



MEETING AGENDA

MEETING OF THE PARKS AND RECREATION COMMISSION

Tuesday, October 8th, 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
 - a) Approval of minutes—September 10, 2019
 - b) Approval of minutes—September 20, 2019
5. LIAISON REPORTS
 - a) Gateway Special Recreation Association Report
6. MONTHLY REPORTS
 - a) Recreation Staff Report – September 2019
7. OLD BUSINESS
 - a) KLM Brochure
8. NEW BUSINESS
 - a) HTA Review & License Agreement
 - b) Park Walkthroughs
9. CORRESPONDENCE
10. OTHER BUSINESS/DISCUSSION ITEMS
 - a) Pool Improvement Planning
 - b) Construction Update

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.

Ha.

**VILLAGE OF HINSDALE
MINUTES OF THE MEETING
PARKS AND RECREATION COMMISSION
Tuesday, September 10th, 2019**



CALL TO ORDER

Chairman Waverley called the meeting to order at 7:00pm.

ROLL CALL

Members Present:

Chairman Alice Waverley, Commissioners Chris Boruff, Steve Keane, Darren Baker, and John George

Absent:

Commissioner Heather Hester

Others Present:

Rich Klark, WT Engineering
Tom Lalonde, Williams Architects

Staff Present:

Brad Bloom, Assistant Village Manager/Director of Public Safety
Heather Bereckis, Superintendent of Parks and Recreation
Sammy Hanzel, Recreation Supervisor
Maggie South, Administrative Assistant
George Peluso, Director of Public Services

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

A. Approval of minutes—July 23, 2019

Commissioner Boruff motioned to approve the draft minutes as presented. Commissioner Keane seconded the motion. A voice vote was called and all were in favor. The motion passed.

LIAISON REPORTS

A. Gateway Special Recreation Association Report

Ms. Bereckis presented the report. There was nothing major to note. Registrations are going well at this time. Gateway used Hinsdale's softball fields for their softball league this summer and it was a success. They are currently seeking staff.

MONTHLY REPORTS

A. Recreation Staff Report – August 2019

The Lodge is doing well. The new photos will be presented at the next meeting. The new marketing and website will help as well. August was a good month and higher than 2018. Fall brochure has been delivered and programs have begun. Fall Fest has been moved back to Hinsdale Middle School. The last pool event was Dog Days of Summer on September 7. The pool is officially closed and will be drained soon. Upcoming events are Movie in the Park, Fall Fest, Holiday Express, and Breakfast with Santa.

Field rentals are booming. New football and soccer groups are requesting field space all the time. Veeck is popular as it is a lit soccer field. So far, the weather has been cooperating. Football, soccer, and lacrosse have started at various parks. Cross Country is taking place at KLM.

The unofficial pool numbers will be presented at the October meeting, with the final wrap-up happening at the November meeting. Aquatics Coordinator Brian Powell will be present to meet the Commission at that time. The new Pickleball courts were opened prior to the meeting. Chairman Waverley was very complimentary of the new pickleball and basketball courts at Brook Park. Pickleball programming will be expanding in the future.

OLD BUSINESS

None

NEW BUSINESS

A. Pool Audit

Mr. Peluso presented the report for the Commission and introduced the guests from Williams Architects. The main concerns are the filters and the lap pool deck and gutter system. The Commission asked for clarification regarding the electrical components and the deck settlement. Mr. Peluso pointed out that many things can cause the settlement, including age. The Commission also inquired what the average lifespan of a pool of this size would be in this climate. The engineers described the condition of the pool to the Commission. The structure is in good condition. Some pools can last 40 - 50 years. The filters and gutters need to be replaced to maintain operations. Potentially, these repairs could increase the lifespan by 15 - 20 years. The Commission asked about the potential causes of the deterioration and the time commitment to repair the grout. Chairman Waverley asked the engineers about the potential costs associated with this work. She also asked if the pool could make it through another season. The engineers answered that it is possible. However, the more water gets into the grout, the faster it will deteriorate, and it is not cost effective to break it up into two years. Mr. Peluso assured the Commission that Public Services will do everything they can to keep the pool open. Further clarification was given regarding the timeline to make repairs and what requires further investigation. The engineers recommend doing soil borings to see what the soil conditions are under the deck. The engineers further clarified how significant the work would be on replacing the deck. The condition of the pump house was discussed. Any work that may need to be done to the building would not interfere with any new filters. Mr. Peluso suggested having a meeting at the pool to view the areas of concern. The Commission and engineers discussed the order in which things need to be done and the bid process, as well as what changes could be made to the deck area. The engineers described what their companies do for the Commission and their backgrounds in the aquatics industries, including renovations of existing pools as well as design of new pools. They discussed comparable pools in the area. The Commission discussed at what point the pool should be replaced, as the previous pool lasted about 30 years and the pool is currently 27 years old. The engineers feel that the pool is structurally in good shape. Mr. Bloom asked if there would be an option to put in a liner if the shell of the pool began to crack. This means that any investment made now would still be valuable, even if the shell began to deteriorate. Mr. Bloom then asked if it would be better to line the pool now. The engineers pointed out that they did not see a potential for a problem with the structure of the pool, so there would be no need to line the pool. The Commission discussed replacing the raindrop and kiddie slide feature rather than repainting them. The electrical surges and needs in the future were discussed. Chairman Waverley asked if the pool could make it through the season without doing the grouting or painting. Mr. Peluso assured the Commission that Public Services would do everything possible to make sure the Pool is operational for the 2020 season. Ms. Bereckis noted that there is potential in years 3 and 4 for new features, such as a climbing wall or new features in the baby pool. She further clarified that while certain items need to be done to maintain the pool; there is room for the Commission to make suggestions

about new and exciting potential features. The Commission would like to see the Pool grow with new amenities for the community.

