



MEETING AGENDA

**SPECIAL MEETING OF THE
PARKS AND RECREATION COMMISSION
Tuesday, March 7, 2017
6:15 p.m.
Memorial Building-Old Board Room (2nd Floor)
(Tentative and Subject to Change)**

1. Approval of Minutes – January 10, 2017
2. Liaison Reports
 - a. Gateway Special Recreation Association Report
3. Monthly Reports
 - a. Recreation Staff Report
 - b. Financial Report
4. Old Business
 - a. Update on Proposed Improvements at KLM
5. New Business
 - a. Hinsdale Little League improvements at Veeck & Peirce Parks
 - b. HTA License Agreement
 - c. Pool Concessions Contract
 - d. Special Events Update
6. Correspondence
 - a. E-mail from Resident regarding dogs at KLM
7. Other Business
 - a. Next Meeting Tuesday, April 11th at 7pm
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

**VILLAGE OF HINSDALE
SPECIAL MEETING OF THE
PARKS AND RECREATION COMMISSION**

Tuesday, January 10, 2017
Memorial Building Board Room
6:00 PM

1
 **DRAFT**

Chairman Waverley called the meeting of the Parks and Recreation Commission to order at 6:01 p.m. at the Memorial Building Board Room.

Members Present: Chairman Waverley, Commissioners Conboy, Keane and George

Members Absent: Darren Baker

Staff Present: Heather Bereckis, Interim Manager of Parks and Recreation
Suzanne Ostrovsky, Management Analyst
Brad Bloom, Assistant Village Manager/ Director of Public Safety
Linda Copp, Administrative Assistant
Rob McGinnis, Building Commissioner

Approval of Minutes

Commissioner George moved approval of the December 5, 2016 Park and Recreation Commission meeting minutes. Commissioner Keane seconded and the motion passed unanimously.

Gateway Special Recreation Association Report

Ms. Bereckis gave the report. They are considering splitting the winter/spring brochure. They had five new programs and their basketball team is growing.

Recreation Staff Report

Ms. Bereckis presented the staff report. Platform tennis has only five members outstanding. Revenue is up because of increased fees. The lodge revenue is down over last year, but there is a new marketing plan and the fees will be increasing. There were only three people at the open house, but two booked events. The marketing plan should help within the next six months. The summer brochure is set to be delivered on March 20th.

Recreation Financial Report

Ms. Bereckis commented on the financial report for November. Field revenues are currently down but some invoices are still outstanding. Ms. Bereckis explained about personnel and invoices. Programs for early childhood were miscoded and will be fixed for next month.

Ms. Bereckis commented that there is a new Commissioner for the Parks and Recreation Commission that is being sworn in tonight.

New Business

Platform Tennis Fee Structure

Ms. Bereckis explained about the delay in paying for memberships. The new fee structure is suggesting adding a \$50 late fee after October 31st so passes are purchased early in the season. Chairman Waverley commented on the fee increase for this year and they were approved by HPTA to cover the cost of Mary Doten as court manager. The base rate would be the same and the late fee would be a penalty. The letters go out in July so they have at least two months before the season starts. It could be waived for first time players if they join a league late. Commissioner Conboy made a motion to recommend an early bird rates for next year. Commissioner Keane seconded and

the motion was approved unanimously. The motion will go forward to the board and if approved beginning next season, late fees would start Nov. 1st.

Annual Pool Report

Ms. Bereckis pointed out that the pool photos looked good due to a drone being used. There will be some marketing and chemical expenses for this budget year. Staffing was up a little due to warmer weather. Chairman Waverley asked about the maintenance items. Ms. Bereckis explained what the items were and that maintenance is now put into the budget. Ms. Bereckis stated that overall attendance increased over the last three years. Resident pass sales are still declining but neighborly rates and 10 visit passes are doing well. The swim programs increased primarily due to the warm summer. Swim Team participation is increasing and the past two years there have been consistent coaches. Private lessons continue to grow primarily due to marketing and a discount for multiple lessons.

Ms. Bereckis suggested some ideas for special night events like teens or boy scouts. It would be after pool hours from 8-10 pm and inexpensive so staff costs could be recouped. Water polo will be a new class that will be offered the last two weeks in July when swim team ends. It will be marketed to swim team kids that would meet the requirements. We want to be competitive with other communities that are offering it. Adult water fitness class is another possible class but they go best early in the morning and the loud speakers could not be used early in the morning. Ms. Bereckis stated we want to use the dive well more during the lesson times. Ms. Bereckis commented about the new Recreation Coordinator Sammy Hanzel and her passion for special events.

Ms. Bereckis commented on the staff descriptions for the pool. Letters will be going out to former staff soon. Ms. Bereckis went through the satisfaction report and the primary users are those with young children. Majority of users are there 5 times or more. Staying open later in August during after school hours is difficult because in order to have staff there would need to be an incentive to get staff. We would need to have at least 8 staff to open the pool.

Ms. Bereckis commented that pool concessions have been done by C and W Concessions and it is up for bid this year. Parties and private rentals have increased slightly and weather is a huge factor on those. Ms. Bereckis stated that the pools will be painted before the season opens this year. The locker rooms will be painted and there will also be new shower curtains.

Discussion on Developer Proposal to make KLM playing field improvements

Ms. Bereckis commented on the new proposal by the developer at 55th and County Line to level the lacrosse fields at KLM. They would also add a walking path from the development to the park. It saves money because they won't have to find a place to dispose of the dirt from the development. All three fields would be done separately but there is a concern about the timing. Ms. Bereckis stated the bulk of the work would be done in the summer when there is no lacrosse.

The path down the center is preferable because of the disc golf course. Commissioner Keane asked what the benefit of the walking path is to the community. The walking path is a benefit to the new development to connect the paths. Mr. Bloom stated that the main purpose is for the community to have a walking path amenity to the Village connecting it to the new subdivision. Commissioner Conboy asked about draining issues. Mr. Bloom stated that there will be attention made for that. The Plan Commission is waiting for the Park and Recreation Commission decision to move forward with the plan. Commissioner Keane asked if there was any dollar value attached to it. Mr. Bloom did not know what the value of leveling the fields would be.

Mr. Bloom explained how the soil would be used and how much spoils there could be. The Commissioners discussed how different the park could look with the fields being level and adding

cement for a walking path. Ms. Bereckis stated the impact on the view from the Lodge would be minimal because of all the trees. Ms. Bereckis stated that the path will be simple but the current path would be marked with mile markers. The Commissioners suggested not taking away from the aesthetics of the park and not putting the walking path through the center. Mr. Bloom stated it would be called a cardio path so it would not have to be ADA accessible. This path would connect to the current path at KLM. Commissioner Keane stated he didn't think we needed another path but leveling the fields is a good idea.

Mr. McGinnis commented on the initial plan and how this could benefit leveling the fields and also help the builder get rid of some of the soil from the development. Mr. McGinnis stated that the edges of the fields would be brought up and he explained how the paths would work. There would be a public sidewalk from the property line to 55th and County Line and then loop back into the park. Mr. McGinnis stated that there is no intention to make it a sports park. Mr. Bloom stated that the village is looking at something tangible and apparent to the community and not putting money into maintenance. Commissioner Keane stated that he did not believe the path added anything to the park but adding to the condition of the fields was okay. Mr. Bloom stated that a more formalized plan could be brought back to the Commission that could be changed.

The Commission was in agreement for exploring the leveling of the fields but wants more information regarding the path. They agreed to move the recommendation to the Plan Commission.

Correspondence

Letter to Boy Scouts

Chairman Waverley commented on the letter that was sent to the Boy Scouts regarding using the picnic shelter.

Other Business

Parks and Rec Spring Marketing

Ms. Bereckis commented on how Sammy Hanzel created the slides for marketing. They will be on Channel Six and on social media. This is free marketing for the Village. The Commissioners liked the slides and stated they should be incorporated into the brochure. Ms. Bereckis stated that we are cooperating with the Community House first for programs before using Westmont or Burr Ridge.

Adjournment

The next meeting will be February 14, 2017. Since there was no further business to come before the Commission, Commissioner Conboy moved to adjourn. Commissioner Keane seconded and the motion passed unanimously. The meeting of the Parks and Recreation Commission was declared adjourned at 7:19 p.m.

Respectfully submitted,

Linda Copp, Administrative Assistant

2a.

Gateway Special Recreation Association

Board Meeting

Thursday, February 9, 2017

3:00 PM

Oakbrook Family Recreation Center

1450 Forest Gate Road

Oakbrook, IL 60523

I. CALL TO ORDER

II. OPEN FORUM

III. BOARD MEMBER COMMENTS

IV. COMMUNICATIONS

V. OMNIBUS AGENDA

All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.

A. Approval of January, 2016 Regular Meeting Minutes

B. Approval of February, 2017 Check Register

C. Approval of February, 2017 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Program Transportation: "advanced approval for (vehicle) non-routine maintenance or repair that exceeds \$300.00.

B. Gateway Special Recreation Association Board of Directors Meeting Schedule 2017.

IX. OPEN FORUM

X. ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Board. The Board welcomes public comment on the agenda items during discussion

Gateway Special Recreation is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Cindy Szkolka, at 630-993-8910 or at cszkolka@epd.org promptly to allow the Board to make reasonable accommodations for those persons.

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

JANUARY 12, 2017

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

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; Jim Berg, Westchester; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: Sharon Peterson, Countryside

Staff Present: Ray Graham Staff: Superintendent Ryan Cortez, Denise Rau, Mike Baig

Visitors: None

- II. Open Forum:** Superintendent Cortez informed the board that she will be having a baby in March so preparations for her upcoming absence are taking place. Mike Baig, longtime Gateway employee, will be attending meetings in her place. The topic of who will be undertaking the process of website management in Ms. Cortez's absence will be under new business at next month's meeting.

While signing an outgoing check to Hinsdale immediately prior to the meeting, Matt Russian asked a question regarding the administrative charge that was also listed on the fuel bill. Heather Bereckis informed the board that the Village of Hinsdale adds an administrative charge to each bill, \$0.07 per gallon, in order for the bill to be created and sent out for payment.

- III. Board Member Comments:** Matt Russian revisited the topic that was briefly discussed at last month's meeting concerning a family who expressed some frustration with the new combined winter/spring registration. He mentioned a letter that he received from the family earlier that day reiterating their feelings. Superintendent Cortez asked the board if any other districts had heard anything similar from any families from their respective district. None were reported. Ms. Cortez added that she had a wonderful discussion with another family from Burr Ridge who expressed some concerns regarding the new registration and that they brought numerous ideas/suggestions to the discussion and that was quite helpful for staff. She noted that of the 89 registrations that they had already received, these were the only two instances of any families bringing forth an issue with the changes. She also noted that Gateway offers more weeks of programming than any other SRA's in the area. Other SRA's may offer two registrations for winter/spring and divide them up how they feel is appropriate, however, they also have a much larger full-time staff which is able to handle the extra duties that come along with the additional programs. An idea was suggested to offer three registration options next year, with one for the

Scholarships Status as of 2/8/2017

- Burr Ridge = \$100 (1)
- Elmhurst = \$606 (4)
- Westchester = \$200 (1)
- Hinsdale = \$110.66 (1)

Summer 2017 Programs & Brochure

Right now, I am tentatively anticipating a distribution time of March 17th with a registration deadline of 5/26/2017 for summer programs. To get a jump start on our planning process, if you know ahead of time of community events that you would like to put into the upcoming brochure, please feel free to start sending me the information now.

York Center Park District Inclusion/SRA Training

In January I held 2 evenings worth of inclusion, behavior and overall SRA training for the afterschool and camp staff at York Center Park District. Both evenings were very well attended with approximately 15 people. The staff comprised mostly of collage age students participated in a few behavior management skill set techniques, talked about different case studies and did some physical safety awareness activities. If other agencies are interested in this type of training please contact Ryan to discuss further details.

Fundraising for Special Olympics State Tournaments

I would like to start discussions about possibly fundraising for our Special Olympic state tournaments. As most of you know we have 1 or more teams competing in most team sports with the possibility of at least 1 team making it to the state tournament. Currently Gateway SRA has 2 softball teams, 2 volleyball teams, 4 basketball teams and 2 soccer teams. On average for 1 athlete to attend a single state tournament it costs the participants/families roughly \$120. This includes hotel arrangements, transportation to the state tournament and staff supervision. Meals are on their own. For some athletes they could be attending a state tournament 4 times per year at an annual cost of \$480 plus the cost of their food for the weekend which can average an additional \$60.00. Instead of including costs to the program/sport fee the idea would be set up a fundraising "account" to offset some of these costs since it's not guaranteed that each team or person makes it to the state tournament.

