

**VILLAGE OF HINSDALE  
MINUTES  
PARK AND RECREATION COMMISSION  
Monday, June 20, 2011 6:30 PM  
Memorial Hall Board Room**

Chairman Curran called the meeting of the Park and Recreation Commission to Order at 6:35 p.m. at the Memorial Hall board room.

**Members Present:** Chairman Jeff Curran, Commissioners Scott Banke, MaryBeth Dougherty, Diane Griffin, Ed McCarthy, Kathleen Mulligan & William Otto

**Members Absent:** Commissioners John Deppe and Ed Opler

**Others Present:** Trustee Doug Geoga and Boy Scout Matt Saunders

**Staff Present:** Gina Hassett, Director of Parks and Recreation  
Linda Copp, Secretary

The Commissioners mentioned a few changes to the minutes. Commissioner Banke moved approval of the May 18, 2011 Park and Recreation Commission meeting minutes with corrections. Commissioner McCarthy seconded and the motion passed unanimously.

**Monthly Reports**

May 2011 Revenue/Expense Reports

Ms. Hassett presented the report and mentioned that many May items have not been posted. Chairman Curran asked if there were any expenses forthcoming.

Commissioner Otto asked about the revenue offset difference. He asked if that was being subsidized by the village. Trustee Geoga stated that it is not the intention that the village does not subsidize the department. Ms. Hassett stated the department has been very frugal.

Chairman Curran stated that year over year the percentage has changed and that the department should look at it at the departmental level. Commissioner Mulligan asked if there are costs that are being deferred to pay later. Chairman Curran stated that there could be marketing opportunities that could improve services. Commissioner Banke asked about the field fees and wanted to know how the revenue would increase next year when Veeck Park came back on line.

Ms. Hassett stated that staff is pursuing opportunities to other organizations to utilize the fields. Commissioner Mulligan asked if there is anything that has been deferred that will need to be looked at. Ms. Hassett stated that the 10 year capital plan has had items removed from the capital plan because of budget cuts.

Trustee Geoga stated that the parks and rec budget has some activities where users can be identified and some don't. He stated that the users can be asked to bear the cost of the use

but the village will always have to contribute. Trustee Geoga stated that parks and rec has always had a capital plan and he feels staff is moving in a good direction to try to incorporate the long term plan with the village plan.

Chairman Curran asked Ms. Hassett that if there were dollars for marketing, what would we get for the dollars. He stated that perhaps Public Service could have common uses like a truck and that the expense could be shared even if the expense is a Park and Rec budget item.

Commissioner Otto stated that by being under budget could catch up with us years down the road by items being neglected. Commissioner Mulligan asked if the playgrounds are getting a longer life now that they are not wood. Ms. Hassett stated that they are healthier and the biggest maintenance is the mulch.

#### Recreation Program Report

Ms. Hassett shared the emails regarding the OSLAD grant. She mentioned that one of the projects is grading the lacrosse field and some of the dirt from the new platform tennis courts can be used there. Chairman Curran asked what the timeline is for the construction of the courts.

Ms. Hassett stated that there still is no agreement for the new platform tennis courts. The cost of the courts is \$150,000 and that does not include electrical work and the removal of the dirt and the retaining wall. Wingren Landscaping will be doing a lot of in-kind landscaping. Staff is waiting for a site plan for the project. She thinks that the 3 projects will be done together so that the village will get reimbursed for the projects in a reasonable length time of time.

Commissioner McCarthy asked what the arrangement is with Wingren. Ms. Hassett stated they are donating services for landscaping and Staff still needs to know what those services will be. The village will pay for an excavator but it is unknown at this time how much excavation will need to be done. Chairman Curran asked how long the lacrosse field will be offline. Ms. Hassett does not know but is sure it will be a season.

#### **Park & Recreation Commission Follow Up Items**

##### KLM Park Improvements Update

Ms. Hassett reported that she hope the South picnic shelter will be completed by Labor Day. The retaining wall is done and is similar to what will need to be installed for the platform tennis courts.

Ms. Hassett stated that the projects can be started now that we know we have the award. Contracts have been received and there will be a meeting next week. The shelter order time is 6 – 10 weeks. Excavation will start a few weeks before the shelter arrives.

MWRD has stated that permits are no longer needed for work that doesn't have sewer work. Dan Deeter is following up with them to see if one will be needed. Chairman Curran

asked if we will be applying for the permit. Ms. Hassett stated that this permit has been in the works for 9 months. The Historical Society is receiving a refund for the Zook House project because they still need to raise the necessary funds to finish the project.

Chairman Curran stated that the high school will be happy to submit and/or help with plans for the disc golf course that will be installed.

#### Pool

Commissioner McCarthy commented about the number of pool passes being less than previous years. He asked if we have asked prior members why they have not renewed. Ms. Hassett stated that we can survey those patrons and that the data has been collected on last year's members that did not renew.

#### Veeck Park Update

Ms. Hassett stated that the dirt removal will go before the Village Board tomorrow night. She hopes to have the dirt removed within a month, depending on the weather. The fields will be disturbed by the trucks doing the removal.

Swim lessons and camps have started and are going well. Some lap swimmers are unhappy that the lap lanes are not in all the time. HSC uses the morning hours are used six out of the 8 lanes. Some pumps are in for service and there is some clean up with the cotton from the trees.

#### Platform Tennis Court Project

The Board has approved the purchase of the new courts. Ms. Hassett stated that the platform tennis company has now opened an office in this area to help with this project. HPTA has stated that they will cover the additional costs.

#### Sponsorship/Co-operative Partnering

Commissioner Banke explained the information that he had about sponsorships. One of the things is that there is framework that is laid out by the Village and once that is done, then the groups can be built. He asked Trustee Geoga how to start that process. Trustee Geoga stated that there would always be exclusive use in some way for the organization. He believes that there are probably half a dozen, not scores. He believes that there is willingness to partner with the Village.

