

**VILLAGE OF HINSDALE  
MINUTES  
PARK AND RECREATION COMMISSION  
Monday, July 23, 2012 @ 6:30 PM  
Memorial Hall Board Room**

 **DRAFT**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to order at 6:30 p.m. at the Memorial Hall board room.

**Members Present:** Chairman Kluchenek, Commissioners, Banke, George, Griffin, Mulligan and Owens

**Members Absent:** Ed McCarthy & Bill Otto

**Others Present:** Trustee Geoga; members from Hinsdale Swim Club, Hornets Swim Club and Westmont Swim Club (see attached list)

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

Commissioner Banke moved approval of the June 18, 2012 Park and Recreation Commission meeting minutes. Commissioner Owens seconded and the motion passed unanimously.

**Gateway Special Recreation Association**

This will be tabled until next month.

**Liaison Reports**

Ms. Hassett explained the report. Ms. Hassett reported that the July 4<sup>th</sup> attendance was lower due to the hot weather. The Arts and Crafts Fair had 35 vendors who didn't come. Next month there will be a financial recap.

Ms. Hassett reported that the Veeck fields will probably not be ready for the fall. The north end is not developed enough and the east end of the small soccer field is wet. The Eagle Scout that is doing the disc golf course is hoping to have it open in the fall.

The KLM OSLAD contracts will go to ACA in August. The pool revenue has a spike in the 10 visit passes and daily attendance is up due to the hot weather. Ms. Hassett reported that the KLM Lodge Sub-committee met and one of the Committee members is reaching out to local businesses to see if there is any interest in taking it over.

**Park & Recreation Commission Follow Up Items**

**Swim Club Meeting Recap**

Chairman Kluchenek thanked all the members of the Hinsdale Swim Club (HSC), Hornets Swim Club and Westmont Swim Club for attending. He stated that the Park and Recreation Commission is looking at the best interest for the village and that is why there

are some concerns from the other clubs. Chairman Kluchenek explained what the goal is for the pool and the demand of the 50 meter lanes by other swim clubs.

Commissioner Owens explained the value and goal of protecting the asset of the pool. She explained that appropriate fees have not been assessed for the usage of the pool time by the swim teams. She explained the process is to whom should it be rented and how the hours should be divided. Commissioner Owens explained the new Agreement and the concerns of the usage. Hornets Swim Team has asked HSC to relinquish ½ hour of their morning swim time and to eliminate the first time slot of the Village swim lessons.

Ms. Hassett explained that the participants in the 9:05 time slot could be absorbed into the other three times. Commissioner Owens read one of the paragraphs in the memo from Ms. Hassett regarding the impact of eliminating the first time slot of lessons. Commissioner Owens stated that eliminating the first time slot and the revenue generated from the swim teams during that time would exceed the revenue from swim lessons.

Ms. Hassett reported that the goal of the Village Board is to recover the cost including chemicals and staff costs. Commissioner Owens stated that the goal is to increase the fee to \$17,000 within three years, which would include the loss of revenue from the three day swim meet when the pool is closed. Ms. Hassett stated that the swim lessons at 9:05 have about 90 kids and she believes that they could be absorbed into the other times. Ms. Hassett explained that AYSO also had their fees phased in over a three year period. She explained about other recreation sports teams that use the fields and their fee structures.

Ms. Hassett explained that prior to a few years ago HSC had exclusive use except for the Town Team. Westmont and Hornets use the lap lanes on the weekends and evenings. Ms. Hassett commented on the schedules of the other teams. HSC also uses Hinsdale Central. The High Schools are not always available in the summer due to maintenance.

Pete Stukis, 1618 Royal Oak Road, Darien, Co-President of Hornets Swim Club spoke regarding the arrangements at the pool. He stated that that they were under the understanding that when HSC contract was up that all agreements would be reviewed and negotiated. Mr. Stukis spoke regarding their request and the goal for their team and was not to displace any HSC time, but to find some pool time for their swimmers. They have asked for 90 minutes, which included 30 minutes of HSC time and 60 minutes of swim lesson times. He stated that significant misinformation has been circulated about the intent of the Hornets Swim Club. They have helped with the HSC meets and many will become team mates at Hinsdale High School. Competition should be limited to swim meets. They believe that their proposal could work and don't believe that HSC losing 30 minutes will impact their program. Mr. Stukis stated that the Hornets are withdrawing their proposal for the morning pool time at this time. Mr. Stukis thanked the Parks and Rec staff and the Commission for their time.

Lisa Derezinski, VP of HSC stated that the HSC has supported the program and they have brought on the Master swimmers. They have worked with the Hornets to work out time for both teams. Ms. Derezinski stated that four days ago HSC believed that there was a proposal and the same afternoon it was withdrawn. She didn't have any issues with the other clubs but feels the relationship with the Village has deteriorated.

Ms. Hassett commented that the goal is for the entire swimming community. She explained how the numbers were calculated and what the Village Board would be willing to accept. She commented on the dialog of good faith that she has had with the swim teams. Ms. Derezinski stated that was not what was heard.

Kathy Kinsela, 5661 S. Monroe, Hinsdale spoke regarding the HSC program and the cost of the program. She asked about keeping the costs reasonable when there are multiple children involved.

Bob Pickering, 427 Birchwood Rd, Hinsdale spoke regarding the obligation of the Board to come up with a budget that will make it work. He stated that his children being part of the swim lessons have made his daughter become part of the Swim Club.

Chairman Kluchenek commented that the Commission are not the board and have no control over the budget and asked that the audience be sensitive to the issue of being fair. Commissioner Mulligan stated that pool hours have been cut to meet budget and the Commission does recognize and appreciate the Hinsdale residents on the swim teams.

Jim Audet, 23 Birchwood, Hinsdale from Hinsdale Swim Club thanked staff for the swim meet. He understands that the Commissioners are volunteers and stated that swim member parents are also volunteers. He stated that it is impossible to accommodate everyone in the clubs. He asked if movement can be done so an Agreement can be reached.

Ron Wentland, 722 S Adams, Hinsdale, commented on his membership with the pool and how it is an incredible asset and advantage to a wonderful facility. He questioned what damage could this do to HSC in the long term. He believes that additional clubs could hurt if the first session of swim lessons are not available. He wants the Commission to look at all the issues.

Amy Habeck, 437 S. Thurlow, Hinsdale commented that her children have been on the Town Team for 6 years and she helps with volunteering for the coaches. She does that because the pool is such a valuable asset and as a volunteer she sends or receives over 150 emails regarding the management of the Town Team. HSC requires that you go to Hinsdale Central so they cannot pull from Darien or Westmont. Ms. Habeck commented on the percentage of Hinsdale residents on the team and that percentage exceeds any other club.

Adam Cremieux, head coach from Westmont Swim Club stated that he is concerned about the fighting among the clubs. All swimmers have started with HSC and they don't want to take anything away from HSC but want to keep income and keeping the costs down. He appreciates being invited at the meetings and appreciates HSC offering the weekend spots. Adam wants to have all teams work together and thanked the Commission and HSC.

Commissioner Owens stated that one of the reasons for renting to other clubs is because the pool is under so much financial pressure. She wants everyone to consider that because the pool needs to be supported and many don't think of the pool as an asset. Residents need to be reminded to buy pool memberships and support it any way possible. She reminded the

residents that the pool may not always be there. Chairman Kluchenek reminded the audience why they are here and how we need to get to the full cost of running the pool.

Ms. Hassett summarized the Hinsdale Swim Club contract and that the goal is to get to the \$17,000 over a three year period. She also stated that \$10 for resident clubs and \$20 per lane for non-resident clubs would increase to \$13 per lane for resident clubs and \$26 per hour for non-resident clubs. Commissioner Mulligan asked about having time for other teams so that HSC is not priced out due to the increase.

Ms. Hassett stated that the fee is \$25R/\$50NR for athletic field usage. Commissioner Mulligan commented on longer term revenue. Ms. Hassett stated that there are no multi-year agreements for the other swim clubs.

Commissioner Mulligan made a motion to accept the HSC agreement. Commissioner Banke seconded and the motion to accept the HSC Agreement was passed unanimously. Chairman Kluchenek asked Ms. Hassett about time for the Hornets and Westmont Swim Teams. Ms. Hassett explained that five lanes would be used for staff training on non swim meet days. She explained the times that could be available for the other clubs.

Ms. Hassett asked the Commission for the new lap lane per hour to be approved to go forward to ACA. Commissioner Owens stated that HSC members believe that the fee increase will be hard to absorb.

The Commission thanked all the Swim Club members for attending.

