

**VILLAGE OF HINSDALE
MINUTES
PARK AND RECREATION COMMISSION
Monday, November 14, 2011 7:00 PM
Memorial Hall Board Room**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to Order at 7:06 p.m. at the Memorial Hall board room.

Members Present: Chairman Matt Kluchenek, Commissioners Dougherty, Griffin, McCarthy, Mulligan, Owens and Otto

Members Absent: Commissioners Scott Banke and Ed Opler

Others Present: Trustee Chris Elder

Staff Present: Ms. Hassett Hassett, Director of Parks and Recreation
Linda Copp, Secretary

Commissioner Griffin moved approval of the September 19, 2011 Park and Recreation Commission meeting minutes with one correction. Commissioner Owens seconded and the motion passed unanimously.

Monthly Reports

September Revenue/Expense Reports

Chairman Kluchenek asked Ms. Hassett if there were any highlights from the report. Ms. Hassett stated that the lodge revenue is down and we probably won't be able to make up that revenue. There are a lot of holiday parties during December but January and February are quiet months. Chairman Kluchenek asked if there is cross country skiing in the park. Ms. Hassett stated that we don't groom the trails and she will post the information on the website when the Burns Field ice rink goes on-line.

Commissioner Mulligan asked about the shortage in the Lodge budget. Ms. Hassett stated the budget was achieved last year but this year it will be short due to some cancelled events. Ms. Hassett commented that Dena Reetz has given notice and will be leaving in two weeks.

Recreation Program Report

Ms. Hassett stated that the waste receptacles at KLM have been installed. The Fall Festival, Santa Breakfast and Polar Express were noted. Ms. Hassett presented a policy for using the parks for personal gain. Ms. Hassett commented that there is dialogue with the village attorney regarding this policy.

Ms. Hassett reported that the pump house work has been completed and refilling of the pool has started.

Park & Recreation Commission Follow Up Items

KLM Shelter Update

Ms. Hassett explained about the new shelter and that the project is almost complete. She explained the research on fees from other communities and shared the rates that are suggested. There would be three different rates depending on the area used. Groups of 25 or more are required to have a permit.

There are maintenance issues sometimes on the weekends when no staff is working, especially trash removal. The new shelter will cost more. Commissioner Owens asked if there are guidelines for the length of the rental. Ms. Hassett explained that since there is no staff there, there is no way to know how long they use the shelter. Generally there is only one picnic at each shelter per day since there is no staff to empty trash or clean them. The part time staff work for Public Works and not for our department so it is difficult to know when someone is there.

Commissioner Owens believed that it could raise additional revenue if there was an hourly rate with multiple picnics. Commissioner Mulligan stated that the new pavilion is very nice and has a lot of nice space. Ms. Hassett stated that the picnic tables are ready to install but the landscapers have damaged the electric.

Chairman Kluchenek asked for a motion to approve the proposed fees. Commissioner Mulligan made a motion and Commissioner McCarthy seconded the motion. Commissioner Dougherty asked how staff came up with the numbers for the proposed fees. Ms. Hassett stated it was based on other communities. Commissioner Dougherty thinks that non-resident rates should be higher and was okay with the resident rates.

Commissioner Dougherty suggested \$110 for non-residents for the North shelter, \$160 for the South shelter and \$70 for grounds only. Commissioner Mulligan asked if the spots would be taken by residents if the non-residents are higher. Ms. Hassett stated that she believes that they would still come especially since the South shelter is new. Chairman Kluchenek asked what the rates are for businesses. Ms. Hassett stated that the rates are the same unless it is a not-for-profit company.

Commission Mulligan made the amended motion with the new suggested non-resident fees and Commissioner Dougherty seconded the motion. The recommendation passed unanimously.

Platform Tennis Court Project

Ms. Hassett reported that the new platform tennis courts are 90% completed and some of the walkways need to be addressed. The lights were a problem but are now finished

Chairman Kluchenek asked if the amount of new members is on target. Ms. Hassett commented that there won't be as many renewals because of the new lifetime memberships. The Village cost is around \$20,000 and the revenue should break even. Ms. Hassett stated that the bulk of the memberships have come in.

Sport Summit Draft Agenda

Ms. Hassett explained about having the summit in January. She asked if the Commissioners wanted to have it as an official meeting, it would need to have a quorum. Chairman Kluchenek stated that he would like to attend but would need a different date.

Commissioner McCarthy asked what the purpose of the meeting would be. Ms. Hassett explained the purpose and the dialogue that can occur between the different organizations. Chairman Kluchenek asked what is anticipated from the Summit. Commissioner Otto commented that at one of the meetings the lacrosse group stated how many children are now involved in that sport. He stated that you can get an idea from other groups what they are looking for and what the policies are for closures.

Commissioner Owens mentioned that she believes that it is a great idea for the organizations to come together. Ms. Hassett stated that the whole Commission doesn't need to be there. Commissioner McCarthy stated that questions could be submitted ahead of time for review. Chairman Kluchenek stated that there needs to be a plan for resolution and Ms. Hassett should ask the organizations what items they want to discuss.

Commissioner Otto stated that the issues usually come out at the Summit but some organizations don't show up. Chairman Kluchenek wants Ms. Hassett to ask what the key issues are and possibly the Commissioners can look at the issues before the meeting. Chairman Kluchenek asked for a summary of the organizations and who is likely to attend.

Ms. Hassett explained about how St. Isaac has been losing players to Falcon Football. Ms. Hassett is suggesting to have the Sports Summit be part of the January Park and Rec Commission meeting. Commissioner Otto stated that the Summit really needs to be done in January because the organizations need to set their schedules for the spring by that time. Ms. Hassett will suggest some dates.

New Business

Melin Ice Rink request

Ms. Hassett explained the request for the ice rink at Melin Park. The neighbors maintain and the village fills it with water. It has been a great asset to the community. It is often ready before Burns.

Commissioner Dougherty made a motion and Commissioner Griffin seconded the motion.

Community Pool Report

Chairman Kluchenek asked Ms. Hassett to summarize the report. She stated that the 10 visit pass was very successful and memberships still continue to go down due to the many choices available. There are ongoing maintenance issues as there is with any community pool. Ms. Hassett stated the origin of the 10 visit pass and shared the information regarding the visit pass and private rentals revenue. She stated that the passes don't carry over to the next year and she believes that there should be a non-resident friendly rate

which is lower than the non-resident but more than the resident rates. It would a rate for surrounding communities that would be in between the resident and non-resident rates.