Trustee Geoga stated that the starting point is the interest of doing a project and then the format can be set. Commissioner Banke asked if there is anything in place to make a proposal. He stated that if there was some type of template in place it would take the guesswork out of the project. Commissioner McCarthy stated that he believes that the Village should streamline the process to partner with the organization.

Ms. Hassett stated that there is not a general template that can be used. There are issues that could come up even if the money is raised. The Village doesn't have the funds and

there could be additional money required. There would need to be a FAQ sheet and that there are always things to be considered for every project.

Commissioner McCarthy stated that he thinks that the way Wingren is helping with the landscaping for the new paddle courts is a sign of how businesses are willing to help. Ms. Hassett commented on the marketing that is currently being used. When there are large issues, the smaller issues are postponed.

Chairman Curran stated that the next step could be to find out the options available.

Commissioner Mulligan stated that a sponsorship would be more project based.

Commissioner Banke thanked Trustee Geoga for being open to these efforts.

## **New Business**

### **Financial Assistance Policy**

Ms. Hassett stated that there have been financial assistance requests. Village Manager Dave Cook has asked Ms. Hassett to draft a policy. Ms. Hassett shared policies from some other towns. Hinsdale Rotary did sponsor one of the families to have a pool pass for a teenage boy.

Ms. Hassett stated that requests generally come in the summer and that contracted programs would be excluded. Since that is 90% of the programs, only the summer swim lessons or our day camps would be included. She asked the Commission for ideas.

Commissioner Mulligan shared that we should have a policy. Many of the policies have a cap on the amount of financial aid given. Ms. Hassett stated that most policies exclude pool memberships because it would be a luxury.

Chairman Curran asked if we knew what the administrative fees would be. Ms. Hassett stated that it would depend on the program. Commissioner McCarthy stated that perhaps we could ask those recipients to volunteer in the village in some way. Ms. Hassett stated that we have offered a payment plan to families in the past for pool memberships. Chairman Curran encouraged Gina to continue with offering the payment plan.

Trustee Geoga commented that he cannot give his opinion at this time. Commissioner Griffin stated that AYSO did have a policy for the players in need. Chairman Curran asked the Commissioners for a volunteer to help draft a policy. Commissioner Dougherty volunteered to work on a policy with Ms. Hassett. Commissioner Banke stated that we can define need by looking at the definition of need in the schools. How do they view it and how do they allocate towards it. Ms. Hassett stated it would be a very small percentage because most of our programs are contracted. Ms. Hassett will follow up with ACA.

## **Correspondence**

None

## **July 4<sup>th</sup> Parade**

Ms. Hassett stated that the majority of the contracted groups will be returning. There is a struggle to get bands. There will not be a parade marshal this year and the recommendation for active military families has not worked out.

For next year, staff might look into nominations for marshals. Ms. Hassett stated that she needs volunteers for helping with the parade. She stated that the police have been concerned with crowd control. The police have requested that there be barricades on First Street for safety concerns.

Ms. Hassett stated that the entry participation is down a little from last year. Chairman Curran asked if there are other neighboring communities that have a parade on the same day. Ms. Hassett stated that Downers Grove does not pay any groups anymore and Lisle doesn't have a parade.

Chairman Curran asked the Boy Scout in attendance about scouts volunteering for the parade. Chairman Curran stated that there could perhaps be some partnering opportunities with the scouts.

### **Liaison Reports**

#### **ACA**

Ms. Hassett mentioned that Scott went to ACA about selling concessions to raise money for the skate park. The request was forwarded to the full Board. She stated that a member of the Commission should attend ACA if there is something on the agenda.

#### **Gateway SRA**

Ms. Hassett is now the President. There will not be more than a 5% increase to the communities. Transportation will be contracted now with Ray Graham and there will be two routes instead of 3. There will not be a budget deficit for transportation. Ms. Hassett stated that there is a Committee for program fees. They are looking for a standard and adjusting the non-resident fees. She had a meeting with the school district and have made them more aware of Gateway and the resources.

### **Adjournment**

Since there was no further business to come before the Commission, Commissioner McCarthy moved to adjourn. Commissioner Dougherty seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 8:05 p.m.