Commissioner Mulligan commented that there should be set fees and how many hours would be known ahead of time. Ms. Hassett stated that it is different than soccer and AYSO. Commissioner Banke feels that an incremental percentage would be appropriate. Commissioner Banke made a motion to increase by \$2 for the next 2 years. Commissioner George seconded and the motion passed unanimously.

#### User Agreement for Platform Tennis

Ms. Hassett explained the proposed contract with Mary Doten and that Ms. Doten has not supplied her financial information. Ms. Hassett stated that it would be detrimental to the paddle tennis program if Ms. Doten didn't teach the lessons. Trustee Geoga asked why she didn't supply the financial information. Commissioner Banke asked if we can approve the increase if we haven't seen the financial information. Ms. Hassett explained that Ms. Doten teaches private lessons in addition to the group lessons. Chairman Kluchenek asked if the cost to the village will go up. Ms. Hassett stated that the cost of maintaining the courts will go up because two new courts were installed. Ms. Hassett believes 3% is a small increase and feels that the revenue numbers from Ms. Doten are necessary and believes that they should be provided quarterly. Any increased usage means more gas and wear and tear to the courts.

Commissioner Mulligan stated that the two additional courts have helped the men leagues and the women's play time. Ms. Hassett explained that the non-resident membership fees are double. Ms. Hassett recommendation is the 3% increase. Commissioner Banke approved the motion and Commissioner Mulligan seconded the motion. The motion passed

unanimously. Chairman Kluchenek requested that language be included in the Agreement that Ms. Doten must provide financial statements.

### **Adjournment**

Since there was no further business to come before the Commission, Commissioner Mulligan moved to adjourn. Commissioner Griffin seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 7:48 p.m.

The next Park and Recreation Commission meeting will be September 17.

Respectfully submitted,

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Linda Copp, Secretary

**PARK AND RECREATION REVENUE/EXPENSE SUMMARY**

**August 2012**

**FY 12-13**

**(May 1 - April 30)**

**PRELIMINARY NUMBERS ONLY**

<b>DEPT. 3101 ADMIN. AND SUPPORT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
Personal Services	220,534	67,694	31%	214,952	60,428	28%
Professional Services	0	0		0	0	
Contractual Services	0	0		0	0	
Other Services	6,200	2,232	36%	7,400	2,081	28%
Materials & Supplies	2,800	1,073	38%	3,100	2,206	71%
Repairs & Maintenance	150	0	0%	650	79	12%
Other Expenses	3,975	617	16%	3,075	20	1%
Risk Management	44,098	0	0%	45,373	0	0%
<b>Total-Operating Expenses</b>	<b>277,757</b>	<b>71,616</b>	<b>26%</b>	<b>274,550</b>	<b>64,814</b>	<b>24%</b>
Capital Outlay	0	0		0	0	0%
<b>Total Expenses</b>	<b>277,757</b>	<b>71,616</b>	<b>26%</b>	<b>274,550</b>	<b>64,814</b>	<b>24%</b>
 <b>DEPT. 3301 PARKS MAINTENANCE</b>	 <b>FY 12-13 BUDGET</b>	 <b>FY 12-13 TO DATE</b>	 <b>FY 12-13 % of Budget</b>	 <b>FY 11-12 BUDGET</b>	 <b>FY 11-12 TO DATE</b>	 <b>FY 11-12 % of Budget</b>
<b>Revenues</b>						
Field Fees	25,000	8,677	35%	36,000	5,715	16%
<b>Total Revenues</b>	<b>25,000</b>	<b>8,677</b>		<b>36,000</b>	<b>5,715</b>	
<b>Expenses</b>						
Personal Services	345,935	105,191	30%	389,267	84,008	22%
Contractual Services	114,000	52,530	46%	114,000	37,315	33%
Other Services	2,600	823	32%	3,100	502	16%
Materials & Supplies	50,650	27,436	54%	59,500	28,716	48%
Repairs & Maintenance	36,500	7,370	20%	34,500	8,476	25%
Other Expenses	1,600	0	0%	1,200	100	8%
<b>Total-Operating Expenses</b>	<b>551,285</b>	<b>193,351</b>	<b>35%</b>	<b>601,567</b>	<b>159,117</b>	<b>26%</b>
<b>Capital Outlay</b>						
Motor Vehicles	35,000	0		0	0	
Land/Gorunds	203,800	79,198		83,500	4,235	
Equipment	43,000	3,400		4,500	3,746	
Capital Outlay	281,800	82,598	29%	88,000	7,981	
<b>Total Expenses</b>	<b>833,085</b>	<b>275,949</b>		<b>777,567</b>	<b>167,098</b>	<b>21%</b>
 <b>DEPT. 3420 RECREATION SERVICES</b>	 <b>FY 12-13 BUDGET</b>	 <b>FY 12-13 TO DATE</b>	 <b>FY 12-13 % of Budget</b>	 <b>FY 11-12 BUDGET</b>	 <b>FY 11-12 TO DATE</b>	 <b>FY 11-12 % of Budget</b>
<b>Revenues</b>						
Registration & Memberships	286,500	173,449	61%	423,500	123,665	29%
Misc Income	3,500	2,370	68%	3,500	4,351	124%
<b>Total Revenues</b>	<b>290,000</b>	<b>175,819</b>	<b>61%</b>	<b>427,000</b>	<b>128,016</b>	<b>30%</b>
<b>Total Expenses</b>						
Personal Services	76,834	36,440	47%	95,902	16,774	17%
Contractual Services	255,745	122,895	48%	278,600	114,157	41%
Other Services	71,200	20,109	28%	74,675	11,246	15%
Materials & Supplies	13,250	5,193	39%	11,950	3,458	29%
Other Expenses	10,900	1,049	10%	8,700	2,390	27%
Repairs & maintenance	7,000	0	0%	2,000	74	4%
<b>Total Expenses</b>	<b>434,929</b>	<b>185,687</b>	<b>43%</b>	<b>471,827</b>	<b>148,099</b>	<b>31%</b>

**PARK AND RECREATION REVENUE/EXPENSE SUMMARY**

**August 2012**

**FY 12-13**

**(May 1 - April 30)**

**PRELIMINARY NUMBERS ONLY**

<b>DEPT.34-BY DEPARTMENT RECREATION SERVICES</b>	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
<b>3421 General Interest</b>						
<b>Revenues</b>	<b>8,500</b>	<b>20,313</b>	<b>239%</b>	<b>7,000</b>	<b>4,845</b>	<b>69%</b>
<b>Expenses</b>						
Personal Services	538	0	0%	3,230	0	
Contractual Services	5,200	14,822	285%	3,500	6,823	195%
Other Services	0			0	0	#DIV/0!
Materials & Supplies	0	0		0	0	#DIV/0!
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>5,738</b>	<b>14,822</b>	<b>258%</b>	<b>6,730</b>	<b>6,823</b>	<b>101%</b>
<b>3422 Athletics</b>						
<b>Revenues</b>	<b>130,000</b>	<b>84,530</b>	<b>65%</b>	<b>130,000</b>	<b>67,335</b>	<b>52%</b>
<b>Expenses</b>						
Personal Services	1,615	323	20%	6,997	334	5%
Contractual Services	85,000	37,819	44%	85,000	37,694	44%
Other Services	0	0	0%	0	0	
Materials & Supplies	3,700	556	15%	2,000	641	32%
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>90,315</b>	<b>38,698</b>	<b>43%</b>	<b>93,997</b>	<b>38,669</b>	<b>41%</b>
<b>3423 Cultural Arts</b>						
<b>Revenues</b>	<b>9,000</b>	<b>3,058</b>	<b>34%</b>	<b>8,500</b>	<b>2,878</b>	<b>34%</b>
<b>Expenses</b>						
Personal Services	862	1,432	0%	2,691	0	
Contractual Services	2,500	0	0%	2,500	1,024	41%
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>3,362</b>	<b>1,432</b>	<b>43%</b>	<b>5,191</b>	<b>1,024</b>	
<b>3424 Early Childhood</b>						
<b>Revenues</b>	<b>40,000</b>	<b>31,443</b>	<b>79%</b>	<b>42,000</b>	<b>23,014</b>	<b>55%</b>
<b>Expenses</b>						
Personal Services	6,997	11,251	161%	15,071	6,663	44%
Contractual Services	19,200	10,332	54%	21,200	10,741	51%
Other Services	0	0	0%	0	0	
Materials & Supplies	1,550	1,064	69%	2,550	80	3%
Other Expenses	0	0	0%	0	0	
<b>Total Expenses</b>	<b>27,747</b>	<b>22,646</b>	<b>82%</b>	<b>38,821</b>	<b>17,484</b>	<b>45%</b>

