



MEETING AGENDA

SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION

Monday, December 5, 2016

7:00 p.m.

Katherine Legge Memorial Lodge – 5901 S. County Line Rd., Hinsdale

(Tentative & Subject to Change)

Please note change in meeting location

1. Approval of Minutes – October 11, 2016
2. Liaison Reports
 - a. Gateway Special Recreation Association Report
3. Monthly Reports
 - a. Recreation Staff Report
 - b. Financial Report
 - c. Katherine Legge Lodge Revenues
4. Old Business
 - a. Update on Capital Project Progress
 - b. Update on KLM Lodge Pricing
 - c. Waiving of fees for picnic rentals
5. New Business
 - a. Update on Capital Budget Planning
 - b. Discussion of concepts for proposed public benefit at Katherine Legge Memorial Lodge (KLM)
6. Correspondence
7. Other Business
8. 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 Darrell Langlois, ADA Coordinator, at 789-7014 or by TDD at 789-7022 promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

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



MEMORANDUM

DATE: December 5, 2016

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Katherine Legge Lodge Revenues

As the Board may be aware, a recent edition of The Hinsdalean includes a lead article highlighting a Parks & Recreation Commission discussion on Katherine Legge Memorial Lodge (KLM Lodge). The story included initiatives that staff is currently exploring in an attempt to increase Lodge rental revenues. Also mentioned was the decline in revenue for the current fiscal year compared to fiscal year 2015/16.

Below, please find a chart indicating historical monthly year to date revenue for KLM Lodge as well as the current fiscal year. As you will note, the one year comparison does appear drastic; however when compared to previous years, the difference is less severe.

| KLM Monthly Revenues | | | | | | |
|----------------------|------------|------------|------------|------------|------------|------------|
| Month | 2011/12 FY | 2012/13 FY | 2013/14 FY | 2014/15 FY | 2015/16 FY | 2016/17 FY |
| May | \$ 8,561 | \$ 8,801 | \$ 16,796 | \$ 13,745 | \$ 16,000 | \$ 11,850 |
| June | \$ 11,156 | \$ 10,745 | \$ 26,818 | \$ 17,450 | \$ 22,770 | \$ 22,845 |
| July | \$ 13,559 | \$ 9,786 | \$ 18,650 | \$ 12,909 | \$ 27,475 | \$ 12,550 |
| August | \$ 17,759 | \$ 18,880 | \$ 19,579 | \$ 25,350 | \$ 24,775 | \$ 12,645 |
| September | \$ 14,823 | \$ 14,498 | \$ 12,137 | \$ 24,510 | \$ 15,250 | \$ 11,500 |
| October | \$ 16,347 | \$ 15,589 | \$ 14,825 | \$ 23,985 | \$ 25,580 | \$ 21,395 |
| total | \$ 82,205 | \$ 78,299 | \$ 108,805 | \$ 117,949 | \$ 131,850 | \$ 92,785 |

Revenues will fluctuate based on a number of factors including marketing strategies, staffing, and economic factors. KLM Lodge experienced staff turnover during 2015/2016, including 3 months without a Lodge Manager. Additionally, of the \$10,000 marketing budget for FY 2015/16 only \$7,800 was spent; \$5,000 less than the \$12,800 spent in FY 2014/15. As a rental facility, marketing dollars spent are always realized in the upcoming year.

Due to Lodge revenue being generally realized 6 to 12 months following bookings, staff will be more closely monitoring deposits and reservations. This will allow staff to more accurately project revenues and identify factors affecting bookings in advance of actualized revenues.

Staff has begun taking proactive steps to ensure this trend does not continue for future months or fiscal years. In July, a comprehensive marketing plan for the Lodge was presented to Parks &



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Recreation Commission members and included in Managers Notes to the Village Board. This marketing plan maximizes the Lodge exposure and makes use of the entire marketing budget.

Staff also prepared a Market Survey including 3 other similar facilities. This study was conducted to better help Lodge staff analyze and streamline the current fees and offerings; allowing staff to develop strategies enabling the facility to be more competitive in the rental market. It was learned during the compiling of data that these facilities all have indicated decreased revenues for the current fiscal year.

MEMORANDUM

DATE: December 5, 2016

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

FROM: Suzanne Ostrovsky, Management Analyst

RE: FY 2016-17 Capital Project Update

Staff would like to take this opportunity to provide an update on the Parks & Recreation capital projects slated for FY 2016-17. Capital includes any project or item above a \$10,000 threshold. Below is the full list of projects that were budgeted. The fiscal year runs through April 30, 2017.

You will note that there were a number of roof projects scheduled for Parks buildings, all of which have been deferred. The Village undertook a comprehensive study of the roofs of a number of Village-owned buildings in order to help prioritize and develop a budget for the necessary roof projects. Based on the results of the study, a number of these projects are recommended to move forward in FY 2017-18.

| Project Description | Project Update |
|-------------------------------|---|
| Replace Unit #91 - Bobcat | Village Board Consent Agenda item for December 13, 2016 meeting |
| KLM Arts Center Improvements | Completed in fall 2016; Montessori school tenant has taken occupancy |
| KLM Admin Building Roof | Deferred to FY 2017-18 due to Village-wide roof study |
| Resurface Peirce Park Courts | Deferred to FY 2017-18 due to bid results coming back significantly over budget |
| Peirce Park Bathroom Roof | Deferred to FY 2017-18 due to Village-wide roof study |
| Resurface Robbins Park Courts | Work began in fall 2016, but was not completed due to onset of colder weather; courts remain playable, and work will be completed in spring of 2017 |
| Robbins Park Bathroom Roof | Deferred to FY 2017-18 due to Village-wide roof study |
| Resurface Stough Park Courts | Work began in fall 2016, but was not completed due to onset of colder weather; courts remain playable, and work will be completed in spring of 2017 |
| Platform Court Improvements | Substantially completed in fall 2016; final punch list items to be completed in December |

