

VILLAGE OF HINSDALE
Monday, January 21, 2012 @ 6:30 PM
Memorial Hall Board Room

 **DRAFT**

Chairman Kluchenek called the meeting of the Park and Recreation Commission to order at 6:42 p.m. at the Memorial Hall board room.

Members Present: Chairman Kluchenek, Commissioners Owens, Otto and George

Members Absent: Commissioners Mulligan, Banke and Griffin

Others Present: Trustee Geoga and Kimberly Fornek, The Doings Newspaper

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

Commissioner Owens moved approval of the December 17, 2012 Park and Recreation Commission meeting minutes. Commissioner Otto seconded and the motion passed unanimously.

Liaison Reports

- Administration and Community Affairs Committee

Ms. Hassett stated that ACA didn't meet and the approval of the Articles of Agreement for Gateway will be on that agenda. Five of the seven communities have voted to pass the agreement and only Elmhurst voted no to the agreement. Chairman Kluchenek stated that the Sub-Committee continues to look at the issue. Chairman Kluchenek asked Ms. Hassett to include the minutes from Gateway in the packet.

- Gateway Special Recreation Association Report

Commissioners did not have any questions regarding Gateway.

Monthly Reports

Ms. Hassett commented on the reports. The summer brochure is being worked on. Ms. Hassett stated that 2nd interviews are finished for Kurt's position and an offer will be made this week. They have focused on aquatics experience. There were 150 applicants and HR concentrated on those with aquatics experience.

Ms. Hassett hopes that the candidate will stay 3 – 5 years. Chairman Kluchenek asked a question about the budget and the items that are over budget for repairs and maintenance. Ms. Hassett explained that most are activity program reimbursable expenses. Ms. Hassett explained that account 3420 expenses are the platform tennis repairs for the lights.

Ms. Hassett explained that there have not been many items like picnic benches and tables purchased because they are not budgeted. Ms. Hassett will include a verbal summary in the reports in the future and what is included under contractual services.

Ms. Hassett stated that it is undecided if there will be ice this year. It is a 7-10 day project to make ice at Burns and by that time it will be February. Staff will look at alternatives for next year and address the topography at Burns. If a rink is made at other parks, there would not be a warming house or lights. Commissioner Otto stated that he has heard that people think the village is saving money by not making ice.

Ms. Hassett stated that staff didn't always use the liners and involves overtime for public works employees. Kids have been skating at Melin since Christmas but it is a much smaller rink. Commissioner Otto stated that the biggest issue at Burns will be the hockey players. They take over the rink. Ms. Hassett stated that freezing the tennis courts is an option that is being looked at for next year, but there would not be lights and posts would be in the way.

Commissioner Owens asked the Commissioners to come up with options for next year. Chairman Kluchenek stated that it is a good idea to consider the options and give scenarios.

KLM

Chairman Kluchenek asked Ms. Hassett about Jennifer Braun at KLM. Chairman Kluchenek asked if Jennifer could do a presentation at the next meeting for how she is marketing KLM. Chairman Kluchenek also requested that Jennifer attends meetings on an occasional basis.

Ms. Hassett stated that a part time lodge manager has also been hired for 15-20 hours per week that can help with contracts during the evening times. Ms. Hassett stated that she will have Nicole attend the meeting as well.

Commissioner Owens stated that she recently saw an ad for KLM. Ms. Hassett stated that there will be some more advertising in bridal magazines.

Pool Update

Ms. Hassett stated that staff is working on the summer book. Ms. Hassett stated that the lead pool manager will probably not be back this summer. It will be another transitional year at the pool.

New Business

Golfview Hills Homeowners Request

Ms. Hassett explained the request for a reduced rate to the pool. Ms. Hassett stated that they are levied a park district tax. Chairman Kluchenek asked what it means to be unincorporated and do they pay for village recreation services. Trustee Geoga has not heard much about Golfview Hills becoming incorporated. They are considered non-residents for any activity registrations.

Ms. Hassett did a brief formula and residents are paying about \$85 per person for recreational services to the village. Chairman Kluchenek asked if they would receive a discount on other services. Ms. Hassett explained that residents in Golfview could pay a fee to be able to participate in other programs as a resident. Clarendon Hills does offer a friendly rate to neighboring communities.

Ms. Hassett believes that the non-resident rates are high, but they are less than country club rates. Commissioner Owens asked if this would be just for Golfview Hills. Ms. Hassett explained that Countryside partnered with LaGrange Park District and Countryside residents can register as residents with LaGrange. Ms. Hassett explained the options that could be available. Chairman Kluchenek stated that it is an opportunity for more revenue. Commissioner Owens stated that a lot of people that live there are grandparents and believes that the option could make good sense for them.

Commissioner Otto likes the idea of a flat fee being paid for the Golfview Hills residents to "buy" themselves residency from the Parks and Rec standpoint. Chairman Kluchenek asked the Commissioners if anyone wanted to explore options with Gina. Commissioner Otto will work with Gina on the issue.

Adjournment

Since there was no further business to come before the Commission, Commissioner George moved to adjourn. Commissioner Owens seconded and the motion passed unanimously. The meeting of the Park and Recreation Commission meeting was declared adjourned at 7:20 p.m.

Respectfully submitted,

Linda Copp, Secretary

AGENDA

Gateway Special Recreation Association

Board Meeting
Thursday, March 14, 2013
3:00 PM

Oak Brook Family Recreation Center
1450 Forest Gate Road
Oak Brook, IL 60523

I. CALL TO ORDER/ROLL CALL

II. OPEN FORUM

III. BOARD MEMBER COMMENTS

IV. COMMUNICATIONS

V. OMNIBUS AGENDA

All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.

A. Approval of February 14, 2013 Regular Meeting Minutes

B. Approval of March 2013 Check Register

C. Approval of March 2013 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

B. Advisory Oversight Group Reports

VII. OLD BUSINESS

A. Ray Graham Contract Review

B. Logo Design

VIII. NEW BUSINESS

A. Financial Audit Review

B. Budget –Capital Planning

IX. OPEN FORUM

X. ADJOURNMENT

**GATEWAY SRA
CHECK REGISTRY
March-13**

Checking Account Balance:	\$ 877.89
Money Market Account Balance:	\$ 149,188.82

Outstanding Checks:

Check #	Issued to	Amount
		\$ -
		\$ -
Total Outstanding Checks		\$ -

Check #	Issued to	Description	Amount	Total
1778	Village of Hinsdale	November gas purchases	\$ 581.40	\$ 1,001.51
1778	Village of Hinsdale	December gas purchases	\$ 420.11	
1779	JMS Auto Service Inc.	Oil change	\$ 33.95	\$ 33.95
1780	Spiroff & Gosselar, Ltd	Contract review	\$ 350.00	\$ 350.00
1781	Ray Graham Association	1 on 1 services	\$ 1,981.81	\$ 103,809.55
1781	Ray Graham Association	4th quarter billing	\$ 101,827.74	
				\$ -
				\$ -
TOTAL CHECK REGISTRY				\$ 105,195.01

Gateway Special Recreation Association

Monthly Treasurer's Statement

Date: March 14, 2013

<u>Account</u>	<u>Revenues</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Yr. To Date Budget</u>
100	Fundraising	\$ -	\$ 9,766.00	\$ 2,500.00	391%
105	Grants/Donations	\$ -	\$ 8.85	\$ -	0%
110	Interest	\$ 11.51	\$ 58.10	\$ 90.00	0%
120	Member Contributions	\$ 16,603.74	\$ 465,807.90	\$ 465,808.00	100%
125	Miscellaneous Revenues	\$ -	\$ -	\$ -	0%
Total Revenues		\$ 16,615.25	\$ 475,640.85	\$ 468,398.00	102%

<u>Account</u>	<u>Expenses</u>	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Yr. To Date Budget</u>
500	Audit Services	\$ -	\$ 3,250.00	\$ 3,250.00	100%
505	Brochure Printing	\$ -	\$ -	\$ 8,500.00	0%
510	Day Camp Transportation	\$ -	\$ 441.26	\$ 3,000.00	15%
520	Financial Assistance	\$ -	\$ 432.50	\$ 4,000.00	11%
525	Fund Raising Expenses	\$ -	\$ 8,954.62	\$ 2,050.00	437%
530	Legal Fees	\$ 350.00	\$ 1,102.50	\$ 500.00	221%
540	Liability Insurance	\$ -	\$ 2,043.00	\$ 2,080.00	98%
545	Miscellaneous Expenses	\$ 19.61	\$ 314.29	\$ 285.00	110%
550	1 on 1 program services	\$ 1,981.81	\$ 5,651.75	\$ 11,650.00	49%
555	Program Supplies	\$ -	\$ -	\$ 450.00	0%
560	Service Contract	\$ 101,827.74	\$ 407,311.00	\$ 407,311.00	100%
570	Vehicle Fuel & Maintenance	\$ 1,035.46	\$ 6,553.45	\$ 11,670.00	56%
575	Vehicle Repairs	\$ -	\$ 4,029.55	\$ 7,035.00	57%
Total Expenses		\$ 105,214.62	\$ 440,083.92	\$ 461,781.00	95%

**Gateway Special Recreation Association
Board of Directors Meeting
February 14, 2013**

- I. **CALL TO ORDER:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:00 p.m. on Thursday, February 14, 2013, at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present. ROLL CALL: Board members present: Jim Pacanowski, Burr Ridge; Cindy Szkolka, Elmhurst; Gina Hassett, Hinsdale; Katherine Parker, Pleasantdale; Brian Kaspar, Westchester; and Kristin Violante, Willowbrook.

Absent: Karen Spandikow, Oakbrook; York Center Park District.

Staff Present: Ray Graham Staff: Brian Alexander, Kathy Carmody

- II. **OPEN FORUM:** none

- III. **BOARD MEMBER COMMENTS:** Gina Hassett, Hinsdale, announced that Sharon Neubauer is no longer at the York Center Park District. Gina spoke with a representative from York. They will not have a person attend today's meeting, but hope to have someone at the next meeting.

- IV. **COMMUNICATIONS:** None

- V. **OMNIBUS AGENDA:** Motion made by Brian Kaspar, Westchester to approve the Omnibus Agenda and motion seconded by Cindy Szkolka, Elmhurst.

A. Approval of January 10, 2013 Regular Meeting Minutes

B. Approval of February 2013 Check Register

C. Approval of February 2013 Treasurer's Report

On a voice vote, motion passed. Jim Pacanowski, Burr Ridge, abstained.

- VI. **REPORTS:**

- A. RGA Monthly Report: The monthly report was reviewed by Superintendent Alexander.
B. Advisory Oversight Group Reports: none, but the vehicle advisory board's meeting with Ray Graham was discussed in the RGA Monthly Report.

- VII. **OLD BUSINESS**

- A. **Ray Graham Contract Review:**

Gina Hassett, Hinsdale, reviewed a memo from Gateway Attorney, Barb Gosselar, in which Barb had comments about the contractual agreement for service provider with Ray Graham Association. Some Board Members were unclear of Ms. Gosselar's

comments related to Termination of Agreement. Gina Hassett, Hinsdale, will contact Barb Gosselar and ask her to send us a copy of how she would like this whole section to read, not just the second paragraph.

B. Status of Articles of Agreement Amendment

Gina Hassett, Hinsdale, asked each agency to send her a signed copy of the most recent Articles of Agreement when approved by their agency.

VIII. NEW BUSINESS

A. Financial Audit Review

The discussion on this item was postponed to the March meeting when Gary Kasanders, Board Treasurer, will be available to discuss the financial audit.

B. Membership Willowbrook/Burr Ridge Kiwanis

Motion made by Cindy Szkolka, Elmhurst to approve a membership to the Willowbrook/Burr Ridge Kiwanis Club for Brian Alexander seconded by Jim Pacanowski, Burr Ridge. On a voice note, motion passed. Superintendent Alexander will turn in lunch receipts from Kiwanis lunch meetings for reimbursement from Gateway.

C. Review of Special Olympic State-Level Competition Policy

A Gateway athlete's mother recently contacted Gateway staff in addition to Cindy Szkolka, Elmhurst, about this policy. Number seven of the policy states that Gateway SRA staff and volunteer coaches may not administer medications to any athletes. The mother did not know if she would be available to give her son his medicine at his Special Olympic competition. Kathy Carmody, Ray Graham, reiterated the importance of this policy and how it relates to the Illinois Nurse Practitioner Act. Gateway staff and administration reviewed the policy with the mother and said Gateway staff would follow the policy. After discussion the board felt that the policy needs to stay in place.

D. Communication with member agencies

Cindy Szkolka, Elmhurst, asked whether or not agencies need to share all communication from Gateway parents with the Gateway Board. There was agreement that it is up to the discretion of each individual agency as to what they would like to share with other agencies, although a representative of the Gateway SRA Administration must be aware of all communications.

E. Logo Design

Superintendent Alexander asked for feedback related to a new logo design. Kathy Carmody, Ray Graham, said she would bring a picture of her vision for the new logo to the next meeting.