**PARK AND RECREATION REVENUE/EXPENSE SUMMARY**

**August 2012**

**FY 12-13**

**(May 1 - April 30)**

**PRELIMINARY NUMBERS ONLY**

<b>DEPT.3420-BY DEPARTMENT</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 12-13</b>	<b>FY 11-12</b>	<b>FY 11-12</b>	<b>FY 11-12</b>
<b>RECREATION SERVICES</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>	<b>BUDGET</b>	<b>TO DATE</b>	<b>% of Budget</b>
<b>3425 Fitness</b>						
<b>Revenues</b>	<b>36,000</b>	<b>16,130</b>	<b>45%</b>	<b>30,000</b>	<b>17,725</b>	<b>59%</b>
<b>Expenses</b>						
Personal Services	0	0	0%	0	0	
Contractual Services	11,500	820	7%	13,000	990	8%
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>11,500</b>	<b>820</b>	<b>7%</b>	<b>13,000</b>	<b>990</b>	<b>8%</b>
<b>3426 Paddle Tennis</b>						
<b>Revenues</b>						
Memberships	42,000	7,193	17%	60,000	5,918	10%
Lifetime and donations	0	0		125,000	129,550	
	<b>42,000</b>	<b>7,193</b>	<b>17%</b>	<b>185,000</b>	<b>135,468</b>	<b>73%</b>
<b>Expenses</b>						
Personal Services	0	1,383	0%	0	0	
Contractual Services	11,750	773	7%	25,500	1,415	6%
Other Services	4,000	0	0%	3,775	739	20%
Materials & Supplies	100	0	0%	500	67	13%
Repairs and Maintenance	7,000	0	0%	2,000	74	4%
Other Expenses	200	0	0%	200	50	25%
<b>Total Expenses</b>	<b>23,050</b>	<b>2,156</b>	<b>9%</b>	<b>31,975</b>	<b>2,346</b>	<b>7%</b>
<b>Capital Outlay</b>						
Courts project	0	0		125,000	102,385	
Resurfacing/skirting	0	0		16,000	0.00	
<b>Total Expenses</b>	<b>23,050</b>	<b>2,156</b>	<b>9%</b>	<b>172,975</b>	<b>104,731</b>	<b>61%</b>
<b>3427 Special Events</b>						
<b>Revenues</b>	<b>21,000</b>	<b>10,782</b>	<b>51%</b>	<b>21,000</b>	<b>1,950</b>	<b>9%</b>
<b>Expenses</b>						
Personal Services	2,153	302		2,153	0	
Contractual Services	33,400	17,469	52%	35,200	13,383	38%
Other Services	3,700	1,912	52%	3,500	1,370	39%
Materials & Supplies	5,300	3,312	62%	5,400	1,446	27%
Other Expenses	0	0		0	0	
<b>Total Expenses</b>	<b>44,553</b>	<b>22,996</b>	<b>52%</b>	<b>46,253</b>	<b>16,199</b>	<b>35%</b>
<b>3428 General Recreation Administration</b>						
<b>Revenues</b>						
<b>Expenses</b>						
Personal Services	64,669	21,750	34%	65,760	9,778	15%
Contractual Services	87,195	40,861	47%	92,700	42,087	45%
Other Services	63,500	18,197	29%	67,400	9,137	14%
Materials & Supplies	2,600	261	10%	1,500	1,223	82%
Other Expenses	10,700	1,049	10%	8,500	2,340	28%
<b>Total Expenses</b>	<b>228,664</b>	<b>82,118</b>	<b>36%</b>	<b>235,860</b>	<b>64,565</b>	<b>27%</b>
<b>Capital Outlay</b>						
<b>Total Expenses</b>	<b>281,800</b>	<b>82,598</b>	<b>29%</b>	<b>88,000</b>	<b>7,981</b>	

# PARK AND RECREATION REVENUE/EXPENSE SUMMARY

August 2012

FY 12-13


(May 1 - April 30)

PRELIMINARY NUMBERS ONLY

DEPT. 3724 KLM LODGE	FY 12-13 BUDGET	FY 12-13 TO DATE	FY 12-13 % of Budget	FY 11-12 BUDGET	FY 11-12 TO DATE	FY 11-12 % of Budget
<b>Revenues</b>						
KLM Lodge Revenue	145,000	48,212	33%	160,000	51,035	32%
Caterer's Licenses	15,000	11,180	75%	16,000	11,500	72%
<b>Total Revenues</b>	<b>160,000</b>	<b>59,392</b>	<b>37%</b>	<b>176,000</b>	<b>62,535</b>	<b>36%</b>
<b>Expenses</b>						
Personal Services	56,662	19,187	34%	57,589	7,989	14%
Contractual Services	22,100	5,442	25%	21,000	1,820	9%
Other Services	39,500	8,374	21%	35,700	9,254	26%
Materials & Supplies	12,400	1,171	9%	12,200	4,643	38%
Repairs & Maintenance	10,500	7,275	69%	16,500	2,401	15%
Other Expenses	1,000	96	10%	600	234	39%
<b>Total-Operating Expenses</b>	<b>142,162</b>	<b>41,544</b>	<b>29%</b>	<b>143,589</b>	<b>26,340</b>	<b>18%</b>
Capital Outlay	20,000	0	-	177,000	3,638	-
<b>Total Expenses</b>	<b>162,162</b>	<b>41,544</b>	<b>26%</b>	<b>320,589</b>	<b>29,979</b>	<b>9%</b>
<b>DEPT. 3951 SWIMMING POOL</b>	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
<b>Revenues</b>						
Pool Resident Pass	190,000	154,458	81%	179,740	168,501	94%
Non-Resident Pass	14,000	14,972	107%	13,765	13,344	97%
Pool Daily Fee	75,000	62,303	83%	75,000	21,149	28%
Pool Lockers	100	0	0%	300	0	0%
Pool Concession	7,500	3,675	49%	7,000	3,675	53%
Pool Class-Reg -Resident	29,500	26,575	90%	29,800	24,469	82%
Pool Class-Reg Non-Resident	5,000	355	7%	3,500	1,552	44%
Private Lessons	10,500	7,264	69%	10,500	4,536	43%
Misc. Revenue (Rentals)	12,000	12,841	107%	12,000	18,882	157%
Town Team	25,200	19,001	75%	25,200	23,622	94%
10-Visit Pass	17,000	18,824	0%	0	0	
<b>Total Revenues</b>	<b>385,800</b>	<b>320,268</b>	<b>83%</b>	<b>356,805</b>	<b>279,730</b>	<b>78%</b>
<b>Expenses</b>						
Personal Services	161,475	151,717	94%	172,240	34,984	20%
Contractual Services	30,100	12,604	42%	30,325	9,040	30%
Other Services	45,800	20,715	45%	51,500	11,236	22%
Materials & Supplies	38,975	24,029	62%	39,375	16,771	43%
Repairs & Maintenance	16,350	11,876	73%	20,350	8,113	40%
Other Expenses	10,600	862	8%	10,600	2,107	20%
Risk Management	0	0		0	0	
<b>Total-Operating Expenses</b>	<b>303,300</b>	<b>221,803</b>	<b>73%</b>	<b>324,390</b>	<b>82,251</b>	<b>25%</b>
Capital Outlay	119,000	64,947	55%	60,850	16,197	
<b>Total Expenses</b>	<b>422,300</b>	<b>286,750</b>	<b>68%</b>	<b>385,240</b>	<b>98,448</b>	<b>26%</b>
	<b>FY 12-13 BUDGET</b>	<b>FY 12-13 TO DATE</b>	<b>FY 12-13 % of Budget</b>	<b>FY 11-12 BUDGET</b>	<b>FY 11-12 TO DATE</b>	<b>FY 11-12 % of Budget</b>
<b>Capital Expenses</b>	<b>400,800</b>	<b>147,545</b>	<b>37%</b>	<b>148,850</b>	<b>24,178</b>	<b>16%</b>
<b>Operating Expenses</b>	<b>1,709,433</b>	<b>714,000</b>	<b>42%</b>	<b>1,815,923</b>	<b>480,621</b>	<b>26%</b>
<b>Total Expenses</b>	<b>2,224,428</b>	<b>861,545</b>	<b>39%</b>	<b>2,224,428</b>	<b>504,799</b>	<b>23%</b>
<b>Total Revenues</b>	<b>921,100</b>	<b>561,787</b>	<b>61%</b>	<b>921,100</b>	<b>475,996</b>	<b>52%</b>
Revenue Offset Difference	(1,303,328)	(299,759)		(1,303,328)	(28,803)	

## MEMORANDUM

**To:** Chairman Kluchenek and Members of the Parks & Recreation Commission  
**FROM:** Gina Hassett, Director of Parks and Recreation  
**DATE:** September 12, 2012  
**SUBJECT:** August 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 August 2012.