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| Project Description | Project Update |
|-----------------------------|---|
| Replace KLM Lodge Patio | Hardscape work will be completed in early December; landscape component will be completed in spring of 2017 |
| KLM Lodge Gutters & Soffit | Deferred to FY 2017-18 due to Village-wide roof study |
| Pool Pump Motor Maintenance | Completed in spring of 2016; annual program to service one pump per year has been targeted |
| Paint Pool | Completed in spring of 2016 |

DATE: December 5, 2016
TO: Chairman Waverly and Members of the Parks & Recreation Commission
FROM: Hilary Poshek, KLM Lodge Manager
Heather Bereckis, Interim Manager of Parks & Recreation
RE: KLM Competitor Venue Comparison and Pricing Structure

As discussed at the October 11th, 2016 Parks & Recreation Commission meeting, staff has conducted a pricing survey of comparable properties to assess whether Katherine Legge Memorial Lodge (KLM) is priced appropriately for market trends. On October 11th, the Commission requested some additional information related to pricing structures, which is included below.

Background

As has been provided previously, below please find a chart indicating the pricing structure for facility rentals at Katherine Legge Memorial Lodge, along with venue pricing and information for three comparable locations in close proximity to the Lodge. Also attached as Exhibit A is a full accounting of the comparable data for each competitive property.

The comparable venues include Wilder Mansion in Elmhurst, Danada House in Wheaton and Mayslake Peabody Estate in Oak Brook.

While direct comparisons are difficult due to the variety of offerings, the data indicates that rental rates for the Lodge are, on average, 22% less expensive than the comparable facilities.

The Lodge offers a lovely venue option that provides clients flexibility, vast outdoor space and amazing picture opportunities; however, it cannot compete with venues boasting such coveted features as covered outdoor seating space, lush gardens and / or one-floor indoor seating for parties of 200 or more.

Therefore, staff recommends adding some amenities that are currently considered additional charges into the base rate for renting the Lodge, which would slightly increase the rental rate. The goal is to be more accommodating to clients in terms of included amenities and to generate additional rental revenue, while remaining an affordable and competitive option in the rental venue market.

Recommendations

Based on this comparison, staff recommends the following alterations to the current pricing structure.

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- 1) Staff recommends increasing the base price for a Lodge rental by \$300 for Friday evening through Sunday rates. Staff does not recommend increasing the rate for weekday rentals at this time.
 - This fee increase includes absorbing the rate for an outdoor wedding ceremony into the base rate for renting the Lodge: \$250
 - Absorbing the fireplace lighting fee of \$50 into the base rate for a Lodge rental

The recommended fee structure for the base rental rates for Friday evening through Sunday would then be as follows:

| Rental Description | 1 Floor (Proposed) | 1 Floor (Current) | % Increase | 2 Floors (Proposed) | 2 Floors (Current) | % Increase |
|-------------------------|-----------------------|----------------------|---------------|------------------------|-----------------------|---------------|
| Saturday (8 hour) | N/A | N/A | N/A | \$2,800 | \$2,500 | 12% |
| Friday Evening (8 hour) | N/A | N/A | N/A | \$2,300 | \$2,000 | 15% |
| Sunday (8 hour) | \$1,300 | \$1,000 | 30% | \$2,300 | \$2,000 | 15% |

- 2) Staff recommends removing the tent permit fee. The Lodge currently charges a \$250 tent permit fee for those clients looking to rent a tent to be placed on the property surrounding KLM. Staff feels that this fee is quite high in comparison to other venues that do not charge a permit fee at all. Below is two years of data related to outdoor ceremonies and tent rentals.

Number of Outdoor Ceremonies:

| | |
|------------------|----|
| 2017 Fiscal Year | 16 |
| 2016 Fiscal Year | 28 |

Number of Tent Rentals:

| | |
|------------------|----|
| 2017 Fiscal Year | 7 |
| 2016 Fiscal Year | 14 |

Response to Commission Requests

As requested by the Parks & Recreation Commission on October 11th, below you will find additional information related to rentals and pricing structure. First you will find a chart indicating the approximate cost of usage per rental type.

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| Number of Hours for Rental | Number of Floors to Clean/ Set /Breakdown & Associated Cost | Typical Max Number of Staff / Hours and Associated Cost | Total Approximate Cost | Approximate Profit Per Event Based on Suggested Pricing Below |
|----------------------------|---|--|------------------------|---|
| 8 Hour Rental | 2 Floors = \$208 | 1 staff at 8.5 hours= \$136 1 staff at 4 hours= \$64 Total: \$200 | \$408 | Saturday: \$2,392 Friday / Sunday: \$1,892 |
| 8 Hour Rental | 1 Floor= \$104 | 1 staff at 8.5 hours= \$136 1 staff at 4 hours= \$64 Total: \$200 | \$304 | Sunday: \$996 Weekday: \$696 |
| 5 Hour Rental | 2 Floors = \$208 | 1 Staff at 5.5 hours= \$88 | \$296 | Weekday: \$704 |
| 5 Hour Rental | 1 Floor= \$104 | 1 Staff at 5.5 hours= \$88 | \$192 | Weekday: \$892 |

