It should also be noted that the current Gateway membership fee allocation formula (based on population) is likely favorable to the Village as opposed to a fee allocation formula based on assessed valuation, which is the model used by many other special recreation agencies.

On a long-term basis, it is also likely true that the most cost effective manner to provide special recreation programming is through a special recreation agency such as Gateway. That being said, Gateway is a recipient of Hinsdale property tax revenue. It is expected that the use of these funds would go through similar scrutiny as is done here as well as there seems to be a need to consistently evaluate cost savings opportunities.

As Hinsdale is one of eight communities in Gateway, we are hopeful that the questions raised and policy issues can be satisfactorily addressed in the next six to nine months by utilizing its role on the Board of Directors. This is especially true with Gina Hassett being the Board President for the forthcoming year and having the ability to shape the upcoming agenda. It is recommended that a report on the progress be made back to the subcommittee no later than October, 2011 so a decision can be made in advance of the next tax levy.

A working draft budget for the upcoming Gateway fiscal year would increase the Village's contribution from \$68,674 to \$78,200, an increase of \$9,526 or 13.8%, part of which is due to Countryside leaving Gateway. Absent the Countryside situation, the overall member agency contributions in total are projected to increase from \$458,376 to \$504,532, an increase of \$46,156 or 9.1%. Due to all of the issues noted previously, the subcommittee can not endorse or recommend the agency contribution increase being contemplated. As an alternative, it would be our recommendation to recommend that Gateway hold member agency contributions at the 2010-11 rates; this would require the Gateway Board to generate a budget that is \$46,156 less than currently being discussed and would undoubtedly be achieved by looking at many of the factors noted above. There may also be the potential to freeze or maybe even reduce member contributions in the future.

We understand that the Gateway Board of Directors is scheduled to meet on March 10, and at that meeting this recommendation could be considered. If they decide to not follow Hinsdale's recommendation, the Village Board may want to consider its option to withdraw from Gateway. The fact that the Village may be considering this option should be formally communicated to them at their March 10, 2011 meeting.

It should be noted that if it is decided to withdraw, the Village would have to make reasonable accommodations for special recreation users in existing programs (such as one-on-one aides), and would then have to decide what level of programming would be done here locally in Hinsdale for special recreation users. There would obviously be time and costs associated with programming for this locally. There may also be an option available to allow Village residents to participate in Gateway at non-resident rates, with the Village possibly reimbursing residents for the increased cost. Finally, there may be an option for the Village to consider joining another special recreation agency, but location/proximity to Hinsdale could be an issue for the users as well as a possible detrimental fee formula noted previously.

This election to withdraw from Gateway is due no later than April 1, 2011 in order to be effective beginning July 1, 2012. Due to the meeting schedule this would require Village Board action at its meeting on March 15.

Memo

Date: February 15, 2011
To: Trustee Geoga and Members of the Finance Commission
From: Gina Hassett, Director of Parks & Recreation
RE: Gateway Special Recreation Background information

Gateway Special Recreation Association (Gateway SRA) provides recreation programs for persons with physical and mental disabilities. The Association is cooperative among the municipalities of the Burr Ridge Park District, City of Countryside, Elmhurst Park District, Village of Hinsdale, Oak Brook Park District, Pleasant Dale Park District, Westchester Park District, Village of Willowbrook and the York Center Park District. Each member community contributes to the Association in order to fund the program. Each agency appoints a staff member to be a voting member of the Gateway Board. For Hinsdale the Director of Parks & Recreation serves as that person. The cooperative venture was formed under an intergovernmental agreement in an effort to match persons with similar disabilities into programs and activities through the larger population base.

Gateway Special Recreation contracts with independent contractor of Ray Graham to administer the program. They are a regional agency that provides services to those with disabilities. The current contract with Ray Graham is through June 2012 with a renewal option through 2013.

The Village of Hinsdale levies a Special tax to pay the Village of Hinsdale portion of the contribution. The amount levied is based on the annual contributions needed to fulfill the contract with Ray Graham and other cost incurred by the Gateway. In order to levy the Special Recreation Tax a government body must be in an Association of more than 1 communities. Should Hinsdale not participate in the Gateway SRA we would not be permitted to levy the tax. If Hinsdale wanted to pay the difference of Non-Residents fees the cost to the Village would come from the corporate fund.

Gateway is generally unique among the Special Recreation Associations within the State of Illinois in terms of how the membership contributions are developed. The contributions are based on the budget and assessed to each community on a per capita ratio of the total population. This was thought to be more of an equitable formula rather than basing the contribution on Equalized Assessed Valuation as is done by most other SRAs. Hinsdale's contribution for 2010-11 is \$68,800 and it is estimated to increase to \$78,000 for the 2011-12 fiscal year. The Village of Countryside is withdrawing from the SRA as of June 1, 2011. They are choosing to leave the SRA as they have had little to no participation in programs and the city has been paying their portion of the contribution out of the general fund not levying the Special Recreation Tax. They are planning to offer families who use the Gateway programs the opportunity that the City of Countryside would reimburse residents the difference between the Resident and Non-Resident rate for Gateway programs.