Chairman Kluchenek asked if there is room for more people at the pool. He stated that the chairs are always filled on the weekends. Commissioner Owens stated that it is particularly crowded in June. Commissioner Owens asked Ms. Hassett about the summary of pass sales. She wanted to know the impact of the 10 visit pass with regards to the family memberships. Ms. Hassett stated that most of the passes were people that had memberships previously. Ms. Hassett explained that about 5 years ago Hinsdale Swim Club no longer was required to purchase a pool pass because they now have a contract with the Village. HSC pays \$3500 to use the pool, which is way under what other towns charge to use their pools.

Ms. Hassett explained that all of the master swimmers also used to be required to purchase pool memberships and now they are included under HSC contract. Commissioner Mulligan stated that it makes sense that the swimmers need to purchase a membership. Chairman Kluchenek stated that perhaps lower rates would bring in more revenue. Commission Owens mentioned about how many families have joined 5 Seasons and doesn't know if lowering the cost would entice those families back to the community pool because health clubs have so much more to offer.

Chairman Kluchenek mentioned that he has had a lot of feedback regarding the rates increasing. Commissioner Dougherty stated that people complain about the pool closing before 9 pm. Residents feel that the pool should be open until 9. Ms. Hassett stated that there have been less than 10 people during that last hour. Commissioner Mulligan mentioned that the rates increased last year so the hours could be restored until 8 pm. There would not be any benefit to lower the rate and it is tough to compete with 5 Seasons because of the specials that they offer. She feels that the rates should stay where they are for the residents but perhaps there could be other revenue opportunities. It is still a very good bargain for a family.

Chairman Kluchenek asked about lowering the day rates and a supplemental night time purchase. Ms. Hassett stated that the only patrons that come at night are usually dads. Ms. Hassett stated that the rates need to be addressed at the December meeting. Commissioners Mulligan and Owens both stated that the pool has been better run the last few years. Commissioner Owens also stated that patrons are still getting in without paying and that the cashiers need to be better trained.

Ms. Hassett stated this was the best year in recent years for the cashiers swiping the pass cards. It was more accurate this year. Ms. Hassett stated that town team and swim team patrons no longer need passes. Commissioner Owens suggested that the marketing needs to be done to know that revenues are down and that supporting the pool is important for the community.

Ms. Hassett stated how the Hinsdalean did do some articles last summer regarding the value of the pool. Commissioner Griffin commented that it could be too confusing if there

are too many rates offered. Chairman Kluchenek stated that we need to be creative because the current system is not working.

Liaison Reports

Administration and Community Affairs Committee

No report.

Gateway SRA

Ms. Hassett noted that daycamp transportation is subsidized and will be \$7000. District 181 contacted Ms. Hassett and Gateway about an after school program with transportation. They have some children with disabilities that are participating and it is being hosted at Elm School. There will need to be at least four registered for the class to run and it is not limited to children with disabilities.

Capital Budget

Chairman Kluchenek asked Ms. Hassett to explain the draft budget and that he had asked Ms. Hassett to prioritize the items. Chairman Kluchenek asked how much the current budget is. Ms. Hassett explained the capital budget is generally around \$100,000 to \$200,000. She explained the line items and some merger of capital master plan items and some maintenance items. Everything in next year's fiscal year are all needed. Peirce Park playground was proposed in last year's budget but is now in 2012-13 and is outdated, not in disrepair.

Chairman Kluchenek asked if the Commission was making a recommendation for the Trustees. If items are continued to be deferred, they will only get more expensive. Chairman Kluchenek asked if it is realistic to get the requested funds. Not including the grant money, the funded projects were \$180,000 for this budget year.

Chairman Kluchenek asked what the net number would be if the low priority numbers were eliminated. Ms. Hassett explained that amount would be around \$330,000, less the \$150,000 that is grant funded. Commissioner Mulligan asked about power washing at the tennis courts. Ms. Hassett stated that they have all been done this year.

Ms. Hassett explained about the fencing at the pool. The fence posts have not been in concrete so she has contacted fence companies about reusing the fence with new posts that are in concrete. Chairman Kluchenek asked Trustee Elder about the budget numbers that are not low priority. Trustee Elder stated that the budget is looked at as a whole.

Commissioner Otto stated that the budget should be submitted as presented and let the Trustees decide what is available. Ms. Hassett stated that the department has a Commission but other departments like engineering report directly to the Trustees.

Ms. Hassett stated that there are no items in the capital plan that are "fluff" and she believes that it is all needed but the Trustees know that there are bigger issues like infrastructure. Commissioner Mulligan asked about painting instead of repairing some of the items. Ms. Hassett stated that there are some issues that if we don't look at them, they

will be bigger ticket items if they are not repaired. The swimming pool parking lot really needs to be done because snow is stored there in the winter.

Chairman Kluchenek stated the Commission needs to convey the higher costs that will be for items being deferred.

Commissioner Owens asked about the walking path budgeted for Veeck Park. Ms. Hassett explained what the original plan was for a path at the back of the park. She believes that it is not necessary and the funds have been used to haul off the spoils. Chairman Kluchenek asked about Peirce Park playground costs. Ms. Hassett stated it is a comprehensive package that includes removal of the old equipment and it would cost more to piece it together. Ms. Hassett stated that she would like to see the mulch removed from the playgrounds in the parks.

Ms. Hassett explained that the biggest complaint of the pool is the bath house. It is hot and the concrete doesn't stay clean. The diving well and lap pool have been repainted. The locker rooms need to be repainted.

Commissioner Owens asked about the high dive at the pool and suggested a big pad at the diving board. Ms. Hassett stated that most municipalities would not include a high dive and she would remove it if she had her wish. Ms. Hassett stated that it is luxury to have a high dive but it is a risk. Commissioner Owens stated that she believes the high dive and the slide are the biggest draw to children. She believes that patrons are unhappy when the diving well closes. Ms. Hassett will check prices for those pads.

Chairman Kluchenek asked the Commissioners what their feelings were about the budget. Ms. Hassett stated that this was the first time since she has been here that there was a chance for the Commissioners to look at the budget. It will be going to the Finance Commission and it may come back to prioritize.