Respectfully submitted,

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Linda Copp, Secretary

**PARK AND RECREATION REVENUE/EXPENSE SUMMARY**

**June 2011**

**FY 11-12 (May 1 - April 30)**

**PRELIMINARY NUMBERS ONLY**

<b>DEPT. 3101 ADMIN. AND SUPPORT</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>	<b>FY 10-11 BUDGET</b>	<b>FY 10-11 TO DATE</b>	<b>FY 10-11 % of Budget</b>
Personal Services	214,952	25,441	12%	205,997	27624	13%
Professional Services	0	0		0	0	#DIV/0!
Contractual Services	0	0		0	0	
Other Services	7,400	756	10%	7,800	0	0%
Materials & Supplies	3,100	1,486	48%	3,100	170	5%
Repairs & Maintenance	650	0	0%	650	0	0%
Other Expenses	3,075	20	1%	2,395	1065	44%
Risk Management	45,373	0	0%	49,665	0	0%
<b>Total-Operating Expenses</b>	<b>274,550</b>	<b>27,703</b>	<b>10%</b>	<b>269,607</b>	<b>28,859</b>	<b>11%</b>
Capital Outlay	0	0		0	0	0%
<b>Total Expenses</b>	<b>274,550</b>	<b>27,703</b>	<b>10%</b>	<b>269,607</b>	<b>28,859</b>	<b>11%</b>
 <b>DEPT. 3301 PARKS MAINTENANCE</b>	 <b>FY 11-12 BUDGET</b>	 <b>FY 11-12 TO DATE</b>	 <b>FY 11-12 % of Budget</b>	 <b>FY 10-11 BUDGET</b>	 <b>FY 10-11 TO DATE</b>	 <b>FY 10-11 % of Budget</b>
<b>Revenues</b>						
Field Fees	36,000	2,965	8%	30,000	4,334	14%
<b>Total Revenues</b>	<b>36,000</b>	<b>2,965</b>		<b>30,000</b>	<b>4,334</b>	
<b>Expenses</b>						
Personal Services	389,267	33,211	9%	384,241	55,120	14%
Contractual Services	114,000	12,862	11%	118,500	11,803	10%
Other Services	3,100	324	10%	3,400	386	11%
Materials & Supplies	59,500	10,468	18%	43,800	11,479	26%
Repairs & Maintenance	34,500	3,805	11%	34,500	5,175	15%
Other Expenses	1,200	0	0%	500	10	2%
<b>Total-Operating Expenses</b>	<b>601,567</b>	<b>60,670</b>	<b>10%</b>	<b>584,941</b>	<b>83,973</b>	<b>14%</b>
Capital Outlay	88,000	3,746	4%	200,000	3,591	
<b>Total Expenses</b>	<b>689,567</b>	<b>64,416</b>	<b>9%</b>	<b>784,941</b>	<b>87,564</b>	<b>11%</b>
 <b>DEPT. 3420 RECREATION SERVICES</b>	 <b>FY 11-12 BUDGET</b>	 <b>FY 11-12 TO DATE</b>	 <b>FY 11-12 % of Budget</b>	 <b>FY 10-11 BUDGET</b>	 <b>FY 10-11 TO DATE</b>	 <b>FY 10-11 % of Budget</b>
<b>Revenues</b>						
Registration & Memberships	423,500	82,619	20%	308,500	93,299	30%
Misc Income	3,500	130	4%	6,000	6,000	100%
<b>Total Revenues</b>	<b>427,000</b>	<b>82,749</b>	<b>19%</b>	<b>314,500</b>	<b>99,299</b>	<b>32%</b>
<b>Total Expenses</b>						
Personal Services	95,902	23,827	25%	93,017	11,714	13%
Contractual Services	278,600	52,479	19%	284,900	13,394	5%
Other Services	74,675	8,240	11%	85,000	4,755	6%
Materials & Supplies	11,950	2,586	22%	11,800	2,258	19%
Other Expenses	8,700	1,117	13%	9,200	5,486	60%
Repairs & maintenance	2,000	0	0%	3,000	0	0%
<b>Total Expenses</b>	<b>471,827</b>	<b>88,248</b>	<b>19%</b>	<b>486,917</b>	<b>37,607</b>	<b>8%</b>

# PARK AND RECREATION REVENUE/EXPENSE SUMMARY

June 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT.34-BY DEPARTMENT RECREATION SERVICES	FY 11-12 BUDGET	FY 11-12 TO DATE	FY 11-12 % of Budget	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget
<b>3421 General Interest</b>						
<b>Revenues</b>	7,000	3,783	54%	16,000	1,982	12%
<b>Expenses</b>						
Personal Services	3,230	0	0%	5,921	200	
Contractual Services	3,500	2,346	67%	3,500	248	7%
Other Services	0		#DIV/0!	2,200	0	0%
Materials & Supplies	0	587	#DIV/0!	0	0	#DIV/0!
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>6,730</b>	<b>2,933</b>	<b>44%</b>	<b>11,621</b>	<b>448</b>	<b>4%</b>
<b>3422 Athletics</b>						
<b>Revenues</b>	130,000	39,358	30%	145,000	45,669	31%
<b>Expenses</b>						
Personal Services	6,997	32	0%	6,459	179	3%
Contractual Services	85,000	6,476	8%	107,500	3609	3%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,000	277	14%	2,000	513	26%
Other Expenses	0	0	0%	0		
<b>Total Expenses</b>	<b>93,997</b>	<b>6,785</b>	<b>7%</b>	<b>115,959</b>	<b>4,301</b>	<b>4%</b>
<b>3423 Cultural Arts</b>						
<b>Revenues</b>	8,500	2,583	30%	9,500	2,957	31%
<b>Expenses</b>						
Personal Services	2,691	0	0%	2,153	0	
Contractual Services	2,500	0	0%	2,500	0	0%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>5,191</b>	<b>0</b>	<b>0%</b>	<b>4,653</b>	<b>0</b>	
<b>3424 Early Childhood</b>						
<b>Revenues</b>	42,000	20,563	49%	42,000	24,909	59%
<b>Expenses</b>						
Personal Services	15,071	1,160	8%	10,765	1,462	14%
Contractual Services	21,200	515	2%	18,500	464	3%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,550	0	0%	2,300	0	0%
Other Expenses	0	0	0%	0	177	
<b>Total Expenses</b>	<b>38,821</b>	<b>1,675</b>	<b>4%</b>	<b>31,565</b>	<b>2,103</b>	<b>7%</b>