Approximate Per Hour Cost:

- **8 Hour Event:**
 - 2 Floor Average Rental: \$51 Per Hour
 - 1 Floor Average Rental: \$38 Per Hour
- **5 Hour Event:**
 - 2 Floor Average Rental: \$59 Per Hour
 - 1 Floor Average Rental \$38 Per Hour

3) All Inclusive Rental Rate for Friday, Saturday and Sunday 2 Floor Weddings:

- Rate will include the above mentioned fee proposals plus any audio visual needs, 1 hour wedding rehearsal, and furniture removal: (Amenities totaling \$525)
- Suggested Rate: \$3,200 (Provides client savings of \$125)

Conclusions and Next Steps

The Lodge has many attributes that make it an excellent venue choice for a variety of clients hosting a variety of events. Assessing the fee structure of comparable venues in the area has helped staff to determine the most logical and client centered approach to adjusting the Lodge's rental fees.



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Staff recommends instituting the new weekend rental rates starting on November 1st, 2017. Increasing the fees earlier than this date would prove difficult, as the vast majority of rentals for KLM are booked one year prior to the date of the event.

Staff requests that the Parks & Recreation Commission review this recommendation and provide feedback. Any adjustments to KLM rental rates will also require approval of the Village Board of Trustees.

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| Facility Rental* | KLM Lodge | Wilder Mansion | Danada House | Mayslake Peabody |
|---|------------------|-----------------------|---------------------------------------|----------------------------------|
| Saturday (8 hour) | \$2,500 | \$3,200 | \$3,800 | \$2,500 |
| Friday Evening (8 hour) | \$2,000 | \$2,800 | \$3,800 | \$2,000 |
| Sunday (8 hour) | \$2,000 | \$2,800 | \$3,200 | \$2,000 |
| Weekday (5 hour) | \$1,000 | \$1,200 | \$1,000 | N/A |
| Weekday (8 hour) <i>Does not include Friday evening</i> | \$1,600 | \$1,600 | \$1,500 | N/A |
| Memorial Service (6 hour) | \$500 | N/A | N/A | N/A |
| Additional Fees / Options | KLM Lodge | Wilder Mansion | Danada House | Mayslake Peabody |
| Refundable Deposit Weekend | \$500 | \$250 | \$125-\$1,500 dependent on event/time | N/A |
| Refundable Deposit Weekday | \$250 | \$250 | \$125-\$1,500 dependent on event/time | N/A |
| Non-Refundable Insurance | N/A | \$200 | N/A | N/A |
| Inside Wedding Ceremony | Included | Included | Included | \$300-\$750- depends on location |
| Outside Wedding Ceremony w/ Lodge Rental | \$250 | Included | Included | Included |
| Outside Wedding Ceremony Only | \$500 | N/A | N/A | \$300-\$750- depends on location |
| Wedding Rehearsal (1 hour) | \$200 | N/A | N/A | N/A |
| Tent Permit Fee | \$250 | N/A | N/A | N/A |
| Living Room Furniture Removal | \$250 | N/A | N/A | N/A |
| Coffee Service per 50 cups | \$50 | N/A | \$12.50/person | N/A |
| Fireplace Lighting Per Floor | \$50 | N/A | \$25 | N/A |
| Coat Check Staff | N/A | \$100 | \$100 | N/A |
| Piano Tuning | N/A | \$100 | N/A | N/A |
| TV/ LCD Projector Fee | \$75 | N/A | N/A | N/A |
| One Day Catering License Fee | \$500 | \$500 | N/A | N/A |
| One Day Catering License Refundable Deposit | \$500 | N/A | N/A | N/A |
| Additional Hour | \$250 | \$200 | \$200 | N/A |

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| Additional Information | | KLM Lodge | Wilder Mansion | Danada House | Mayslake Peabody |
|-----------------------------------|--|-----------|---|--------------|------------------|
| Annual Fee for Preferred Caterers | | \$1,000 | Charge 10% commission on all food and liquor; refundable \$1,000 security deposit to all preferred caterers | \$500 | N/A |
| Number of Preferred Caterers | | 7 | 7 | 8 | 23 |
| Marketing Budget | | \$10,000 | \$12,000 | Declined | \$0 |
| Chair Rental Fee | | N/A | N/A | \$3/chair | \$3/chair |

*Comparison data applies to full facility (two floors where applicable)

Katherine Legge Memorial Lodge

| Rental Description | 1 Floor | 2 Floors |
|---|---------------|----------------|
| Saturday (8 hour) | Not Available | \$2,500 |
| Friday Evening (8 hour) | Not Available | \$2,000 |
| Sunday (8 hour) | \$1,000 | \$2,000 |
| Weekday (5 hour) | \$700 | \$1,000 |
| Weekday (8 hour) <i>Does not include Friday evening</i> | \$1,000 | \$1,600 |
| Memorial Service(6 hour) | \$500 | Not Applicable |

| Additional Fees / Options | |
|---|-------|
| Refundable Deposit Weekend | \$500 |
| Refundable Deposit Weekday | \$250 |
| Outside Ceremony w/ Lodge Rental | \$250 |
| Outside Wedding Ceremony Only | \$500 |
| Wedding Rehearsal (1 hour) | \$200 |
| Tent Permit Fee | \$250 |
| Living Room Furniture Removal | \$250 |
| Coffee Service per 50 cups | \$50 |
| Fireplace Lighting Per Floor | \$50 |
| TV/ LCD Projector Fee | \$75 |
| One Day Catering License Fee | \$500 |
| One Day Catering License Refundable Deposit | \$500 |
| Additional Hour | \$250 |

