



## MEETING AGENDA

Due to the ongoing public health emergency, and based on the authority provided by Executive Order 2020-07, issued by Governor Pritzker on March 16, 2020, as most recently extended by Executive Order 2020-33, dated April 30, 2020, and Executive Order 2020-32, issued by Governor Pritzker on April 30, 2020, limiting public gatherings and suspending the Open Meetings Act physical presence requirement, this meeting will be conducted electronically.

Public comments are welcome on any topic related to the business of the Parks & Recreation Commission at Regular and Special Meetings when received by email or in writing by the Village Clerk prior to 4:30 p.m. on the day of the meeting. Emailed comments may be sent to Village Clerk Christine Bruton at [cbruton@villageofhinsdale.org](mailto:cbruton@villageofhinsdale.org). Written comments may be submitted to the attention of the Village Clerk at 19 E. Chicago Avenue, Hinsdale, Illinois 60521. While emailed or written comments are encouraged, **public comment may also be made using Zoom** following the instructions below:

From a PC, Mac, iPad, iPhone or Android device, please click on the following URL or copy and paste to your browser.

<https://us02web.zoom.us/j/83424779922?pwd=RFkzYXF1TDZ4elFGMmpUSFpmRTdpdz09>

OR

**US: 312-626-6799 Meeting ID: 834 2477 9922 Passcode: 435632**

If you have questions regarding communication to the Board during the meeting, please contact Assistant Village Manager/Director of Public Safety Brad Bloom at 630.789.7007.

**MEETING OF THE  
PARKS AND RECREATION COMMISSION  
Tuesday, November 10, 2020  
7:00 p.m.  
Memorial Hall – Memorial Building  
This meeting will be conducted electronically.  
(Tentative and Subject to Change)**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
  - a) Approval of minutes- October 13, 2020
- 5. LIAISON REPORTS**
  - a) Gateway Special Recreation Association Report
- 6. MONTHLY REPORTS**
  - a) Recreation Staff Report – October 2020
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - a) Ice Rink Options
  - b) The Lodge Caterers- proposed changes to preferred vendor policy
  - c) End of Season Pool Report- Summer 2020

## **9. CORRESPONDENCE**

## **10. OTHER BUSINESS/DISCUSSION ITEMS**

- a) Next Meeting Date- January 12<sup>th</sup>, 2021
- b) Park Surveys- Due November 20<sup>th</sup>, 2020

## **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](http://www.villageofhinsdale.org)

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**DRAFT**

**VILLAGE OF HINSDALE  
MINUTES OF THE MEETING  
PARKS AND RECREATION COMMISSION  
Tuesday, October 13, 2020**

**CALL TO ORDER**

Chairman Waverley called the meeting to order at 7:01PM.

**ROLL CALL**

Present:

Chairman Alice Waverley  
Commissioners Steve Keane, Greg Moore, Heather Hester,  
Chris Boruff

Absent:

Commissioners Darren Baker and John George

Others Present:

None

Staff Present:

Heather Bereckis, Superintendent of Parks and Recreation  
Sammy Hanzel, Recreation Supervisor  
Maggie South, Administrative Assistant

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

A. Approval of minutes- September 8, 2020

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

**LIAISON REPORTS**

A. Gateway Special Recreation Association Report

Ms. Bereckis presented the report. Gateway will move forward with the same budget to remain fiscally responsible. The budget will allow the organization to continue with their usual level of services with the option to purchase another vehicle. They are offering one on one play in the Burns Field building, which is going well. The new floor is very nice. Currently about eight children are enrolled, and participants work on developing different skills. Gateway is also offering platform tennis and it is going well. If the entire budget isn't spent, there was talk of issuing rebates to participating park districts and villages.

**MONTHLY REPORTS**

A. Recreation Staff Report – September 2020

Ms. Bereckis presented the report. The Lodge has been impacted by COVID-19, however, the last few months have picked up. The school transitional program is at the Lodge four days a week and is planning to rent the Lodge through May of 2021. Every weekend date May through October of 2021 is currently booked.

Staff has not seen an impact regarding the brochure being available digitally. The next brochure will also be digital only. Staff will reevaluate for the summer 2021 brochure.

The next special event is Fall Fest on Saturday. Participants will receive a pumpkin and a goody bag. All participants needed to pre-register in order to safely conduct the event. Beyond that, the next events will be socially distant photos with Santa and letters to Santa. Staff will also be coordinating carriage rides for the holidays with EDC.



**T T A A A**  
The lacrosse field at KLM is complete. Further information is forthcoming. Fields have been booked at capacity through the fall. The only deterrent is that soccer teams cannot book for games, but they are still booking for practice space. Baseball, softball, and lacrosse rental are robust. The lacrosse field at KLM will remain fenced off to allow it time to establish itself. Some new trees will be planted to replace those that are dead or dying.

Staff is still planning to put up the skating rink as usual, possibly without the hockey nets. There will be no warming hut access available due to the pandemic. It should be erected closer to Christmas, weather permitting. The Commission directed Ms. Bereckis and staff to investigate placing the ice skating rink on the tennis court for this winter.

The pool report is being built. Numbers look good so far. The final report should be available for next month's meeting.

Ms. Bereckis also reported on the parks maintenance report. During Park Clean Up Day, trees were planted, litter cleaned up, and beds mulched at KLM, and litter was cleaned up at Brook Park and Robbins Park. Staff is considering holding the event twice a year.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

A. Park Bench Donation-Elmhurst Teachers' Council

Ms. Bereckis presented the donation request. This bench will replace an existing bench at Burlington Park near the fountain. The donation was made in honor of a former Village employee, Dan Schoenberg, who was a Village Engineer and Public Services Director for 26 years. All were in favor of this donation.

#### **CORRESPONDENCE**

None.

#### **OTHER BUSINESS/DISCUSSION ITEMS**

A. Next Meeting Date- November 10<sup>th</sup>, 2020

The next meeting will be held November 10<sup>th</sup>. There will be a heavier agenda. There will be no December meeting.

B. Park Surveys- Due November 20<sup>th</sup>, 2020

Completed park surveys will be due at the November 10<sup>th</sup> meeting.

C. Veeck Pedestrian Bridge Update

Ms. Bereckis presented the Commission with the final decisions regarding the pedestrian bridge.

#### **ADJOURNMENT**

There being no further business before the commission, Commissioner Boruff motioned to adjourn the meeting. Commissioner Moore seconded the motion. A voice vote was called and all were in favor. The meeting was adjourned at 7:24pm.

ATTEST:

\_\_\_\_\_  
Maggie South, Administrative Assistant



**GATEWAY SPECIAL RECREATION ASSOCIATION**

**BOARD OF DIRECTOR'S MEETING**

**September 10, 2020**

- I. **Call to Order:** Chairman Fenske called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:01pm on September 10, 2020 at the Oak Brook Park District's Central Park West Facility at 1500 Forrest Gate Road, Oak Brook, Illinois. A quorum was present.

*Roll Call:* Board Members present: Cindy Szkolka, Elmhurst; Heather Bereckis, Hinsdale; Mike Contreras, Oak Brook; John Fenske, Willowbrook; Scott Nadeau, York Center.

*Absent:* Jim Pacanowski, Burr Ridge; Billy Rosinia, Countryside; Matt Russian, Pleasant Dale; Dean Hoskin, Westchester

*Ray Graham Staff:* Ryan Massengill

- II. **Open Forum:** None

- III. **Board Member Comments:** None

- IV. **Communications:** None

- V. **Omnibus Agenda:**

A. Approval of August, 2020 Regular Meeting Minutes

B. Approval of September, 2020 Treasurer's Report

A motion was made by Cindy Szkolka, Elmhurst; to approve Omnibus Agenda Item A and seconded by Scott Nadeau, York Center.

On voice vote, the motion passed unanimously.

Treasurer Nadeau noted that the current budget columns are not inserted into the report as the budget has not yet been approved.

A motion was made by Heather Bereckis, Hinsdale to approve Omnibus Agenda Item B and seconded by Cindy Szkolka, Elmhurst.

On a voice vote, the motion passed unanimously.

- VI. **Reports:**

RGA Monthly Report- Superintendent Massengill reviewed her report noting the zoom participation continues to be successful. A programming break was taken this week and will resume next week. Virtual programming (2 offerings per day) will continue through the fall. 10 of 11 in-person programs ran in August. Acuity Scheduling continues to be a successful software

platform for registration needs. Two 6-week in-person program sessions will be offered for the fall season. Program highlights include District 86 Transition and HS Special Education virtual leisure education and Play for One!.

**VII. Old Business:**

- A. FY2020/2021 Budget-Approve- Superintendent Massengill stated that RGA is still researching what a full return to programming would look like and what a corresponding service contract would entail. The current request from RGA is to extend the existing contract for another 3 months until December 31, 2020. Treasurer Nadeau inquired as to why the requested contract from the Board which was expected by September was not received from RGA. Superintendent Massengill replied that the difficulty is trying to identify what is going to specifically happen with programming, especially Special Olympic offerings. Treasurer Nadeau added that the difficulty, specifically from his Treasurer point of view, is that this delay makes it especially hard for us to prepare an overall budget which has to get completed and approved. Cindy Szkolka expressed concern that we may not have any updated information (covid, programming, etc.) by January. Heather Bereckis added that everyone is experiencing the same budget constraints and adjusting to programming difficulties without budget increases so she would be in favor of continuing the contract at the existing price, without the typical increase.

Treasurer Nadeau reviewed some of the individual line items in the budget along with corresponding rationale for any adjustments. Discussion continued on appropriateness and feasibility of continuing with a "status quo" price on the service contract.

A motion was made by Scott Nadeau, York Center; to approve a line item service contract number for the remainder of the fiscal year (June 30, 2021) with RGA for the same amount as 2019-\$472,920.00 and seconded by Cindy Szkolka, Elmhurst.

On a voice vote, the motion passed unanimously.

**VIII. New Business:**

- A. Vehicle Discussion- Vehicle 170 (lift van) which can carry 8 people died at the safety lane inspection in Westmont and needs \$1000+ in repairs, which is probably more than what the vehicle is worth. In discussion with the repair shop, a potential buyer for the vehicle is available. The offer may be for \$1000 and Gateway would be responsible for 1 towing charge. If the deal doesn't happen, Gateway would have 2 towing charges-(approx. \$330) 1 to the repair shop and then 1 back to the Hanson Center or Kars-4-Kids since the repairs are not planning on getting completed.