# PARK AND RECREATION REVENUE/EXPENSE SUMMARY

June 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	FY 11-12 BUDGET	FY 11-12 TO DATE	FY 11-12 % of Budget	FY 10-11 BUDGET	FY 10-11 TO DATE	FY 10-11 % of Budget
<b>3425 Fitness</b>						
<b>Revenues</b>	30,000	14,082	47%	23,000	14,938	65%
<b>Expenses</b>						
Personal Services	0	0	0%	0	0	
Contractual Services	13,000	540	4%	15,000	510	3%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	#DIV/0!
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>13,000</b>	<b>540</b>	<b>4%</b>	<b>15,000</b>	<b>510</b>	<b>3%</b>
<b>3426 Paddle Tennis</b>						
<b>Revenues</b>	185,000	300	0%	53,000	94	0%
<b>Expenses</b>						
Personal Services	0	0	0%	0	0	
Contractual Services	25,500	515	2%	17,500	580	3%
Other Services	3,775	356	9%	3,000	275	9%
Materials & Supplies	500	0	0%	300	0	0%
Repairs and Maintenance	2,000	0	0%	3,000	0	0%
Other Expenses	200	0	0%	200	0	0%
<b>Total Expenses</b>	<b>31,975</b>	<b>871</b>	<b>3%</b>	<b>24,000</b>	<b>855</b>	<b>4%</b>
Capital Outlay	<b>141,000</b>	<b>15,000</b>			<b>0</b>	
<b>Total Expenses</b>	<b>172,975</b>	<b>15,871</b>	<b>9%</b>	<b>24,000</b>	<b>855</b>	<b>4%</b>
<b>3427 Special Events</b>						
<b>Revenues</b>	21,000	1,950	9%	20,000	2,750	14%
<b>Expenses</b>						
Personal Services	2,153	13,383		2,153	0	
Contractual Services	35,200	0	0%	40,400	2,432	6%
Other Services	3,500	75	2%	4,300	326	8%
Materials & Supplies	5,400	1,085	20%	5,300	393	7%
Other Expenses	0	0		0	0	
<b>Total Expenses</b>	<b>46,253</b>	<b>14,543</b>	<b>31%</b>	<b>52,153</b>	<b>3,151</b>	<b>6%</b>
<b>3428 General Recreation Administration</b>						
<b>Revenues</b>						
<b>Expenses</b>						
Personal Services	65,760	9,252	14%	65,566	9,874	15%
Contractual Services	92,700	42,087	45%	80,000	5,551	7%
Other Services	67,400	7,809	12%	75,500	4,154	6%
Materials & Supplies	1,500	637	42%	1,900	1,353	71%
Other Expenses	8,500	1,117	13%	9,000	5,309	59%
<b>Total Expenses</b>	<b>235,860</b>	<b>60,901</b>	<b>26%</b>	<b>231,966</b>	<b>26,240</b>	<b>11%</b>
Capital Outlay						
<b>Total Expenses</b>	<b>229,000</b>	<b>18,746</b>	<b>8%</b>	<b>200,000</b>	<b>3,591</b>	

**PARK AND RECREATION REVENUE/EXPENSE SUMMARY**

June 2011

FY 11-12 (May 1 - April 30)

**PRELIMINARY NUMBERS ONLY**

<b>DEPT. 3724</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 10-11</b>	<b>FY 10-11</b>	<b>FY 10-11</b>
<b>KLM LODGE</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Revenues</b>						
KLM Lodge Revenue	160,000	8,561	5%	160,000	35,200	22%
Caterer's Licenses	16,000	11,500	72%	18,000	13,400	74%
<b>Total Revenues</b>	<b>176,000</b>	<b>20,061</b>	<b>11%</b>	<b>178,000</b>	<b>48,600</b>	<b>27%</b>
<b>Expenses</b>						
Personal Services	57,589	7,989	14%	57,982	8,661	15%
Contractual Services	21,000	260	1%	23,000	3,996	17%
Other Services	35,700	9,066	25%	39,200	4,066	10%
Materials & Supplies	12,200	4,643	38%	10,700	6,824	64%
Repairs & Maintenance	16,500	2,401	15%	16,500	1,243	8%
Other Expenses	600	112	19%	600	197	33%
<b>Total-Operating Expenses</b>	<b>143,589</b>	<b>24,470</b>	<b>17%</b>	<b>147,982</b>	<b>24,986</b>	<b>17%</b>
Capital Outlay	177,000	2,350	-	6,000	0	-
<b>Total Expenses</b>	<b>320,589</b>	<b>26,820</b>	<b>8%</b>	<b>153,982</b>	<b>24,986</b>	<b>16%</b>
<b>DEPT. 3951</b>						
<b>SWIMMING POOL</b>						
<b>Revenues</b>						
Pool Resident Pass	179,740	168,502	94%	185,000	164,029	89%
Non-Resident Pass	13,765	13,344	97%	18,000	10,480	58%
Pool Daily Fee	75,000	21,150	28%	52,000	18,070	35%
Pool Lockers	300	0	0%	300	0	0%
Pool Concession	7,000	3,675	53%	7,000	3,500	50%
Pool Class-Reg -Resident	29,800	24,470	82%	24,885	26,939	108%
Pool Class-Reg Non-Resident	3,500	1,552	44%	2,500	3,025	121%
Private Lessons	10,500	4,536	43%	10,735	5,705	53%
Misc. Revenue	12,000	18,882	157%	5,500	8,622	157%
Town Team	25,200	23,622	94%	25,200	23,762	94%
<b>Total Revenues</b>	<b>356,805</b>	<b>279,732</b>	<b>78%</b>	<b>331,120</b>	<b>264,133</b>	<b>80%</b>
<b>Expenses</b>						
Personal Services	172,240	34,984	20%	166,858	29,487	18%
Contractual Services	30,325	9,040	30%	26,625	6,447	24%
Other Services	51,500	8,353	16%	54,350	11,689	22%
Materials & Supplies	39,375	16,729	42%	37,375	16,518	44%
Repairs & Maintenance	20,350	6,372	31%	19,900	4,710	24%
Other Expenses	10,600	1,005	9%	10,100	5,142	51%
Risk Management	0	0		0	0	
<b>Total-Operating Expenses</b>	<b>324,390</b>	<b>76,484</b>	<b>24%</b>	<b>315,208</b>	<b>73,992</b>	<b>23%</b>
Capital Outlay	60,850	16,197	27%	90,000	9,700	
<b>Total Expenses</b>	<b>385,240</b>	<b>92,681</b>	<b>24%</b>	<b>405,208</b>	<b>83,692</b>	<b>21%</b>
	<b>FY 10-11</b>	<b>FY 10-11</b>	<b>FY 10-11</b>	<b>FY 09-10</b>	<b>FY 09-10</b>	<b>FY 09-10</b>
	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>Capital Expenses</b>	<b>289,850</b>	<b>34,943</b>	<b>12%</b>	<b>290,000</b>	<b>13,291</b>	<b>5%</b>
<b>Operating Expenses</b>	<b>1,815,923</b>	<b>277,574</b>	<b>15%</b>	<b>1,804,655</b>	<b>249,418</b>	<b>14%</b>
<b>Total Expenses</b>	<b>2,224,428</b>	<b>312,517</b>	<b>14%</b>	<b>2,224,428</b>	<b>262,708</b>	<b>12%</b>
<b>Total Revenues</b>	<b>921,100</b>	<b>385,507</b>	<b>42%</b>	<b>921,100</b>	<b>416,366</b>	<b>45%</b>
<b>Revenue Offset Difference</b>	<b>(1,303,328)</b>	<b>72,990</b>		<b>(1,303,328)</b>	<b>153,657</b>	

## **MEMORANDUM**

**To:** Chairman Kluchenek & Members of the Parks & Recreation Commission

**FROM:** Gina Hassett, Director of Parks and Recreation

**DATE:** July 25, 2011

**SUBJECT:** July Parks & Recreation Report

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The following is a summary of activities completed by the Parks and Recreation Department during the month of June & July 2011.

### **RECREATION SERVICES**

- The Village received \$42,000 through the Department of Natural Resources to hire 12 NEW summer maintenance employees. Staff was informed of a grant opportunity as part of the Illinois Youth Recreation Corp. to apply for funds. The program was made available only for the months of July and August. The workers must be new hires between the ages of 16-19 years of age. The workers can work for the next 60 days. Workers have been placed with Public Services to assist with park maintenance.
- The July 4<sup>th</sup> Parade and event was success. The event is a team effort among all departments in the Village. There was a medical emergency on the parade route and with the assistance from Adventist Hospital the outcome was great. The event had a number of food vendors and kid's activities. We continue to offer free kids rides and carnival games to attract families to the event. A financial recap will be prepared for August.
- KLM shelter work is underway. The shelter has been demolished and footings will be poured at the end of July. The shelter is ordered and installation will be in mid August.
- Veeck Park dirt removal is scheduled to begin July 25<sup>th</sup>. Removal will be coordinated through Engineering. Access to the park will be occurring along the west side of the soccer fields. The plan is to use the same in and out. This should limit the damage to the west end. AYSO Soccer Clinics will be moving to Peirce Baseball fields if the damage does not leave ample space at Veeck.
- Staff continues to work with community groups for fall field space. Duncan is under contract for fall. Staff is working to make the most green space available while working to repair fields as needed.
- The Parks & Recreation Department is offering a Fall 15&Under Baseball League at Veeck. We approached to coordinate this league and we have done so. The league will net revenue for the Village.
- The Platform Tennis court project is moving along. Members of HPTA, Wingren Landscaping and Village staff had an on site meeting at the end of June. Excavation of the site was done by Wingren as a donation. The Village staff has removed the trees and has redirected the stream.

Proposals are being requested to move the electric meter. Village crews will work to construct the berm as part of the MWRD Permit requirements. The Village has issued a permit for the project. Staff continues to work to keep costs down.

- Staff has had continue conversation with Hinsdale Central to make them aware of the work at KLM and how this will effect their fall sports. The construction will alter the cross county route for this year. It should be able to return to the route after construction is finished.
- KLM Park suffered major tree damage during the storm this month. Village crews have been working hard to restore the park.
- The Department has held three Lunch on the Lawn events. Families are encouraged to bring their lunch and enjoy entertainment in the park. Two events have been held with over 200 participants in attendance at each event. The third event from last week was moved indoors to the Library due to excessive heat. This event is a partnership with the Hinsdale Library.
- Staff has continued discussions with AYSO regarding the possibility of a drainage project at Veeck. This would be done after the dirt is removed before the site is restored. Dirt is schedule to be removed the week of July 25<sup>th</sup>.
- Party in the Park will be held at the end of the summer and is offered co-operatively with the Community House. This event will include entertainment, games and free hot dog dinner. The event is scheduled for Friday, July 29<sup>th</sup>.
- Staff will present an update in August regarding Gateway Special Recreation Association. July's Board meeting will include a program fee discussion. The 2011-12 budget was approved with the 5% increase to participating agencies.
- The Village servers were down for several days following a brown out. This affected our registration software. We were unable to process registration, memberships or daily fees for the pool. The computers were down for the holiday weekend. We worked through the issues and were flexible at the pool to accommodate residents.
- Gina Hassett met with the Interim Director of the Hinsdale Center for the Arts. HCA has greatly reduced their staff and has made a number of changes in their operations. They will continue to co-operatively offer special events with the Village.
- Fall brochure work is underway. The brochure will be inserted in the Hinsdalean in early September. The brochure will include seasonal programs and special events.
- Damage was done at Burns Field. Camp staff arrived one morning to find the park benches thrown through the window. We had funds budgeted to make repairs at Burns and we are now looking to do that work.
- Staff will be preparing bids for the tennis court repairs for Brook and Burns courts.

### **Katherine Legge Memorial Lodge**

Dena continues to work lodge improvements. We have entered into an advertising contract with "The Know" to promote the lodge.

# EXPENSE

June				2011-12	FY 11-12	2010-11	
Prior Year	Current Year	Prior Year	Current Year	Annual Budget	% of budget	Annual Budget	FY 10-11 % of budget
\$12,181	\$17,486	\$24,986	\$26,820	\$143,589	19%	\$147,982	17%

Revenue		June				2011-12	FY 11-12	2010-11	
Prior Year	Current Year	Prior Year	Current Year	Annual Budget	% of budget	Annual Budget	FY 10-11 % of budget		
KLM Lodge Rental	\$13,747	\$10,265	\$35,200	\$18,826	\$160,000	12%	\$160,000	22%	
Caterer's Licenses	\$300	\$0	\$13,400	\$11,500	\$16,000	72%	\$18,000	74%	

KLM Rental Slots	Slots Available	Slots Used	Percentage
Weekday am slots	21	5	23.81%
Weekend am slots	8	3	37.50%
Weekday evening slots	18	3	16.67%
Weekend PM Slots	13	3	23.08%

Friday evening counts as part of the weekend

RENTAL GROUPS	
Residents	5
Non-Resident	4
Community Service	1
Resident NFP	5
Non-Resident NFP	0
Village Functions	1
Cancellations	2
	18

## COMMUNITY POOL REPORT

The Illinois Environmental Protection agency responded to the status of the Village's storm water permit for the Community Pool. They noted that the changes made would permit the Village to cease the permit. A formal request has been IL EPA made to cancel the annual permit. A site visit was conducted on July, 19<sup>th</sup> and additional work is being completed to cease the permit.

## Pool Pass Sales

Below is a summary of pool pass sales and program fees.

### Feb 28-July 20

Type	2010 Pass Current Revenue				2011 Pass Current Revenue				Type
	2010 New Passes	2010 Renew Passes	2010 Total	2010 Revenue	2011 New Passes	2011 Renew Passes	2011 Total	2011 Revenue	
Nanny Pass	0	0		\$0	64	11	75	\$4,305	Nanny Pass
Family Primary	134	432	566	\$143,165	100	378	478	\$139,502	Family Primary
Family Secondary	481	1457	1938	\$0	344	1268	1612	\$0	Family Secondary
Family Super	11	35	46	\$12,725	5	37	42	\$14,870	Family Super
Family Super Secondary	10	37	47	\$2,175	10	38	48	\$2,190	Family Super Secondary
Family Super Third	20	70	90	\$1,455	17	82	99	\$1,620	Family Super Third
Guest Pass Adult	5	1	6	\$400	92	3	95	\$7,744	Guest Pass Adult*
Guest Pass Child	27	0	27	\$1,450	109	4	113	\$6,974	Guest Pass Child*
Individual Pass	15	31	46	\$6,450	8	23	31	\$4,470	Individual Pass
Senior Super Pass	0	0	0	\$0	0	0	0	\$0	Senior Super Pass
Individual Super Pass	2	4	6	\$690	2	4	6	\$820	Individual Super Pass
Non Resident Family	8	12	20	\$9,675	10	8	18	\$8,930	Non Resident Family
Non Resident Family Secondary	30	37	67	\$0	33	29	62	\$0	Non Resident Family Secondary
Non Resident Individual	7	2	9	\$1,585	2	4	6	\$1,610	Non Resident Individual
Non Resident Senior	1	4	5	\$750	2	4	6	\$775	Non Resident Senior
Senior Pass	7	18	25	\$1,800	8	19	27	\$2,080	Senior Pass
								\$169,857	Total Resident
								\$11,315	Total Non-Resident
								\$14,718	Misc Revenue includes Guest Pass
Total	758	2140	2898	\$182,320	806	1912	2718	\$195,890	Total

Type	Final 2010 Pass Revenue			
	2010	2010		2010
	New Passes	Renew Passes	Total	Revenue
Nanny Pass	0	0		\$0
Family Primary	134	432	566	\$143,440
Family Secondary	481	1457	1938	\$0
Family Super	11	35	46	\$12,725
Family Super Secondary	10	37	47	\$2,175
Family Super Third	20	70	90	\$1,455
Guest Pass Adult	6	1	7	\$500
Guest Pass Child	28	1	29	\$1,500
Individual Pass	15	31	46	\$6,450
Senior Super Pass	0	0	0	\$0
Individual Super Pass	2	4	6	\$690
Non Resident Family	8	12	20	\$9,675
Non Resident Family Secondary	30	37	67	\$0
Non Resident Individual	7	2	9	\$1,585
Non Resident Senior	1	4	5	\$750
Senior Pass	7	18	25	\$1,875
Total	760	2141	2901	\$182,820

Daily Fee Revenue			
	2010	2011	
May	\$2,404	\$2,283	
June	\$13,595	\$19,754	
July	\$15,123	\$17,533	2011 Annual Budget
Total	\$31,122	\$39,570	\$75,000.00

Program Revenue			
	2010	2011	2011 Annual Budget
Lessons	\$32,798	\$31,486	\$33,300
Privates	\$8,629	\$7,220	\$10,500
own Team	\$24,422	\$24,878	\$25,200
Misc Rev*	\$9,883	\$21,331	\$12,000

\*includes rentals, parties, guest passes & Jr. guard

## Pool Review

On Wednesday, July 20 Starfish Aquatics performed their annual unannounced audit of the pool staff and facility. They are the risk management company that certifies our Lifeguards. Last year was the Village's first year with Starfish and staff received a 3 out 5 rating for their Star Review. This year staff received a 4 Star rating. This is an outstanding safety rating for our pool. This rating is attributed to the training and expectations placed on the staff by Kurt Lindemann and the pool managers. The Lifeguards continue to in-service throughout the summer to ensure they are rescue ready.

