



MEETING AGENDA

**SPECIAL MEETING OF THE
PARKS AND RECREATION COMMISSION**
Tuesday, September 11, 2018
6:30 p.m.
Memorial Hall – Memorial Building
(Tentative and Subject to Change)

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES – May 15, 2018
5. LIAISON REPORTS
 - a) Gateway Special Recreation Association Report
6. MONTHLY REPORTS
 - a) Recreation Staff Report- August 2018
 - b) Financial Report- EOY 2017/18
 - c) Financial Report- May-July 2018/19
7. OLD BUSINESS
 - a) Update on KLM Sub Committee
 - b) Update on Naming Rights Committee
8. NEW BUSINESS
 - a) Park Bench Donation- Pandian Family
 - b) Park Bench Donation- Neighbors of the Tonn Family
 - c) Park Bench Donation- Levine Family
 - d) Robert Frost Statue- potential patina work
 - e) Veeck Skate Park
9. CORRESPONDENCE
 - a) Letter from Resident regarding brochure delivery
10. OTHER BUSINESS/DISCUSSION ITEMS
 - a) KLM Sub-committee member
 - b) HPTA Update
 - c) Tollway Update
 - d) Linda Copp retiring

11.ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Commission. The Commission welcomes public comment on the agenda items during discussion. Items recommended for Board of Trustee approval at this meeting may be referred to the Board for further consideration at their next meeting.

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact 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

4.

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

Tuesday, May 15, 2018
Memorial Building Board Room
6:30 PM



DRAFT

Chairman Waverley called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. at the Memorial Building Board Room.

Members Present: Chairman Waverley, Commissioners Boruff, Conboy, Hester and Keane

Absent: Commissioners Baker and George

Others Present: Kim Fronak, The Doings

Staff Present: Heather Bereckis, Superintendent of Parks and Recreation
Brad Bloom, Assistant Village Manager
Linda Copp, Administrative Assistant

Public Comment

None

Approval of Minutes

Commissioner Boruff moved approval of the April 10, 2018 Parks and Recreation Commission meeting minutes. Commissioner Conboy seconded and the motion passed unanimously.

Gateway Special Recreation Association Report

Ms. Bereckis gave the report. They are continuing to have increased enrollment by non-residents. The fees are based on a percentage in the program so our contribution will probably go down over the next few years. All of the programs are full and summer camp is filling quickly. The staff has not had a raise in over 5 years so they are having trouble getting employees. They will be getting a 2% increase so raises can be offered to the staff. The increase would be about \$1,480 over the previous year to the Village and we have plenty in the budget to cover the increase.

Commissioner Boruff asked how that relates to enrollment numbers. Ms. Bereckis explained that the program fees are separate from staffing costs. They have a dedicated staff even though they have not had raises in 5 years. They do have staff leaving for higher paying positions. This will match what other SRA's are offering.

Monthly Reports

Ms. Bereckis presented the staff report for March, 2018. KLM numbers are increasing over the previous year, not including April. Ms. Bereckis anticipates the year to be about \$10,000 over the previous year. Staff is working with IT to try to report some more detailed numbers. Most of the last minute events are memorials. Wednesday there will be reps from nearby facilities to show the facility. The lodge was featured in the Kitchen Walk and it was well attended.

The summer brochure is out and registration is open. Ms. Bereckis highlighted the new programs and the movies in the park. Ms. Bereckis stated that all of the movies have a sponsor. The food and beer event and Taco Tuesday will be coming in June.

Ms. Bereckis stated that the park clean up went well and was well attended. There was a large group at KLM where trees were planted and debris was picked up. Fields are full to capacity but there have been many rain outs. Bathrooms are open but there has been vandalism in some of the parks. Teams have been asked to be vigilant of the parks and police have been asked to be sure the bathrooms are locked at 10 pm.

The pool has had ivy bushes cut down and some new flowers will be planted. There will be some new signs and the concession stand is clean and ready for the new vendor. There are new chairs, new LED lights, a new floor in the women's locker room and painting in both locker rooms. The new concessionaire will be setting up this week.

Memberships for residents have increased. Ms. Bereckis stated that revenue is about the same as last year. There will be a lot of road construction this summer and it will be done right along Hinsdale Avenue. The area in front of the pool has been postponed until mid-August to have the least impact. There will be temporary parking access from Second Street when access to the pool is closed. Commissioner Conboy asked if there could be damage to the infrastructure. Mr. Bloom stated because of the age of the street, they don't know what could be encountered.

Chairman Waverley asked about the maintenance report from John Finnell and a clarification of the bathroom cleanings. Ms. Bereckis clarified the amount of cleanings and the hours that it took.

New Business

Park Bench Donation-Urban Family

Ms. Bereckis commented on the request. This is one of the benches that was on the list to replace. It will be in front of the tree that was just replaced. There has been over \$10,000 to date in bench donations.

Commissioner Conboy moved approval of the language for the plague. Commissioner Hester seconded and the motion passed unanimously.

Correspondence

None

Other Business

July 4th Volunteers

Ms. Bereckis asked the Commissioners to help with being a parade marshal, if they are available.

Meeting Schedule: June – September

Ms. Bereckis commented on the summer schedule for meetings. She is suggesting having a June 19 meeting and none in July due a board meeting on our regular night.

Adjournment

Since there was no further business to come before the Commission, Commissioner Keane moved to adjourn. Commissioner Boruff seconded and the motion passed unanimously. The meeting of the Parks and Recreation Commission was declared adjourned at 7:00 pm.

Respectfully submitted,

Linda Copp, Administrative Assistant

5a.

Gateway Special Recreation Association

Board Meeting

Thursday, August 9th, 2018

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 the July, 2018 Regular Meeting Minutes

B. Approval of July, 2018 Check Register

C. Approval of July, 2018 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Setting up account with Areawide Automotive

B. Program Surveys

VIII. NEW BUSINESS

A. Discussion about Quorum

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 John Fenske, at 630-323-8215 or at jfenske@willowbrook.il.us promptly to allow the Board to make reasonable accommodations for those persons.

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

JULY 12, 2018

- I. **Call to Order:** Chairman Fenske called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on July 12, 2018 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Sharon Peterson, Countryside; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Mike Azzaretto, Oakbrook; John Fenske, Willowbrook; Dean Hoskin, Westchester

Absent: Jim Pacanowski, Burr Ridge; Matt Russian, Pleasant Dale; Scott Nadeau, York Center

Ray Graham Staff: Ryan Massengill

Visitors: None

- II. **Open Forum:** None

- III. **Board Member Comments:** Chairman Fenske mentioned that the check for \$1,250.00 was put in the mail today for Gateway; this was the donation from the proceeds of Willowbrook's 5K run.

- IV. **Communications:** None

- V. **Omnibus Agenda:** A motion was made by Heather Bereckis, Hinsdale; to approve the Omnibus Agenda and seconded by Dean Hoskin, Westchester.

- A. Approval of June, 2018 Regular Meeting Minutes
- B. Approval of July, 2018 Check Register
- C. Approval of July, 2018 Treasurer's Report

On a voice vote, the motion passed unanimously.

- VI. **Reports:**

RGA Monthly Report-Superintendent Massengill reviewed her report noting that program numbers continue to be on the rise. There is a waiting list for the Gators Golf program, however, that program ends in two weeks, so those on the waiting list will receive a refund. With the Gators Golf, there are typically two golfers that participate in the Special Olympics Golf, this season, we have two new golfers who are also going to participate in the Special Olympics Golf. Staffing continues to be an issue with 3 Recreation Leaders positions and 5 Counselor positions open. This past month there were no maintenance issues with the vehicles, however, we need

to look at replacing vehicles 171 and 192 in the next few years. The Special Olympics Summer Games were held at I.S.U. June 15th and 16th. Unfortunately, due to the extreme heat, some of the athletes did not get to compete, because the events were canceled. Though they were disappointed, the athletes understood that we cannot control the weather and we always want to be safe.

VII. Old Business:

- A. RGA Certificate of Insurance- We have received everyone's certificate of insurance.
- B. Request for Taxpayer Identification Number and Certification- This has been taken care of.

VIII. New Business:

- A. Donation from Willowbrook Spring Fling 5K- This was discussed under Board Member Comments at the beginning of the meeting.

- IX. Open Forum:** Superintendent Massengill gave an update on Gateway setting up an account with Area-Wide Automotive for the bus repairs. We have used JMS in the past, but JMS just isn't equipped to handle the larger busses. Area-Wide can bill Gateway directly versus billing Ray Graham. This item will be on the August agenda for a vote.

- X. Adjournment:** Cindy Szkolka, Elmhurst; made a motion to adjourn the meeting, seconded by Dean Hoskin, Westchester. Motion passed on a voice vote. Meeting adjourned at 3:18 pm.



Gateway SRA Board Meeting
August 8, 2018
RGA Report



Summer 2017/2018 Comparison
As of 8/8/2018

August 2017

District	Registered Participants
Burr Ridge	4
Elmhurst	48
Hinsdale	23
Oak Brook	5
Pleasant Dale	8
Willowbrook	5
Westchester	5
York	1
Countryside	1
Non-resident	12
Total	112

August 2018

District	Registered Participants
Burr Ridge	8
Elmhurst	49
Hinsdale	19
Oak Brook	7
Pleasant Dale	7
Willowbrook	5
Westchester	6
York	1
Countryside	1
Non-resident	8
Total	111

Summer Program Line Up

- Flag Football – Potentially canceled
- 3 Summer Day Camps
- 27 Weekly Programs
- 12 Special Events

Full Programs as of 8/8/18

- Weekend Warriors South – No WL
- Norther Social Club – No WL
- Gators Golf – 2 WL
- An Evening at Navy Pier – No WL
- Chicago White Sox Game – No WL

Day Camp Update 8/8/2018 – Updated Session II

District	Registered Participants
Elmhurst	27
Hinsdale	3
Oak Brook	1
Westchester	2
Countryside	1
Total	34 vs. 34 ('17)

Currently our registration is at the following:

Summer Spectacular

Session II – 13 total campers

Door to Door Transportation

2

Teen Tycoons

Session II – 16 total campers

Door to Door Transportation

2

Gator Group

Session II – 5 total campers

Door to Door Transportation

2

Gateway Staff Update 8/8/2018

Total Staff

- 4 Full Time, 1 Recreation Activity Leader, 9 Recreation Leaders, 9 Recreation Aides

We currently have the following positions open:

- 4 Recreation Leaders
- 6 Recreation Aide

Gateway Vehicles Update as of 8/8/2018

Vehicle	Mileage	Maintenance
192 (2004)	97, 017	None *repairs for Aug*
171 (2002)	133,569	Oil Change *repairs for Aug*
170 (2002)	54, 668	Safety Check, Tires, Breaks
283 (2016)	21, 596	None

Scholarships Status (Programs) as of 8/8/2018

Burr Ridge = \$100 (1)
Elmhurst = \$341 (4)
Westchester = \$100 (1)
Pleasant Dale = \$182.50 (2)

Scholarships Status (Camp) as of 8/8/2018

Elmhurst = \$200 (2)
Hinsdale = \$100 (1) – payment plan was approved

Fall Brochure

Brochure will be mailed on August 9. Member district delivery will begin on August 14. Online registration will be available on Friday, August 10.

Master Calendar

See attached. September 2018 – August 2019

Summer 2018 Recap

Under program highlights for September's meeting we will have a review of the summer and camp programs along with a satisfaction survey from the participating families.

Annual Demographic Reports

I have begun working on a report for September's board meeting that will lay out Gateway's demographic stats for the fiscal year of 2017 – 2018. This will include all the sessions starting with Fall 2017 through Summer 2018. This report will be made up of:

- Individual district/village reports that detail the participants, ages and genders. Along with a table that outlines the hours of service that were provided to each district/villages' participants for each session and total for the fiscal year.
- An overall agency report that outlines each district/villages overall number of participants; age ranges and genders; a table outlining the total hours of service that were provided to Gateway participants overall and various graphs that outline the year's data.
 - Line graph – Hours of Service
 - Pie graph – District participation numbers
 - Bar Graph – Year's participation numbers based on age range

Upcoming Trips

Cedar Point, OH – 6 individuals for a weekend of fun. August 23 – August 26.

September 2018 - August 2019 Calendar

Date	September	October	November	December	January	February	March	April	May	June	July	August
1							RGA Budget Submit Via Email	Spring Programs Begin				
2												
3				Winter/Spring Distribution						Summer Day Camp Orientation		
4												
5												
6												
7												
8			Gateway SRA Board Meeting 3pm									
9		Winter/Spring Plan										
10	Gateway SRA Fall Programs Begin	Submit Winter/Spring 2018 Facility Request			Gateway SRA Board Meeting 3pm				Meeting Review & Budget Approval	Summer Programs and Camp Begin		
11		Gateway SRA Board Meeting 3pm						Gateway SRA Board Meeting 3pm			Gateway SRA Board Meeting 3pm	
12												
13	Gateway SRA Board Meeting 3pm			Gateway SRA Board Meeting 3pm								
14					Winter/Spring Programs Begin	Gateway SRA Board Meeting 3pm - Budget Discussion	Gateway SRA Board Meeting 3pm			Gateway SRA Board Meeting 3pm - 2018-2019 Master Schedule		
15					Summer 2018 Program Planning					Gateway SRA Board Meeting 3pm		
16					Submit Summer Facility Request							
17							2019 Program and Camp Schedule Discussion					
18												
19												
20												

Notes Section
<p>Calendar of Events / RGA Expiration Dates:</p> <p>Village of Hinsdale EXP</p> <p>Village of Countryside EXP</p> <p>Village of Wilkubrook EXP</p> <p>Elmhurst Park District EXP</p> <p>Burr Ridge Park District EXP</p> <p>Oak Brook Park District EXP</p> <p>Pleasant Dale Park District EXP</p> <p>York Center Park District EXP</p> <p>Westchester Park District EXP</p> <p> * February 2019 - Begin Budget Discussion * March 2019 - FY20 Discussion, RGA Contract Review, Goals Discussion * April 2019 - Facility Request Chart, Audit, Review of Goals </p>

**GATEWAY SRA
CHECK REGISTRY
Date: August 2018**

Check #	Issued to	Description	Amount	Total
1968	Villge of Hinsdale	Fuel Use	\$ 772.49	\$ 772.49
1969	JMS Auto	Air Cond. Oil Change	\$ 1,270.44	\$ 1,270.44
1970	Ray Graham Assoc.	Scholarships and 1:1 staff	\$ 1,267.00	\$ 1,267.00
			\$ -	\$ -
			\$ -	\$ -
Totals				\$ 3,309.93

Bank Accounts Reconciled as of	
General Checking Account	5,458.96
Money Market Account	\$ 179,061.36
Totals	\$ 184,520.32
Check Registry	\$ 3,309.93
Outstanding check Total	\$ -
Balance after Check Registry	\$ 181,210.39

GATEWAY SRA 2017-208
MONTHLY TREASURER'S STATEMENT

DATE **Aug-17**

REVENUES		CURRENT	YEAR TO		VARIANCE	% OF
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE	BUDGET
110	Interest	\$ 280.79	\$ 537.07	\$ 625.00	\$ 87.93	86%
120	Member Contributions	\$ 126,016.12	\$ 126,016.12	\$ 534,845.00	\$ 408,828.88	24%
130	Misc. Revenues	\$ 1,250.00	\$ 1,250.00	\$ -	\$ (1,250.00)	0%
Total Revenues		\$ 127,546.91	\$ 127,803.19	\$ 535,470.00	\$ 407,666.81	24%

EXPENSES		CURRENT	YEAR TO		VARIANCE	% OF
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE	BUDGET
500	Audit Services	\$ -	\$ -	\$ 3,850.00	\$ 3,850.00	0%
510	Day Camp Transportation	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0%
520	Financial Assistance	\$ 712.00	\$ 712.00	\$ 4,000.00	\$ 3,288.00	18%
530	Legal Fees	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0%
540	Insurance	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	0%
550	Misc. Expenses	\$ -	\$ -	\$ 250.00	\$ 250.00	0%
560	One on One Aids	\$ 555.00	\$ 555.00	\$ 8,000.00	\$ 7,445.00	7%
570	Program Supplies	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0%
580	Web/IT	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00	0%
590	Service Contract	\$ -	\$ -	\$ 459,413	\$ 459,413.00	0%
600	Vehicle Fuel	\$ 772.49	\$ 772.49	\$ 8,750.00	\$ 7,977.51	9%
610	Vehicle Repairs	\$ 1,270.44	\$ 1,270.44	\$ 10,000.00	\$ 8,729.56	13%
620	Transportation Fund	\$ -	\$ -	\$ 11,207.00	\$ 11,207.00	0%
Total Expense		\$ 3,309.93	\$ 3,309.93	\$ 517,170.00	\$ 513,860.07	1%



6a.

MEMORANDUM

DATE: September 11, 2018

TO: Chairman Waverley and the Parks and Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: August Staff Report

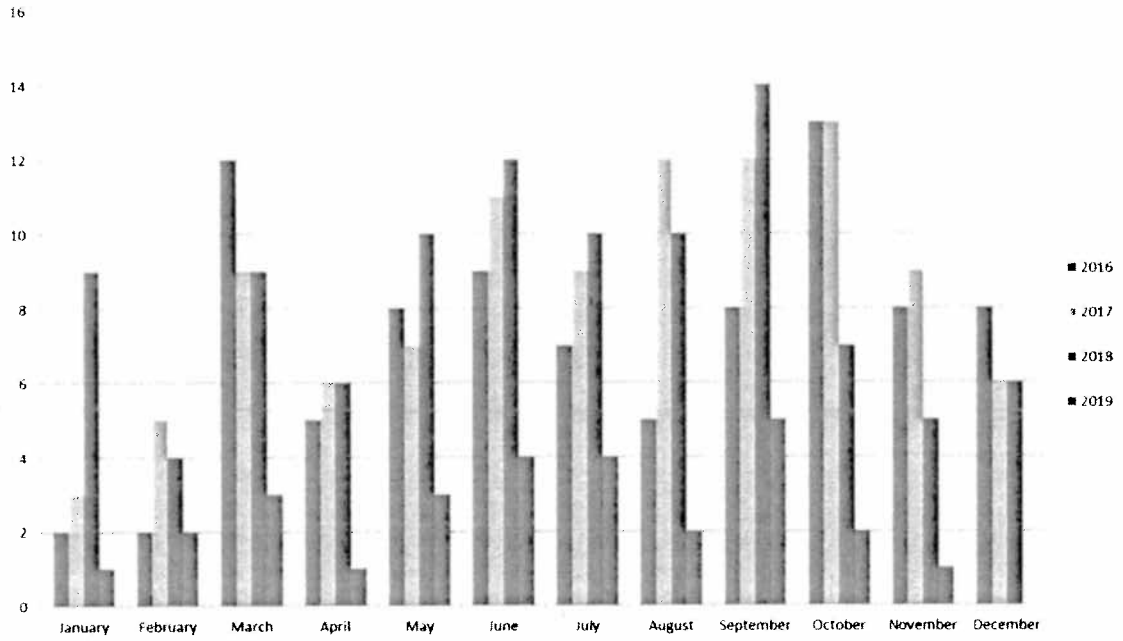
The following is a summary of activities completed by the Parks & Recreation Department during the month of August.

Katherine Legge Memorial Lodge

Preliminary gross rental and catering revenue for the fiscal year to-date is \$67,594. Rental revenue for the third month of the 2018/19 fiscal year is \$16,874. In July, there were 10 events held at the Lodge, which is two more than the previous year. Expenses for June are currently down 40% (\$5,024) over the prior year; this is primarily due to timing of invoices.

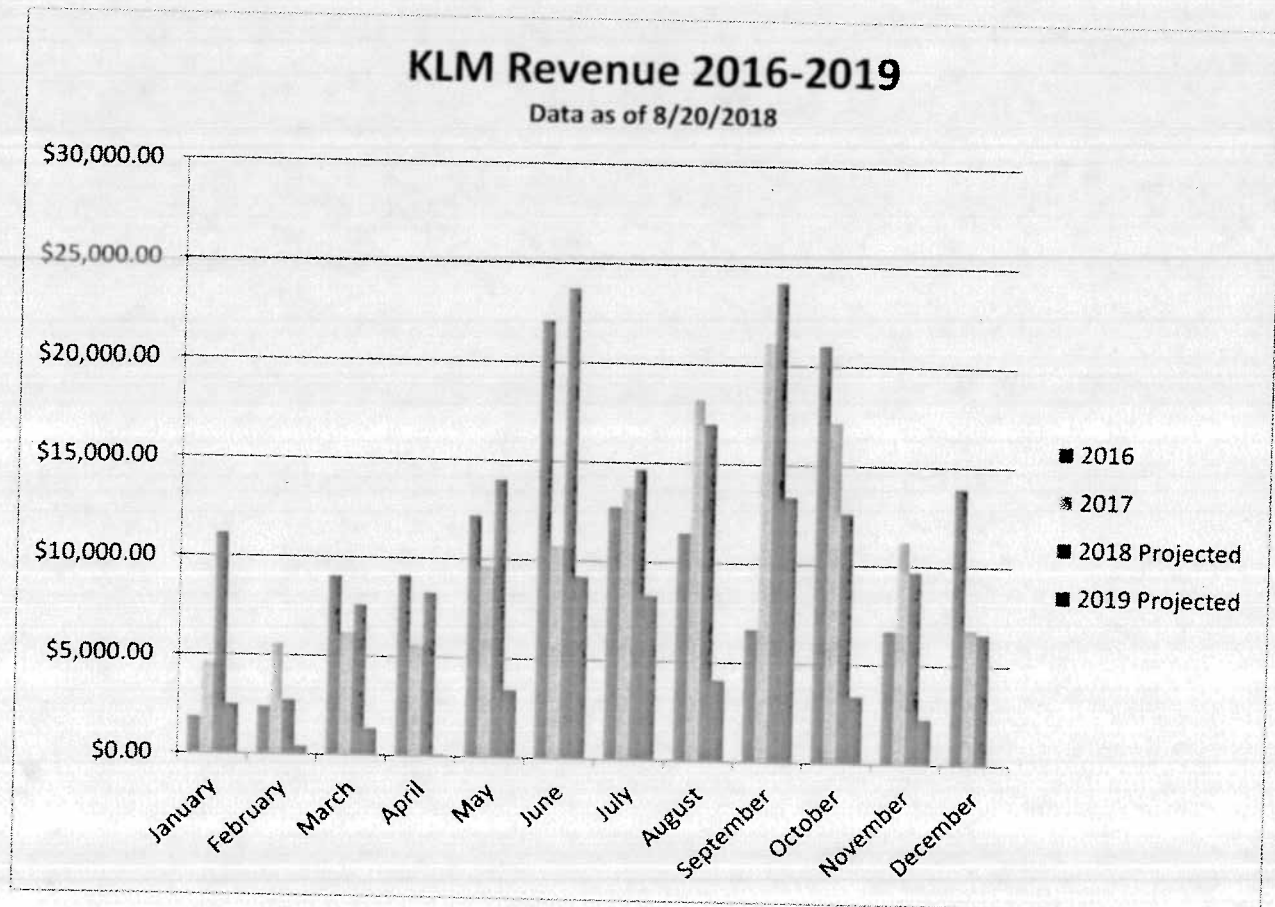
REVENUES	July		YTD		Change Over the Prior year	2018-19 Annual Budget	FY 18-19 % of budget	2017-18 Annual Budget	FY 17-18 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$15,000	\$16,874	\$37,220	\$53,594	\$16,374	\$150,000	36%	\$160,000	23%
Caterer's Licenses	\$0	\$500	\$10,500	\$14,000	\$3,500	\$13,000	108%	\$11,000	95%
Total Revenues	\$15,000	\$17,374	\$47,720	\$67,594	\$19,874	\$163,000	41%	\$171,000	28%
EXPENSES	July		YTD		Change Over the Prior year	2018-19 Annual Budget	FY 18-19 % of budget	2017-18 Annual Budget	FY 17-18 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$12,561	\$7,537	\$25,596	\$27,130	\$1,534	\$195,839	14%	\$197,651	13%
Net	\$2,439	\$9,837	\$22,124	\$40,464	\$18,340				

KLM Reservations 2016-2019
Data as of 8/20/2018



KLM Gross Monthly Revenues								
Month	2011/12 FY	2012/13 FY	2013/14 FY	2014/15 FY	2015/16 FY	2016/17 FY	2017/18 FY	2018/19 FY
May	\$ 8,561	\$ 8,801	\$ 16,796	\$ 13,745	\$ 16,000	\$ 12,200	\$ 9,725	\$ 13,675
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,495	\$ 23,045
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 15,000	\$ 16,874
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,555	
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,410	
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 15,180	
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 12,500	
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 8,125	
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 18,089	
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495	
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	\$ 8,045	
April	\$ 2,384	\$ 4,365	\$ 3,600	\$ 12,695	\$ 9,125	\$ 4,300	\$ 7,482	
total	\$ 107,807	\$ 123,680	\$ 146,421	\$ 180,953	\$ 187,195	\$ 132,360	\$ 143,101	\$ 53,594

The graph below shows the past three years of lodge revenue 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 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.



Staff is currently working with the approved marketing plan for the 2018/19 FY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. A sub-committee was started and held its second meeting on July 12th. The committee is working on developing a detailed marketing plan, specific to KLM. Staff is currently working on tasks from the second meeting; a third meeting will take place in September.



MEMORANDUM

Upcoming Brochure & Activities

Brochure & Programming

The fall brochure was delivered to residents homes on Monday, July 30th. Registration began on Monday, August 6th. This fall, there are a number of new classes and special events including the KLM Wine Mixer and a fall photo contest. The KLM Wine Mixer on Sunday, October 7th is being sponsored by Binny's Beverage Depot and the fall photo contest is being sponsored by Bannerville, Inc. using the hashtag #FallingforHinsdaleParks.

Special Events

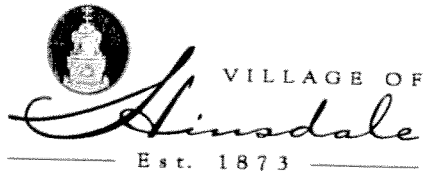
The next special event is The Dog Days of summer at The Hinsdale Community Pool. The event is being held on Saturday, September 8th from 9am-1pm. Dogs will be allowed to swim in the pool during designated hours. A variety of rules and stipulations apply for safety reasons, and lifeguards will be on duty. This is the first year for this event, and it was widely requested by residents in past years. Humans will not be permitted to swim during this event.

Summer events were finalized in August with the last Lunch on the Lawn and Movie in the Park. Lunch on the Lawn was held on August 1st and featured Smarty Pants. The event was well attended and was featured in the Hinsdalean. Movie in the Park was held on August 10th, featuring the movie Wonder. The event saw over 200 attendees, all who received free popcorn and water courtesy the Parks & Recreation Department. This event was sponsored by Amita Health

Field & Park Updates

Fields/Parks

Staff has finalized requests and booking for fall field space. Public Service staff began striping fields for football in mid-July and will finalized soccer and lacrosse fields the week of August 20th. Travel Soccer began the week of August 20th, with AYSO soccer beginning the week of August 27th. Fall sports like St. Isaac Football and Falcon Football began the week of July 30th. Cross Country meets at KLM Park will begin in late August and continue through mid-October.



MEMORANDUM

Community Pool

The Hinsdale Community Pool opened for the season Saturday, May 26th. A summary of current membership revenue is below.

This summary provides pass sales data through August 16th. Revenue for the same period of the prior year has decreased slightly by 1% (\$2,109). Resident family pass sales for the same period of the prior year decreased 6% (\$4,885), while daily fees through July have increased by 16% (\$6,866). Neighborly and Non-Resident pass revenues to date are \$38,882 which is an increase of 6% (\$2,227) over the same period of the prior year.

Daily Fee Revenue				
	2015	2016	2017	2018
May	\$935	\$3,742	\$2,129	\$ 7,567.00
June	\$10,959	\$16,036	\$14,910	\$ 17,607.00
July	\$18,970	\$17,702	\$19,640	\$ 18,371.00
August	\$14,037	\$12,424	\$7,959	
Sept	\$3,078	\$9,740	\$1,331	
Total	\$47,979	\$59,644	\$45,969	\$43,545

As of August 16, 2018

As of August 16, 2017
2017 Pass Revenue

	New Passes	Renew Passes	Total	Revenue
Resident				
Nanny + Nanny Super	57	29	86	\$5,205
Family Primary	100	194	294	\$87,770
Family Secondary	330	675	1005	\$0
Individual	1	9	10	\$1,650
Senior Pass	10	19	29	\$2,320
Family Super	11	13	24	\$7,870
Family Super Secondary	11	13	24	\$1,080
Family Super Third	10	13	23	\$1,035
Family Super 4+	15	17	32	\$480
Individual Super Pass	0	0	0	\$0
Senior Super Pass	0	0	0	\$0
Resident Total	545	982	1527	\$107,410
Neighborly				
Neighbor Family	37	52	89	\$33,135
Neighborly Individual	0	1	260	\$260
Neighbor Add'l	132	187	319	\$0
Neighborly Total	169	240	668	\$33,395
Non-Resident				
Non Resident Family	2	0	2	\$1,055
Non Resident Family Secondary	15	0	15	\$0
Non Resident Individual	0	2	0	\$545
Non Resident Senior	1	5	6	\$930
Non Resident Nanny	10	2	12	\$990
Non-resident Total	28	9	35	\$3,520
10-Visit	251		251	\$19,840
TOTAL			2481	\$164,165

As of August 16, 2018
2018 Pass Revenue

New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
37	34	71	\$4,410	-15%	-\$795
80	199	279	\$82,885	-6%	-\$4,885
301	654	955		#DIV/0!	\$0
7	10	17	\$2,225	35%	\$575
13	25	38	\$3,040	31%	\$720
19	6	25	\$7,644	-3%	-\$226
60	12	72	\$3,600	233%	\$2,520
		0			
		0			
		0		#DIV/0!	\$0
		0		#DIV/0!	\$0
517	940	1457	\$103,804	-3%	-\$3,606
43	46	89	\$33,187	0%	\$52
2	1	3	\$760	192%	\$500
144	171	315		#DIV/0!	\$0
189	218	407	\$33,947	2%	\$552
3	0	3	\$1,595	51%	\$540
14	0	14		#DIV/0!	\$0
0	2	2	\$545	0%	\$0
3	4	7	\$1,085	17%	\$155
14	5	19	\$1,710	73%	\$720
34	11	45	\$4,935	40%	\$1,415
241		241	\$19,370	-2%	-\$470
		2150	\$162,056	-1%	-\$2,109

**Parks Maintenance
Monthly Report – July 2018**

Activity Measures:

July Totals			
Job Task	Hours	Accomplished	Units
Administration	0	0	Hour
Clean Bathroom	90	6	Each Bathroom
Refuse Removal	16	16	Hour
Fountain Maintenance	24.5	24.5	Hour
Litter Removal	10	10	Hour
Weed Removal	104	104	Hour
Brush Pick Up	5	5	Hour
Athletic Field Striping	7	4	Each Field
Infield Maintenance	12	1	Each Field
Athletic Goal/Net Maintenance	7	1	Each Goal
Turf Repair/Sod Installation	0	0	Hour
Aeration	0	0	Hour
Over seeding	2	10	Lbs. of Seed
Turf Evaluation/Soil Testing	4	4	Each
Hardwood Mulch Installation	4	2	Cubic Yard
Leaf Mulching	0	0	Hour
Mowing	7	7	Hour
Land Clearing	8	8	Hour
Planting Bed Preparation	4	4	Each Bed
Plant Installation/Removal	10.5	10.5	Hour
Flowering Bulb Installation/Removal	0	0	Hour
Tree and Shrub Maintenance	0	0	Each
Fertilization	0	0	Hour
Watering	210	210	Hour
Pest and Weed Control (chemical)	0	0	Hour
Irrigation Start Up (spring)	8	1	Each
Irrigation Repair	0	0	Each
Irrigation Winterization	0	0	Each
Playground Maintenance/Repair	9.5	9.5	Hour
Playground Inspection	1	1	Each
Playground Mulch Installation	0	0	Cubic Yards
Holiday Decorating	0	0	Hour
Platform Tennis Repairs	0	0	Each
Special Events	31.5	31.5	Hour
Building Maintenance	3.5	3.5	Hour
Equipment/Vehicle Maintenance	7.5	2	Each
Training/Education	0	0	Hour
Skate Park Maintenance	0	0	Hour
Ice Rink Maintenance	0	0	Hour
Miscellaneous	23	23	Hour

**Parks Maintenance
Monthly Highlights – July 2018**

- **Contractual Maintenance**
 - **Landscape Maintenance and Mowing**
 - Mowing and Maintenance is on-going.
 - **Rain Garden Maintenance**
 - Maintenance is on-going
 - 1 Rain Garden was landscaped with additional new plants
 - **Summer Weekend Parks Bathroom and Garbage Maintenance**
 - The Village's contractor continued weekend and holiday garbage disposal for Village Parks and the Central Business District. The contract includes weekend maintenance for Park bathrooms.
- **General Park Maintenance**
 - **Bathroom Shelters (Six Sites – 12 Bathrooms, & 3 Picnic Shelters)**
 - Cleaned Monday – Friday
 - Remain open to accommodate activities
 - All bathrooms were cleaned and supplied
 - **Landscape Maintenance**
 - Landscape Areas in Parks and the CBD were inspected and cleaned.
- **Athletics**
 - **Softball**
 - Field maintenance and line striping for 1 field was completed on a twice per weekly schedule.
 - **Football**
 - Field maintenance and line striping for 3 field was completed on a once per week schedule..
 - **Volleyball**
 - Sand courts at Dietz Park and Burns Field were weeded and additional sand was installed. Nets were repaired at both locations.
- **Central Business District**
 - **Planting Bed Maintenance**
 - Beds are watered daily, including weekends.
 - Beds are weeded weekly
- **Other**
 - New floor surfaces were installed in the Men's and Women's bathrooms at KLM Park and Robbins Park.
 - Staff assisted in the Independence Day events.
 - Staff repaired a playground apparatus at Burns Field that was vandalized.
 - Staff assisted in the set up for Lunch on The Lawn.
 - Staff installed a new memorial bench on the Memorial Building Grounds.



66

MEMORANDUM

DATE: September 11, 2018

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: End of Year 2017-18 Parks & Recreation Financial Report

Attached are the preliminary Parks & Recreation Department financial results for April 2018; this is the final month of the FY 2017-18 budget year.

Parks

Revenue for field and picnic shelter rentals decreased 23% (\$17,254) over the prior year. Field rental revenue decreased 27% (\$16,586) for the same period of the prior year. Picnic shelter rental revenue decreased 5% (\$668) over the prior year. Both declines are a result of the wet spring weather, which accounted for fewer rentals and many cancellations.

Park operating expenses are up 29% (\$122,724) over the prior year. Personnel services are up 50% (\$116,580) over the prior year primarily due to the addition of a Horticulturist staff member.

Programs & Activities

Through the month of January, program revenue increased by 9% (\$19,821) over the prior year. All of the below programs are contractual; revenues are directly related to offsetting contractual expenses. Overall recreation expenses are down 30% (\$144,488) over the same period of the prior year, including capital expenses.

General Interest program revenue has increased 58% (\$6,614) over the prior year, due to new programming and increased enrollment in current offerings.

Athletic program revenue increased 24% (\$18,574) over the prior year; this is a result of increased registration in the sports camp programs and new programming.

Cultural Arts program revenue increased 9% (\$668) over the prior year; due to increased enrollment in Ballroom Dancing, and new art and dance classes. While the expenses



MEMORANDUM

appear to have significantly increased (86%), it is merely related to timing of payment for the Ballroom Dance instructor.

Early childhood programming registration revenue is down 69% (\$18,608) over the prior year. This is a direct result of Day Camp being moved to The Community House. All registrations are being taken at their site, with an 80/20 share of revenues being billed at the end of the season. The split collected by the Village was \$3,713. The decrease in revenue is offset by the expenses, which are down 83% (\$23,680).

Platform Tennis

For the 2017-18 season, membership revenue increased 17% (\$11,059) over the prior year. Operating expenses have increased by 1% (\$499).

General Rec Admin

Operating expenses are up 4% (\$7,039) over the prior year. This is primarily due to changes in staffing.

Katherine Legge Memorial Lodge

Rental and catering revenue for the 2017-18 fiscal year was \$154,651; which is an increase of 9% (\$12,291) over the same period of period of the prior year. This increase can be attributed to the new marketing plan put in place in September 2017. Expenses for the year increased by 13% (18,014), as a direct result of increased rentals.

Community Pool

Pool revenue through end of the season decreased 4% (\$11,640) over the same period in the prior year. Resident pass sales have increased by 1% (\$1,244) over the prior year, while non-resident pass sales have remained the same. Resident class registration has decreased 3% (\$593), while non-resident class registration has decreased 41% (\$3,068) over the prior year. Town Team registration has increased 27% (\$4,660) over the prior year. Miscellaneous pool revenue increased 7% (\$1,968) over the same period of the prior year; this is a result of the increase to Hinsdale Swim Club's annual agreement.

Pool operating expenses decreased 2% (\$4,982) over the prior year. Contractual Services expenses decreased over the prior year by 54% (\$20,127). This was due to fewer unbudgeted repairs early in the season, as a result of diligent preseason preparations by Public Services and Recreation staff.

Parks Recreation Revenue/Expense Summary
END of Year FY 2017-18

DEPT. 3101

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
ADMIN. AND SUPPORT							
Expenses							
Personnel Services	172,143	179,488	104%	232,862	171,052	8,436	5%
Professional Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	0	1,012	0%	0	559	453	81%
Other Services	5,800	5,619	97%	5,800	4,788	832	17%
Materials & Supplies	2,400	1,546	64%	2,450	2,623	-1,077	-41%
Repairs & Maintenance	800	0	0%	800	1,195	-1,195	-100%
Other Expenses	4,609	4,638	101%	4,309	3,432	1,205	35%
Risk Management	32,000	39,766	124%	28,598	11,072	28,694	259%
Total-Operating Expenses	217,752	232,069	107%	274,819	194,721	37,348	19%

DEPT. 3301

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
PARKS MAINTENANCE							
Revenues							
Field Fees	55,000	43,996	80%	44,500	60,582	-16,586	-27%
Picnic Fees	14,500	13,092	90%	11,500	13,760	-668	-5%
Total Revenues	69,500	57,088	82%	56,000	74,342	-17,254	-23%
Expenses							
Personnel Services	392,916	349,992	89%	259,029	233,412	116,580	50%
Contractual Services	147,250	113,723	77%	152,900	124,088	-10,364	-8%
Other Services	1,675	2,161	129%	1,675	1,644	517	31%
Materials & Supplies	41,405	38,020	92%	52,355	35,774	2,246	6%
Repairs & Maintenance	42,310	34,259	81%	29,220	21,375	12,884	60%
Other Expenses	2,255	1,321	59%	2,495	460	862	0%
Total-Operating Expenses	627,811	539,477	86%	497,674	416,753	122,724	29%
Capital Outlay							
Motor Vehicles	36,000	0	0%	46,000	29,528	-29,528	-100%
Park/Playground	0	0	0%	0	0	0	#DIV/0!
Lands/Grounds	211,405	73,776	35%	74,000	20,668	53,109	257%
Buildings	75,000	42,550	57%	139,500	73,257	-30,706	-42%
Total Capital Outlay	322,405	116,327	36%	259,500	123,452	-7,125	-6%
Total Expenses	950,216	655,804	69%	757,174	540,205	115,598	21%

DEPT.3420

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
Revenues							
Registration & Memberships	279,500	244,508	87%	320,500	224,687	19,821	9%
Misc. Income	0	0	#DIV/0!	250	0	0	#DIV/0!
Total Revenues	279,500	244,508	87%	320,750	224,687	19,821	9%
Total Expenses							
Personnel Services	69,569	60,925	88%	109,261	57,036	3,889	7%
Contractual Services	257,280	174,662	68%	271,605	233,664	-59,003	-25%
Other Services	63,380	61,782	97%	56,280	62,037	-255	0%
Materials & Supplies	11,990	5,752	48%	10,990	8,262	-2,510	-30%
Other Expenses	8,359	17,921	214%	7,839	7,062	10,859	154%
Repairs & maintenance	17,000	17,921	105%	17,000	10,953	6,968	64%
Capital Outlay	0	0	0%	123,500	104,437	-104,437	-100%
Total Expenses	427,578	338,962	79%	596,475	483,450	-144,488	-30%

Parks Recreation Revenue/Expense Summary
END of Year FY 2017-18

DEPT.34-BY DEPARTMENT

RECREATION SERVICES	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
3421 General Interest							
Revenues	13,500	18,004	133%	12,000	11,391	6,614	58%
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	8,500	14,240	168%	8,500	5,689	8,551	150%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Repairs & Maintenance	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	8,500	14,240	168%	8,500	5,689	8,551	150%
3422 Athletics							
Revenues	115,000	94,966	83%	140,000	76,392	18,574	24%
Expenses							
Personnel Services	1,500	610	41%	1,615	0	610	#DIV/0!
Contractual Services	80,000	56,698	71%	90,000	53,029	3,669	7%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	2,100	2,096	0%	1,500	1,523	574	38%
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	83,600	59,405	71%	93,115	54,552	4,853	9%
3423 Cultural Arts							
Revenues	9,000	8,192	91%	11,000	7,524	668	9%
Expenses							
Personnel Services	4,230	2,713	64%	4,306	1,292	1,421	110%
Contractual Services	1,500	2,692	179%	2,500	641	2,050	320%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	5,730	5,404	94%	6,806	1,933	3,471	180%
3424 Early Childhood							
Revenues	26,500	8,368	32%	42,000	26,976	-18,608	-69%
Expenses							
Personnel Services	5,383	0	0%	19,484	14,918	-14,918	-100%
Contractual Services	10,000	4,719	47%	10,000	12,372	-7,653	-62%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	350	0	0%	1,200	1,109	-1,109	-100%
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	15,733	4,719	30%	30,684	28,400	-23,680	-83%

Parks Recreation Revenue/Expense Summary
END of Year FY 2017-18

DEPT.3420-BY DEPARTMENT

	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3425 Fitness							
Revenues	34,500	22,581	65%	34,500	24,042	-1,461	-6%
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	14,000	18,108	129%	14,500	15,184	2,924	19%
Other Services	0	0	0%	0	0	0	#DIV/0!
Materials & Supplies	0	0	0%	0	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	0	#DIV/0!
Total Expenses	14,000	18,108	129%	14,500	15,184	2,924	19%
3426 Platform Tennis							
Revenues	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Memberships/Lessons	65,000	75,824	117%	65,000	64,765	11,059	17%
Grant funding	0	0	0%	0	0	0	#DIV/0!
Lifetime and donations	0	0	0%	0	0	0	#DIV/0!
	65,000	75,824	117%	65,000	64,765	11,059	17%
Expenses							
Personnel Services	0	0	0%	0	0	0	#DIV/0!
Contractual Services	19,030	16,683	88%	19,030	20,071	-3,388	-17%
Other Services	5,500	7,561	137%	5,500	9,220	-1,659	-18%
Materials & Supplies	500	338	68%	500	216	122	57%
Repairs and Maintenance	15,000	14,762	98%	15,000	9,339	5,424	58%
Other Expenses	50	0	0%	50	0	0	#DIV/0!
Total Operating Expenses	40,080	39,345	98%	40,080	38,845	499	1%
Capital Outlay							
Courts project	0	0	0%	0	104,437	-104,437	-100%
Resurfacing/skirting	0	0	0%	123,500	0	0	#DIV/0!
Total Capital Outlay	0	0	0%	123,500	104,437	-104,437	-100%
Total Expenses	40,080	39,345	0%	163,580	143,282	-103,937	-73%
3427 Special Events							
Revenues	16,000	16,572	104%	16,000	13,598	2,974	22%
Expenses							
Personnel Services	3,983	3,190	80%	3,983	3,989	-800	-20%
Contractual Services	30,350	28,254	93%	27,850	25,677	2,577	10%
Other Services	2,080	3,640	175%	2,080	1,913	1,727	90%
Materials & Supplies	6,390	4,864	76%	5,140	4,045	819	20%
Repairs & Maintenance	0	0	0%	0	88	-88	-100%
Total Expenses	42,803	39,947	0%	39,053	35,712	4,235	12%
3428 General Rec Administration							
Expenses							
Personnel Services	54,473	55,023	101%	79,873	36,837	18,186	49%
Contractual Services	93,900	89,966	96%	99,225	101,001	-11,035	-11%
Other Services	55,800	50,581	91%	48,700	50,904	-323	-1%
Materials & Supplies	2,650	550	21%	2,650	1,369	-818	-60%
Repairs and Maintenance	2,000	3,158	158%	2,000	1,526	1,632	107%
Other Expenses	8,309	6,460	78%	7,789	7,062	-602	-9%
Total Expenses	217,132	205,738	95%	240,237	198,698	7,039	4%
Capital Outlay			0%	0	0	0	0%
Total Expenses	217,132	205,738	95%	240,237	198,698	7,039	4%

Parks Recreation Revenue/Expense Summary
END of Year FY 2017-18

DEPT. 3724

KLM LODGE	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
KLM Lodge Revenue	160,000	142,651	89%	180,000	132,360	10,291	8%
Caterer's Licenses	11,000	12,000	109%	15,000	10,000	2,000	20%
Total Revenues	171,000	154,651	90%	195,000	142,360	12,291	9%
Expenses							
Personnel Services	76,933	68,036	88%	64,523	61,141	6,895	11%
Contractual Services	25,818	24,311	94%	25,318	19,801	4,509	23%
Other Services	39,500	36,266	92%	37,000	35,787	479	1%
Materials & Supplies	8,400	8,355	99%	9,400	6,497	1,858	29%
Repairs & Maintenance	16,450	16,325	99%	16,450	12,035	4,291	36%
Other Expenses	550	670	122%	50	689	-19	-3%
Total-Operating Expenses	167,651	153,963	92%	152,741	135,949	18,014	13%
Capital Outlay	30,000	0	0%	60,000	42,297	-42,297	-100%
Total Expenses	197,651	153,963	78%	212,741	178,246	-24,283	-14%

DEPT. 3951

SWIMMING POOL	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Pool Resident Pass	115,000	109,302	95%	135,000	108,058	1,244	1%
Non-Resident Pass	37,000	36,375	98%	32,000	36,317	58	0%
Pool Daily Fee	60,000	51,861	86%	58,000	59,751	-7,890	-13%
Pool Lockers	0	0	0%	0	0	0	#DIV/0!
Pool Concession	8,400	6,870	82%	8,200	8,300	-1,430	-17%
Class-Registration -Resident	22,000	18,434	84%	24,000	19,027	-593	-3%
Class-Registration Non-Resident	7,400	4,327	58%	6,500	7,395	-3,068	-41%
Private Lessons	13,000	10,310	79%	10,500	12,732	-2,422	-19%
Misc. Revenue (Rentals)	30,000	30,225	101%	32,000	28,257	1,968	7%
Town Team	18,500	22,101	119%	17,000	17,441	4,660	27%
10-Visit Pass	24,000	19,310	80%	22,000	23,478	-4,168	-18%
Total Revenues	335,300	309,114	92%	345,200	320,755	-11,640	-4%
Expenses							
Personnel Services	166,858	157,624	0%	166,858	150,566	7,058	5%
Contractual Services	32,350	17,287	53%	35,450	37,414	-20,127	-54%
Other Services	38,500	41,400	108%	41,500	36,405	4,995	14%
Materials & Supplies	30,005	34,347	114%	28,255	31,905	2,441	8%
Repairs & Maintenance	34,880	19,609	56%	28,240	18,363	1,246	7%
Other Expenses	7,000	5,371	77%	6,700	5,967	-596	-10%
Risk Management	0	0	0%	0	0	0	#DIV/0!
Total-Operating Expenses	309,593	275,637	89%	307,003	280,620	-4,982	-2%
Capital Outlay	15,000	15,538	104%	65,000	63,316	-47,778	-75%
Total Expenses	324,593	291,176	90%	372,003	343,936	-52,760	-15%
	FY 17-18 Budget	FY 17-18 Actual	FY 17-18 % of Budget	FY 16-17 Budget	FY 16-17 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Capital Expenses	367,405	131,865	36%	508,000	333,502	(201,636)	-60%
Operating Expenses	1,750,385	1,540,108	88%	1,705,212	1,407,056	133,052	9%
Total Expenses	2,117,790	1,671,973	79%	2,213,212	1,740,557	-68,585	-4%
Total Revenues	855,300	765,361	89%	916,950	762,144	3,217	0%
Revenue Offset Difference	(1,262,490)	-906,612	72%	(1,296,262)	(978,413)	71,802	-7%



6C.

MEMORANDUM

DATE: September 11, 2018

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: May-July FY 2018-19 Parks & Recreation Financial Report

Attached are the preliminary Parks & Recreation Department financial results for the months of May-July; these are the first three months of the FY 2018-19 budget year.

Parks

Revenue for field and picnic shelter rentals decreased 48% (\$11,850) over the prior year. Field rental revenue decreased 68% (\$8,800) for the same period of the prior year. Picnic shelter rental revenue decreased 26% (\$3,050) over the prior year. Both declines are a result of the wet spring weather, which accounted for fewer rentals and many cancellations.

Park operating expenses are up 4% (\$5,273) over the prior year. This is due to the emergency replacement of park equipment because of vandalism in late spring/early summer.

Programs & Activities

Through the month of July, program revenue decreased by 4% (\$3,896) over the prior year. All of the below programs are contractual; revenues are directly related to offsetting contractual expenses. Overall recreation expenses are up 10% (\$10,524) over the same period of the prior year, including capital expenses.

General Interest program revenue has increased 1% (\$140) over the prior year, due to new programming and increased enrollment in current offerings.

Athletic program revenue decreased 7% (\$3,604) over the prior year; this is a result of a decline in registration in the sports camp programs.

Cultural Arts program revenue increased 19% (\$1003) over the prior year; due to increased enrollment in Ballroom Dancing, and new art and dance classes. While the expenses



MEMORANDUM

appear to have significantly decreased (100%), it is merely related to timing of payment for the Ballroom Dance instructor.

Early childhood programming registration revenue is down 73% (\$1,277) over the prior year. This is a direct result of Day Camp being moved to The Community House.

Platform Tennis

Platform tennis fees for the 2018-19 season have not yet been collected due to a temporary delay related to the HPTA negotiations. Membership fees will begin to be reflected in the August-October financial report.

General Rec Admin

Operating expenses are up 9% (\$6,726) over the prior year. This is primarily due to yearly staff merit raises and a changes in office equipment suppliers.

Katherine Legge Memorial Lodge

Rental and catering revenue for the 2018-19 fiscal year through July is \$63,491; which is an increase of 33% (\$15,771) over the same period of period of the prior year. This increase can be attributed to the new marketing plan put in place in September 2018. Expenses for the same time frame increased by 6% (1,533), as a direct result of increased rentals.

Community Pool

Pool revenue through July has decreased 6% (\$16,611) over the same period in the prior year. Resident pass sales have decreased by 14% (\$14,938) over the prior year, while non-resident pass sales have decreased 11% (\$4,090). Resident class registration has increased 17% (\$3,138), while non-resident class registration has increased 48% (\$2,056) over the prior year. Town Team registration has decreased 10% (\$2,191) over the prior year. Miscellaneous pool revenue decreased 11% (\$3,030) over the same period of the prior year; this is a result of the timing related to invoices.

Pool operating expenses increased 7% (\$11,338) over the prior year. Repairs and Maintenance expenses has increased 172% (\$17,128) over the same period of the prior year. This was due to early season improvements like the locker room flooring and new deck chairs.

Parks Recreation Revenue/Expense Summary
May-July FY 2018-19

DEPT. 3101

	FY 18-19	FY 18-19	FY 18-19	FY 17-18	FY 17-18	VARIANCE	% of
ADMIN. AND SUPPORT	Budget	Actual	% of Budget	Budget	Actual	OVER	Change
Expenses						PRIOR YEAR	
Personnel Services	186,305	37,232	20%	172,143	38,758	-1,526	-4%
Professional Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Contractual Services	-	-	#DIV/0!	0	1,012	-1,012	-100%
Other Services	5,500	2,759	50%	5,800	1,385	1,374	99%
Materials & Supplies	1,700	711	42%	2,400	858	-147	-17%
Repairs & Maintenance	800	-	0%	800	600	-600	-100%
Other Expenses	4,889	1,112	23%	4,609	410	702	171%
Risk Management	25,257	-	0%	32,000	0	0	#DIV/0!
Total-Operating Expenses	224,451	41,815	19%	217,752	43,023	-1,209	-3%

DEPT. 3301

	FY 18-19	FY 18-19	FY 18-19	FY 17-18	FY 17-18	VARIANCE	% of
PARKS MAINTENANCE	Budget	Actual	% of Budget	Budget	Actual	OVER	Change
Revenues						PRIOR YEAR	
Field Fees	55,000	4,050	7%	55,000	12,850	-8,800	-68%
Picnic Fees	14,500	8,770	60%	14,500	11,820	-3,050	-26%
Total Revenues	69,500	12,820	18%	69,500	24,670	-11,850	-48%
Expenses							
Personnel Services	388,846	74,156	19%	392,916	84,388	-10,232	-12%
Contractual Services	157,978	23,406	15%	147,250	30,375	-6,968	-23%
Other Services	1,875	172	9%	1,675	82	90	111%
Materials & Supplies	37,195	8,085	22%	41,405	6,448	1,637	25%
Repairs & Maintenance	44,660	25,344	57%	42,310	5,163	20,181	391%
Other Expenses	2,255	565	25%	2,255	0	565	#DIV/0!
Total-Operating Expenses	632,809	131,729	21%	627,811	126,456	5,273	4%
Capital Outlay			#DIV/0!				
Motor Vehicles	36,000	-	0%	36,000	0	0	#DIV/0!
Park/Playground	-	-	#DIV/0!	0	0	0	#DIV/0!
Lands/Grounds	250,000	3,585	1%	211,405	41,370	-37,785	-91%
Buildings	-	-	#DIV/0!	75,000	0	0	#DIV/0!
Total Capital Outlay	286,000	3,585	1%	322,405	41,370	-37,785	-91%
Total Expenses	918,809	135,314	15%	950,216	167,826	-32,512	-19%

DEPT.3420

	FY 18-19	FY 18-19	FY 18-19	FY 17-18	FY 17-18	VARIANCE	% of
RECREATION SERVICES	Budget	Actual	% of Budget	Budget	Actual	OVER	Change
Revenues						PRIOR YEAR	
Registration & Memberships	255,000	83,552	33%	279,500	87,448	-3,896	-4%
Misc. Income	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Revenues	255,000	83,552		279,500	87,448	-3,896	-4%
Total Expenses							
Personnel Services	93,036	22,307	24%	69,569	19,069	3,237	17%
Contractual Services	219,300	80,851	37%	257,280	79,261	1,590	2%
Other Services	62,140	15,022	24%	63,380	10,961	4,061	37%
Materials & Supplies	10,640	1,451	14%	11,990	508	944	186%
Other Expenses	8,459	414	5%	8,359	68	346	511%
Repairs & maintenance	19,750	414	2%	17,000	68	346	511%
Capital Outlay	25,500	-	0%	0	0	0	#DIV/0!
Total Expenses	438,825	120,458	27%	427,578	109,934	10,524	10%

Parks Recreation Revenue/Expense Summary
May-July FY 2018-19

DEPT.34-BY DEPARTMENT

	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3421 General Interest							
Revenues	15,000	11,323	75%	13,500	11,184	140	1%
Expenses							
Personnel Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Contractual Services	12,000	4,204	35%	8,500	3,241	963	30%
Other Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Materials & Supplies	-	-	#DIV/0!	0	0	0	#DIV/0!
Repairs & Maintenance	-	-	#DIV/0!	0	0	0	#DIV/0!
Other Expenses	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	12,000	4,204	35%	8,500	3,241	963	30%
3422 Athletics							
Revenues	115,000	50,622	44%	115,000	54,226	-3,604	-7%
Expenses							
Personnel Services	1,615	5,040	312%	1,500	0	5,040	#DIV/0!
Contractual Services	65,000	16,538	25%	80,000	14,829	1,709	12%
Other Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Materials & Supplies	2,100	1,185	56%	2,100	968	216	22%
Other Expenses	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	68,715	22,762	33%	83,600	15,797	6,965	44%
3423 Cultural Arts							
Revenues	9,000	6,262	70%	9,000	5,259	1,003	19%
Expenses							
Personnel Services	4,000	-	0%	4,230	1,292	-1,292	-100%
Contractual Services	1,600	-	0%	1,500	577	-577	-100%
Other Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Materials & Supplies	-	-	#DIV/0!	0	0	0	#DIV/0!
Other Expenses	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	5,600	-	0%	5,730	1,869	-1,869	-100%
3424 Early Childhood							
Revenues	7,000	463	7%	26,500	1,740	-1,277	-73%
Expenses							
Personnel Services	-	-	#DIV/0!	5,383	0	0	#DIV/0!
Contractual Services	3,500	-	0%	10,000	755	-755	-100%
Other Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Materials & Supplies	-	-	#DIV/0!	350	0	0	#DIV/0!
Other Expenses	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	3,500	-	0%	15,733	755	-755	-100%

Parks Recreation Revenue/Expense Summary
May-July FY 2018-19

DEPT.3420-BY DEPARTMENT

	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
RECREATION SERVICES							
3425 Fitness							
Revenues	25,000	5,699	23%	34,500	6,156	-457	-7%
Expenses						0	
Personnel Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Contractual Services	10,000	816	8%	14,000	3,457	-2,641	-76%
Other Services	-	-	#DIV/0!	0	0	0	#DIV/0!
Materials & Supplies	-	-	#DIV/0!	0	0	0	#DIV/0!
Other Expenses	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	10,000	816	8%	14,000	3,457	-2,641	-76%

3426 Platform Tennis

	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Memberships/Lessons	68,000	620	1%	65,000	5,424	-4,804	-89%
Grant funding	-	-	#DIV/0!	0	0	0	#DIV/0!
Lifetime and donations	-	-	#DIV/0!	0	0	0	#DIV/0!
	68,000	620	1%	65,000	5,424	-4,804	-89%
Expenses							
Personnel Services	19,280	1,465	8%	0	0	1,465	#DIV/0!
Contractual Services	-	-	#DIV/0!	19,030	1,280	-1,280	-100%
Other Services	5,500	1,132	21%	5,500	350	782	223%
Materials & Supplies	500	-	0%	500	0	0	#DIV/0!
Repairs and Maintenance	16,500	-	0%	15,000	68	-68	-100%
Other Expenses	50	50	100%	50	0	50	#DIV/0!
Total Operating Expenses	41,830	2,647	6%	40,080	1,698	949	56%
Capital Outlay							
Courts project	-	-	#DIV/0!	0	0	0	#DIV/0!
Resurfacing/skirting	25,500	-	0%	0	0	0	#DIV/0!
Total Capital Outlay	25,500	-	0%	0	0	0	#DIV/0!
Total Expenses	67,330	2,647	4%	40,080	1,698	949	56%

3427 Special Events

Revenues	16,000	8,563	54%	16,000	3,460	5,103	147%
Expenses							
Personnel Services	4,091	2,736	67%	3,983	2,871	-136	-5%
Contractual Services	35,300	26,966	76%	30,350	20,603	6,363	31%
Other Services	2,750	2,514	91%	2,080	2,605	-91	-3%
Materials & Supplies	6,390	1,353	21%	6,390	361	992	275%
Repairs & Maintenance	-	-	#DIV/0!	0	0	0	#DIV/0!
Total Expenses	48,531	33,568	69%	42,803	26,441	7,128	27%

3428 General Rec Administration

Expenses							
Personnel Services	64,050	18,106	28%	54,473	14,906	3,200	21%
Contractual Services	91,900	48,865	53%	93,900	49,348	-483	-1%
Other Services	53,890	11,376	21%	55,800	8,006	3,370	42%
Materials & Supplies	1,650	98	6%	2,650	146	-48	-33%
Repairs and Maintenance	3,250	414	13%	2,000	0	414	#DIV/0!
Other Expenses	8,409	2,186	26%	8,309	1,913	273	14%
Total Expenses	223,149	81,045	36%	217,132	74,319	6,726	9%
Capital Outlay	-	-	#DIV/0!			0	#DIV/0!
Total Expenses	223,149	81,045	36%	217,132	74,319	6,726	9%

Parks Recreation Revenue/Expense Summary
May-July FY 2018-19

DEPT. 3724

KLM LODGE	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
KLM Lodge Revenue	150,000	49,491	33%	160,000	37,220	12,271	33%
Caterer's Licenses	13,000	14,000	108%	11,000	10,500	3,500	33%
Total Revenues	163,000	63,491	39%	171,000	47,720	15,771	33%
Expenses							
Personnel Services	72,921	17,622	24%	76,933	15,348	2,274	15%
Contractual Services	23,318	2,662	11%	25,818	3,201	-540	-17%
Other Services	40,500	5,449	13%	39,500	5,153	297	6%
Materials & Supplies	7,800	1,196	15%	8,400	1,566	-369	-24%
Repairs & Maintenance	15,650	-	0%	16,450	100	-100	-100%
Other Expenses	650	200	31%	550	228	-28	-12%
Total-Operating Expenses	160,839	27,130	17%	167,651	25,596	1,533	6%
Capital Outlay	35,000	-	0%	30,000	0	0	#DIV/0!
Total Expenses	195,839	27,130	14%	197,651	25,596	1,533	6%

DEPT. 3951

SWIMMING POOL	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Revenues							
Pool Resident Pass	110,000	94,364	86%	115,000	109,302	-14,938	-14%
Non-Resident Pass	37,000	32,285	87%	37,000	36,375	-4,090	-11%
Pool Daily Fee	60,000	42,515	71%	60,000	34,000	8,515	25%
Pool Lockers	-	-	#DIV/0!	0	0	0	#DIV/0!
Pool Concession	7,000	687	10%	8,400	3,500	-2,813	-80%
Class-Registration -Resident	20,000	21,573	108%	22,000	18,434	3,138	17%
Class-Registration Non-Resident	5,000	6,383	128%	7,400	4,327	2,056	48%
Private Lessons	13,000	6,000	46%	13,000	9,225	-3,225	-35%
Misc. Revenue (Rentals)	30,000	23,547	78%	30,000	26,577	-3,030	-11%
Town Team	23,000	19,909	87%	18,500	22,100	-2,191	-10%
10-Visit Pass	22,000	18,112	82%	24,000	18,145	-33	0%
Total Revenues	327,000	265,374	81%	335,300	281,985	-16,611	-6%
Expenses							
Personnel Services	170,087	107,713	63%	166,858	113,237	-5,524	-5%
Contractual Services	24,350	1,114	5%	32,350	9,723	-8,609	-89%
Other Services	40,500	13,310	33%	38,500	10,259	3,051	30%
Materials & Supplies	39,425	28,772	73%	30,005	23,235	5,537	24%
Repairs & Maintenance	32,440	27,083	83%	34,880	9,954	17,128	172%
Other Expenses	7,000	1,735	25%	7,000	1,979	-244	-12%
Risk Management	-	-	#DIV/0!	0	0	0	#DIV/0!
Total-Operating Expenses	313,802	179,727	57%	309,593	168,389	11,338	7%
Capital Outlay	52,000	-	0%	15,000	0	0	#DIV/0!
Total Expenses	365,802	179,727	49%	324,593	168,389	11,338	7%
	FY 18-19 Budget	FY 18-19 Actual	FY 18-19 % of Budget	FY 17-18 Budget	FY 17-18 Actual	VARIANCE OVER PRIOR YEAR	% of Change
Capital Expenses	398,500	3,585	1%	367,405	41,370	(37,785)	-91%
Operating Expenses	1,745,226	500,859	29%	1,750,385	473,399	27,460	6%
Total Expenses	2,143,726	504,444	24%	2,117,790	514,769	-10,325	-2%
Total Revenues	814,500	425,237	52%	855,300	441,823	-16,586	-4%
Revenue Offset Difference	(1,329,226)	(79,207)	6%	(1,262,490)	-72,946	(6,261)	9%

MEMORANDUM

7a.

DATE: July 6, 2018

TO: Rec Commission – KLM Marketing Sub-Committee

FROM: Hilary Poshek, KLM Lodge Manager

Heather Bereckis, Superintendent of Parks & Recreation

RE: KLM Marketing Update

Staff began implementing a new Katherine Legge Memorial Lodge (KLM) marketing plan in August of 2017 that was comprised of two key changes including an upgraded storefront with the popular wedding website "The Knot" and hiring a Search Engine Optimization (SEO) firm, Linchpin, to assist in SEO management on a monthly basis. Data has been collected since to assist staff and the Commission in determining the effectiveness of the marketing plan.

In addition, staff was tasked with researching various aspects of its marketing plan. Information and data have been collected since the last sub-committee recreation commission meeting. In this report you will find the following:

- 1) The Knot Statistics
- 2) SEO Statistics Report, Research and Website Updates
- 3) KLM Traffic Data Collected by Staff
- 4) Comparison of Types of Events between 2014 / 2015 fiscal year vs. 2017 / 2018 fiscal year
- 5) Tracking of how clients who tour KLM learned about the venue
- 6) Beginning to create a more "boutique" experience
- 7) KLM Brochure
- 8) Competitor Positioning

❖ THE KNOT:

KLM has noticed a significant increase in inquiries generated through the website. Below, please find data comparing "The Knot" monthly traffic.

The Knot Engagement	May 17'	June	July	August	September	October	November	December	January 18'	February	March	April	May	June
Unique Visitors to Page	92	121	141	311	365	377	296	292	413	293	275	228	265	276
Clickthroughs	15	43	44	82	121	131	95	85	131	72	75	45	40	65
Storefront Saves	1	1	1	33	27	30	33	32	48	33	40	29	33	23
Messages & Calls	2	8	7	31	36	29	23	19	30	27	21	25	18	13
Page Views	105	142	161	425	489	505	439	391	552	381	375	297	336	363

❖ SEO Overview:

- Overall traffic is up month over month to the KLM section of the website.
- Organic reach is slightly up month over month, but slightly down as a trend.
- Rankings are pretty consistent but there have been a few fluctuations, some good and some trending down
- All of these metrics should see major improvements when the new services page are added, and title tags are updated for the legacy pages, as well as the new services pages.

SEO Traffic Report:

- Organic Search Traffic: Traffic that comes from the organic search results due to keyword rankings.

Organic Search Traffic	May 17'	June	July	August	September	October	November	December	January 18'	February	March	April	May	June
	808	856	847	920	942	954	1037	890	1380	1058	1191	1170	1196	1215

- Organic Reach Traffic: This is the total number of keywords the KLM website section is ranking for with in Google.

Organic Reach Traffic	November 17"	December	January 18"	February	March	April	May	June
	27	102	97	93	91	90	80	85

Keyword Rankings:

The first column in the Keyword chart below is the keyphrase (keyword) so for example "baby shower venue Hinsdale" is the phrase that is being tracked. The Baseline column describes is the original ranking for the keyword phrase below.

The other two columns "Chicago" and "Hinsdale" are where the site ranks when someone searches from Chicago or from Hinsdale.

For example that first row the baseline was a rank of three in Google and it's current rank for someone searching from Hinsdale is it's in the number one position; and it's current rank for someone searching from Chicago is that it's in the number eight position.

Keyword	Baseline	Rankings in Hinsdale	Rankings in Chicago
Baby shower venue Hinsdale	3	1	8
Bar mitzvah venue Hinsdale	6	6	7
Business meeting venue Hinsdale	13	11	9
Corporate function venue Hinsdale	18	11	9
Funeral Luncheon venue Chicago	100	66	63
Funeral Luncheon venue Hinsdale	2	3	3
Historic wedding venue Hinsdale	1	2	3
Memorials venue Chicago suburbs	65	15	17
Memorials venue Hinsdale	1	1	1
Quinceanera venue Hinsdale	3	7	7
Wedding reception venue Hinsdale	6	8	9
Wedding venue Hinsdale	7	6	5

Website Domain Name Redirect:

- The Village has purchased the domain name www.klmldodge.com. This website links back to the current www.villageofhinsdale.org/klm. We have begun to put this link on our social media account information, contracts, various websites that we advertise on, etc. The vendors we work with have all been asked to update their sites with our new redirect link. We are notifying the Hinsdale, Willowbrook and DuPage chambers of our new link as well.

Updated Website Tags and Content:

- Linchpin is working with the Village of Hinsdale IT department to update the content, tags, etc. to help our organic SEO to link better to our keywords. The content has all been created and is in the process of being revised. Once revised and approved, it will be implemented onto our website link on the Village of Hinsdale's website. We have been assured that we will see some significant increase in our traffic once this has been implemented. Linchpin

felt that our competitors (Wilder Mansion, Mayslake, Danada, etc.) are not utilizing their websites optimally in this manner so they feel strongly that this should put KLM at a higher ranking than many.

- Staff has also been collecting pictures of events that take place at KLM. Pictures have been featured on social media but will also be incorporated onto the website. KLM staff is hoping to work with the Village to provide a better display for the pictures on the KLM webpage.

Increasing Ranking in Chicago, Chicago Suburbs, etc.:

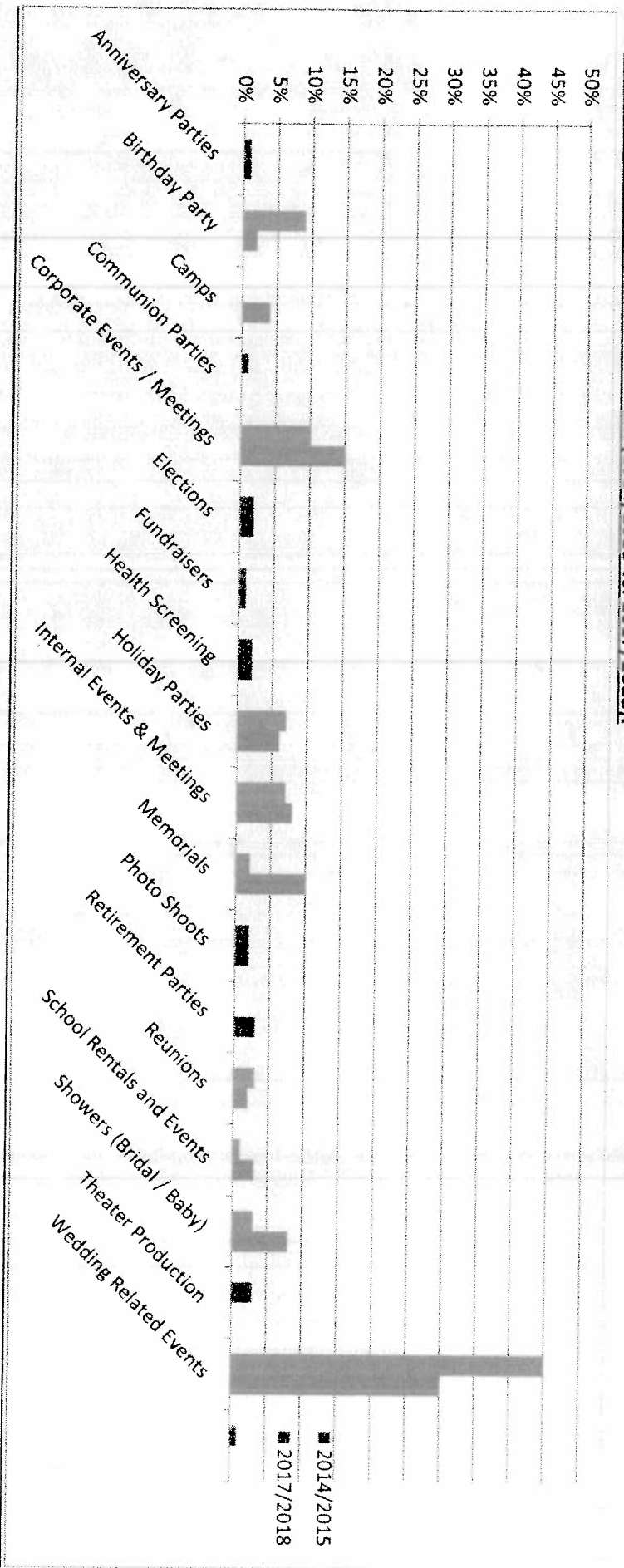
- We would like to up our rankings in other areas especially in Chicago. Suggested avenues for this include joining Chambers of Commerce in Chicago or Chicago neighborhoods or sponsoring / being part of larger content related events in the areas we want to target. By doing so, our website link will be listed on their websites. Google values links on Chamber of Commerce websites high in turn increasing our SEO rankings.
 - Suggested Chambers: Chicago, West Loop, Bucktown. We are looking into fees to join additional chambers and will come up with a plan.
 - Our issue will always remain with our website link still officially being the Village of Hinsdale. SEO traffic will never be 100% accurate as the Village will always get credit for our organic searches regardless.

❖ Additional Data Collected by KLM staff:

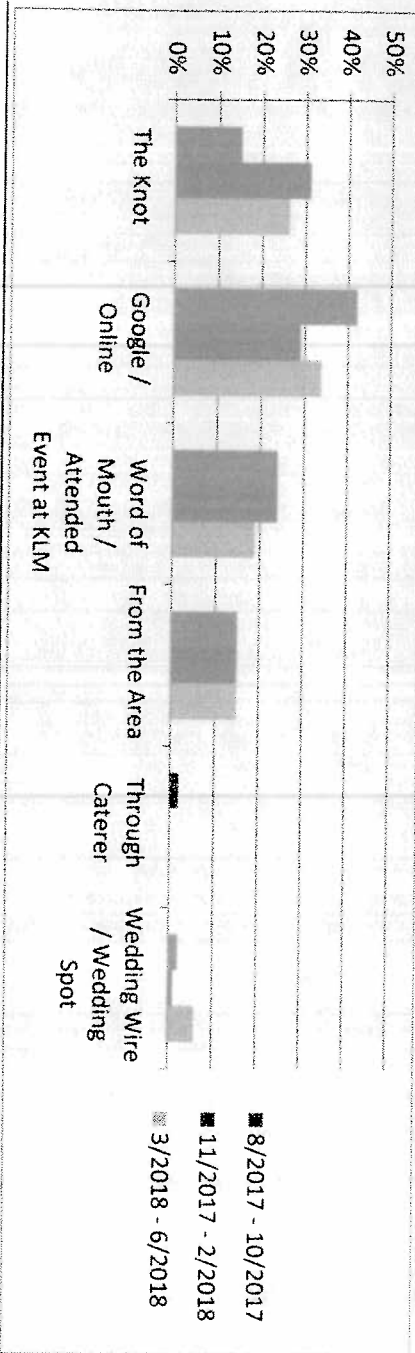
Email Inquiries	May	June	July	August	September	October	November	December	January	February	March	April	May	June
	17	21	16	21	18	22	34	20	38	37	44	55	34	27
Scheduled KLM Tours	May	June	July	August	September	October	November	December	January	February	March	April	May	June
	10	11	16	20	28	30	28	18	32	23	19	22	21	18

Rentals Booked In Month	January	February	March	April	May	June	July	August	September	October	November	December
2015	10	10	11	13	4	8	9	11	9	13	1	7
2016	9	3	8	6	5	6	8	6	9	12	4	7
2017	6	9	9	8	9	9	4	8	8	12	14	9
2018	8	5	14	5	15	11						

❖ Comparison of Types of Events at KLM (2014/2015 vs. 2017/2018):



❖ How clients who toured found out about KLM: (Broken into the past 3 reporting periods for comparison)



❖ **KLM Updates Related to Creating “Boutique” Event Experience:**

- **Food Trucks:**

- Staff plans to implement a “Food Truck” permit fee. Clients that wish to utilize the service of Food Trucks to provide food for their guests will obtain a permit and pay an additional fee. Food Trucks will be required to submit a COI to the Village of Hinsdale and will need to provide proof of licensing and certification. Food trucks will have to park in front of KLM on the pavement. KLM will allow up to 3 food trucks at one event.
- Questions being assessed by staff:

- Should KLM charge a different fee based on the use / type of food truck? (main course vendor, dessert / late night snack vendor), beverage truck, etc.)
- Should staff charge vendors a fee to be on a preferred list advertised to potential clients? Should staff include basic advertisements from interested vendors to be placed on marketing material and leave vendor options more open?

- **Wait Staff Services:**

- Wait staff services will be required if food vendor trucks do not provide such service when serving main course meals and alcohol will be served. Staff is currently working with 4 wait staff services for drop off food clients. COI, liquor liability insurance and BASSET certification is required by all wait staff services.

- Questions being assessed by staff:

- Should KLM charge a preferred vendor fee or should KLM charge a general fee to have vendor advertised in marketing material while keeping wait staff vendor choices still open.

- **Food Drop Off Fee:**

- KLM has increased in the number of events that are utilizing food drop off services vs. hiring catering services. We would like to charge a small fee for those choosing this option. Current options for KLM clients include:

- Preferred Catering Vendor (No additional charge)
- Outside Catering Vendor (\$500 outside catering fee)

- Food Drop Off (Delivery of food for no additional charge. May require wait staff service based on event size and logistics).
- We would like to charge a small fee of \$50 when choosing to have food dropped off. We know we cannot go very high but there should be some sort of a penalty for not choosing to go with an approved / preferred vendor from our list.

- **Catering List:**

- Implementing the above changes is going to affect caterer buy-in due to advertising to clients that we allow food trucks, drop off service along with wait staff services. Caterers currently pay \$1,000 annually to be on the KLM preferred list. Staff has allowed our list to grow to 11 caterers from 8-9 caterers per year. Some of our current preferred caterers are expressing concerns over not getting the quantity of leads and bookings that they have received in the past.

- Staff currently do not overtly advertise our drop off or food truck options. We have in the past focused marketing materials on our preferred catering vendors. We bring these options up when asked or when it seems it should be suggested based on the logistics of events or from concerns or ideas that come from clients.
- From past research into similar venues we have learned that some charge a smaller annual or bi-annual fee to be on the venues preferred vendor list. They also then require that a small percentage of catering sales are to be paid back to the venue per event catered at the venue. The venues have more strict criteria to be a part of the preferred list and limit the total number of vendors as such.

❖ KLM Brochure and Printed Marketing Material:

- The goal is to revamp the KLM brochure. We began the process of doing this in April. We were not happy with the general look and did not have final plans for services and advertisements as described in the above section. We have put this process off until we have a clear plan and direction for vendors options, advertisements, etc.

❖ Competitors Positioning Research:

- Staff researched banquet facilities and related vendors in the area. We have learned that all of the researched vendors are positioning themselves primarily as wedding venues with a more minor focus on corporate functions. Some are all inclusive of services and some are more similar to KLM. The way the venue positions themselves largely relates to the type of venue that they are: i.e.: hotel / banquet facility, rental venue like KLM, etc.
 - Venues we researched include:
 - Alpine Banquets, Crystal Grand Banquets, Montebello Estate, Ashton Place, Dinolfo's, Mayslake, Wilder Mansion, Hyatt Lodge, Noah's, Oak Brook Bath and Tennis, William Tell Banquets.
 - Most venues seem to paying for accounts with "The Knot" and "Wedding Wire". Some appear to be paying for accounts with "Here Comes the Guide", "Eventective", "Yelp" and social media advertisements.
 - Many venues seem to have strict policies in terms of outside vendors and flexibility with such, flexibility in décor, theme, etc. Again, this is largely related to the type of venue and the services they provide.



76

MEMORANDUM

DATE: Sept 11, 2018

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Addendum to Donation Policy: Naming Rights

In January 2018, staff received a proposal from the Hinsdale Little League for a request to name a ball field after a former Hinsdale resident who played there. Upon discussion, the Commission determined that there were no specific guidelines related to naming public facilities or structures, and limited past precedent. The Commission recommended establishing an addendum to the current Donation Policy outlining naming rights guidelines, before approving any requests of this nature. At the February 2018 Commission meeting, it was determined that a sub-committee would begin the process of creating this addendum.

Commission members Baker and Hester met with staff on multiple occasions to establish a recommendation. As a result of these meetings and through review of other established Naming Policies, the following general principles and criteria were constructed. Staff is asking the Commission to review the attached proposed addendum and provide feedback.



MEMORANDUM

Purpose:

The naming or renaming of parks & recreational facilities is a complex and sometimes emotionally fraught issue. Assigning a name creates a powerful and permanent identification of a public place or facility and often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive changing of park and facility names can be the source of confusion to the public. The purpose of this policy addendum is to provide guidance to those that have an interest in the naming or renaming of the Village of Hinsdale Parks & Recreation park land, buildings, facilities, or amenities.

Definitions:

Park land: pocket parks, neighborhood parks, community parks and bikeways.

Facilities: Recreation areas that encompass outdoor and indoor space that have a unique identify such as Hinsdale Community Pool, Skate Park, Burns tennis courts, etc.

Buildings: Structures owned and operated by the Village for the purpose of recreation such as the Platform Tennis Hut, The Pitchin' Kitchen, etc.

Amenities: Features within park land, buildings or facilities including, but not limited to, athletic fields, skating facilities, disc golf course, playgrounds, and slides.

Types of Naming:

1. Individuals – Except in the case of Major Donations or Historical Naming, as discussed below, naming for individuals is allowed only for park amenities and not park land, buildings or facilities. Park amenities may be named to honor a resident, person or group who has met the established criteria set forth in this policy. A lease or memorandum of understanding may be put in place to establish or define the terms of the naming. (see Naming of Park Amenities after Individuals)
2. Major Donations – Naming park land, buildings, facilities or park amenities to honor or recognize a significant financial contribution to the Village. This may come in monetary form or a land, product or equipment donation. Naming may be done to recognize the donor, a group or a third party. All philanthropic/donation naming must be done in conjunction with the Village's Donation Policy. A lease or memorandum of understanding may be put in place to define the terms of the donation. (see Major Donations)
3. Sponsorship – Naming park land, buildings, facilities or park amenities may be considered upon the execution of a mutually-beneficial business arrangement with an external entity. A memorandum of understanding may be put in place to define the terms of the sponsorship. (applicable to building and amenities only)



MEMORANDUM

4. **Historical Naming** - The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a neighborhood, the Village, its founders, other historical figures, its heritage, local landmarks, prominent geographical location, as well as natural and geological features through the naming of parks and recreational facilities.

Policy Addendum:

It is the responsibility of the Parks & Recreation Commission to recommend to the Village Board of Trustees names for park land, buildings, facilities and park amenities, or when appropriate, to change the existing name of park land, buildings, facilities and park amenities of the Village. Naming shall be done only after a discussion has been held on the selection of the name, and an open process allowing for public input is held. It is the policy of the Village of Hinsdale to reserve the right to name or rename park land, buildings, facilities and park amenities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village's parks and recreation system. Naming will be done in a manner that will stand the test of time and will be meaningful for future generations of people residing in Hinsdale.

General Guiding Principles

- A. Must support the Village of Hinsdale Parks & Recreation mission and vision.
- B. Park land, Buildings, and Facilities may not be named after individuals, except in the case of Historical Naming or Major Donations. (see Historical Naming or Major Donations)
- C. Park Amenities may be named after individuals. (See Naming of Parks Amenities after Individuals)
- D. The Parks & Recreation Commission may solicit public input on park land, building, facility and park amenity names through public meetings or other means. The request must be met with public support and be allowed time for public commentary on the proposed naming, prior to approval or denial.
- E. Renaming of existing park land, buildings, facilities and park amenities is discouraged, except to rename park land, buildings, facilities and park amenities that are named after an individual or organization whose character is or was such that continued use of the name for park land, buildings and facilities is not in the best interest of the Village. (see Subsection F immediately following)
- F. Revocation of a name may occur with a recommendation from the Parks & Recreation Commission and majority vote by the Village Board of Trustees.
- G. Park land, buildings facilities and park amenities will be named only after discussion by the Parks & Recreation Commission. A majority vote is required of the both the Parks & Recreation Commission and



MEMORANDUM

Village Board of Trustees to name park land, buildings, facilities and park amenities or to change the name of park land, buildings, facilities or park amenities of the Village.

H. The Parks & Recreation Commission reserves the right to reject any and all naming proposals for any reason.

I. Naming request should be significant or symbolic; commemorating places, people or events that are of continued importance to the community and future generations.

J. Naming shall not result in undue commercialization of the park, building, facility or amenity.

K. Past precedent of the Village's decisions must be taken into consideration.

Naming of Park Amenities after Individuals

Park Amenities may be named after individuals, but only if the below established criteria have been met.

A. The individual/organization must have lived/been present in Hinsdale for a minimum of five (5) years.

B. The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event or brought honor to the Village through meritorious achievement at the local, national or international level. These contributions may be monetary, or through in-kind service.

C. If the individual is living; written consent must be given to allow the naming. If the individual is deceased, permission must be granted in writing by the closest relative. A waiting period of seven (7) years is required in relation to post-mortem requests.

Major Donations

A significant donation may be made to the Village that will add considerable value to the park and recreation system. On such occasions, recognition of this donation by naming a new park or recreation facility in honor of or at the request of the donor will be considered.

Historical Naming

The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a neighborhood, the Village, its founders, other historical figures, its heritage, local landmarks, prominent geographical location, as well as natural and geological features through the naming of parks and recreational facilities. The historical significance of the event, people and/or place must be demonstrated through research and written documentation.

As a guideline the threshold for considering the naming of a park or recreational facility will include one or more of the following:

MEMORANDUM

- A. Land for the majority of the park was deeded to the Village by the donor.
- B. Contribution by the donor of a minimum of 50% of the capital construction costs associated with developing the park or recreational facility.
- C. A contribution by a donor to allow for significant cost reduction in upgrading/expanding an existing facility within a park.
- D. Provision of a minimum 20-year endowment by the donor for the continued maintenance and/or programming of the park or recreation facility.
- E. Donors seeking naming rights for major donations will be expected to follow the established general guiding principles.

Other Considerations

To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted. Under these circumstances such names should be different from the park name to avoid user confusion. Example: Johnson Playground at Township Park.

All signs that indicate the name of park, recreational facility or amenity shall comply with the established Village of Hinsdale aesthetic standards. Specialized naming signage will not be permitted for parks, facilities and amenities. Facility signage within parks shall be consistent in design and appearance. All costs associated with purchasing and installing of signage shall be the responsibility of the requestor.

Request for naming or renaming of park, facilities or amenities

All requests for the naming or renaming of a park, facility or amenity shall be made in writing to the Village of Hinsdale, via the Donation Policy packet and submitted to the Director of Parks and Recreation or equivalent. A written request is not required if the naming process is specifically defined in a written sponsorship agreement. (see Temporary Naming Benefit as a Result of sponsorship)

Requests should contain the following minimum (no more than 5 pages, typed):

- The proposed name
- Specific reasons for the proposed name and how it adheres to at least one of the three categories (Historical Naming; Major Donations; Sponsorships; Individuals)
- Written documentation indicating broad based community support for the proposed name (eg. Petition, newspaper article etc.)
- Description/map showing location and boundaries of the park; or facility/amenity within the park
- If proposing to rename a park, facility, or amenity include justification for changing an established name.



MEMORANDUM

- If proposing to name an amenity after an individual, include documentation of that persons' significant contribution to the Village.
- If proposing to name a park, facility, or amenity after a historic event, person or place, include documentation of historical significance.
- Amount of funding available to offset costs of a naming/renaming (if applicable). This would include signage or tangible media printing costs.

Additionally, petitioner must supply a petition signed by no fewer than 1,000 residents of the Village of Hinsdale and must have support of at least 80% of the neighbors directly adjacent to the park, facility or amenity in question.

Terms/Expiration of Naming Rights

The duration of the naming rights will be evaluated on a case by case basis. In some scenarios, a term of expiration may be established. Example: Scoreboard naming rights may expire at the end of the working life of the scoreboard.

Assessing and Approving naming/renaming requests

Upon receipt of a naming request (completed application from Donation Policy is submitted), Parks and Recreation staff will present the request to the Parks and Recreation Commission for consideration.

The Parks and Recreation Commission shall:

- Review the proposed request for its adherence to the policies of the Village of Hinsdale Donation Policy, including this Naming Rights Addendum.
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- Take into consideration and public comments associated with the request.
- A final recommendation will be made by the Parks and Recreation Commission and given to the Village Board of Trustees.
- The Village Board of Trustees will review the request with the same details as the Parks and Recreation Commission.
- The Village Board of Trustees will vote on a final recommendation.

Temporary Naming Benefit as a Result of Sponsorship

The following principles form the basis of consideration of sponsorship proposals

- All requests for sponsorship and associated naming must directly relate to the intent of the Village of Hinsdale or subject parks, facilities or amenities and its Master Plan.
- Sponsorships cannot be made conditionally.



MEMORANDUM

- The mission of the sponsoring organization should not conflict with that of the Village of Hinsdale or the Parks and Recreation Department.
- Sponsorship should provide a positive and desirable image to the community and should be in accordance with Village Code regulations.
- Individual sponsorships should not limit the Village of Hinsdale from seeking other sponsors.
- Sponsorships should meet the same basic requirements as all other requests for naming rights. (see General Guiding Principles)
- Sponsorships naming is considered a temporary benefit and may last for up to a five (5) year period; determination of time based on the value of the sponsorship. At that time reevaluation of the sponsorship agreement must take place. A predetermined time frame for each separate sponsorship will be established by mutual agreement between the Village and the sponsor prior to final approval from the Parks and Recreation Commission and the Village Board of Trustees.



8a.

MEMORANDUM

DATE: Sept 11, 2018

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Bench Donation Application-Pandian Family

An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The Pandian Family wishes to donate a park bench with plaque, displayed for use at Robbins Park. This donation is done in honor of their family.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. Robbins Park is slated for replacement of five benches; this donation would be one of those, decreasing expenses for the Village. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

Donation Application for Art Work, Monuments and Non-conforming donations	
Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.	
Name of Donor:	SHIVKUNAR PANDIAN
Address of Donor:	5519 S PARK AVE, HINSDALE, IL-60521
Phone Number: Work: Home: Fax:	702-445-4337
Email:	VPSHIV@yahoo-com
Description of Donation (if available provide a photo):	
Proposed Location of Donation:	Robbins park
Requested Wording on Memorial Acknowledgement:	PANDIAN FAMILY
Value of Donation: \$	

I have read the Donation Policy

Requested by: Steele

Date: 6/30/18

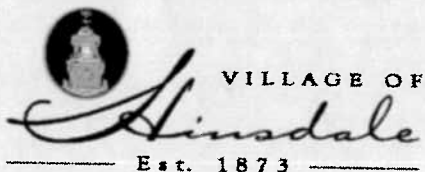
Reviewed by: _____

Date: _____

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

Board of Trustees Approval: _____ Date: _____





86.

MEMORANDUM

DATE: Sept 11, 2018
TO: Chairman Waverley and Members of the Parks & Recreation Commission
FROM: Heather Bereckis, Superintendent of Parks & Recreation
RE: Bench Donation Application-Tonn Neighbors

An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The neighbors of the Tonn Family wish to donate a park bench with plaque, displayed for use at Peirce Park. This donation is done in honor of Brooks Tonn.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. Peirce Park is slated for replacement of one bench; this donation would be that bench, decreasing expenses for the Village. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

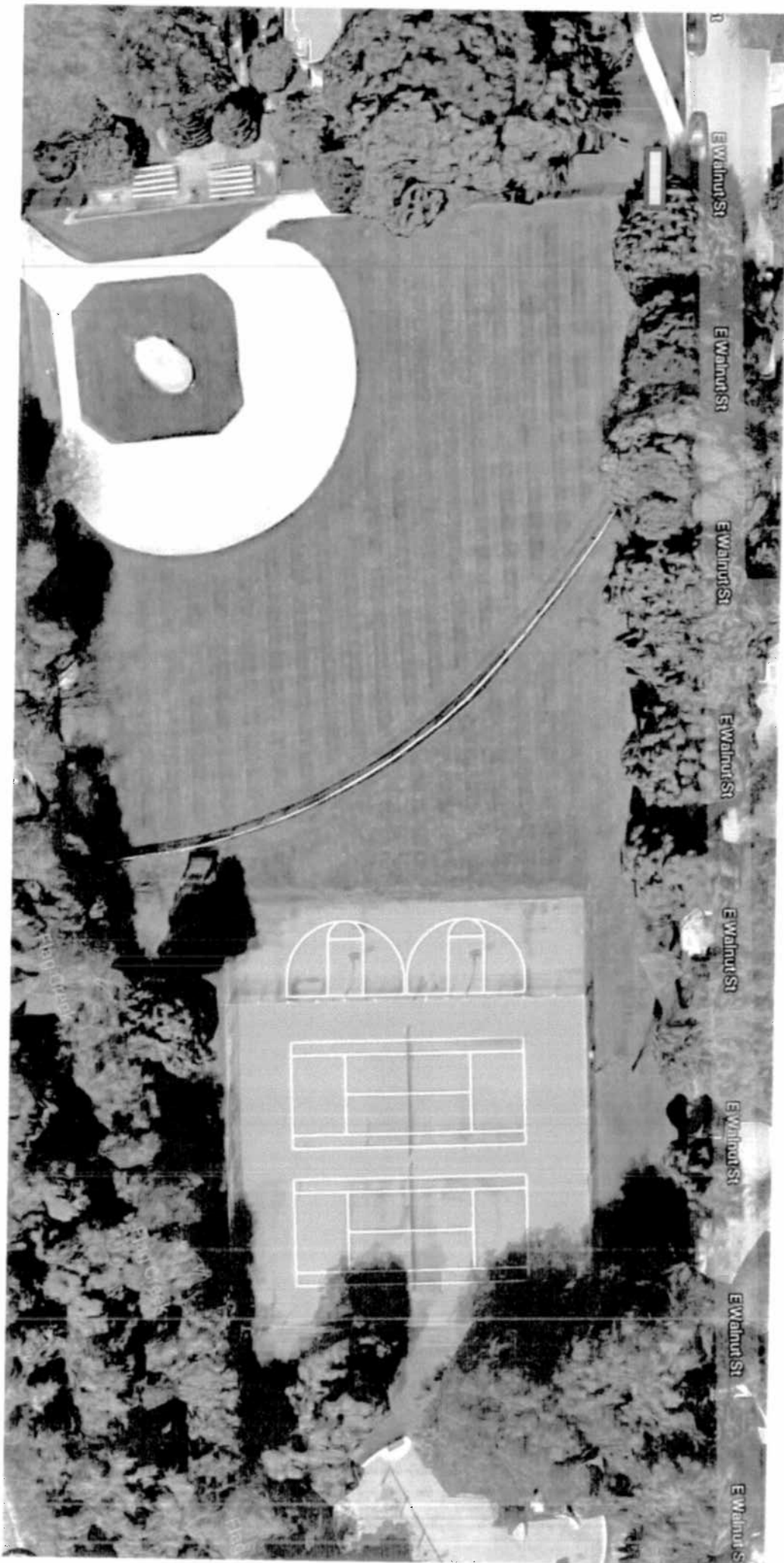
VILLAGE OF HINSDALE
Park and Recreation
Donation Policy

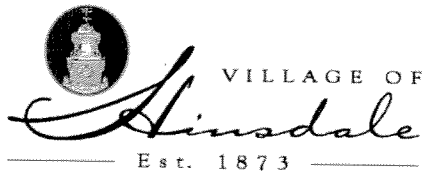
Donation Application for Art Work, Monuments and Non-conforming donations																																																																		
<i>Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.</i>																																																																		
Name of Donor:	<i>Will Skinner on behalf of "Brooks Tonn's NEIGHBORS OF THE 200 BLOCK OF PHILLIPPA ST."</i>																																																																	
Address of Donor:	<i>212 Phillippa, St, Hinsdale, IL 60521</i>																																																																	
Phone Number:	<i>310-944-5277</i>																																																																	
Work:																																																																		
Home:																																																																		
Fax:																																																																		
Email:	<i>william.skinner@ejgallo.com</i>																																																																	
Description of Donation (if available provide a photo): <i>2 DuMor Bench 493 model 493-60 6' long</i>																																																																		
Proposed Location of Donation: <i>Left Outfield Rirce Park Ball field across from Phillippa St.</i>																																																																		
Requested Wording on Memorial Acknowledgement:																																																																		
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>T</td><td>O</td><td>T</td><td>H</td><td>E</td><td>L</td><td>O</td><td>V</td><td>I</td><td>N</td><td>G</td><td>M</td><td>E</td><td>M</td><td>O</td><td>R</td><td>Y</td><td>O</td><td>F</td><td></td><td></td> </tr> <tr> <td>B</td><td>R</td><td>O</td><td>O</td><td>K</td><td>S</td><td>T</td><td>O</td><td>N</td><td>N</td><td>.</td><td>F</td><td>O</td><td>R</td><td>E</td><td>V</td><td>E</td><td>R</td><td>R</td><td>E</td><td>M</td><td>E</td> </tr> <tr> <td>M</td><td>B</td><td>E</td><td>R</td><td>E</td><td>D</td><td>.</td><td>F</td><td>O</td><td>R</td><td>E</td><td>V</td><td>E</td><td>R</td><td>M</td><td>I</td><td>S</td><td>S</td><td>E</td><td>D</td><td></td><td></td> </tr> </table>		T	O	T	H	E	L	O	V	I	N	G	M	E	M	O	R	Y	O	F			B	R	O	O	K	S	T	O	N	N	.	F	O	R	E	V	E	R	R	E	M	E	M	B	E	R	E	D	.	F	O	R	E	V	E	R	M	I	S	S	E	D		
T	O	T	H	E	L	O	V	I	N	G	M	E	M	O	R	Y	O	F																																																
B	R	O	O	K	S	T	O	N	N	.	F	O	R	E	V	E	R	R	E	M	E																																													
M	B	E	R	E	D	.	F	O	R	E	V	E	R	M	I	S	S	E	D																																															
Value of Donation: \$																																																																		

I have read the Donation Policy. Requested by: *Will Skinner* Date: *08/7/18*
 Reviewed by: _____ Date: _____

Donation Cost Calculations	
Element Type: <i>BENCH</i>	
Value of Donation	\$ <i>1,200.00</i>
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: _____ Date: _____





8c.

MEMORANDUM

DATE: Sept 11, 2018

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Bench Donation Application- Levine Family

An application for Bench Donation has been submitted to the Parks & Recreation Commission and Village staff for consideration. The Levine Family wishes to donate a park bench with plaque, displayed for use at Katherine Legge Memorial Park (KLM). This donation is done in honor of their beloved son, Ryan.

Staff has reviewed the application related to the established Art Donation Policy and would like to note a few items. First, the bench will require minimal upkeep, so should not create an undue burden on Village personnel for maintenance. The donated bench will be replacing an existing bench that does not match the newly established preferred style. KLM Park is slated for replacement of four benches; this donation would be one of those, decreasing expenses for the Village. Lastly, installation will be a minor process, and Public Service staff has agreed to perform this for the donor.

Additional attached documents include the completed Art Donation application, and a map/photo of the requested area for display.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

Donation Application for Art Work, Monuments and Non-conforming donations																																																																																																			
<i>Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.</i>																																																																																																			
Name of Donor: Alexandra Levine																																																																																																			
Address of Donor: 600 S. Bruner St. Hinsdale, IL 60521																																																																																																			
Phone Number: 310.855.2197 Work: Home: Fax:																																																																																																			
Email: alexandralevine15@gmail.com																																																																																																			
Description of Donation (if available provide a photo): Park bench honoring our son: Ryan Martin Levine with plaque & photo.																																																																																																			
Proposed Location of Donation: Brook Park KUM Park																																																																																																			
Requested Wording on Memorial Acknowledgement: Remember Ryan Levine 9/28/17-11/30/17																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																																			
Value of Donation: \$																																																																																																			

I have read the Donation Policy

Requested by: Alexandra D. Tommaso Levine

Date: 6/8/18

Reviewed by:

Date: _____

Donation Cost Calculations	
Element Type:	
Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x) <i>As long as possible</i>
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: _____ Date: _____





Ed.

MEMORANDUM

DATE: Sept 11, 2018

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

FROM: Heather Bereckis, Interim Manager of Parks & Recreation

RE: Robert Frost Statue- Potential Patina Work

Greg Donnelly has approached staff to request permission to patina the Robert Frost statue in Burlington Park. For reference, a current photo of the Robert Frost statue is attached. Mr. Donnelly has created a product called PatinaNow that creates a patina effect on copper and bronze items within 24 hours. Below is information from Mr. Donnelly regarding the PatinaNow product.

PatinaNOW is a non-toxic, all-natural formula that causes oxidation of copper and bronze. This oxidation is called patination and it protects the underlying metal. When the metal copper rusts, it turns a pale green-white. It usually takes decades for copper to turn the classic green. PatinaNOW, achieves the same results in 24 hours.

This product and process is a "want" not a "need". It is meant to beautify old dark brown copper. Over three years of field testing has proven that PatinaNOW does not damage any other building materials. Over time the initial color change becomes richer and more natural.

Mr. Donnelly invented the product and has applied for the US patent. His hope is that by safely treating the Village Hall and a public statue he will draw positive attention to his product and to his small business. His website can be viewed at www.gopatinanow.com, where a photo gallery is available.

Mr. Donnelly was given permission to treat the copper gutters and rain spouts on Village Hall. A photo of the after effects of PatinaNOW is attached. Because this is a personal business venture, staff is not making a recommendation and requests that the Parks and Recreation Commission discuss and provide a recommendation for this request.



MEMORANDUM

8c.

DATE: September 11, 2018

TO: Chairman Waverley and the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Veeck Skate Park

On Wednesday August 15th, 2018, staff completed a Hazard Survey Visit (HSV) walkthrough of the Veeck Park Skate Park with the Intergovernmental Risk Management Agency (IRMA). Based on the onsite inspection and observations IRMA is recommending the Village prohibit any use of the facility in its current condition.

The HSV walkthrough was prompted based on a complaint received from a community member, indicating that they believed the facility was not in safe working order. The skate park was built in 2003, and IRMA suggested that this type of facility generally reaches its useful life after eight to ten years. As components of the skate park have failed beyond repair, Public service staff has removed them. The current facility is half the size it was when built in 2003. Based on the HSV, it was indicated that the remaining equipment is not salvageable and poses a safety hazard.

Due to its location (at Veeck Park) and deteriorating condition, the skate park has seldom been used and is an easy target for vandalism. There is currently \$150,000 allotted in the 2021-22 Fiscal Year for capital improvements to the skate park facility, should the Parks & Recreation (P&R) Commission and Village Board of Trustees (VBoT) determine the rebuilding of the facility is warranted. The skate park will remain locked with appropriate no trespassing signage and increased police patrol until a recommendation on the future of the facility is made.

As a result of the HSV, and the determined condition of the skate park equipment, staff is recommending the remaining pieces be demolished. This will prevent any injuries or accidents that could occur as a result of individuals climbing the fence. Staff is requesting the P&R commission to make a final recommendation on the facility.

9a.



You are creating a security problem.

How long has it been on the drive?

On many drives in the village -- it is vacation time.