Commissioner McCarthy suggested that the budget should be submitted as is and believes that Ms. Hassett knows what should be submitted. Ms. Hassett will continue to tweek the numbers. She recommends submitting it as is and if needed, she can eliminate the low priority items.

Commissioner Mulligan requests that if the walkway isn't needed at Veeck, then it should be eliminated from the budget and if the automatic flushers are not needed on the toilets, they can be eliminated as well. Ms. Hassett stated that the flushers are currently rented at \$300 each. Ms. Hassett stated that the walkway at Veeck was promised to the residents 4 years ago but priorities have changed.

Commissioner Mulligan also suggested that if some items are delayed, the cost could be more in the future because of deterioration. Commissioner Mulligan asked about the restoration at Veeck and Ms. Hassett explained what AYSO is paying for in the restoration enhancements. The Commissioners recommended the budget with those few omissions. Commissioner Mulligan moved approval of the proposed budget and Commissioner McCarthy seconded. The Commissioners approved unanimously.

5K Race Healthy Parks Healthy Patients

Commissioner Mulligan explained how we are looking for big company sponsors for the race. She asked the Commissioners for ideas and names to be submitted if they know of any. Ms. Hassett stated that the athletic organizations are being challenged to help with the race. The hope is to raise \$50,000 and the funds would be earmarked for capital improvements that can't be funded through the budget.

Chairman Kluchenek asked what the sponsorship levels are. Ms. Hassett will send them to the Commissioners and explained the breakfast aspect and the companies that could be asked to sponsor that.

Adjournment

Since there was no further business to come before the Commission, Commissioner Griffin moved to adjourn. Commissioner Otto seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 8:48 p.m.

The next meeting will be December 19 at 7:00 PM.

Respectfully submitted,

Linda Copp, Secretary

MEMORANDUM

To: Chairman Kluchenek and Members of the ACA Committee

FROM: Gina Hassett, Director of Parks and Recreation

DATE: December 14, 2011

SUBJECT: December Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of November/December.

RECREATION SERVICES

- The south picnic shelter at KLM is complete. Once final invoices have been paid, staff will submit paperwork to Lyons Township for reimbursement. Staff inquired if additional funds were available and was told not at this time. Staff will be submitting paper work to IDNR on the timeline for the OSLAD grant. Design Perspectives has submitted a proposal to implement the remainder of the OSLAD grant. Staff is working to ensure professional services are budgeted for the project and included in the reimbursable expenses. The item will be discussed next month at Parks & Recreation.
- The two additional platform courts at KLM are complete. The final landscaping has been completed. Public Services logged many hours on site related to electrical installation.
- Veeck Park Field restoration is complete for the season. The contractor will return in the spring. Final grading of the North berm was finished November 18th. Twin Oaks Landscaping installed the drain tile on the soccer fields, hauled off the wood chips on the haul road, the east soccer field has been graded, debris picked and soil has been added and the north berm has been blanketed. The sod for the east soccer field will not be put in this winter. The sod available at this time was in poor condition and dormant. The east field will be off line in the spring and may be available for the fall of 2012.
- Staff is working on the April 22, 2012 Healthy Parks Healthy Patients 5k race. This event is partnered with RML Specialty Hospital. We continue to look for presenting sponsors. The event is held on Earth Day and this has been a great connection between the Parks. We are looking for organizations to volunteer for the day of. Letters have gone out to local sports organizations.
- Holiday programs were held this month. Two Polar Express rides were held on Sunday, December 18th with 150 registered in each event. The Breakfast with Santa event was held at KLM Lodge on Saturday, December 17th with 80 participants.
- The Winter/Spring brochure was distributed in the Hinsdalean on December 8th.
- When temperatures become appropriate for ice making, crews will be ready to do so at Burns. The Village staff is scheduled to fill the Melin Ice Rink on Friday, December 16th.

Gateway Special Recreation Association

A new program was implemented to meet the needs of Hinsdale families. Gateway has an Afterschool Program for children with disabilities at Elm School. The program began November 12 and has 6 students enrolled. District 181 provides the facility and transportation to the location and Gateway implements the program. This was a coordinated effort to offer this program to families in the 181 District. We hope to have increased participation.

Katherine Legge Memorial Lodge

Dena Reetz, the Lodge Manager, has resigned and her last day was November 21st. The interview process to find a temporary Lodge Manager is underway. President Cauley has asked the Finance Commission to review the idea of third party operating the Lodge. Linda Copp and Gina Hassett are covering the daily duties.

Saturday dates for June, September and October are booked for 2012. Staff was contacted by a local caterer that is interested in managing the lodge. The idea of a third party firm operating the Lodge has been suggested once before but has not been reviewed. If the Committee would like staff to review the option it can be considered.

COMMUNITY POOL REPORT

A letter was received from the Illinois EPA permitting the Village to cease the permit for the Community Pool. Public Services staff completed on site improvement to enable this process. The surge pits have been refilled and at this time we did not experience any issues related to the stabilization of the pool foundation. A report was submitted from Atlas Restoration and in some areas they cored down 60ft to stabilize the building.

Letters to returning staff have gone out and we will begin to hire and train staff in February of 2012.

PLATFORM TENNIS

HPTA leagues are in full swing. We have open dialogue on court issues and schedules. Hinsdale Central is organizing a Platform Tennis Club. They will utilize courts at KLM in January for their program. They will use the afterschool hours one day per week. This should help to continue to add growth to the sport.

The agreement with Mary Doten for lessons has been successful.

At this time no communication has been received regarding lights or noise from Burr Ridge residents.