IX. OPEN FORUM: There was question as to who would pay for IPRA conference expenses. Kathy Carmody instructed Superintendent Alexander to submit the receipts to Ray Graham for possible reimbursement.

X. ADJOURNMENT: Kristin Violante, Willowbrook made a motion to adjourn the meeting, seconded by Jim Pacanowski, Burr Ridge. Motion passed on voice vote.

**Gateway SRA Board Meeting
March 14, 2013
RGA Report**

**Winter 2012/2013 Comparison
As of 3/8/2013**

2013		2012	
District	Registered Participants	District	Registered Participants
Burr Ridge	10	Burr Ridge	9
Elmhurst	45	Elmhurst	45
Hinsdale	23	Hinsdale	21
Oak Brook	7	Oak Brook	5
Pleasantdale	3	Pleasantdale	3
Willowbrook	7	Willowbrook	7
Westchester	3	Westchester	4
York	1	York	1
Non-resident	10	Non-resident	12

Cancelled Fall Programs as of 2/8/2013

- Indoor Tennis
- Thursday Bowling

Full Programs as of 2/8/2013

- Saturday Explorers
- Tuesday Travelers
- Chicago Wolves Game
- Swim Lessons
- Saturday Split
- Recreation Bowling

Gateway Staff Update

We currently have the following positions open:

- 3 Recreation Instructor Positions

Gateway Vehicles Update

Vehicle	Mileage	Maintenance
192	55328	N/A
171	91046	N/A
170	32874	N/A

Scholarships Status as of 3/8/2013

- Awarded \$162 to Elmhurst Members
- Awarded \$300 to a Burr Ridge Members
- Awarded \$51.50 to Pleasant Dale Members

Summer 2013 Brochure

We are currently in the drafting stage of the brochure development process. Write-ups and budgets have been completed, and we are in the process of making edits to the brochure. We are slightly behind schedule, but I do not anticipate us having any issues going to print and have the brochure distributed in a timely manner. I intentionally set lofty deadline dates to give us a cushion with the new process of working with a graphic designer.

We also need community events for our Summer brochure as well. If you have any events you would like to put into the upcoming brochure, please send them to me ASAP.

Marketing Efforts

Since we last met, the following marketing events have been attending:

- February 21 – Summer Recreation Open House @ Sandburg Middle School
- March 6 – Summer Camp Expo @ Clarendon Hills Middle School

Other upcoming events in March:

- March 14 – SERG Transition Meeting - Elmhurst
- March 20 – Parent Meeting @ Lyons Township High School

Our Afterschool Program's information flyer has also been distributed via virtual backpack with District 181.

District 181 is also looking into putting Gateway on the calendar to come speak at their May PTA meeting.

I also recently had the opportunity to meet some key staff at the School of Rock in Elmhurst, and we hope to sit down soon to discuss a possibility of developing a cooperative program between them and Gateway.

Gateway Logo

From last month's meeting we left this topic open ended. What direction would we like to see this move into? Our hopes were to have a new logo designed and approved to incorporate into the Summer brochure.

Gateway Summer Camp

Planning for this year's summer camp is still well underway. We just had a meeting to discuss the transportation bid for this year's camp. A bid will go out to accommodate the camps field trips, trips to the pool and taking the campers to horsemanship.

We are also in the process of evaluating our summer camp positions and interviewing for the open positions we will have for our summer camp programs. Currently we have a good number of applicants for our open positions.

Program Highlights

Oodles and Doodle

Our participants love to be creative and this class allows them to utilize all their special talents. This month they have been working on posters and spirit signs for our Gateway Gators basketball teams that have made it to the state tournament in March at Illinois State University.

Master Chefs

We have ventured into all different kinds of comfort food this season such as potato pancakes, chicken quesadillas, chicken fajitas and much more tasty foods.

Special Events

February was filled with special events for Gateway. On February 15th Gateway hosted a Valentine's Day dance at Burr Ridge Recreation Center we had 42 participants attend the dance. Gateway also attended the Chicago Wolves Game on Sunday, February 24. We had 15 participants attend the game that day.

Team Sports Overall

Our team sport programs have nearly doubled in size for the 2012-2013 seasons. We have added one team in the following sports: basketball, soccer, softball. For soccer we have nearly 2 full teams, and may need to add another team for next year.

SOI Basketball

The Gateway Gator basketball teams finished up their regular season this month. We ended with the ITRS tournaments on February 17th. The Gator Green team won their second game to take first place! Both of the Red and Blue teams played very well at the tournament. Our White team played very well, to take the Silver medal. Overall, our basketball season was a success! We have seen much improvement in all of our players.

Swim Team

The swim team continues to practice in preparation for the Special Olympic District Aquatic qualifier in March. We have 7 swimmers competing this year. We have a new swimmer who is hoping to do well in the 25M and 50M Freestyle races. We have added a 4X25M Freestyle Relay to our events. We have two volunteer coaches who are great to work with and are very involved and enthusiastic about our swim program. They are hoping to be able to attend the competition as well.

Soccer Team

Our Soccer program began this month with our indoor practices. We have added a team this year, to give us two almost full teams. The practices are going very well, with the seasoned athletes being role models for our new athletes. We are very excited to have two teams this year!

Softball Conditioning

Our Softball Conditioning program began this month. We have several of our softball athletes involved in this program.

Hinsdale Afterschool

The Gateway Afterschool Program in Hinsdale continued this month. We have developed a set schedule that includes homework, games and crafts. The children enjoy the activities the staff has developed. Our staff does a wonderful job engaging the children and coming up with creative projects.

Registration has begun for the Spring session. The deadline for spring afterschool registration is March 22.

Tuesday Travelers

Started the month, by going to see the movie Parental Guidance then we learned about bears at the Oakbrook Nature Center. We finished up by doing a Gateway favorite bowling and brunch.

Community Cruisers

Went to Courts Plus to play some tennis, enjoyed Panera, went to Barnes and Noble, and finished up at the very educational Lizzaro Museum.

Weekend Warriors

Did a variety of activities that ranged from going to winter fest at Lake Katherine, games at Enchanted Castle, crafts at the HC, and pottery at Pick a Pot and Paint in Elmhurst.

Saturday Explorers

Cheered on Elmhurst Men's basketball team at North Central College, and learned a little about our amazing and mysterious galaxy at the Cernan Space center.

Gateway Special Recreation Association Contractual Agreement for Service Provision

This Agreement is entered into between the Gateway Special Recreation Association, whose business address is 1450 Forest Gate Road, Oak Brook, IL 60523 hereinafter referred to as "Gateway" and the Ray Graham Association for People with Disabilities, whose address is, 2801 Finley Rd., Downers Grove, IL 60515, hereinafter referred to as "Service Provider." (the "Agreement")

WHEREAS both parties warrant the following to be true and accurate on the date of signing:

That the SERVICE PROVIDER is in substantial compliance with all federal, state and local laws, rules and regulations regarding the provision of Special Recreation Programming and related services.

NOW, THEREFORE, in consideration of mutual covenants and promises contained herein, GATEWAY and the SERVICE PROVIDER agree to enter into this Agreement subject to the following:

CONTRACTUAL SERVICES

Gateway hereby retains the Service Provider to perform services as further defined in Attachment A, in accordance with the terms and conditions set forth in this Agreement.

TERM OF AGREEMENT

This Agreement will commence on July 1, 2013 and end on June 30, 2017. The amount of the annual service contract will not exceed a 5% increase or the amount of CPI, whichever is less to be paid for services rendered on the basis of the years' approved joint budget). The five year agreement will allow for better planning and justify capital investments (i.e. on-line registration capabilities) to benefit both Service Provider and Gateway participants.

TERMINATION OF AGREEMENT

Gateway reasonably believes that funds sufficient to make all payments during the term of this Agreement can be obtained and made available; however expenditures of funds under this Agreement are subject to prior appropriation by the governing bodies of the agencies that are members of Gateway ("Member Agencies"). The Member Agencies' obligation to make payments under this Agreement will be a current expense of each Member Agency, and such obligation is not intended to be, and shall not be construed as a debt in violation of applicable law or limitations. Nothing contained in this Agreement shall be interpreted as a pledge of the Member Agencies' general tax revenues, funds or moneys. If sufficient funds are not budgeted or appropriated by the Member Agencies, or the Member Agencies have exhausted all funds legally available for such payments, Gateway will provide written notice thereof to the Service Provider as promptly as practical, and this Agreement will terminate as of the last day of which such funds are/were available. Such termination shall not constitute a default under

this Agreement. Gateway agrees that, to the extent permitted by law, it will not spend funds for services which are the same as those contracted for in this Agreement during any period covered by this Agreement if Gateway has asserted that funds are legally unavailable to make payments for such period under this Agreement.

Either party may terminate this Agreement on written notice. No termination shall be effective until the end of the program session following the session in which the notice was given. Upon termination, Gateway will pay the Service Provider prorata through the date of termination based upon the current joint budget. Upon termination of this Agreement, the Service Provider will request authorization from program participants and their parents/guardians to release copies of the participant program records to Gateway. Each participant record will be released to Gateway within no more than three (3) business days after receipt of authorization to release. Upon termination of this Agreement, all non-participant records concerning services the Service Provider performed for Gateway will be released to Gateway.

Anything aforesaid notwithstanding, either party may cancel this Agreement for cause during its term, and said termination for cause shall be effective immediately upon notification thereof. Cause for termination includes failure to abide by the terms of this Agreement for a period of thirty (30) days, or on a repeated basis over a longer period; a breach of the terms of this Agreement that endangers participants in the programs or results in the other party's inability to carry out its obligations under this Agreement; or failure to provide required insurance coverage.

PAYMENT TO SERVICE PROVIDER

The Service Provider will be paid quarterly for services rendered pursuant to this Agreement, on the basis of the year's approved joint budget and amendments thereto. The first payment to the Service Provider from Gateway for the fiscal year will be due on July 1, and will be in amount of one quarter (1/4) of the most recent budget or amended budget for that fiscal year.

Other quarterly payments shall be due on October 1, January 1 and April 1. The Service Provider shall invoice Gateway quarterly. In the event that any invoice is not paid within thirty (30) days of the invoice having been received, the Service Provider will have the right to assess 1% per month on the unpaid balance, all in accordance with the Local Government Prompt Payment Act.

The Service Provider shall use Gateway funds exclusively for Gateway programming and services.

INSURANCE

The Service Provider shall provide Gateway with copies of a certificate or certificates of insurance from an insurance carrier providing for the following coverage's:

1. Workers' Compensation Insurance with limits as prescribed by federal and state laws.
2. Comprehensive General Liability Insurance with limits of at least \$2,000,000 for the Service Provider, with Gateway named as an additional insured. Such coverage shall cover the Service Provider and Gateway for any claim, liability, cost, expenses, or damages on account of personal injuries or death, or damages to property occurring, arising out of, incident to, or resulting directly or indirectly from the conduct of the programs and the performance of the services required to be performed by the Service Provider hereunder. The policy or policies of insurance and certificates of insurance shall provide that no cancellation or change of insurance will be effective without thirty (30) days written notice to Gateway. The Service Provider shall provide notice of reinsurance annually upon renewal date, no later than October 1.
3. Comprehensive Automobile Liability Insurance covering all vehicles utilized by the Service Provider for the transportation of program participants, with limits of at least \$1,000,000 for bodily injury for each person and each accident, and at least \$1,000,000 for property damage for each occurrence.
4. Excess/Umbrella Liability with limits of at least \$10,000,000 each occurrence and aggregate. The policy or policies of insurance and certificates of insurance shall provide that no cancellation or change of insurance will be effective without thirty (30) days written notice to Gateway. The Service Provider shall provide notice of reinsurance annually upon renewal date, no later than October 1st.

MUTUAL HOLD HARMLESS AGREEMENT

Gateway, its agents, officers and successors shall not be liable and the Service Provider shall hold Gateway harmless and indemnify Gateway from any and all claims, liabilities, costs, expenses or damages, including but not limited to attorneys' fees and litigation costs, on account of personal injuries or death, or damages to property occurring, arising out of, incident to, or resulting directly or indirectly from the conduct of the programs, the performance of the services required to be performed hereunder, or any other acts of the Service Provider, its directors, officers, volunteers, agents or employees in the performance by the Service Provider of its duties hereunder, except for intentional or negligent acts of Gateway, its agents, officers and successors. The Service Provider, its directors, officers, volunteers, agents or employees shall not be liable, and Gateway shall hold the Service Provider harmless and indemnify the Service Provider from any and all claims, liabilities, costs, expenses or damages, including but not limited to attorneys' fees and litigation costs, arising out of, incident to, or resulting directly or indirectly from the acts of Gateway, its agents, officers and successors, in the performance by Gateway of its duties hereunder, except for intentional or negligent acts of the Service Provider, its directors, officers, volunteers, agents, or employees.