### RECREATION SERVICES

- The fall brochure was distributed and registration is on-going.
- Following the late summer rains, staff has monitored the Veeck Park field restoration. The east soccer field was holding water. Twin Oaks completed redirection in July and the ground handled the most recent rain falls. The park is in great need of weed control which will be addressed this month. AYSO and Falcon Football have been billed for their portions of the project. Final payout was made to Twin Oaks Landscape.
- Staff has coordinated the spraying of the parks for pesticides. Burlington Park, Memorial Hall, 4<sup>th</sup> Street Islands, Veeck and Burns Field will be sprayed the week of Sept 16<sup>th</sup>. All notifications were sent out and signs were posted in the parks. Following the spraying, Village staff will aerate and seed Veeck and other parks throughout the Village.
- Staff met with MWRD staff regarding a second application of bio-solids at Veeck. MWRD now offers a spreading program which will reduce the cost of a second application at Veeck. This will be completed at Veeck and other areas once the over-seeding and aeration is complete.
- The 18-hole disc golf course installation is complete. The sign board and graphics are in the final stages. Staff has planned a ribbon cutting with clinics and refreshments for Saturday, October 27<sup>th</sup> and a glow-disc tournament that evening. Staff continues to work with the disc golf volunteers to finalize the project.
- Contracts are out for the KLM OSLAND Grants. Grading for the foot paths and playground will begin the week of Sept 23<sup>rd</sup>. The SWPPP plan for the lacrosse field is being approved by Village Engineers. The hope is to complete the projects by the end of October.
- Staff is working with RML Hospital on the spring 5K run. It was discussed that there would be a contractual agreement drafted to solidify the details of the event expenses, assigned duties and distribution of the proceeds. RML has suggested that the Village only receive a flat amount of \$5,000. The suggested amount is less than the funds received from the prior year. If RML is not flexible then staff believes we should consider not working co-operatively on the event.

- Fall special events include an outdoor movie to be held at Robbins Park on Friday, October 12th and the Annual Fall Festival to be held on Saturday, Oct 13<sup>th</sup> at Burlington Park. The Fall Festival is a cooperative event with the Hinsdale Chamber, Hinsdale Library, The Hinsdalean and the Community House.
- Falcon Football is looking to replace the score board at Brook Park as the current one is not working. Staff is submitting a permit on their behalf. The scoreboard will be purchased by Falcons and installed by them. The new scoreboard is the same size and height as the hold one.
- The 16 & Under Fall Ball League is underway at Veeck. This League was offered by staff to meet the needs of area travel teams. There has some

### Community Pool Report

Staff has prepared and sent pool users an online survey to complete. A financial summary will be presented in October. The closing of the facility is on-going. One additional shade structure is being replaced. Staff is working to find the best option for the locker room floors. A section of the women's room was painted and sealed prior to the summer. It held up but did not respond well to power washing. Staff is considering cleaning and sealing the existing concrete. It is a heavy traffic area and is an on-going challenge.

There were some complaints at the end of the season that lap swim did not continue. The few residents were vocal regarding the closure. Hinsdale Central and HSC rents the pools for two weeks from 5:30-7:15 am. The swimmers felt they should be able to swim with them. We did work to accommodate them but this is an annual issue.

### Katherine Legge Memorial Lodge

Staff has met with Trustee Geoga to review the KLM operations. Revenues are flat and have not increased over last years revenues. Staff has suggested increasing rates and these will go forward to ACA in October. The Lodge Manager and staff are working increase sales calls and increase the marketing of the facility.

EXPENSE					2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	August							
	Prior Year	Current Year	Prior Year	Current Year				
	\$10,032	\$9,822	\$47,034	\$41,544	\$142,162	3%	\$143,589	7%
REVENUES					2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	August							
	Prior Year	Current Year	Prior Year	Current Year				
KLM Lodge Rental	\$17,759	\$18,880	\$51,035	\$48,212	\$145,000	4%	\$160,000	5%
Caterer's Licenses	\$300	\$300	\$11,500	\$11,180	\$15,000	71%	\$16,000	70%

### Rental Summary

To Date	Business Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Meeting	Village Event	Wedding	Total	Projected Revenue	2012 Revenue	2013 Rentals
January											4,489	0
February	3				3				6		2,476	3,875
March		2		1				1	4		2,506	1,075
April	5	1				1	2	1	10		2,836	1,300
May	2	1			2	6		4	15		8,941	1,300
June	1			1	2	1		6	11		10,745	4,300
July	1	2	5		5			3	16		9,786	3,250
August									0	14,121	18,879	3,425
September									0	8,422		2,925
October									0	18,854		0
November									0	5,645		0
December									0	2,960		0
										50,002		21,450

### Platform Tennis

The platform season is getting underway in October. Memberships are beginning to come in, the bulk of members sign up when leagues start in October.

Public Services checked the lights and are making minor repairs to the courts. Staff has been in contact with Premier to make minor court repairs. We are working with a contractor to replace the railings at the front walk. HPTA has mentioned concerns of the sagging walkways around the facility. Replacement of the walkways is in the 5 year plan and would be replaced in 2015. The walkways were donated and not built to code.

Platform Membership 9-13-12	2012 Fees	2012 New Members	2012 Re-newal	2012 Total Members	Revenue	2011 Fees	2011 New Members	2011 Re-newal Members	Total Members	2011 Revenue
Resident Individual	\$120	4	24	28	\$3,240	\$120	27	55	82	\$9,240
Resident Family	\$175	8	6	14	\$2,450	\$175	9	22	31	\$4,980
Resident Family Secondary	\$0	9	17	26		\$0	32	60	92	\$0
Non-Resident Individual	\$289	1	15	16	\$4,624	\$289	21	22	43	\$10,917
Non-Resident Family	\$345	1	4	5	\$1,725	\$345	5	10	15	\$3,875
Non-Resident Secondary	\$0	4	11	15		\$0	22	26	48	\$0
Lifetime	\$0		249			\$0	64	291	355	\$0
<b>Total</b>		<b>27</b>	<b>326</b>	<b>104</b>	<b>\$12,039</b>		<b>180</b>	<b>486</b>	<b>666</b>	<b>\$29,012</b>

## MEMORANDUM

**To:** Chairmen Kluchenek & Members of the Parks & Recreation Commission  
**From:** Gina Hassett, Director of Parks & Recreation  
**Date:** 9/12/2012  
**Re:** Gateway Special Recreation Review

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Staff has prepared background information related to the Gateway Special Recreation Association. The Village participates in Gateway to provides recreation services individuals with disabilities to residents.

There are 8 communities that comprise Gateway Special Recreation Association. All of the current participating communities levy the Special Recreation Tax. The majority of the communities levy beyond their Gateway Association contribution to fund ADA construction costs, staff costs for administering the Gateway program and for one-to-one aides for participants. Below is a list of the participating communities and their agency's 2012 contributions.

Member Population	2000	2010	Change	% Change
Burr Ridge	7,400	7,400	0	100.00%
Elmhurst	42,762	44,648	1,886	104.41%
Hinsdale	17,349	16,816	(533)	96.93%
Oakbrook	8,702	7,883	(819)	90.59%
Pleasant dale	8,200	8,200	0	100.00%
Westchester	16,824	16,718	(106)	99.37%
Willowbrook	8,967	8,540	(427)	95.24%
York Center	4,818	4,818	0	100.00%
<b>Population Totals</b>	<b>115,022</b>	<b>115,023</b>	<b>1</b>	<b>100.00%</b>

<b>Member Budget % &amp; \$</b>	<b>102.50%</b>	<b>\$ 465,807.86</b>
<b>Per person assessment</b>		<b>\$ 4.05</b>