B. Park Bench Donation- Rinder Family

Ms. Bereckis presented the request to the Commission. She noted that the new benches at Robbins Park have all been installed and they look wonderful. This particular request is for KLM from the Rinder family. Benches will be installed at KLM next. Then Stough, Melin, and Dietz will be installed in that order. Commissioner Baker motioned to approve the request from the Rinder family. Commissioner George seconded the motion. A voice vote was called and all were in favor. The motion passed.

CORRESPONDENCE

None.

OTHER BUSINESS/DISCUSSION ITEMS

A. Pool Improvement Planning

Nothing to add.

B. Mission and Vision sub-committee

Ms. Bereckis discussed the need for a sub-committee regarding this issue. Chairman Waverley and Commissioner Boruff both indicated that they would be willing to serve on this. Commissioner Boruff discussed his desire for goals to guide the Commission as they make decisions. The Commission then discussed whether there was an actual need for a mission and vision statement and the ways the Department manages its budget. Mr. Bloom gave an overview of the role Commissioners play in Village matters. Ms. Bereckis noted the importance of community park stewards and the value of Commissioners helping in this capacity. A decision was made to not move forward with the development of a general mission and vision statement at this time.

C. Combined Pool and Paddle Passes

Ms. Bereckis presented the idea of selling dual pool and paddle passes. The Commission questioned how many people currently purchase both and the possibility of cannibalizing sales of one or the other. They expressed the need for data before they explore the idea further.

D. Construction Update

The construction of the new pickleball courts at Brook Park is complete and the ribbon cutting ceremony was held. The resurfacing of the tennis and basketball courts at Brook and Stough Parks are done, as well as the parking lot at KLM. The courts at Peirce are scheduled to be resurfaced next. Mr. Bloom provided an update regarding the Tollway.

E. Eagle Scout Project

Ms. Bereckis presented the Eagle Scout Project to the Commission. Cole Harris and his Troop renovated the nature playground at KLM. Cole was presented with a Certificate of Appreciation by President Cauley at the most recent board meeting.

ADJOURNMENT

There being no further business, Commissioner George motioned to adjourn the meeting at 9:13pm. Commissioner Boruff seconded the motion. A voice vote was called and all were in favor. The meeting was adjourned at 9:13pm.

ATTEST: _____
Maggie South, Administrative Assistant

**VILLAGE OF HINSDALE
MINUTES OF THE MEETING
PARKS AND RECREATION COMMISSION
Friday, September 20th, 2019**



DRAFT

CALL TO ORDER

Superintendent Bereckis called the meeting to order at 2:30pm

ROLL CALL

Members Present:

Chairman Alice Waverley, Commissioners Steve Keane, Heather Hester and Greg Moore

Absent:

Commissioners Chris Boruff, John George, and Darren Baker

Staff Present:

Brad Bloom, Assistant Village Manager/Director of Public Safety
Heather Bereckis, Superintendent of Parks and Recreation
Sammy Hanzel, Recreation Supervisor
Mark Pelkowski, Water Plant Superintendent
George Peluso, Director of Public Services

PUBLIC COMMENT

None.

OLD BUSINESS

A. Pool Audit Walkthrough

An onsite walkthrough of the pool audit was completed. No new information was reviewed from the September 10th Parks & Recreation Commission meeting. Commissioners agreed that the current timeline, starting in fall 2020, should be used to ensure proper time for project vetting, budgeting, and bidding.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:31pm.

ATTEST: _____

Heather Bereckis, Superintendent of Parks & Recreation

Gateway Special Recreation Association

Board Meeting

Thursday, September 12, 2019

3:00 PM

Oak Brook Family Recreation Center

1450 Forest Gate Road

Oak Brook 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 August, 2019 Regular Meeting Minutes

B. Approval of the September, 2019 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Vehicle lease/purchase discussion

B. Gas Card

VIII. NEW BUSINESS

A- Updated Third Addendum

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

August 8, 2019

- I. **Call to Order:** Chairman Fenske called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:01pm on August 8, 2019 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Billy Rosinia, Countryside; Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Karen Spandikow, Oak Brook; Matt Russian, Pleasant Dale; Dean Hoskin, Westchester; John Fenske, Willowbrook

Absent: Jim Pacanowski, Burr Ridge

Ray Graham Staff: Ryan Massengill

Visitors: None

Scott Nadeau, York Center arrived after roll call was taken.

- II. **Open Forum:** Chairman Fenske welcomed Billy Rosinia to the Board of Directors. Mr. Rosinia will be serving as the Countryside representative moving forward.

- III. **Board Member Comments:** Cindy Szkolka added that Elmhurst is developing plans for new indoor space and some of that space may be available for Gateway programming.

- IV. **Communications:** None

- V. **Omnibus Agenda:**

- A. Approval of July, 2019 Regular Meeting Minutes
- B. Approval of August, 2019 Treasurer's Report

Chairman Fenske requesting removing item B. August, 2019 Treasurer's Report from the Omnibus Agenda until Treasurer Nadeau arrived in order for him to provide comment as needed.

A motion was made by Cindy Szkolka, Elmhurst; to approve item A. - July, 2019 Regular Meeting Minutes and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

VI. Reports:

RGA Monthly Report-Superintendent Massengill reviewed her report noting that volleyball registrations have finished and are at the same level as last year. A group of 25 will be headed to the White Sox game this upcoming weekend. Summer camp ended and the hope is to finalize the transportation bill earlier than last year. A full camp specific report will be presented at next month's meeting. Staff have started to depart after their summer responsibilities and 11 openings are anticipated so recruitment is in full swing. Vehicle 192 is in the shop in order to fix the A/C. Scholarship status was reviewed noting everyone that wanted to participate was able to do so. Fall brochures are out and registration is underway. Due to increased demand, a fifth basketball team has been added and is in need of gym space on Tuesdays from 6:15-8pm. Summer highlights were reviewed, including a great time at the Chicago Dogs game as well as upcoming Adventure Week and a trip to Minnesota.