Village of Hinsdale Parks Recreation  
Independence Day Celebration and Parade

EXPENSE		2011	EXPENSE		2010	EXPENSE		2009	EXPENSES		2008
	Payee	Amount	Description	Payee	Amount	Description	Payee	Amount	Payee	Amount	
	104th IL Vol Infantry	\$500	parade group	Third Millennium	\$955	buck slips	080706 PAYROLL SUMMARY	\$1,500.00	Desmond Nick	\$500.00	
	10th Illinois Volunteer Infantry	\$300	parade group	104th IL Vol Infantry	\$500	parade group	Midwest Chapter Model T Club	\$30.00	080706 PAYROLL SUMMARY	\$1,271.25	
	Stanford Battery Artillery Unit	\$500	parade group	10th Illinois Volunteer Infantry	\$300	parade group	Portable John	\$550.00	RECORD A HIT INC	\$750.00	
	Funny Little People	\$900	parade group	Stanford Battery Artillery Unit	\$500	parade group	Sign & Banner Express	\$315.00	CHUPP DARRYN	\$50.00	
	Hinsdale Central High School	\$600	parade group	Blue Saints	\$1,200	parade group	Wal-Mart - supplies	\$47.80	BUTTREY RENTAL SERVICE IN	\$455.02	
	Medinah Highlanders	\$600	parade group	Funny Little People	\$500	parade group	Polymed Pictures	\$600.00	COMMERCE & INDUSTRY	\$1,880.00	
	Merry Marchers	\$600	parade group	Hinsdale Central High Sch Band	\$900	parade group	PROVISIO EAST H S BAND	\$1,200.00	COUSINEZO L	\$30.00	
	Neon Nuts	\$775	parade group	Kracker Jacks Drumline	\$1,100	parade group	104TH ILL VOLUNTEER	\$999.56	104TH ILL VOLUNTEER	\$500.00	
	Osceola High School Band	\$500	parade group	Medinah Highlanders	\$600	parade group	RECORD A HIT INC	\$2,275.00	10TH REG ILL VOL INFANTRY	\$300.00	
	Royal Street Rhythm Ambassadors	\$500	parade group	Medinah Motor Corps	\$975	parade group	CHICAGO PARTY RENTAL	\$2,258.00	ANIMALS RENTALS INC	\$725.00	
	Route 66	\$1,400	parade group	Merry Marchers	\$600	parade group	Bannerville USA	\$375.00	BALSTER TIM	\$375.00	
	Uncle Sam	\$375	parade group	Neon Nuts	\$775	parade group	Personalized Awards	\$130.14	BLUE SAINTS	\$1,300.00	
	Revolutionary War Militia	\$300	parade group	Royal Street Rhythm Ambassadors	\$500	parade group	Blue saints Drum Band	\$1,200.00	COLD BLOODED CREATURES	\$385.00	
	Chicago Symphonic Wind Band Ensemble	\$1,500	parade group	Route 66	\$1,400	parade group	104TH ILL VOLUNTEER	\$500.00	HIGH NOTES LLC	\$1,400.00	
	Harvey the Clown	\$100	parade group	Topline German Shepherd Dog Club	\$0	parade group	10TH REG ILL VOL INFANTRY	\$250.00	HINSDALE CENTRAL BANDS	\$850.00	
	Polymed Pictures	\$1,000	parade video taping/editing	Uncle Sam	\$375	parade group	ANIMALS RENTALS INC	\$725.00	JIM BESTMAN UNITS	\$450.00	
	Classic Party Rentals	\$346	parade tables/chairs	Chicago Symphonic Wind Band Ensemble	\$1,640	parade group	BALSTER MAGIC PRODUCTIONS	\$275.00	LEYDEN HIGH SCHOOL BAND	\$1,500.00	
	Oriental Trading	\$489	prizes	Wal-Mart	\$103	parade supplies	HINSDALE CENTRAL BANDS	\$850.00	MEDINAH HIGHLANDERS	\$600.00	
	Walgreen's	\$14	candy	Wal-Mart	\$40	parade radios	JIM BESTMAN UNITS	\$495.00	MEDINAH MOTOR CORPS	\$75.00	
	Clowning Around Entertainment	\$434	face painter	Wal-Mart	\$49	parade supplies	LEYDEN HIGH SCHOOL BAND	\$1,500.00	NEON NUTS INC	\$775.00	
A Moon Jump 4-U	\$2,180	inflatables/carnival rides	Polymed Pictures	\$800	parade videotaping	MEDINAH HIGHLANDERS	\$600.00	OSCEOLA HIGH SCHOOL BAND	\$300.00		
Third Millennium	\$907	Buck Slips	Classic Party Rentals	\$320	tables and chairs	MEDINAH MOTOR CORPS	\$900.00	PROVISIO EAST H S BAND	\$900.00		
Carnival Depot	\$813	carnival games	Dunkin' Donuts	\$35	volunteer snacks	NEON NUTS INC	\$550.00	RECORD A HIT INC	\$1,566.25		
Dunkin Donuts	\$56	Coffee and Donuts	Sign and Banner Express	\$525	parade banners						
Staples	\$251	Posters									
Scott Stompor	\$75	Poster Design									
Banner Express	\$1,028	banners and yard signs	Online Stores Inc.	\$98	500 flags- Alice's Angels						
Walgreen's	\$20	candy	Plaques Plus	\$160	parade winner plaques						
Home Depot	\$217	Radios									
Portable John	\$330	restrooms and sink	Oriental Trading	\$250	prizes	WEST SUBURBAN CONCERT	\$550.00	SIGN AND BANNER EXPRESS	\$66.00		
The Hinsdalean	\$645	nonprofit ads	Clowning Around Entertainment	\$2,034	inflatables & face painter	DEBBIE ADLER	\$500.00	SIGN AND BANNER EXPRESS	\$160.00		
Oriental Trading	\$373	supplies/prizes	Portable John	\$600	restrooms and sinks	MERRY MARCHERS	\$600.00	SIGN AND BANNER EXPRESS	\$210.00		
West Suburban Concert Band	\$550	Entertainment for event	Overtime	\$766	parks staff						
Len Cousineau	\$60	Model T Cars	West Suburban Concert Band	\$550	entertainment at event	NANCY NELSON -RT 66	\$900.00	WEST SUBURBAN CONCERT	\$550.00		
Overtime	\$445	Publics work and camp staff			TOTAL EXPENSE	TOTAL EXPENSE	\$20,675.50	DEBBIE ADLER	\$500.00		
		TOTAL EXPENSE			\$19,149			VILLAGE OF HINSDALE-FINAN	\$80.86		
								MILLERS PETTING ZOO	\$800.00		
Revenue			REVENUE			REVENUE					

# Memo

**Date:** July 20, 2011  
**To:** Chairman Kluchenek & Members of the Parks & Recreation Commission  
**From:** Gina Hassett, Director of Parks & Recreation  
**RE:** Platform Lesson Agreement

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Presently the Village has an agreement with Mary Doten to coordinate platform tennis lessons for the Village. The current contractual split is 90% to Mary and 10% to the Village. Lessons are listed in the seasonal brochure; registration is done through Parks & Recreation. Funds are then reimbursed to Ms. Doten. The programs are instructed by Mary Doten and other instructors which she pays. This is not done through payroll.