Program Highlights

Special events to be on the lookout for:

- Chicago Bulls Game – January 27
- Chicago Wolves Game – February 4
- Sweetheart Dance – February 17
- Luck O Irish Dance – March 10
- Blue Man Group – April 23
- Ladies Primping Night – May 25
- Spring Fling – May 26

full winter/spring session, one for just winter, and one for just spring. Ms. Cortez said that is definitely an option although that would present possible issues with programming and staffing. Discussion continued among the board noting that Gateway, as well as all of our participating agencies, always try to do what's best for programs overall and that it is sometimes difficult to tailor to individual preferences. It was also suggested that if winter and spring programs are offered as separate offerings, maybe an incentive can be offered to participants who submit registrations considerably ahead of the regular spring registration deadline in order for staff to have additional time to appropriately prepare for the individual and staffing needs of the program. Superintendent Cortez added that an overwhelming majority of participants in the Tuesday Traveler program that was referenced typically register for both the winter and spring sessions so the combination of the two sessions appeared to be a positive change, especially considering the constant staffing issues that Gateway experiences. Gateway staff thought they might hear some concerns regarding the cost for the program (while the fees didn't increase for winter/spring, the cost "doubled" since registration took place only once) they haven't heard any feedback of that kind and requests for scholarship funds have not increased.

IV. Communications: None

V. Omnibus Agenda: Motion was made by Scott Nadeau, York Center; to approve the Omnibus Agenda and motion seconded by Jim Berg, Westchester.

A. Approval of December 2016 Regular Meeting Minutes

B. Approval of January 2017 Check Register

C. Approval of January 2017 Treasurer's Report

On a voice vote, the motion passed unanimously.

VI. Reports:

A. Superintendent Cortez reviewed her monthly report and highlighted that staffing is continuing to be an issue but they are making due the best they can as registration numbers have increased over YTD last year. Gateway currently has only 7 part-time staff and that the possibility exists of having to turn participants away due to shortage of staff but, for now, this has not been an issue. Discussions have taken place regarding the possible sharing of staff between Gateway and RGA staff. Vehicle 192 went in for an alignment and upon examination, it was determined that tailpipe/exhaust was missing, along with needing upper and lower ball joints, brake pads, brake rotors, brake calipers, and brake fluid. The total cost of repairs to keep the vehicle in proper working and safe condition for use was \$1839.38.

A motion was made by Karen Spandikow, Oakbrook; to approve the necessary repairs to vehicle 192, totaling \$1839.38, and motion seconded by Jim Pacanowski, Burr Ridge.

On a voice vote, the motion passed unanimously.

Two families have taken advantage of the \$200 scholarship (\$100 for winter, \$100 for spring). Planning for summer brochure is underway. Superintendent Cortez is attempting to get as much of this work done ahead of time as possible before her leave. Lastly, she highlighted the 12 special events that were offered in the fall. Participants had a fantastic time attending the WWE wrestling event and a Blackhawks game.

VII. Old Business:

A. Inclusion: Karen Spandikow noted that we all seem to struggle with securing inclusion aides for program participants at our own districts, especially with the emerging trend of families having more inclusion needs. This is especially difficult when Gateway is also short-staffed. President Szkolka mentioned that Elmhurst offers inclusion services and that staffing has been an ongoing issue, especially with before and after school programs. Ms. Spandikow asked members to envision where Gateway may be headed in the future and if offering inclusion services might be something in which the membership is interested. She feels an "Inclusion Manager", who would handle all of the inclusion requests/needs/logistics from individual districts would be a valuable service that Gateway could offer in the future. Discussion continued and Mr. Pacanowski reframed the suggestion where the Inclusion Manager would be an employee of Gateway and the cost of the individual inclusion aide that actually works at a program would be the responsibility of the agency where the aide worked.

Ms. Spandikow reiterated that the goal is to give the participants the best care possible and wonders if participants would be better served by having a professional available that has the ability to properly train aides regarding the wide range of needs in the SRA community. Superintendent Cortez raised the question of programs. Is the participant more appropriately placed in an agency program or a Gateway program? Secondly, what staff would be required for participation in either program? It was noted that the decision is ultimately left to the parents after weighing out the pros and cons.

Jim Pacanowski offered some historical perspective and that Gateway came into existence because of the agencies that did not particularly care for the equation whereby SRA participation dues were calculated based on EAV. The formula that was adopted for Gateway was based on population. This formula allowed for agencies to pay lower fees while still offering quality services/programs.

President Szkolka questioned the level of interest of other agencies to pursue Gateway-provided inclusion services. Ms. Spandikow added that an Inclusion Manager could also serve as a recruiter, who would be designated to hire staff, and could fill a major hole as lack of staff is a continuous issue. Discussion continued regarding various other needs and issues regarding aides. Superintendent Cortez added that when an inclusion aide is used, specific plans should be established with the goal of having the participant start the program with the aide and not require the aide by the conclusion of the program. The model is not for a participant to have an aide for every moment of the program. Informal input was taken from each board member and

while the notion seemed intriguing for some agencies, a high-level of interest from the majority of the board was not expressed. At this point in time, pursuing an Inclusion Manager option will not be pursued as part of the contract negotiations with RGA.

VIII. New Business:

A. Vehicle Insurance: President Szkolka asked about receiving current Certificates of Insurance for Gateway vehicles as the ones on file presently expired in September. She will forward a copy upon receipt to Matt Russian for Gateway's archival of documents. She also inquired about Certificates of Insurance for use of facilities. Individual agencies are encouraged to reach out to RGA to secure a current certificate on an as-needed basis.

B. Quickbooks Purchase: Gary Kasanders sent a memo to the board on December 7, 2016. That was one day prior to the last meeting and therefore not enough time to be officially added to the agenda. The email stated that Quickbooks, the program which our auditors would like us to use and what we have been using (2011 version) is no longer working with Gary's Windows 10 computer. An updated version of Quickbooks is required to keep financial records up to date.

A motion was made by Jim Pacanowski, Burr Ridge; to authorize the \$200.00 purchase of an updated version of Quickbooks, and seconded by Matt Russian, Pleasant Dale.

On a voice vote, the motion passed with all present members voting aye with Jim Berg, Westchester abstaining from the vote.

IX. Open Forum: Matt Russian inquired about the status of the new logo which was discussed many months ago. Superintendent Cortez stated that the idea has been tabled for a while as the new website was getting up and running.

President Szkolka asked member agencies to check with their respective finance departments as there are three member agencies with an outstanding balance owed.

X. Adjournment: Scott Nadeau, York Center; made a motion to adjourn the meeting, seconded by Jim Pacanowski, Burr Ridge. Motion passed on a voice vote. Meeting adjourned at 4:05pm.

GATEWAY SPECIAL RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING SCHEDULE

2017

Oakbrook Family Recreation Center

1450 Forest Gate Road

Oakbrook, IL

January 12, 2017

February 9, 2017

March 9, 2017

April 13, 2017

May 11, 2017

June 8, 2017

July 13, 2017

August 10, 2017

September 14, 2017

October 12, 2017

November 9, 2017

December 14, 2017



**Gateway SRA Board Meeting
February 9, 2017
RGA Report**

**Month to Month Comparison
As of 2/8/2017**

January 2017

District	Registered Participants
Burr Ridge	5
Countryside	1
Elmhurst	41
Hinsdale	21
Oak Brook	6
Pleasant Dale	5
Willowbrook	2
Westchester	3
York	1
Non-resident	4
Total:	89

February 2017

District	Registered Participants
Burr Ridge	6
Countryside	1
Elmhurst	46
Hinsdale	24
Oak Brook	6
Pleasant Dale	5
Willowbrook	2
Westchester	3
York	1
Non-resident	4
Total:	98

Full Programs as of 2/8/2017

- Weekend Warriors – South
- Saturday Explorers – South
- Diners Club – South
- Norther Area Social Club
- Recreation Sensation

Gateway Staff Update 2/8/17

We currently have the following positions open:

- 3 Recreation Aid
- 4 Recreation Leader
- 1 Recreation Specialist – Monday Fitness Program

Gateway Vehicles Update as of 2/8/17

Vehicle	Mileage	Maintenance
192	82,254	Breaks, muffler and ball joints
171	124,347	N/A
170	51,309	N/A
283	6,326	Safety Check, Oil Change

GATEWAY SRA 2016 - 2017
MONTHLY TREASURER'S STATEMENT

Date: February 9, 2017

<u>Revenue Accounts</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>+ or - to Budget</u>	<u>% of Budget</u>
110 Interest	\$ 104.03	\$ 439.07	\$ 250.00	\$ 189.07	175.6%
120 Member Contributions	\$ 69,618.73	\$ 516,607.66	\$ 516,609.00	\$ (1.34)	100.0%
130 Miscellaneous Revenues	\$ -	\$ -	\$ -	\$ -	0.0%
Total Income	\$ 69,722.76	\$ 517,046.73	\$ 516,859.00	\$ 187.73	100.0%
<u>Expense Accounts</u>					
500 Audit Services	\$ -	\$ 3,800.00	\$ 4,000.00	\$ (200.00)	95.0%
510 Day Camp Transportation	\$ -	\$ 3,042.70	\$ 6,000.00	\$ (2,957.30)	50.7%
520 Financial Assistance	\$ -	\$ 929.00	\$ 4,000.00	\$ (3,071.00)	23.2%
530 Legal Fees	\$ -	\$ 2,016.00	\$ 1,500.00	\$ 516.00	134.4%
540 Insurance Expense	\$ -	\$ -	\$ 2,310.00	\$ (2,310.00)	0.0%
550 Misc. Expenses	\$ 17.50	\$ 158.08	\$ 500.00	\$ (341.92)	31.6%
560 One on One Services	\$ -	\$ 1,993.38	\$ 12,000.00	\$ (10,006.62)	16.6%
570 Program Supplies	\$ -	\$ -	\$ 500.00	\$ (500.00)	0.0%
580 Web / IT	\$ -	\$ -	\$ 4,000.00	\$ (4,000.00)	0.0%
590 Service Contract	\$ -	\$ 332,157.00	\$ 441,421.00	\$ (109,264.00)	75.2%
600 Vehicle Fuel	\$ -	\$ 3,593.35	\$ 8,750.00	\$ (5,156.65)	41.1%
610 Vehicle Repairs	\$ 3,257.05	\$ 7,566.00	\$ 10,000.00	\$ (2,434.00)	75.7%
620 Transportation Fund	\$ -	\$ -	\$ 11,207.00	\$ (11,207.00)	0.0%
Total Expenses	\$ 3,274.55	\$ 357,479.36	\$ 506,188.00	\$ (148,708.64)	70.6%
Net Ordinary Income	\$ 66,448.21	\$ 159,567.37	\$ 10,671.00	\$ 148,896.37	29%

**GATEWAY SRA
CHECK REGISTRY
February 9, 2017**

Check #	Issued to	Description	Amount	Total
1920	Areawide Automotive	Prepaid repair	\$ 1,839.38	\$ 1,839.38
1921	JMS Automotive inc.	Vehicle repair	\$ 1,417.67	\$ 1,417.67
				\$ -
				\$ -
				\$ -
Totals				\$ 3,257.05

Bank Accounts Reconciled as of January 31, 2017	
General Checking Account	\$ 1,233.53
Money Market Account	\$ 279,150.82
Totals	\$ 280,384.35
Check Registry	\$ 3,257.05
Outstanding check Total	\$ -
Balance after Check Registry	\$ 277,127.30

MEMORANDUM

DATE: March 7th, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: February Staff Report

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

Platform Tennis

The platform tennis season started the first week of October. Per HPTA's court license agreement with the Village, all HPTA league players are required to have a current Village membership. At this time, the bulk of membership revenue has posted, but final numbers are not yet reflected. It is worthwhile to note that the number of resident members has declined year-over-year, while the number of non-resident members continues to increase. Revenue is trending higher than 2015, although membership numbers are lower; this is due to the fee increase that went into effect on Sept. 1st, 2016. A table indicating the fee increase is shown below. This increase was approved by HPTA to help cover the costs of Mary Doten's Court Manager contract and improvements to the Platform Tennis facility.

Platform Membership Fees	2015/16 Fees	2016/17 Fees	Change
Resident Individual	\$ 120	\$ 200	\$ 80
Resident Family	\$ 175	\$ 250	\$ 75
Non-Resident Individual	\$ 289	\$ 300	\$ 11
Non-Resident Family	\$ 345	\$ 375	\$ 30

On February 21st, the Village Board of Trustees approved the Early Bird model for Platform Tennis fees, set to begin on Sept 1st, 2017. A table indicating the new fees is shown below.