VII. Old Business:

- A. Vehicle Lease/Purchase Discussion- No update on the delivery of the new vehicle. It should be arriving soon. With the current RGA contract being extended for one year, the paperwork needs to be finalized to include the duration of the lease. Superintendent Massengill has been in contact with the RGA purchasing department and that paperwork should be forthcoming. The final payment for the lease is also anticipated.

VIII. New Business:

- A. Gas Card- The Village of Hinsdale was allowing Gateway to utilize their municipal pumps and then sending an invoice. That option is no longer available so discussion around an alternative was initiated. Chairmen Fenske researched the Illinois Fleet Card/Wex Card. RGA currently uses a Fleet Card and vehicle 283 came with a card, as long as "fleet status" was established. Each vehicle within the fleet would receive a card and the cards are vehicle specific. Gateway would qualify for fleet status by having purchased a vehicle within the last year and having a minimum of 3 vehicles. Current normal procedure on Gateway trips is to take additional petty cash to pay for gas. Another suggestion was to apply for a specific gas station card (Shell, Mobil, etc.) The Illinois Fleet card is not limited within the state of Illinois. A question was raised about purchase limits on the card (gas, windshield fluid vs. snacks). The Village of Oak Brook was suggested as another option from which to purchase fuel at a current rate of \$2.59/g with no service fees but was decided against due to logistics of filling up multiple vehicles and the time requirement.

A motion was made by Scott Nadeau, York Center; to apply for a Wex Card for Gateway fuel usage and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

Superintendent Massengill noted that Gateway will continue to use the RGA cards and pay accompanying invoices to RGA until the new cards are received.

Business returned to Item V-Omnibus Agenda

Treasurer Nadeau noted that a large balance is shown in money market account balance (\$401,961) due to the July check for service contract (about \$115,00) not being deposited yet.

A motion was made by Heather Bereckis, Hinsdale; to approve item B. – August, 2019 Treasurer's Report and seconded by Dean Hoskin, Westchester.

On a voice vote, the motion passed unanimously.

IX. Open Forum:

Matt Russian inquired about the "main" address used for Gateway as various agency Certificates of Insurance displayed different addresses. 15W431 59th Street, Burr Ridge, IL 60527 was decided upon. The vehicle registrations all display Elmhurst addresses so those will need to get updating moving forward. The billing address should coordinate with the agency of the current Treasurer.

X. Adjournment: Dean Hoskin, Westchester; made a motion to adjourn the meeting, seconded by Scott Nadeau, York Center. Motion passed on a voice vote. Meeting adjourned at 3:37 pm.



Gateway SRA Board Meeting
September 12, 2019
RGA Report



Fall 2018/2019 Comparison
As of 9/10/2019

September 2018

District	Registered Participants
Burr Ridge	6
Elmhurst	50
Hinsdale	19
Oak Brook	6
Pleasant Dale	5
Willowbrook	6
Westchester	5
York	1
Countryside	1
Non-resident	8
Total	107

Fall Program Line Up

- 28 Weekly Programs
- 10 Special Events
- 2 Week Camp Snowflake

Potentially Cancelled Programs

- Bumper Bowl
- Family Play Group
- Little Explorers Day Out
- Octoberfest for Kids
- Games Galore

Gateway Staff Update 9/10/2019

Total Staff

- 4 Full Time, 1 Recreation Activity Leader, 9 Recreation Leaders, 9 Recreation Aides, 20 Camp Counselors

We currently have the following positions **OPEN**:

- 1 Recreation Activity Leader
- 4 Recreation Leaders
- 5 Recreation Aide

Recruiting Efforts

College of DuPage – Service Learning Fair

Benedictine University – Fall internship and career fair 2019 – October 19

September 2019

District	Registered Participants
Burr Ridge	8
Elmhurst	55
Hinsdale	21
Oak Brook	8
Pleasant Dale	3
Willowbrook	6
Westchester	4
York	0
Countryside	2
Non-resident	7
Total	114

Full Programs as of 9/10/19

- Recreation “Sense”ation – No WL
- Northern Social Club – No WL
- Saturday Night Explorers North – No WL
- Shop Till You Drop Event – No WL

Gateway Vehicles Update as of 9/10/19

Vehicle #	Type	Year	Mileage	Maintenance	Plans
283	Paratransit Bus Ford E450 15p + WC	2016	34,475	Oil Change	Lease Ends June 2022
192	Paratransit Bus Ford E450 15p + WC	2004	89,315	Safety Check, A/C, Oil Change	Replace with New Lease in 2022
170	15p Van Ford E350	2002	57,454	Safety Check	Replacing with new-FY21
171	15p Van Ford E350	2002	140, 077	None	Replacing with new-FY20

Scholarships Status (Programs) as of 9/10/2019

Burr Ridge = \$100 (1)

Elmhurst = \$475 (5)

Westchester = \$200 (2)

Pleasant Dale = \$108.50 (1)

Willowbrook = \$249.00 (2)

Gateway SRA Gators Special Olympic Basketball Teams

This year we are anticipating 5 basketball teams. With that said we will be in need of basketball coaches, volunteer score keepers, and volunteer referees.