| Additional Information: | |
|-------------------------------------|--|
| Preferred Caterer List Information: | <ul style="list-style-type: none"> Preferred caterers pay \$1,000 to the Village of Hinsdale to be on the Lodge's annual listing of licensed caterers. The Lodge has 7 total preferred caterers. |
| Annual Marketing Budget: | <ul style="list-style-type: none"> \$10,000 |
| Wedding Ceremony Information: | <ul style="list-style-type: none"> Indoor Wedding Ceremonies are included in the fee for the rental of the Lodge. The charge for an Outside Wedding Ceremony is \$250 if included with rental of Lodge or \$500 without the rental of the Lodge. |

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Wilder Mansion of Elmhurst Park District

| Rental Description | 1 Floor | 2 Floors |
|--|---------------|----------|
| Saturday / Sunday Morning & Afternoon (8 hour) | Not Available | \$2,400 |
| Saturday Evening (8 hour) | Not Available | \$3,200 |
| Friday / Sunday Evening (8 hour) | Not Available | \$2,800 |
| Weekday (4 hour) | \$800 | \$1,200 |
| Weekday (8 hour) | \$1,200 | \$1,600 |

| Additional Fees / Options | |
|---------------------------|-------|
| Refundable Deposit | \$250 |
| Non-refundable Insurance | \$200 |
| Outside Catering Fee | \$500 |
| Coat Check Staff | \$100 |
| Additional Hour | \$200 |
| Piano Tuning | \$100 |
| Photos Only | \$100 |

| Additional Information: | |
|-------------------------------------|--|
| Preferred Caterer List Information: | <ul style="list-style-type: none"> Does not charge an annual fee. Venue makes 10% commission on all food and liquor Venue charges \$1,000 refundable security deposit to caterers on the list. Have 7 total preferred caterers. |
| Marketing Information: | <ul style="list-style-type: none"> Annual Budget - \$12,000 Marketing dollars spent primarily with Wedding Guide Chicago, The Knot and Wedding Wire. |
| Wedding Ceremony Information | <ul style="list-style-type: none"> Wedding Ceremony fees are included in the fee for the venue rental. Wedding Ceremonies can take place indoors or outdoors at venue. |

MEMORANDUM

Danada House of DuPage County Forest Preserve in Wheaton

| Base Rental Price | House with Atrium Included | House without Atrium |
|--|----------------------------|----------------------|
| Saturday / Sunday Morning & Afternoon 8am-4pm (8 hour) | \$3,200 | \$1,000 |
| Friday, Saturday, Sunday Evening (8 hour) | \$3,800 | Not Available |
| Weekday Evening 4pm -12am (8 hour) | \$1,500 | Not available |
| Weekday During the Day 8am – 4pm | \$1,000 | \$250 |

| Additional Fees / Options | |
|---|--|
| Refundable Deposit | \$125 - \$1,500 dependent on day, time of event and type of rental |
| Chairs for Ceremony | \$3 per chair |
| Outside Catering Fee | No charge |
| Coat Check Staff | \$100 |
| Additional Hour | \$200 |
| Coffee, Tea, Pastries and Fruit for up to 40 people | \$12.50 per person |
| Use of the fireplace | \$25 |

| Additional Information: | |
|-------------------------------------|--|
| Preferred Caterer List Information: | <ul style="list-style-type: none"> Charges \$500 annually to be a preferred caterer. Have 8 preferred caterers on list. |
| Marketing Information: | <ul style="list-style-type: none"> Venue manager did not disclose annual marketing budget. Indicated that they are focusing marketing dollars on social media. |
| Wedding Ceremony Information: | <ul style="list-style-type: none"> There is no additional wedding ceremony fee however there is a \$3 per ceremony chair rental fee that is assessed. |

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Mayslake Peabody Mansion of the DuPage County Forest Preserve

| Base Rental Price | |
|-----------------------------|--|
| Saturday (8.5 hour) | \$2,500 |
| Friday or Sunday (8.5 hour) | \$2,000 |
| Ceremony Only | \$300 - \$750 depending on specific location in facility |

| Additional Information: | |
|-------------------------------------|--|
| Preferred Caterer List Information: | <ul style="list-style-type: none"> Does not currently charge caterers but assessing the need to do so in the future. Have 23 caterers on recommended list. |
| Marketing Information: | <ul style="list-style-type: none"> Has limited time to book rentals due to a large amount of internal programming that takes place at the location. They do not struggle to fill their limited schedule and therefore do not allocate dollars to market the facility. |
| Ceremony Information: | <ul style="list-style-type: none"> There is no additional wedding ceremony fee however dependent on the client's chosen location in the facility for the ceremony there may be a chair rental fee of \$3 per ceremony chair. |

MEMORANDUM

DATE: December 5, 2016
TO: Chairman Waverly and Members of the Parks & Recreation Commission
FROM: Suzanne Ostrovsky, Management Analyst
RE: FY 2017-18 Draft Capital Plan

Village staff has compiled a list of capital projects and equipment purchases for each department that are recommended to move forward over the next five years. Capital includes any project or item above a \$10,000 threshold.