Proposed Platform Tennis Rates	Early Bird Rate*	Regular Season Rate
Resident Individual	\$200	\$250
Resident Family	\$250	\$300
NR Individual	\$300	\$350
NR Family	\$375	\$425

*before Oct. 31st

MEMORANDUM

Lifetime memberships will vary in number year to year, although there is no revenue associated with these memberships. This is because lifetime members have to elect to renew their passes each year. A family may choose to participate in 2013, but then not renew again until 2016. Due to this not affecting revenue, there are currently no stipulations requiring passes to be renewed every year in order to keep the lifetime status. Below is a summary of all current membership revenue.

Platform Tennis Membership Summary

Memberships as of 1/23/17	2015					2016						
	New Members	Renewal Members	Total Members	Revenue YTD	2016 Fees	New Members	Renewal Members	Total Members	Change of over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year
Resident Individual	17	60	77	\$9,005	\$200	16	42	58	-19	\$11,600	\$2,595	28%
Resident Family	11	17	28	\$4,900	\$250	2	24	26	-2	\$6,500	\$1,600	33%
Resident Secondary	24	57	81	\$0	\$0	6	54	60	-21	\$0	\$0	0%
Resident Total	52	134	186	\$13,905		24	120	144	-42	\$18,100	\$4,195	30%
Non-Resident Individual	14	75	89	\$25,432	\$300	35	75	110	21	\$33,300	\$7,868	31%
Non-Resident Family	3	14	17	\$5,865	\$375	7	12	19	2	\$7,126	\$1,261	22%
Non-Resident Secondary	12	38	50	\$0	\$0	25	35	60	10	\$0	\$0	0%
Non-Resident Total	29	127	156	\$31,297		67	122	189	33	\$40,426	\$9,129	29%
Resident Lifetime	N/A	160	160	\$0	\$0	N/A	163	163	3	\$0	\$0	0%
Non-Resident Lifetime	N/A	103	103			N/A	94	94	-9	\$0	\$0	0%
Total Lifetime Members	N/A	263	263			N/A	257	257	-6	\$0	\$0	0%
Total Memberships/ Revenue	81	421	605	\$45,202		91	405	590	-15	\$58,526	\$13,324	29%

Lesson information for platform tennis was included in the fall and winter/spring brochures. Mary Doten, per her agreement with the Village, teaches and coordinates lessons. This is year one of a renewed two-year agreement with Ms. Doten. The terms are that Ms. Doten pays the Village 10% of her gross lesson revenue. The first installment of lesson payments from Ms. Doten was in the amount of \$4,080; a second payment is due in April. A table showing revenue from lessons for the past 3 years is included below; based on the first payment, revenue is trending up slightly over FY 2015/16.

Platform Tennis Lesson Revenue	Fall	Winter	Total	Difference
FY 2013/14	\$ 4,005	\$ 3,353	\$ 7,358	
FY 2014/15	\$ 3,532	\$ 3,311	\$ 6,843	\$ (515)
FY 2015/16	\$ 4,007	\$ 4,269	\$ 8,276	\$ 1,433
FY 2016/17	\$ 4,080			

MEMORANDUM

Katherine Legge Memorial Lodge

Preliminary gross rental revenue for the fiscal year to-date is \$117,566. As discussed in detail during the December Parks & Recreation Commission meeting, revenue for the 2016/17 fiscal year continues to lag behind that of fiscal year 2015/16.

Rental revenue for the ninth month of the fiscal year is \$4,624. In January, there were four events held at the Lodge, which is two more than the prior year. Expenses for January are down 9% over the prior year.

REVENUES	January		YTD		Change Over the Prior year	2016-17 Annual Budget	FY 16-17 % of budget	2015-16 Annual Budget	FY 15-16 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$2,850	\$4,624	\$166,725	\$117,566	(\$49,159)	\$180,000	65%	\$160,000	104%
Caterer's Licenses	\$0	\$0	\$13,766	\$9,500	(\$4,266)	\$15,000	63%	\$15,000	92%
Total Revenues	\$2,850	\$4,624	\$180,491	\$127,066	(\$53,425)	\$195,000	65%	\$175,000	103%
EXPENSES	January		YTD		Change Over the Prior year	2016-17 Annual Budget	FY 16-17 % of budget	2015-16 Annual Budget	FY 15-16 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$9,887	\$9,038	\$120,998	\$105,059	(\$15,939)	\$212,741	49%	\$199,700	61%
Net	(\$7,037)	(\$4,414)	\$59,493	\$22,007	(\$37,486)	(\$17,741)		(\$24,700)	

As noted in the materials previously provided to the Commission, staff has performed an analysis to compare the current Lodge gross revenues to those of the prior six years. As you will see below, while the current fiscal year shows a significant decline over the prior year, it is still on par with past history. Gross revenues for fiscal year 2015-16 were much higher than average.

KLM Gross 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
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624
total	\$ 100,616	\$ 104,665	\$ 131,001	\$ 158,413	\$ 166,725	\$ 117,566

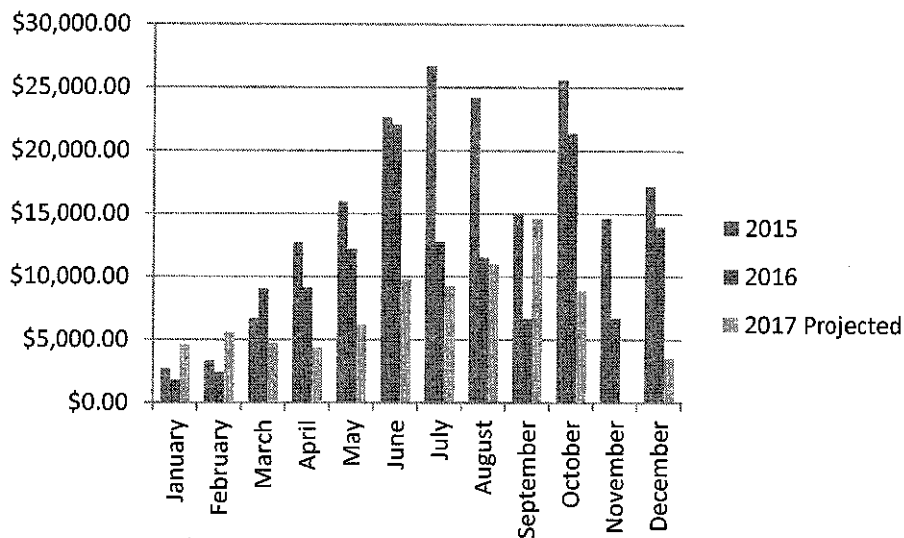
Below is a graph showing the past two years of data and the upcoming year's projection. Future predictions are based on the average revenue from the event type. Also included below are charts indicating the number of reservations and reservation

MEMORANDUM

type by month. Typically, events are booked 6-18 months in advance of the rentals; however, if there are vacancies, staff will accept reservations within 5 days of an event. These tracking devices will be updated monthly.

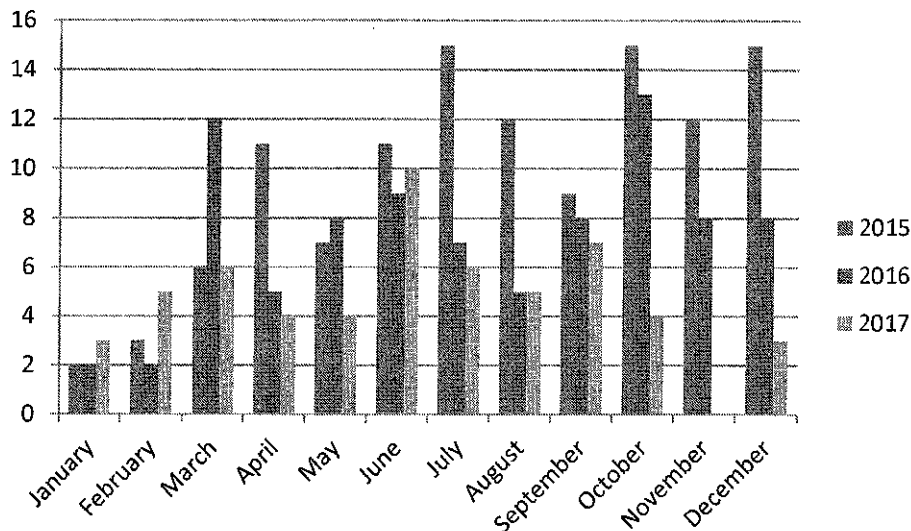
KLM Revenue 2015-2017

Data as of 12/16/2016



KLM Reservations 2015-2017

Data as of 12/16/2016



MEMORANDUM

KLM Reservation Type by Month	2017					2016				
	Wedding	Corporate Event	Social Event	Camps & Retreats	Total	Wedding	Corporate Event	Social Event	Camps & Retreats	Total
January		2	1		3			2		2
February	1	3	1		5		1	1		2
March	1	2	3		6	1	8	2		11
April	1	2	1		4		2	3		5
May	2	1	1		4	4		4		8
June	2		3	5	10	7	1		1	9
July	2	1	3		6	6		1		7
August	4		1		5	3	2			5
September	5	1	1		7	3	3	2		8
October	2	1	1		4	8	4	1		13
November					0	3	3	2		8
December	1		2		3	2	1	5		8
Total	21	13	18	5	57	37	25	23	1	86

As you will note, there is some concern warranted due to the decline in bookings. However, staff has begun putting the approved marketing plan in place and anticipates seeing an increase in reservations related to increased marketing within three months. Calls for events 8-18 months out are already coming in. To secure rentals for spring 2017, a reminder mailing to past renters is being sent, and the Lodge is offering special discounts for new renters.

The second KLM Lodge Open House was held on February 23rd from 6-8pm. This timing was intended to capture recently-engaged clients who may be looking to book a wedding venue. The event allowed patrons to tour the facility, and a 10% discount was offered to visitors if they ultimately opt to book an event. Also present at the event were all of the preferred caterers the Lodge offers, a liquor provided, DJ, tent company and linen vendor. Staff booked 2 events and had approximately 50 attendees.

Staff intends to hold quarterly Open Houses for 2017, and will hold the holiday Open House immediately after Thanksgiving to potentially capture additional holiday bookings. The next Open House is set to take place in mid-Summer.

Upcoming Brochure & Activities

The Winter/Spring 2017 programming is under way. The Summer 2017 brochure is in production and is set to be delivered on March 20th. Staff has moved the timing of the Summer brochure delivery up from April in response to residents expressing a desire to book summer camps earlier in the year.



MEMORANDUM

Upcoming Special Events include the Easter Egg Hunt on Saturday, April 15th and the Earth Day Park Cleanup on Friday, April 21st. As in the past, the Easter Egg Hunt will be done in collaboration with The Community House and will be held at Robbins Park. This year's Earth Day Park Cleanup will also be held at Robbins Park.

Field/Park Updates

Ice Rinks

Staff constructed one 170'x90' rink at Burns Field. With the cold early December temperatures, staff was able to have the rink open by December 14th. Melin Park's resident-operated 40'x80' ice rink was open by December 16th. As of February 13th, both rinks have been closed for the season, due to warmer than usual winter weather.

Fields

Staff is working to book spring field usage. With the construction of the new Hinsdale Middle School, 2 fields were lost for rental. However, staff was able to accommodate renters on other Village fields. AYSO (soccer) and Hinsdale Little League will start their spring seasons on April 3rd, weather permitting. Public Service staff is currently working to order supplies for field prep and layout; anticipating this work to begin in early March, weather permitting.

Community Pool

Staff has made contact with the 2016 pool staff to see who plans to return for the upcoming season. After return confirmations have been made, staff will begin to hire for the vacant positions. Lifeguards are trained and certified by the Pool Managers in May.

Pool passes went on sale March 1st; early bird pass rates are effective through April 28th. Super Passes, a pass that allows access to both Hinsdale and Clarendon Hills Pools, sold out in 10 minutes on March 1st. Emails and letters were sent to previous pass holders in early February, ads and press releases were posted in the local papers and signs/flyers were posted around the community in mid-February to advertise pass sales. Staff will continue to market the pool pass sales, and provide updates on pass sales in future staff reports.



36.

MEMORANDUM

DATE: March 7, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: January 2017 Parks & Recreation Financial Report

Attached are the preliminary Parks & Recreation Department financial results for January 2017; this is the ninth month of the FY 2016-17 budget year.

Parks

Revenue for field and picnic shelter rentals increased 9% (\$4,849) over the prior year. Field rental revenue increased 2% (\$679) for the same period of the prior year. Staff estimates there to be approximately \$9,000 still outstanding from fall. Staff has worked diligently outside groups to secure additional field rental space; spring rentals will begin posting in February. Picnic shelter rental revenue increased 43% (\$4,170) due to an increase in usage, as a result of the favorable summer weather.