A motion was made by Scott Nadeau, York Center; to try and sell the vehicle to the potential buyer and complete the necessary steps to secure the vehicle title. If that deal doesn't come



together, ask Kars-4-Kids to come and pick up the vehicle. The motion was seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

Continuing vehicle discussion, Treasurer Nadeau asked the Board if he should not put the \$30,000 back into the transportation fund. This was discussed in prior years as part of vehicle purchase discussions. Consensus was that using fund balance (approx. \$6-\$10K) would be preferred during the current situation if/when a new vehicle would be secured.

Superintendent Massengill provided a quote of \$33,092 for a new 15-passenger van.

A motion was made by Heather Bereckis, Hinsdale; to put the \$30,000 back into the transportation line item but not increase member contributions for the year, using fund balance instead and seconded by Cindy Szkolka, Elmhurst.

On a voice vote, the motion passed unanimously.

- B. Scholarship Program-Superintendent Massengill stated that a few participants have exhausted all of their winter/spring credit. She wanted to know what the Board would like to do in terms of scholarships and if they were going to be available. It was decided to keep the line item in the budget status quo and continue to make scholarships available.

Treasurer Nadeau returned the discussion to Old Business Item A-Budget Approval. He reviewed some of the member contribution numbers and reviewed how an annual increase is typically approved.

A motion was made by Cindy Szkolka, Elmhurst; to approve the budget with a 0% increase in the member contribution line item for 2020-21 and seconded by Heather Bereckis, Hinsdale.

On a voice vote, the motion passed unanimously.

**IX. Open Forum: Nothing Heard**

- X. **Adjournment:** Heather Bereckis, Hinsdale; made a motion to adjourn the meeting, seconded by Cindy Szkolka, Elmhurst. Motion passed on a voice vote. Meeting adjourned at 3:51pm.

## Gateway Special Recreation Association

Board Meeting

October 8th, 2020

Oak Brook Park Dist.- Central Park West Facility

1500 Forrest 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 September 2020 Regular Meeting Minutes

B. Approval of the October 2020 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. RGA Contract

B. Vehicle Discussion

VIII. NEW BUSINESS

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](mailto:jfenske@willowbrook.il.us) promptly to allow the Board to make reasonable accommodations for those persons.





Gateway SRA Board Meeting  
October 7, 2020  
RGA Report



**September/October 2020**

**In-Person Programs**

District	Registered Participants
Burr Ridge	3
Elmhurst	18
Hinsdale	7
Oak Brook	2
Pleasant Dale	1
Willowbrook	1
Westchester	3
York	0
Countryside	0
Non-resident	2
<b>Total</b>	<b>37</b>

**Virtual Programs**

District	Registered Participants
Burr Ridge	0
Elmhurst	17
Hinsdale	6
Oak Brook	1
Pleasant Dale	0
Willowbrook	1
Westchester	1
York	0
Countryside	1
Non-resident	1
<b>Total</b>	<b>28</b>

**In-Person Fall Session I Programming**

Dates: September 14 – October 24 (6 weeks)

Programs: 12 Programs Offered, 4 1:1 play therapy sessions & 1 Special Event

**Virtual Recreation Line-Up**

Monday – 2 – Good Day Gators & Sports Talk Live!

Tuesday – 2 – Trivia & WWE Recap

Wednesday – 2 – Cardio Fitness & Lunch Bunch

Thursday – 1 – Zen Relaxation

Friday – 2 – Gator Fit & Bingo

**Program Summary Report**

**September In-Person Programming**

Participants register via Acuity Scheduling, use house credits at first, and then invoiced for additional programs purchased. Transportation was not provided for September or October programs.

September/October weekly programs consisted of, 2 Bowling programs (Monday/Saturday), Trivia & Bingo, Platform Tennis, Gator Fit, Bocce (Monday/Wednesday), T.G.I.F. Social Club (2 locations), Diners Club (2 locations) and Laser Tag special event. We are also offering individualized 1:1 play therapy sessions on Tuesday, Thursdays and Saturdays. Weekly programs have a maximum capacity of 12 individuals and depending on needs minimum of 2 team members per program.

**Fall Session II November/December Programming Update**

Fall Session II – November 2 – December 12. We anticipate running a small 2 week winter break camp at the end of December. Electronic brochure will be sent to families, community members, posted to our website and social media. Individuals will still register via Acuity Scheduling, use house credits and then invoiced for additional programs registered for. Currently, we are working on finalizing the November/December 2020 Recreation Guide, to which will be available Friday, October 16. We will be offering transportation for bowling. All other programs individuals will meet onsite.



## **170**

Areawide Automotive will be purchasing 170 for \$1,000. I have ordered a "lost" title from the state of Illinois. Once that is received the sale will take place.

### **PROGRAM HIGHLIGHTS**

#### **PLAY FOR ONE!**

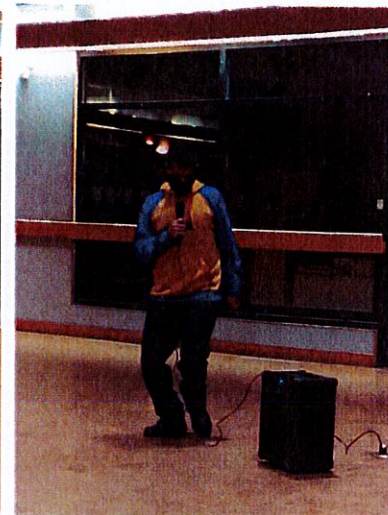
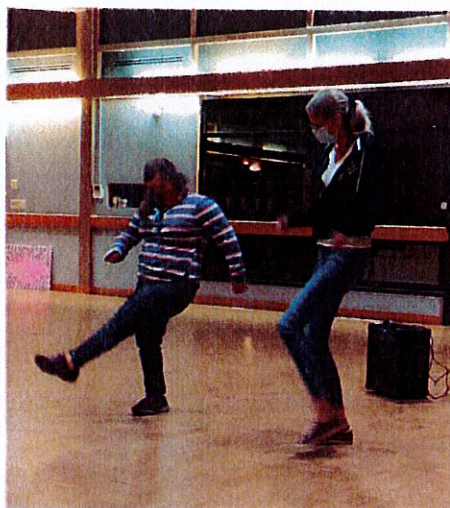
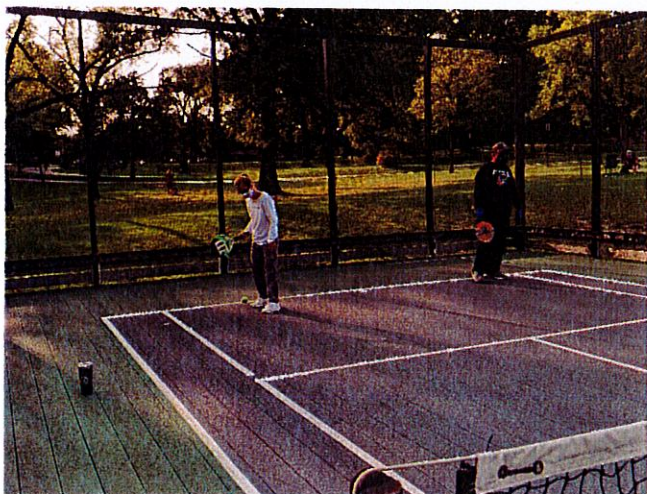
Currently, we have 4 people registered for individual sessions with our certified therapeutic recreation specialists. Each person has a focused plan for therapeutic recreation that maximizes their greatest potential. For example, one individual focuses on life skill building such as peer-peer social interactions during our programs and job related trainings. Another's, focus on sensory stimulation and hands on experiments, while the others do combination exploration and outdoor physical play.

#### **District 86 Special Education**

I have been continuing our virtual leisure education classes with 2 classes from the Hinsdale transition program. Both classes are an hour every Friday. Each class does something a bit different utilizing the activity boxes I sent home back in August. We have 18 in one class and 7 in the other. We will continue to provide leisure education in this format until we can be back in-person.

#### **Upcoming Program Highlights:**

- ❖ Diner's Club
- ❖ Laser Tag at LazerX





**GATEWAY SRA  
CHECK REGISTRY  
Date: October 2020**

Check #	Issued to	Description	Amount	Total
2036	MacLean Web Works	Update, Hosting, Security	\$ 315.00	\$ 315.00
			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
			\$ -	-
<b>Totals</b>			<b>\$</b>	<b>\$ 315.00</b>

NOTE\*

Bank Accounts Reconciled as of	
General Checking Account	\$ 2,864.65
Money Market Account	\$ 120,404.11
<b>Totals</b>	<b>\$ 123,268.76</b>
Check Registry	\$ 315.00
Outstanding check Total	\$ -
Balance after Check Registry	\$ 122,953.76

**GATEWAY SRA 2020-2021**  
**MONTHLY TREASURER'S STATEMENT**

DATE		October							
REVENUES									
ACCT. #	DESCRIPTION	CURRENT MONTH	YEAR TO DATE	BUDGET	VARIANCE TO BUDGE	% OF BUDGET			
110	Interest	\$ 21.20	\$ 391.32	\$ 2,000.00	\$ 1,608.68	20%			
120	Member Contributions	\$ -	\$ 9,203.97	\$ 548,216.13	\$ 539,012.16	2%			
130	Misc. Revenues	\$ -	\$ 140.00	\$ -	\$ (140.00)	0%			
Total Revenues		\$ 21.20	\$ 9,735.29	\$ 550,216.13	\$ 540,480.84	2%			
EXPENSES		CURRENT MONTH	YEAR TO DATE	BUDGET	VARIANCE TO BUDGE	% OF BUDGET			
500	Audit Services	\$ -	\$ -	\$ 3,900.00	\$ 3,900.00	0%			
510	Day Camp Transportation	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0%			
520	Financial Assistance	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0%			
530	Legal Fees	\$ -	\$ 222.00	\$ 1,500.00	\$ 1,278.00	15%			
540	Insurance	\$ -	\$ 1,591.00	\$ 2,500.00	\$ 909.00	64%			
550	Misc. Expenses	\$ -	\$ -	\$ 250.00	\$ 250.00	0%			
560	One-on One Aids	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	0%			
570	Program Supplies	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0%			
580	Web/IT	\$ 315.00	\$ 315.00	\$ 1,200.00	\$ 885.00	26%			
590	Service Contract	\$ -	\$ 118,230.00	\$ 472,920.00	\$ 354,690.00	25%			
600	Vehicle Fuel	\$ -	\$ -	\$ 8,750.00	\$ 8,750.00	0%			
610	Vehicle Repairs	\$ -	\$ 530.99	\$ 10,000.00	\$ 9,469.01	5%			
620	Transportation Fund	\$ -	\$ 9,176.00	\$ 41,000.00	\$ 31,824.00	22%			
Total Expense		\$ 315.00	\$ 130,064.99	\$ 560,520.00	\$ 430,455.01	23%			