RGA Monarch Walk

This year's monarch walk for RGA will be on Saturday, September 22 at North Central College Recreation Center. Gateway SRA does have a team this year and would invite you to attend this event as well as join our team. Register at www.themonarchwalk.org and click join a team – Gateway SRA Gators

September Highlights

Saturday Night Fever Dance – September 14

Main Event – September 20

Upcoming Special Events

Meal and a Movie

Monster Mash

QBar and Bears Game

Friendsgiving

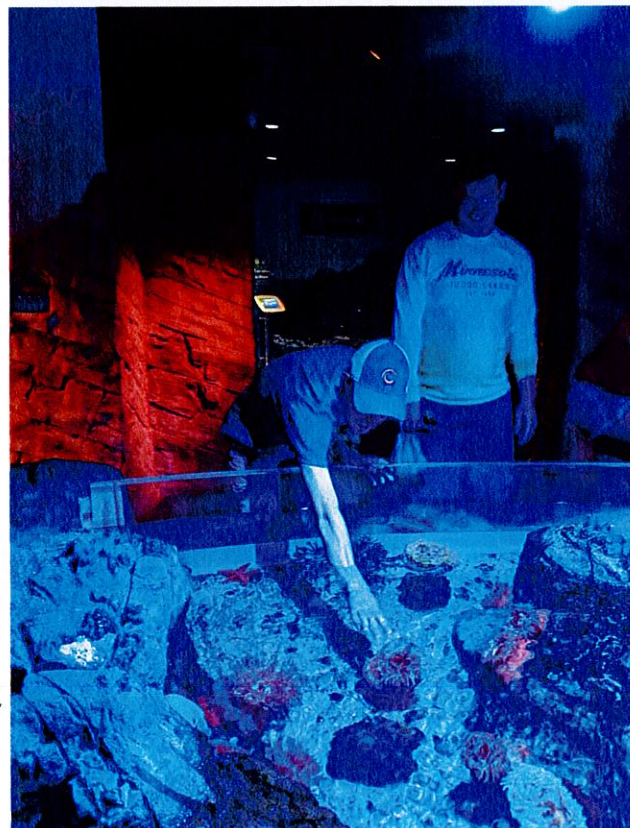
Shop Till You Drop

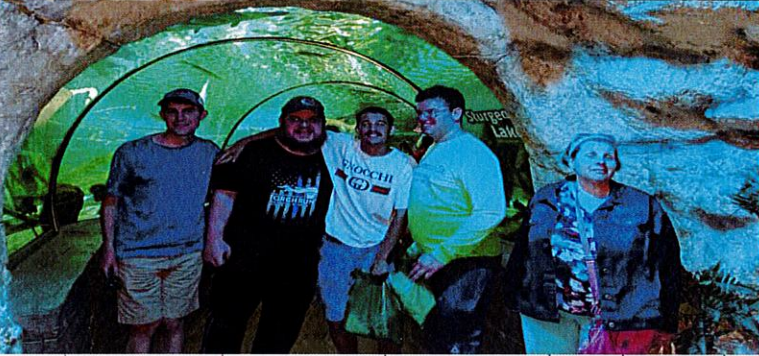
Ugly Sweater Party

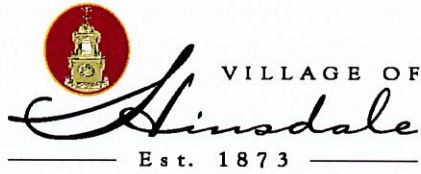
Summer Program Highlights

Minneapolis/Bloomington – Mall of America Trip

We ended our summer with an amazing and unforgettable trip to Minneapolis, Minnesota. We packed so many adventures into 4 days of fun! We traveled to the Mall of America, ate lunch at the Hard Rock Café, touched sea creatures at Sea Life Aquarium, wild rides through the biggest mall in America, toured Princes home, and capped the weekend off with a Minnesota Twins win!







6a.

MEMORANDUM

DATE: October 8, 2019

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: September Staff Report

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

Katherine Legge Memorial Lodge

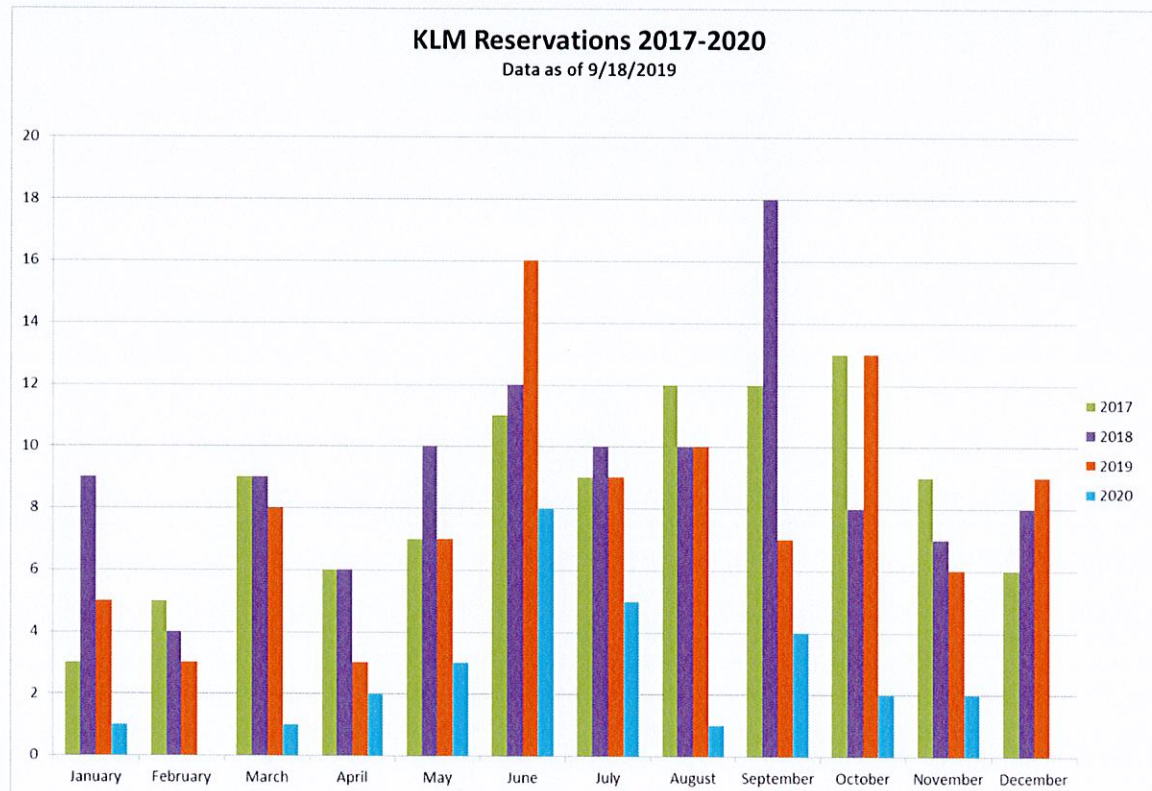
Preliminary gross rental and catering revenue for the fiscal year-to-date is \$94,579. Rental revenue for the fifth month of the 2019/20 fiscal year is \$13,980. In August, there were eight events held at the Lodge, which was six less than the previous year. Expenses for August are lower than the previous year; due to fewer events being held.