The discussion before the Parks & Recreation Commission is shall we recommend to the ACA Committee to approve an agreement and at what rate for Ms. Doten to coordinate platform tennis lessons on Village courts and to permit her the ability to teach private lessons. This would remove the Village from taking registration but lessons would still be promoted through the seasonal brochure. Staff asked the Village Manager about the agreement and he referred the item to Parks & Recreation Commission to make a recommendation.

## HISTORY

Staff was directed to evaluate all programs and services. The practice for contractual services is typical an 80/20 or 75/25 split for programs. Most of Parks & Recreation programs are offered through 3<sup>rd</sup> party contractual services. Attached is a summary of current 3<sup>rd</sup> party percentages.

The difference with Ms. Doten is that the % of her split and her ability to teach private lessons. Ms. Doten is permitted to teach private lessons. She submits paperwork for privates that she teaches and makes payment of 10% of her net to the Village.

In 2008 the 90/10% split was put in place with understanding that over time the percentage would increase. Another contractual firm with a similar situation in place with Hinsdale Tennis Association.

Ms. Doten was not receptive to an increase. Staff suggested that for the 2011-12 platform season the split be 88/12. Additional conversation occurred and staff reviewed revenue figures related to platform program. That information is below. On an annual basis the Village nets approximately \$3,500 from group lessons and privates. The option was

Village nets approximately \$3,500 from group lessons and privates. The option was discussed if the Village would entertain the idea of an agreement that would permit Ms. Doten to coordinate platform lessons and privates at the Village's platform courts for an annual fee.

A similar agreement was entered into 2 years ago with Hinsdale Tennis Association (HTA). Prior to this time period HTA had a 90/10 split as Ms. Doten has. When asked to phase in an increase of the percentage split, a flat rate was suggested. The Village has an agreement with HTA that provides guaranteed revenue to the Village and an exclusive agreement for HTA to use Village facilities for tennis lessons. The agreement provides a one page ad in the seasonal brochure to promote the program. No registration is taken through the Village.

## **SUMMARY**

Ms. Doten provides quality instruction and coordination of the program, she is a 6 time nationally ranked Platform player. She has spent many years dedicated to growing the sport in Hinsdale. The growth in memberships is related to her dedication to the sport. She coordinates the leagues and tournaments for HPTA. Ms. Doten does receive funds from the Women's Leagues as the series groups are required to take lessons with her which is included with her private lesson payment.

The agreement option provides guaranteed revenue for the Village with less work. The concern of staff is the loss of control. Court time for lessons would continue to be booked through the Village. If people register through classes with Ms. Doten, participants often feel that they are still signing up for a Village program.

With the HTA's tennis program we receive calls regarding inclement weather classes and schedules. We do not have this information for the programs and often participants are upset when they can not reach the 3<sup>rd</sup> party vendor.

If an agreement is not reached with Ms. Doten, staff will look to hire separate instructors to teach lessons. This would take some time and there is no guarantee that the same level of instruction will be provided. This is a unique sport; however there are other area facilities that we may be able to pull instructors from.

Staff's recommendation is that we look to offer an agreement with Ms. Doten that would bring in the at least the same revenue as the program has for the past two years if not a slight increase. Ms. Doten is open to the agreement option and has proposed a flat rate of \$3,000 annually to the Village for the right to use the courts group lessons and to teach private lessons.

Memo

**PADDLE REVENUE SUMMARY**

Group Lesson Revenue	2010-11	2009-10
Winter 2	\$1,066	\$1,428
Winter 1	\$2,180	\$3,094
Fall 1	\$3,986	\$2,106
Fall 2	\$5,769	\$2,898
<b>Total Revenue</b>	<b>\$13,001</b>	<b>\$9,526</b>
Less 10%	\$1,300	\$953

**Paddle Lesson Revenue**

Private Revenue (10% of net)	\$2,479	\$2,699
Group Lesson %	\$1,300	\$953
<b>Village's Total Net</b>	<b>\$3,779</b>	<b>\$3,652</b>

Program Percentage Splits		
	Vendor %	Village %
<b>VENDOR</b>		
Chess Scholars	80	20
Computer Explorers	70	30
IGLAX Lacrosse	70	30
Kalidescope-Youth Programs	80	20
Mary Doten - Platform Tennis	90	10
Mike Wiggins Soccer Camp	80	20
Shotokan Karate	80	20
Skyhawks	70	30
Sports R Us	70	30
KH KimTae Kwon Do	75	25
<b>FLAT RATE</b>		
Hinsdale Tennis Association (HTA)	\$7500 Annually	
<b>HOURLY STAFF</b>		
Swim Lessons		
Kiddie Camp		
Ballroom Dance		
Skateboard Lessons		

**Sample Lesson Budget**

**Potential Group Revenue**

3 participants \$149 class fee	\$447
4 participants \$149 class fee	\$596

**Expenses**

Instructor fee	Hours	# of wk	Total
\$50	1.25	6	<b>\$375</b>
			\$72 net w/3 people
			\$221 net w/4people