Gateway 2020 - 2021 Budget  
0 % Increase (NO INCREASE TO MEMBERSHIP FEES)

A	B	C	D	E	F	G	H
Account #	Revenue Description	FY 19 - 20 Budget	FY19-20 Actuals	Projected End of Yr	FY 20- 21 Budget	% Comparison Column F - C	% Comparison Column F - E
110	Interest	\$ 2,000.00	\$ 3,754.09	\$ 4,000.00	\$ 600.00	30.0%	15.0%
120	Member Contributions***	\$ 548,216.13	\$ 539,012.11	\$ 548,216.13	\$ 548,216.13	100.0%	100.0%
130	Miscellaneous Revenues	\$ -	\$ 2,440.24	\$ 2,444.12	\$ -	0.0%	0.0%
Revenue Totals		\$ 550,216.13	\$ 545,206.44	\$ 554,660.25	\$ 548,816.13	99.7%	98.9%

Account #	Expense Description	FY 19 - 20 Budget	FY 19 - 20 Actuals	Projected End of Yr	FY 20- 21 Budget	% Comparison Column F - C	% Comparison Column F - E
500	Audit Services	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,300.00	84.6%	84.6%
510	Day Camp Transportation	\$ 5,500.00	\$ 5,644.30	\$ 5,644.30	\$ 5,500.00	100.0%	97.4%
520	Financial Assistance	\$ 4,000.00	\$ 3,340.50	\$ 4,000.00	\$ 4,000.00	100.0%	100.0%
530	Legal Fees	\$ 1,500.00	\$ 703.00	\$ 703.00	\$ 1,500.00	100.0%	213.4%
540	Insurance	\$ 2,500.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	100.0%	156.3%
550	Miscellaneous Expense	\$ 250.00	\$ 71.00	\$ 35.00	\$ 250.00	100.0%	714.3%
560	One on One Aids	\$ 8,000.00	\$ 5,177.50	\$ 5,177.50	\$ 8,000.00	100.0%	154.5%
570	Program Supplies	\$ 1,000.00	\$ -	\$ 500.00	\$ 1,000.00	100.0%	200.0%
580	Web / IT	\$ 1,200.00	\$ 135.00	\$ 135.00	\$ 1,200.00	100.0%	888.9%
590	Service Contract	\$ 472,920.00	\$ 472,920.00	\$ 472,920.00	\$ 472,920.00	100.0%	100.0%
600	Vehicle Fuel	\$ 8,750.00	\$ 5,961.77	\$ 6,500.00	\$ 8,750.00	100.0%	134.6%
610	Vehicle Repairs	\$ 10,000.00	\$ 4,806.67	\$ 5,500.00	\$ 10,000.00	100.0%	181.8%
620	Transportation Fund**	\$ 41,000.00	\$ 38,080.00	\$ 38,080.00	\$ 41,000.00	100.0%	107.7%
Expense Totals		\$ 560,520.00	\$ 542,339.74	\$ 544,694.80	\$ 559,920.00	99.9%	102.8%
Balance		\$ (10,303.87)	\$ 2,866.70	\$ 9,965.45	\$ (11,103.87)		

\*\*Note: Budget includes money tagged for purchase of a new vehicle. The need for this purchase will be evaluated during this year.

\*\*\*Note: One membership fee was collected late during the FY20-21 which was payment due during FY 19-20

Member	Fiscal Yr 18 - 19	Fiscal Yr 19 - 20	Increase	Member	Fiscal Yr 18 - 19	Fiscal Yr 19 - 20	Increase
Burr Ridge	\$34,063.28	\$34,063.28	\$0.00	Pleasantdale	\$37,745.78	\$37,745.78	\$0.00
Countryside	\$18,407.94	\$18,407.94	\$0.00	Westchester	\$76,955.37	\$76,955.37	\$0.00
Elmhurst	\$205,861.80	\$205,861.80	\$0.00	Willowbrook	\$39,310.85	\$39,310.85	\$0.00
Hinsdale	\$77,406.48	\$77,406.48	\$0.00	York Center	\$22,177.96	\$22,177.96	\$0.00
Oakbrook	\$36,286.60	\$36,286.60	\$0.00				



## MEMORANDUM

DATE: November 10, 2020

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

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: October Staff Report

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

### The Lodge at KLM Park

Preliminary gross rental and catering revenue for the calendar year-to-date is \$29,539. Rental revenue for the tenth month of the 2020 calendar year was \$7,140. The Lodge reopened for tours as of June 1<sup>st</sup>, and is now holding small events and outdoor gatherings. Lodge staff booked a reoccurring rental with the D86 Transition Program. The original start date of August 24<sup>th</sup> was pushed back to September 28<sup>th</sup> due to additional COVID19 guidelines the school needed to implement. The rental is four days a week (M-TH) from 7am-1:30pm. The school district will be paying a monthly fee for the space.

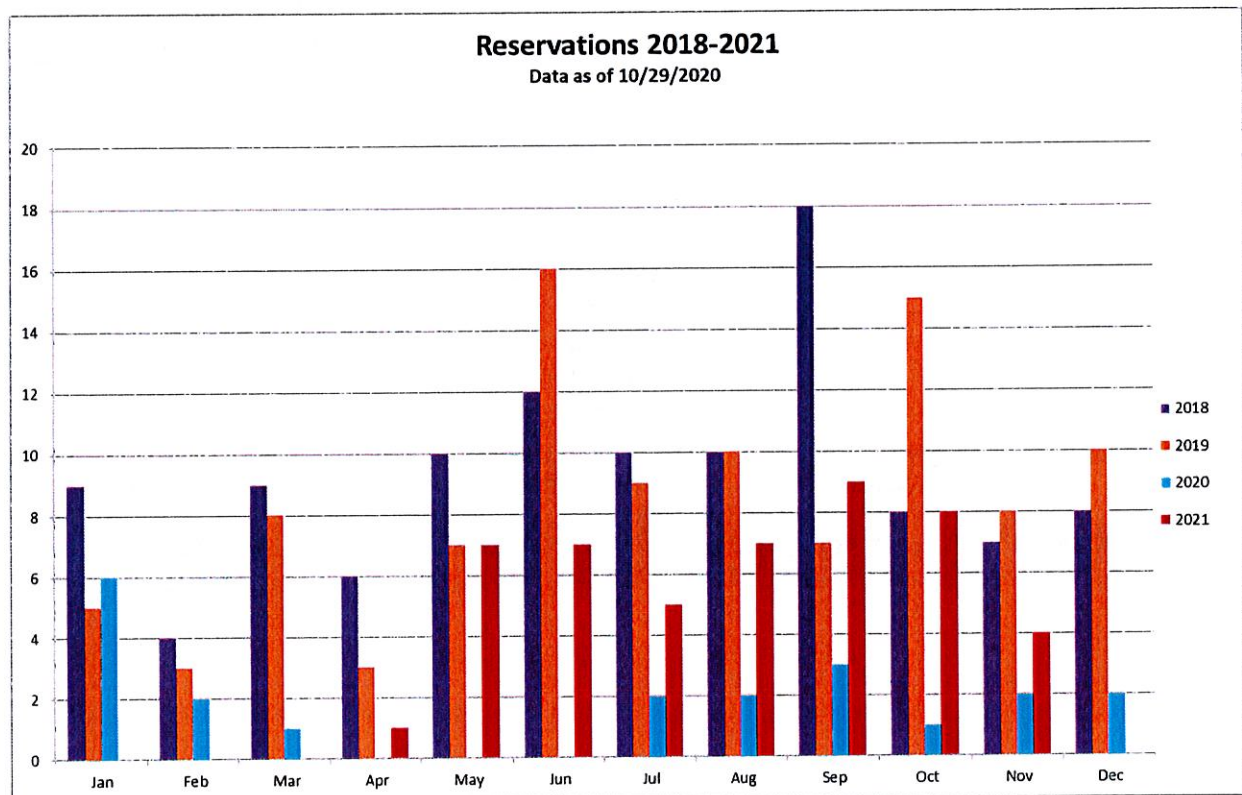
REVENUES	October		YTD		Change Over the Prior year	2020 Annual Budget	CY 20 % of budget	2019-20 Annual Budget	FY 19-20 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
The Lodge Rentals	\$24,085	\$7,140	\$136,831	\$26,700	(\$110,131)	\$145,000	18%	\$150,000	91%
Caterer's Licenses	\$0	\$0	\$11,500	\$2,839	(\$8,661)	\$15,000	19%	\$15,000	77%
<b>Total Revenues</b>	\$24,085	\$7,140	\$148,331	\$29,539	(\$118,792)	\$160,000	18%	\$165,000	90%
EXPENSES	October		YTD		Change Over the Prior year	2020 Annual Budget	CY 20 % of budget	2019-20 Annual Budget	FY 19-20 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
<b>Total Expenses</b>	\$16,079	\$5,784	\$163,455	\$88,452	(\$75,003)	\$167,220	53%	\$236,243	69%
<b>Net</b>	\$8,006	\$1,356	(\$15,124)	(\$58,913)	(\$43,789)				