Member Population	2011-12 Asses.	2012-13 Asses.	Variance	% Change
Burr Ridge	\$ 29,054.68	\$ 29,967.73	\$ 913.05	103.14%
Elmhurst	\$ 167,896.82	\$ 180,810.70	\$ 12,913.88	107.69%
Hinsdale	\$ 70,437.98	\$ 68,099.64	\$ (2,338.34)	96.68%
Oakbrook	\$ 34,166.74	\$ 31,923.73	\$ (2,243.01)	93.44%
Pleasant dale	\$ 32,195.74	\$ 33,207.48	\$ 1,011.74	103.14%
Westchester	\$ 66,570.56	\$ 67,702.77	\$ 1,132.21	101.70%
Willowbrook	\$ 35,207.22	\$ 34,584.38	\$ (622.84)	98.23%
York Center	\$ 18,916.96	\$ 19,511.42	\$ 594.46	103.14%
<b>Population Totals</b>	<b>\$ 454,446.70</b>	<b>\$ 465,807.86</b>	<b>\$ 11,361.16</b>	<b>102.50%</b>

**Do communities that surround Hinsdale participate in other SRA's or none at all?**

SEASPAR Special Recreation Association serves many of the surrounding communities which are listed below. Gateway is generally unique among the Special Recreation Associations within the State of Illinois in terms of how the membership contributions are developed. Gateway contributions are based on the budget and assessed to each community on a per capita ratio of the total population. This was thought to be more of an equitable formula rather than basing the contribution on Equalized Assessed Valuation as is done by most other SRAs. Oak Brook Park District and The Village of Hinsdale established the SRA with this formula to provide a more affordable option to residents. If Hinsdale were to participate in SEASPAR, the contribution would be much larger. Clarendon Hills Park District contribution to SEASPAR this fiscal year is \$83,500. Listed below are the SEASPAR member agencies.

- Village of Brookfield
- Downers Grove Park District
- Community Park District of LaGrange Park
- Village of Indian Head Park
- Darien Park District
- Clarendon Hills Park District
- Park District of LaGrange
- Lisle Park District
- Village of Western Springs
- Westmont Park District
- Woodridge Park District

The City of Countryside left Gateway in 2011. Countryside did not levy the Special Recreation Tax and felt that their Gateway contribution of \$10,000 to the Association was not worth the value for the one or two families that participated annually from Gateway. Countryside has adopted a policy that they reimburse families that participate in SRA programs the difference in NR fees. NR families have to wait until Residents register and Day Camp door-to-door transportation is not offered to NR. The Village of Riverside also follows a similar reimbursement program.

The Village reviewed what the cost might be if we adopted the "Countryside" model. Below are numbers that were reviewed in 2010. If the Hinsdale participation remained the same and adopted the "Countryside" model the cost would be \$35,513 expense to the Village. It would come out of the general fund as we could no longer levy the special recreation tax.

25	Number of Hinsdale Participants in programs:
\$23,199	Program Registration fees paid by 25 Hinsdale residents in 2010
<u>\$68,674</u>	Village's Contribution to Gateway for 2010-2011 fiscal year:
\$91,873	Total Cost for Hinsdale Residents (tax levy and registration fees)
\$58,712	Total reg fees if Hinsdale Families registered as Non-Residents
\$35,513	Cost to Village to reimburse the difference between R and NR fees. Funding from the Corporate fund
\$56,360	Potential cost reduction (no special tax levy)

**What kind of service do communities that go it alone provide?**

Many have asked what is the Village's legal obligation if the Village withdraws from Gateway. It may be best for the Village Attorneys to confirm but staff understands that we would continue to take any individuals with special needs into our programs as we currently do. We have 1-2 requests per year for participants who need one-on-one aides to participate in our general Village programs. This may increase and the cost to cover aides would increase and come out of the general fund. Many of the programs that Gateway offers the Village do not have comparable offerings such as full day camp, after school and Special Olympic sports. The Village could also adopt a reimbursement program such as Countryside. There may be a legal obligation since we are withdrawing versus never having been part of an SRA.

**If the Village were to withdraw from Gateway, when would the Village need to give a notice of intent to withdraw and when that notice would be effective?**

The Village has to formally notify the Gateway Board by April 1<sup>st</sup> if they wish to withdraw. The Community is bound for one fiscal year from the date of withdrawal by the bylaws. If the Village gives notice by April 1, 2013, Hinsdale would be committed through June 30<sup>th</sup>, 2014.

**How many Hinsdale residents are serviced by Gateway?**

On average we serve 18-25 Hinsdale residents per season. They are not all the same families each season. Gateway is providing services to 25 Hinsdale families annually. The hours of program participation vary from season to season. Summer and fall are the largest season. Elmhurst has the largest participation numbers and Hinsdale is the second largest. Summer participation numbers for 2012 and 2011 are below.

**SUMMER 2012**

District	Registered Participants
Burr Ridge	5
Elmhurst	45
Hinsdale	22
Oak Brook	6
Pleasantdale	3
Willowbrook	10
Westchester	8
York	1
Non-resident	6

**SUMMER 2011**

District	Registered Participants
Burr Ridge	6
Elmhurst	35
Hinsdale	18
Oak Brook	6
Pleasantdale	4
Willowbrook	9
Westchester	4
York	0
Non-resident	7

- What is the budget?**

The Budget year begins July 1<sup>st</sup>. The budget reflects an increase to the Member Community Contributions of 2.5%. The main expense is the third party contract with RGA to administer the program which accounts for 88% of the budget. This was also the first year that Countryside was

not a contributing member. The contract with RGA increased 1.5% this year. The Gateway By-laws call that we should have a \$30,000 fund balance. The current budget does not reflect that. The fund balance is to be used for unforeseen legal defense or vehicle replacement.

<b>Gateway SRA 2012-13 Budgets</b>					<b>2.50%</b>
	<b>2011-12</b>	<b>2011-12</b>	<b>End of Yr.</b>	<b>2012-13</b>	<b>%</b>
<b>Income</b>	<b><u>Budget</u></b>	<b><u>Actual to Date</u></b>	<b><u>Projection</u></b>	<b><u>Budget</u></b>	<b><u>Change</u></b>
Fundraising	\$ 5,500.00	\$ 3,751.50	\$ 3,751.50	\$ 2,500.00	66.64%
Interest	\$ 135.00	\$ 69.02	\$ 90.00	\$ 90.00	100.00%
Member Contributions	\$ 454,446.69	\$ 454,446.70	\$ 454,446.69	\$ 465,807.86	102.50%
Miscellaneous Revenue	\$ -	\$ 54.38	\$ 54.38	\$ -	0.00%
<b>Total Income</b>	<b>\$ 460,081.69</b>	<b>\$ 458,321.60</b>	<b>\$ 458,342.57</b>	<b>\$ 468,397.86</b>	<b>102.19%</b>
<b>Expenses</b>					
Audit Services	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,250.00	108.33%
Brochure Printing	\$ 7,200.00	\$ 8,135.31	\$ 8,135.31	\$ 8,500.00	104.48%
Day Camp Transportation	\$ 12,000.00	\$ 2,701.50	\$ 2,701.50	\$ 3,000.00	111.05%
Financial Assistance	\$ 4,000.00	\$ 2,073.50	\$ 4,000.00	\$ 4,000.00	100.00%
Fund Raising Expenses	\$ 4,500.00	\$ 3,089.36	\$ 3,089.36	\$ 2,050.00	66.36%
Legal Fees	\$ 1,000.00	\$ 472.50	\$ 500.00	\$ 500.00	100.00%
Liability Insurance	\$ 2,375.00	\$ 2,039.00	\$ 2,039.00	\$ 2,080.00	102.01%
Miscellaneous Expense	\$ 235.00	\$ 189.80	\$ 280.00	\$ 285.00	101.79%
One on One Services	\$ 6,700.00	\$ 7,767.69	\$ 11,650.00	\$ 11,650.00	100.00%
Program Supplies	\$ 450.00	\$ 857.75	\$ 857.75	\$ 450.00	52.46%
Service Contract	\$ 401,292.00	\$ 401,292.00	\$ 401,292.00	\$ 407,311.00	101.50%
Vehicle Fuel & Maintenance	\$ 7,500.00	\$ 7,554.17	\$ 11,330.00	\$ 11,670.00	103.00%
Vehicle Repairs	\$ 4,500.00	\$ 4,552.63	\$ 6,830.00	\$ 7,035.00	103.00%
<b>Total Expenses</b>	<b>\$ 454,752.00</b>	<b>\$ 443,725.21</b>	<b>\$ 455,704.92</b>	<b>\$ 461,781.00</b>	<b>101.33%</b>

### **What is the budget per Hinsdale resident that is serviced by Gateway?**

With 40 families being serviced and the Village's contribution for the current fiscal year being \$68,099, the cost to serve the families is \$1,702. Hinsdale's contribution went down for 2012-13 due to change in census. Gateway services have been compared to services provided by the Fire Department, you may never use the service but it is provided should you need it.

