



MEETING AGENDA

MEETING OF THE PARKS AND RECREATION COMMISSION

Tuesday, April 9, 2019

7:00 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 – January 15, 2019
5. LIAISON REPORTS
 - a) Gateway Special Recreation Association Report
6. MONTHLY REPORTS
 - a) Recreation Staff Report - March 2019
 - b) Parks Maintenance Report - February 2019
7. OLD BUSINESS
 - a) Naming Rights Policy
 - b) Review Tollway Landscaping Design at Veeck Park
8. NEW BUSINESS
9. CORRESPONDENCE
10. OTHER BUSINESS/DISCUSSION ITEMS
 - a) Meeting Schedule
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.

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**VILLAGE OF HINSDALE
MINUTES OF THE MEETING
PARKS AND RECREATION COMMISSION
January 15, 2019**

Chairman Waverley called the meeting of the Parks and Recreation Committee to order at 7:00 pm at the Memorial Building Board Room

Members Present: Chairman Waverley, Commissioners Boruff, Keane, Hester, George, and Moore

Absent: Commissioner Baker

Others Present: Vincent Distasio

Staff Present: Heather Bereckis, Superintendent of Parks and Recreation
Brad Bloom, Assistant Village Manager
Sammy Hanzel, Recreation Supervisor
Maggie South, Administrative Assistant

Public Comment

None.

Approval of Minutes

There being no changes to the draft minutes, Commissioner Keane made the motion to approve the draft minutes on the November 13, 2018 meeting. Commissioner Moore seconded. A voice vote was called and passed unanimously.

Gateway Special Recreation Association Report

Ms. Hanzel presented the report. She called the Commissioners' attention to the attached audit. She further explained that Gateway is looking into purchasing or leasing new vehicles, as the vehicles they currently use are dated and reaching the end of their viability.

Commissioner Boruff asked if there was any discussion about controls issues. Ms. Bereckis explained that the board would like someone who is trained in accounting to be treasurer.

Monthly Reports

- a. Ms. Hanzel explained that KLM Lodge revenue has increased over the prior year. She then explained the revenue data for December 2018, which was not finalized as the books were still open for December, and the projected revenue for 2019. Commissioner Boruff expressed concern that early 2019 was not looking as robust as early 2018. Ms. Bereckis explained that lots of spring bookings are last-minute. She also explained that a hotel chain that would book several events outgrew our facility and can no longer book with us. Part of the struggle is that



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the upstairs area is not easily accessible and that the downstairs is difficult to break up into multiple spaces. Lodge Manager Hillary is looking at finding another business to take their place. The Commission expressed concern that it looks as if KLM doesn't have many bookings so far. Ms. Bereckis explained that Ms. Poshek is trying to accommodate as many groups as possible for the end of the year, which is challenging. Part of the challenge is that the Lodge cannot double-book dates for weddings. To combat this, Ms. Poshek is offering a small discount to groups who take open Fridays instead of Saturdays.

Ms. Hanzel offered a break down of some of our past and upcoming events. T-Ball is already reaching capacity and is performing very well. Ms. Hanzel explained that Holiday Express went very well. Upcoming events include the Egg Hunt and the Spring Park Clean-Up Day. Ms. Bereckis informed the Board that Ms. Hanzel brought in \$25,000 in additional sponsorships for the year and that she was awarded with an Employee Recognition Service Award from the Village for this work.

Ms. Hanzel reported on the status of the ice rink. Staff is hoping to be open by January 26, and they must be taken down by March 15 to get fields ready. It is looking like the residents at Mellin may opt out of setting their rink up as the season may be so short.

Ms. Hanzel reported on the Platform Tennis reports. There has been an increase in revenue due to an increase in fees, however memberships, particularly resident memberships are down. Chairman Waverley reported on the status of the agreement with HPTA. Staff is waiting for HPTA to return the contract with their comments.

Commissioner Keane asked if staff tracks weather year-over-year and how it affects the ice rink and fields. Ms. Bereckis explained that staff has been tracking the weather each year and setting up the ice rink later and later. The rink takes six full days to freeze. The ground must be frozen and the weather must be below 30 degrees for six consecutive days. Because of the ground at Burns, it takes a very long time to freeze since one end is nearly four feet deep. If the rink was on the tennis courts, it would be an even amount of water, staff would be able to lock it up, and the ground wouldn't have to freeze. The downside is that it is a little less inviting. Staff would need to offer two separate rinks, but they would have the potential to be open longer and there would be less possibility for damage to the liner. Damage to the liner would end the season prematurely. Chairman Waverley suggested polling people about whether or not they would care if the rink was on the tennis courts if they could use the rink for longer. Commissioner Keane inquired about removing the tennis court poles to create a larger rink. Ms. Bereckis said she would speak with John Finnell about it.

Ms. Bereckis and Commissioner Boruff reported on the KLM Lodge subcommittee. They are looking at updating the brochure and redesigning the website to match. Brochures are budgeted for May 1, so they would come after that. Ms. Bereckis discussed caterer fees and how they compare to other venues. She also discussed the potential for food trucks and creating a more flexible, boutique feel at the Lodge. They



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are exploring their options for offerings and what would allow them to retain the flexibility at the Lodge.

- b. Ms. Bereckis described the Treasurer's Report. Picnic and field revenue have increased about 15%, and field revenue alone has increased 33%. New groups have been approaching the Department for rentals, so staff are offering them fields we wouldn't usually offer. Picnic revenue was down 20% due to the wet spring weather. Park Maintenance costs were up due to vandalism. She reported that the bleachers have been repaired. All staff positions except for Horticulturalist have been filled. Program revenue has increased 12%, largely due to new offerings. Expenses are up 11% due to increased revenue. Athletic programming revenue is down about 4%, which follows the trend of the last several years. This could be because of wider availability of more specialized sports and camps, whereas Hinsdale offers basic sports. Early childhood income has decreased because day camps were passed to the Community House, but expenses are also down. Platform Tennis revenue is up by 23%, mostly in Non-resident Memberships. General Expenses are down, since the platform tennis heaters are now a capital expense. Chairman Waverley asked who shovels the sidewalks from the parking lot to the Paddle Hut. Ms. Bereckis explained that park paths are maintained by Public Works, but their directive by the Village President is to prioritize downtown and major arteries through town. Special Events revenue is up by 90%, thanks to increased sponsorships. Rec Admin Operating Expenses are up by 8% due to staff merit increases. Community Pool revenue has increased. Ms. Bereckis explained that Town Team registration decreased and will probably continue to fluctuate. There is potential for additional after hours rentals. Pool Operating Expenses increased due to when things were purchased during the fiscal year. Ms. Bereckis explained that these numbers will increase very slightly, but there should not be much change in the expenses.

Old Business

None

New Business

a. Concessions Contract Renewal

Ms. Hanzel explained the concessions contract with Baldinelli's. Staff is recommending that the Commission accept the contract for the 2019-2021 pool season. Commissioner Moore questioned whether or not Baldinelli's runs a background check on the employees at the concession stand. Mr. Distasio explained that all of his workers are fifteen or sixteen years old and that he would be happy to run a background check if needed. The Commission deferred to Assistant Manager Bloom's judgement. Mr. Bloom did not feel that it was necessary to background check teenagers. The Commission inquired about credit cards and reloadable concession cards. Mr. Distasio explained that Clarendon Hills is going to offer reloadable cards and the benefits of these cards. He also explained how credit and debit cards are run. Ms. Bereckis explained that we will be trying to integrate our system with Clarendon Hills' system and that the workers will have access to WiFi at the pool. Chairman Waverley asked Mr. Distasio about the

figures presented in the RFP. Ms. Bereckis explained that we are expecting the amount of concessions sold to increase, especially if the weather is good. There was discussion of promoting the use of the walk-up window and advertising this as an option, especially now that Hinsdale Ave. is open. Chairman Waverley expressed concern that concession sales seem to be dropping. Ms. Bereckis explained that our pool membership numbers have decreased over the past few years. She further explained that there is a decrease in participation in programs where there is significant saturation of the market. Ms. Hanzel told the Commission that she and Mr. Distasio have been working on birthday packages to offer at the pool. Mr. Distasio said that he is also working on a hot dog cart, which may drive sales. Chairman Waverley clarified that this is a three-year term with an option to renew in April 2022, since the 2021 pool season would need to be included.

Commissioner Boruff motioned to approve, Commissioner Keane seconded, voice vote, all in favor. Motion passed unanimously.

Correspondence

None.

Other Business/Discussion Items

Ms. Bereckis pointed out that we have nothing for the February agenda. Her last day is February 1, and she will send out a staff report before that.

Chairman Waverley wished Ms. Bereckis well during her maternity leave and called attention to the upcoming Unplug Event

Adjournment

Commissioner George motioned to adjourn the meeting at 7:42. The motion was seconded by Commissioner Moore. A voice vote was called and passed unanimously.



Maggie South
Administrative Assistant



**Gateway SRA Board Meeting
March 14, 2019
RGA Report**



Winter 2018/2019 Comparison as of 3/12/2019

2018

District	Registered Participants
Burr Ridge	7
Countryside	1
Elmhurst	59
Hinsdale	20
Oak Brook	4
Pleasant Dale	2
Willowbrook	3
Westchester	5
York	1
Non-resident	8
Total:	110

2019

District	Registered Participants
Burr Ridge	8
Countryside	1
Elmhurst	57
Hinsdale	18
Oak Brook	8
Pleasant Dale	4
Willowbrook	5
Westchester	4
York	0
Non-resident	6
Total:	111

Winter/Spring 2019 Program Line-up

- G.I.T Tech – cancelled
- 37 Weekly Programs
- 9 Special Olympic Programs
- 13 Special Events
- 1 Weekend Adventure

Full Programs as of 3/12/19

- Young Adults North – No WL
- Saturday Explorers N & S – No WL
- Northern Social Club – No WL
- Weekend Warriors South – No WL
- Recreation Sensation – No WL

Gateway Staff Update as of 3/12/19

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
- 5 Recreation Aide
- 1 Recreation Activity Leader

Gateway Vehicles Update as of 3/12/19

Vehicle	Mileage	Maintenance
283 (2016)	27,508	None
171 (2002)	137, 745	None
170 (2002)	56, 007	Safety Check
192 (2004)	87, 878	Safety Check, Oil Change

Make and Models

283 – Ford E450 Paratransit Mini-bus – Leased through May 2019
14 passengers + 1 driver. Can accommodate 4 wheelchairs if needed.