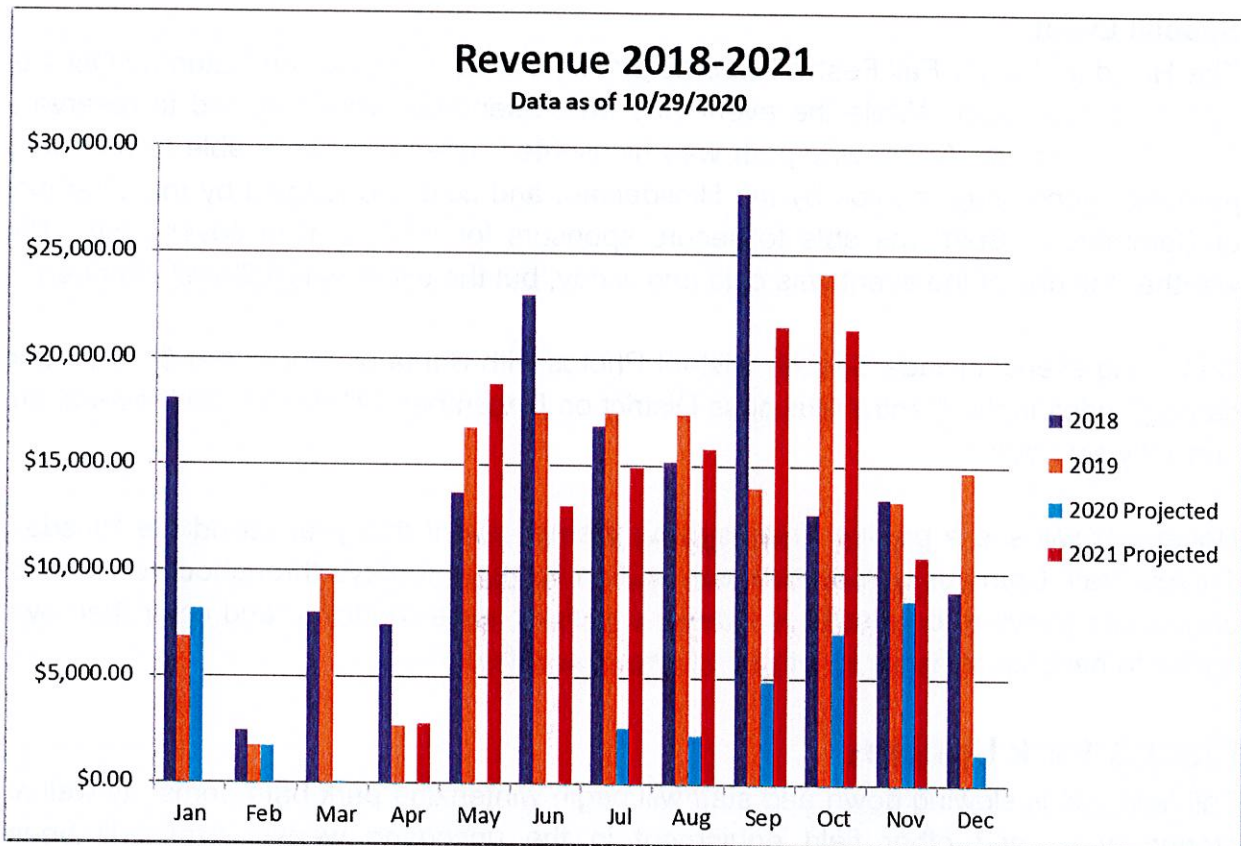
## MEMORANDUM

The Lodge 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	2020 CY
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	\$ 2,625
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,555	\$ 15,205	\$ 17,395	\$ 2,000
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,410	\$ 27,860	\$ 13,980	\$ 4,860
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 15,180	\$ 12,770	\$ 24,085	\$ 7,140
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 12,500	\$ 13,450	\$ 13,365	
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 8,125	\$ 9,125	\$ 14,774	
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 18,089	\$ 6,855		\$ 8,475
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	\$ 2,495	\$ 1,725		\$ 1,100
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	\$ 8,045	\$ 9,804		\$ 500
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	\$ 135,303	\$ 26,700

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. 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 from the 2020 CY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. The committee is now working on reviewing charges for caterers and single use vendors. A stub year on vendor licenses was implemented, so they align with the new calendar year budget, and then a full 12 months starting in January 2021.

### Upcoming Brochure & Activities

The winter/spring brochure will be released digitally on November 30<sup>th</sup>, with registration beginning in December 7<sup>th</sup>. Postcards will be delivered to all Hinsdale households during the week of November 30<sup>th</sup> - December 4<sup>th</sup>.

Staff recently released a monthly parks & recreation e-newsletter. The newsletter will keep subscribers informed on current parks & recreation events, programs, registration deadlines, facilities, donation opportunities, and any other important announcements. There are also fun sections highlighting parks, staff, and at home activities for families to complete.



## MEMORANDUM

### **Special Events**

The Hinsdale Family Fall Festival was held at KLM Park this year, on Saturday October 17<sup>th</sup> from 11am-2pm. While the event was free, attendees were required to reserve a time slot to attend. A one-way path was highlighted; attendees were able to receive a pumpkin, goody bag, photos by the Hinsdalean, and costume judging by the Chamber of Commerce. Staff was able to secure sponsors for this event to cover costs. The weather the day of the event was cold and windy, but the event was still well attended.

Upcoming events include Socially Distant Photos with Santa on December 5<sup>th</sup> & 6<sup>th</sup> and carriage rides in the Central Business District on December 12<sup>th</sup> & 19<sup>th</sup>. Both events are currently sold out!

November will see a pop-up Thanksgiving themed event this year called the Hinsdale Turkey Trail. Community members can search for giant turkeys throughout town, color photos of turkeys to be placed in Kramer's grocery store windows, and color their own turkey to hang up at home for others to search and find!

### **Field & Park Updates**

Fall field use is slowing down and staff will begin winterizing park bathrooms, as well as storing goals and other field equipment in the upcoming weeks. Staff will begin preparing for the Ice Rink at Burns Field in the upcoming month.

### **Pool Updates**

The pool closed on Monday September 7<sup>th</sup>, 2020. A complete end of season financial report will be presented at the Parks & Recreation commission meeting in November.



**Parks Maintenance  
Monthly Report – October 2020**

**Activity Measures:**

October Totals			
Job Task	Hours	Accomplished	Units
Administration	0	0	Hour
Clean Bathroom	0	12	Each Bathroom
Refuse Removal	78	78	Hour
Fountain Maintenance	18	18	Hour
Litter Removal	5	5	Hour
Weed Removal	0	0	Hour
Brush Pick Up	0	0	Hour
Athletic Field Striping	67.5	29	Each Field
Infield Maintenance	12	3	Each Field
Athletic Goal/Net Maintenance	2.5	52	Each Goal
Turf Repair/Sod Installation	0	0	Hour
Aeration	0	0	Hour
Over seeding	2	40	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	1	1	Hour
Planting Bed Preparation	29	42	Each Bed
Plant Installation/Removal	50	50	Hour
Flowering Bulb Installation/Removal	106	106	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	74.5	19	Each
Playground Maintenance/Repair	0	0	Hour
Playground Inspection	0	0	Each
Playground Mulch Installation	0	0	Cubic Yards
Holiday Decorating	0	0	Hour
Platform Tennis Repairs	0	0	Each
Special Events	0	0	Hour
Building Maintenance	16	16	Hour
Equipment/Vehicle Maintenance	4	8	Each
Training/Education	38	38	Hour
Skate Park Maintenance	0	0	Hour
Ice Rink Maintenance	0	0	Hour
Miscellaneous	75.5	75.5	Hour



**Parks Maintenance  
Monthly Highlights – October 2020**

- **Contractual Maintenance**
  - **Landscape Maintenance and Mowing**
    - Mowing and Maintenance is on-going.
  - **Rain Garden Maintenance**
    - Mowing and Maintenance is on-going
  - **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.
- **General Park Maintenance**
  - **Bathroom Shelters (Six Sites – 12 Bathrooms, & 3 Picnic Shelters)**
    - Cleaned Monday – Friday
    - Remain open to accommodate activities
    - All bathrooms remained closed
  - **Landscape Maintenance**
    - Landscape Areas in Parks and the CBD were inspected and cleaned.
- **Athletics**
  - 29 athletic fields have been laid out and will be lined weekly through October
    - 24 soccer fields
    - 3 lacrosse fields
    - 2 football fields
  - The Robbins Park t-ball field has been raked and screened weekly in preparation for play.
- **Central Business District**
  - Planting Bed Maintenance
    - Sustainable beds were maintained for winter. Woody shrubs and perennials were cutback to promote vigorous spring growth.
  - Planting Bed Maintenance
    - Summer annual plants have been removed
    - Beds have been tilled for improved drainage
    - Installation of tulip bulbs is complete
      - 13,000 tulip bulbs were planted in the CBD landscape beds
- **Other**
  - Staff began winterization of parks irrigation.
  - Staff attended a 'Harassment Training'.



8a.

## MEMORANDUM

**DATE:** November 10, 2020  
**TO:** Chairman Waverley and the Members of the Parks & Recreation Commission  
**FROM:** Heather Bereckis, Superintendent of Parks & Recreation  
**RE:** Ice Rink Options

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Staff has completed an assessment of two options for the 2020/2021 winter ice rink at Burns Field. Details of these options are outlined below.

### **Maintain Current Ice Rink Location**

The current rink location at Burns Field is adjacent to the warming hut and platform tennis courts. The rink is 190'x90' in size; to make ice it is necessary for the ground surface to be frozen and for at least 6 consecutive days of temperatures at or below 32 degrees during the day time and overnight hours. This longer time frame is due to the change in elevation of the ground area where the rink is installed. For 2020, expenses to install and operate the rink are minimal. Staff does not need to purchase a new liner, as the liner purchased in 2019 was never used; the current NiceRink system is in good condition and is able to be reused; and there will be no warming hut expenses due to it being closed as a result of the COVID19 restrictions.

### **Relocating the Ice Rink to Burns Field Tennis Courts**

Staff has explored the relocating the ice rink to the tennis courts. This area has a lesser grade, requiring less water and quicker freeze time for the rink. The area is also secured by fencing that would be able to be locked when the rink is closed. Based on information received from Clarendon Hills Park District (CHPD), who erects two rinks on tennis courts in Prospect Park, the freeze time is lessened by approximately two days.

There are a number of obstacles to using the tennis courts though. First is that the courts are not lit. This would require the Village to bring in lighting. Staff secured a quote on two portable tower lights, at \$1,380/month (\$690/each). The weekly fee is \$250/each. These are diesel towers, though very quiet, and have a run time of approximately 150 hours. The towers can also be set on timers. Additionally there is \$400 delivery/pick up fee, and a fueling fee of \$150. The total for one month of lights would be \$1,930.

Another issue is the securing of the rink system. CHPD indicated they have to drill holes into their courts to secure the system, which is the same NiceRink system the Village





## MEMORANDUM

has. Staff has concerns with doing this, as the courts are newer and the holes can cause further cracking on the court surface.

Due to the tennis net posts being permanent, the rink would need to sit on one or both sides of the posts. A Rink on one side would be approximately 190'x60', so the current liner could be used, but if two rinks were preferred a second liner would need to be purchased at the cost of approximately \$3,500.

Ice Rink Expenses	Liner	Lights	1 month total	2 month total	3 month total
Current Location	\$ -	\$ -	-	-	-
Tennis Court					
1 rink	\$ -	\$ 1,930	\$ 1,930	\$ 3,860	\$ 5,790
Tennis Court					
2 rink	\$ 3,500	\$ 1,930	\$ 5,430	\$ 7,360	\$ 9,290

While the tennis courts are a feasible location for the ice rink, staff does not believe the pros outweigh the cons at this time. With the Village working diligently to be fiscally conservative during the pandemic, staff does not believe expending the funds to relocate the rink would be prudent this season. It is recommended to reevaluate this idea for the next season.

## MEMORANDUM



**DATE:** October 23, 2020  
**TO:** Parks and Recreation Commission  
**FROM:** Hilary Poshek, Lodge Manager The  
 Melinda Zaviska, Asst. Lodge Manager  
 Heather Bereckis, Superintendent of Parks & Recreation  
**RE:** Proposed Catering Plan for The Lodge at KLM Park

---

Staff recommends implementing changes to the annual Preferred Catering Vendor and Drop Off food service plans for the Lodge beginning in 2021. Staff feels the plan described below will help the Lodge move forward in a way that will benefit both the venue and the caterer. The proposed changes would mean a change to the fee schedule.

#### Current Plans:

- **Preferred Vendors:** Caterers pay an annual \$1,000 fee and complete a preferred vendor catering application for approval from the Village of Hinsdale. This fee is assessed regardless if the caterer has any events at the Lodge in that fiscal year.
- **Outside Vendors:** The caterer or client pays a \$500 fee per event and a Single Day catering application is completed by the caterer for approved no later than 30 days prior to events.
- **Drop Off Food:** The Lodge also currently allows clients to choose Drop Off food as an option for events. There is currently no charge for choosing this option. Clients are required to hire a wait staff / bar tending service typically when their guest counts are over 50 guests.

**Why Make Changes:** Staff have been evaluating the current plan and researching alternate options for some time due to caterer complaints, client trends toward Drop Off Food and logistical issues that result. The Covid-19 Pandemic and the uncertainty it brings to social events and gatherings also provides us with more cause to make this change in the near future.

- **Caterer Complaints:** Prior to 2020, many caterers felt they were not booking enough events per year to justify the \$1,000 annual fee. They have seen a decline that is largely attributed to clients choosing the drop off food option.
- **Covid-19 Pandemic and Caterers:** Caterers were ultimately not charged in 2020 unless they had an event take place. The Lodge's caterer revenue for the 2020 calendar year is currently \$2,839. Caterers that paid prior to the Pandemic start have complained and requested refunds from the Village of Hinsdale. Events with food service have either been not allowed in the Restore Illinois Phase plan or were very limited. In 2021, the fate of events is uncertain. Charging caterers a \$1,000 annual fee appears unfair and again will surely result in complaints and refunds as a result.
- **Client Trends toward Drop Off Food Options:** An increasing number of clients choose this option. Clients are permitted to bring in food or have food delivered from any source and are not charged a fee to do so. Drop off clients tend to require a lot of assistance in terms of policy interpretation and understanding and as a result have on occasion attempted to or have actually violated policies. The most common policy violations include failure to appropriately staff events with qualified and adequate wait staff / bar tending services and failure to comply with alcohol policies. The most common complaint from such clients is lack of time for setup and cleanup as they are trying to complete many event details on their own without the assistance of adequate or qualified event staff.



Drop Off clients often receive a higher level of assistance from Lodge staff prior to and during events in terms of creating appropriate layouts, guidance in preparing for event supplies, completing setup and cleanup, and assistance during the actual event time. Many of these services are typically provided by our preferred caterers. During most Lodge rentals, there is only one Event Host onsite to assist clients. Catered or sufficiently wait staffed events require many more staff determined based on the size and details of that event. Catered events tend to be much more controlled, policies are followed, staffing is qualified and adequate for event details and size, and they have much better event preparedness. As a result, catered events are often more successful with happier clients and guests.

#### Proposed Plan Changes:

- **Preferred List Caterers:**

The annual preferred list fees become percentage based per event held at the Lodge. Caterers will pay the Village of Hinsdale 10% of their food and beverage sales per event. A \$250 one time application fee will be assessed upon joining the Lodge preferred vendor list. Stipulations to remain on the list annually will be developed and implemented by staff.

- **Drop Off Food:**

A \$250 fee will be typically assessed to clients choosing to provide Drop Off food at their events that have 50 or more guests. For some events this fee assessment may be negotiable and will be determined on a case by case basis. Examples of events that may not require the fee might include but are not limited to some business meetings or gatherings, rentals not serving food or alcohol, most daytime school rentals, and other gatherings that do not require a high level of Lodge staff intervention. A licensed and insured wait staff will also be required for events with over 50 guests but may be negotiable depending on event details such as those described above. A checklist will be presented, completed, and signed by the client to assure communication of event details and Lodge policy understanding takes place. The \$250 fee will help to potentially sue some clients toward choosing to work with a caterer or possibly allow the Lodge to secure additional staff help at the more complicated or larger events that are not utilizing the service of a caterer. The ultimate goal is to provide successful and well managed and executed events for clients and their guests.

- **Outside Caterers:**

A \$500 outside catering fee will be assessed per event. The Single Day Caterer Application must be completed and approved.

Option:	Fee:
Annual Preferred Catering Vendor	10% of food of beverage sales per event. \$250 one-time fee.
Drop-Off Food	\$250 fee typically assessed for events over 50 guests.
Outside Catering Vendor	\$500 fee per event

#### Financial Implications:

- **Past Caterer Revenue:**

- Catering Vendor Revenue from fiscal year 2018/2019: \$11,500 (Typical fiscal year revenue)

- **Potential Annual Caterer Revenue with New Fee Plan: (Numbers based on 2018/2019 fiscal year):**

- Caterer Fee Potential Revenue: \$19,250
- (100 guests x \$35 per person (low end) x 55 catered events x 10%) = Potentially \$350 per food and beverage catered event

- **Drop Off Events with Over 50 Guests Potential Revenue: (14 events x \$250 per event)= \$3,500**

- (To Note: We had 24 total events utilize drop-off options for food. Ten of those events would not meet the requirement to charge a fee with the current plan based on either having a guest count below 50, providing only

prepackaged box lunches as they were a corporate style business meeting or because they were daytime school group rental only serving delivered pizzas and such).

- **Outside Caterer Revenue:** 4 events x \$500 = \$2,000

**Total Potential Revenue in a year comparable to 2018 / 2019:** \$24,750

- Preferred Vendor: \$19,250 + Drop Off: \$3,500 + Outside Caterer: \$2,000 = \$24,750 total

Overall, staff feels this plan will benefit the Lodge financially in a typical rental year. It will help discourage and mitigate issues with the current Drop Off food plan and it will provide for a more fair assessment of fees for preferred caterers providing services for events at the Lodge.

Staff hopes to implement the new caterer fee plan beginning in 2021. The Drop Off fee plan will apply to any events booked after the time of this new plans inception.

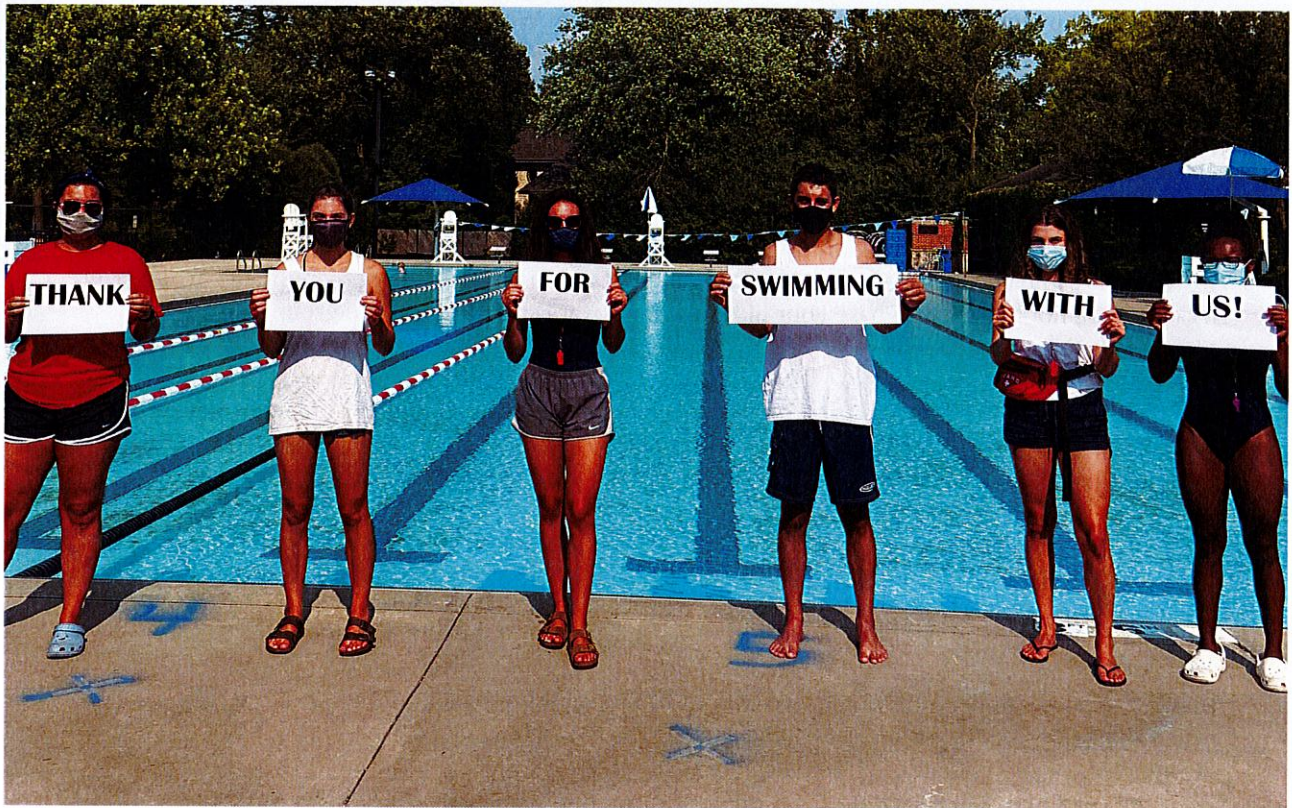


## VILLAGE OF HINSDALE PARKS &amp; RECREATION

2020

## AQUATICS REPORT

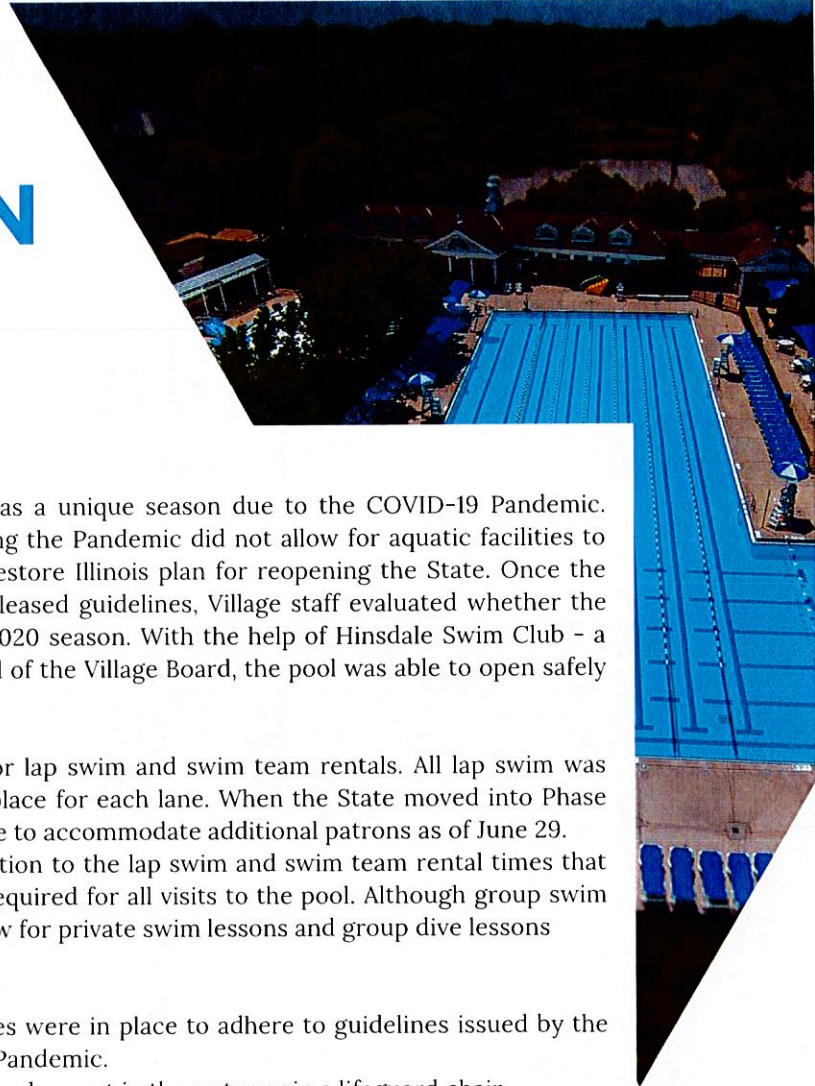
HINSDALE COMMUNITY POOL





2020

# A SEASON IN REVIEW



The 2020 Hinsdale Community Pool season was a unique season due to the COVID-19 Pandemic. Restrictions issued by the State of Illinois during the Pandemic did not allow for aquatic facilities to operate until Phase Three of the Governor's Restore Illinois plan for reopening the State. Once the State reached Phase Three in mid-June and released guidelines, Village staff evaluated whether the facility could open safely and feasibly for the 2020 season. With the help of Hinsdale Swim Club - a local youth swim club in town, and the approval of the Village Board, the pool was able to open safely for the season on June 22.

During Phase Three the pool was only open for lap swim and swim team rentals. All lap swim was reservation based and capacity limits were in place for each lane. When the State moved into Phase Four, restrictions lessened and the pool was able to accommodate additional patrons as of June 29. Phase Four allowed for open swim time in addition to the lap swim and swim team rental times that were already in place. Reservations were still required for all visits to the pool. Although group swim lessons were not permitted, Phase Four did allow for private swim lessons and group dive lessons to occur.

The following additional policies and procedures were in place to adhere to guidelines issued by the State for operating safely during the COVID-19 Pandemic.

- Masks required of all patrons and employees when not in the water or in a lifeguard chair
- One way facility entrance and exit
- Temperature checks of all patrons and employees prior to entering the facility
- Touch point cleanings every 20 minutes and deep cleanings every two hours throughout the day
- Social distance markings on deck to direct patrons through the facility and keep at a safe distance from others

Due to the uncertainty of this unique season, pool memberships were not offered. To make a reservation one paid the daily rates established for the season (below).

- Individual - \$8 Resident/ \$12 Non-Resident
- Family of Four - \$30 Resident/ \$42 Non-Resident
  - Additional family members \$2/person

The greatest revenue source for the pool this summer was swim team rentals. Clubs from all over the region rented any available time for practices. Due to the restrictions placed on indoor recreation facilities and many pools in the area remaining closed all summer, our 50-meter outdoor pool was highly desired. The pool made a total of \$116,304 in rental fees compared to \$35,009 in 2019.

With limited operational capacity, a shortened season, and additional policies/procedures in place, the pool still managed to turn a profit for the 2020 season.



2020

# A SEASON IN REVIEW

A survey was sent out to all pool visitors and program participants this summer. Should the 2021 season operate under the COVID-19 Pandemic with similar restrictions and guidelines, staff will be sure to take into account the feedback provided. Survey results are discussed later in this report.

The following report outlines statistics from the 2018-2020 seasons. It is important to note that 2020's data will differ greatly from previous seasons due to effects the COVID-19 Pandemic had on operations.



# FINANCIAL RECAP

	2018	2019	2020	Inc/dec from 2019	% Inc/dec from 2019
<b>Revenue</b>					
Passes	\$159,520	\$166,269	n/a	n/a	n/a
Daily Fees	\$63,503	\$68,855	\$78,450	\$9,595	15.11%
Programs*	\$34,231	\$36,673	\$42,774	\$6,102	17.83%
Swim Team	\$20,345	\$18,786	n/a	n/a	n/a
Rentals/Misc.**	\$29,686	\$35,009	\$116,304	\$81,295	273.85%
Concessions***	\$4,754	\$5,259	n/a	n/a	n/a
<b>Total</b>	<b>\$312,037</b>	<b>\$330,851</b>	<b>\$237,528</b>	<b>-\$93,322</b>	<b>-29.91%</b>
<b>Expenses</b>					
Salaries	\$158,285	\$159,734	\$119,036	-\$40,699	-25.71%
Other Expenses****	\$139,471	\$105,905	\$80,721	-\$25,184	-18.06%
<b>Total</b>	<b>\$297,756</b>	<b>\$265,639</b>	<b>\$199,757</b>	<b>-\$65,882</b>	<b>-22.13%</b>
<b>Profit/Loss</b>	<b>\$14,281</b>	<b>\$65,212</b>	<b>\$37,772</b>	<b>-\$27,440</b>	<b>-192.14%</b>

\*This includes all aquatics programs including lessons, dive, water polo, private lessons and events

\*\*This includes pool rentals and party rentals

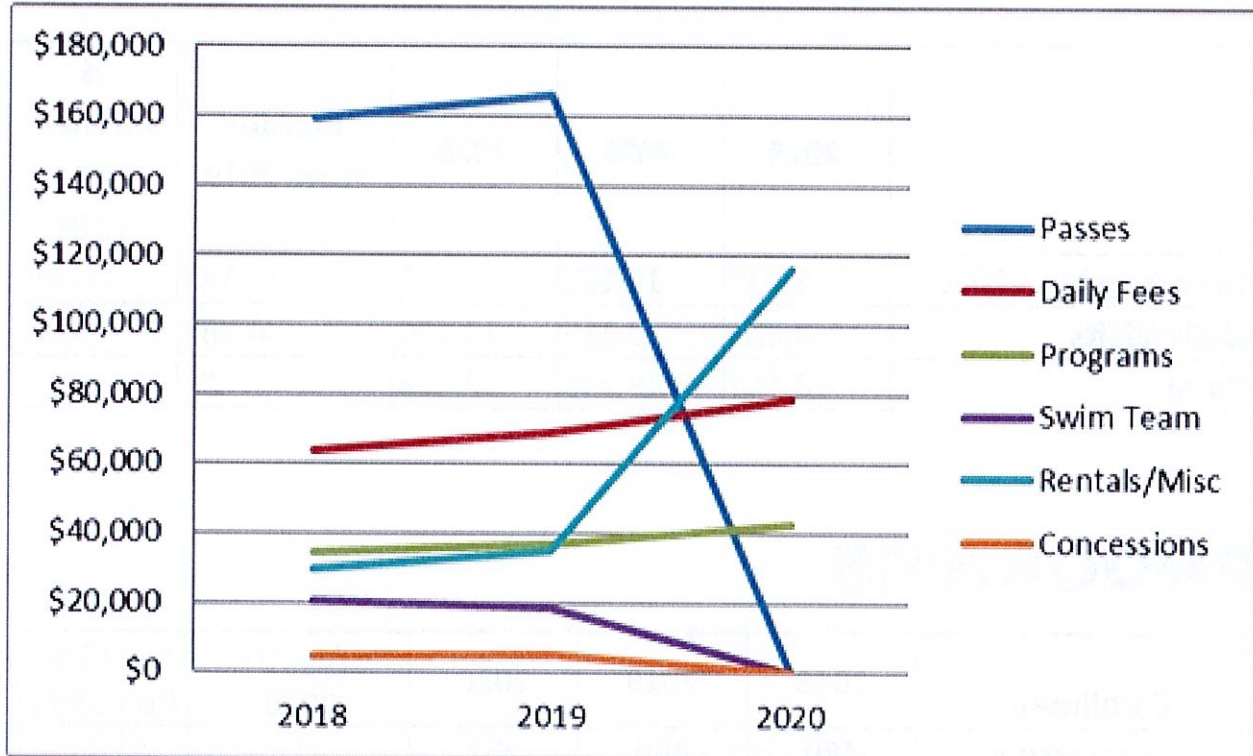
\*\*\*Contains monthly rent for remainder of contract

\*\*\*\*2020 numbers are not final, expenses will be paid through December 2020

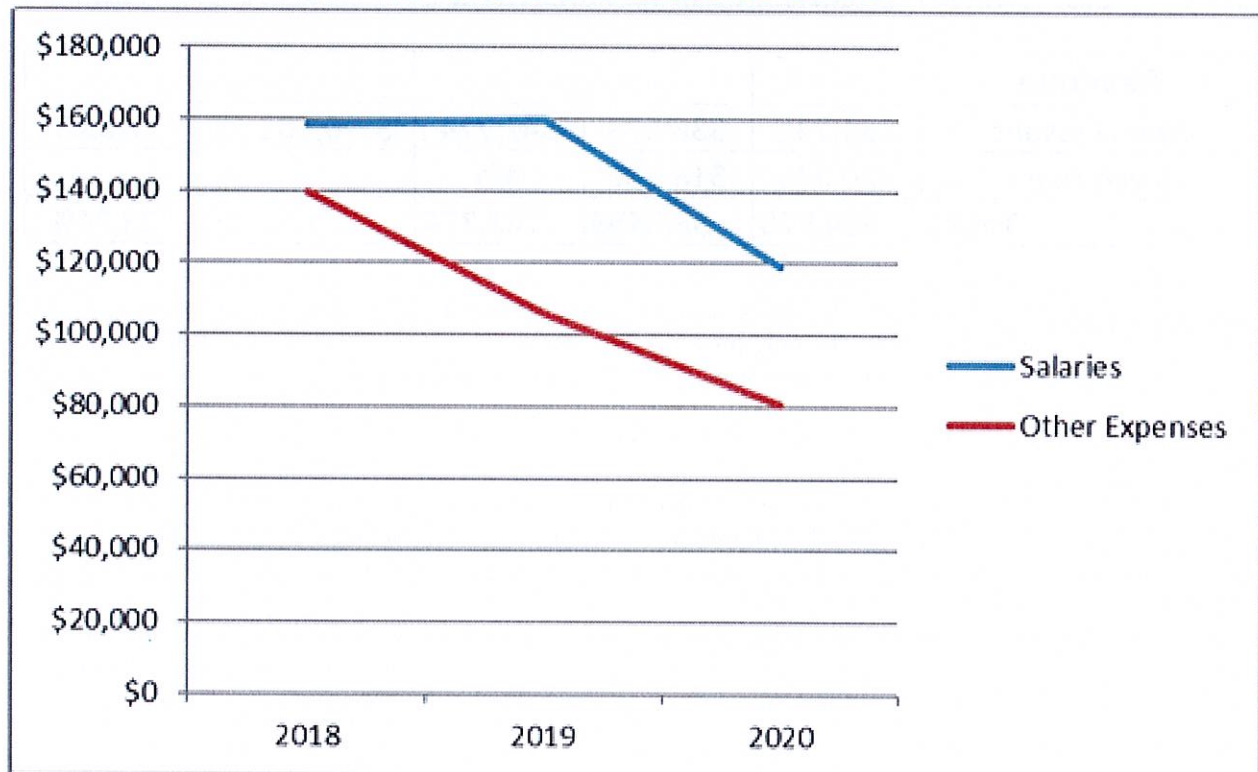
Passes and swim team will see some monies transferred to 2021 revenue due to memberships and cancellations refunded to household accounts.



## REVENUE COMPARISON



## EXPENSE COMPARISON



## POOL ATTENDANCE

	2018	2019	2020	Inc/dec from 2019	% Inc/dec from 2019
<b>Membership Visits</b>	9,331	11,180	0	-11,180	-120%
<b>Daily Visits</b>	8,823	8,116	12,176	4,060	46%
<b>Total</b>	18,154	19,296	12,176	-7,120	-39%

## PROGRAMS

<b>Enrollment</b>	2018	2019	2020	Inc/dec from 2019	% Inc/dec from 2019
Swim Lessons	480	460	252	-208	-43.33%
Swim Team	131	120	0	-120	-91.60%
<b>Totals</b>	<b>611</b>	<b>580</b>	<b>252</b>	<b>-328</b>	<b>-53.68%</b>
<b>Revenue</b>					
Swim Lessons	\$34,231	\$36,673	\$42,774	\$ 6,101.65	17.83%
Swim Team	\$20,345	\$18,786	n/a		
<b>Totals</b>	<b>\$54,575</b>	<b>\$55,459</b>	<b>\$42,774</b>	<b>\$(12,684.35)</b>	<b>-23.24%</b>

Due to restrictions placed on aquatic facility operations during the COVID-19 Pandemic, many of the scheduled programs were cancelled for 2020. The only programs that were safe to run were private swim lessons, and group dive lessons. Because these programs were the only options available to patrons this summer, both saw much success and high enrollment. In fact, both private swim lessons and group dive lessons had waitlists that could not be accommodated due to limited staff availability.

Due to the higher cost of private swim lessons compared to group lessons, the pool actually saw an increase in revenue for swim lessons compared to the 2019 season. The hope is that this summer's exposure to the private lesson program will draw more to register for them over group lessons due to the benefit of individualized instruction.

Because of the individual nature of dive lesson instruction, even in a group setting, the pool was able to safely offer both beginner and intermediate/advanced dive lessons. The first two sessions filled up with waitlists so a third session was added in August. Additionally, Dive Coach Roslyn Tishke taught private dive lessons.



## TOWN TEAM

Unfortunately, Town Team was not offered this summer. Due to the restrictions placed on swim team operations and the limited pool availability, staff did not see it to be feasible this summer.

The 2020 season was to see an updated logo, new backstroke flags, and a new team banner hung at the pool. These will instead roll out with the 2021 season. The hope is that this logo and onsite promotion will provide a more modern and cohesive look for the team, while increasing excitement for the season and hopefully drawing in more participants desiring to be part of this town experience. Team shirts will also sport this new logo and participants will be able to purchase their 2021 team suits with this new logo as well as other apparel/gear at Urban Tri-Gear in Westmont.

Should the pool open under similar circumstances to the 2020 season, staff will work to find a way to safely hold Town Team in 2021 should State guidelines allow. The West Suburban Swim Conference has already begun discussing ways to run dual meets and conference safely as well.

## SPECIAL EVENTS

To keep operational costs down, staff cancelled all special events to be held at the pool for the 2020 season. Additionally, since visits to the pool were on a reservation basis only and had a limited capacity, it did not seem beneficial to run them this year.

The following new events were to be offered in the 2020 season. Should the pool operate in a normal capacity in 2021, staff will try to offer them next season instead.

### New for 2021

- Wellness Day
- Adults Only After-hours Pool Party
- Color Blast Event

## POOL STAFF

The entire pool staff were met with unique challenges this summer due to the COVID-19 Pandemic. Management and staff did a great job enforcing and following the additional onsite policies and procedures this season to ensure a safe and successful summer.

The Hinsdale Community Pool lifeguard staff is certified through an accredited program called StarGuard, an entity of Starfish Aquatics Institute. The program is globally acclaimed and has been used in Hinsdale since the summer of 2009. The pool has 3-4 trained instructors on staff every year. These staff members have been trained by StarGuard and have the ability to certify the remaining staff at the facility. They also lead the in-service trainings throughout the summer; these are 2 hour skill refreshers that are done weekly. Finally, the instructors conduct VATs (Vigilance Awareness Testing) on each staff member three times during the season to ensure that staff are prepared for quick and successful emergency responses.

The Hinsdale Community Pool generally has a high return rate of staff each season. A practice is made of training individuals each year and then preparing them to return for future seasons.

The pool has several divisions of staff, they are as follows:

## POOL STAFF

**Aquatics Coordinator:** The 2019 season saw the addition of Aquatics Coordinator, Brian Powell. This position was added to assist with pre-season prep work and manage onsite operations during open season. The addition of this position has allowed for an increase in onsite supervision of pool staff and onsite operations. All aquatics staff report directly to this position prior to reporting to the Recreation Supervisor. This position also serves as the lead certified Starguard Lifeguard Instructor. Previously supervision and management of the facility were the sole responsibility of the Recreation Supervisor. Due to being located offsite, supervision of the facility is not always feasible during the busy summer months. The addition of this position has been a source of much appreciation from the community, and was a huge benefit while navigating operations during the COVID-19 Pandemic.

**Managers:** There are five management staff at the pool each season—four pool managers and a head cashier. To attain these positions at the pool, staff are required to have worked at the pool for at least two prior seasons and served previous supervisory roles at the pool. Typically these managers are the additional staff members that are Starguard Lifeguard Instructor Certified, and one manager serves as the lead Swim Lessons Coordinator as well. These roles oversee the daily operations of the facility and report directly to the Aquatics Coordinator.

**Head Guards:** There are four head guards at the pool each season. These staff members are each in charge of a team of 6-12 lifeguards. They are comprised of individuals that have worked at least one prior season at the pool and have shown exemplary leadership and lifeguarding skills. Head Guards are trained throughout the summer as Managers-in-training.

**Lifeguards:** The lifeguard staff is by far the largest group of staff at the pool. They either work on a designated team or as substitutes. They are comprised largely of local high school and college students, ranging in age from 15-22.

**Swim and Dive Lesson Staff:** A group of lifeguards elect to teach lessons. All are required to participate in land and water lesson trainings before the start of the season, as well as be a certified lifeguard. Typically this group consists of approximately 13-25 of the lifeguards, depending on number of registered participants for group lessons. Since group lessons did not occur this summer, we had approximately 20 lifeguards teaching private lessons this summer. The Dive Coach hired every summer is specifically hired with the intention of developing and managing the program. Rosyln Tishke, an experienced diver and gymnast was hired this summer and was a great asset to the program.

**Swim Team Coaches:** There are four coaches responsible for the Hinsdale Stingrays Town Team—one head coach and three assistant coaches, with an occasional fifth coach for larger meets or to substitute for an absent coach. Our current head coach has been coaching for eight years and is also Aquatics Coordinator, Brian Powell. All swim team coaches are required to have swim team experience. This year due to COVID-19 Town Team was cancelled; however, a few of the coaches remained on staff to teach private swim lessons to their swimmers from previous seasons.

**Cashiers:** As the frontline staff at the pool, cashiers are responsible for greeting guests, processing memberships, scanning passes, and answering phones. Typically there are 8-10 cashiers with two on per shift. They range in age from 15-22. This year due to the modified operation, the pool had one Head Cashier and two regular cashiers on staff. They were tasked with the additional responsibility of helping process reservations and enforce check-in procedures (temperatures, masks, etc.).

To make certain the pool remains under the approved budget for aquatics payroll, staff closely monitors employee hours and staffing levels. Our budget for personnel was \$165,000 and we spent \$119,036 of that budget. Therefore, we remained under our budget by \$45,964. Effective January 2020, the State enacted the new Illinois Minimum Wage Laws, which will gradually raise the minimum hourly wage to \$15.00/hour by 2025. This summer many of our seasonal position's minimum hourly wage increased to \$10.00/hour to comply with the new law. In the 2021 season, staff rates will be required to be at least \$11.00/hour.

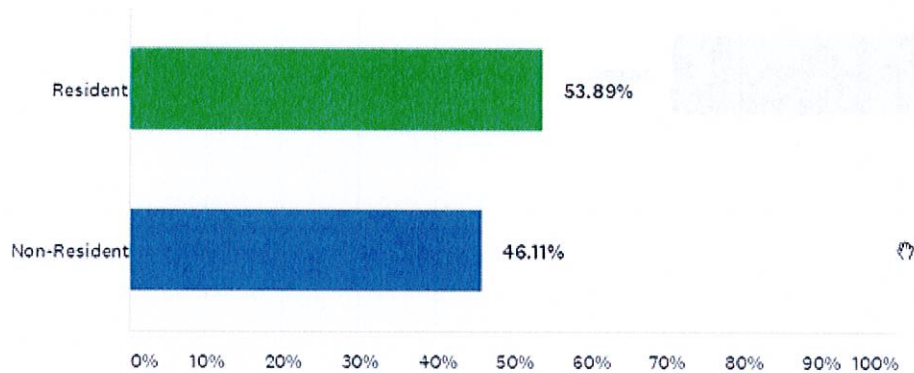


# 2020 CUSTOMER SATISFACTION SURVEY RESULTS

Given that this was a unique season for Hinsdale Community Pool, survey questions were tailored towards gathering data on the types of users this summer and whether we may have encouraged future membership purchases due to the high volume of users new to our pool.

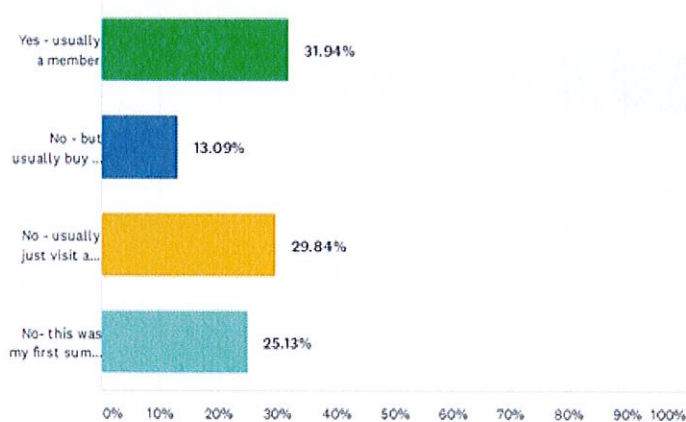
## Q1 Are you a resident or non-resident of Hinsdale?

Answered: 193 Skipped: 0



## Q2 Do you typically have a membership to our pool during a "normal" summer?

Answered: 191 Skipped: 2

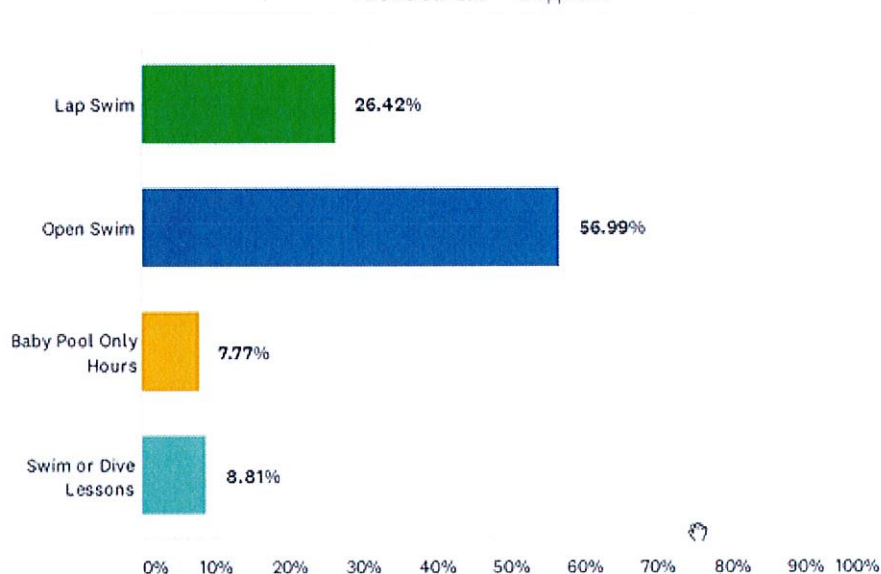


ANSWER CHOICES	RESPONSES
Yes - usually a member	31.94% 61
No - but usually buy a 10 Visit Pass	13.09% 25
No - usually just visit and pay the daily rate	29.84% 57
No - this was my first summer visiting the pool	25.13% 48
TOTAL	191

# 2020 CUSTOMER SATISFACTION SURVEY RESULTS

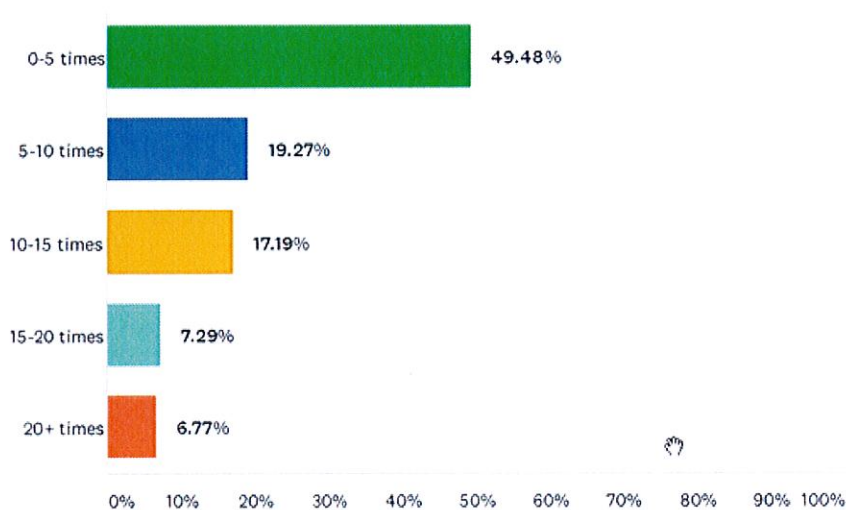
Q3 What did you use the pool the most for this season?

Answered: 193 Skipped: 0



Q4 Approximately how often did you visit the pool this summer?

Answered: 192 Skipped: 1

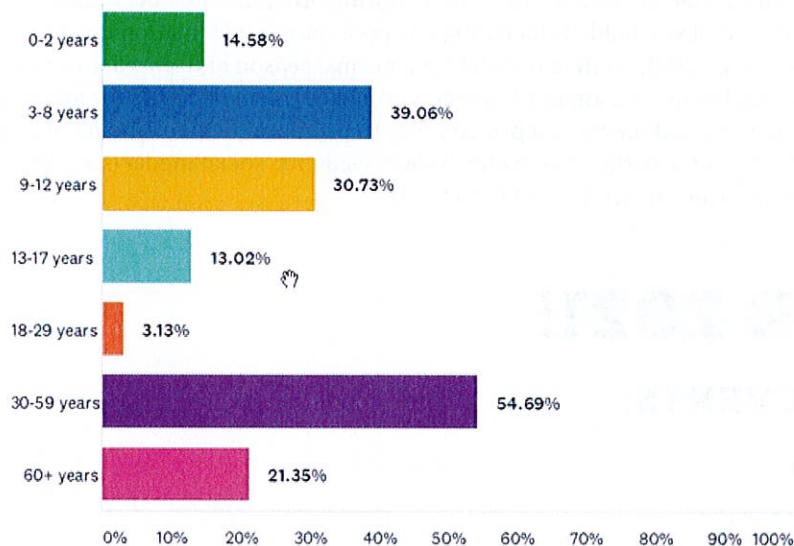




# 2020 CUSTOMER SATISFACTION SURVEY RESULTS

Q5 What are the ages of the family member(s) that used the pool most often?(Check all that apply)

Answered: 192 Skipped: 1



Q6 In 2021 do you plan on purchasing a membership for Hinsdale Community Pool?

ANSWER CHOICES	RESPONSES	
Yes	37.50%	72
No	14.58%	28
No, will return to using my town's pool	10.94%	21
Maybe	36.98%	71
TOTAL		192

## Survey Comments

The responses to open ended questions on visitors' experience at the pool this summer were overwhelmingly positive. Residents and non-residents were happy just to have any facility to enjoy this summer regardless of some of the restrictions in place due to COVID-19. Many comments were made about the helpfulness of staff and thanking them for making the environment safe for all to enjoy. The only consistent feedback was that the reservation system was less than ideal. Due to having limited time to prepare for opening the pool, staff was not able to implement an online reservation system and instead relied on people calling Village Hall or the pool make one. Should the pandemic continue through the 2021 season, staff would look into online options and implement a more seamless and user-friendly system.

## CONCESSIONS




Due to the restrictions placed on facility operations this summer, including those on food service, the concession stand was not opened this season. Staff and Baldinelli Pizza, the third party contractor responsible for concessions at Hinsdale Community Pool, felt it was not feasible to open this season. Instead staff allowed patrons to bring in their own food and drink this summer.

## 2021 MARKETING




Typically the pool memberships are advertised in the Winter/Spring brochure, however due to the uncertainty still surrounding the pandemic, staff will hold off including any pool season information until at least the summer brochure (released March 2021). Staff is hopeful for a normal season and thus a normal marketing plan, however staff is prepared to market the season in whatever way makes the most sense for another modified season. Staff will continue to use social media as a primary way to promote the pool and its offerings, and update patrons on any important information. According to our residents, social media is a primary way they find out about our upcoming activities or amendments to them.

## NEW FOR 2021!

### PROGRAMS & EVENTS:

-  WELLNESS DAY
-  COLOR BLAST EVENT
-  ADULTS ONLY AFTER-HOURS POOL PARTY

### FACILITY AMENITIES:

-  LOCKER ROOMS REPAINTED
-  UPDATED SOUND SYSTEM
-  BEGINNING WORK AS PART OF THE AWARDED OSLAD GRANT





2020

# AQUATICS REPORT

HINSDALE COMMUNITY POOL