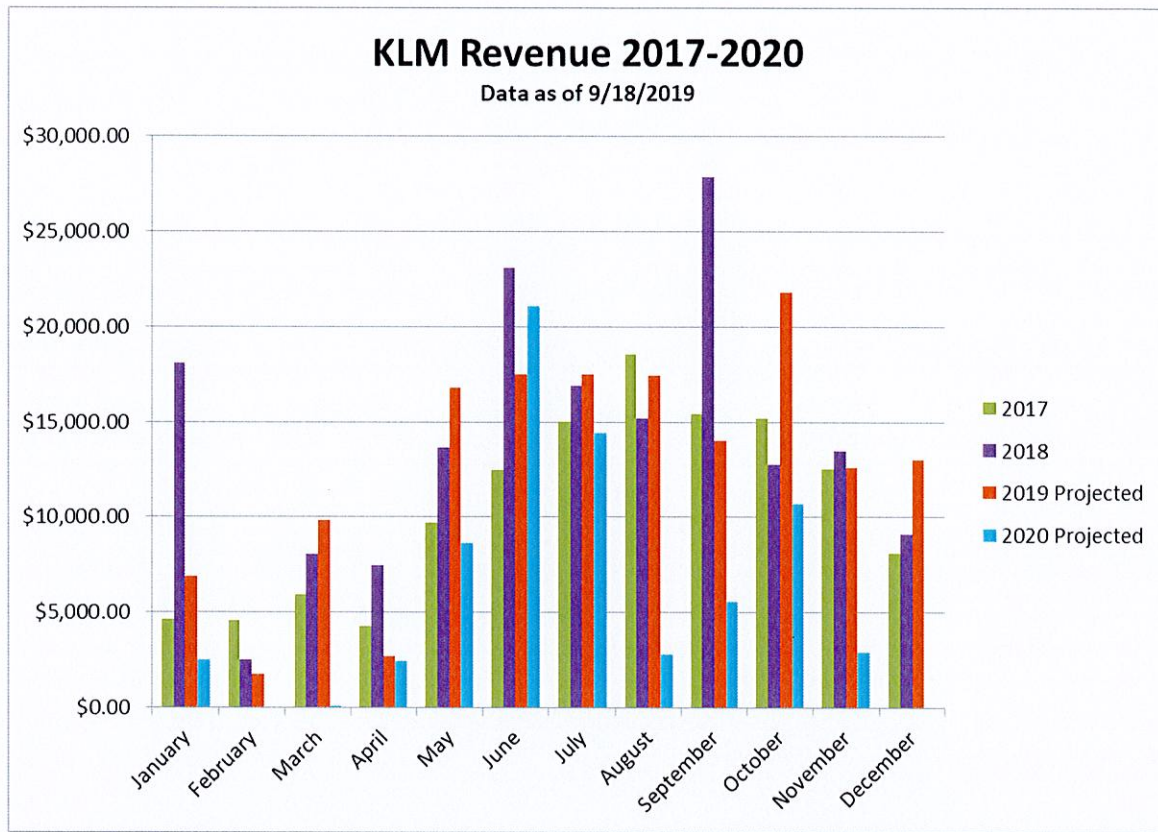
REVENUES	September		YTD		Change Over the Prior year	2019-20 Annual Budget	FY 19-20 % of budget	2018-19 Annual Budget	FY 18-19 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$27,860	\$13,980	\$96,659	\$83,079	(\$13,580)	\$150,000	55%	\$150,000	64%
Caterer's Licenses	\$0	\$0	\$14,000	\$11,500	(\$2,500)	\$15,000	77%	\$13,000	108%
Total Revenues	\$27,860	\$13,980	\$110,659	\$94,579	(\$16,080)	\$165,000	57%	\$163,000	68%
EXPENSES	September		YTD		Change Over the Prior year	2019-20 Annual Budget	FY 19-20 % of budget	2018-19 Annual Budget	FY 18-19 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$15,265	\$3,949	\$51,485	\$42,052	(\$9,433)	\$236,243	18%	\$195,839	26%
Net	\$12,595	\$10,031	\$59,174	\$52,527	(\$6,647)				

MEMORANDUM

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	2019/20 FY
May	\$ 8,561	\$ 8,801	\$ 16,796	\$ 13,745	\$ 16,000	\$ 12,200	\$ 9,725	\$ 13,675	\$ 16,744
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,495	\$ 23,045	\$ 17,494
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 15,000	\$ 16,874	\$ 17,466
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,555	\$ 15,205	\$ 17,395
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,410	\$ 27,860	\$ 13,980
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 15,180	\$ 12,770	
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 12,500	\$ 13,450	
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 8,125	\$ 9,125	
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 18,089	\$ 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	\$ 9,804	
April	\$ 2,384	\$ 4,365	\$ 3,600	\$ 12,695	\$ 9,125	\$ 4,300	\$ 7,482	\$ 2,700	
total	\$ 107,807	\$ 123,680	\$ 146,421	\$ 180,953	\$ 187,195	\$ 132,360	\$ 143,101	\$ 153,088	\$ 83,079

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. Also included is a graph indicating the number of monthly reservations so far for 2019 and 2020. 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 2019/20 FY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. A sub-committee was started and held its fifth meeting in June where the new brochure and logo were reviewed. The committee is working on expanding the detailed marketing plan, specific to KLM; including rebranding marketing materials and upgrading the website. A final version of the new logo, brochure, and business cards will be presented at the October Parks & Recreation Commission meeting.