### **What are the perceived management concerns of Gateway?**

#### **Non-Resident Fees**

There have been concerns of the fees charged to non-residents. When Countryside left Gateway, the concern was that other communities with minimal participation, such as York Center or Westchester also withdraw? The Village Board wondered how Gateway would adjust NR fees to keep this from occurring. Gateway Resident fees are subsidized by community contributions. Non-residents pay 100% of program cost plus 20%. The thought has been to raise NR fees drastically to stop communities from adopting the Countryside NR reimbursement model. On average we serve 4-6 NR per season. Summer registration has the largest number of non-resident participants. These numbers include Countryside families that were former Gateway families. The

Village Board was concerned that NR could participate with ease and that it was not good practice. Gateway has chosen not to increase NR fees beyond the current formula at this time.

### **Increase in Contributions and Contracts**

It has been pointed out in these tough times budgets have been cut not increased. Yet the Gateway Board approved an increase of 1.5% to the Contract provider RGA and a 2.5% increase to the community contributions. There are feelings that during these times we should cut services to hold the budget. The Gateway Board as a whole did not vote to hold the budget. A majority of the member agencies are solely in the Recreation Business and felt strongly that the increase could be covered by the tax levy that each community has levied. Hinsdale voted no to a 2.5% budget increase.

### **Financial Assistance**

Another concern is the Financial Assistance program. The Village of Hinsdale does not provide financial assistance for recreation programs or for water service. However, Village funds support a Financial Assistance program through Gateway. There was a request made by Hinsdale to the Gateway Board to only use funds generated through fundraising for the program. A majority of the Board felt that the Financial Assistance program was an important service. There is a policy in place and a cap to the assistance program. Prior to Village staff being involved, the Financial Assistance program had little structure and funds were awarded beyond the budgeted item.

### **Withdraw Date**

There was concern from the Village that the withdraw deadline should coincide with the fiscal year. The idea to change the withdraw deadline to match the fiscal year was rejected by the Gateway Board. The majority of the Board felt that the April date would give the Association enough time to make changes to programs should one of the larger contributing members such as Hinsdale withdraw. The effects of Countryside were minimal as their annual contribution is \$10,000. Should Hinsdale leave the programs offerings would drastically change or the contributions for other communities would drastically increase. If one large community withdraws the unanswered question is would Gateway continue to exist.

### **How could the Village have more impact on Gateway?**

Village staff has been serving as the President of Gateway for the past year. Since that time a number of changes have taken place. This past fiscal year we changed the program formula to recoup more cost from participants. Cost for day camp door-to-door transportation was reduced \$35,000 when the Gateway Board found alternatives for transportation and cost was increased to families. Staff continues to share the feelings of the Village Board with the Gateway Board. The Village is only one vote. However at this time the Gateway Board is aware that their unwillingness to change could result in Hinsdale's withdraw from the association.

### **What other information would be useful for the Commission to review?**

Hinsdale was one of the founding communities of Gateway. Staff urges the Commission to consider that if participation by Hinsdale families were to increase, adopting the "Countryside" model would not be cost effective. Staff's goal is to communicate the program offerings to

residents to see growth in the number of Hinsdale families using Gateway services. Staff continues to manage the Gateway finances to the same degree we manage the Village budget.

LEASE AGREEMENT  
BETWEEN THE VILLAGE OF HINSDALE  
AND THE HINSDALE LITTLE LEAGUE

THIS LEASE AGREEMENT is made and entered into by and between the VILLAGE OF HINSDALE (the "Village"), an Illinois municipal corporation, and the HINSDALE LITTLE LEAGUE, INC. (the "Little League"), an Illinois not-for-profit corporation;

W I T N E S S E T H:

WHEREAS, the Little League contributed labor, money, materials, and equipment for construction of the new Peirce Park Storage Facility (the "Facility"); and

WHEREAS, the Little League has proposed to use the Facility, which is located in the southwest corner of the Village's Peirce Park, for storage of Little League equipment and sale of concessions during Little League-sponsored baseball games; and

WHEREAS, the Village is willing to lease the Facility to the Little League, pursuant to the authority vested in it by 65 ILCS 5/11-76-1, for 20 years subject to the terms and conditions of this Lease Agreement;

NOW, THEREFORE, the Village and the Little League agree as follows:

Section 1. Lease of Premises. The Village hereby leases to the Little League the Facility, as it is described in Exhibit A hereto, to be used by the Little League only for storage of Little League equipment and for sales of concessions during Little League-sponsored baseball games, subject to the conditions

established in this Lease Agreement. The toilet facilities located in the Facility shall be open to all members of the public at times established by the Village from time to time. Rent shall be \$1.00 per year, payable by the Little League to the Village on or before January 1 of each year. The Little League accepts the Facility in the condition existing as of the beginning of the lease term as set forth in Section 2 below.

Section 2. Terms; Renewal. This Lease Agreement shall be for a 20-year term beginning on May 1, 1993, and terminating on April 30, 2013.

Section 3. Maintenance of Premises; Utilities. The Little League shall keep the Facility in a good, clean, and safe condition at all times while the Little League is using the Facility during the term of this Lease Agreement. The Village agrees to provide utilities, repairs, maintenance, and insurance for the Facility at the sole expense of the Village.

Section 4. Activities on Facility. All activities conducted by the Little League at the Facility shall be conducted safely and shall be supervised and managed by adequate and competent Little League personnel at all times.

Section 5. Hours of Operation. The days and hours of the Little League's use of the Facility shall be subject to approval of schedules by the Village from time to time.

Section 6. Use Limitations. The Little League shall not conduct or allow any action at the Facility that creates a nuisance or a disturbance to neighboring areas.

Section 7. Removal of Litter. The Little League shall pick up all litter from the Facility attributable to Little League activities at the Facility and deposit such litter into receptacles therefor provided by the Village.

Section 8. Indemnification. The Little League hereby agrees to indemnify, hold harmless, and, at the Village's request, defend the Village from and against any and all claims or actions whatsoever arising from or out of any allegation of a negligent act or omission of, fraudulent act or omission of, or wilful misconduct of the Little League at the Facility. The Little League further agrees to add the Village as an additional insured on the general liability insurance policy of the Little League and to maintain such insurance, with the Village as an additional insured, throughout the term of this Lease and any extension hereof.

Section 9. Termination. The Little League may terminate this Lease Agreement at any time, with or without cause and for its own convenience. The Village may terminate this Lease Agreement if the Little League breaches any term or provision of the Lease Agreement and the Little League does not cure, within 30 days after written notice from the Village, such breach. The Village also may terminate this Lease Agreement, after six months written notice from the Village to the Little League, if the Little League discontinues use of Peirce Park for Little League baseball games; provided, however, that if the Village terminates this Lease Agreement pursuant to this sentence and if the Little

League uses other baseball fields within the Village, then the Village will provide to the Little League equipment storage space comparable to the storage space at the Facility for the duration of the term of this Lease Agreement.

Section 10. Assignment; Sublease. This Lease Agreement may not be assigned by the Little League. The Little League shall not sublet any portion of the Facility or allow use of any portion of the Facility by any other party or organization without the prior written approval of the Village.

Section 11. Amendments. This Lease Agreement, and any of its terms, may be amended in writing by agreement of the parties.

Section 12. Notices. All notices provided by the parties shall be in writing, personally delivered or mailed by first-class mail, postage pre-paid, and addressed as follows:

A. If to the Little League:


Hinsdale Little League, Inc.  
Care Of Jeff Ames  
221 North Adams Street  
Hinsdale, Illinois 60521

B. If to the Village:

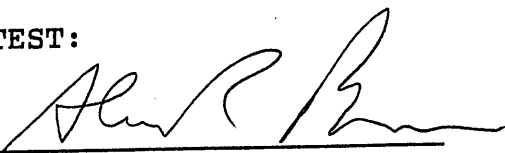
Village of Hinsdale  
Attention: Village Manager  
19 East Chicago Avenue  
Hinsdale, Illinois 60521

DATED this 8<sup>th</sup> day of March 1993.

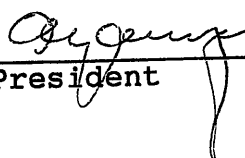
HINSDALE LITTLE LEAGUE

By:   
President


ATTEST:

  
Secretary

VILLAGE OF HINSDALE


By:  D.B. MARTIN GROSS  
President

ATTEST:

  
Village Clerk

**Village of Hinsdale  
Parks and Recreation**

# Memo

**To:** Chairmen Kluchenek & Members of the Parks & Recreation Commission  
**From:** Gina Hassett, Director of Parks & Recreation   
**Date:** 9/13/2012  
**Re:** July 4<sup>th</sup> Summary

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Below is a financial Summary from the last 4 years of the annual July 4<sup>th</sup> parade and festival.