The Village's FY 2017-2022 Capital Improvement Plan (CIP) is vetted by both the Village's Finance Commission and the Committee of the Whole, and the CIP is then presented for a formal vote before the Village Board of Trustees. Projects that are approved by the Village Board for inclusion in the CIP will then be included in the Village's FY 2017-18 Annual Budget. The draft plan has been distributed, and the Finance Commission, Committee of the Whole, and Board of Trustees meeting dates will be determined shortly. The CIP will be finalized in early 2017.

For FY 2017-18, the Parks & Recreation CIP recommends \$376,000 in capital projects and equipment, including the replacement of a pick-up truck used for Parks Maintenance, improvement to the roofs of a number of park buildings, and the completion of resurfacing projects for the tennis and basketball courts at Peirce, Robbins, and Stough Parks. Additionally, work is recommended to repair the gutters and soffits on the Katherine Legge Memorial Lodge, as well as to perform annual maintenance to the pumps at the Hinsdale Community Pool.

As noted above, the CIP projects the needs of the Parks & Recreation Department over the next five years. The CIP may change annually based on operational needs, the resources available to the Village, and other variables, such as the development of new technologies. To the extent that the Commissioners have suggestions for future items that may be considered, staff would welcome any input.

Village of Hinsdale
Five-Year Departmental Capital
FY 2017/18 - FY 2021/22

| Department - Parks and Recreation--3000 | | | | | | | | | |
|--|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------|--|
| N = New Item Added Since FY 2016-17 Capital Plan | | | | | | | | | |
| Fund - Corporate | | | | | | | | | |
| Item | Year 0 Budget FY 2016-17 | Year 0 Est. Actual FY 2016-17 | Year 1 Projected FY 2017-18 | Year 2 Projected FY 2018-19 | Year 3 Projected FY 2019-20 | Year 4 Projected FY 2020-21 | Year 5 Projected FY 2021-22 | Five-Year Plan Total | |
| Parks Maintenance - 3301 | | | | | | | | | |
| Replace Unit #91-Bobcat | 46,000 | 36,000 | 36,000 | | | | | 36,000 | |
| Replace Unit #3-Truck with Lift Gate | | | | | | 38,000 | | 38,000 | |
| Replace Unit #37 - Truck | | | | | | 12,000 | | 12,000 | |
| Replace Unit #43 - Small Tractor w/Mower & Infield Drag | | | | | | | | | |
| Brook Park | | | | | | | | | |
| Resurface Tennis and Basketball Courts | | | 33,000 | | | | | 33,000 | |
| Burlington Park | | | | | | | | | |
| Repair Burlington Fountain | | | 30,000 | | | | | 30,000 | |
| Burns Field | | | | | | | | | |
| Replace Picnic Shelter | | | | | | | 18,000 | 18,000 | |
| Replace Field Lighting | | | | | | | 95,000 | 95,000 | |
| KLM Park | | | | | | | | | |
| Arts Center Improvements | 125,000 | 61,740 | | | | | | | |
| Roof Replacement - 5905 South County Line Road (Humane Society) | 14,500 | - | 50,000 | | | | | 50,000 | |
| Roof Improvements - 5903 South County Line Road (Montessori School Building) | | | 10,000 | | | | | 10,000 | |
| KLM Playground Fence | | | 12,000 | | | | | 12,000 | |
| Resurface Road & Parking Lots | | | | | 300,000 | | | 300,000 | |
| Engineering Study for KLM Bridge & Creek | | | | | 20,000 | | | 20,000 | |
| Tuck Pointing - 5903 South County Line Road (Montessori School Building) | | | | | | | 75,000 | 75,000 | |
| Peirce Park | | | | | | | | | |
| Resurface Tennis and Basketball Courts | 18,000 | - | 80,000 | | | | | 80,000 | |
| Bathroom/Concession Stand Roof Improvements | 10,000 | - | 15,000 | 10,000 | | | | 15,000 | |
| Drinking Fountain | | | | | | | 13,000 | 10,000 | |
| Park Shelter | | | | | | | | 13,000 | |
| Robbins Park | | | | | | | | | |
| Resurface Tennis and Basketball Courts | 16,000 | 4,700 | 15,415 | | | | | 15,415 | |
| Bathroom Building Roof Improvements | 10,000 | - | 15,000 | | | | | 15,000 | |
| Parking Lot Resurfacing | | | | 75,000 | | | | 75,000 | |
| Irma Butler Tot Park | | | | | | 90,000 | | 90,000 | |
| Stough Park | | | | | | 100,000 | | 100,000 | |
| Resurface Tennis and Basketball Courts | 20,000 | 7,100 | 25,990 | | | | | 25,990 | |
| Veck Park | | | | | | | | | |
| Walking Path | | | | | | | | | |
| Parking Lot Resurfacing | | | | | | 16,000 | | 16,000 | |
| Skate Park Improvements | | | | | | | 170,000 | 170,000 | |
| Total - Parks Maintenance | 259,500 | 109,540 | 322,405 | 85,000 | 320,000 | 256,000 | 521,000 | 1,504,405 | |