Upcoming Brochure & Activities

Brochure & Programming

The Fall Brochure was delivered to residents on July 29th, and registration began on August 5th. Staff is now working on the winter/spring brochure, which is scheduled for delivery to residents on December 2nd.



MEMORANDUM

Special Events

The final summer special event; Dogs Days of summer was held on September 7th at the Community Pool. Like the previous year, a large number of members and guests attending with their pups. This event is quickly becoming a community (and staff) favorite. Fall special events include a Movie in the Park on October 11th and Fall Fest on October 19th. Registration is currently open for Breakfast with Santa, scheduled for December 7th, and the lottery for Holiday Express on December 8th is also open.

Field & Park Updates

Fields/Parks

Staff has finalized booking fall field space for 2019. Public Service staff has finished the lining and striping of fields for soccer, football, and lacrosse. Football began the week of July 29th, Soccer and Lacrosse began the week of August 26th. Residents surrounding Brook Park were sent letters in June regarding Falcon Football beginning and noting the season's game schedule. Cross Country meets at KLM Park began in late August and will continue through mid-October. Staff will begin booking spring fields in early January.

Ice Rink

Staff has ordered the ice rink liner for the winter season and will work to install it once temperatures are consecutively below freezing for six or more days. The Warming Hut will again be staffed on weekends and provide fires and hot chocolate.

Community Pool

2019 pool passes went on sale on March 1st. A breakdown of total pass sales in comparison to the prior year is provided in the table below. The pool opened for the season on Saturday May 25th and closed on September 2nd. A final pool report will be presented at the November Parks & Recreation Commission meeting.

MEMORANDUM

As of September 10, 2019

FINAL 2018 Pass Revenue

	New Passes	Renew Passes	Total	Revenue
Resident				
Nanny + Nanny Super	37	34	71	\$4,410
Family Primary	80	199	279	\$82,885
Family Secondary	301	654	955	
Individual	7	10	17	\$2,225
Senior Pass	13	25	38	\$3,040
Family Super	79	18	97	\$4,850
Resident Total	517	940	1457	\$97,410
Neighborhoodly				
Neighborhood Family	43	46	89	\$33,187
Neighborhood Individual	2	1	3	\$760
Neighborhood Add'l	144	171	315	
Neighborhoodly Total	189	218	407	\$33,947
Non-Resident				
Non Resident Family	3	0	3	\$1,595
Non Resident Family Secondary	14	0	14	
Non Resident Individual	0	2	2	\$545
Non Resident Senior	3	4	7	\$1,085
Non Resident Nanny	14	5	19	\$1,710
Non-resident Total	34	11	45	\$4,935
10-Visit	242		242	\$19,440
TOTAL			2151	\$155,732

FINAL 2019 Pass Revenue

	New Passes	Renew Passes	Total	Revenue	Actual % Change Over Prior Year	Actual \$ Change Over the prior year
	46	32	78	\$4,490	2%	\$80
	101	172	273	\$80,415	-3%	-\$2,470
	329	610	939			
	7	7	14	\$1,855	-17%	-\$370
	12	23	35	\$2,720	-11%	-\$320
	78	19	97	\$4,850	0%	\$0
	573	863	1436	\$94,330	-3%	-\$3,080
	70	60	130	\$48,020	45%	\$14,833
	3	1	4	\$1,020	34%	\$260
	239	207	446			
	312	268	580	\$49,040	44%	\$15,093
	0	1	1	\$515	-68%	-\$1,080
	6	4	10			
	1	0	1	\$285	-48%	-\$260
	6	7	13	\$2,015	86%	\$930
	19	10	29	\$2,520	47%	\$810
	32	22	54	\$5,335	8%	\$400
	261		261	\$20,738	7%	\$1,298
			2331	\$169,443	9%	\$13,711



7a.

MEMORANDUM

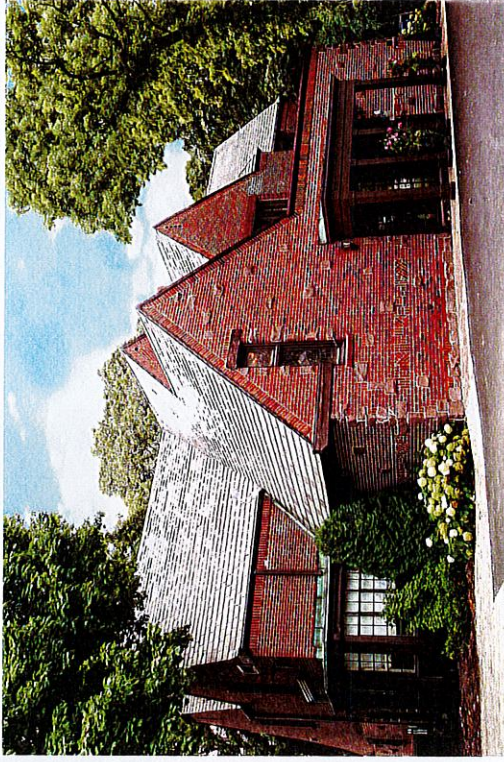
DATE: October 8, 2019

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: KLM Brochure Preview

Attached is the updated version of the Lodge (KLM) Brochure. Taking into consideration suggestions made by the commission at the June meeting, staff worked with a local photographer to have new photos taken that better showcase the Lodge. These photos were used in the current version of the brochure. Staff is very happy with the brochure and would like feedback from the commission prior to printing and posting on social media and the website.