171 – Ford E350 Passenger Van – 14 passengers + 1 driver

170 – Ford E350 Conversion lift van – 7 total passengers or 6 passengers and 1 wheel chair

192 – Ford E450 Paratransit Mini-bus
14 passengers + 1 driver. Can accommodate 2 wheelchairs if needed.

New Vehicle Updates

RGAs Property Procurement Director received an email from Kevin at Midwest Transit stating they would sell #283 to the Gateway SRA board for \$43,000.00.

RGAs reached out to discuss terms for a new lease, and I forwarded that email onto John for board discussions. RGA is also reaching out to Best Bus Sales in Des Plaines for leasing options on the same type of vehicle.

I looked into bidbuy.illinois.gov for the purchase of 14 passenger + driver van and was able to generate an estimate cost of \$28,209, but without a tax id number I couldn't pursue that further.

Scholarships Status as of 3/12/2019

- Burr Ridge = \$200
- Elmhurst = \$400
- Westchester = \$200
- Hinsdale = \$100

Summer Day Updates

Still searching for possible locations.

We are currently have 3 separate camps. Summer Spectacular (5y-12y) Teen Tycoons (13y-17y) Gator Group (18y-22y). Camp dates are June 10 – August 2. Each age is handled with discretion knowing that every camper is different. Job announcements have been posted to various colleges, universities, career building websites, and RGA internal posting network.

Summer Camp & Member Agency Disability Awareness

With summer camp upon us, I would like to invite member agencies to reach out to me for any trainings on autism awareness, behavior management, and individual case study review or inclusion assessments.

Gateway SRA 30th Anniversary

Looking for contacts to create a video photo montage of Gateway SRA throughout the years. Evening would include, dinner, DJ, agency recognitions, presentation of Gateway SRA through the years, raffle prizes, etc. I would like to keep the event as low cost as possible and push for potential donors for dinner, DJ, and raffle prizes.

Summer 2019 Programs & Brochure

We would like to include summer happenings for member districts. Gateway SRA would also like to be involved with member district events as well, whether it's bringing a group out to summer concert series, movies in the park, 4th of July events, 5k/10k/walkathon events, anything!

Upcoming Winter/Spring Special Events

Gateway SRA Meets the Gateway...The Gateway Arch – March 22-24

Spring Break Camp – March 27 - 29

90's Party – April 12

Meal and a Movie – April 14 & May 19

Ladies Primping Night – May 23rd

Guys Night Out – May 23rd

Spring Fling – May 24th

Gateway SRA Gators Basketball 2019

The Gateway Gator basketball teams have had an incredible season this year! We have four teams with an average of 10 players per team. We have several new players joining the Gateway basketball program, including Caroline, Blake, Sean and Kevionn. These players are very excited about the opportunity to improve their basketball skills and get to know new basketball players.

The Special Olympic basketball qualifier was on January 27th at West Chicago High School for the Gators Red, White and Blue teams. The Gators Green team was moved to Region E and played at Thornwood High School in South Holland. Special Olympics moved the Green team to a different region because they felt it would be a better match up for the Green teams' skill level.

The Gators Blue team had a good season overall. They have several players who are getting better and better each year, including Anna, Patrick and Kiefer. William continues to be the "character" on the team. For the qualifier, the Gators Blue team was in a tough division. They played the NESRA Huskies White team first and played very well. The Gators Blue team was missing Shannon, one of their best players. Shannon had moved to the Gators White team, due to her increase in skill. The Gators Blue still played well and won their first game, 38-22! They were then in the championship match. They faced the FVSRA Gold Stars. The Gold Stars had one player who was noticeably better than the rest of their team. He stole the show. The Gators Blue played their hearts out, but ended up losing. They did receive the silver medal! The Gators Blue team had a great season!

The Gators White team had an exciting season. They added Shannon to their roster this year. She added another dimension to their game strategy. Season top scorers were Matthew, Niko, Brian and L.J. The Gators White faced the WDSRA Wildcats 4 at the qualifier to start off with. WDSRA 4 played well, but the Gators were on fire! The Gators won that game, 30-12! They then played the WDSRA Wildcats 7. This was a tough game and was close throughout the entire game. The Gators played great but ended up losing by only 2 points! They received the silver medal! Congrats to the Gators White team!

The Gators Red team added a new player, Caroline, as well as adding Manny from the Gators White team and Varun from the Green team. Even though they had several new players, they came together as a team. The veterans helped the new players become acclimated to the game strategy. The Gators Red team was in a very competitive division for the qualifier. The Gators Red team played the FVSRA Blue Stars first. The Gators Red team played great! They ended up winning with a final score of 42-24. They made some good baskets and had good communication on the court. The Gators Red team then played against Elmhurst College in the championship game. This was a challenge for the Gators. They played well in the first half, keeping the score close. The Gators still played strong in the second half, Joey had a couple of great steals and made some

good baskets. Beth was consistently strong and provided good leadership on the court. The Gators ended up losing their second game, 18-40. The Gators Red received the silver medal. They played their best!

The Gators Green team added three new players to their roster, Blake, Sean and Kevionn. All three of these players have a skill level that matches the rest of the team. They quickly became a part of the team, which was great to see! The Gators Green team was in the top division in the Region E qualifier. They were in a round robin with We Care 1 and Envisions (a team out of Chicago). The Gators Green started off playing Envisions. The Envisions team had some really good athletes. The Gators started off well, but then the second half of the game lost their momentum. The Gators lost this game by 30 points. The Gators Green team then faced We Care 1. This is also a very good basketball team- their players practice 6 days a week. The Gators tried their best and did manage to stay with We Care in the first couple of quarters. But then in the second half of the game, the Gators fatigue started to show. They tried their best and tried to maintain a positive attitude. They ended up losing by 26 points. The Gators Green received the bronze medal! They had a good season overall. Hopefully, Special Olympics will see that Region E is not the best place for the Gators Green to be in for next year.

Coaches from all four Gateway basketball teams told me that the Special Olympic officiating was not up to par and lacked consistency and a general understanding of how to call a Special Olympic basketball game. Hopefully, Special Olympics will rectify this for next year.

Congrats to all four Gateway basketball teams on a great season!



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MEMORANDUM

DATE: April 2nd, 2019

TO: President Cauley and the Village Board of Trustees

CC: Kathleen A. Gargano, Village Manager

FROM: Sammy Hanzel, Recreation Supervisor

RE: March Staff Report

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

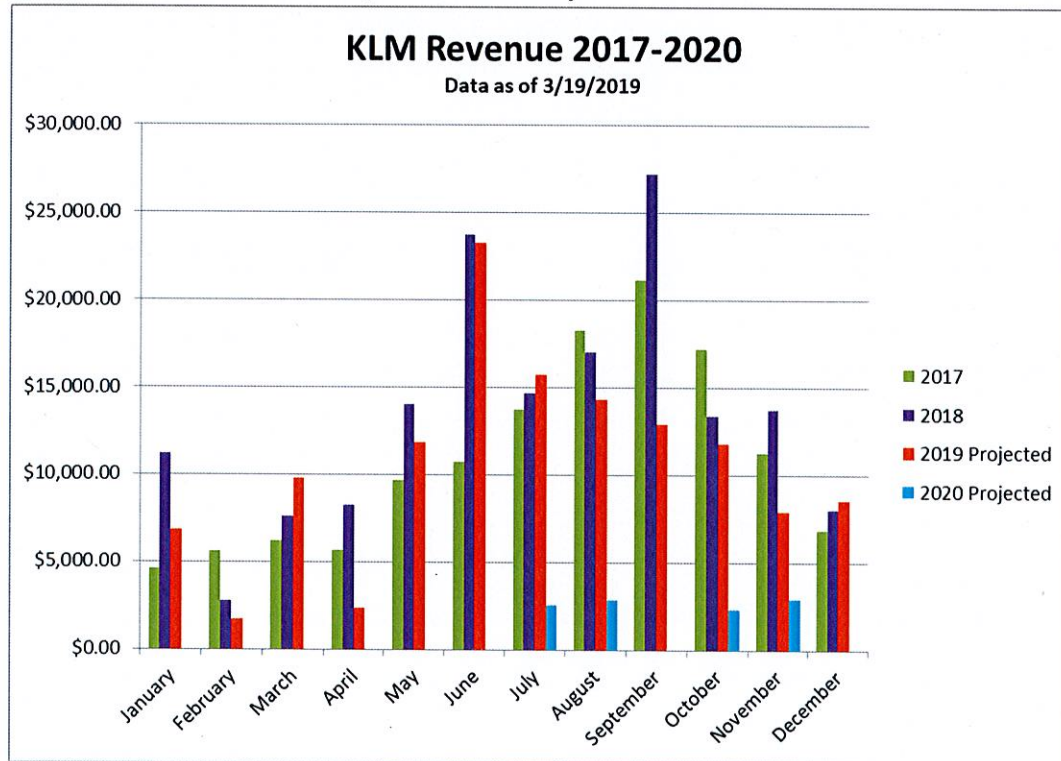
Katherine Legge Memorial Lodge

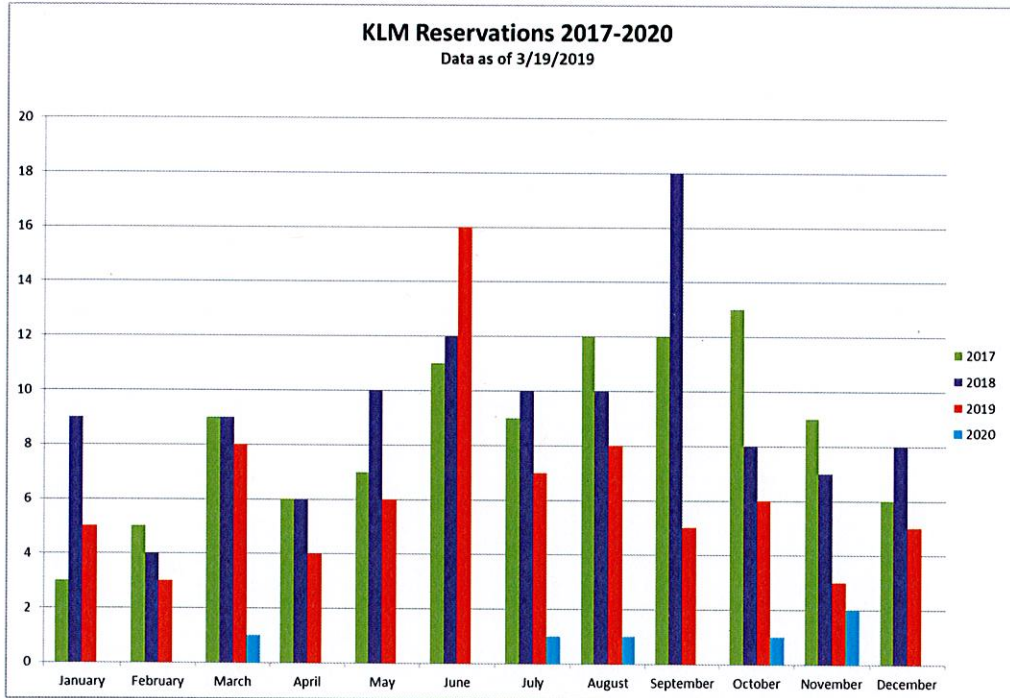
Preliminary gross rental and catering revenue for the fiscal year-to-date is \$155,084. Rental revenue for the tenth month of the 2018/19 fiscal year is \$1725. In February, there were three events held at the Lodge, which was one less than the previous year bookings for February. Expenses for February are higher than the previous year; this is due to building repairs made during the month of February, and timing of projects and invoices this fiscal year.

REVENUES	February		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	\$2,495	\$1,725	\$120,649	\$140,584	\$19,935	\$150,000	94%	\$160,000	75%
Caterer's Licenses	\$0	\$0	\$11,500	\$14,500	\$3,000	\$13,000	112%	\$11,000	105%
Total Revenues	\$2,495	\$1,725	\$132,149	\$155,084	\$22,935	\$163,000	95%	\$171,000	77%
EXPENSES	February		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	\$10,452	\$24,189	\$120,109	\$129,953	\$9,844	\$195,839	66%	\$197,651	61%
Net	(\$7,957)	(\$22,464)	\$12,040	\$25,131	\$13,091				

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	\$ 9,600	\$ 13,675
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,595	\$ 23,045
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 13,950	\$ 16,874
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,130	\$ 15,205
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,560	\$ 27,860
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 16,780	\$ 12,770
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 11,250	\$ 13,450
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 7,050	\$ 9,125
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 11,164	\$ 6,855
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495	\$ 1,725
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	\$ 134,101	\$ 140,584

The graph below shows the past three years of lodge revenue and the upcoming years' projections. Future projections are based on what is currently booked already. Also included is a graph indicating the number of reservations so far for 2019 and 2020 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 fourth meeting on March 21st. The committee is working on expanding the detailed marketing plan, specific to KLM; including rebranding marketing materials and upgrading the website. The next committee meeting will be held in June.

KLM Lodge hosted their annual Open House for potential clients and the public on March 14th. Over 100 people attended. Preferred caterers and vendors set up tables at this event as well.

Upcoming Brochure & Activities

Brochure & Programming

The winter/spring programs are underway. Spring T-Ball League begins April 3rd, it is at its maximum capacity of 96 kids. This program is supported by 24+ volunteer coaches and league sponsor, Spring Orthodontics. The 2019 Summer Brochure was delivered to



MEMORANDUM

residents and available online on March 18th. Resident registration opened March 25th and non-resident registration will open on April 8th.

Special Events

The next special event will be the Easter Egg Hunt on Saturday April 20th, in Robbins Park. This event is coordinated in conjunction with the Community House. The week after the Egg Hunt is our annual Park Clean-Up Day on Friday, April 26th to celebrate Earth Day. Community groups volunteer and conduct park clean-up projects or do spring plantings in conjunction with the Public Services Department. Trader Joe's donates snacks and refreshments for all our volunteers.

Community Pool

2019 pool passes went on sale on March 1st. So far 2019 membership sales are ahead by 22%. A breakdown of total pass sales compared to the prior year are provided in a table below.

The Super Pass lottery was drawn on March 18th. There was a limit of 100 passes available which sold out, and unfortunately 106 still had to be turned down this year to due lack of sufficient passes available for sale. Super Passes allow access to both the Hinsdale and Clarendon Hills pools. In order to enroll in the lottery you had to purchase a Hinsdale Pool membership.

Details on the upcoming season's programming and events are included in the Summer Brochure. Expect new pool events like Member Appreciation Night, Mermaid and Pirate Meet-n-Greet, and Armed Forces/First Responders Night; and returning events like Cardboard Boat Regatta, Christmas in July/Float-in Movie, and the Dog Days of Summer. The pool opens for the season on Saturday, May 25th.

MEMORANDUM

As of March 21, 2019		As of March 23, 2018 2018 Pass Revenue						As of March 21, 2019 2019 Pass Revenue					
		New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year	New Passes	Renew Passes	Total	Revenue	% Change Over Prior Year	Change Over the prior year
Resident													
Nanny + Nanny Super		4	13	17	\$950	-30%	-\$415	13	15	28	\$1,560	64%	\$610
Family Primary		17	65	82	\$22,170	27%	\$4,770	31	64	95	\$27,550	24%	\$5,380
Family Secondary		78	216	294		#DIV/0!	\$0	109	216	325			
Individual		1	3	4	\$495	0%	\$0	1	0	1	\$165	-67%	-\$330
Senior Pass		1	3	4	\$320	-43%	-\$240	5	7	12	\$960	200%	\$640
Family Super		19	6	25	\$6,644	-16%	-\$1,226	62	13	75	\$3,750	-44%	-\$2,894
Family Super Secondary		61	12	73	\$1,800	67%	\$720	16	6	22	\$1,100	-39%	-\$700
Family Super Third				0		-100%	-\$1,035			0		#DIV/0!	\$0
Family Super 4+				0		-100%	-\$480			0		#DIV/0!	\$0
Individual Super Pass				0		#DIV/0!	\$0			0		#DIV/0!	\$0
Senior Super Pass				0		#DIV/0!	\$0			0		#DIV/0!	\$0
Resident Total		181	318	499	\$32,379	7%	\$2,094	237	321	558	\$35,085	8%	\$2,706
Neighorly													
Neighbor Family		3	9	12	\$4,405	-39%	-\$2,820	13	13	26	\$9,515	116%	\$5,110
Neighorly Individual		0	0	0	\$0	#DIV/0!	\$0	0	0	0	\$0	#DIV/0!	\$0
Neighbor Add'l		11	30	41		#DIV/0!	\$0	39	42	81	\$0	#DIV/0!	\$0
Neighorly Total		14	39	53	\$4,405	-39%	-\$2,820	52	55	107	\$9,515	116%	\$5,110
Non-Resident													
Non Resident Family		0	0	0	\$0	-100%	-\$515	0	0	0	\$0	#DIV/0!	\$0
Non Resident Family Secondary		0	0	0		#DIV/0!	\$0	0	0	0	\$0	#DIV/0!	\$0
Non Resident Individual		0	0	0	\$0	#DIV/0!	\$0	0	0	0	\$0	#DIV/0!	\$0
Non Resident Senior		1	0	1	\$155	#DIV/0!	\$155	1	0	1	\$155	0%	\$0
Non Resident Nanny		1	1	2	\$180	-33%	-\$90	4	3	7	\$630	250%	\$450
Non-resident Total		2	1	3	\$335	-57%	-\$450	5	3	8	\$785	134%	\$450
10-Visit		3		3	\$240	41%	\$70	1		1	\$70	-71%	-\$170
TOTAL				0	\$37,359	-3%	-\$1,106				\$45,455	22%	\$8,096

Field & Park Updates

Fields/Parks

All fields and bathrooms were reopened as of April 1st for the spring season. The majority of our field space is already booked. Public Services staff have been working hard preparing fields and parks for spring, including lining fields, aerating, and seeding.

Platform Tennis

Memberships

Renewal letters were sent out to past members in late August. This was three weeks later than the normal timeframe due to pricing discussions with HPTA and the Village Board. Pricing for the 2018/19 season increased as indicated in the chart below. A late of \$50 is now being charged for all registrations. Current year-to-date membership revenue in comparison to the same period of the previous year is indicated in the chart below.

MEMORANDUM

Platform Tennis Membership Summary

	2017					2018							
Memberships as of 2/20/19	2017 Fees	New Members	Renewal Members	Total Members	Revenue YTD	2018 Fees	New Members	Renewal Members	Total Members	Change over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year
Resident Individual	\$200	10	53	63	\$12,600	\$250	11	42	53	-10	\$13,250	\$650	5%
Resident Family	\$250	5	20	25	\$6,250	\$300	5	11	16	-9	\$4,800	-\$1,450	-23%
Resident Secondary	\$0	14	53	67	\$0	\$0	18	23	41	-26	\$0	\$0	0%
Resident Total		29	126	155	\$18,850		34	76	110	-45	\$18,050	-\$800	-4%
Non-Resident Individual	\$300	16	96	112	\$33,600	\$375	39	86	125	13	\$46,875	\$13,275	40%
Non-Resident Family	\$375	3	21	24	\$9,000	\$450	4	22	26	2	\$11,700	\$2,700	30%
Non-Resident Secondary	\$0	18	48	66	\$0	\$0	23	42	65	-1	\$0	\$0	0%
Non-Resident Total		37	165	202	\$42,600		66	150	216	14	\$58,575	\$15,975	38%
Total Lifetime Members		0	227	227	\$0		1	204	205	-22	\$0	\$0	0%
Res League Players 10 Visit	\$100	3	0	3	\$300	\$125	2	0	2	-1	\$250	-\$50	-17%
NR League Players 10 Visit	\$150	2	0	2	\$300	\$188	3	0	3	1	\$564	\$264	88%
10 Visit Total				5	\$600		5	1	6	1	\$814	\$214	36%
Total Memberships/Revenue		71	518	589	\$62,050		106	430	537	-52	\$77,439	\$15,389	25%

Parks Maintenance Monthly Report – February 2019

Activity Measures:

February Total			
Job Task	Hours	Accomplished	Units
Administration	0	0	Hour
Clean Bathroom	24	2	Each Bathroom
Refuse Removal	12	12	Each Can
Fountain Maintenance	0	0	Hour
Litter Removal	12	12	Hour
Weed Removal	0	0	Hour
Brush Pick Up	8	8	Hour
Athletic Field Striping	0	0	Each Field
Infield Maintenance	0	0	Each Field
Athletic Goal/Net Maintenance	0	0	Each Goal
Turf Repair/Sod Installation	0	0	Hour
Aeration	0	0	Hour
Over seeding	0	0	Lbs. of Seed
Turf Evaluation/Soil Testing	0	0	Each
Hardwood Mulch Installation	0	0	Cubic Yard
Leaf Mulching	0	0	Hour
Mowing	0	0	Hour
Land Clearing	0	0	Hour
Planting Bed Preparation	0	0	Each Bed
Plant Installation/Removal	0	0	Hour
Flowering Bulb Installation/Removal	0	0	Hour
Tree and Shrub Maintenance	0	0	Each
Fertilization	0	0	Hour
Watering	0	0	Hour
Pest and Weed Control (chemical)	0	0	Hour
Irrigation Start Up (spring)	0	0	Each
Irrigation Repair	0	0	Each
Irrigation Winterization	0	0	Each
Playground Maintenance/Repair	6	6	Hour
Playground Inspection	0	0	Each
Playground Mulch Installation	0	0	Cubic Yards
Holiday Decorating	0	0	Hour
Platform Tennis Repairs	10	6	Each
Special Events	0	0	Hour
Building Maintenance	0	0	Hour
Equipment/Vehicle Maintenance	0	0	Each
Training/Education	6	6	Hour
Skate Park Maintenance	0	0	Hour
Ice Rink Maintenance	97	97	Hour
Miscellaneous	0	0	Hour

**Parks Maintenance
Monthly Highlights – February 2019**

- **Contractual Maintenance**
 - **Rain Garden Maintenance**
 - Spring clean-up is scheduled for April 2019
- **General Park Maintenance**
 - **Bathroom Shelters (KLM)**
 - Cleaned Monday – Friday
 - Remain open to accommodate winter activities
- **Athletics**
 - **Ice Rink**
 - Burns Field's ice rink was maintained throughout the month. This includes snow removal after storms and additional layering with water to repair damaged ice and improve the skating conditions.
 - **Platform Tennis**
 - Snow boards on all courts at KLM Park and Burns Field were inspected and repaired/replaced as necessary.
 - New court strap hooks were installed on all courts at KLM Park.
- **Other**
 - Parks Staff spent much of the month assisting with snow events.
 - Village staff completed training on CPR.
 - Staff reviewed the Mosquito Abatement Program for 2018 with Clarke Mosquito and discussed the 2019 program.
 - Staff participated in the College of Dupage Career Night and gave information to participants on open seasonal and full-time positions in Parks and Recreation.



7a

ADMINISTRATIVE POLICY

VILLAGE OF HINSDALE PARKS & RECREATION DEPARTMENT Naming Rights Policy

Purpose

The purpose of this policy is to establish and provide guidelines, standards, and procedures for the naming of new or existing unnamed Village of Hinsdale Parks and Recreation park land, facilities, and amenities.

Policy

It is the policy of the Village of Hinsdale not to rename existing parks, facilities, and amenities except in the case where continued use of a name is not in the best interest of the Village as determined by Village Board of Trustees.

Naming requests should be significant or symbolic; commemorating places, people, or events that are of continued importance to the community and future generations. Naming shall not result in undue commercialization of the park land, facility, or amenity.