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N N

Village of Hinsdale
Five-Year Departmental Capital
FY 2017/18 - FY 2021/22

| Department - Parks and Recreation--3000 | | | | | | | | | | |
|--|--------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------|--|--------|
| N = New Item Added Since FY 2016-17 Capital Plan | | | | | | | | | | |
| Fund - Corporate | | | | | | | | | | |
| Item | Year 0 Budget FY 2016-17 | Year 0 Est. Actual FY 2016-17 | Year 1 Projected FY 2017-18 | Year 2 Projected FY 2018-19 | Year 3 Projected FY 2019-20 | Year 4 Projected FY 2020-21 | Year 5 Projected FY 2021-22 | Five-Year Plan Total | | |
| Platform Tennis - 3426 | | | | | | | | | | |
| Platform Court Improvements (Walkways, Skirting, Lighting) | 123,500 | 101,640 | | 20,000 | | | | - | | 20,000 |
| Resurface Courts at KLM & Burns Field | | | | 20,000 | | | | | | |
| Total - Platform Tennis | 123,500 | 101,640 | - | 20,000 | - | - | - | 20,000 | | |
| KLM Lodge - 3724 | | | | | | | | | | |
| Replace Patio | 30,000 | 33,000 | 30,000 | | | | | - | | 30,000 |
| Gutters & Soffit Replacement | 30,000 | - | | | 15,000 | | 15,000 | 30,000 | | 30,000 |
| Roof Repairs | | | | | | | | | | |
| Total - KLM Lodge | 60,000 | 33,000 | 30,000 | - | 15,000 | - | 15,000 | 60,000 | | |
| Swimming Pool - 3951 | | | | | | | | | | |
| Paint Pool | 50,000 | 51,400 | | | | | | - | | |
| Pump Motor Maintenance | 15,000 | 17,000 | 15,000 | 13,000 | 20,000 | 18,000 | 16,000 | 82,000 | | |
| Restore Slide - Diving Well | | | | 15,000 | | | | 15,000 | | |
| Replace Pool Heaters (3) | | | | 12,000 | 10,000 | 12,000 | | 34,000 | | |
| Bathhouse Improvements | | | | | | 17,000 | | 17,000 | | |
| Community Pool Facility Renovation Design | | | | | | | 20,000 | 20,000 | | |
| Total - Swimming Pool | 65,000 | 68,400 | 15,000 | 40,000 | 30,000 | 47,000 | 36,000 | 168,000 | | |
| Grand Total | 508,000 | 312,580 | 367,405 | 145,000 | 365,000 | 303,000 | 572,000 | 1,752,405 | | |

N

N

N

N



MEMORANDUM

DATE: December 2, 2016

TO: Brad Bloom, Assistant Village Manager/Director of Public Safety

FROM: Suzanne Ostrovsky, Management Analyst
Sammy Hanzel, Interim Recreation Coordinator

CC: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Dog Park Development at Katherine Legge Memorial Park

Executive Summary

The Hinsdale Meadows planned development, proposed for the parcel at 55th Street and County Line Road adjacent to Katherine Legge Memorial Park (KLM), is currently under review by the Plan Commission. The developer has proposed the addition of a fenced dog park at KLM. Currently, KLM has limited hours where dogs are allowed to be off-leash north of the creek that runs through the park.

Staff has conducted a review of the Village's current practices, as well as a survey of municipalities and park districts with dog parks within their park systems. There are a number of concerns that were raised through this review, the most significant of which is the administrative burden to manage the park once it is created. Additionally, a fenced dog park does not seem to offer an amenity that is significantly different or superior to current practices.

Based on staff's preliminary findings, the benefits of the developer's proposal for a fenced dog park do not provide a discernible benefit from our current use that would justify the ongoing costs and staffing challenges associated with maintenance of the park. It is also worthwhile to note that anecdotal evidence suggests that Village residents account for a small percentage of the users bringing dogs into KLM; therefore, the Village would be maintaining the dog park largely for the benefit of non-residents.

Current Practice

Currently, dogs are allowed in the north end of KLM during limited hours, depending on the time of the year. By Village code (Title 5, Chapter 7-7), dogs "must be on a leash or, if not on a leash, the dog must both: 1) be within reasonable physical proximity to and within sight of its owner at all times, and 2) come to its owner and heel immediately upon voice command of its owner."

The intent of a dog park would be to eliminate off-leash dog hours at KLM and replace this with a membership-only, fenced-in dog area. A fenced dog park has the potential to create a safer environment for dogs, dog owners, and park users. However, the Village would likely receive

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pushback from dog owners accustomed to leash-free hours in the park's natural area, and there are significant administrative issues to consider before moving forward.

Below you will find information that staff has gathered on the rules, regulations, and best practices for developing a dog park; the expected costs and time frame of development; and statistics on dog parks in neighboring communities. Staff had conversations with a number of neighboring communities with existing dog parks, as well as various Cook and DuPage County agencies. Staff also collected information from publications by outside agencies, including the American Kennel Club and the Animal Legal & Historical Center.

Rules and Regulations for Dog Park Development

Currently there are no specific, formal federal, state, or county regulations in place for the construction of fenced-in dog parks. However, they must comply with drainage ordinances, Americans with Disabilities Act (ADA) requirements, and the Clean Water Act, and they must take into consideration the ordinances and health standards set in place by the Cook County Animal and Rabies Control, outlined in their guide book (see section below).

The following is a compilation of "best practice" standards for dog park development. These are standards recommended by agencies such as the American Kennel Club (AKC), Chicago Park District, and Animal Legal & Historical Center (Michigan State College of Law):

- At least 1 acre of space
 - Recommended designated "small dog" area of .5 acres
- Fencing should be contiguous and at least 4-6 feet high
 - "No climb" equestrian fence is recommended to keep out unwanted trespassers and prevent escaping dogs
 - Recommended that fenced area be round to avoid situations where a dog may be trapped by another dog in a corner
- Double gated entry to avoid escaping dogs and to assist with wheelchair access
 - Recommended there be a separate entrance and exit to avoid confrontations between dogs
- Grassy area mowed regularly, or synthetic material such as athletic turf or canine grass (100% permeable woven material)
- Shaded and open areas, benches and tables, and water fountain for dogs and owners
- Buffer zone between dog park and other park uses, such as courts, athletic fields, playgrounds
- Signage with park rules and regulations, notice of risks, and park hours
- Input from stakeholders such as neighboring residencies, veterinarians, animal shelters, and waste management authorities
- Nearby parking areas
- Maintenance plan in place prior to development



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Health Standards as Determined by Cook County Animal and Rabies Control

- Water line for drinking fountain
- No wood chips—they absorb bacteria from animal waste which can be detrimental to the dogs' health
- No poisonous vegetation
- Written proof of an examination within the last year for the following:
 - Rabies vaccination in compliance with Illinois Animal Control Act (510 ILCS 5)
 - Vaccinations including Distemper, Hepatitis, Para Influenza, Parvovirus, Bordetella, Leptospirosis
 - Fecal Test for internal parasites

Estimated Cost and Time Frame for Development

The costs and time frame of developing a dog park are largely dependent on whether the site already meets basic regulations, as well as the agency's budget. Three major cost savers when building a dog park are (1) if there is already adequate parking in place, (2) if water drainage is already to current standards, and (3) you plan on using natural surface.

One of the biggest costs to dog parks is ongoing maintenance; therefore, it is important to take this into account when planning the initial build. For example, while fencing may be the most costly expense of development, it is recommended to put in a high-quality fence during the initial build to avoid maintenance issues in the future. Typically, annual membership fees are used to offset the costs of routine maintenance. We have requested and are awaiting rough estimates from Peerless Fence, Midwest Fence, and Suburban Fencing.

Development costs can vary widely based on the site chosen, the materials being used, and the size of the planned facility. The Chicago Park District estimates the average cost of a dog park to be \$150,000. Meadow Dog Park, within the Cook County Forest Preserve, was built for a cost of \$200,000 and is three acres in size. The Park District of Oak Park built an 11,000 sq. ft. park for \$207,000 and included a crushed granite surface. The four-acre Mayslake Dog Park in Oak Brook (part of the DuPage County Forest Preserve) was built in 1999 and cost \$50,000.

When speaking with a representative at the Park District of Oak Park, he offered cost estimates for various dog park amenities. A water fountain for both human and dog use is about \$10,000. Benches cost approximately \$800 each. A crushed granite surface for an 11,000sq ft. area cost \$36,000.

The timeline for construction is also dependent upon the site selected. A site with appropriate drainage that does not require grading or significant tree removals is the best option, since that would cut back both the time and expense of construction. Additionally, if natural grass was used instead of a synthetic surface, this would decrease the timeline. The Park District of Oak Park representative estimated two months for bidding and construction based on the description of the size and land staff suggested at KLM.



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In terms of a location for a dog park within KLM, staff would recommend the area just east of County Line Road, immediately to the south of the entrance to the park, as shown on the attached map. This area is relatively flat, seems to have adequate drainage, and is separate from the other park uses. The site is approximately one acre in size.

Ultimately, to have a better understanding of the costs and time frame of dog park construction, The Village would need to better assess the state of the land that would be allocated at KLM, and quotes would need to be gathered by local companies that could provide the service of installing and constructing the fencing and any other amenities.

Common Dog Park Rules for Membership

The following is a list of common rules set in place by park districts and other agencies, and/or suggested by organizations like AKC or the Animal Legal & Historical Center, for dog park members to abide by:

- Owners are legally responsible for their dogs and any injuries caused by their dogs
- Owners must remain with and watch their dogs at all times
- Dogs must be leashed prior to and upon leaving the park
- Owners must immediately clean up after dogs
- Dogs with a known history of aggression are prohibited
- Dogs must be current with all vaccinations, dewormed, and submit fecal test results, all with proof from their veterinarian
- Must have dog park permit with you at all times
- Dog handler must be at least 16 years old
- Children under the age of 12 must be accompanied by an adult, 18 years or older
- Puppies under 4 months old, female dogs in heat, and sick dogs are prohibited
- No spike, choke, electric, or prong collars allowed in the park
- Glass containers and human or dog food are prohibited
- Toys are permitted at your own risk
- Dog bites shall immediately be reported to local police or animal control officer
- Cooperation between dog owners is expected

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Existing Dog Parks in Cook County

| Dog Park | Park Size | Cost for Dog Park Membership | Amenities | Other Info |
|---|--|--|--|--|
| Hoffman Estates Bo's Run & Freedom Run Dog Park | Freedom Run--4 acres Bo's Run--2 acres | \$74/\$109 for both parks Add'l dog \$25/\$30 \$49/\$69 for one park Add'l dog \$15/20 | small dog park area agility equipment dog water service entrance holding areas waste disposal bags picnic tables swipe card entry | |
| Oak Park Maple Park Dog Park | 12,000 square feet | 1st dog---\$45 Add'l dog \$5 | crushed granite surface canine water station Benches swipe card entry | |
| Oak Brook Mayslake Dog Area (technically DuPage) | 4 acres .5 acres dedicated to small dogs | \$40/\$150 for first dog \$8/\$25 for add'l dog Day admittance: \$8/\$20 | Benches Mini shelters swipe card entry | Cost \$50,000 but was built in 1999 |
| Miller Meadow in Forest Park Cook County Forest Preserve | 3 acres | \$55 Cook County Residents \$110 for Non-Residents (includes access to other Forest Preserve dog parks) | shelters swipe card entry | Initial cost ~\$200,000 From 2010-2014, CC Forest Preserve generated \$187,847 in revenue from their 3 dog parks |