Park operating expenses are down 26% (\$118,294) over the prior year. Personnel services are down 34% (\$92,665) over the prior year due to reallocation of staff wages and a part-time staff vacancy. Materials & Supplies and Repairs & Maintenance appear to be down over the prior year due to the timing of invoices posting; however, staff expects that these categories will be on par with the previous year once all invoices are accounted for.

Admin & Support

Operating expenses are down 28% (\$60,635) over the prior year. This is primarily due to changes in staffing and reallocation of salaries as well as decreased expenditures for risk management services.

Programs & Activities

Through the month of January, program revenue decreased 6% (\$14,521) over the prior year. All of the below programs are contractual; revenues are directly related to offsetting contractual expenses. Therefore, due to reduced programming, recreation expenses are down 9% (\$33,976) over the same period of the prior year, before the addition of capital



MEMORANDUM

expenses. Personnel and Contractual expenses, which include the payment for program services, decreased 11% (\$31,321) due to decreased enrollment.

General Interest program revenue has increased 20% (\$1,816) over the prior year, due to increased enrollment in magic and Lego programs.

Athletic program revenue decreased 27% (\$25,609) over the prior year; this is a result of decreased registration in the tennis lesson and sports camp programs. Staff is evaluating these programs to determine whether changes are warranted.

Cultural Arts program revenue decreased 11% (\$761) over the prior year; due to decreased enrollment in Ballroom Dancing. Personnel services have decreased 19% (\$297) over the prior year.

Early childhood programming registration revenue is down 16% (\$4,951) over the prior year. This is the result of third-party preschool providers declining to offer summer programming. Staff continues to work with local groups to increase programming opportunities for early childhood through cooperative programming with Clarendon Hills and Burr Ridge Park Districts, as well as The Community House.

Fitness program revenue has increased 8% (\$1,495) over the prior year. This is due to the offering of additional adult fitness programs like Pilates and Barre through cooperative programming with The Community House.

Platform Tennis

Through January, membership revenue increased 32% (\$15,431) over the prior year. Total revenue through January is \$64,110; this includes memberships as well as key fob and facility rental fees. Operating expenses are down 2% (\$476) over the prior year.

General Rec Admin

Operating expenses are down 10% (\$19,808) over the prior year. This is primarily due to changes in staffing and reallocation of salaries as well as decreased expenditures on materials and supplies.



MEMORANDUM

Katherine Legge Memorial Lodge

Rental revenue through January is currently \$117,566; which is a decrease of 29% (\$49,159) over the same period of the prior year. Caterer's License fees are down 31% (\$4,266) over the same period of the prior year; fewer caterers chose to renew because they weren't receiving enough business from Lodge clients. Some of this revenue will be recaptured with single event fees paid by non-preferred caterers over the course of the year.

Expenses are trending down 13% (\$15,939) over the prior year. Personnel expenses decreased 23% (\$13,788) and Materials & Supplies have decreased 56% (\$4,578); both as a result of fewer events.

Community Pool

The Community Pool closed on September 5th, 2016 for the season. Overall pool revenues increased 5% (\$16,634) over the prior year; the largest contributing factor is an increase of 32% (\$8,742) in non-resident pass sales. Non-capital related expenses remain virtually the same over the prior year; with capital expenditures, the expenses increased 18% (\$49,683). The annual pool report was presented at the 2017 Parks & Recreation meeting. Pool passes will go on sale for the 2017/18 season on March 1st.

Parks Recreation Revenue/Expense Summary
January FY 2016-17

DEPT. 3101

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
ADMIN. AND SUPPORT							
Expenses							
Personnel Services	232,862	134,057	58%	229,647	165,036	-30,978	-19%
Professional Services	0	0	0%	0	0	0	0%
Contractual Services	0	559	0%	0	204	355	0%
Other Services	5,800	3,874	67%	7,550	4,577	-704	-15%
Materials & Supplies	2,450	2,223	91%	2,200	2,894	-670	-23%
Repairs & Maintenance	800	595	74%	150	0	595	#DIV/0!
Other Expenses	4,309	2,889	67%	4,230	3,483	-594	-17%
Risk Management	28,598	11,072	39%	30,980	39,711	-28,639	-72%
Total-Operating Expenses	274,819	155,269	56%	274,757	215,904	-60,635	-28%

DEPT. 3301

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
PARKS MAINTENANCE							
Revenues							
Field Fees	44,500	42,638	96%	38,000	41,959	679	2%
Picnic Fees	11,500	13,760	120%	10,500	9,590	4,170	43%
Total Revenues	56,000	56,398	101%	48,500	51,549	4,849	9%
Expenses							
Personnel Services	259,029	181,768	70%	376,456	274,433	-92,665	-34%
Contractual Services	152,900	101,248	66%	131,376	97,690	3,558	4%
Other Services	1,675	1,246	74%	1,850	1,133	114	10%
Materials & Supplies	52,355	28,212	54%	48,300	40,241	-12,029	-30%
Repairs & Maintenance	29,220	17,884	61%	53,500	34,314	-16,429	-48%
Other Expenses	2,495	460	18%	2,495	1,302	-842	0%
Total-Operating Expenses	497,674	330,818	66%	613,977	449,112	-118,294	-26%
Capital Outlay							
Motor Vehicles	46,000	29,528	0%	0	0	29,528	0%
Park/Playground	0	0	0%	0	0	0	0%
Lands/Grounds	74,000	20,268	27%	181,000	166,746	-146,478	-88%
Buildings	139,500	72,157	52%	50,000	0	72,157	0%
Total Capital Outlay	259,500	121,952	47%	231,000	166,746	-44,794	-27%
Total Expenses	757,174	452,770	60%	844,977	615,858	-163,088	-26%

DEPT.3420

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
Revenues							
Registration & Memberships	320,500	211,930	66%	308,000	226,450	-14,521	-6%
Misc. Income	250	0	0%	2,000	0	0	0%
Total Revenues	320,750	211,930	66%	310,000	226,450	-14,521	-6%
Total Expenses							
Personnel Services	109,261	48,138	44%	94,721	83,033	-34,895	-42%
Contractual Services	271,605	212,543	78%	266,419	208,969	3,573	2%
Other Services	56,280	45,110	80%	59,650	41,791	3,319	8%
Materials & Supplies	10,990	6,735	61%	11,680	5,763	972	17%
Other Expenses	7,839	5,884	75%	8,220	4,157	1,727	42%
Repairs & maintenance	17,000	10,708	63%	17,000	19,379	-8,672	-45%
		329,116			363,092	-33,976	-9%
Capital Outlay	123,500	104,437	0%	0	0	104,437	100%
Total Expenses	596,475	762,669	128%	457,690	726,183	36,485	5%

Parks Recreation Revenue/Expense Summary
January FY 2016-17

DEPT.34-BY DEPARTMENT	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3421 General Interest							
Revenues	12,000	10,880	91%	20,000	9,065	1,816	20%
Expenses							
Personnel Services	0	0	0%	0	687	-687	0%
Contractual Services	8,500	4,830	57%	10,000	5,806	-976	-17%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Repairs & Maintenance	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	8,500	4,830	57%	10,000	6,493	-1,663	-26%
3422 Athletics							
Revenues	140,000	70,679	50%	130,000	96,287	-25,609	-27%
Expenses							
Personnel Services	1,615	0	0%	1,615	0	0	0%
Contractual Services	90,000	47,975	53%	95,000	59,816	-11,841	-20%
Other Services	0	0	0%	1,300	0	0	0%
Materials & Supplies	1,500	1,225	0%	0	637	588	92%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	93,115	49,200	53%	97,915	60,453	-11,254	-19%
3423 Cultural Arts							
Revenues	11,000	6,364	58%	7,000	7,124	-761	-11%
Expenses							
Personnel Services	4,306	1,292	30%	4,306	1,589	-297	-19%
Contractual Services	2,500	641	26%	2,500	400	241	60%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	6,806	1,933	28%	6,806	1,989	-56	-3%
3424 Early Childhood							
Revenues	42,000	26,578	63%	47,000	31,529	-4,951	-16%
Expenses							
Personnel Services	19,484	14,918	77%	15,609	18,505	-3,587	-19%
Contractual Services	10,000	9,683	97%	14,000	7,484	2,198	29%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	1,200	1,109	92%	1,350	1,187	-78	-7%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	30,684	25,710	84%	30,959	27,176	-1,466	-5%

Parks Recreation Revenue/Expense Summary
January FY 2016-17

DEPT.3420-BY DEPARTMENT

RECREATION SERVICES	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
3425 Fitness							
Revenues	34,500	19,721	57%	33,000	18,226	1,495	8%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	14,500	10,875	75%	16,000	10,098	777	8%
Other Services	0	0	0%	0	0	0	0%
Materials & Supplies	0	0	0%	0	0	0	0%
Other Expenses	0	0	0%	0	0	0	0%
Total Expenses	14,500	10,875	75%	16,000	10,098	777	8%

3426 Platform Tennis

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Memberships/Lessons	65,000	64,110	99%	50,000	48,678	15,431	32%
Grant Funding	0	0	0%	0	0	0	0%
Lifetime and donations	0	0	0%	0	0	0	0%
	65,000	64,110	99%	50,000	48,678	15,431	32%
Expenses							
Personnel Services	0	0	0%	0	0	0	0%
Contractual Services	19,030	13,123	69%	9,919	7,278	5,845	80%
Other Services	5,500	4,947	90%	3,500	2,894	2,052	71%
Materials & Supplies	500	216	43%	950	55	161	0%
Repairs and Maintenance	15,000	9,140	61%	15,000	17,623	-8,484	0%
Other Expenses	50	0	0%	50	50	-50	0%
Total Operating Expenses	40,080	27,425	68%	29,419	27,901	-476	-2%
Capital Outlay							
Walkways	123,500	104,437	0%	0	0	104,437	0%
Total Capital Outlay	123,500	104,437	0%	0	0	104,437	0%
Total Expenses	163,580	131,861	0%	29,419	27,901	103,961	373%

3427 Special Events

Revenues	16,000	13,598	85%	21,000	15,541	-1,942	-12%
Expenses							
Personnel Services	3,983	3,989	100%	2,153	4,323	-333	-8%
Contractual Services	27,850	24,757	89%	30,000	24,273	484	2%
Other Services	2,080	748	36%	1,250	2,036	-1,288	-63%
Materials & Supplies	5,140	3,019	59%	6,350	1,955	1,065	54%
Repairs & Maintenance	0	42	0%	0	0	42	0%
Total Expenses	39,053	32,556	0%	39,753	32,587	-31	0%

3428 General Rec Administration

Expenses							
Personnel Services	79,873	27,939	35%	71,038	57,930	-29,991	-52%
Contractual Services	99,225	100,659	101%	89,000	93,814	6,845	7%
Other Services	48,700	39,415	81%	53,800	36,860	2,555	7%
Materials & Supplies	2,650	1,166	44%	3,030	1,929	-764	-40%
Repairs and Maintenance	2,000	1,526	76%	2,000	1,756	-230	0%
Other Expenses	7,789	5,884	76%	8,170	4,107	1,777	43%
Total Expenses	240,237	176,588	74%	226,838	196,396	-19,808	-10%
Capital Outlay	0	0	0%	0	0	0	0%
Total Expenses	240,237	176,588	74%	226,838	196,396	-19,808	-10%

Parks Recreation Revenue/Expense Summary
January FY 2016-17

DEPT. 3724

KLM LODGE	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
KLM Lodge Revenue	180,000	117,566	65%	160,000	166,725	-49,159	-29%
Caterer's Licenses	15,000	9,500	63%	15,000	13,766	-4,266	-31%
Total Revenues	195,000	127,066	65%	175,000	180,491	-53,425	-30%
Expenses							
Personnel Services	64,523	46,717	72%	65,200	60,504	-13,788	-23%
Contractual Services	25,318	14,763	58%	26,300	20,965	-6,202	-30%
Other Services	37,000	28,448	77%	46,900	25,605	2,843	11%
Materials & Supplies	9,400	3,588	38%	9,400	8,166	-4,578	-56%
Repairs & Maintenance	16,450	10,993	67%	9,250	5,276	5,717	108%
Other Expenses	50	550	1100%	650	481	69	14%
Total-Operating Expenses	152,741	105,059	69%	157,700	120,998	-15,939	-13%
Capital Outlay	60,000	33,598	56%	42,000	0	33,598	0%
Total Expenses	212,741	138,657	65%	199,700	120,998	17,659	15%