The weather was extremely hot but staff believes that the event was a success. Attendance for the craft fair was down which is likely a direct result of the extreme weather. This year we included the donation letter as an insert in the Hinsdalean rather than a buck slip in the water bills. This resulted in less of a return in donation revenue. Staff would return to the buck slip insert for the 2013 event.


It was discussed last year that we would look to bring the craft fair in-house for the 2013 event. After another year I am suggesting that we reconsider. The potential revenue to be generated is between \$5000-\$7000. However the staff cost to run the day and cover the hours would result in utilizing staff from other Village departments. Once staff is paid over-time or utilizes comp time the additional revenue would be reduced. I am not sure staff from other departments would embrace the idea of working on the holiday. When the event falls mid-week we would have additional staff but when event falls on the weekends it would be a challenge. Craft Productions offers a quality show bringing in a variety of medias. The show would take several years to rebuild if staff were to take on the responsibility. The staff does a good job on the parade and event but the additional duties would be challenging during the event.

<b>Revenue</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
Parade Participants	\$1,200	\$1,650	\$3,550	\$1,875
Resident Donations	\$1,760	\$3,483	\$4,327	\$6,336
Food Vendors	\$500	\$545	\$437	\$800
Craft Fair	\$3,000	\$3,762	\$3,696	\$3,000
T-shirt Revenue	\$300	NA	NA	NA
	<b>\$6,760</b>	<b>\$9,440</b>	<b>\$12,010</b>	<b>\$12,011</b>
<b>Expense</b>				
Parade Entertainment	\$10,960	\$9,410	\$11,865	\$9,850
Parade Supplies	\$3,665	\$2,608	\$2,764	\$2,105
Event supplies	\$2,070	\$3,143	\$1,170	\$3,171
Event Entertainment	\$3,179	\$3,977	\$2,584	\$4,050
Staff Overtime	\$1,407	\$1,200		\$1,500
	<b>\$21,281</b>	<b>\$20,338</b>	<b>\$18,384</b>	<b>\$20,676</b>
<b>NET (LOSS)</b>	<b>-\$14,521</b>	<b>-\$10,898</b>	<b>-\$6,374</b>	<b>-\$8,665</b>

# Village of Hinsdale Parks and Recreation

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**Village of Hinsdale  
Parks and Recreation**

# Memo

**To:** Chairmen Kluchenek & Members of the Parks & Recreation Commission  
**From:** Gina Hassett, Director of Parks & Recreation   
**Date:** 9/13/2012  
**Re:** Special Use Permit Application

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In 2008, the Village established park usage rates. These established rates were intended to be used for parks excluding the KLM Shelters. The current application that is being utilized does not require applicants to give specific details of their event at the time of application. The Village Manager can approve park permits if the request to use the park is for "park" use. Intended use would include runs, walks, ice cream socials, picnics, etc. Excluded would be private functions in a public park or a "sale". The current fee that groups are paying is \$250.

Staff is recommending we review the fees and the application for Special Use of park space. This past August staff was surprised by the scale of the Hinsdale Hospital Ice Cream Social that was held at Burlington Park. The set up and scope of the event was not what was indicated by their Park Special Use request and grew to a large scale event.

The proposed application requires groups to provide great detail upon their request and security deposits. Staff is recommending that fees be based on the group and the scope of their park use. Staff has researched fees that other communities are charging and as you might suspect the fees vary a great deal. The fee structure would have a base permit fee and then additional charges if the scope of the event is outside of the proposed parameters.

The current groups using parks have not damaged the parks. In fact they tend to be good stewards of the parks. The concern comes from the liability of third party vendors providing insurance and that groups some groups are not paying to utilize the parks. The Human Society uses all of KLM for the Pet Walk. This event does not permit the Village to rent the KLM pavilions on that day due to their use. In the past a number of groups have requested the Board to waive their fees. The Board has made it clear that they are no longer waiving fees for use. The proposed rates are to provide clarity with and a thorough application.

## Proposed Usage Fees

A non-refundable usage fee will be charged per priority use. The fee is charged at the discretion of the Village Manager or his/her designee and the Village reserves the right to increase the fee based on nature of activity.

Priority usage and associated fees:

	<b><u>FEE</u></b>
1) Village of Hinsdale activities/Sponsored groups	None
2) Other governmental units	\$100
3) Hinsdale Service/community organizations voluntary agencies	\$250
4) Resident private groups/individuals	\$250
5) Non-resident groups/individuals	\$500
6) For profit organizations	\$700
7) Parking Lot use Only	\$ 50
8) Other (e.g. charging admission to event)	To Be Determined
9) Commercial Use	To Be Determined

Village of Hinsdale  
Park Special Use Application  
9/12

**Today's Date:** \_\_\_\_\_

*Note: The Village of Hinsdale permit application must be completed and filed with the executive director or his/her designee no less than thirty (60) business days prior to the scheduled event. Mail application and supporting documents to the Village of Hinsdale, Parks & Recreation Department, 19 E. Chicago Ave, Hinsdale, IL 60521*

**Name of Sponsor/Organization:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Contact if other than above:** \_\_\_\_\_

**Event Information**

**Type of Event (check all that apply and attach description or flyer):** \_\_\_\_\_ Picnics over 150 participants  
\_\_\_\_ Bicycle race \_\_\_\_\_ Event with tent/structure \_\_\_\_\_ Run/Walk \_\_\_\_\_ Camps/Programs  
\_\_\_\_ Political activity \_\_\_\_\_ Parade \_\_\_\_\_ Concert  
\_\_\_\_ Craft fair \_\_\_\_\_ Service group fundraiser  
\_\_\_\_ Parking lot use \_\_\_\_\_ Other (please specify) i.e. meeting, rally, etc. \_\_\_\_\_

**Location/Park:** \_\_\_\_\_ **Date/Time of event:** \_\_\_\_\_

**Specific area:** \_\_\_\_\_

**Set up time:** \_\_\_\_\_ **Breakdown time:** \_\_\_\_\_

**Projected attendance:** \_\_\_\_\_ **# of volunteers/personnel for event:** \_\_\_\_\_

**Rain policy:** \_\_\_\_\_

**Are you charging an entrance fee?** \_\_\_\_ Yes \_\_\_\_ No **If yes, give fee charge \$** \_\_\_\_\_

**I have read and fully understand the attached information, warning of risk, assumption of risk/waiver and release of all claims.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Permit # \_\_\_\_\_

**Fees/Charges:** Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Tax ID # \_\_\_\_\_

**Usage Fee (if applicable) \$** \_\_\_\_\_ **+ security deposit \$** \_\_\_\_\_ **= TOTAL AMT. PAID \$** \_\_\_\_\_

**Paid by Cash** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Credit Card: VISA/MC #** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date approved:** \_\_\_\_\_ **Certificate of Insurance:** \_\_\_\_Y \_\_\_\_N  
(Deposit or portion thereof to be returned after inspection and determination by a Village representative that the above-named area is in same condition it was prior to rental)

**Amount Returned \$** \_\_\_\_\_ **Date** \_\_\_\_\_

**Notes:**

### **USAGE FEES**

A non-refundable usage fee will be charged per priority use. The fee is charged at the discretion of the Village Manager or his/her designee and the Village reserves the right to increase the fee based on nature of activity.

Priority usage and associated fees:

	<b><u>FEE</u></b>
1) Village of Hinsdale activities/Sponsored groups	None
2) Other governmental units	\$100
3) Hinsdale Service/community organizations voluntary agencies	\$250
4) Resident private groups/individuals	\$250
5) Non-resident groups/individuals	\$500
6) For profit organizations	\$700
7) Parking Lot use Only	\$ 50
8) Other (e.g. charging admission to event)	To Be Determined
9) Commercial Use	To Be Determined

### **SECURITY DEPOSIT**

Deposits are required from all groups requesting a Special Use Permit. Sponsor agrees that within forty-eight (48) hours of the conclusion of the event, he/she will (at his/her own expense) provide for the clean up, repair, replacement or restoration of any damaged, lost or stolen portions of the subject property including but not limited to landscaping, turf, buildings, and/or pavement.