Platform Membership Summary 12-15-11	2011 Fees	2011 New Members	2011 Re-newal	Total Members	2011 Revenue	2010 Fees	2010 New Members	2010 Re-newal	Total Members	2010 Revenue	Fees	2009 Members	2009 Revenue
Resident Individual	\$120	23	54	77	\$8,840	\$120	24	78	102	\$12,239	\$112	97	\$10,695
Resident Family	\$175	8	22	30	\$4,765	\$175	12	46	58	\$9,975	\$164	53	\$9,184
Resident Family Secondary	\$0	29	60	89	\$0	\$0	52	140	192	\$0	\$0	186	\$0
Non-Resident Individual	\$289	18	21	39	\$9,886	\$289	9	38	47	\$13,439	\$270	53	\$13,820
Non-Resident Family	\$345	5	9	14	\$3,530	\$345	3	15	18	\$6,210	\$322	21	\$6,762
Non-Resident Secondary	\$0	22	23	45	\$0	\$0	16	43	59	\$0	\$0	65	\$0
Lifetime	\$0	64	291	355	\$0	\$0	6	147	153	\$0	\$0	176	\$0
Total		169	480	649	\$27,021		122	507	629	\$41,863		651	\$40,461

Platform Membership Summary	Fees	2011 Members	2011 Revenue	2010 Membership	2010 Revenue	2009 Membership	2009 Revenue	2008 Memberships	2008 Revenue	2007 Memberships	2007 Revenue
Resident Individual	\$112	77	\$8,840	102	\$12,239	97	\$10,695	71	\$7,840	82	\$7,560
Resident Family	\$164	30	\$4,765	58	\$9,975	53	\$9,184	70	\$8,610	67	\$8,774
Resident Family Secondary	\$0	89		192	\$0	186	\$0	159	\$0	176	\$0
Non-Resident Individual	\$270	39	\$9,886	47	\$13,439	53	\$13,820	32	\$8,640	37	\$8,370
Non-Resident Family	\$322	14	\$3,530	18	\$6,210	21	\$6,762	17	\$5,152	24	\$5,635
Non-Resident Secondary	\$0	45	\$0	59	\$0	65	\$0	46	\$0	57	\$0
Lifetime	\$0	355	\$0	153	\$0	176	\$0	159	\$0	165	\$0
Total		649	\$27,021	629	\$41,863	651	\$40,461	554	\$30,242	608	\$30,339

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

November 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT. 3101 ADMIN. AND SUPPORT	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
Personal Services	214,952	114,789	53%	205,997	113,859	55%
Professional Services	0	0		0	0	
Contractual Services	0	0		0	0	
Other Services	7,400	3,280	44%	7,800	3,497	45%
Materials & Supplies	3,100	3,327	107%	3,100	978	32%
Repairs & Maintenance	650	473	73%	650	0	0%
Other Expenses	3,075	1,186	39%	2,395	1,000	42%
Risk Management	45,373	0	0%	49,665	0	0%
Total-Operating Expenses	274,550	123,055	45%	269,607	119,334	44%
Capital Outlay	0	0		0	0	0%
Total Expenses	274,550	123,055	45%	269,607	119,334	44%
 DEPT. 3301 PARKS MAINTENANCE	 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
Revenues						
Field Fees	36,000	11,423	32%	30,000	32,007	107%
Total Revenues	36,000	11,423		30,000	32,007	
Expenses						
Personal Services	389,267	160,104	41%	384,241	225,362	59%
Contractual Services	114,000	70,169	62%	118,500	90,864	77%
Other Services	3,100	1,123	36%	3,400	1,555	46%
Materials & Supplies	59,500	54,976	92%	43,800	30,742	70%
Repairs & Maintenance	34,500	19,903	58%	34,500	18,850	55%
Other Expenses	1,200	896	75%	500	834	167%
Total-Operating Expenses	601,567	307,171	51%	584,941	368,206	63%
Capital Outlay	88,000	31,131	35%	200,000	13,361	
Total Expenses	689,567	338,302	49%	784,941	381,567	49%
 DEPT. 3420 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
Revenues						
Registration & Memberships	423,500	339,068	80%	308,500	220,325	71%
Misc Income	3,500	2,370	68%	6,000	4,351	73%
Total Revenues	427,000	341,438	80%	314,500	224,676	71%
Total Expenses						
Personal Services	95,902	45,198	47%	93,017	50,372	54%
Contractual Services	278,600	188,576	68%	284,900	202,267	71%
Other Services	74,675	35,813	48%	85,000	31,800	37%
Materials & Supplies	11,950	7,869	66%	11,800	8,655	73%
Other Expenses	8,700	7,881	91%	9,200	8,980	98%
Repairs & maintenance	2,000	2,980	149%	3,000	543	18%
Total Expenses	471,827	288,318	61%	486,917	302,617	62%

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

November 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
3421 General Interest						
Revenues	7,000	5,696	81%	16,000	2,941	18%
Expenses						
Personal Services	3,230	0	0%	5,921	200	
Contractual Services	3,500	2,510	72%	3,500	2,776	79%
Other Services	0			2,200	0	0%
Materials & Supplies	0	0		0	0	#DIV/0!
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	0	0%	0	104	
Total Expenses	6,730	2,510	37%	11,621	3,080	27%
3422 Athletics						
Revenues	130,000	93,229	72%	145,000	87,038	60%
Expenses						
Personal Services	6,997	334	5%	6,459	770	12%
Contractual Services	85,000	53,959	63%	107,500	56908	53%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,000	1,848	92%	2,000	982	49%
Other Expenses	0	0	0%	0	0	
Total Expenses	93,997	56,141	60%	115,959	58,660	51%
3423 Cultural Arts						
Revenues	8,500	5,386	63%	9,500	4,450	47%
Expenses						
Personal Services	2,691	646	0%	2,153	1,636	
Contractual Services	2,500	1,024	41%	2,500	1,232	49%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
Total Expenses	5,191	1,670	32%	4,653	2,868	
3424 Early Childhood						
Revenues	42,000	25,962	62%	42,000	34,363	82%
Expenses						
Personal Services	15,071	6,663	44%	10,765	9,811	91%
Contractual Services	21,200	12,940	61%	18,500	14,665	79%
Other Services	0	0	0%	0	0	
Materials & Supplies	2,550	1,149	45%	2,300	403	18%
Other Expenses	0	0	0%	0	0	
Total Expenses	38,821	20,752	53%	31,565	24,879	79%