DEPT. 3951

SWIMMING POOL	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Pool Resident Pass	135,000	108,058	80%	160,000	113,012	-4,954	-4%
Non-Resident Pass	32,000	36,317	113%	12,000	27,575	8,742	32%
Pool Daily Fee	58,000	59,751	103%	65,000	55,142	4,609	8%
Pool Lockers	0	0	0%	0	0	0	0%
Pool Concession	8,200	8,400	102%	8,000	8,200	200	2%
Class-Registration -Resident	24,000	19,027	79%	26,500	19,586	-559	-3%
Class-Registration Non-Resident	6,500	7,395	114%	5,200	6,339	1,056	17%
Private Lessons	10,500	12,732	121%	8,000	9,575	3,157	33%
Misc. Revenue (Rentals)	32,000	28,257	88%	26,000	29,458	-1,201	-4%
Town Team	17,000	17,441	103%	24,500	13,433	4,009	30%
10-Visit Pass	22,000	23,478	107%	22,000	21,902	1,576	7%
Total Revenues	345,200	320,855	93%	357,200	304,221	16,634	5%
Expenses							
Personnel Services	166,858	150,566	0%	166,858	147,053	3,513	2%
Contractual Services	35,450	31,989	90%	22,750	15,311	16,677	109%
Other Services	41,500	27,327	66%	36,500	27,554	-227	-1%
Materials & Supplies	28,255	28,211	100%	30,950	21,630	6,582	30%
Repairs & Maintenance	28,240	13,432	48%	37,000	47,682	-34,250	-72%
Other Expenses	6,700	4,767	71%	6,700	4,172	595	14%
Risk Management	0	0	0%	0	0	0	0%
Total-Operating Expenses	307,003	256,293	83%	300,758	263,402	-7,109	-3%
Capital Outlay	65,000	63,316	97%	14,000	6,524	56,792	871%
Total Expenses	372,003	319,609	86%	314,758	269,926	49,683	18%

	FY 16-17 Budget	FY 16-17 Actual	FY 16-17 % of Budget	FY 15-16 BUDGET	FY 15-16 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Capital Expenses	508,000	323,303	64%	287,000	173,270	150,033	87%
Operating Expenses	1,705,212	1,505,671	88%	1,804,882	1,775,599	(269,929)	-15%
Total Expenses	2,213,212	1,828,974	83%	2,091,882	1,948,869	-119,895	-6%
Total Revenues	916,950	716,249	78%	890,700	762,711	-46,463	-6%
Revenue Offset Difference	(1,296,262)	(1,112,725)	86%	(1,201,182)	(1,186,158)	73,432	-6%



5a.

MEMORANDUM

DATE: March 7th, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Proposed Improvements by Hinsdale Little League

The Hinsdale Little League (HLL) has seen increased registration numbers over the past two seasons. As a result of this, members of the HLL Board have approached Village staff asking for permission to make improvements on or near the existing baseball fields at Veeck and Peirce parks; allowing them to accommodate more players and improve offerings for the increased number of participants.

Veeck Park, located at 701 E. Chicago, has one baseball field. Due to the increased registrations, HLL has asked to make an improvement to the field, allowing it to be more conducive to Little League play. The proposed improvement includes replacing the current skin infield with sod. HLL has provided a quote of approximately \$20,000 for this project. Attached you will find the quote provided by Molitor Athletic Fields in regard to this project. HLL will be responsible for the payment of this improvement, as well as the associated seasonal maintenance.

Veeck baseball field is currently used by the Parks & Recreation Department for recreational programming including Men's softball league, and White Sox camp. The Hinsdale Fire Department (HFD) also uses the field for their annual softball tournament. Staff has reached out to the Men's softball league, the Bulls/Sox Academy and the HFD for feedback regarding this proposed improvement. The majority of responses have been overwhelmingly positive; only one participant was not in favor of the upgrade, due to concerns of impact on recreational programming.

Peirce Park, located at 700 E. Walnut, has five baseball fields that are regularly used by HLL. Historically, HLL has used this location as their primary space for league play. They have contributed a variety of improvements and maintenance to the location over the years. With the increased enrollment, they are proposing the addition of batting cages behind the right field fence of the NE most field. This project is estimated to cost around \$35,000 and will be paid for and maintained by HLL.

Staff is requesting the Parks & Recreation Commission to review the proposals and provide feedback on the suggested improvements. HLL would need to start both



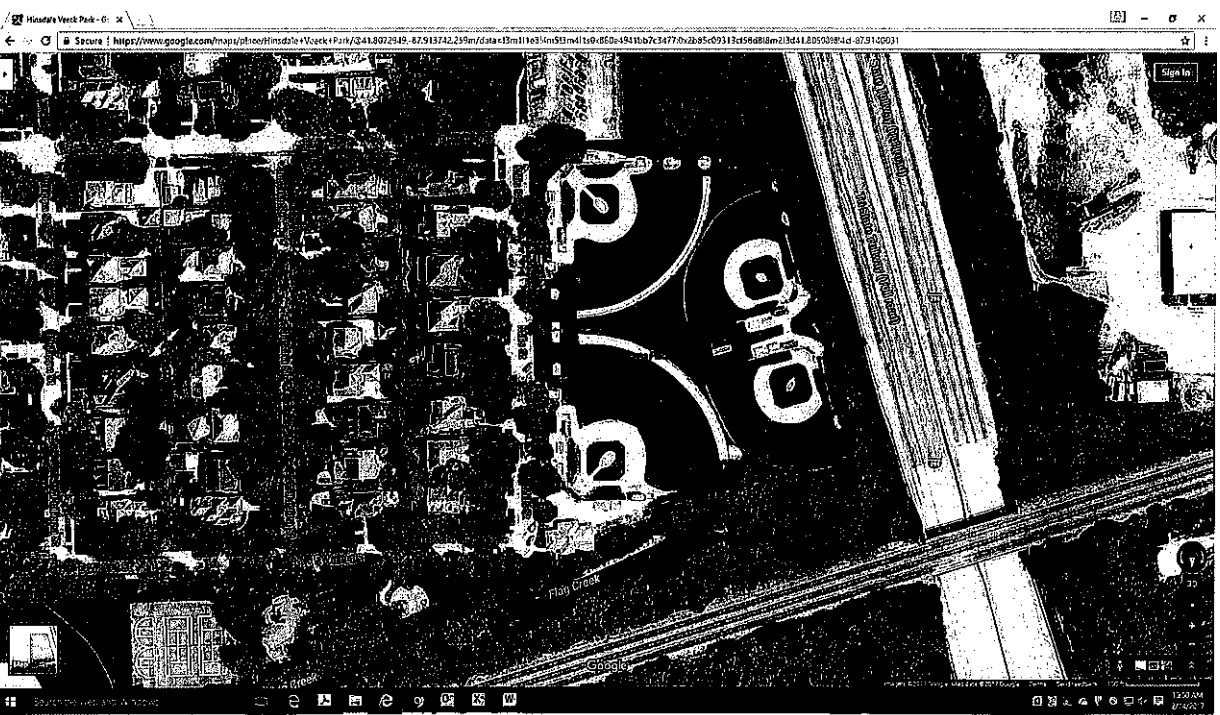
MEMORANDUM

projects in early March in order to have them completed before the spring season begins in April. Should the Commission be in favor of moving forward with these proposals, staff will work with HLL to develop an agreement outlining permissible times of usage on the Veeck Park field, so that recreational programming is not affected and will have priority use. The agreement will also outline payment and maintenance responsibilities for both projects.

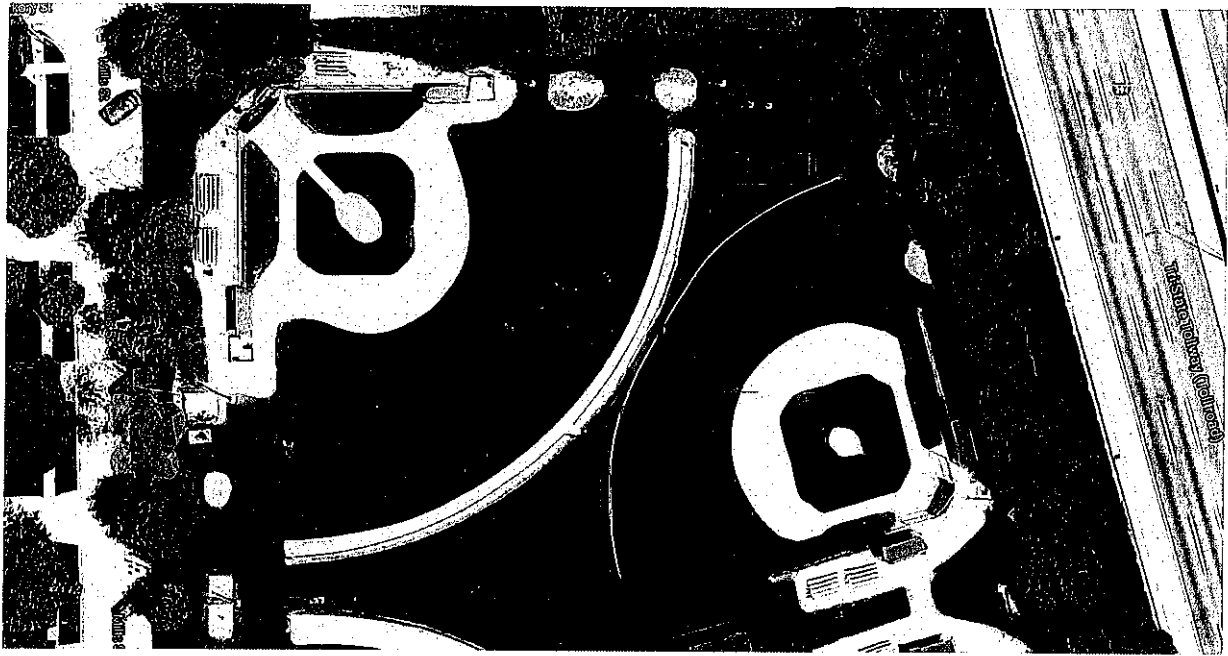
Veeck Park Ball Field-Skin infield



Ball Field with Sod infield (Peirce Fields)



Location of Peirce Batting Cages



Molitor Athletic Fields

P.O. Box 2087 Glen Ellyn, Illinois 60138-2087

(630) 469-3739 Office (630) 393-4750 Shop (630) 469-3748 Fax www.molitorfields.com

January 18, 2017

PROPOSAL NO.:701184234

Mr. Glenn Yaeger
Hinsdale Little League

=====

For Labor and Services Furnished on Your Premises.

PROJECT: Veeck Park

Sod in the infield.

The rear radius has been cut and grass has been removed over several years. The grass is up against the existing sprinkler heads. If you are going to renovate the field, I recommend to bring the radius in 4' (each piece of sod is 2' in width by 5' in length). I would pull the ballmix in, install dirt then install 4' of sod around the entire rear radius.

Lay out and set up specification for a 70' infield.

Dig and remove existing ballmix and stockpile.

Install topsoil about 4" -- 5" in depth. We would like to have a 1/2" pitch for drainage on the field.

Install 1 x 6 panel drain about 2' inside the sod line all the way around the perimeter. Also have a leg of the 1 x 6 panel drain come to the quick-coupler so that when the quick coupler is in use and there is water there, it has a place to drain. The 1 x 6 panel drain will work out the field on the third base side and tie into the existing catch basin.

Installation of a 1" quick-coupler line. Completion of the 1" pvc line with include a 1" key, 50' of 1" hose and a nozzle.

Option of installing a I-25 sprinkler head behind the pitcher's mound. This can throw water about 50'. This is dependent upon finding the irrigation main between home and first that runs parallel to the fence. If we have an extra wire there and we can install a valve then we can put in the sprinkler head. I recommend the drainage, quick-coupler and sprinkler head in the infield. This is a nice combination.

Install the final amount of pulverized topsoil, fine grade, roll and install sod.

PROJECT: Veeck Park

PROPOSAL NO: 701184234

Once the sod is installed, then we will install the existing baseball mix. First, second to third to the rear radius is somewhat flat. This is a great place to install it and raise the infield. If there is any material leftover, we will take it over to Robbins Park and install on any fields of your choice.

Fine grade, drag and roll upon completion. We also will include five tons of calcinated clay. This is important while doing this type of work in the spring.

The base price without the automatic sprinkler head is **\$19,975.00**. If we can do the sprinkler head, it will be an additional **\$1500.00**.

Digging Clause: If we cannot trench through an area because of buried miscellaneous debris such as rock, rebar, curbs, brick, etc., and we have to bring in additional equipment, there will be an additional charge. If we are unable to remove the debris and have to go around it, there will be an additional charge.