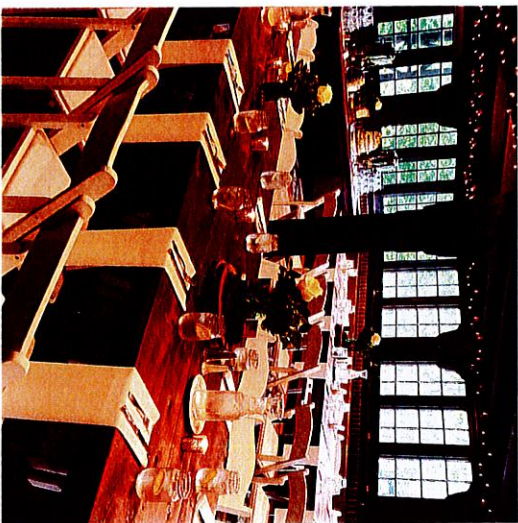
The Lodge
KATHERINE LEGGE MEMORIAL PARK



The Lodge
KATHERINE LEGGE MEMORIAL PARK
2011-2012 WEDDING SEASON
1000 1000 1000 1000

The Lodge

The Lodge at Greenwood Lodge, located in the heart of the historic village, is a charming, rustic, and cozy place to celebrate your special day. The lodge is a historic building, built in 1927, and designed by one of the most noted architects in the western states, Mr. Frank Lloyd Wright. The lodge features a large, open-plan living area with a fireplace, a large dining room, and a kitchen. The lodge also features a large, open-plan living area with a fireplace, a large dining room, and a kitchen. The lodge also features a large, open-plan living area with a fireplace, a large dining room, and a kitchen.



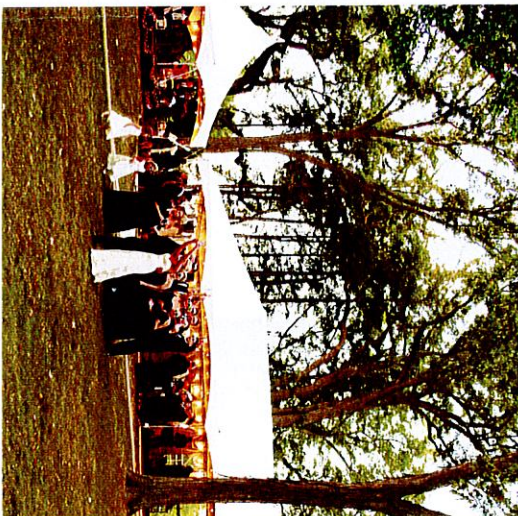
Our History

As a member of the former President of the United States, Theodore Roosevelt, the lodge's name was originally chosen to honor the president's legacy. The original plan included the construction of a house on the site, but it was never built. In 1927, the lodge was built by the same architect who designed the lodge. The lodge was built in 1927, and it has been a part of the village ever since. The lodge has been a part of the village ever since. The lodge has been a part of the village ever since.



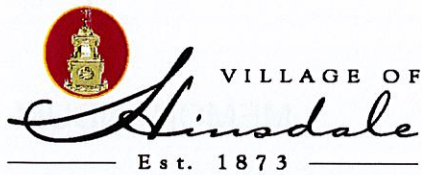
Elegant Weddings

The Lodge is a perfect venue for wedding ceremonies and receptions. The first floor dining room seats up to 120 people, and this capacity expands to 230 when including the second floor space which boasts a large ballroom for dancing or seated ceremonies. The upper level showcases a handsome fireplace, beamed ceiling, and a wall of windows overlooking the landscaped parkland. The wedding arbor, patios, and grounds immediately surrounding the building are reserved for weddings and receptions and provide a breathtaking setting. The Lodge has a solid relationship with a number of pre-approved special event vendors including caterers, musicians, DJs, and a full-service tent rental company to provide everything you may need for your special day.



Our Location

The lodge is located in the heart of the historic village, just a short drive from the village center. The lodge is a historic building, built in 1927, and designed by one of the most noted architects in the western states, Mr. Frank Lloyd Wright. The lodge features a large, open-plan living area with a fireplace, a large dining room, and a kitchen. The lodge also features a large, open-plan living area with a fireplace, a large dining room, and a kitchen. The lodge also features a large, open-plan living area with a fireplace, a large dining room, and a kitchen.



8a.

MEMORANDUM

DATE: October 8, 2019
TO: Chairman Waverley and Members of the Parks & Recreation Commission
FROM: Heather Bereckis, Superintendent of Parks & Recreation
RE: Hinsdale Tennis Association License Agreement

The Village has had a license agreement with Hinsdale Tennis Association (HTA) for the past 12 years which allowed them to utilize Village courts for their instructional tennis program; courts utilized for the program are at Burns Field and Robbins Park. Each agreement has been for a period of one year. Prior to 2014, the agreement has been for a flat rate with an increase assessed annually. Starting in 2014, HTA's lesson program was brought under the operation of the department. Registration was handled through the Village. Marketing of the program increased through print ads and social media posts. Program revenue was split 80% to the vendor and 20% to the Village which used to be the standard used for the Village's recreation contractual programs. In more recent years a 70% to the vendor and 30% to the Village split has become the standard for contractual programs, though HTA has remained at 80%-20%. No lease agreement is needed for the lesson program.

In addition to the lesson program, since 2014 the Village has issued a lease agreement to HTA that allowed utilization of Village courts for the instruction of the competitive level players. The terms of the prior agreement were that the Village receives a flat rate fee for the summer season. However for the 2019 season, the agreement was converted to an 80%-20% split due to the increased registration and usage of Village courts for private instruction, while recreational lessons were continuing to decline. Provided below is a summary of all 2019 tennis lesson revenue.

2019 HTA REVENUE

Group Lesson Revenue	\$5,180.00
Less 80% Payment to HTA	\$4,144.00
20% Revenue to Village	\$1,036.00
Fee Paid to Village for 2019 License Agreement	\$3,755.00
Total Revenue from HTA programs	\$4,791.00
2018 Payment from HTA	\$3,018.40
Difference over the prior year	\$1,772.60

Staff worked with HTA to modify to the group lesson program with a goal of increasing enrollment and revenue. During the summer, participants were surveyed and overall the feedback was positive; with some asking for slightly longer camps sessions, more experienced instructors, and more publicly advertised private lessons. Staff made several changes in 2018



MEMORANDUM

which included modifying the number of weeks and class times as to not compete with other programs, changing program descriptions and pricing, and coordinating a free tennis clinic to garner interest in youth tennis. These changes remained in place for 2019.

Despite all of this, group lesson registration and revenue continues to decrease. However, a rise in the competitive lessons has occurred each year since 2014. A summary of private lesson revenue is included below.

Private Lesson Revenue

Year	Total
2014	not reported
2015	\$9,960
2016	\$12,550
2017	\$12,950
2018	\$18,050
2019	\$18,775

Recommendation

2020 will be the seventh year that HTA's group lessons will be under the Department's operation. Staff is recommending a one year lease agreement, with one year option to renew, be issued to HTA to utilize Village courts for competitive lessons. Enrollment in the competitive lessons can vary, but given that increases in revenue continue grow, while group lessons continue to decline, staff recommends that going forward a lease agreement be issued at the standard 70%-30% split. This is consistent with most village programming and would allow additional revenue to be collected should competitive lessons continue to increase in popularity.

Provided below is summary of past lease agreements and revenues.

MEMORANDUM

HTA Tennis Lesson Revenue Summary

Year	Terms	Lesson Revenue
2008	10% payment of Gross Revenue from HTA	\$6,205
2009	10% payment of Gross Revenue from HTA	\$5,324
2010	Flat Rate per Lease Agreement with HTA	\$7,500
2011	Flat Rate per Lease Agreement with HTA	\$7,500
2012	Flat Rate per Lease Agreement with HTA	\$7,500
2013	Flat Rate per Lease Agreement with HTA	\$7,500
2014	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$5,774
	Flat lease agreement with HTA for competitive lessons	\$1,500
	total	\$7,274
2015	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$3,977
	Flat lease agreement with HTA for competitive lessons	\$1,575
	total	\$5,552
2016	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,210
	Flat lease agreement with HTA for competitive lessons	\$1,650
	total	\$2,860
2017	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,192
	Flat lease agreement with HTA for competitive lessons	\$1,900
	total	\$3,092
2018	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,118
	Flat lease agreement with HTA for competitive lessons	\$1,900
	total	\$3,018
2019	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,036
	80/20 split of competitive lesson revenue	\$3,755
	total	\$4,791
2020 proposed	70/30 split lesson revenue with HTA; Village reimbursed vendor	\$1,554
	70/30 split of competitive lesson revenue	\$5,627
	total	\$7,181

MEMORANDUM

DATE: October 8, 2019

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Parkland Surveys

At the May 2019 meeting of the Parks & Recreation Commission, staff requested that Commission members survey all Village parks in order to address areas of need. Commissioners were each assigned parks and were provided a spreadsheet of detailed components to focus on when surveying the parks. Staff has compiled the final results of these surveys and provided an overview below. Included in the overview are staff's recommendations for priority of projects, along with actions currently taken or in place, and proposals to incorporate the survey data into the department's long-term plans.

1. Playground and mulched areas covered in weeds and in need of mulch
 - There is money allocated in the current budget for mulch replacement. Public service staff is currently collecting quotes to have this project completed in the spring.
 - Public Service staff is working closely with the landscape contractor to address weed issues at parks.
2. Inconsistent quality and type among park trash receptacles and picnic tables
 - Staff has budgeted for additional money to be allocated in the next fiscal year budget for trash receptacle replacement. This is a significant amount of money, similar to benches, so will be budgeted for over the next five years. Trash cans will be replaced in a style that compliments the new benches.
 - Picnic Tables that are broken or beyond repair will be removed over the winter months. Picnic tables that can be repaired will be added to the spring maintenance list. To better address the issue, a consistent style of new table should be approved and added to a future capital improvement plan (CIP), similar to the benches.

3. Declining landscaping or dead trees

- Many parks had landscaping that was in need of replacement or trimming. Many parks also had dead trees that need to be removed and replaced. Public Service staff completes tree removal in the winter of each year. About 40% of the current deceased trees will be removed still this year. Additionally, a budget line for revamping declining landscaped areas has been added to the 2020 operating budget.

4. Worn playgrounds with benches that don't match the new standard

- A schedule for replacement of playgrounds has been added to the CIP. For the 2020 fiscal year, the Tot Lot at Robbins Park is scheduled to be updated. Every second year going forward a playground is listed through 2034, with the final playground being Pierce (installed in 2014). With continued maintenance playgrounds have a lifespan of 20-25 years. The majority of the current playgrounds were installed between 2003-2007.
- With this replacement staff is suggesting poured in place surfaces to alleviate the need for mulching and weeding, as well as replacement of matching benches to the new standard. Both items will be built into the total fee for playground replacement in the CIP.

5. Walkways and sidewalks in disrepair

- Staff repairs any dangerous sidewalk patches annually, but full resurfacing of walkways will be added to the Master Infrastructure Plan (MIP), similar to that of parking lots and roadways.

Staff will continue to work through the previously established park bench replacement plan, with an anticipated completion date of June 2020. Minor items like net replacement, signage updates, net straps, courts power washing, field grooming etc. will be completed in 2020 with funding from the operating budget.

The park surveys will continue to be on the Commission's agenda to allow for ample opportunity to provide feedback as projects progress. As these are merely recommendations for prioritizing projects, staff encourages feedback and discussion on alternatives to this plan. Staff will continue to look for opportunities to address the suggestions that arose as a result of the survey.