Naming of newly acquired park land, and existing or new facilities and amenities should only be approved or recommended after careful consideration and in conformance with the procedures and guidelines set forth in this policy. The Village of Hinsdale reserves the right to add special conditions or requirements to each request. Compliance with these guidelines will be considered as the basis for a recommendation by the Parks and Recreation Commission to the Village Board only.

The Village Board of Trustees reserves the right to name new park land, facilities, and amenities in a way that best serves the interest of the community, and ensures a worthy and enduring legacy for the Village's park system.

Definitions

- Park Land: includes all currently designated or newly acquired public parks, gardens, and any natural spaces located within or owned and maintained by the Village.
- Facilities: any building or structure owned, operated, or leased by the Village and used primarily for Parks and Recreation Department programming.
- Amenities: All amenities and features other than facilities located on Village owned or leased park land.

General Considerations

- A. All signs that indicate the name of park land, facilities, or amenities shall comply with the established Village of Hinsdale aesthetic standards and comply with the applicable Village Code and Zoning regulations separate from this policy. Upon approval of the request, all costs associated with the purchasing and installation of signage shall be the responsibility of the requestor.
- B. The duration of the naming rights will coincide with the lifespan of the park land, facility, or amenity.
- C. Naming requests shall not result in duplicate names of park land, facilities, or amenities.

Naming Rights Categories and Requirements

- Individuals or Groups:
 - Must possess outstanding significance to the Village and should have positively impacted an aspect of Village operations for at least five (5) years.

ADMINISTRATIVE POLICY

- Contributed substantial services to the expansion and growth of the Village, been closely associated with a significant community event, or brought honor to the Village through meritorious achievement at the local, national, or international level.
- If the Request is for an individual, that person must have resided in the Village of Hinsdale for a minimum of five (5) years.
- 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 five (5) years is required in relation to post-mortem requests.
- Major Donations:
 - Contribution by the donor of at least 50% of capital construction, purchasing, or maintenance costs associated with developing/upgrading/expanding park land, facilities, or amenities.
 - Donation of a facility or park land was deeded to the Village by the donor.
- Historical Naming:
 - Community wishes 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.
 - The historical significance of the event, people, and/or place must be demonstrated through research and written documentation.

Procedure for Naming Rights Requests

1. Donor is required to complete the Naming Rights Application and submit it to the Parks and Recreation Department Director or designee.
2. Applications will be reviewed by the Parks and Recreation Department Director or designee, and if they meet the criteria set forth in this policy, they will be forwarded to the Village Board of Trustees for review as a discussion item.
3. If approved for consideration by the Village Board, the Naming Rights application will then be referred to the Parks and Recreation Commission for review at their next meeting. Prior to the Parks and Recreation Commission meeting the following is required:
 - i. Applicant submits petition with a minimum of 200 signatures from Hinsdale residents over the age of 18 supporting the naming request.
 - ii. The Village will post public notices soliciting public input on the naming request.
4. First review of the Naming Rights Application by the Parks and Recreation Commission will be as a discussion item and no vote will be taken until at least 30 days after the initial discussion to allow time to gauge public support and contact potentially impacted stakeholders.
5. Following the review, the Parks and Recreation Commission will vote to approve or deny the application and make a recommendation to the Village Board of Trustees. No member of the Commission shall participate in the vote of any matter in which that member has an interest as defined in the Hinsdale code of ethics ordinance.
6. Upon receipt of the recommendation by the Board of Trustees, the Naming Rights application will be presented as first and second readings for final consideration and approval. The Village Board's decision is final.

This Policy is issued by and under the authority of the Village Manager, who pursuant to statute and ordinance has the authority and responsibility to do so. The decision of the Village President or his or her designee, concerning proclamations and the interpretation or enforcement of this Policy is final.

ISSUED this _____ day of _____, _____.

Kathleen A. Gargano, Village Manager

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Naming Rights Application

Person completing application _____
On behalf of (person or organization) _____
Address of person completing application _____

Home Phone # _____ Cell _____ Work _____
Email _____

Name Request _____
Park land, facility, or amenity for naming request _____

- Please attach documentation explaining why this name should be considered and how it meets the criteria set forth in this policy. Attach any other supporting documents such as newspaper articles, and at least three letters of recommendation from interested/impacted stakeholders.
- If naming after an individual, please verify that the person or their immediate family has been contacted. Please attach written approval from the individual or person's immediate family.

Person Contacted _____ Phone # _____
Person's Address _____
Relationship to Name Request _____
Date Contacted _____ By Whom _____

OFFICE USE

Date Received _____ Received By (Staff Initials) _____
Request Verified by Parks and Recreation Director or designee _____
Date Reviewed by Village Board _____ Referred to Parks & Recreation Commission? YES / NO
Schedule for Parks and Recreation Commission Review _____
Action _____
Petition with at least 200 approval signatures received YES/ NO Date _____
Public notice posted by staff _____
Schedule for Village Board Review _____
Action _____

If Approved

Final name _____
Location of park, facility, or amenity _____
Signage details _____
Dedication date _____