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

November 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
3425 Fitness						
Revenues	30,000	21,130	70%	23,000	24,207	105%
Expenses						
Personal Services	0	0	0%	0	0	
Contractual Services	13,000	4,965	38%	15,000	7,627	51%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
Total Expenses	13,000	4,965	38%	15,000	7,627	51%
3426 Paddle Tennis						
Revenues						
Memberships	60,000	29,183	49%	53,000	49,041	93%
Lifetime and donations	125,000	140,050	112%			
	185,000	169,233	91%	53,000	49,041	93%
Expenses						
Personal Services	0	0	0%	0	0	
Contractual Services	25,500	3,879	15%	17,500	16,038	92%
Other Services	3,775	1,121	30%	3,000	1,764	59%
Materials & Supplies	500	67	13%	300	65	22%
Repairs and Maintenance	2,000	2,980	149%	3,000	543	18%
Other Expenses	200	50	0%	200	50	25%
Total Expenses	31,975	8,097	25%	24,000	18,461	77%
Capital Outlay						
Courts project	125,000	174,108				
Resurfacing/skirting	16,000	14,400				
Total Expenses	172,975	196,605	114%	24,000	18,461	77%
3427 Special Events						
Revenues	21,000	18,433	88%	20,000	18,285	91%
Expenses						
Personal Services	2,153	734		2,153	839	
Contractual Services	35,200	24,428	69%	40,400	26,224	65%
Other Services	3,500	2,106	60%	4,300	2,001	47%
Materials & Supplies	5,400	4,024	75%	5,300	5,147	97%
Other Expenses	0	5		0	0	
Total Expenses	46,253	31,297	68%	52,153	34,211	66%
3428 General Recreation Administration						
Revenues						
Expenses						
Personal Services	65,760	36,821	56%	65,566	37,116	57%
Contractual Services	92,700	84,870	92%	80,000	76,798	96%
Other Services	67,400	32,586	48%	75,500	28,034	37%
Materials & Supplies	1,500	781	52%	1,900	2,058	108%
Other Expenses	8,500	4,896	58%	9,000	8,826	98%
Total Expenses	235,860	159,954	68%	231,966	152,831	66%
Capital Outlay						
Total Expenses	88,000	31,131	35%	200,000	13,361	

PARK AND RECREATION REVENUE/EXPENSE SUMMARY

November 2011

FY 11-12 (May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT. 3724	FY 11-12	FY 11-12	FY 11-12	FY 10-11	FY 10-11	FY 10-11
KLM LODGE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues						
KLM Lodge Revenue	160,000	82,205	51%	160,000	110,347	69%
Caterer's Licenses	16,000	13,000	81%	18,000	14,300	79%
Total Revenues	176,000	95,205	54%	178,000	124,647	70%
Expenses						
Personal Services	57,589	35,477	62%	57,982	35,952	62%
Contractual Services	21,000	10,935	52%	23,000	12,578	55%
Other Services	35,700	21,495	60%	39,200	16,488	42%
Materials & Supplies	12,200	7,728	63%	10,700	8,691	81%
Repairs & Maintenance	16,500	5,368	33%	16,500	4,535	27%
Other Expenses	600	428	71%	600	508	85%
Total-Operating Expenses	143,589	81,431	57%	147,982	78,752	53%
Capital Outlay	177,000	180,641	-	6,000	0	-
Total Expenses	320,589	262,072	82%	153,982	78,752	51%
DEPT. 3951	FY 11-12	FY 11-12	FY 11-12	FY 10-11	FY 10-11	FY 10-11
SWIMMING POOL	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues						
Pool Resident Pass	179,740	173,365	96%	185,000	168,820	91%
Non-Resident Pass	13,765	11,855	86%	18,000	10,415	58%
Pool Daily Fee	75,000	70,329	94%	52,000	62,405	120%
Pool Lockers	300	114	38%	300	98	33%
Pool Concession	7,000	7,350	105%	7,000	7,000	100%
Pool Class-Reg -Resident	29,800	28,412	95%	24,885	29,802	120%
Pool Class-Reg Non-Resident	3,500	4,563	130%	2,500	3,563	143%
Private Lessons	10,500	9,253	88%	10,735	9,929	92%
Misc. Revenue	12,000	10,840	90%	5,500	12,468	227%
Town Team	25,200	22,403	89%	25,200	23,882	95%
10-Visit Pass	0	15,478	0%	0	0	
Total Revenues	356,805	353,962	99%	331,120	328,382	99%
Expenses						
Personal Services	172,240	153,604	89%	166,858	145,334	87%
Contractual Services	30,325	20,241	67%	26,625	13,302	50%
Other Services	51,500	29,571	57%	54,350	31,851	59%
Materials & Supplies	39,375	25,406	65%	37,375	29,959	80%
Repairs & Maintenance	20,350	9,935	49%	19,900	17,597	88%
Other Expenses	10,600	3,849	36%	10,100	9,747	97%
Risk Management	0	0		0	0	
Total-Operating Expenses	324,390	242,607	75%	315,208	247,790	79%
Capital Outlay	60,850	45,698	75%	90,000	9,700	
Total Expenses	385,240	288,305	75%	405,208	257,490	64%
	FY 10-11	FY 10-11	FY 10-11	FY 09-10	FY 09-10	FY 09-10
	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Capital Expenses	148,850	257,470	173%	290,000	23,061	8%
Operating Expenses	1,815,923	1,042,582	57%	1,804,655	1,116,699	62%
Total Expenses	2,224,428	1,300,052	58%	2,224,428	1,139,760	51%
Total Revenues	921,100	659,608	72%	921,100	709,712	77%
Revenue Offset Difference	(1,303,328)	(640,444)		(1,303,328)	(430,048)	

Memo

To: Chairman Kluchenek and Members of the ACA Committee
From: Gina Hassett, Director of Parks & Recreation
Date: December 14, 2011
RE: Hinsdale Tennis Association Agreement

The Village has had an agreement with Hinsdale Tennis Association for the past three years. Each agreement was for period of one year with the expectations that Village hoped to increase our return. Last year the agreement, which a copy is attached, for a flat rate similar to what the Commission recommends for platform tennis earlier this year.

Tom Lockhart, president of Hinsdale Tennis Association, has requested that his contract amount for the 2012 season remain the same as 2011 rates. The program was extended through September to increase revenues as registration for the summer program was down. Mr. Lockhart has reported that his registrations for the past 2 years have decreased.

Listed are the revenues received from HTA for the past four years. The increase in 2010 was 20% increase over 2008 and 40% increase over the 2009 revenue. The goal for third party vendors is to have a minimum split of 80/20.

The cost for one page in the summer brochure is \$140.

Year	HTA Revenue	10 % Revenue
2008	62050	\$6,205
2009	53240	\$5,324
2010	Flat rate	7500
2011	Flat rate	7500
2012	5% increase	7875

**LICENSE AGREEMENT BETWEEN THE HINSDALE TENNIS ASSOCIATION
AND THE VILLAGE OF HINSDALE**

THIS LICENSE AGREEMENT is entered into this _____ day of _____ 2011, between the Hinsdale Tennis Association (hereinafter referred to as the "HTA") and the Village of Hinsdale, DuPage County and Cook County, Illinois (hereinafter referred to as the "Village").

RECITALS

WHEREAS, it has been determined by the corporate authorities of the Village to permit the HTA to have a license to use the Village's tennis courts during the summer months of the year 2011 for a tennis instruction program under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. **RECITAL.** The above recital is substantive and is incorporated herein by reference as though fully set forth.

2. **PROGRAM AND FACILITIES.** The HTA shall use the Village's Parks and Recreation Department's tennis courts ("Facilities") to operate a tennis instruction program ("Program") for instruction courses to take place during the summer months of the year 2011 from June through September. The Village shall solely be responsible to maintain the Facilities for the Program. The Village reserves the right to assign specific Facilities to be used for the Program, including times and dates for the use of the Facilities. The Village shall also provide one (1) page to the HTA in its "Summer Brochure" for promotional purposes for the Program.

3. **HTA'S RESPONSIBILITIES.** The HTA shall be responsible for all communications with Program participants, the production and distribution of any and all flyers for the Program and all administration, instruction and instructors for the Program. The HTA shall not, without the prior written consent of the Village, make any alterations,

improvements, or additions to the Facilities, nor shall the HTA cause any damage to the Village's Facilities.

4. PAYMENT TO THE VILLAGE. The HTA shall pay the Village for use of the Village's Facilities for the Program by remitting to the Village a fee of \$7,500 made in two installments collected by HTA from participants for participation in the Program. The first installment is due July 1, 2011 and the second installment is due October 1st, 2011. The HTA shall be responsible to collect all fees and shall be responsible for the registration of all participants.

5. COACHES, INSTRUCTORS, ASSISTANTS AND DIRECTORS. All coaches, instructors, assistants and directors for the Program shall be employees and/or independent contractors of the HTA and shall not be considered employees or independent contractors of the Village. The HTA shall be responsible for the hiring, training, assignment, discipline and dismissal of all coaches, instructors, assistants and directors for the Program. The HTA shall solely be responsible for their benefits, wage and disability payments, pension and workers' compensation claims, damage to or destruction of equipment and clothing and medical expenses.

6. AMENDMENTS AND MODIFICATIONS. This Agreement may be modified or amended from time-to-time by the authorized representatives of the Village and the authorized representatives of the HTA, provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the Village and the authorized representatives of the HTA.

7. INDEMNIFICATION. Each party to this Agreement agrees to indemnify, defend and hold harmless the other party, their directors, officers, employees and agents, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorneys' fees, which may in any

way accrue against either party for the other party's negligent or wrongful acts or omissions as a consequence of this Agreement.

8. COVENANT NOT TO SUE. The HTA forever releases and discharges the Village, its directors, officials, agents or employees from all claims, demands, damages, actions or causes of action which may arise out of the HTA's use of the Village's Facilities for the Program. The HTA covenants not to sue or otherwise bring any action in law or equity against the Village, its directors, officials, agents or employees for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the HTA, its employees, and/or agents may sustain as a result of the use of the Village's Facilities.

9. INSURANCE. At its own expense, the HTA shall name the Village as an additional insured on any and all of its existing general and excess liability insurance policies. The HTA shall maintain during the duration of this Agreement a general liability insurance policy with a general aggregate limit of at least one million dollars (\$1,000,000.00). The Village shall remain an additional insured under said policies during the entire term of this Agreement. The HTA shall provide the Village with a copy of said policies naming the Village as an additional insured within fifteen (15) days after execution of this Agreement. During the term of this Agreement, the HTA shall keep in full force and effect workers' compensation insurance with a reputable, state registered insurance company with policy limits to cover statutory liability.

10. DURATION OF THIS AGREEMENT. This Agreement shall remain in full force and effect after execution by the parties, as set forth above, and shall expire on December 31, 2011

11. TERMINATION. This Agreement may be terminated at any time by either party upon thirty (30) days written notice of the effective date of said termination from the terminating party. Notice of termination shall be governed by the provisions of paragraph 13 below. The HTA shall not be entitled to reimbursement of any fees

remitted to the Village if this Agreement is terminated by the HTA after the Program has commenced pursuant to paragraph 2 above.

12. NOTICE. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, or personal service to the persons and addresses indicated below or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provision of this paragraph.

To the Village:

Village Manager

Village of Hinsdale

19 East Chicago Ave

Hinsdale, IL 60521-3489

To the HTA:

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

13. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

14. NON-ASSIGNMENT. This Agreement shall not be assigned by either party without the written consent of the other party.

15. BINDING AUTHORITY. The individuals executing this Agreement on behalf of the HTA and the Village represent that they have the legal power, right and actual authority to bind their respective parties to the terms and conditions of the Agreement.

16. EFFECTIVE DATE. The effective date of this Agreement as reflected above shall be the date that the Village Clerk of the Village attests the signature of the Village Manager.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the day and year first written above.

VILLAGE OF HINSDALE

THE HINSDALE TENNIS ASSOCIATION

By: David Cook
Its: Village Manager

By: Tom Lockhart
Its: President

ATTEST

ATTEST

By: Christine Bruton
Its: Deputy Village Clerk

By:
Its: Secretary

Memo

To: Chairman Kluchenek and Members of the ACA Committee
From: Gina Hassett, Director of Parks & Recreation
Date: December 14, 2011
RE: Sports Summit

Last month, discussion was held related to the 2012 Sports Summit. Listed below are the organizations that would be invited to attend the upcoming summit. An email was sent to the organizations asking them share their key issues prior to the Sports Summit. As that information is compiled it will be shared with the Commission. A date for the Summit needs to be selected.

Organizations

Hinsdale Little League
Falcon Football
AYSO Soccer Region 210
AYSO Adult Soccer Region 210
Chicago Blast Soccer Club
St. Isaacs Jogue Athletics
Chicago Wind Lacrosse
Hinsdale Central Lacrosse
Hinsdale Central Athletic Director
Hinsdale Middle School Athletic Director
Director of School Gourd District 181
Community House Recreation Supervisor
Western Springs Boys Lacrosse
Illinois Girls Lacrosse Association (IGLA)
Hinsdale Adventist Academy

Undecided

Hinsdale Swim Club


**VILLAGE OF HINSDALE
SPECIAL MEETING OF THE
PARK AND RECREATION COMMISSION
Sports Summit Agenda
January 28, 2009
7:00 PM Katherine Legge Memorial Lodge
(Tentative and Subject to Change)**

1. **Introduction**
 - a. Park & Recreation Commissioners
 - b. Village of Hinsdale's staff
 - i. Gina Hassett, Director of Parks and Recreation
 - ii. Ryan Miller, Recreation Programmer
 - iii. Dan Hopkins, Village Horticulturist
 - c. Introduction of participants
2. **Objective of meeting**
3. **Field Closings**
 - a. Veeck Park
 - b. Time Sharing
4. **Field Allocations**
 - a. Review 2008 allocations
 - b. Field Fees
 - c. Liability - Certificate of Insurance, up to \$1,000,000
5. **Field Maintenance and Equipment**
 - a. Field rotation for maintenance
 - b. Organization's maintenance priorities
 - c. Equipment needs
 - d. Veeck Park Key Fob system
6. **Inclement Weather Policy**
 - a. Field Rain Policy
 - b. Closing Fields
 - c. Weekday field closing
7. **Round Table Discussions**
 - a. Related topics
 - b. AED conversation

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 Douglas Cooper, 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.

www.villageofhinsdale.org

Memo

To: Chairman Kluchenek and Members of the ACA Committee
From: Gina Hassett, Director of Parks & Recreation 
Date: December 14, 2011
RE: OSLAD Ad service

Attached is the contract to retain Design Perspectives to manage the remaining portion of the OSLAD Grant. The budget includes the professional services to retain their firm. If the projects come in under budget we would be able to replace the lights in the North Shelter.

OSLAD Grant Amount	\$300,000
South Shelter Project Construction:	\$144,069
Balance Left for Remaining OSLAD Elements	
Includes professional services	\$149,978
Contingency Left	\$5,954

Staff is asking the Commission to recommend the approval of the agreement to the ACA Committee.

Katherine Legge Memorial Park Improvements

2011 Katherine Legge Memorial Park OSLAD Improvements Estimate							
				General Contractor Bid		Trade Contract Bid	
No.	Item	Unit	Quantity	Unit Price	Amount	Unit Price	Amount
A Multi-Use Trail							
1.	Light Duty Asphalt w/ Compacted Stone Sub-base	SY	500	30	\$15,000.00	\$14.00	\$7,000.00
	Sub - Total				\$15,000.00		\$7,000.00
B 9 Hole Disc Golf							
1.	4" Concrete Tee Box	SF	285	\$6.00	\$1,710.00	\$4.50	\$1,282.50
2.	Disc Basket	EA	9	\$880.00	\$7,920.00	\$650.00	\$5,850.00
3.	Maps/Tee Signs	EA	9	\$245.00	\$2,205.00	\$155.00	\$1,395.00
	Sub - Total				\$11,835.00		\$8,527.50
C Nature Explorer Playground							
1.	Grading	LS	1	\$9,000.00	\$9,000.00	\$6,000.00	\$6,000.00
2.	Natural Play Equipment	LS	1	\$14,500.00	\$14,500.00	\$10,500.00	\$10,500.00
3.	4" Concrete Pad	SF	100	\$6.00	\$600.00	\$4.50	\$450.00
4.	Furnish & Install Litter Can	EA	1	\$885.00	\$885.00	\$795.00	\$795.00
5.	Furnish & Install Recycling Can	EA	1	\$885.00	\$885.00	\$805.00	\$805.00
6.	Wood Fiber Paths	CY	215	\$38.00	\$8,170.00	\$24.00	\$5,160.00
7.	Willow Fencing	LF	300	\$22.00	\$6,600.00	\$15.00	\$4,500.00
8.	Plantings	SF	3,000	\$4.25	\$12,750.00	\$2.50	\$7,500.00
	Sub - Total				\$53,390.00		\$35,710.00
D North Shelter Rehabilitation							
1.	Demolition	LS	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
2.	Drinking Fountain	LS	1	\$5,000.00	\$5,000.00	\$3,200.00	\$3,200.00
3.	Type 201 4" Concrete	SF	500	\$6.00	\$3,000.00	\$4.50	\$2,250.00
4.	Furnish & Install Litter Can	EA	1	\$885.00	\$885.00	\$795.00	\$795.00
5.	Furnish & Install Recycling Can	EA	1	\$885.00	\$885.00	\$800.00	\$800.00
6.	Furnish & Install Picnic Table	EA	6	\$1,400.00	\$8,400.00	\$900.00	\$5,400.00
7.	Furnish & Install ADA Picnic Table	EA	1	\$1,200.00	\$1,200.00	\$905.00	\$905.00
8.	Plantings	SF	1,000	\$4.00	\$4,000.00	\$2.00	\$2,000.00
	Sub - Total				\$25,370.00		\$17,350.00
E Lacrosse Field							
1.	Mass Grading, Strip Topsoil & Stockpile	AC	1.30	\$8,000.00	\$10,400.00	\$6,500.00	\$8,450.00
2.	Laser Grading with Sand Profile	AC	1.30	\$28,000.00	\$36,400.00	\$22,500.00	\$29,250.00
3.	Seed & Blanket	SF	59,300	\$0.50	\$29,650.00	\$0.30	\$17,790.00
	Sub - Total				\$76,450.00		\$55,490.00
F Landscaping							
1.	Misc. Restoration (Seed & Blanket)	SF	5,000	\$0.50	\$2,500.00	\$0.20	\$1,000.00
	Sub - Total				\$2,500.00		\$1,000.00
G Professional Services							
1.	Design Perspectives Fee	1	EA	\$24,900.00	\$24,900.00	\$24,900.00	\$24,900.00
	Sub - Total				\$24,900.00		\$24,900.00



June 3, 2011

Ms. Gina Hassett,
Director of Parks & Recreation
Village of Hinsdale
19 East Chicago Avenue
Hinsdale, IL 60521

RE: Add Service Proposal for KLM OSLAD Grant Project
(Proposal Number: 11-1033A)

Dear Gina,

Congratulations on being selected to receive an OSLAD grant for this year. We were glad to assist you on assembling your grant application. We are pleased to assemble this add service to handle the remaining items associated with this grant. We are proposing to move forward with a trade bid route. I would recommend that we proceed with the remaining items as quickly as possible to close out your OSLAD to ensure a timely reimbursement.

The remaining items are with associated estimated costs;

- | | |
|--------------------------------|-------------|
| • Multi-use trail | \$8,500.00 |
| • Nature explorer playground | \$30,000.00 |
| • Lacrosse field | \$55,000.00 |
| • 9 hole disc golf | \$5,000.00 |
| • North shelter rehabilitation | \$45,000.00 |
| • Landscaping | \$1,500.00 |
| • Grading & Drainage | \$12,500.00 |

BASE SCOPE OF SERVICES REQUESTED:

A. Construction Documents

1. Prepare a final site plan showing improvements and select final products. The Village of Hinsdale will provide a topographic survey of the project areas.
2. Finalize the graphic and written documentation that will be used to permit, bid and construct the OSLAD elements project.
3. Review "Front End Documents" for project manual.

4. Prepare Division 2 Technical Specifications as it relates to the project.
5. Prepare cost estimate for construction work as it relates to the project.
6. Prepare quantities of work for Bid Form.

Total Number of Meetings for this step: 1

B. Permitting Assistance

The Village staff will serve as the primary contact during the permitting process. We will assist the Village in the securing local permits necessary to build the project. This will include making two sets of permit revisions and attend one meeting to answer questions and coordinate the permit submittal for our work only. All civil engineering plans and specifications, including storm water detention for the OSLAD grant elements will be provided under a separate contract secured by the Village and paid directly to the civil engineer. Any additional permits and revisions, including county, state and federal will be handled on an hourly fee basis.

Total number of meetings for this step: 1

C. Multiple Bid Package Assistance

Design Perspectives will prepare the needed bid sets during the bidding process. We will be available to attend pre-bid meetings and issue written addenda as needed during the bidding timeframe. We will also prepare a recommendation for contract award for each bid set. We would anticipate up to 6 independent bid sets to maximize schedule and minimize construction costs. These sets include;

- Grading & Drainage
- Concrete Work
- Asphalt Paving
- Playground, Shelter & Site Furnishings Installation
- Athletic Field Construction
- Landscaping & Site Restoration

D. Construction Observation & Coordination

Design Perspectives will conduct site visits during construction. We will attend regularly held project meetings, coordinate requested paperwork and provide on-site observation of the construction activities.

Specific Tasks Include:

1. Attend and coordinate pre-construction meetings with trade contractors.
2. Attend construction meetings to observe the work at intervals appropriate to the stage of construction.
3. Conduct unannounced informal spot observations of contractors work.

4. Review owner requested change orders.
5. Review contractor's application for payment.
6. Review contractor's project submittals.
7. Review the site for substantial completion, prepare punch list and provide recommendation for final completion.

Design Perspectives will place a project manager within the Village of Hinsdale for a total of 8 hours per week to coordinate and advance the construction work with direct Owner feedback for a four month construction process. If time extends beyond the four month process, additional time will be billed as an additional service.

STAFF ASSIGNMENTS:

The staff assigned to work on this project has the unique qualifications to complete this project in a quick and efficient manner while still producing a "sense of place." Tod J. Stanton, will serve as project manager for this project and will be assisted by Rob Martin, graphic specialist.

FEES:

The scope below has been broken down with a lump sum fee approach. The total to complete items A-D is \$24,900.00. Reimbursable expenses are included in the lump sum fee. Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved by the Owner prior to commencing the work.

Task	Lump Sum Fee
A. Construction Documents	\$7,750.00
B. Permitting Assistance	\$1,150.00
C. Multiple Bid Package Assistance	\$4,250.00
D. Construction Observation & Coordination	\$11,750.00

The Village of Hinsdale will provide a current topographic survey of the park site for the project areas and the civil engineering services for this project. We can assist in securing proposals from qualified consultants we have worked with in the past if needed.

2012/2013 HOURLY BILLING RATES:

Principal:	\$125.00 per hour
Project Manager/Designer:	\$100.00 per hour
CAD Drafter:	\$60.00 per hour
Administrator:	\$20.00 per hour

PROJECT SCHEDULE:

The following schedule for this project is listed below. The project is anticipated to commence starting July 2011 and the schedule is tentative.

Task	Date
A. Construction Documents	July 2011
B. Permitting Assistance	August 2011
C. Bidding	Winter 2012
D. Construction Observation*	Spring 2012

* Permit approval dependent

INVOICING:

We will invoice this project on a 30-day cycle. Prompt payment is expected. Project accounts over 30 days past due will be placed on inactive status.

If you have any questions, please contact me at 630-577-9445 or e-mail: tstanton@design-perspectives.net. In closing, I look forward to working with you on this very exciting project.

Sincerely,



Tod J. Stanton, ASLA
President

If the above scope of work and terms are acceptable, please sign below and send one copy to us. An executed copy of this proposal will serve as our binding agreement between both parties. This proposal expires if not properly executed for the scope of work outlined after July 11, 2011.

Authorized Signature
Village of Hinsdale

Date



6-3-11

Mr. Tod J. Stanton,
President
Design Perspectives, Inc.

Date

TERMS & CONDITIONS:

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Indemnification – Client and Consultant each agree to identify and hold harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney fees and court costs, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by joint or concurrent negligence of the Client and Consultant, they shall be borne by each party in proportion to its negligence. All claims shall be limited to the contract value for this Agreement's scope of service.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Opinions of Cost – When included in Consultant's scope of services, estimates of probable construction cost are prepared by Consultant to represent judgment as a professional generally familiar with the industry. Consultant makes no claim to control these associated costs and may vary from Consultant's estimate.
- F. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- G. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk.
- H. Payment – Prompt payment is expected. All payments are to be processed according to the Illinois Prompt Payment Act.