INDEPENDENT CONTRACTOR

The Service Provider shall be deemed an independent contractor, and nothing in this Agreement is intended or to be construed to create an agency, employment, or joint venture

relationship, or any other relationship which could allow Gateway to exercise control or direction over the manner or method by which the Service Provider performs services hereunder. The Service Provider hereby warrants that all personnel provided by it with respect to such services shall be employees of the Service Provider and, at all times during the course of performing services hereunder, the Service Provider's employees shall be and remain employees of the Service Provider and not employees of Gateway. The Service Provider, and not Gateway, shall be solely and exclusively responsible to pay wages; salaries; pensions; overtime, holiday, sick and vacation pay; federal and state withholding and unemployment taxes; FICA; Social Security; Medicare; health, accident and life insurance; or any other claim, obligation, demand, tax, benefit, wage or other payroll-related expense or penalty that may occur under local, state or federal law. The Service Provider shall defend, indemnify and hold Gateway harmless from any and all claims, demands, judgments and awards for such items and any other employment obligations for the Service Provider's employees. The Service Provider shall also have the sole obligation to make or cause to be made payments which may be due under the Worker's Compensation Act (820 ILCS 305/1, et seq.), and to meet any and all other obligations which an employer may have under local, state and federal laws. The Service Provider expressly waives any right or claim it might have, including those set forth in the Worker's Compensation Act, and especially those set forth in 305/1(a)(4) thereof, to recover from Gateway any worker's compensation claims, attorneys' fees, expenses or other costs on account of any injury or worker's compensation claim made by any employee of the Service Provider providing services pursuant to this Agreement.

SERVICE PROVIDER RESPONSIBILITIES AS INDEPENDENT CONTRACTOR

As an independent contractor, the Service Provider shall be solely responsible for adhering to, and fulfilling, the terms and conditions as established in Attachment A.

OTHER CONTRACTS FOR SERVICE PROVIDER

Gateway acknowledges that the Service Provider can provide special recreation services to other agencies or organizations that are the same or similar to those services rendered under this Agreement. The Service Provider agrees that in the course of providing like services to other organizations or agencies, the Service Provider shall not diminish nor affect services provided under this Agreement with Gateway.

CONFIDENTIAL INFORMATION

During any furtherance of the Service Provider's obligations in accordance with this Agreement, the Service Provider agrees that any information received by the Service Provider that concerns the personal, financial or other affairs of individuals served by Gateway will be treated by the Service Provider in full confidence and will not be revealed to any other persons, or organizations, except as may be required by law.

HIPPA COMPLIANCE

Since the Service Provider is a Covered Entity subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPPA") it is necessary to enter into a Business Associate Agreement. A Business Associate Agreement is essentially a confidentiality and nondisclosure agreement with respect to Protected Health Information of a Covered Entity.

The Parties to this Agreement agree that records related to individuals served by the Service Provider are confidential and shall be handled in compliance with all State and Federal Laws governing such records. The Parties to this Agreement further agree that to the maximum extent reasonably possible, services will be provided in compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPPA").

APPLICABLE LAW

This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of Illinois. This Agreement constitutes the entire agreement between the parties and is intended as a complete and exclusive statement of the promises, representations, negotiations and agreements that have been made in connection with the subject matter hereof. No modification or amendment of this Agreement shall be binding upon the parties, except by a written document, signed by the parties to this Agreement. The prevailing party in any litigation shall be entitled to recover its reasonable attorneys' fees from the other party.

SUCCESSORS AND ASSIGNS

Gateway and the Service Provider each bind their successors, assigns and legal representatives to the other party to this Agreement with respect to all covenants of this Agreement. The Service Provider shall not assign this Agreement without the written approval of Gateway.

THIS AGREEMENT will be in full force and effect beginning July 1, 2013 as authorized by the representative of all parties whose signatures appear below.

Gateway Special Recreation Association

Ray Graham Association for People With Disabilities

By: _____
Gina Hassett, Chairman

By: _____
Kathleen Carmody

Title

Title

Date

Date

ATTACHMENT A

PLANNING AND PROGRAMMING ELEMENTS

Policies The Gateway Board shall define areas in which it wishes to have formal policies. The Service Provider shall conduct policy research and develop policies for approval by the Board.

Service Delivery Level The Service Provider will, at a minimum, maintain the current level of offerings (as defined by previous season's brochures) to Gateway participants and families. Program distribution may be adjusted according to the Service Provider's philosophy and beliefs to provide services to the entire Gateway participant population in the best possible manner. It is the Gateway Board's desire that this Agreement will result in increased opportunities for all participants with disabilities who live in the Gateway communities.

Master Calendar The Service Provider shall develop a master calendar of all dates involving parents planning meetings, goals and objectives, budget development, days of service for each program session, seasonal program development and brochure schedule, facility usage reservations and contract adoption. The master calendar will be distributed to the Gateway Board at its August Board meeting. The Gateway Board will be notified of any changes made to the master calendar prior to their implementation.

Program Registration The Service Provider shall conduct the registration process for all Gateway programs. The process will include a mail-in component, as well as a drop-off component that takes place within the Gateway boundaries.

Annual Meeting The Service Provider and the Gateway Board shall jointly host annual parents and participants meeting during which an annual report will be given by the Service Provider and input will be solicited from participants and parents regarding Gateway's provision of services. The Service Provider's staff will address the recommendations of participants and parents when they present proposed program offerings to the Gateway Board.

Participant/Parent Advisory Process The Gateway Board shall appoint a Program Advisory Group, made up of (2) Board members, to work with participants, parents and staff to ensure that quality programs are provided in an effective and efficient manner.

Goals and Objectives The Service Provider, in conjunction with the Gateway Board, shall develop annual goals and objectives for Gateway Board approval within the time frame specified in the master calendar. The Service Provider shall provide participants and parents the opportunity to offer ideas and input regarding the development of annual goals and objectives at a meeting of the Participant and Parent Advisory Committee and through written suggestions solicited from participants and families. The Service Provider shall incorporate these ideas and input and present its draft goals and objectives for the next fiscal year at the May Gateway Board Meeting.

Program Brochure The Service Provider will plan three program sessions annually. The program session plans will be approved by the Gateway Board prior to any publication.

Service Provider will coordinate the development, printing and distribution of three brochures annually, which will include detailed program information on Gateway services. The cost of the brochure will be incorporated into the annual payment to Service Provider. At a minimum, the brochure quality will reflect the current production quality, and will be distributed to the homes of the participant data base, as maintained by the Service Provider and Members Agencies, 2 weeks in advance of registration deadlines.

Participant Emergency Medical Information The Service Provider shall maintain detailed medical emergency profiles for each Gateway participant, and such information shall be the property of Gateway. Such information shall be readily available and accessible to all appropriate staff of the Service Provider and Gateway Board members upon completion of the appropriate release form by the participant and/or parent/legal guardian of the participant in question. The participant and/or parent/guardian will be requested to update the information annually or more often as necessary. Immediate access to information about an individual or a participant shall be granted to the program participant and/or parent/legal guardian of the participant in question. Confidentiality will be maintained.

Program Transportation The Gateway Board shall appoint a Transportation Advisory Group (made up of two Board members) to make recommendations concerning the most efficient and cost effective ways to provide transportation. The Service Provider shall continue to provide transportation for Gateway utilizing vehicles made available for such usage by Gateway, supplemented by vehicles owned by the Service Provider when necessary. The Service Provider shall insure that each vehicle utilized for transporting Gateway participants is in good repair, safe and has a two way communication system that is independent of the vehicle's ability to function. For vehicles made available by Gateway, the Service Provider shall 1) arrange for and pay for vehicle insurance, inspections and license plates as covered in the budget; 2) directly bill Gateway for fuel, maintenance and repairs; 3) seek advanced approval for any non-routine maintenance or repair which exceeds \$300.

The Service Provider will arrange for and coordinate transportation for summer day camps, including door-to-door pick up and return, camp field trips and camp swimming trips. The Service Provider will strive to obtain the highest quality of service through a competitive bidding process. The Service Provider will then collect door-to-door fees as set by the Gateway Board at registration and will invoice Gateway for the difference between the contracted cost and the fees collected. Such net cost for all such services will then be paid to the Service Provider by Gateway, as budgeted in the Gateway budget. Cost above and beyond the budgeted dollars will need board approval, in advance of expenditure.

The Service Provider shall take appropriate measures to insure that adequate supervision exists at all time during Gateway sponsored transport. All drivers employed or contracted by the Service Provider shall be qualified and licensed per Illinois law. Emergency procedures shall be in place for breakdowns, accidents, extreme temperatures/weather, and other potential emergencies.

The Gateway Board reserves the right to change the way in which transportation is provided to

its participants during the term of this Agreement. Such change(s), if any, shall be made at a point in time that provides the least amount of disruption to program participants, and the Service Provider agrees to assist with any such transition and to negotiate the appropriate adjustments, if necessary, to the financial terms of this Agreement.

Program Staff-Participant Ratios The Service Provider shall be responsible to insure adequate levels of supervision and assistance during all programs and activities. Staff-to-participant ratios will be provided upon request by the Service Provider via the individual program budgets submitted with brochure copy for each program session.

Staffing plans will be based on an appropriate staff-to-participant ratio for the maximum number of participants in each program or event. Staffing plans may be adjusted following registration due to the following circumstances; a) program/events which will not be held due to low enrollment, b) programs/events which do not meet minimum enrollment levels but which are held, c) 1:1 or other accelerated staffing needs, and d) staffing above the maximum to remove names from a wait list. Following the first week of programs, the Service Provider shall provide the Program Committee with a staffing plan report including an estimated cost to meet 1:1 staffing needs. Thereafter, the Service Provider shall prepare an invoice for additional staffing costs and present it to the Gateway Board at the end of each session, to accompany the end of session status report.

Program Locations The Service Provider shall 1) make every attempt to provide an equitable geographic distribution of services, 2) make every attempt to utilize the facilities of Member Agencies in accordance with the Gateway By-Laws, and 3) secure the appropriate contracts for all program locations.

Program Cancellations/Rescheduling The Service Provider shall endeavor to keep program location changes to an absolute minimum. When a program is canceled for any reason, all participants will be given no less than 24 hour notice, whenever possible. Program cancellations and rescheduling are to be included in seasonal summary reports.

Additional Programs Both parties are encouraged to present new initiatives to be discussed jointly.

BUDGET ELEMENTS

Fundraising The Service Provider will support fundraisers in conjunction with the Gateway Board to assist in securing income from sources other than the Gateway Member Contributions and Private Fees.

Budget Parameters Budget parameters will be mutually established and agreed upon by the parties on an annual basis.

Budget Schedule The Service Provider shall develop and submit to the Gateway Board a preliminary fiscal year proposed budget on or before March 1 and a final fiscal year proposed budget for Gateway Board approval at the May meeting. The budget shall include anticipated

costs and revenues for services for the fiscal year beginning July 1 and ending June 30.

Fee Policy Participants in programs may be charged a fee for their participation. Some events by their nature or sponsorship may not incur a fee. The Service Provider shall prepare a schedule of program fees which shall be reviewed by the Gateway Board as part of the annual budget. Gateway's current schedule of fees is based on the following:

Residents of Member Agencies shall be charged no more than the following percentages of the total calculated costs of running a program-100% admission fees, 100% of program supplies, 50% of facility and equipment rental, 50% of all direct program staff, and 50% for any transportation costs, excluding summer day camp. All direct program costs not covered by program fees are included in contract payments made to the Service Provider. Those not residing within a Member Agency shall be charged 125% of the total calculated costs for the program.

The Gateway Board reserves the right to adjust fee component percentages at any time. In the event of any changes, the Service Provider will receive no less than 60 days' notice in advance of the beginning of the next programming season.

Late Fee Policy The Service Provider may implement a late pick-up procedure for parents who disregard scheduled pick-up times. This procedure may include a late pick-up fee, as deemed appropriate by the Service Provider.

Financial Assistance In order to make programs available to all Gateway residents, regardless of their economic situation, the Gateway Board may, at its sole discretion, provide financial assistance to participants and/or their families. The Service Provider shall propose, and the Gateway Board shall approve, policies and procedures for the disbursement of financial assistance including eligibility, application processes and selection criteria. All information furnished by applicants shall be kept confidential by the Service Provider, and will not be released without the applicant's written permission, unless such release is required by law.

MARKETING ELEMENTS

Reporting The Service Provider will provide marketing objective(s) for Gateway programs and services as part of the annual Goals and Objectives process. In addition, the Service Provider will prepare a report of all marketing efforts at the end of each session for the Gateway Board.

Gateway Brochure Whenever possible, all programs and activities will be included in the seasonal brochure.

Target Audience The Service Provider shall market primarily to the disabled population through the seasonal brochure, flyers, news releases, direct mail and other methods within the guidelines and numbers established in the annual Goals and Objectives.

Outreach Programs Leisure Education/Outreach Programs will be undertaken with interested Member Agencies within the guidelines and numbers established in the annual Goals and

Communication The Service Provider will openly and effectively communicate with all Gateway users.