Usage Fee (if applicable)	See above	
Security Deposit Fees (refundable):	\$250.00	under 100 people
	\$500.00	over 100 people
	To Be Determined	over 500 people
	To Be Determined	commercial use

## INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The Village of Hinsdale requires submission of a Certificate of Insurance along with the Special Use Permit prior to review by the Director of Parks & Recreation for all special events. Additional Certificates of Insurance are required for:
  - a. Tents larger than 10'x10'
  - b. Stages and/or bleachers
  - c. Special activities, demonstrations, etc. (i.e., moonwalk)
  - d. Catered food
  - e. Porta-Potties
  - f. Other as determined
2. The Certificate(s) of Insurance must include the following **minimum** limits of insurance coverage required for special events on Village property - **\$1,000,000 per occurrence; \$2,000,000** aggregate coverage for general liability.
3. The Village of Hinsdale must be named on the Certificate(s) of Insurance **as primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate(s) of Insurance must include the name of the special event as well as the date, time and location of the event.
5. The Village of Hinsdale reserves the right to request a copy of the policy represented by the Certificate(s) of Insurance.

### Insurance Information

The Village requires a Certificate of Insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for general liability naming the Village of Hinsdale as an additional insured?

Name of Insurance Agency/Agent: \_\_\_\_\_

Address of Insurance Agency: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Policy No.: \_\_\_\_\_

***I certify that the information contained in this proposal is true and correct to the best of my knowledge.***

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

**Failure to provide said acceptable insurance coverage is grounds  
for non-issuance or revocation of the permit.**

## RULES AND REGULATIONS

(See Park User Policy for detailed information)

- \* Cancellation of rental reservations must be done within ten (10) business days in advance of the schedule.. Failure to do so will result in forfeiture of the deposit fee.
- \* Alcoholic beverages are **prohibited** in all Village Parks.
- \* The permit holder is responsible for seeing that areas are left in a clean and orderly condition. Security deposit or portion thereof will be returned after inspection and determination by a Village representative that the permitted area is in same condition as it was prior to rental.
- \* Electronically amplified sound is prohibited in Hinsdale parks unless approval has been granted by the Village Manager prior to the event.
- \* Fires are permitted only in picnic grills provided by the Village. To prevent fires and damage to Property wood fires and fire pits are prohibited on Village property; and portable grills cannot be placed onto picnic tables. Fires must be completely extinguished before leaving the site. Campfires, barrel grills and grills with 20 pounds or larger tanks are prohibited on all Village Property.
- \* No signs or materials may be posted or otherwise affixed on any Village property including trees, shrubs, Village signs, etc.
- \* Parks close at dusk.
- \* Any and all rules/regulations/laws/ordinances of federal, state, local and/or Village will be followed.

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## AUTHORIZED SIGNATURES

I hereby attest that I am authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought to the terms of this agreement. I have read and understand all regulations/requirements outlined herein and I do hereby agree to abide by all federal, state, local and Village laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Village of Hinsdale property as outlined herein. I understand that lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed special event. Permit applied for and all terms and stipulations agreed to by:

---

Name (please print)

---

Signature

---

Title (if applicable)

---

Date

# **HOLD HARMLESS AGREEMENT FOR SPECIAL EVENTS**

**Title of Event:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address/Phone No:** \_\_\_\_\_

**Name of Event Sponsor:** \_\_\_\_\_

**Address/Phone No:** \_\_\_\_\_

## **HOLD HARMLESS AGREEMENT**

The special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the Village of Hinsdale (hereafter called the "Village") for all loss incurred by it in repairing or replacing damage to Village property proximately caused by the permittee, its officers, employees, agents, monitors or any other persons attending or forming the special event who were or should have been under the permittee's control.

The permittee further agrees to defend without costs, indemnify and hold harmless the Village, its officers, agents, and employees from any liability to any persons, damages, losses or injuries arising out of or alleged to arise out of the permitted event which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors or any other persons attending or joining in the event who were or reasonably should have been under the control of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and advance payments (if required) have been met.

Permittee(s):

_____ (Printed Name)	_____ (Signature)	_____ (Date)
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_____ (Printed Name)	_____ (Signature)	_____ (Date)
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Signature of Officer Sponsoring Organization: \_\_\_\_\_

(Signature) (Date)

\_\_\_\_\_  
(Printed Name) (Title)

**I declare under penalty of perjury that the information provided in this application is true and correct.**

_____ (Printed Name of Applicant)	_____ (Signature)	_____ (Date)
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**Park Special Use Application**

9/12

**Please Provide A Detailed Map Of All Items To Be Included (site plan)**

**Parking Plan**

Please provide a description of your parking plan; i.e., where event attendees will park: \_\_\_\_\_

Please describe your plans for handicap parking: \_\_\_\_\_

Please describe your plan for emergency vehicle access: \_\_\_\_\_

Please describe your plans to notify residents/businesses/churches/schools impacted by this event: \_\_\_\_\_

**Tents, Structures or Entertainment Devices**

Are you installing any structures (tents/canopies, rides, dunk tank, moon walk, etc.)? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe. \_\_\_\_\_

Are you installing any stages, bleachers, grandstands, etc.? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe. \_\_\_\_\_

Will you have any sound amplification? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe. \_\_\_\_\_

If you answered "yes" to any of the above, please provide the name of person(s) or company responsible for installation of any devices.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

*Certificate of Insurance is required for tents larger than 10'x10' with tent stakes, stages, bleachers, special activities, demonstrations, entertainment (i.e., moonwalks, etc.)*

**Food/Cooking Equipment**

Will food be prepared, served or sold? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe: \_\_\_\_\_

If food is being sold, has a copy of a permit from the Health Dept. been provided? \_\_\_\_ Yes \_\_\_\_ No  
(Please attach copy of permit to the packet)

Will you bring in your own grills? \_\_\_\_ Yes \_\_\_\_ No If yes, what is size of grill? \_\_\_\_\_

Type of fuel (please check all types to be used):

\_\_\_\_ Gas \_\_\_\_ Electric \_\_\_\_ Charcoal \_\_\_\_ Other

*Having catered food in the Parks requires appropriate Certificate of Insurance.*

**Park Special Use Application**

9/12

**Vendors**

Will items, food or services be sold at your event? \_\_\_\_ Yes \_\_\_\_ No      If yes, please list (or attach) a complete list of vendors. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Portable Toilets/Hand washing Sinks**

Do you plan to provide portable toilets/hand washing sinks? \_\_\_\_ Yes \_\_\_\_ No. If yes, please complete the following:

# of toilets \_\_\_\_      # of ADA approved toilets \_\_\_\_      # of hand washing sinks \_\_\_\_

Name of portable toilet company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Equipment set-up date: \_\_\_\_\_ Equipment pickup date: \_\_\_\_\_

*A Certificate of Insurance is required.*

**Garbage/Recycling Services**

Please provide your plan for the cleanup and removal of garbage and recyclables during/after your event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# of garbage receptacles \_\_\_\_      # of recycling containers \_\_\_\_

**Contact City Services**

Elmhurst Fire Dept. approval date or permit number: \_\_\_\_\_

Elmhurst Police Dept. approval date or permit number: \_\_\_\_\_

**\*\*Attach a detailed site plan with application\*\***

*Please return this application along with a detailed site plan and any other applicable documents as outlined herein to the Wagner Community Center no later than sixty (60) business days prior to the day of the event. Applications received late or incomplete may be denied. Direct mail to Village of Hinsdale, Parks & Recreation Department, 19 E. Chicago Ave, Hinsdale, IL 60521*

PERMIT # \_\_\_\_\_

**FOR OFFICE USE**

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Staff checklist:

- Hinsdale Fire Dept. approval or permit number: \_\_\_\_\_
- Hinsdale Police Dept. approval or permit number: \_\_\_\_\_
- Certificate of Insurance: (All Applicable) \_\_\_\_\_
- Signed Hold Harmless Agreement: \_\_\_\_\_
- Signed Waiver: \_\_\_\_\_
- Detailed site plan: \_\_\_\_\_
- Permit from DuPage/Cook County Health  
Dept.: (If Applicable) \_\_\_\_\_
- Approval from Parks & Recreation Director \_\_\_\_\_
- Approval from Village Manager \_\_\_\_\_

**POST EVENT INSPECTION FORM**

Name of organization/applicant: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

\_\_\_\_\_ Satisfactory Cleanup      \_\_\_\_\_ Unsatisfactory Cleanup      \_\_\_\_\_ Property Damage

Details of inspection (attach pictures and fees/charges):

Amount of security deposit to be refunded: \_\_\_\_\_

Copy sent to applicant:	Date _____	Initials _____
Copy sent to P&R	Date _____	Initials _____
Copy sent to Village Manager Office	Date _____	Initials _____

Security Deposit Refund: \$ _____	Date _____	Initials _____
Thank You/Permit Sent	Date _____	Initials _____