Other Considerations

Dog parks require a significant amount of both ongoing maintenance and ongoing administrative effort. The Parks Maintenance division of the Public Services department would likely be tasked with maintenance of the dog park, including stocking bags and emptying containers used for dog waste. Maintenance considerations also include annual costs to refresh the groundcover materials in the dog park (crushed limestone, etc.) and repair any damages done to the fencing.

The administrative burden is a significant concern, since administrative staff would be required to assist in the registration and licensing process. Dog park entry would likely be governed by a card swipe and/or FOB system, which would require staff time to manage, as well as a monthly/annual fee to maintain.

Consideration should also be given to the enforcement of both the permit-only use and other issues that may arise, such as an increase in dog bite incidents. Research indicates that municipalities with dog parks often have a police officer assigned to handle dog bite cases in



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order to give some continuity to these issues and better track their frequency. The Police Department would also be heavily involved in monitoring the dog park to ensure that the animals/owners using the park are registered and licensed. Other issues may also arise that would require police involvement. For example, staff has noted in conversations with outside parties that altercations have occurred between dog owners due to animal interactions, and problem animals have been cited/banned due to repeat biting incidents.

Staff reached out to the Village's insurance provider, IRMA, to ask if there is any existing risk management guidance for communities with dog parks. While IRMA does not have any municipal members with dog parks, they did provide a reference to the Skokie Park District (SPD). The SPD's risk pool, PDRMA, has approved the Skokie dog park guidelines, which closely follow the recommendations above. Staff contacted the SPD's risk manager, who stated that the majority of issues the SPD faces are dog owner-related. These issues sometimes take a significant amount of time to manage. Problems cited include the following:

- Enforcement to stop non-members from using the park, which does not have a controlled entry and runs on an honor system
- Fights between dog owners
- People trying to ban breeds (for example, stating that it was a pit bull fighting when this was not the case)
- People trying to ban specific dogs/owners, but with no evidence (e.g., a police report or Park District knowledge) of the dog being aggressive to support the claim
- Peoples' opinions of what defines aggression---play behavior vs. actual dog aggression
- People claiming that non-members are entering and causing issues, but with no proof of lack of membership to support the claim

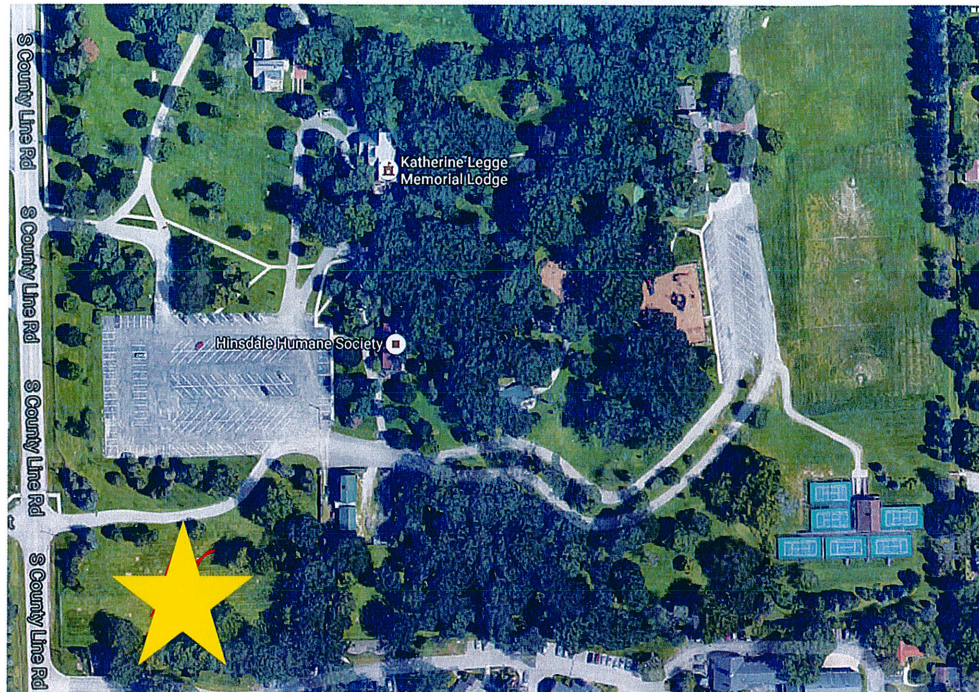
All of these issues should be closely considered before recommending to move forward with the addition of a dog park at KLM.

In Summary

There are many administrative, maintenance, and development considerations to take into account when making a decision on allowing Hinsdale Meadows to develop a dog park to Katherine Legge Memorial Park. In order to make an educated decision on the costs and benefits, more research and thought would need to be considered on the topic. For example, which Village departments would take on the responsibilities of managing and maintaining the dog park; the potential liability issues for the Village; the current condition of the proposed site at KLM, and the cost and time frame of construction.

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Proposed Dog Park Location Within KLM:



Fenced-in Area Example (approximately 1 acre in size):