Identification of Potential Users The Service Provider and Gateway Board will develop strategies, through the annual Goals and Objectives, to identify potential users from within the Member Agencies populations. Strategies will be developed and implemented for marketing Gateway programs to potential users. Potential user is defined as a person with a disability who lives within the Gateway boundaries and does not participate in Gateway Programs.

INCLUSION ELEMENTS

Inclusion in Programs The Gateway Agencies and Board recognize and value the benefits of inclusion in all recreation programs. Requests for inclusion of non-special needs populations will be evaluated on a case-by-case basis and all decisions will be made in accordance with all applicable laws, and based on what is in the best interest of the program and the participants. In accordance with the purpose of the specific program offering, and subject to the review and approval of the Gateway Board, the Service Provider will determine which program offerings are eligible for inclusive opportunities, including non-disabled sibling participation.

Registration Procedures The mission of the Gateway is to accommodate all participants with disabilities. Priority placement shall be given to people with disabilities over people without disabilities in programs that reach their maximum number of participants prior to the start of the program. In addition, priority to register shall be given to Gateway community residents over non-residents and registration cut-off dates shall be established by the Service Provider to ensure adequate time for program preparation.

Inclusion Training for Member Agencies The Service Provider will provide inclusion training sessions as requested by Member Agencies. When such assistance is likely to cause the Service Provider to incur direct costs beyond allocations made in the general budget, those costs and the reimbursement thereof will be identified in advance of the implementation of these services, and will be the responsibility of the requesting Member Agency.

Provision of Inclusion Aides to Member Agencies The Service Provider will refer inclusion aides to Member Agencies on an as-needed basis, with the cost for the inclusion aide to be paid by the respective Member Agency.

STAFFING ELEMENTS

Staffing The Gateway Board shall appoint a Staffing Advisory Group, made up of two Board members, to work with the Service Provider to ensure that there is adequate staff to provide quality services and to provide a forum for addressing staffing issues.

Qualifications - Staff The Service Provider shall provide administrative and program staff to directly administer and evaluate programs offered under this Agreement. Staff should be qualified via education, experience and certification for the level of the position which they occupy (Certified Leisure Professional and Certified Therapeutic Recreation Specialist preferred for administrative staff). The Service Provider shall maintain job description for all employees.

Evaluations The Service Provider shall conduct regular performance evaluations of all staff.

REPORTING ELEMENTS

Assessment of User Satisfaction The Service Provider will conduct user satisfaction surveys for all programs and services. The survey results will be shared with the Gateway Board.

Program Data The Service Provider will provide the Gateway Board with program data after each session which describes 1) number of participants served by the program and their city or village of residence, and 2) an actual participant analysis. The Gateway Board may request additional data from the Service Provider.

Financial Data The Service Provider will provide the Gateway Board with detailed year-end financial reports. The Gateway Board may request additional data from the Service Provider.

GENERAL PERFORMANCE EXPECTATIONS OF THE SERVICE PROVIDER

1. The Service Provider demonstrates a commitment to using positive approaches in all service and support activities.
2. The Service Provider's practices and staff demonstrate sensitivity and concern for personal dignity and respect.
3. The Service Provider implements procedures for investigation and intervention in all instances of alleged abuse and neglect.
4. The Service Provider owns, operates or leases buildings that comply with all applicable fire and sanitation codes.
5. The Service Provider is in compliance with state and federal physical accessibility codes.
6. The Service Provider is in compliance with the provisions and requirements of the American with Disabilities Act (ADA) as these relate to the provision of recreation opportunities and services.
7. The Service Provider implements procedures for meeting all emergencies, such as fire, severe weather and health.
8. The Service Provider implements employment screening procedures that minimize unnecessary or unreasonable risk.
9. The Service Provider has a budgeting and accounting system in place.
10. The Service Provider has an annual independent audit of its fiscal activities.

11. The Service Provider's personnel practices meet all state and federal Fair Labor regulations.
12. The Service Provider provides opportunities for staff training and personal development.
13. The Service Provider regularly evaluates and provides feedback to its staff on their performance.
14. The Service Provider trains its employees to be individual-oriented and service-focused.
15. The Service Provider conducts an ongoing evaluation of success in achieving desired outcomes.
16. The Service Provider includes input and involvement from people served and others in its evaluation and planning activities.
17. The Service Provider has high programming standards and reacts in a timely fashion if found to be deficient.
18. The Service Provider provides a healthy and safe working environment for staff and programming environment for participants.
19. In all of the above, the Service Provider respects the dignity, confidentiality and rights of the disabled population it serves.

MEMORANDUM

To: Chairman Kluchenek & Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks and Recreation
DATE: March 13, 2013
SUBJECT: February Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of February 2013.

RECREATION SERVICES

- Staff has continued to work on a revised grading plan for the KLM Lacrosse field. A revised plan was submitted. The Village Engineer has reviewed the plan and has given his approval. Staff was working to address concerns brought forth by Burr Ridge related to flooding along the east fence line. The plans have been reviewed by Burr Ridge Engineers. They also like the plans and appreciate staff addressing their concerns. This new plan will include a berm along the fence line but will remove the drain pipe that was in the original plans.
- HCA has vacated the building at KLM. Staff has utilized the space for recreation programs that were relocated from the Lodge due to rentals. Staff is reviewing what it would cost to offer programs at the old HCA building to see if the Board has any interest in retaining it for programming space.
- Staff has been working with competitive soccer programs to book time at Veeck fields for the spring. This should result in increased field rentals fees. Revenue has been down for the past three years due to the limited fields and their conditions.
- Staff met with the new Hinsdale Little League President. Staff expressed the concerns of keeping open lines of communication. They were made aware that we are working towards adopting an agreement that outlines the usage of the fields and expectations.
- Staff is working with a number of scout troops on beautification projects. A Girl Scout troop is going to provide plans for a butterfly garden at Ehret Park. We hope to have the garden plot at Peirce Park again. Last summer a troop maintained the garden and donated the food to Community Services.
- On Saturday, March 30th we will host the annual Easter Egg Hunt at Robbins Park. The event was moved to Robbins to allow for better access. It was nice to showcase KLM Park but all attendees drove to the location creating congestion. We anticipate better access at Robbins. This event is a partnership with The Community House.

Community Pool

Staff is reviewing the employee files and establishing the management team for the upcoming summer. Our lead manager will not be returning this summer.

The new Recreation Supervisor, Heather and her staff will be attending the lifeguard instructor course in April. Heather will be attending the Certified Pool Operators course this spring.

Staff has had contact with the Hornets and Westmont Swim Clubs. We will work to increase their evening rental opportunities.

Katherine Legge Memorial Lodge

This past month, a three day business meeting was held at the Lodge with a new client. Staff has been busy giving tours and writing contracts. January and February continue to be busy months for wedding bookings. Additional information is provided in the KLM Packet that is provided.

2012-13 Rental Summary														Booked 2013-14 Rentals
as of 3/13/2013	Corporate Mtg	Memorial Service	Rec Program	School Dist	Social Event	Village Meeting	Village Event	Wedding	Total	2011-12 Revenue	2012-13 Revenue	Dollar Change		
May	2	1			2	6		4	15	8,561	8,941	380	12,855	
June	1			1	2	1		6	11	11,156	10,645	(511)	12,325	
July	1	2	5		5			3	16	13,559	9,786	(3,773)	9,262	
August	5	2	11		6	1		6	31	17,759	18,880	1,121	7,975	
September	2		10	1	6			4	23	14,823	14,499	(324)	9,075	
October	2		21	1	6		1	8	39	16,347	15,589	(758)	10,625	
November	2	2	20		10			1	35	8,256	11,186	2,930	1,300	
December	1	1	10		9	2	1	1	25	8,853	9,663	810	2,500	
January			16	1	1				18	4,489	250	(4,239)	0	
February	3		21					3	27	2,301	8,481	6,180	0	
March			17	1	2			1	21	2,506	5,999	3,493	0	
April			21				1	1	23	2,384	5,250	2,866	0	
Total	19	8	152	5	49	10	3	38	284	110,994	119,169	8,175	65,917	

EXPENSE	February				2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	Prior	Current	Prior	Current				
	Year	Year	Year	Year				
	\$9,914	\$5,198	\$107,988	\$111,899	\$142,162	79%	\$143,589	75%
REVENUES	February				2012-13 Annual Budget	FY 12-13 % of budget	2011-12 Annual Budget	FY 11-12 % of budget
	Prior	Current	Prior	Current				
	Year	Year	Year	Year				
KLM Lodge Rental	\$2,301	\$8,481	\$106,104	\$108,907	\$145,000	75%	\$160,000	66%
Caterer's Licenses	\$0	\$0	\$12,700	\$12,080	\$15,000	81%	\$16,000	79%

Platform Tennis

Staff toured Naperville Park District Board members and staff at the KLM platform facility. Four heaters had to be replaced at KLM courts. Staff has had dialogue with memebtrs from HPTA regarding courts being built in the area. Brookfield and LaGrange County Club are in the discovery stage regarding installing courts. Staff encouraged that their members join our courts in the interim and to see if our courts could accommodate the additional players. Unfortunately the men's leagues are at capacity

Paddle Membership Summary

Platform Membership 10-31-12	Fees	2012 New Members	2012 Re-newel Members	2012 Total Members	Revenue	Change in Members from 2011	2011 New Members	2011 Re-newal Members	Total	2011 Revenue	2010 Fees	Members no fees posted	Rev. lost due to lifetime	2010 New Members	2010 Re-newal Members	Total	2010 Revenue
Resident Individual	\$120	20	53	73	\$8,520	-9	27	55	82	\$9,260	\$120	6	\$720.00	24	78	102	\$12,239
Resident Family	\$175	16	21	37	\$6,630	6	9	22	31	\$4,980	\$175	6	\$1,050.00	12	46	58	\$9,975
Resident Family Secondary	\$0	29	62	91	\$0	-1	32	60	92	\$0	\$0			52	140	192	\$0
Non-Resident Individual	\$289	21	40	61	\$17,051	18	21	22	43	\$10,917	\$289	3	\$867.00	9	38	47	\$13,439
Non-Resident Family	\$345	3	10	13	\$4,830	-2	5	10	15	\$3,875	\$345	6	\$2,070.00	3	15	18	\$6,210
Non-Resident Secondary	\$0	11	24	35		-13	22	26	48	\$0	\$0			16	43	59	\$0
Lifetime	\$0	15	320	335		-20	64	291	355	\$0	\$0			6	147	153	\$0
Total		115	530	645	\$37,031	\$7,999	180	486	666	\$29,032		21	\$4,707.00	122	507	629	\$41,863

100

116

*fees for 2012,2011 and 2010 were the same!

The 2011 numbers include one time memberships, the revenue was posted to new court fund.

PARK RECREATION REVENUE/EXPENSE SUMMARY

February

FY 2012-13

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3101	FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12
ADMIN. AND SUPPORT	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Personal Services	220,534	170,344	77%	214,952	166,183	77%
Professional Services	0	0		0	0	
Contractual Services	0	0		0	0	
Other Services	6,200	6,080	98%	7,400	5,430	73%
Materials & Supplies	2,800	2,805	100%	3,100	3,483	112%
Repairs & Maintenance	150	0	0%	650	787	121%
Other Expenses	3,975	2,898	73%	3,075	1,431	47%
Risk Management	44,098	28,846	65%	45,373	22,623	50%
Total-Operating Expenses	277,757	210,973	76%	274,550	199,937	73%
Capital Outlay	0	0		0	0	0%
Total Expenses	277,757	210,973	76%	274,550	199,937	73%

DEPT. 3301	FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12
PARKS MAINTENANCE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues						
Field Fees	25,000	19,977	80%	36,000	12,497	35%
Picnic Fees	7,000	8,640	123%	5,000	3,435	69%
Total Revenues	32,000	28,617		41,000	15,932	
Expenses						
Personal Services	345,935	241,784	70%	389,267	240,377	62%
Contractual Services	114,000	79,644	70%	114,000	98,432	86%
Other Services	2,600	1,558	60%	3,100	2,543	82%
Materials & Supplies	50,650	42,309	84%	59,500	47,011	79%
Repairs & Maintenance	36,500	27,089	74%	34,500	31,989	93%
Other Expenses	1,600	1,019	64%	1,200	1,046	87%
Total-Operating Expenses	551,285	393,403	71%	601,567	421,398	70%
Capital Outlay						
Motor Vehicles	35,000	0		0	0	
Land/Grounds	203,800	98,053		83,500	112,603	
Equipment	43,000	67,719		4,500	3,746	
Capital Outlay	281,800	165,772	59%	88,000	116,349	
Total Expenses	833,085	559,175		777,567	537,747	69%