Additional Information: Any additional costs due to the necessity to hire union help or temporary membership in the union, will be additional and outside of this work contract. Hauling spoils off site is extra and is at a cost per unit load out on job sites. Venue DuPage County.

We are not responsible for erosion problems or problems caused by the customer not watering the site. We are not responsible for water fowl eating the product.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications - for the sum of _____ dollars (\$_____) with payment to be made to: **MOLITOR ATHLETIC FIELDS**

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 the 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.

Authorized Signature _____

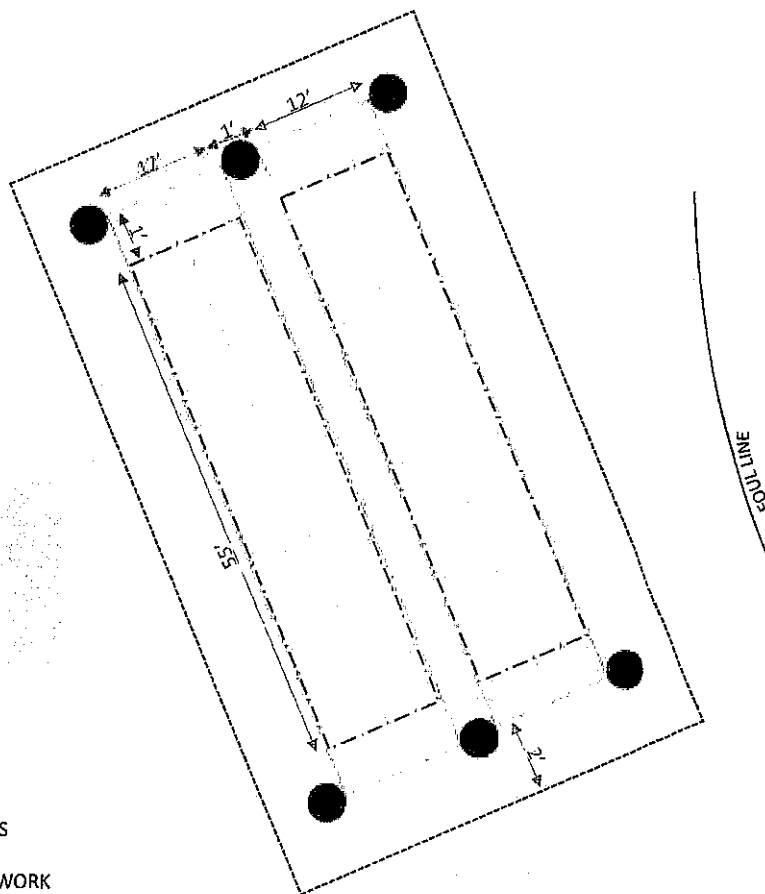
ACCEPTANCE OF PROPOSAL

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.

Date Accepted _____ Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 30 days. After 30 days a price change may be in effect.

Terms: Net 30 days. Payments received after 30 days will be charged 2% interest.



FENCE LINE

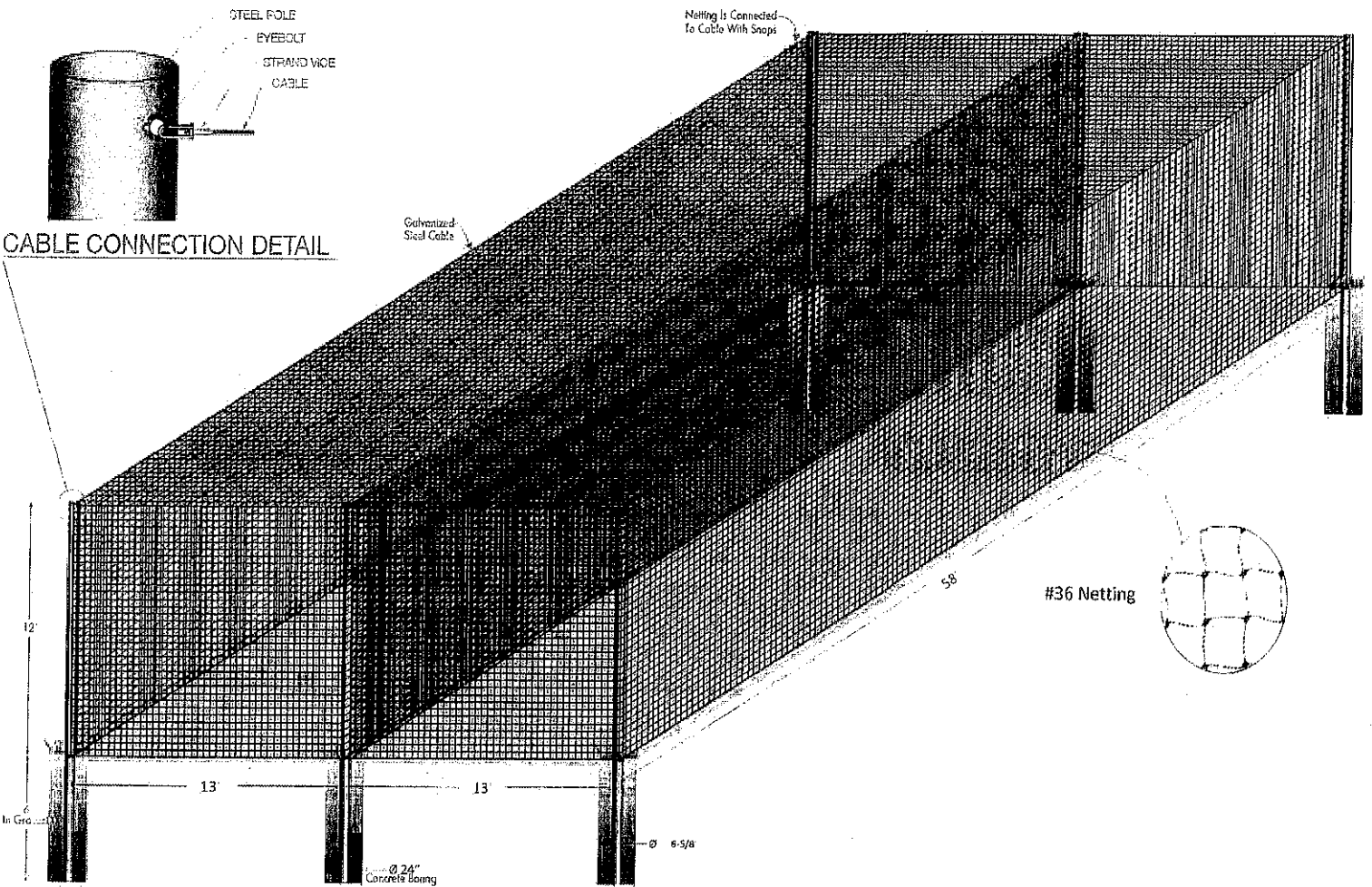
BATTING CAGES

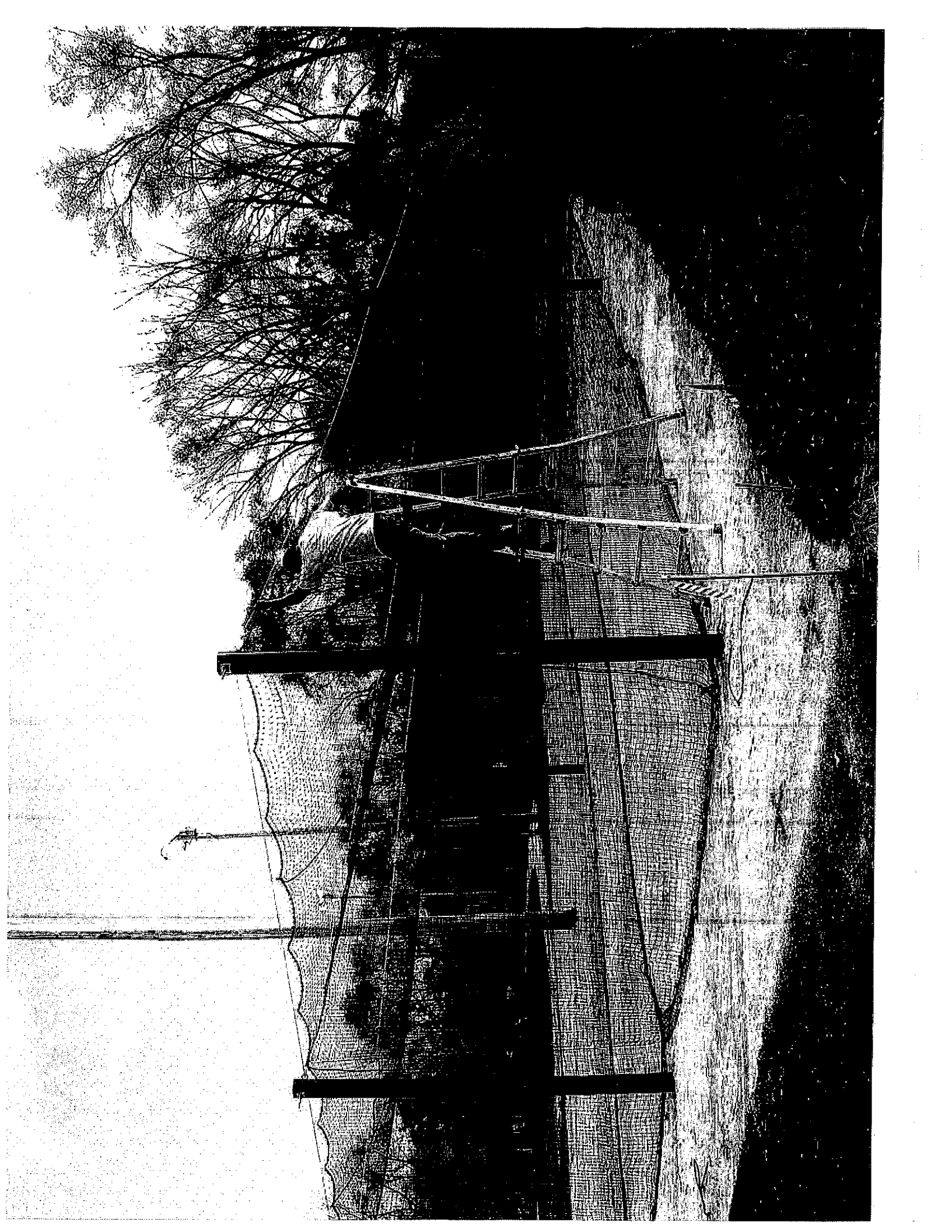
CABLE FRAME WORK

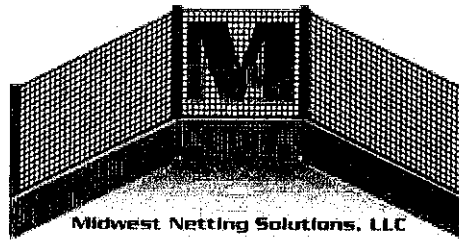
POLES 6-5/8" SCH 40

M Midwest Netting Solutions
2009 JOHNS DRIVE, GLENVIEW, IL 60025, 847-729-6387

HINDALE
55' Long x 12' Wide x 12' High Two Station Batting Cage







To: Dave Tomfohrde -- Hinsdale Little League
From: Matt Jacobs
Date: February 1, 2017

Dave:

It has been a pleasure speaking with you. As a follow up to the meetings and our conversations, we can supply and install a 55' long x 24' wide x 12' high, 2 station baseball batting cage system at your facility as follows:

BATTING CAGE SPECS

- (6) 18' Long x 6 5/8" OD, schedule 40 heavy duty galvanized or Black weather treated steel poles will be installed in the ground 6' deep utilizing 24" boring and 4,000 psi concrete.
- (1/4"), 1 x 7 Galvanized steel strand cable will be secured to the top of each pole utilizing strandvises and galvanized steel eyebolts. 2 Cables will be secured to the 2 interior poles.
- (2) 55' Long x 12' wide x 12' high fully fabricated batting cages comprised of (# 36) or (# 42) 1 3/4" Black, rope bordered, weather treated, on the square baseball netting will be secured to the cables utilizing spring loaded snaps and cable clamps.

Project Cost:

\$14,745.00 -- (# 36) Netting

\$15,918.00 -- (# 42) Netting

The pricing shown reflects a delivered and installed cost. The turnaround time for completion of this project is approximately 2 1/2 weeks from receipt of your approval. There may be an additional charge should we encounter rock or very poor soil conditions prior to reaching the necessary depth. Payment terms are 50% down with the balance due upon completion. Applicable tax charges will be applied.