Gateway Member Agency Contribution

Members	Population	2011-12	2010-11	2009-10	2008-09
		Proposed Contribution	Member Contributions	Member Contributions	Member Contributions
Burr Ridge	7,400	\$32,260	\$28,327	\$26,228	\$24,920
Countryside	3,999	NA	\$15,308	\$14,174	\$13,467
Elmhurst	42,762	\$186,400	\$163,693	\$151,562	\$144,002
Hinsdale	17,940	\$78,200	\$68,674	\$63,585	\$60,413
Oak Brook	8,702	\$37,932	\$33,311	\$30,843	\$29,304
Pleasant Dale	8,200	\$35,744	\$31,390	\$29,063	\$27,614
Westchester	16,955	\$73,907	\$64,904	\$60,094	\$57,096
Willowbrook	8,967	\$39,087	\$34,326	\$31,782	\$30,197
York Center	4,818	\$21,002	\$18,443	\$17,077	\$16,225
Sub-Total	119,743	\$504,532	\$458,376	\$424,408	\$403,238

Families who participate in the programs pay a program fee as they do for programs offered through the Village's Parks & Recreation Programs. The program fees are subsidized by the contributions. A program formula has been established which part of the contract with Ray Graham. It is designed that participants do not pay the full cost but only a portion based on the following formula.

Residents of member agencies shall be charged no more than the following percentages of the total calculated costs of running a program-100% admission fees, 100% of program supplies, 50% of facility and equipment rental, 25% of all direct program staff, and 10% for any transportation costs. All direct program costs not covered by program fees are to be paid by Gateway. Those not residing within a member agency shall be charged 125% of the total calculated costs for the program.

Sample budgets are part of the support documentation. The Gateway Board is evaluating the process to ensure that Non-Residents are paying the full cost plus looking to include a portion of the assessment that they do not pay.

The programs offered consist of recreational activities, social clubs, trips and athletic programs including Special Olympic Sports programs. The programs are offered at facilities throughout member agencies. The main offices for Gateway are housed at the Hanson Center in Burr Ridge. All levels of disabilities are accommodated. Gateway owns several handicap accessible vans used for programs.

The following table highlights Hinsdale resident participation as well the potential maximum financial impact should Hinsdale withdraw from Gateway and participate financially as a non-member:

25 Number of Hinsdale Participants in programs	
\$23,199	Program Registration fees paid by 25 Hinsdale residents in 2010
<u>\$68,674</u>	Village's Contribution to Gateway for 2010-2011 fiscal year:
\$91,873	Total Cost for Hinsdale Residents (tax levy and registration fees)
\$58,712	Total reg fees if Hinsdale Families registered as Non-Residents
\$35,513	Cost to Village if reimburse the difference between R and NR fees. Funding from the Corporate fund
\$56,360	Potential cost reduction (no special tax levy)

If Hinsdale does not participate in Gateway families can still participate. They would pay the Non-resident fees and will not have priority registration dates. Families also have the option to register in Village programs. The Village is required to provide families with inclusion support if needed. Currently we have not provided any one-on-one for Village programs. Support for one-on-one aides as has not happened. If the status with Gateway changed then we could see requests for families to participate in Village programs. There could also be an increase in requests if Hinsdale families did not want to register for Gateway programs as Non-Residents or could not get into the programs. Cost to provide one-on-one aides varies. Many of our programs are contractual. We would have to hire additional qualified staff to work with participants. The cost can vary between \$12-\$20 per hr based on program length. Families may also ask the Village to offer additional programs that were available to them through Gateway.

Gateway will have to evaluate if the Association can continue to exist if Hinsdale withdraws from the association. Hinsdale is the second largest participating community. The effects of Countryside's withdraw are minimal but if Hinsdale withdraws the contributions to participating agencies will increase significantly. If Hinsdale withdraws participation in programs may decrease affecting the program offerings also. If Gateway were to dissolve residents will not have a program to participate in regardless of fees.

Families that participate in Gateway programs have limited access and challenges that other families do not. A family with child that does not have disabilities can choose to participate in Hinsdale Little League or AYSO soccer. A family that has a child with disabilities does not have to be accommodated by a private organization. Gateway exists to provide those services that families may not have otherwise. If Gateway is not available then families would have to travel to other Special Recreation Agencies that are much further providing participation barriers.