DEPT. 3420	FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12
RECREATION SERVICES	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues						
Registration & Memberships	290,000	310,335	107%	423,500	233,254	55%
Misc Income	3,500	525	15%	3,500	675	19%
Total Revenues	293,500	310,860	106%	427,000	233,929	55%
Total Expenses						
Personal Services	76,834	58,597	76%	92,672	59,244	64%
Contractual Services	255,745	217,060	85%	278,600	201,244	72%
Other Services	71,200	43,366	61%	74,675	51,350	69%
Materials & Supplies	13,250	11,323	85%	11,950	10,345	87%
Other Expenses	10,900	28,855	265%	8,700	6,617	76%
Repairs & maintenance	7,000	22,927	328%	2,000	3,227	161%
Total Expenses	434,929	382,128	88%	468,597	332,028	71%

PARK RECREATION REVENUE/EXPENSE SUMMARY

February

FY 2012-13

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.34-BY DEPARTMENT RECREATION SERVICES	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
3421 General Interest						
Revenues	8,500	25,667	302%	7,000	6,220	89%
Expenses						
Personal Services	538	0	0%	0	0	
Contractual Services	5,200	22,057	424%	3,500	5,444	156%
Other Services	0			0	0	
Materials & Supplies	0	35		0	260	
Repairs & Maintenance	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
Total Expenses	5,738	22,092	385%	3,500	5,704	163%
3422 Athletics						
Revenues	130,000	122,650	94%	130,000	107,879	83%
Expenses						
Personal Services	1,615	533	33%	6,997	430	6%
Contractual Services	85,000	65,002	76%	85,000	55,654	65%
Other Services	0	0	0%	0	0	
Materials & Supplies	3,700	2,297	62%	2,000	1,847	92%
Other Expenses	0	0	0%	0	0	
Total Expenses	90,315	67,832	75%	93,997	57,931	62%
3423 Cultural Arts						
Revenues	9,000	7,400	82%	8,500	7,086	83%
Expenses						
Personal Services	862	3,068	0%	2,691	646	
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	
Total Expenses	3,362	3,068	91%	5,191	1,670	
3424 Early Childhood						
Revenues	40,000	40,714	102%	42,000	28,236	67%
Expenses						
Personal Services	6,997	11,251	161%	15,071	6,663	44%
Contractual Services	19,200	16,803	88%	21,200	13,557	64%
Other Services	0	0	0%	0	0	
Materials & Supplies	1,550	1,083	70%	2,550	1,149	45%
Other Expenses	0	0	0%	0	0	
Total Expenses	27,747	29,137	105%	38,821	21,369	55%

PARK RECREATION REVENUE/EXPENSE SUMMARY

February

FY 2012-13

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	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
3425 Fitness						
Revenues	36,000	31,726	88%	30,000	29,245	97%
Expenses						
Personal Services	0	0	0%	0	0	
Contractual Services	11,500	5,657	49%	13,000	5,525	43%
Other Services	0	0	0%	0	0	
Materials & Supplies	0	0	0%	0	0	
Other Expenses	0	0	0%	0	0	
Total Expenses	11,500	5,657	49%	13,000	5,525	43%
3426 Paddle Tennis						
Revenues						
Memberships	42,000	40,048	95%	60,000	35,010	58%
Lifetime and donations	0	4,380		125,000	140,050	
	42,000	44,428	106%	185,000	175,060	95%
Expenses						
Personal Services	0		0%	0	0	
Contractual Services	11,750	6,407	55%	25,500	7,213	28%
Other Services	4,000	3,866	97%	3,775	4,341	115%
Materials & Supplies	100	0	0%	500	67	13%
Repairs and Maintenance	7,000	22,927	328%	2,000	3,227	161%
Other Expenses	200	50	0%	200	50	25%
Total Expenses	23,050	33,250	144%	31,975	14,898	47%
Capital Outlay						
Courts project	0	0		125,000	188,209	
Resurfacing/skirting	0	0		16,000	0.00	
Total Expenses	23,050	33,250	144%	172,975	203,107	117%
3427 Special Events						
Revenues	21,000	20,038	95%	21,000	19,578	93%
Expenses						
Personal Services	2,153	422		2,153	734	
Contractual Services	33,400	23,051	69%	35,200	26,122	74%
Other Services	3,700	2,050	55%	3,500	2,189	63%
Materials & Supplies	5,300	7,248	137%	5,400	5,507	102%
Other Expenses	0	20		0	100	
Total Expenses	44,553	32,791	74%	46,253	34,652	75%
3428 General Rec Administration						
Expenses						
Personal Services	64,669	43,323	67%	65,760	50,771	77%
Contractual Services	87,195	78,083	90%	92,700	86,705	94%
Other Services	63,500	37,450	59%	67,400	44,820	66%
Materials & Supplies	2,600	660	25%	1,500	1,515	101%
Other Expenses	10,700	5,908	55%	8,500	6,467	76%
Total Expenses	228,664	165,424	72%	235,860	190,278	81%
Capital Outlay						
Total Expenses	281,800	165,772	59%	88,000	116,349	

PARK RECREATION REVENUE/EXPENSE SUMMARY

February

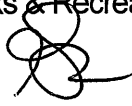
FY 2012-13

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3724		FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12
KLM LODGE		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues							
KLM Lodge Revenue	145,000	108,907	75%	160,000	106,104	66%	
Caterer's Licenses	15,000	12,080	81%	16,000	12,700	79%	
Total Revenues	160,000	120,987	76%	176,000	118,804	68%	
Expenses							
Personal Services	56,662	45,031	79%	57,589	42,397	74%	
Contractual Services	22,100	18,045	82%	21,000	17,097	81%	
Other Services	39,500	34,763	88%	35,700	33,819	95%	
Materials & Supplies	12,400	4,712	38%	12,200	5,504	45%	
Repairs & Maintenance	10,500	8,985	86%	16,500	8,671	53%	
Other Expenses	1,000	361	36%	600	497	83%	
Total-Operating Expenses	142,162	111,897	79%	143,589	107,985	75%	
Capital Outlay	20,000	2,856	-	177,000	180,641	-	
Total Expenses	162,162	114,753	71%	320,589	288,626	90%	
DEPT. 3951		FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12
SWIMMING POOL		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget
Revenues							
Pool Resident Pass	190,000	155,192	82%	179,740	173,364	96%	
Non-Resident Pass	14,000	15,014	107%	13,765	11,855	86%	
Pool Daily Fee	75,000	67,929	91%	75,000	70,328	94%	
Pool Lockers	100	93	93%	300	114	38%	
Pool Concession	7,500	7,350	98%	7,000	7,350	105%	
Pool Class-Reg -Resident	29,500	26,575	90%	29,800	28,412	95%	
Pool Class-Reg Non-Resident	5,000	3,555	71%	3,500	4,415	126%	
Private Lessons	10,500	7,264	69%	10,500	9,253	88%	
Misc. Revenue (Rentals)	12,000	11,460	96%	12,000	10,840	90%	
Town Team	25,200	19,001	75%	25,200	22,403	89%	
10-Visit Pass	17,000	22,085	0%	0	15,478		
Total Revenues	385,800	335,518	87%	356,805	353,812	99%	
Expenses							
Personal Services	161,475	154,733	96%	172,240	153,636	89%	
Contractual Services	30,100	19,044	63%	30,325	22,299	74%	
Other Services	45,800	31,501	69%	51,500	34,383	67%	
Materials & Supplies	38,975	28,564	73%	39,375	28,392	72%	
Repairs & Maintenance	16,350	16,219	99%	20,350	11,159	55%	
Other Expenses	10,600	1,466	14%	10,600	5,480	52%	
Risk Management	0	0		0	0		
Total-Operating Expenses	303,300	251,527	83%	324,390	255,349	79%	
Capital Outlay	119,000	76,029	64%	60,850	45,697		
Total Expenses	422,300	327,556	78%	385,240	301,046	78%	
	FY 12-13	FY 12-13	FY 12-13	FY 11-12	FY 11-12	FY 11-12	
	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	% of Budget	
Capital Expenses	400,800	244,657	61%	148,850	162,046	109%	
Operating Expenses	1,709,433	1,349,928	79%	1,812,693	1,316,697	73%	
Total Expenses	2,224,428	1,594,585	72%	2,224,428	1,478,743	66%	
Total Revenues	921,100	773,365	84%	921,100	722,477	78%	
Revenue Offset Difference	(1,303,328)	(821,220)		(1,303,328)	(756,266)		

Memo

Date: March 13, 2013
To: Chairmen Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation 
RE: Golf View Hills Request

After the last Parks & Recreation Commission meeting, Commissioner Otto and staff sat down to review the request made by Golfview Hills for discounted pool membership rates. Staff reviewed records, in the past three years, only two families residing in Golfview Hills have purchased pool memberships. Golfview Hills polled their residents at the annual meeting, and approximately fifteen families expressed interest in joining the pool if there was a rate that was less than the non-resident rate. Staff reviewed the potential revenue that would be generated by the sales of memberships to Golfview Hill's families. We reviewed possible discounted rates or a flat rate for the residents of Golfview Hills.

Below is a summary of estimated revenues, based on the \$350 proposed rate, which could generate \$900 in addition to the resident fees. Although this is not a lot of money, it potentially provides \$5,250 in revenue from Golfview Hills families that have not purchased memberships. Clarendon Hills currently sells a "Friendly rate" membership to communities surrounding Hinsdale at the rate of \$310.

Golfview Hill's families can purchase a Clarendon Hills membership and add the Super pass for \$50 and they would be able to swim at the Hinsdale Pool. Depending on the number of family members, this option would cost families less than the Village's Non-Resident rates while still allowing them access to our facility. This gives revenue to Clarendon Hills Park District that could be part of Village's revenue stream.

Memo

After our discussion, the suggestion to the Commission is to offer Golfview Hills Families a discounted rate of \$315 for Early Bird and \$350 for regular season family memberships. Going forward we could work with Golfview Hills to see if they would like to purchase access to resident rates for all Parks & Recreation services offered through the Village. The Association's budget would likely not provide for a flat rate payment this year but would if they would like to have the option for their residents pay for the costs. Golfview Hills levies taxes and if they are interested we could establish an agreement with their Association. A number of communities have similar agreements. Recently Countryside established an agreement with the Park District of LaGrange. The Village of Willowbrook pays Burr Ridge Park District a fee to accept their seniors at the resident rate. The discounted pool pass would provide an opportunity to gauge what interest there might be. Also Golfview Hills has a lake that we could potentially use for programming options.

	# of Golfview	Revenue at	Revenue at	
Rates	Families	NR Fee	Res Rate	Difference
\$515	15	\$7,725	\$4,350	\$3,375
\$400	15	\$6,000	\$4,350	\$1,650
\$350	15	\$5,250	\$4,350	\$900

	Hinsdale Resident	Hinsdale Non-Resident	Clarendon Hills Resident Rate	Clarendon Hills Non-Resident Rate	Clarendon Hills Friendly Rate*	Suggested Hinsdale Friendly Rate**
Early Bird						
Family	\$290	\$515	\$285	\$470	\$310	\$400
Individual	\$165	\$260	\$150	\$230	9% increase above Resident Rate	\$225
Senior	\$80	\$155	\$70	\$85		\$110
Regular						
Family	\$315	\$540				\$430
Individual	\$185	\$285				\$250
Senior	\$80	\$155				\$110

*Clarendon Hills Friendly rate is offered to Westmont, Downers Grove, Darien and Willowbrook

Robbins Park Ice Cream Shop

Concept: Public/Private joint venture between the village and several residents to utilize the unused concession building at Robbins Park for an ice cream shop. While there are several other businesses that sell frozen novelties there isn't a true ice cream shop in the village. The proposal would have residents invest in the current building to make the structure more suitable for the business (see concept drawings) for the village to once again have a neighborhood ice cream store. The target customer base is the park users e.g. AYSO, HLL, Lacrosse, residents using the play lot, etc.

Overview:

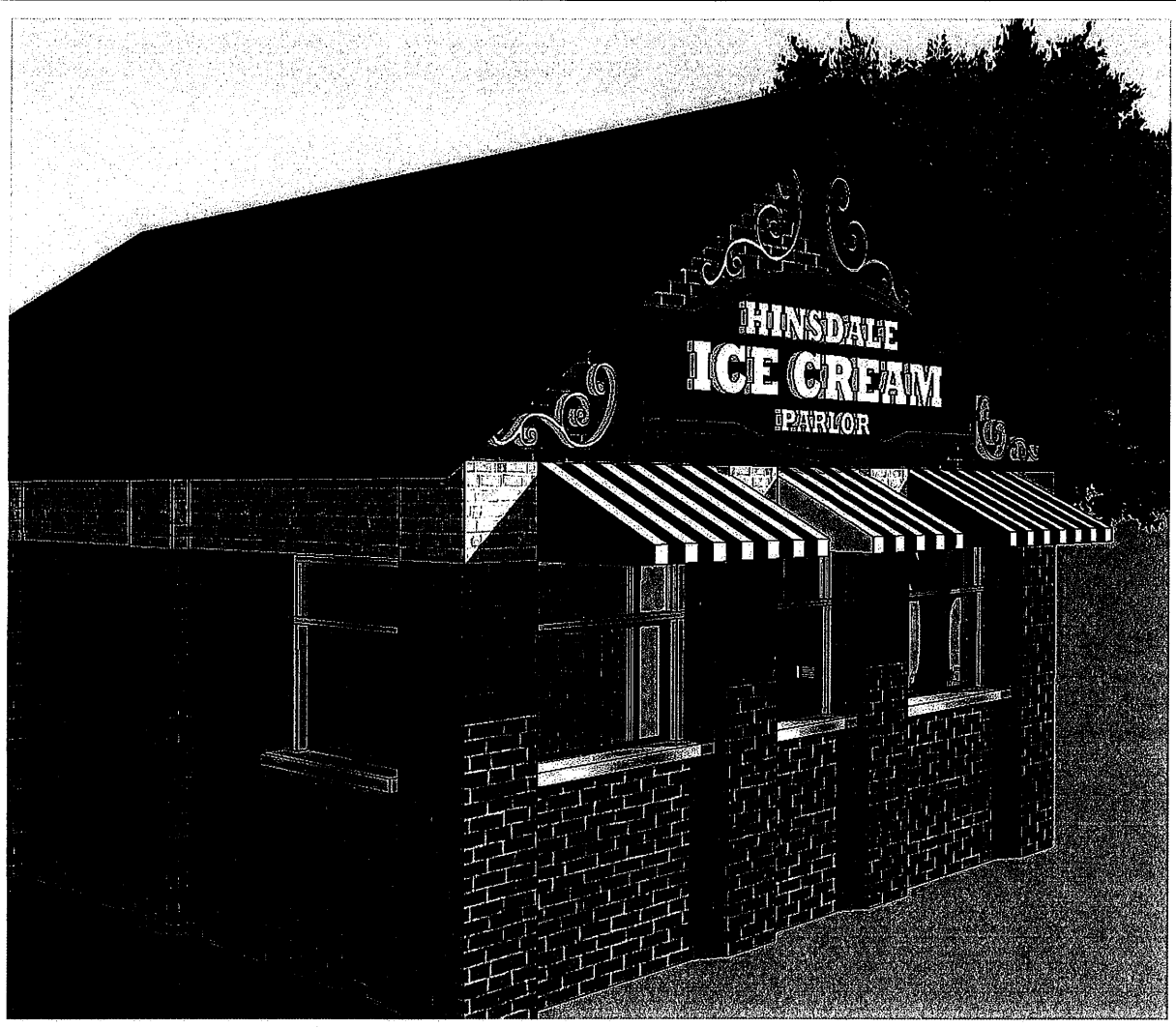
- Currently the building is only used for storage of some athletic equipment for St. Isaac's football and AYSO
- Investors would put in approximately \$50,000 into the renovation and equipping the facility.
 - Additional windows
 - Roll down protective window coverings for security during off hours
 - Tile floor
 - New sink with grease trap
 - Installation of wall coverings that can be easily cleaned to ensure a sanitary environment
 - All improvements would be to village and county building and health codes and would go through the normal village approval process
 - All work to be done by a reputable contractor
- Would like to begin the approval process as soon as possible to be able to capture as much of this season as possible
- The village gets an improved structure even if the business does not succeed long term
- Village also collects the sales tax and lease revenue
- Puts local kids to work
- Shop employees would pick up garbage in area along with checking the bathrooms during the day
- Dave Cook indicated that this concept is an accessory use per 7-203 of the village code and is permitted

Days and hours of Operation:

- April 15th to October 15th
- Weekdays (while school is in) 3-8pm
- Summer Weekdays noon-9pm
- Weekends (while school is in) 8am-7pm
- Summer weekends 8am-9pm

Menu:

1. Premium ice cream, we will use a quality supplier and will not produce our own product.
2. Pop
3. Water
4. Candy
5. Coffee
6. Donuts
7. Popcorn



Englewood
Construction • Management

CLIENT
Doug Laux

PROJECT
Hinsdale
Ice Cream
Parlor

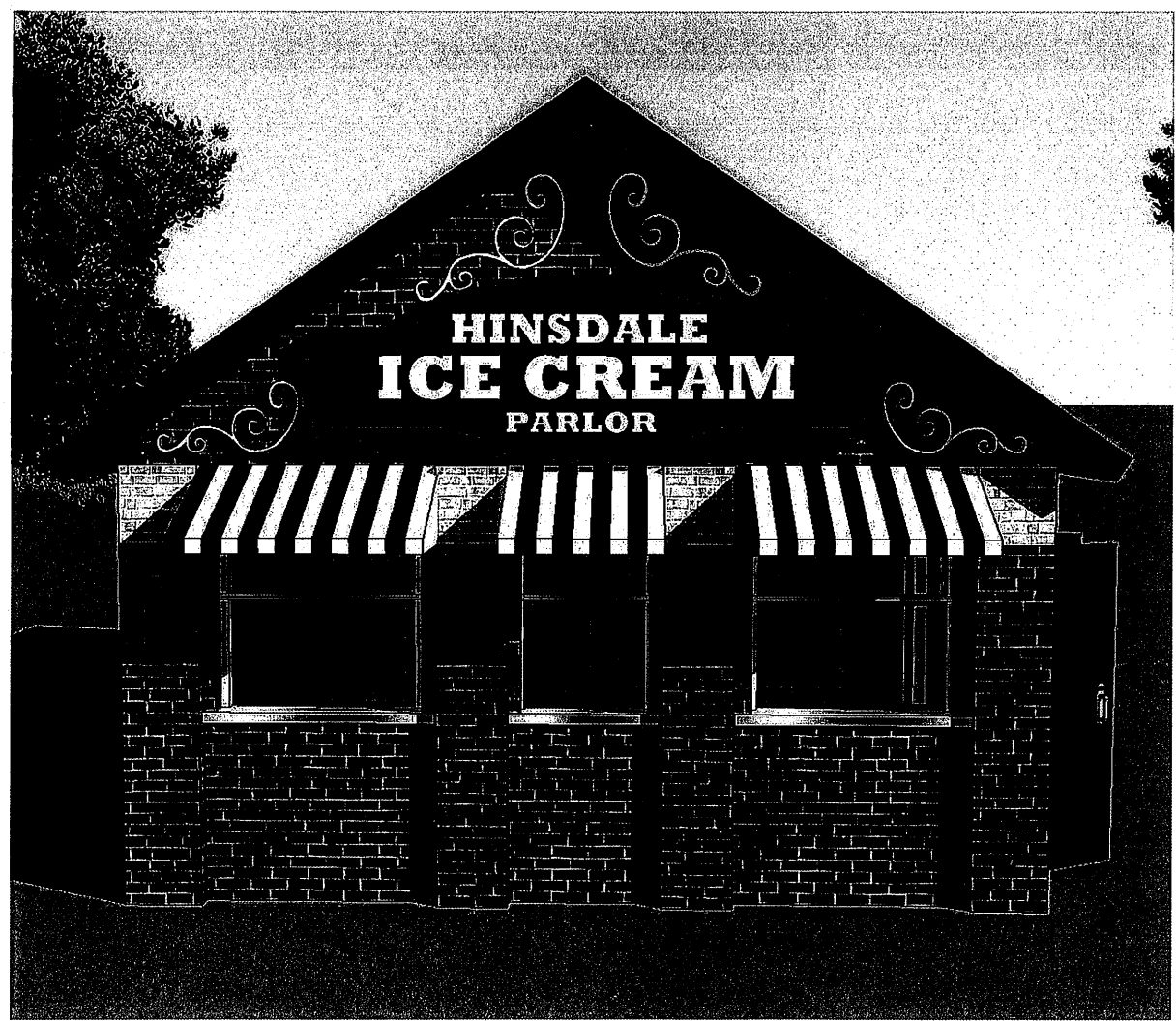
ISSUE
03.01.2013

PROJECT NO.
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CA

North East
Elevation

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Englewood
Construction Management

CLIENT
Doug Laux

PROJECT
Hinsdale
Ice Cream
Parlor

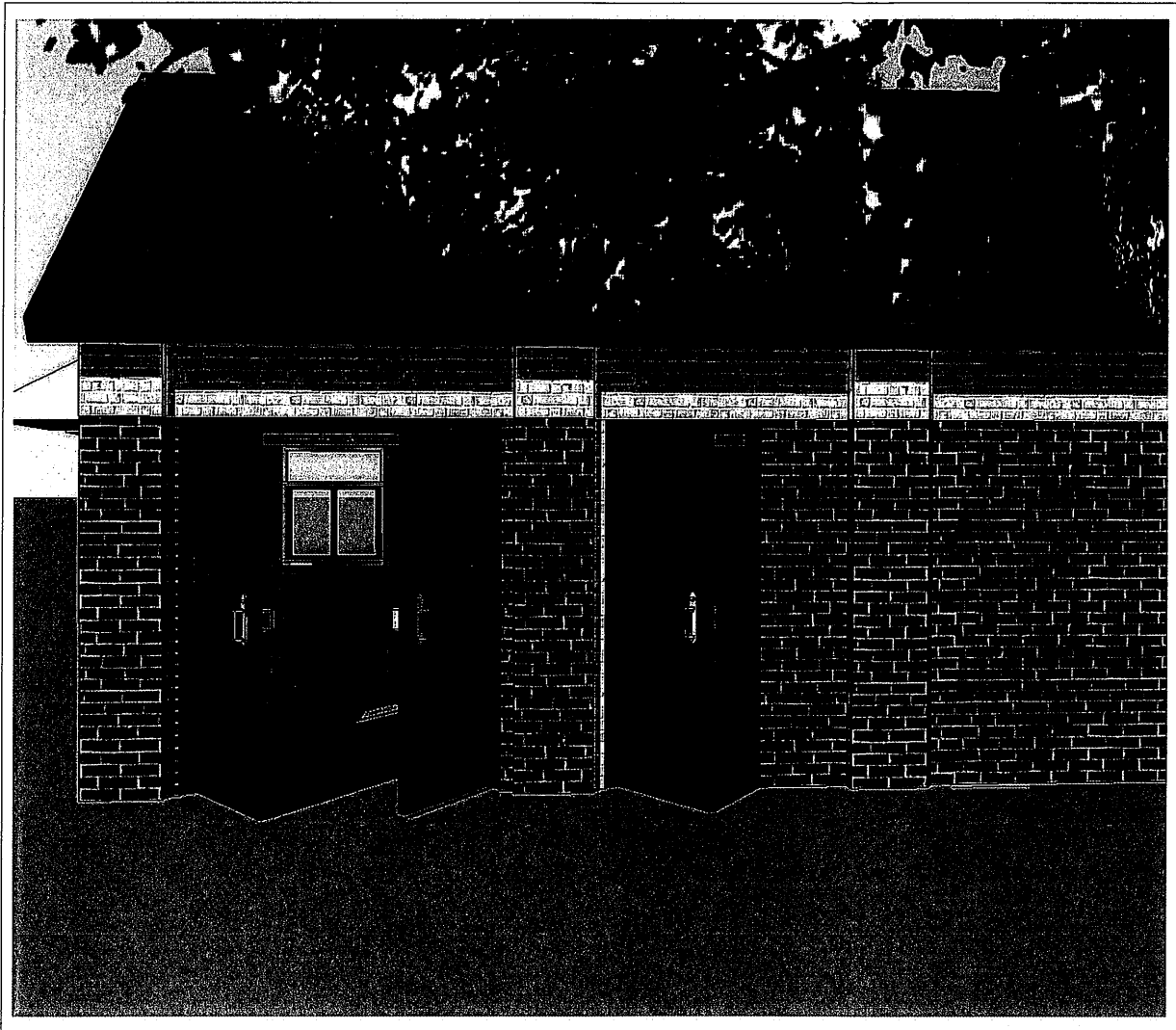
ISSUE
03.01.2013

PROJECT NO.
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North
Elevation

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Englewood
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Doug Laux

PROJECT
Hinsdale
Ice Cream
Parlor

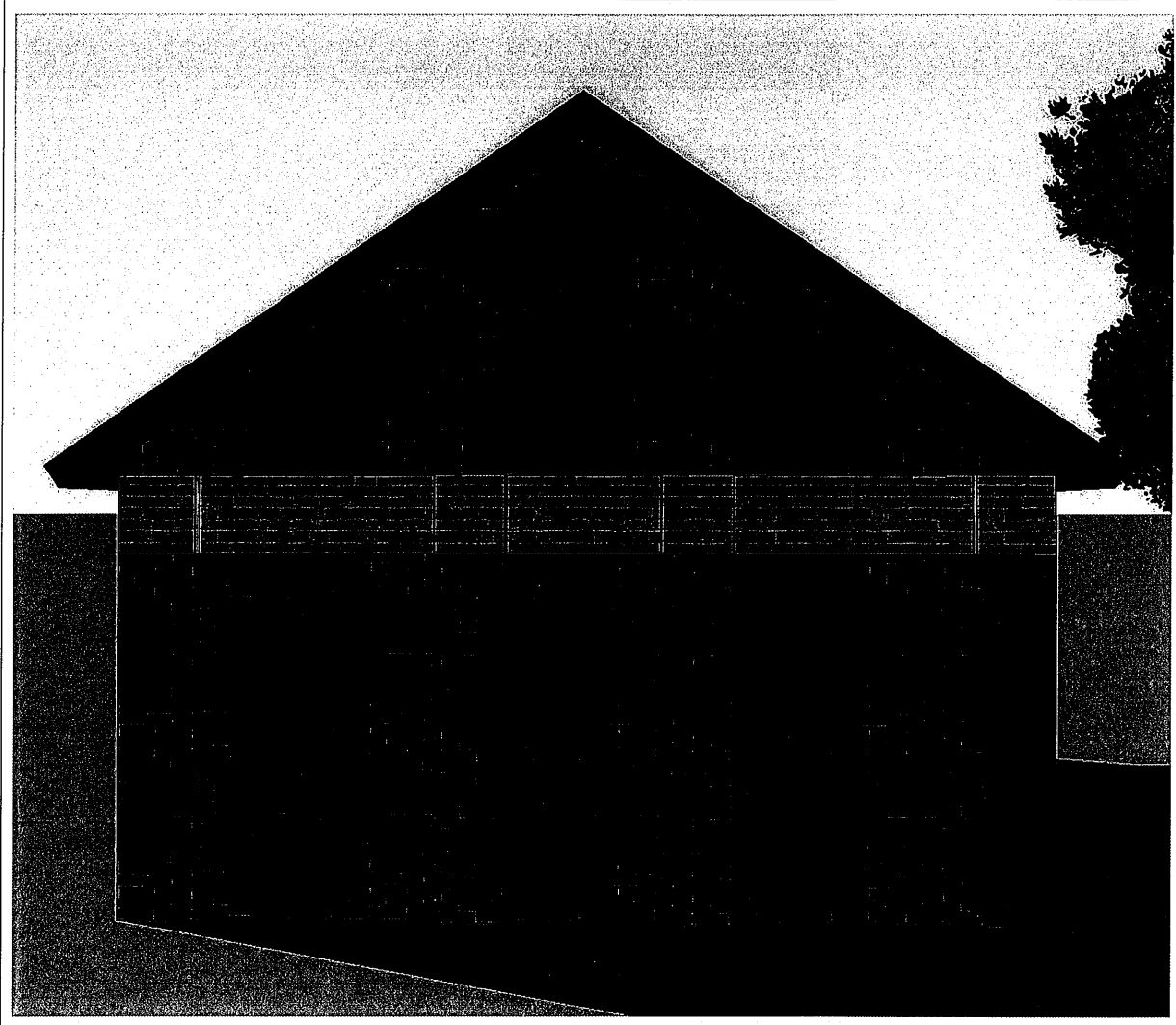
ISSUE
03.01.2013

PROJECT NO.
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CA

West
Elevation

A.02



A.03

**South
Elevation**

PROJECT
Hinsdale
Ice Cream
Parlor

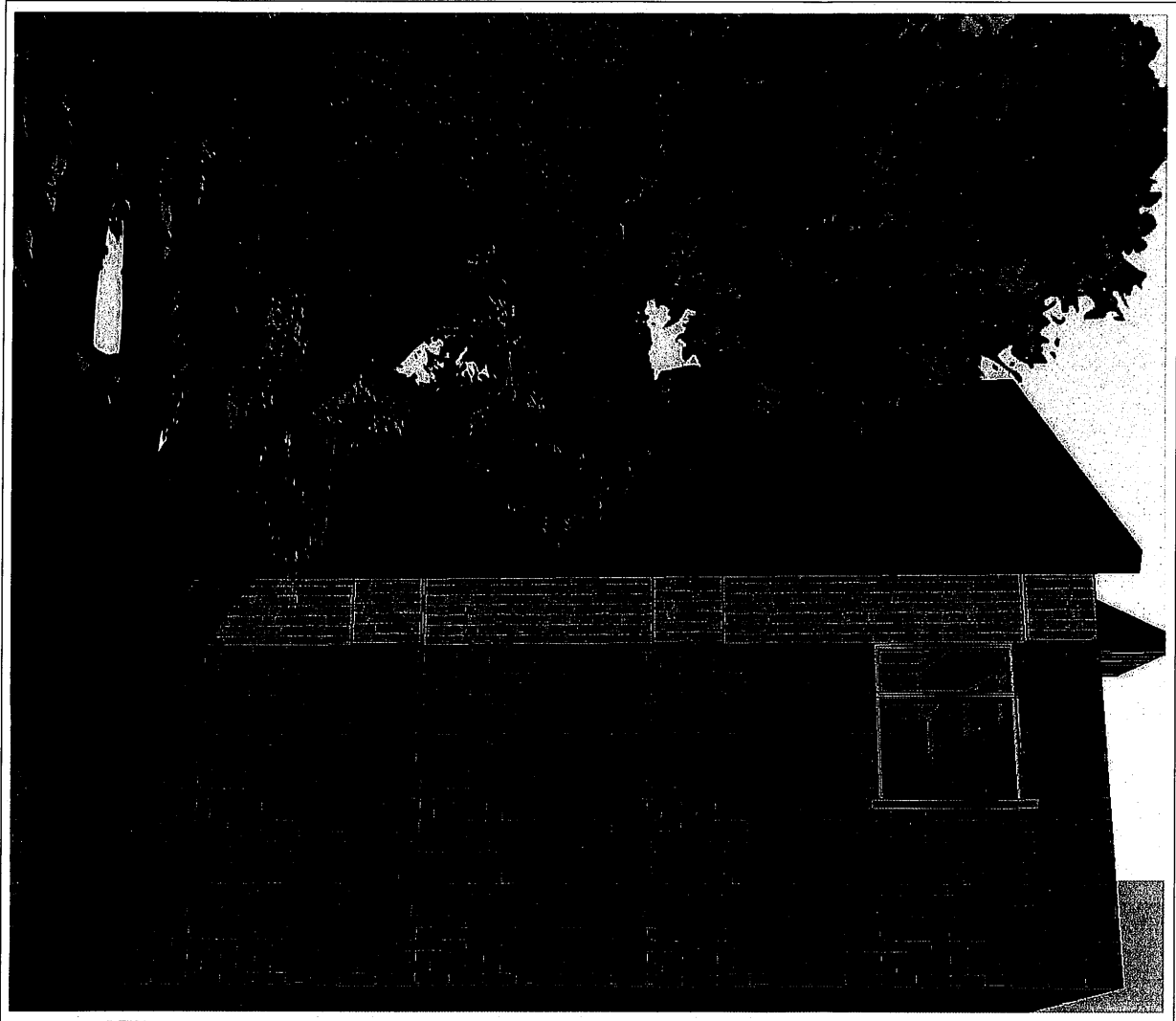
ISSUE
03.01.2013

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Doug Laux

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Construction • Management

CLIENT
Doug Laux

PROJECT
Hinsdale
Ice Cream
Parlor

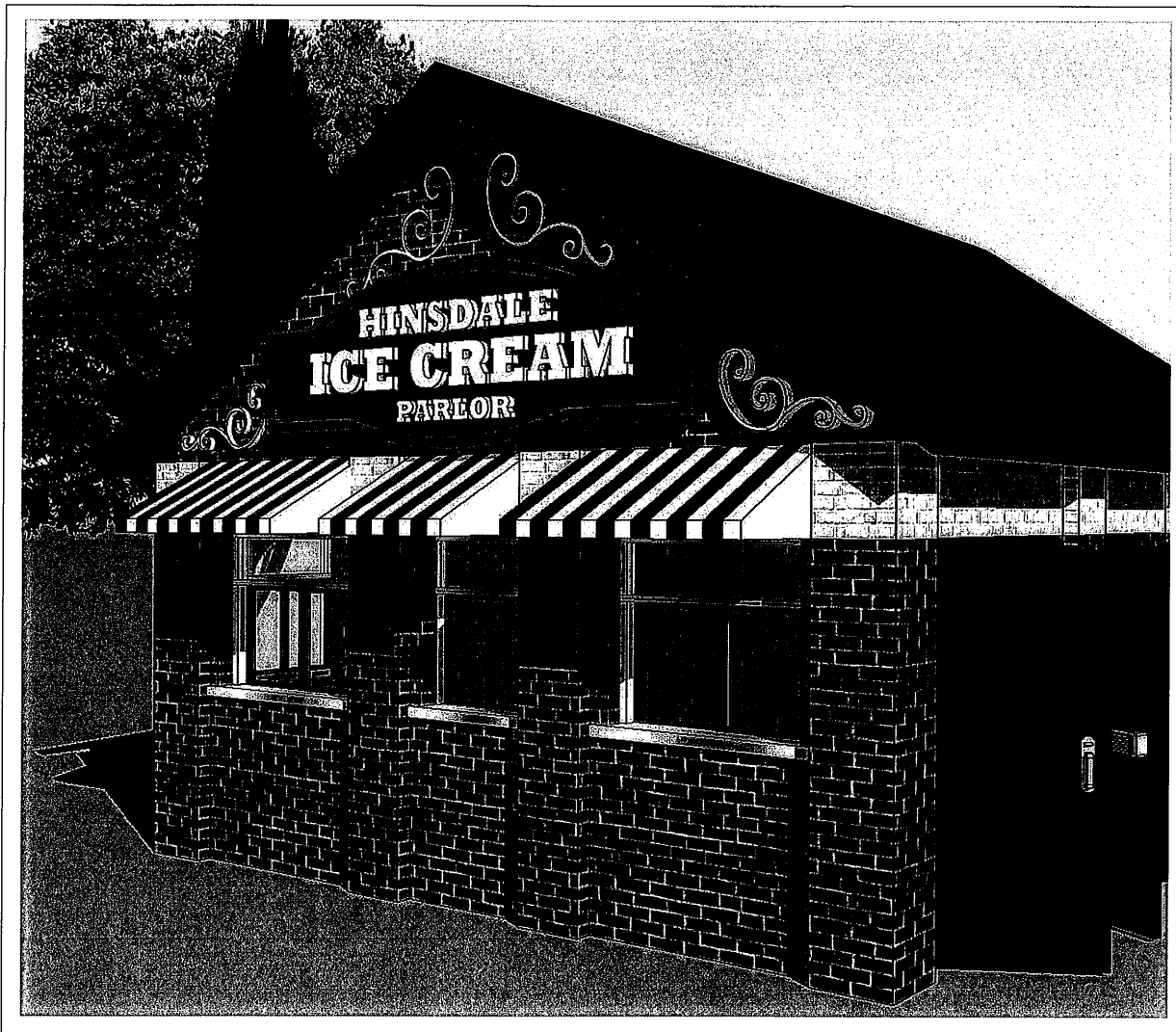
ISSUE
03.01.2013

PROJECT NO.
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East
Elevation

A.04



Englewood
Construction • Management

CLIENT
Doug Laux

PROJECT
Hinsdale
Ice Cream
Parlor

PROJECT NO.
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ISSUE
03.01.2013

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CA

North West
Elevation

A.05

Memo

To: Chairman Kluchenek and Members of the ACA Committee

From: Gina Hassett, Director of Parks & Recreation

Date: February 13, 2013

RE: Hinsdale Tennis Association (HTA) Agreement

The Village has had an agreement with Hinsdale Tennis Association for the past five years to utilize Village tennis courts for his instructional tennis program. Each agreement was for a period of one year. For the last three years the agreement, which a copy is attached, was a flat rate similar to agreements that we have for Platform Tennis. The program has been a long standing program in the community.


Tom Lockhart, president of Hinsdale Tennis Association (HTA), has submitted his participation numbers as his contract requires. He has little to no growth over the two past years. Since 2005 his program has declined. He attributes the decline in his program to increased usage of the Salt Creek Club tennis program and the high school programs.

Listed are the revenues received from HTA for the past five years. Staff is recommending we increase the agreement by 3%. Staff has been in discussion with HTA to have a contractual agreement for the 2014 season that would have the Village taking registrations as we do for other recreational service providers. This would be percentage based with a minimum of an 80/20 split. The cost for including the one page ad for the of tennis program in in the summer brochure is \$140.

Year	HTA Revenue	10 % Revenue
2008	62050	\$6,205
2009	53240	\$5,324
2010	Flat rate	\$7,500
2011	Flat rate	\$7,500
2012	2.75\$ increase	\$7,700
2013	3% increase	\$7,930

HTA Enrollment History			
Session 1	2005	2011	2012
Pee Wee	67	20	23
Tiny Tots	88	13	13
Beginners	84	28	29
Adv Beginners	65	30	26
Junior Excellence	117	9	10
Varsity/Frosh-Spoh*	36	14	15
Ladies Adv Drill/Adult	46	18	19
Session 2			
Pee Wee	47	22	20
Tiny Tots	48	13	12
Beginners	27	9	10
Adv Beginners	22	4	0
Junior Excellence	41	5	3
Varsity/Frosh-Spoh*	14	15	15
Ladies Adv Drill/Adult	10	6	6
Total Enrollment	712	206	201

Memo

Date: March 13, 2013
To: Chairmen Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation 
RE: KLM Lodge Follow up

On March 4th, the ACA Committee met and discussed the KLM Lodge operations. Staff reported that many improvements have been made this year. When we hired a new Lodge Manager last year, one of the objectives was to increase the weekday rentals at the Lodge. Staff met with the Lodge Sub-committee and Trustee Geoga. Staff was given the task of making outside sales calls to increase rentals. The charge was for the staff to commit to 10 hours per week of sales calls. At the ACA meeting, staff reported that we had not met the directive in making the weekly sales.

Jennifer Braun, the Lodge Manager, reported that she did not make sales calls due to lack of time. Managing the client inquiries and Lodge operations did not permit time for the sales calls. Jennifer had communicated that to her Supervisor and over the past several months changes had been made to modify the operations. An Assistant Lodge Manager was hired to work during evening programs that are held at the Lodge. This was intended to streamline the operations and reduce Jennifer's work load. The Assistant was to work 20 hours per week, 10 hours that were during recreation programs and 10 additional hours. What was found to happen was that the new staff was not able to reduce Jennifer's work load due to client tours given during the recreation programs and dealing with problems related to the recreation programs. The new Lodge Staff has been in place since the first of the year.

Trustee Geoga noted that the change to staffing was authorized so that sales calls would be made. Staff has not executed the task they were given. Jennifer did report to her Supervisor that it has taken awhile to get the new staff acclimated. She was directed to have the Assistant Manager to work during programs and on Saturdays. In recent weeks Jennifer had expressed that the new staff did not result to a reduction in her work load. We have discussed time management issues related to giving tours. However the clients served at the Lodge can require lengthy meetings based on their venue.

Memo

As stated previously, 10 hours per week of sales calls have not been made. We have hosted a number of corporate meetings over the last several months. Staff has been reaching out to past clients who have hosted business or annual social meetings.

Following the ACA meeting, to ensure the directive that 10 hours of sales calls be made per week, we have reorganized the staff hours. Starting the week of March 11th, we have modified the Assistant Lodge Managers hours. We have brought the Event Hosts in to work during evening recreation programs. The Assistant Manager will work no more than 20 hours during the week, some might include Saturdays. A call tracking log has been created for Jennifer and her staff to track sales calls and inquiries.

There is only one computer at the Lodge, so Jennifer will work at Village Hall one day if she and the Assistant Manager overlap hours. We have also downloaded software on a lap top that she can utilize at the Lodge. If this works, long term we can purchase an additional computer. The Assistant Manager's increased day time hours will allow for Jennifer to be out of the office on sales calls. She has committed to making 10 hours of sales calls and visits each week. The log will be shared in monthly reports for the Commission and the ACA Committee. The hope is the sales calls will result in filling the down time at the Lodge and gaining more corporate, social and memorial business for those days.

Memo

To: Chairman Kluchenek and Members of the ACA Committee
From: Jennifer Braun, KLM Lodge Manager
Date: February 13, 2013
RE: KLM year in review

The Katherine Legge Memorial Lodge has implemented many changes throughout the past year. Staff has focused largely on increasing revenue and usage while managing to maintain our current clients. We have increased marketing efforts through partnering with a new digital and print based medium – Wedding Guide. This is a website and quarterly printed full color magazine that also generates weekly leads. We are trying to stay in the public's eye by regularly placed ads in the Hinsdalean, Suburban Life and Hinsdale Living Magazine. (Please see attached schedule). We also have three prominently displayed banners throughout Hinsdale, one on the corner of Garfield & the tracks, a sign on County Line outside the Lodge and one at the community pool advertising the Lodge.

Staff has also tried to increase contacts and outside awareness for KLM by joining the Willowbrook/Burr Ridge Chamber of Commerce along with advertising in their chamber directory. We hope to host a meeting/happy hour in order to promote Katherine Legge to chamber members.

Staff also participated in Hinsdale's 2012 Wedding Walk. Unfortunately, most businesses did not benefit from such an event and there will not be a Wedding Walk 2013.

Along with continuous marketing efforts, Katherine Legge Memorial Lodge has increased revenue by revising our rate structure. The Board approved a substantial rate hike that took effect December 1, 2012. This change was overdue since rates had not been increased in more than 5 years. The revision raised and simplified the rate structure along with adding charges for items we used to provide at free of charge. The feedback with most clients has been favorable. If anything, we are experiencing resistance from past clients that we weren't profiting from anyway. All efforts have been made to retain all past and current clients. We have also rewrote and simplified our booking contract, policies and procedures, revised and updated our brochure and created a survey and thank you letter to follow up on our guest's experience and to help us improve in the future.

Although staff is very proud of what has been accomplished in the past year, we are looking forward to an even more prosperous future.

Goals & Objectives

Increasing rental opportunities and revenue.

Goals for the future include spending one day a week prospecting new clients. I have spoken to Uncle Bub's and LaCuisine, two of our current preferred caterers about partnering together to reach out to more corporate clients. By bringing on a new Assistant Lodge Manager, staff hopes to be able to standardize and improve the client's experience, before, during and after each event.

Food and beverage are not revenue streams for the Lodge. Staff looks to increase revenue in other areas.

Tent Vendors - Within the next month, I would like to have at least one, if not two, preferred tent vendors at KLM. This would offer a new revenue stream for the Lodge.

Wedding Garden & Chair Rentals. – Next year includes funds for a wedding garden to be added. This will allow for an opportunity to attract additional clients. Staff would like to purchase chairs that are often rented by clients. A storage area would need to be devised for the chairs. This would be a new revenue source.

Hosting Seasonal Special Events. - It has been discussed that a fall and spring KLM event could be put in place, possibly an Oktoberfest or Wine Tasting. These would create exposure to the Lodge and revenue.

Improved Coffee Service - Upgrading of the coffee service with minimal cost would give an opportunity to increase the rate for the coffee service and offer our clients a better experience.

KLM Marketing Efforts

Wedding Guide (Print and Digital)

12 month campaign on website	\$3,839
1/2 page ad in quarterly magazine	
weekly leads	

Hinsdalen

Running Montly Ads	
October 11, 6 unit ad	\$281
October 18, 6 unit ad, ran as comp	Free
November 8, 6 unit ad, color	\$281
November 22, 6 unit. Ran as comp space	Free
January 3, 6 unit ad, b/w	\$156
February 7, 6 unit ad, color	\$181

Hinsdale Living

Feb-13	\$500
--------	-------

Wedding Issue - Full page color ad

Suburban Life

1/3 page horizontal ad	
Jan/Feb 2012	\$450
March/April 2012	\$450
May/June 2012	\$450
Sept/Oct	\$350
Jan/Feb 2013	\$350

Willowbrook/Burr Ridge Chamber of Commerce

Member	
Directory ad, 1/4 page 4 color	\$435

KLM Promotional Brochure

Redesign of print pieces	\$1,735
Printing of brochures and inserts	\$2,530

Virtual Tour \$850

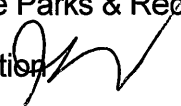
Still images and photos

Display Banners \$250

Location	Garfield & First
	KLM Park
	Community Pool

\$13,088

Memo

To: Chairman Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation 
Date: February 13, 2013
RE: Pool Concessions Lease Agreement

For the past 10 years C&W Concessions had operated the pool concessions.

The lease for the concession stand has gone to competitive bid twice and each time the Village has received only a single bid from our current vendor. The Village extended the lease agreement and waived the competitive bid process for the 2011 and 2012 years to C&W Concessions. In 2009, the lease agreement went to a flat rate instead of monthly rental with percentage of sales. The revenue stream was inconsistent and was affected by the pool attendance and weather. Staff has not received any complaints from patrons about the concession vendor. Staff has an open line of communication with C&W Concessions.

Staff is suggesting we extend C&W Concession lease agreement for the pool and waive the competitive bid process. In 2011 and 2012 we increased the agreement by 5%. Staff is suggesting we increase the agreement by 3% for the 2013 season which would result in a lease agreement in the amount of \$7,950. Below is a summary of the past lease agreements rates. If the Commission agrees, staff would like a recommendation to take the lease agreement to the ACA Committee.

Year	Lease Rates		
2007	\$1,200	plus %10 of sales	
2008	\$1,200	plus %10 of sales	
2009	\$7,000		
2010	\$7,000		
2011	\$7,350		
2012	\$7,717		
2013	\$7,950	proposed rate	

VILLAGE OF HINSDALE
LEASE AGREEMENT
FOR CONCESSION STAND OPERATIONS

THIS LEASE is made and entered into this _____ day of April 2013, by and between the Village of Hinsdale, DuPage and Cook Counties, Illinois (hereinafter "Lessor") and C & W Concessions, an Illinois operation (hereinafter "Lessee") for the operation and use of certain concession stand facilities located at the Hinsdale Community Swimming Pool.

WITNESSETH:

WHEREAS, the Lessor desires to lease concession stand facilities to, and to permit concession sales by, the Lessee in exchange for the consideration described herein; and

WHEREAS, the Lessee desires to lease concession stand facilities from, and to sell concessions as requested by, the Lessor;

NOW, THEREFORE, in consideration of the premises and the terms and obligations stated herein, the Lessor and the Lessee agree as follows:

Section 1. Recitals. The foregoing recitals are incorporated herein as substantive provisions of this Lease Agreement.

Section 2. Lease Term. This Lease shall be for a term of one year and is extension of the previous year's contract as allowed, commencing on May 1, 2013 and terminating on January 1, 2014.

Section 3. Lease of Facilities. The Lessor leases to the Lessee the following facilities (the "Facilities"):

1. The Hinsdale Community Swimming Pool Concession Stand; with Storage at Veeck Park.

The Lessor shall not provide utilities at any of the of the facilities except only the Lessor shall provide electricity, gas and refuse disposal at the Swimming Pool Concession Stand and Veeck Park only.

Section 4. Rent. The Lessee covenants and agrees to pay to the Lessor as Rent for the use of the Facilities the sum of \$7,950. Rent payment of \$3,975 shall be due on May 1st and the remaining amount of \$3,975 due on September 30th. If the facility were closed and were not to operate the rent shall be prorated on the number of days business is lost, the conditions do not include closures related to inclement weather.

Section 5. Agreement to Sell. The Lessee agrees to be open for business at the Hinsdale Community Swimming Pool Concession Stand on every day that the Swimming Pool is open to the public or open for special events during all Swimming Pool hours of operation.

Section 6. Village Right to Approve Goods and Pricing. The Lessee agrees that the Lessor must approve in advance all items to be sold from the Facilities and the retail price to be charged for all such items.

Section 7. Condition of Facilities. The Lessee agrees to maintain all of the Facilities, in a clean, neat, and orderly condition at all times. The Lessee shall make no changes to or modification of the Facilities without the prior written approval of the Lessor. Immediately after termination of this Lease for any reason, the Lessee shall return all the Facilities to the Lessor in the same condition as received, except only for ordinary wear and tear.

Section 8. Compliance with Laws. The Lessee agrees to fully comply with all federal, state, and local laws and regulations, and with all agency rules and regulations applicable to the operation and use of the Facilities.

Section 9. Lessee Responsibility Indemnification. The Lessee agrees that the Lessee is solely responsible for any and every loss, damage, or injury to the Facilities, or to the Lessee or any employee or agent of the Lessee, or to any customer or guest of the Lessee or the Facilities, arising out of or in any way related to the Lessee's operation and use of the Facilities or to any sales of concessions by the Lessee. The Lessee agrees to indemnify, hold harmless, and at the Lessor's request defend the Lessor

against any and all claim or actions of any kind or nature whatsoever arising out of in any way related to the Lessee's operation and use of the Facilities or to sales of concessions.

Section 10. Insurance. The Lessee shall acquire and maintain full general liability Insurance coverage in an amount of at least \$1,000,000 shall provide the Lessor with a certificate of insurance naming the Lessor as an additional insured under the policy providing such general liability coverage.

Section 11. Termination by Lessor. This Lease may be terminated by the Lessor at any time on three days notice to the Lessors for cause. For purposes of this Lease Agreement, "cause" is defined to include any and every violation or breach by the Lessee of any term, condition, or provision of this Lease.

Section 12. No Assignment. Lessee shall neither assign any rights or obligations under this Lease nor sublet any portion of any of the Facilities without the prior written approval of the Lessor.

Section 13. Incorporation of Bid Terms. The requirements of Section C through H and Section J of the "Village of Hinsdale Request for Proposal Bid #1459 Concession Services" are incorporated in and made a part of this Lease by this reference.

LESSEE:

C & W CONCESSIONS

By: _____

Name: David Creamer

Title: President

FEIN: 36-42215300009

LESSOR:

VILLAGE OF HINSDALE

By: _____

Name: David C. Cook

Title: Village Manager