I will follow up with you later today to confirm receipt and answer any questions you may have.

Thank you,
Matt Jacobs
Midwest Netting Solutions, LLC

PEERLESS FENCE

A Division of Peerless Enterprises, Inc.
33 W 401 Roosevelt Road * West Chicago, IL 60185
(630) 584-7710 * Fax (630) 584-7746

**PROPOSAL AND
ACCEPTANCE****Attn:**

Proposal submitted to: Hinsdale Little League C/O Midwest Netting Solutions		Phone: 847-729-6387	Date: Revised 02-01-17
Street: 2009 Johns Drive		Fax:	Job Phone:
City, State and Zip Code: Glenview, IL 60025		Job Name: Batting Cage Enclosure	
Architect	Date of Plans	Job Location:	

We hereby submit specifications and estimates: Furnish and Install:

One 6' high x 30' wide x 62' deep galvanized chain link enclosure to be installed around the netting batting cage to include:

- 3" OD SS40 corner and gate posts set in 12" x 42" concrete footings.
- 2-1/2" OD SS40 line posts spaced 10' on center and set in 10" x 36" concrete footings.
- 1-5/8" OD SS40 top and brace rails.
- 2" mesh 9 gauge aluminized chain link fabric.
- Two 4' wide single swing gates with industrial grade hinges and padlock ready StrongArm latches.

TOTAL INSTALLED PRICE - \$9,209.00

Proposal Based on:

Full day mobilizations.

Normal site and digging conditions.

Peerless standard safety requirements.

Peerless standard certificate of insurance.

Ability to access fence line with digging equipment and concrete truck.

Fence line established by others.

Quoted price is based on the current market cost. We reserve the right to adjust this quote based on market conditions at the time material is ordered and delivered to the job site.

Work performed per our current certificate of insurance.

Exclusions: Bonds, permits, licenses and fees.

Payment to be made as follows: Net 30 days.

OWNER MUST OBTAIN ALL PERMITS.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices. Any observation 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.

Customer hereby assumes full responsibility for the location of the line upon which fence materials are to be installed and locate any and all private cable to include sprinkler systems, electric, septic fields, gas lines, grills, lighting etc. Peerless Fence Inc. will not be liable.

Authorized Signature:

Jim McNamara

Jim McNamara, Commercial Sales

PEERLESS FENCE

Note: we may withdraw this proposal if not accepted within 15 days.

I, THE UNDERSIGNED, HEREBY AGREE TO ACCEPT THE PAYMENT OF ANY AND ALL DUES AND FEES, AND IF THIS AGREEMENT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, TO PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTIONS INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. ALL PAST DUE ACCOUNTS WILL BE CHARGED AT THE RATE OF 2% OVERPAID MONTHLY BALANCE.

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 _____



Proposal

Outdoor Upgrades, Inc.

Client Name: Hinsdale Little League
Project Name: Pierce Park, Northeast Corner Batting Cage
Jobsite Address: Hinsdale, IL
Estimate ID: EST496327
Date: Feb 10, 2017
Billing Address: Hinsdale, IL

Thank you considering Outdoor Upgrades, Inc. for your landscape project. We hereby propose to furnish labor, material and equipment for completion of the following:

Batting cage base \$7,436.22

Excavate 57'x28' area for limestone screenings to a 4" depth.

Use excavated material to adjust grade adjacent to batting cage so limestone screening base is level.

At batters box area, install 6'x24' batters box consisting of 4x4 pressure treated timbers around perimeter, compacted gravel base, 3/4" pressure treated plywood fastened to the timbers, Everlast Sport/Pet artificial grass or equal nailed or stapled to the plywood and timbers.

At balance of batting cage, install soil separator fabric and limestone screenings to a 4" depth.

Install sod on graded soil adjacent to the batting cage.

Subtotal	\$7,436.22
Taxes	\$0.00
Estimate Total	\$7,436.22

TERMS & CONDITIONS

Scheduling

All work is scheduled on a first come, first served basis.

Underground Obstructions

We will contact JULIE for a locate of public utilities on your property. It is the clients responsibility to locate unmarked utilities (i.e. irrigation lines, dog fences, private electric lines, etc.). In either event, Outdoor Upgrades, Inc. is not responsible for underground obstructions.

This proposal does not contain provisions for:

Irrigation system modifications

Underground obstructions

Site drainage

Winter conditions

Union forces or prevailing wages

Permits and fees

Architectural or engineering drawings or calculations if required by a Building Department

Insurance

We are fully insured and can provide a copy of our Certificate of Insurance if requested.

Payment

50% deposit upon signing, with balance due at completion. Any credits will be applied to the final balance.

If client fails to make full payment within 30 days upon job completion, any guarantee will be null and void, and client will pay interest on the balance due at the rate of 1 ½% per month. The client agrees to pay any expenses incurred by Outdoor Upgrades, Inc. in collecting amounts due including court costs, attorney's fees, or other costs of collection. It is mutually agreed that all material furnished by Outdoor Upgrades, Inc. will remain the property of Outdoor Upgrades, Inc. until all payments have been made in full. Also, Outdoor Upgrades, Inc. may regain possession of all material without notice to the client upon default of any payments.

Plant Guarantee

New plants are guaranteed for one year after the date of installation assuming they are watered properly by the client. They will be replaced a maximum of one time at no cost to the client, during one visit at the end of the guarantee period. Replacements assume easy access, no provisions for special access are included, which may include additional cost to the client. Plants are not guaranteed against damage caused for any reason (animals, salt, snow, floods, acts of God, vandalism, etc.). Transplants, pruned plants, annuals, sod, seed and flat size plants are not guaranteed.

Hardscape Guarantee

Materials are guaranteed in accordance with the manufacturers guarantee for that specific product. All workmanship is guarantee for a period of one year after the date of installation. Settling or shifting of any hardscape element that occurs within one year after the date of installation shall be corrected at no cost to the client, with responsibility limited strictly to the materials and labor necessary to correct the installation. Corrections assume easy access, no provisions for special access are included, which

may include additional cost to the client. It is the responsibility of the client to notify Outdoor Upgrades, Inc. in the event of a defect and take appropriate precautions until defect is rectified. Outdoor Upgrades, Inc. will assume no responsibility or liability with the use of fire features (pits, fire places, grills, etc.).

Please contact me if you have any questions and thank you for considering Outdoor Upgrades, Inc.

Brian P. Casey, President

ACCEPTANCE

The above prices, specifications and conditions are hereby accepted. Outdoor Upgrades, Inc. is authorized to perform the work as specified. Payment will be made as outlined above.

Total Contract Amount \$_____

Deposit Amount \$_____

Estimate authorized by: _____
Company Representative

Signature Date: _____

Estimate approved by: _____
Customer Representative

Signature Date: _____



56.

MEMORANDUM

DATE: March 7, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Hinsdale Tennis Association License Agreement

The Village has had a license agreement with Hinsdale Tennis Association (HTA) for the past nine years which allowed them to utilize Village courts for their instructional tennis program; courts utilized for the program are at Burns Field and Brook and Robbins Park. Each agreement has been for a period of one year. Prior to 2014, the agreement has been for a flat rate with an increase assessed annually. Starting in 2014, HTA's lesson program was brought under the operation of the department. Registration was handled through the Village. Marketing of the program increased through print ads and Facebook posts. Program revenue was split 80% to the vendor and 20% to the Village which is the standard used for the Village's recreation contractual program, no lease agreement is needed for the lesson program.

In addition to the lesson program, since 2014 the Village has issued a lease agreement to HTA that allowed utilization of Village courts for the instruction of the competitive level players. The terms of the 2016 agreement were that the Village receives a flat rate of \$1,575 for the summer season. The lessons taught in this area are for private and small groups for the highly competitive tennis players that do not fit into the group lesson model.

As reported in the fall, the net revenue generated by the HTA group tennis lessons decreased by 39% (\$1,192) over the prior year. Indications are that several factors contributed to the decrease including competition of private and indoor club offerings, and the program structure. Provided below is a summary of the 2016 tennis lesson revenue.

2016 HTA REVENUE

Group Lesson Revenue	\$6,052.00
Less 80% Payment to HTA	\$4,841.60
20% Revenue to Village	\$1,210.40
Fee Paid to Village for 2016 License Agreement	\$1,650.00
Total Revenue from HTA programs	\$2,860.40
2015 Payment from HTA	\$4,052.40
Difference over the prior year	-\$1,192.00



MEMORANDUM

Staff has worked with HTA to modify to the 2017 group lesson program with a goal of increasing enrollment and revenue. During the summer, participants were surveyed and overall the feedback was positive; with some asking for slightly longer sessions and more experienced instructors. Staff has made several changes for 2017 which include modifying the number of weeks and class times as to not compete with other programs, changing program descriptions and pricing, and coordinating two free tennis clinics to garner interest in youth tennis.

Recommendation

2017 will be the fourth year that HTA's group lessons will be under the Department's operation. Staff is recommending a one year lease agreement be issued to HTA to utilize Village courts for competitive lessons. Enrollment in the competitive lessons can vary, and given that HTA handles the registration and coordinates the competitive programs, staff recommends that a lease agreement be issued in the amount of \$1,900. This is an increase of 15% over the prior year. This increase is based on the enrollment and revenue numbers provided by HTA at the end of each season; 2016 saw a significant increase in competitive lessons over the prior seasons. Provided below is summary of past lease agreements and revenues. A copy of the license agreement is attached.

HTA Tennis Lesson Revenue Summary		
Year	Terms	Lesson Revenue
2008	10% payment of Gross Revenue from HTA	\$6,205
2009	10% payment of Gross Revenue from HTA	\$5,324
2010	Flat Rate per Lease Agreement with HTA	\$7,500
2011	Flat Rate per Lease Agreement with HTA	\$7,500
2012	Flat Rate per Lease Agreement with HTA	\$7,500
2013	Flat Rate per Lease Agreement with HTA	\$7,500
	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$5,774
2014	Flat lease agreement with HTA for competitive lessons	\$1,500
	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$3,977
2015	Flat lease agreement with HTA for competitive lessons	\$1,575
	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,210
2016	Flat lease agreement with HTA for competitive lessons	\$1,650
	80/20 split lesson revenue with HTA; Village reimbursed vendor	80/20 split
2017	Flat lease agreement with HTA for competitive lessons	\$1,900

Staff will continue to monitor the program enrollment and evaluate the program at the end of the season.



5c.

MEMORANDUM

DATE: March 7th, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Pool Concessions Proposal Review

Staff prepared a Request for Proposals (RFP) and distributed the pool concession lease) to 11 vendors. Proposals were received from C&W Concessions, INC and RV Concessions, LLC. The last proposal cycle of the concession agreement received two submittals which were from C&W Concessions, INC and Organic Life, LLC. Pool concessions have been a contracted service since 1986.

A table with the vendors' references is provided below. C&W Concession's has been the vendor at the Hinsdale Community Pool since 2005. C&W Concessions provides concession services at the Clarendon Hills Park District Pool and the Darien Swim and Recreation Club. Staff has been happy with the services C&W Concessions have provided over the years. They require little supervision, communicate well with Pool and Village staff, provide consistent service, and are always willing to modify hours and menus as requested by staff or patrons of the pool. Previous pool surveys have indicated general satisfaction from patrons, with the request for more healthy options on the menu; this has been accommodated with the addition of fresh fruits, grilled chicken salads, and yogurt with granola.

RV Concessions began concession management in 2009 and they have successfully operated a restaurant in Norridge for approximately 30 years. They currently provide concession services at six Park Districts in the greater Chicago area. Staff contacted RV Concessions references and conducted a brief interview with their staff during the facility tour. The majority of their references were favorable, though some negative feedback was received. The main concerns were related to consistent staffing, onsite managerial staff, pricing, and communication. Additionally, RV Concessions works mainly in the North/Northwestern region of great Chicago, with their closest contract being in Elmhurst; this could be a concern should there be product or staff shortages at any time.



MEMORANDUM

References			
Vendor	Facility/Years	Facility/Years	Facility/Years
C&W Concessions	Clarendon Hills Park District 19 years	Darien Swim & Racquet Club 12 years	Hinsdale Community Pool 12 years
RV Concessions	Elk Grove Park District 7 years	Elmhurst Park District 3 years	Norridge Park District 3 years

The table below provides a summary of the rental terms as submitted by the vendors. The proposals required that the vendors submit a monthly rent with a percentage of gross sales and an aggregate amount for a 12 month lease. RV Concessions opted not to provide a monthly payment option. For the past eight years, the terms of the concession lease have been an aggregate payment. These terms have provided a predictable revenue source that is not subject to the seasonality of the pool operation. The concession revenue history is also included below.

C&W Concessions has shown a decrease in revenue over the past 3 years; documentation indicating this is attached. Due to this decrease, the current proposed flat rate payment is \$1,800 less than the previous year; the fee does increase over a 3 year period, should they be awarded the contract. RV Concessions has submitted a proposed flat rate at \$400 less than the previous year's lease revenue with C&W Concessions. Should RV Concessions be awarded the contract, their fee schedule would increase over the 3 year period as well.

Vendor	Flat Rate Lease Terms			Monthly/Percentage -12 month period		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
C&W Concessions	\$6,600	\$6,700	\$6,800	\$150 10% of sales	\$160 10% of sales	\$170 10% of sales
RV Concessions	\$8,000	\$8,200	\$8,400	N/A	N/A	N/A

MEMORANDUM

Concessions Revenue History		
Year	Revenue	Terms
2007	\$5,211	\$1,200 plus 10% of sales
2008	\$7,739	\$1,200 plus 10% of sales
2009	\$7,000	Aggregate Rate
2010	\$7,000	Aggregate Rate
2011	\$7,350	Aggregate Rate
2012	\$7,717	Aggregate Rate
2013	\$7,950	Aggregate Rate
2014	\$8,000	Aggregate Rate
2015	\$8,200	Aggregate Rate
2016	\$8,400	Aggregate Rate

The table below compares the pricing of several items submitted by the vendors. Both vendors carry typical concession type foods. Staff has spoken with both vendors regarding their ability to add menu options and they have committed to offering similar items or additional items as requested by the Village.

Menu Options w/Pricing							
Vendor	Pizza Slice	Hot Dog	Nachos	Soft Pretzel	Grilled Chicken Salad	Ice Cream	Pop
C&W Concessions	\$4.00	\$2.25	\$3.00	\$2.25	\$4.00	\$2.75	\$1.50
RV Concessions	\$3.75	\$3.75	\$4.00	\$3.00	\$5.50	\$3.50	\$2.50

In closing, the proposals submitted by the vendors provide comparable terms related to operations of the pool concessions, with the exception of aggregate rent. With past RFP's, staff has recommended to accept the proposal offering the most collected revenue, which has always resulted in C&W Concessions receiving the contract. In this situation higher revenue would be collected from RV Concessions; a difference of \$1,400. Staff asks that the Commission consider whether the additional revenue would warrant a change in vendor from the current provider in good standing. Staff is requesting that the Parks & Recreation Commission consider the information provided above and offer a recommendation on choice of vendor and terms of payment; to be presented to the Village Board of Trustees at their next meeting.

Heather Bereckis

From: Dave Creamer <davecreamerymail.com>
Sent: Wednesday, March 01, 2017 1:47 PM
To: Heather Bereckis
Subject: Re: Contract

Good Afternoon Heather,

Below are gross sales for the past 6 years which have seen a considerable decline compared to the history of 10 years ago.

The last 5 years have really been the most impacted and seen the downward trend effect the bottom line. I know there are numerous factors such as weather and change in hours of operation attributing to this but wanted to give you an idea to the recent numbers. We do need and plan to reevaluate our business operation which could be effecting these numbers.

A few years back and the influx of locations such as LifeTime Fitness and other consumer options really played a role. Our plan is to look at everything we currently have in place and see if anything is impacting this or if new concepts to consider as well may help numbers. That is the reason I was curious to any data you had on your end and also the decrease on the current bid.

2010-\$46,398
2011-\$44,623
2012-\$48,764
2013-\$44,897
2014-\$40,695
2015-\$36,340
2016-\$29,072

In addition, menu pricing has remained constant over these years and last small increase on a few items was in 2010. Anyways, let me know if you need anything else or if you would like to discuss.

Dave

From: Heather Bereckis <hbereckis@villageofhinsdale.org>
To: Dave Creamer <davecreamerymail.com>
Sent: Friday, February 24, 2017 8:24 AM
Subject: RE: Contract

Thanks, Dave! I appreciate it! Have a great weekend!

From: Dave Creamer [mailto:davecreamerymail.com]
Sent: Friday, February 24, 2017 8:10 AM
To: Heather Bereckis
Subject: Re: Contract

Heather-I can get this information together over the weekend.

Have a great day!

DATE: March 7th, 2017

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Addition of Summer Special Events

At the July 26, 2016 meeting of the Parks & Recreation Commission, staff presented the results of the 2015 community survey related to Village parks, facilities and programming. At that time, staff prepared an executive summary for the Commission that included key takeaways from the survey data and process, as well as potential next steps. One of these key items was the addition of new special events. Staff has worked to add events for the upcoming summer season, which are highlighted below.

Summer Movie in the Park Series

- Held at KLM Park, natural theater setting for movies
- Staff working to secure sponsorships
- Starting with two movies, one in July and one in August
- July movie will be Finding Dory
- August movie will be The Sandlot
- Staff will make and offer popcorn on site
- Dippin' Dots will be on site to sell ice cream and bottled water
- If events are successful, they will be continued with two Fall movies; one in September and one in October

Pool Events

- End of Summer Teen Bash
 - 8-10pm, includes DJ and snacks for grades 6-9
- 3 Free Scout Nights
 - Scouts and families admitted for free from 6-8pm
- Cardboard Boat Regatta
 - Teams enter and build boat using cardboard and duct tape, then participate in races
 - Staff working to secure sponsorships
 - Prizes awarded for 1st, 2nd and 3rd place as well as the Titanic (most spectacular sinking); Captain Costume (best dressed team); and Creative Crews (most innovative construction/design)

MEMORANDUM

Staff has also created a Social Media Photo contest, which will be announced with the release of the summer brochure on March 20th. Community members are asked to submit a photo capturing the value of community recreation. Photos can be submitted via Facebook, Twitter or Instagram using the hashtag #NoParksLikeHinsdale. The contest is being sponsored by Bannerville, USA, and prizes of large scale canvas prints will be awarded to the three winning entries, as selected by Parks & Recreation and Bannerville staff. The ad below will be published in the summer brochure and promoted on the Village website, social media, local cable access channel, posters and flyers, and through the local schools.

Summer Photo Contest

Enter your favorite photos from this summer, taken while enjoying a Hinsdale Parks & Recreation program, event, park, or facility!

Be creative, and capture the value of community recreation!

Submit your photos as early as April 1st, with the hashtag **#NoParksLikeHinsdale** to any of our social media pages. Email submissions are also accepted.

1st, 2nd, and 3rd place winners will be featured in our 2017-2018 brochures and receive a canvas print of their photo from contest sponsor Bannerville USA!

1st Place: 16" x 20" Canvas Print
 2nd Place: 12" x 16" Canvas Print
 3rd Place: 8" x 12" Canvas Print

Photo Submission Guidelines

- Submissions may be made to us on Facebook, Twitter, or Instagram using the hashtag. OR you may email submissions to shanzel@villageofhinsdale.org
- Photo taken at a Hinsdale Parks & Recreation program/event/facility/park
- No limit to the number of photos you may submit
- Photo must be in JPEG or PNG format
- Must include a title for your photo, location, your name, age, and email

By uploading my photo to Facebook, Twitter, or Instagram and tagging a photo to the hashtag #NoParksLikeHinsdale, I give permission to the Village of Hinsdale Parks & Recreation to use, reproduce, publish, and exhibit my photo, content, or images in any and all formats, including but not limited to, print, digital, and social media. I understand that my photo may be used in the Village of Hinsdale's 2017-2018 brochures, and I agree to provide an address for delivery of my photo. I understand that the Village of Hinsdale Parks & Recreation will not be liable for the loss of a photo, and I agree to provide a backup of my photo. I understand that the Village of Hinsdale Parks & Recreation will not be liable for the loss of a photo, and I agree to provide a backup of my photo. I understand that the Village of Hinsdale Parks & Recreation will not be liable for the loss of a photo, and I agree to provide a backup of my photo.

Deadline
August 31
 Winners announced
 early September



BANNERVILLE USA
 LARGE FORMAT PRINTING, DESIGN, & INSTALLATION

Facebook Twitter Instagram

Staff is working on events for upcoming seasons as well. Some of these ideas include a disc golf tournament in Fall 2017, Fall charity event at KLM Lodge in November 2017, winter dance at KLM Lodge in February 2018, and food truck festival in early Fall 2018. As staff is able to develop and research additional special events, they will be brought to the Parks & Recreation Commission for vetting and communicated to the Village Board of Trustees.

6a.

Heather Bereckis

From: Dan G <goupnorth5@hotmail.com>
Sent: Monday, January 23, 2017 11:02 AM
To: Heather Bereckis
Subject: KLM Dog Park Restriction

Hello Heather Bereckis,

Due to safety concerns, I request KLM Dog Park Restrictions include that "dogs must remain on leash within 200' of the NW gated entrance".

Sincerely,

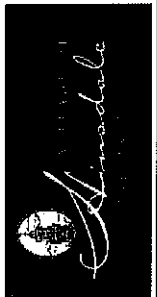
Daniel Gill

~Hinsdale resident and longtime KLM Park user



Google Earth





TOC

Results

Search

Hinsdale, Illinois: Village Code

ORDINANCES PENDING CODIFICATION

PREFACE

Title 1 - ADMINISTRATIVE

Title 2 - BOARDS AND COMMISSIONS

Title 3 - BUSINESS AND LICENSE REG

Title 4 - HEALTH AND SANITATION

Title 5 - POLICE REGULATIONS

Chapter 1: POLICE DEPARTMENT

Chapter 2: CIVIL EMERGENCY

Chapter 3: MISDEMEANOR OFFENSES

Chapter 4: FAIR HOUSING REGULA

Chapter 5: ALARM DEVICES

Chapter 6: ANIMALS

Chapter 7: DOGS, CATS, AND OTHE

5-7-1: DEFINITIONS:

5-7-2: LICENSES:

5-7-3: NUMBER PERMITTED:

5-7-4: VACCINATION REQUIRED

5-7-5: ANIMALS IN HEAT:

5-7-6: DISTURBING THE PEACE:

5-7-7: PROHIBITED AREAS:

5-7-8: EXCREMENT:

5-7-9: DANGEROUS ANIMALS:

5-7-10: RESTRAINT:

5-7-11: IMPOUNDMENT:

5-7-12: PROHIBITED ACTS:

5-7-13: EXCEPTION FOR GUIDE

5-7-14: FEES AND PENALTIES:

Chapter 8: COMPETITIVE RACES

Title 6 - MOTOR VEHICLES AND TRAF

Title 7 - PUBLIC WAYS AND PROPERT

Title 8 - FIRE PREVENTION AND PRO

Title 9 - BUILDING REGULATIONS

Title 10 - ZONING

Title 11 - SUBDIVISION REGULATION

Title 12 - FLOOD CONTROL REGULAT

Title 13 - TELECOMMUNICATIONS

Title 14 - HISTORIC PRESERVATION

Title - ZONING

View Another Illinois Code

SEARCH CODES

Please contact the municipality for questions regarding regulations.

Hinsdale, IL webpage / (630) 789-7000

5-7-7: PROHIBITED AREAS:

No dogs are permitted on the premises of another within the village without the consent of the owner of such premises, or on the premises of the Hinsdale public swimming pool, or in any public those areas of Katherine Legge Memorial park ("KLM park") specified below, subject to the following restrictions and regulations:

B. Dogs are only permitted in that portion of KLM park located north of the creek; provided, however, that dogs may gain access to that portion of KLM park located north of the creek from the p dogs are leashed and traverse only the area located to the west of the paved roadway or the paved roadway located immediately east of and adjacent to such area.

B. All dogs in the area located north of the creek 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 command of its owner.

C. All dogs must: 1) wear a collar, 2) be appropriately licensed and wear a tag as proof of licensing or, if no license is required in the dog's domicile, wear a tag with the owner's name, address a

D. No more than two (2) dogs per owner are allowed in the permitted area of KLM park at any one time.

E. No dogs are permitted in any portion of KLM park during a village sponsored or authorized event when a sign is posted stating that no dogs are permitted in KLM park.

F. All dog owners shall comply with the applicable village regulations regarding the cleanup of excrement contained in section 5-7-8 of this chapter. (Ord. 098-41, 9-1-1998)

G. Subject to the provisions of subsections A through F of this section, dogs are allowed in the permitted area of KLM park during the following hours:

March 1 through October 31:	5:00 A.M. to 9:00 A.M. and 7:00 P.M. to 10:00 P.M.
November 1 through February 28:	5:00 A.M. to 10:00 A.M. and 5:00 P.M. to 10:00 P.M.

(Ord. 02004-4, 2-3-2004)

5-7-8: EXCREMENT: