

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION**

Tuesday, March 11, 2014
Memorial Hall – Memorial Building

Commissioner Banke called the meeting of the Park and Recreation Commission to order at 7:00 p.m. at the Memorial Hall board room.

Members Present: Commissioners Baker, Banke, Keane, Mulligan and Owens

Members Absent: Commissioner George and Chairman Kluchenek

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

Commissioner Owens moved approval of the February 11, 2014 Park and Recreation Commission meeting minutes. Commissioner Baker seconded and the motion passed unanimously.

Ms. Hassett commented on the ACA minutes from February 3, 2014 that they were included for information. There has been a subsequent meeting to replace the March meeting. The agreement for HTA has been approved by the Board.

Gateway Special Recreation Association

Ms. Hassett commented on the report. The budget process will start by planning for any capital items, which includes vehicles. There are two buses and one 20 passenger van.

Revenue Expense Report

Commissioner Banke commented on how good the platform tennis and KLM revenues are. Ms. Hassett stated that the KLM staff has been working hard to get back to the revenue expectations. Staff hours have been increased with hiring an assistant lodge manager.

Commissioner Owens asked about the expenses for the parade being scaled back. Ms. Hassett explained that 2013 was \$4000 over budget, so contracted services will be asked to perform at a lesser rate. Commissioner Owens asked about charging local political participants. Ms. Hassett stated that currently only a business pays to be in the parade. Ms. Hassett stated the logo of any paid business goes in the fall brochure. Ms. Hassett will ask ACA about charging politicians and will check with other municipalities to see what their policy is. The village president sends out the letters inviting the other community dignitaries. Commissioner Banke commented that it also helps the village be aware of who the elected politicians are.

Commissioner Banke commented about regarding a resident that asked about why KLM has a liquor serving policy that is different than the Community House. The resident thought it was easier to serve alcohol at the Community House than at KLM. Ms. Hassett explained what the liquor policy is at the Lodge. Commissioner Banke believes that the policies should compare with each other. Ms. Hassett doesn't know their policy because

they are a private organization but she will look at their policy regarding liquor. You can't self-pour from the table at KLM and the dram insurance could be different than the Community House. Ms. Hassett stated that the fund raisers are the challenge with the client not being able to serve the alcohol.

Recreation Program Report

Ms. Hassett commented that the summer programs could be affected if there are any more snow days. The ice rink is closed for the season at Burns and Melin. Commissioner Mulligan stated that the Melin ice rink was at capacity most of the time and there is some interest in making it larger.

Ms. Hassett stated that a vendor has been secured to put in a wedding arbor at KLM. The pool needs managers and a town team coach. The salary range has been increased, but no candidates yet. Staff has been talking to someone in GA who has a lot of experience for the town team. College kids usually only work 1 to 2 years so a teacher would be ideal because they always have the summer off.

~~Commissioner Banke asked if ads are posted on college job boards. Ms. Hassett stated that there is a charge for posting the ads, so staff is limited as to where we can post.~~

Ms. Hassett stated that the pump house at the pool needs work on the pipes. Some had frozen and when the weather thaws, repairs will need to be made. The walls of the pool will need repairs of around \$10,000. The tiles will be removed and painted on.

Pool membership super passes are sold out. Ms. Hassett stated that one of the Clarendon Hills board members is considering offering their friendly rate to Hinsdale, which is only \$40 more than the membership. This is currently only offered to municipalities that don't have a community pool. That would be detrimental to our pool. Ms. Hassett will attend their next board meeting if that is suggested. Commissioner Mulligan stated that she would also like to attend a meeting with CHPD.

Ms. Hassett stated that she is concerned about the condition of the fields. Last year they were being lined by Mid-March. It takes 3 weeks to get that done and there will not be time to do much maintenance because of all the snow. Staff will continue to monitor the fields. There will be a sign now at Veeck to say if the park is open or closed.

Commissioner Baker asked about the snow being in the lot at the pool. Ms. Hassett commented that the engineers had suggested moving it because of the weight of the vehicles. Public Services stated that they use dump trucks so they don't impact the parking lot as much.

Old Business

Hinsdale Tennis Association Lease Agreement

Ms. Hassett stated that the agreement was approved at the last ACA meeting.

Dog Waste Service Provider

Ms. Hassett has talked with the provider and they are still working on it.

KLM Charity Concert Discussion

Ms. Hassett stated that there has been no progress. The group has not come back with any plan or any more details.

New Business

Review of Pool Concession Proposals

Ms. Hassett commented on the proposals. Since 2005, C & W Concessions has been the current vendor. There was a larger number sent out but only two proposals came back. Organic Life is a new company but are only at one facility. The proposals are similar and the menu was broader at Organic Life.

Ms. Hassett recommends C & W Concessions since they know the business and have done a good job. Commissioner Banke asked if there were any complaints. Overall people are satisfied and there is room for improvement. Some new items have been suggested like iced coffee and smoothies. Commissioner Owens suggested having a pizza night once a week at the pool. Commissioner Baker mentioned that there should be some healthier options.

Commissioner Owens moved approval of recommending C & W Concessions for providing the concessions at the pool. Commissioner Mulligan seconded and the motion passed unanimously.

Review of Proposed Community Pool front end procedures

Ms. Hassett explained the proposal. She asked for the ideas from the Commission about the wrist bands. Commissioner Owens liked all the ideas except for the wristband because it would make the facility feel more like a waterpark, but it could make people accountable. Commissioner Owens believes that the biggest problem is when residents come with guests. Ms. Hassett stated that during busy times, there would be a two cashier staff, one with the scanner. Turn styles can't be used because they are not ADA compliant.

Commissioner Baker stated that vigilance of the staff would help a lot. There needs to be more than one person checking patrons in. Ms. Hassett stated that it is difficult for the cashiers to stop the adults because they will be bullied. Ms. Hassett stated that there are real video cameras monitoring the pool. She is hopeful that with a new pool manager that the customer service will improve.

Review of School District Intergovernmental Agreements

Ms. Hassett commented on the Agreement and reaching out to S/D 86 about investing for their use of facilities. S/D 181 agreement is from 1996, S/D 86 states that their facilities could be used by the village. Ms. Hassett stated that we do use the high school pool and the field house. The only cost is for utilities.

Commissioner Owens asked why we stopped using the high school for swim lessons. Ms. Copp stated that there was low registration and too many conflicts with the high school. Ms. Hassett stated that the high school pool needs to be replaced and the question is when, how, what type and how does it get paid for. This would be an opportunity to partner with the community.

Commissioner Banke commented that the current agreement is appropriate but the tennis courts maintenance costs should be shared. Ms. Hassett stated that the courts are in the plan to be resurfaced in the five year plan. Ms. Hassett will ask for a 90/10 split with the school. Burns are the home courts for the varsity teams.

Commissioner Owens asked about the S/D 181 Agreement and if it was the most recent. Ms. Hassett commented that the agreement is unique and that there have been scheduling challenges and they accuse us of trivial damage. The school district is now paying for use of KLM and when we utilize the middle school for the fall fest, we do have to pay for overtime. Commissioner Owens believes that the agreement should be reviewed because it is 20 years old and there could be updates with the insurance and if the fees for custodial services are in line.

Adjournment

Since there was no further business to come before the Commission, Commissioner Owens moved to adjourn. Commissioner Baker seconded and the motion passed unanimously. The ~~meeting of the Park and Recreation Commission meeting was declared adjourned at 7:55~~ p.m.

Respectfully submitted,

Linda Copp, Secretary

Gateway Special Recreation Association

Board Meeting
Thursday, May 8, 2014
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 April 10, 2014 Regular Meeting Minutes

B. Approval of May 2014 Check Register

C. Approval of May 2014 Treasurer's Report

VI. REPORTS

A. RGA Monthly Report

VII. OLD BUSINESS

A. Day Camp Transportation

B. Capital Budget Discussion

VIII. NEW BUSINESS

A. Budget Discussions

IX. OPEN FORUM

X. ADJOURNMENT

GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTORS' MEETING

April 10, 2014

- I. Call to Order:** President Gina Hassett called the Gateway Special Recreation Association Board of Directors' Meeting to order at 3:08 pm on April 10, 2014 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board members present: Cindy Szkolka, Elmhurst; Gina Hassett, Hinsdale; Karen Spandikow, Oakbrook; Matt Russian, Pleasantdale; Jim Burg, Westchester and Kristen Violante, Willowbrook.

Absent: Jim Pacanowski, Burr Ridge and Scott Nadeau, York Center.

Staff Present: Ray Graham Staff: Brian Alexander and Kathy Carmody.

Visitors: James Didmar, RGA Network Administrator.

II. Open Forum:

Kriten Violante, Willowbrook informed the Board that Willowbrook received a \$400,000 OSLAD Grant to be used at Willow Pond including: a spray pad, restrooms, etc.

III. Board Member Comments: None

IV. Communications: None

V. Omnibus Agenda: Motion made by Karen Spandikow, Oakbrook to approve the Omnibus Agenda and motion seconded by Kristen Violante, Willowbrook.

VI. Approval of March 13, 2014 Regular Meeting Minutes

- A. Approval of April 2014 Check Register
- B. Approval of April 2014 Treasurer's Report

On a voice vote the motion passed.

VII. Reports:

- A. RGA Monthly Report: The monthly report was reviewed by Superintendent Alexander. Superintendent Alexander also distributed the results to date, of an SRA Capital Improvement Survey. The Board discussed what should be considered a capital versus an operating expense and items that might be incorporated into the 2014/2015 operating budget. The Board also discussed the desire to (not to) "own" capital assets such as vehicles, etc.

B. Advisory Oversight Group Reports: None

VIII. Old Business:

- A. Medicine Dispensing Policy Review: A motion was made to approve the Medication Assistance Procedure by Kristen Violante, Willowbrook and motion seconded by Jim Berg, Westchester. On a voice vote the motion passed.
- B. Day Camp Transportation: Going out to bid on April 15, 2014.
- C. Capital Budget Discussion: Jim Pacanowski, Burr Ridge will work on a 5 year capital improvement plan for Gateway Special Recreation Association, which may include a Fleet Replacement Plan.

IX. New Business:

- A. On-line Registration Demonstration: The new on-line registration system will be launched to coincide with the summer brochure distribution. It is a web based program, and each participant will need an individual account with an individual associated email address. Approximately 30 – 40 programs are offered through Gateway per season. The program information as it appears on line is exported directly from the printed brochure. The on-line receipt does prompt the participant to complete any required participant forms. The Board requested that age groups be added to the program name to allow for an age based search/sort of program offerings. The Board also requested that the term participant be used instead of student and registration be used instead of order. Program icons are used along with program names to visually identify program types. The on-line registration process is seen as a convenience for existing Gateway participant families, and as a marketing tool to educate and serve new participant families in Gateway programs. Member Agencies will have the ability to link from their District webpage to the Gateway page. The page will also be used to link to Face book, and to post weather related cancellation information for Gateway programs.
- B. Budget Preparation Timeline: The current fiscal year ends on June 30, 2014. The Gateway Treasurer will be asked to provide budget preparation documents for the May Board meeting. Discussion will also take place regarding the budget for program supplies and equipment, along with Day Camp transportation costs for the 2014/2015 budget.

X. Open Forum: None

- XI. Adjournment:** Karen Spandikow, Oakbrook, made a motion to adjourn the meeting, seconded by Matt Russian, Pleasantdale. Motion passed on a voice vote.

**Gateway SRA Board Meeting
May 8, 2014
RGA Report**

**Winter 2013/2014 Comparison
As of 5/5/2014**

May 2013

District	Registered Participants
Burr Ridge	8
Elmhurst	42
Hinsdale	18
Oak Brook	4
Pleasantdale	3
Willowbrook	7
Westchester	2
York	1
Non-resident	9

May 2014

District	Registered Participants
Burr Ridge	8
Elmhurst	39
Hinsdale	17
Oak Brook	9
Pleasantdale	3
Willowbrook	3
Westchester	5
York	1
Non-resident	9

Cancelled Spring Programs as of 5/5/2014

- Breakfast & Bowling

Full Programs as of 5/5/2014

- Tuesday Travelers
- Weekend Warriors
- Saturday Night Explorers
- Diner's Club
- Meal & Movie
- Gators Soccer
- Gators Softball
- Swim Lessons

Gateway Staff Update

We currently have the following positions open:

- 2 Recreation Leaders
- 4 Recreation Instructors

Gateway Vehicles Update as of 5/5/2014

Vehicle	Mileage	Maintenance
192	64630	Oil Change
171	10138	N/A
170	38880	Inspection

Scholarships Status as of 5/5/2014

- Burr Ridge = \$100
- Elmhurst = \$200
- Hinsdale = \$74
- Westchester = \$100

Summer 2013 Brochure & Fall 2013 Brochure

The Summer 2014 Brochure is complete and has been distributed to our families, park districts and schools.

We are set to begin planning for the Fall 2014 Brochure. As of 5/5/2014, I have not set the deadline dates yet, but the overall goal is to have the book printed and distributed by the end of July with a registration deadline of approximately August 29th.

Day Camp Transportation

We have awarded the Day Camp Transportation bid to First Student. We have worked with First Student the past couple of summers, and they also came in with the lowest bid. We had 2 companies bid for the services. First Student came in with a bid of \$8,995 for their services.

Marketing Efforts

On June 2nd, I will be meeting with some staff at Aspire. Aspire is an organization similar to Ray Graham that provides services to people with disabilities. They have several residential homes in Westchester, and possibly some of Gateway's other districts. I am going to meet with them to discuss getting those individuals involved in Gateway programming.

Program Highlights

Special Events

The special events highlights for the month of April includes Meal and A Movie. The group met and headed out to Hollywood Blvd for a viewing of Captain America.

Gateway Drama

Our Gateway Drama program has been practicing very hard for our upcoming performance of Grease on May 22nd at Jefferson Elementary School in Elmhurst.

Gators Power Lifting

The Gateway Gator Powerlifters competed at the Spring Games competition on April 27th. All athletes received gold medals in their respective events, and are qualified for the State Summer Games.

Gators Softball

Our Softball season started in April. The Gateway Gator softball program began this season with some team practices to get all of our players ready to compete. We have 2 teams this year.

Gators Swim Team

The swim team resumed practicing this month. With 3 of our swimmers advancing to the State Summer Games, we are focusing on technique to build speed and reduce the swimmers race time.

Gators Soccer

The Gateway Gator soccer teams played well at the Special Olympic qualifier on April 13th. The Gateway Gators Green team received the silver medal. The Gators Red team received the silver medal.

Gators Track and Field

The Gateway Gator Track team competed at the Spring Games competition on April 27th. We have 4 runners qualifying for the State Summer Games.

Tuesday Travelers

Tuesday Travelers had a busy month. They started the month by going to the Dupage Historical Museum. They also played games at Dave and Busters, visited the Shedd Aquarium, enjoyed a Kane County Cougars game from a skybox and finished up visiting Rivers Casino.

Teen South Social Club

Teen South Social Club visited Right Fit in Willowbrook to do some fitness training. This is a business that Gateway has been trying to start a program with.

VILLAGE OF HINSDALE
Administration and Community Affairs Committee
Minutes of the Meeting April 7, 2014

Chairman Hughes called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on April 7, 2014 at 7:45 p.m.

Members Present: Chairman Hughes, Trustees Angelo, Elder and LaPlaca

Staff Present: Kathleen Gargano, Village Manager; Darrell Langlois, Assistant Village Manager/Finance Director; Gina Hassett, Director of Parks and Recreation; Robb McGinnis, Director of Community Development; Dan Deeter, Village Engineer, Amy Pisciotto, IT Coordinator and Tim Scott, Economic Development Director

Approval of Minutes – February 26, 2014

Chairman Hughes provided several edits to the minutes as presented. Trustee Elder moved approval of the February 26, 2014 minutes as amended. Trustee Angelo seconded and the motion passed as amended.

Monthly Reports

Treasurers Report

Mr. Langlois reported that base Sales Tax receipts for the month of February amounted to \$203,000 and March amounted to \$267,000. This represents a decrease of \$74,144 for February and a decrease of \$13,780 for March. As to the large variance in the February receipt, the 2013 amount was unusually high as the average February payment for the prior three years was \$205,000. Total Sales Tax receipts for the first eleven months of the fiscal year total \$2,820,000, a 2.4% increase.

Mr. Langlois reported that Income Tax revenue for the month of February amounted to \$163,966 and March amounted to \$93,651. This represents an increase of \$4,433 for February and an increase of \$4,195 for March. Total Income Tax receipts for the first eleven months of FY 2013-14 total \$1,474,886, an increase of 8.4%.

Mr. Langlois reported that the State of Illinois is still \$258,000 or two months behind the normal payment schedule.

Property tax collections through February amount to \$5,984,893, which is approximately 97.4% of the Village's \$6.14 million tax levy.

Mr. Langlois reported that combined Gas, Electric, Telecommunications, and Water Utility Taxes for February were \$187,953, which is 4.8% above previous year's receipts. Year to date Utility Tax receipts amount to \$1,749,903, a decrease of 0.8%. Receipts from telecommunications and water utility taxes have declined, and based on current projections the end of year results for utility tax revenue are expected to be \$31,000 below budget. Although a decline, when last projected the decline was estimated at \$74,000.

Mr. Langlois reported that Building Permit revenues for February were \$124,323, an increase of 80.1%. For the first ten months of the year, total Building Permit revenue stands at \$1,202,433 an increase of 27.6% over the prior year. Based on current projections the end of year result for permit fee revenue is projected to be \$152,500 above budget.

Mr. Langlois reported that total legal billings through February amount to \$240,829, which is over the annual budget amount due to \$37,000 in reimbursable legal fees being incurred so far this year as well as \$78,000 of costs related to the MIH litigation.

Mr. Langlois reported that the extreme cold weather and the unusually large number of snow and ice events that have occurred during this past winter will result in several negative budget variances. Public Services overtime will be over budget as the year end estimate is \$125,680, which is \$60,680 over the budget amount. Likewise, the budget amount of \$30,000 in account the Chemicals will likely be exceeded by approximately \$62,000 due to the need to purchase additional salt beyond the budgeted amount and at significantly higher prices.

Mr. Langlois reported that staff has updated the estimated end of year amounts in the draft FY 2014-15 Budget. On a net basis, the end of year results project to an end of year operating deficit of \$50,264. This operating deficit is due to recommended discretionary transfers of \$75,000 to each pension fund as well as an unbudgeted transfer of \$325,000 to a newly created "Annual Infrastructure Projects Fund". Absent these items the end of year operating results would have been for an operating surplus of \$424,736.

Mr. Langlois reported that the sale of \$2,070,000 of bonds is expected in order to finance the water meter project. As part of the bond sale both Fitch and S&P re-affirmed our AAA bond rating. As the stock market has declined significantly the last 2 days hopefully will result in a good sale.

Trustee LaPlaca asked Mr. Langlois if the reason food and beverage taxes being down were weather related. Mr. Langlois commented that he believed that those taxes are down because residents didn't go out as much with the weather being so cold.

Park and Recreation Activity Report

Ms. Hassett presented the report. The summer brochure will be delivered on Monday, April 21st. Non-residents registration begins on May 1st. The turf conditions can be damaged if athletic teams were allowed to start practice so practices have been delayed until the turf is in better condition. The dogs have been relocated to another area at KLM to allow for restoration of that area of the fields. Field closure signs have been implemented at Veeck Park to warn park users when they are not permitted due to poor field conditions.

Mr. Hassett stated that there is a lot of maintenance that needs to be done at the parks and crews are addressing the damages Ms. Hassett commented on the written summary of the ice rinks. The liners were used from two years ago so new liners did not need to be purchased.

Ms. Hassett stated that KLM revenue is over budget and over the prior last year. February, March and April are slower months, and she noted that the Chamber of Commerce recently held an after-hours event there.

Ms. Hassett stated that the pool has hired a town team coach and head manager. The pump house will need to be repaired due to frozen pipes. Pool memberships have continued to be over last year primarily due to the push for super passes and the early bird rates ending at the end of April. There is a long list of residents on the wait list for super passes.

Ms. Hassett reported that revenue is up \$5,106 for platform tennis. Some expenses will still need to be posted, but there may be some net revenue to apply to the court debt.

Ms. Hassett mentioned that the Parks and Rec Commission talked about charging politicians that participate in the parade. President Cauley invites the officials from the neighboring communities. Ms. Hassett believes that they should be encouraged to make a donation. Currently Wheaton is the only community that charges politicians. Trustee LaPlaca believes that anyone that is campaigning should be charged but not local elected officials already holding office.

Ms. Hassett commented that state elected officials sometimes will attend. Chairman Hughes stated that he would shy away from charging officials. Ms. Hassett stated that donations from residents are solicited through the water bills.

Trustee Angelo commented on the vandalism at Burns Field. He asked if there is a better way to monitor the park. Ms. Hassett stated that the windows and urinal were broken. There is no internet connection there so monitoring would be difficult. Ms. Hassett stated that when the kids are loitering is when the damage happens. The police have been notified to increase the patrol of the parks. Trustee LaPlaca asked if cages on the windows would help with the vandalism. Ms. Hassett will talk to Public Services and ask about increasing the lighting.

Trustee Elder asked about paddle tennis. Ms. Hassett left out the lighting expenses because it was reimbursable. Ms. Hassett stated that the net revenue should be about \$16,000.

Trustee LaPlaca asked about the hand held scanner for the pool. Ms. Hassett stated that it is already purchased but you do need to be able to see the screen, so a sound file will be added to the computer for non-active passes. Trustee LaPlaca asked what the status is for the Veeck Park walking path. Ms. Hassett will put the bid together and bring the proposal back to the Commission.

Economic Development Report

Mr. Scott presented his report. There are a couple projects out to bid, the Burlington Park wall landscaping and the corner signs. The parking plan for the downtown should be finished soon. Mr. Scott has attended many meetings regarding new tenants. There are four restaurants in progress.

IT Coordinator Report

Ms. Pisciotto reported that the website visits are trending about the same as last year. E-Hinsdale had a great response primarily due to the weather events.

Approval of the Display of Banners, Street Closures and Customary In-Kind Services Supporting the Hinsdale Chamber of Commerce's 2014 Events

Mr. Scott explained the request. The Chamber is not looking for financial support. Trustee LaPlaca asked how the Home Show went. The attendance was better than expected and most of the success was in the breakout sessions.

Chairman Hughes asked about an Oktoberfest event. Mr. Scott explained that it will not move forward for this year.

~~Trustee LaPlaca moved to approve the request. Trustee Elder seconded and the motion passed unanimously.~~

Approval of a Community Pool Lease Agreement to C & W Concessions for 2014 in the Amount of \$8,000 and for \$8,200 for 2015 with an option to renew for 2016

Mr. Hassett explained the request. Two proposals were received. The Park and Rec Commission unanimously approved the recommendation of C & W Concessions. They have been providing the pool concessions since 2005 and they understand the operations of the pool. C & W Concessions will add suggestions to the menu.

Trustee Elder approved the request. Trustee Angelo seconded and the motion passed unanimously.

Approval of Offering a Voluntary Employee Paid Vision Benefit Plan with VSP

Mr. Langlois explained the request. One of the issues was to offer a voluntary vision paid benefit. VSP and EYE-MED offered a proposal and VSP was less. It will be offered to employees with no cost to the village. The VSP network has more non-retail providers.

Trustee LaPlaca approved the request. Trustee Angelo seconded and the motion passed unanimously.

Discussion of Personnel Recommendations as Part of the FY2014/15 Proposed Budget

Village Manager Gargano explained the need for a part-time seasonal engineer. There will be a great deal of work in infrastructure over the next year and this person would hold the contractors accountable. The current Village engineers could spend more time devoted to the Oak Street bridge project. Mr. Deeter stated that the staffing was designed with a \$2,000,000 capital budget and the budget is now \$13,000,000 and they are running out of man hours to handle the work load.

Mr. Deeter explained that commercial and residential work is up to pre-recession levels and that also increases the work load. The time frame for this position would be May to October and the hours would be less than 30 hours per week. Trustee LaPlaca stated that next year will be intense due to the Oak Street bridge project, which is in addition to the normal workload.

The Trustees agreed that additional professional help is needed to keep the projects on track.

Ms. Gargano explained the position of an analyst for the manager's office. There is a temporary person currently working on projects. The community should be turning to the website to purchase vehicle stickers pay water bills etc. One person can't handle the changes that are required. She wants someone to handle projects that she would like to occur. Current staff has other responsibilities and don't have time to devote to these projects.

~~Ms. Gargano believes that there is enough work for this to be a full-time position. The salary would be around \$60,000. Ms. Gargano is looking for someone with at least 1-2 years of experience.~~

Trustee LaPlaca stated that there is plenty of work to be done and projects get going but they don't get done because there are not enough people to accomplish them. She thinks many times when staff is reconfigured, it is difficult to move away from the position.

Trustee Elder asked who would be setting the goals. Ms. Gargano would set the priorities and the department would not be directing them with any additional work. Trustee Angelo agreed that an intern would not work for this position.

Chairman Hughes believes that it makes sense to catch up. He is concerned about what the projects are that are being worked on. Ms. Gargano stated that she can provide a report and will monitor what is done.

Ms. Gargano stated that the budget might be changed to a calendar year budget. That could help with the tax levy. Ms. Gargano stated that the title would be management analyst. Trustee LaPlaca suggested other titles to show that this person is specific to the villager manager.

Adjournment

As there was no further business to come before the Committee, Trustee Elder motioned to adjourn. Trustee Angelo seconded and the motion passed unanimously. The meeting was adjourned at 8:53 P.M.

Respectfully Submitted:

Darrell Langlois
Assistant Village Manager/Director of Finance

DL/lc

Memo

To: Chairman Kluchenek and Members of the Parks & Recreation Commission
From: Gina Hassett, Director of Parks & Recreation
Date: May 5, 2014
RE: April Parks & Recreation Financial Report

Attached are the preliminary Parks and Recreation figures for April FY 2013-14. April is the twelfth month of the budget year.

PROGRAMS

Program revenue for the year has been posted. Registration and membership revenue is above the budget expectation by \$12,415. Revenue is down \$24,547 over the prior year which was assumed in the budget. In the prior year, there was spike in revenue due to two new programs, Lego Play-Well and fencing classes. These programs were not expected to sustain the same level of registration. However increased enrollment in the early childhood summer camp exceeded the prior year resulting in an increase of \$4,938 over the prior year. Platform tennis lessons and membership revenue resulted in an increase of \$9,659 over the prior year. Staff evaluates program offerings throughout the year which results in changes that effect program revenues.

Program expenses are within budget expectations; additional expenses are expected to post including payments to recreation service providers. Recreation Expenses are up \$2,507 over the prior year. Contractual costs are \$3,605 over budget due to increased July 4th parade entertainment expenses and unbudgeted web hosting of the departments registration software. Program revenue offsets the majority of the contractual costs which include special events and the Gateway Special Recreation assessment.

Personnel costs increased \$12,767 over the prior year. The increase is due to increased early childhood camp and ice rink staff costs and the annual increase to the Recreation Supervisor position. Repairs and maintenance are \$4,548 over budget due to unexpected replacement of platform tennis heaters.

PLATFORM TENNIS

Platform revenue increased \$9,659 (22%) over the prior year, which includes an increase of \$1,488 in lesson revenue and \$8,171 in membership revenue. Expenses are \$5,343 under the prior year, however April utilities have not posted. Yearend estimates are projected to be over budget due to heater repairs but will still result in positive net revenue. Updated figures will be provided next month.

Katherine Legge Memorial Lodge

Revenue for the current fiscal year is up \$37,023 (21%) for the same period of the prior year. Additional revenue is expected to post for April. Revenue estimates are that the Lodge will exceed budget expectations by \$9,300. This will be the first time since 2009 that the Lodge will exceed \$150,000 in revenue. Current expenses are under budget by \$7,698 and \$1,796 under the prior year. Additional expenses for utilities and staff wages are expected.

PARK RECREATION REVENUE/EXPENSE SUMMARY

April FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3101	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
ADMIN. AND SUPPORT	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Expenses						
Personnel Services	220,534	196,780	89%	220,534	213,004	-16,224
Professional Services	0	0		0	0	0
Contractual Services	0	0		0	0	0
Other Services	6,200	8,692	140%	6,200	8,445	246
Materials & Supplies	2,800	2,442	87%	2,800	3,632	-1,190
Repairs & Maintenance	150	0	0%	150	8	-8
Other Expenses	3,975	3,734	94%	3,975	3,000	733
Risk Management	44,098	21,725	49%	44,098	28,846	-7,121
Total-Operating Expenses	277,757	233,373	84%	277,757	256,935	-23,563

DEPT. 3301	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
PARKS MAINTENANCE	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Field Fees	30,000	40,819	136%	25,000	22,240	18,579
Picnic Fees	9,000	10,010	111%	7,000	8,615	1,395
Total Revenues	39,000	33,925	87%	32,000	30,855	3,070
Expenses						
Personnel Services	346,774	315,911	91%	345,935	297,669	18,242
Contractual Services	122,000	111,777	92%	114,000	90,873	20,904
Other Services	1,700	1,782	105%	2,600	1,876	-94
Materials & Supplies	70,450	70,125	100%	50,650	55,303	14,822
Repairs & Maintenance	66,000	35,056	53%	36,500	32,672	2,384
Other Expenses	2,000	1,049	52%	1,600	1,141	-93
Total-Operating Expenses	608,924	535,700	88%	551,285	479,535	56,165
Capital Outlay						
Motor Vehicles	0	0		35,000	0	0
Land/Grounds	203,800	185,212	91%	203,800	125,163	60,049
Equipment	0	0		43,000	67,665	-67,665
Total Capital Outlay	203,800	185,212	91%	281,800	192,828	-7,616
Total Expenses	812,724	720,911	89%	833,085	672,363	48,549

DEPT.3420	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
RECREATION SERVICES	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Registration & Memberships	296,000	308,415	104%	285,000	332,962	-24,547
Misc. Income	6,000	6,417	107%	3,500	12,216	-5,799
Total Revenues	302,000	314,832	104%	288,500	345,178	-30,346
Total Expenses						
Personnel Services	93,476	88,760	95%	76,834	75,993	12,767
Contractual Services	251,700	255,305	101%	255,745	253,417	1,888
Other Services	63,400	58,768	93%	71,200	63,395	-4,627
Materials & Supplies	14,580	10,613	73%	13,250	13,925	-3,312
Other Expenses	8,600	5,943	69%	10,900	7,272	-1,329
Repairs & maintenance	15,500	20,048	129%	7,000	22,927	-2,879
Total Expenses	447,256	439,436	98%	434,929	436,929	2,507

PARK RECREATION REVENUE/EXPENSE SUMMARY

April FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.34-BY DEPARTMENT RECREATION SERVICES	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
3421 General Interest						
Revenues	23,000	16,570	72%	8,500	25,697	-9,127
Expenses						
Personnel Services	538	0	0%	538	0	0
Contractual Services	25,000	11,187	45%	5,200	22,992	-11,805
Other Services	0	0	0%	0	465	-465
Materials & Supplies	0	0	0%	0	35	-35
Repairs & Maintenance	0	0	0%	0	0	0
Other Expenses	0	499	0%	0	0	499
Total Expenses	25,538	9,394	37%	5,738	23,492	-14,098
3422 Athletics						
Revenues	125,000	128,568	103%	125,000	145,018	-16,450
Expenses						
Personnel Services	1,615	2,693	167%	1,615	1,129	1,563
Contractual Services	75,000	70,638	94%	85,000	91,301	-20,663
Other Services	0	0	0%	0	0	0
Materials & Supplies	3,700	1,312	35%	3,700	3,460	-2,148
Other Expenses	0	0	0%	0	0	0
Total Expenses	80,315	74,642	93%	90,315	95,890	-21,248
3423 Cultural Arts						
Revenues	9,000	5,948	66%	9,000	8,610	-2,662
Expenses						
Personnel Services	4,306	2,820	65%	862	3,068	-248
Contractual Services	1,000	0	0%	2,500	0	0
Other Services	0	0	0%	0	0	0
Materials & Supplies	0	0	0%	0	0	0
Other Expenses	0	0	0%	0	0	0
Total Expenses	5,306	2,820	53%	3,362	3,068	-248
3424 Early Childhood						
Revenues	40,000	45,744	114%	40,000	40,806	4,938
Expenses						
Personnel Services	11,842	14,868	126%	6,997	11,359	3,509
Contractual Services	20,500	20,003	98%	19,200	20,445	-442
Other Services	0	0	0%	0	0	0
Materials & Supplies	1,550	1,184	76%	1,550	1,083	101
Other Expenses	0	0	0%	0	0	0
Total Expenses	33,892	36,055	106%	27,747	32,887	3,168

PARK RECREATION REVENUE/EXPENSE SUMMARY

April FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT.3420-BY DEPARTMENT RECREATION SERVICES	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
3425 Fitness						
Revenues	30,000	34,596	115%	36,000	37,566	-2,970
Expenses						
Personnel Services	0	0		0	0	0
Contractual Services	9,000	16,815	187%	11,500	6,167	10,648
Other Services	0	0		0	0	0
Materials & Supplies	0	0		0	0	0
Other Expenses	0	0		0	0	0
Total Expenses	9,000	16,815	105%	11,500	6,167	10,648
3426 Platform Tennis						
Revenues	FY 13-14 BUDGET	FY 13-14 TO DATE	FY 13-14 % of Budget	FY 12-13 BUDGET	FY 12-13 TO DATE	Variance over prior year
Memberships/Lessons	42,000	52,560	125%	42,000	42,901	9,659
Grant funding	0	39,300		0	0	
Lifetime and donations	0	0		0	4,380	-4,380
	42,000	91,860	219%	42,000	47,281	44,579
Expenses						
Personnel Services				0		0
Contractual Services	9,700	9,570	99%	11,750	9,612	-42
Other Services	5,000	5,326	107%	4,000	7,748	-2,422
Materials & Supplies	100	0		100	0	0
Repairs and Maintenance	15,500	20,048	129%	7,000	22,927	-2,879
Other Expenses	100	50		200	50	0
Total Operating Expenses	30,400	34,994	115%	23,050	40,336	-5,343
Capital Outlay						
Courts project	0	39,858		0	0	39,858
Resurfacing/skirting	0	0		0	0	0
Total Capital Outlay	0	39,858		0	0	39,858
Total Expenses	30,400	74,852	246%	23,050	40,336	34,515
3427 Special Events						
Revenues	21,000	15,035	72%	21,000	20,148	-5,113
Expenses						
Personnel Services	2,153	2,970	138%	2,153	423	2,547
Contractual Services	26,000	30,886	119%	33,400	23,256	7,630
Other Services	2,400	1,116	47%	3,700	2,050	-934
Materials & Supplies	6,900	6,914	100%	5,300	8,234	-1,321
Repairs & Maintenance		215		0	37	178
Total Expenses	37,453	42,101	112%	44,553	34,001	8,100
3428 General Rec Administration						
Expenses						
Personnel Services	73,022	65,409	90%	64,669	60,014	5,395
Contractual Services	85,500	96,207	113%	87,195	79,644	16,563
Other Services	56,000	52,326	93%	63,500	53,133	-807
Materials & Supplies	2,330	1,203	52%	2,600	1,112	91
Other Expenses	8,500	5,179	61%	10,700	7,185	-2,006
Total Expenses	225,352	220,324	98%	228,664	201,088	19,236
Capital Outlay	0	0		0	0	0
Total Expenses	225,352	220,324	97.77%	228,664	201,088	19,236

PARK RECREATION REVENUE/EXPENSE SUMMARY

April FY 2013-14

(May 1-April 30)

PRELIMINARY NUMBERS

DEPT. 3724		FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
KLM LODGE		BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues							
KLM Lodge Revenue	145,000	151,244	104%	145,000	119,441	31,803	
Caterer's Licenses	13,000	17,300	133%	15,000	12,080	5,220	
Total Revenues	158,000	168,544	107%	160,000	131,521	37,023	
Expenses							
Personnel Services	57,593	60,958	106%	56,662	54,575	6,383	
Contractual Services	27,600	25,610	93%	22,100	20,881	4,729	
Other Services	42,900	44,919	105%	39,500	46,271	-1,352	
Materials & Supplies	12,500	9,427	75%	12,400	7,554	1,873	
Repairs & Maintenance	5,220	899	17%	10,500	14,103	-13,204	
Other Expenses	1,000	518		1,000	744	-226	
Total-Operating Expenses	146,813	142,331	97%	142,162	144,127	-1,796	
Capital Outlay	20,000	16,784	84%	20,000	19,741	-2,957	
Total Expenses	166,813	159,115	95%	162,162	163,868	-4,753	

DEPT. 3951	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
SWIMMING POOL	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Revenues						
Pool Resident Pass	170,000	156,276	92%	190,000	155,192	1,084
Non-Resident Pass	16,000	9,274	58%	14,000	15,014	-5,740
Pool Daily Fee	72,000	49,280	68%	75,000	67,928	-18,648
Pool Lockers	100	80	80%	100	93	-13
Pool Concession	7,900	7,950	101%	7,500	7,350	600
Class-Registration -Resident	29,500	22,812	77%	29,500	26,575	-3,763
Class-Registration Non-Resident	5,000	5,087	102%	5,000	3,555	1,532
Private Lessons	10,000	5,898	59%	10,500	7,264	-1,366
Misc. Revenue (Rentals)	12,000	22,646	189%	12,000	11,460	11,186
Town Team	22,000	23,509	107%	25,200	18,951	4,558
10-Visit Pass	24,100	18,081	75%	17,000	22,085	-4,004
Total Revenues	368,600	320,893	87%	385,800	335,467	-14,574
Expenses						
Personnel Services	161,475	155,078	96%	161,475	155,574	-496
Contractual Services	25,650	27,518	107%	30,100	24,246	3,272
Other Services	42,000	39,292	94%	45,800	37,749	1,543
Materials & Supplies	33,475	26,791	80%	38,975	33,369	-6,578
Repairs & Maintenance	11,850	12,231	103%	16,350	19,215	-6,984
Other Expenses	8,200	4,468	54%	10,600	5,993	-1,525
Risk Management	0	0		0	0	0
Total-Operating Expenses	282,650	265,378	94%	303,300	276,145	-10,767
Capital Outlay	107,000	106,409	99%	119,000	76,030	30,379
Total Expenses	389,650	371,787	95%	422,300	352,175	19,612

	FY 13-14	FY 13-14	FY 13-14	FY 12-13	FY 12-13	Variance
	BUDGET	TO DATE	% of Budget	BUDGET	TO DATE	over prior year
Capital Expenses	330,800	308,405	93%	347,664	288,600	19,805
Operating Expenses	1,763,400	1,616,217	92%	1,709,433	1,593,671	22,546
Total Expenses	2,224,428	1,924,622	87%	2,224,428	1,882,271	42,351
Total Revenues	921,100	822,383	89%	921,100	818,589	3,794
Revenue Offset Difference	(1,303,328)	(1,102,239)	85%	(1,303,328)	(1,063,682)	-38,557

To: Chairman Kluchenek and Members of the Parks & Recreation Commission
FROM: Gina Hassett, Director of Parks and Recreation
DATE: May 5, 2014
SUBJECT: May Parks & Recreation Report

The following is a summary of activities completed by the Parks and Recreation Department during the month of April 2014.

Programming & Special Events

The summer brochure was delivered to residents homes on Monday, April 14th. Resident registration began Monday, April 21st and Non-resident registration began May 1st. Summer programs begin the second week of June and will run through early August.

The annual Egg Hunt was held Saturday, April 19th at Robbins Park. Staff estimates that 300 children participated in the event which was the largest attendance in the past five years. The increased attendance was likely a result of the nice weather and that the Easter holiday did not coincide with spring break. This is the second year the event was held at Robbins Park. Previously the event was held at Katherine Legge Memorial Park but was moved so the event would be closer to the center of town allowing families to walk to the event.

Staff is coordinating entertainment for the July 4th Parade and Festival. Letters have been sent to past parade entertainers and parade participants. This year there will be a \$150 fee for businesses and political candidates that participate in the parade. Elected officials that are Invitees of the Village President will not be charged a fee but will be sent a parade donation form.

Field Updates

The athletic field maintenance was delayed due to the extended winter. Athletic fields opened for the season on Friday, April 18th, which was one week later than expected. Village crews had prepared the soccer and lacrosse fields for the April 11th start date but fields were kept closed to protect the fragile turf. The field closures were communicated to permitted user groups through email, the information was posted on the Village's web and signs were placed at fields.

Field maintenance will continue throughout the year. Staff is securing pricing to roll Brook, Veeck and Burns athletic fields as they are uneven due to the harsh winter. In an effort to reduce the cost for rolling, staff has contacted local park agencies to see if the Village can borrow a roller and the work would be completed by Public Service crews.

Once rolling is complete, the next phase of maintenance will be to aerate the turf. As staff time allows, Public Service crews plan to aerate the turf in the spring and through the

summer. In 2008, the Village purchased an aerator to reduce the annual cost of \$40,000 spent with a contractor. Aerating is helpful to allow the ground to breathe; as the turf becomes compacted there is less pore space in the soil. If the soil is compacted, then the roots will not get the necessary oxygen, water, and nutrients that it needs to grow and stay green which can lead keep turf from growing. Aeration is beneficial on athletic and heavy traffic areas where the turf is heavily compacted.

Park Maintenance

As of April 26th, Public Service crews will be in on the weekends to perform park maintenance. Crews will unlock and clean park bathrooms, clean and empty the trash at the KLM park pavilions and empty trash containers in the parks and downtown area. The Police Department supports the park management by locking the bathrooms daily.

To decrease the vandalism at Burns Field, staff reviewed the cost to install security camera's to monitor the park. The police department recommended installing a DVR surveillance system to record the activity in the area around the warming house which will cost \$250. The cameras will be installed by Village staff and will be set to detect motion. If there is an incident at the park, video footage can be reviewed by downloading data from the DVR system. Burns Field is not connected to the network therefore live-remote monitoring will not be part of the system. To do so would increase the cost significantly and would require ongoing network costs. Signs will be posted to inform park users that video surveillance is in use. Staff is hopeful that the posted signs will deter offenders.

During the month of May, Public Service will be conducting playground safety audits. Staff will review the playground equipment, park accessories and the surrounding area to determine if there are repairs or adjustments required.

Last month staff reported that a resident reported trash being dumped at Brook Park. Staff found evidence in the trash which was forwarded to the Police Department. Staff is hopeful making contact with the offender will stop the trash being dumped.

Requests for Proposals were sent to seven contractors and three were received for the KLM berm re-construction. Staff is reviewing the submittals. Once the contract is awarded and the site is dry, work will be scheduled with completion estimated to be the end of June. Staff has been communicating the status of the project to the Village of Burr Ridge as the cost to increase the height of the berm will be shared with Burr Ridge.

The FY 2014-15 budget includes funds to purchase a Thor Guard lightning prediction systems for Brook, Veeck and KLM Park. The equipment installed at the new sites will work off the existing system which is located at the Police Department. Currently there are Thor Guard systems installed at the Community Pool, Peirce and Robbins Park. The lightning prediction system is designed to predict lightning in the local area before lightning strikes, allowing decisions regarding dangerous situations to be proactive, not reactive. When the system detects conditions that are favorable for lightning, an uninterrupted 15-second horn blast will sound and a strobe light will turn on to notify those in the area to seek shelter. When the threat has diminished three 5-second horn blasts will sound and

the strobe light will turn off notifying park users that regular park/pool usage may resume. Staff has requested a quote for the equipment and installation.

Arts Center

In April, the Hinsdale Junior Women's Club rented the building formerly occupied by the Hinsdale Center for the Arts (HCA) for a garage sale. The facility was a good fit for their sale. For a second year, BAM Theater will be renting space at the HCA building to host their summer theater camp.

The Hinsdale Chamber of Commerce and Midwest Young Artist have both toured the HCA building as they have expressed interest in leasing the space. Staff followed up with the Chicago Red Stars Soccer Club to gauge their level of interest in leasing the building for the 2015 season but there has been no response.

Katherine Legge Memorial Lodge

The wedding arbor was installed the week of April 14th. Additional plantings will be added to enhance the garden area.



As reflected in the table below, March rental revenue was down over the prior year by \$3,424. March and February continue to have limited bookings. Revenue for the current fiscal year is up \$35,944 for the same period of the prior year. Weddings makeup the majority of the upcoming bookings as all Saturdays in May through October are booked with weddings. Staff continue to make efforts to book weekday and off peak times for business and social events. A full page article with photos of the Lodge was featured in the April 24th edition of the Hinsdalean; there was no fee for this publicity.

EXPENSES	March		YTD		Change Over the Prior year	2013-14 Annual Budget	FY 13-14 % of budget	2012-13 Annual Budget	FY 12-13 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
	\$8,808	\$15,631	\$126,056	\$132,170	\$6,114	\$146,813	90%	\$142,162	89%
REVENUES	March		YTD		Change Over the Prior year	2013-14 Annual Budget	FY 13-14 % of budget	2012-13 Annual Budget	FY 12-13 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$7,669	\$4,245	\$115,076	\$151,020	\$35,944	\$145,000	104%	\$145,000	79%
Caterer's Licenses	\$0	\$0	\$12,080	\$16,800	\$4,720	\$13,000	129%	\$15,000	81%
Net	\$7,669	\$4,245	\$127,156	\$167,820	\$40,664	\$158,000		\$160,000	

2013 KLM Bookings

as of 4/30/14

FY 2013-14	Business Mtg	Memorial Service	Rec Program	School Dist.	Social Event	Village Mtg	Village Spec Event	Wedding	Total	Projected Revenue
May	2		19		3	2		6	32	\$16,796
June	1		19	1	6			7	34	\$26,818
July	2	1	20		6			4	33	\$18,650
August	2		13		3			6	24	\$19,579
September	1		14	1	6		2	2	26	\$12,137
October	2		22	2	3	2		4	35	\$14,825
November	1	2	19	1	4		1	1	29	\$8,580
December			11		8		1	0	20	\$13,366
2014 January	1		22		2			2	27	\$8,450
February	1	1	22		3			1	28	\$7,575
March	3		20	1	3	2		1	30	\$4,245
April			21		2			0	23	\$2,800
Total	16	4	222	6	49	6	4	34	341	\$153,821

2014-15 KLM Bookings

FY 2014-15	Business Mtg	Memorial Service	Rec Program	as of 4/30/14	Social Event	Village Mtg	Village Spec Event	Wedding	Total	Projected Revenue
May	1	1	20		3	1		5	31	\$13,045
June	1		19		1	1		9	31	\$20,250
July			20		1			5	26	\$13,200
August			13		3			6	22	\$19,825
September			14	1			1	8	24	\$20,650
October	1		22					7	30	\$16,475
November			19					2	21	\$4,050
December			11		3				14	\$4,100
Total	3	1	138	1	11	2	1	42	199	\$111,595

COMMUNITY POOL

All positions at the pool have been filled for the summer. A seasoned coach, Joe Hroma, has been hired to lead the Town Team swim program. Coach Joe is a native of Illinois but his most recent job was with Swim Atlanta where he was the Lead Age Group Coach. Prior to coaching in Georgia, he coached Zion-Benton Boys High School, Warren Township Girls High School and the Zion Dolphins Age Group Team as well as the Girls and Boys Danville High School and Avon Community Swim Team in Indiana.

Pool staff training will be held throughout the month of May for cashiers and lifeguards. The pool at Hinsdale Central will be used for lifeguard training. Weather permitting, lifeguard training will be moved to the Community Pool at the end of the month.

Opening day for the 2014 season, weather permitting, is Saturday, May 24th. The pool will be open on weekends through June 2th. The pool will be open after school the week of June 2nd with regular hours starting June 7. Swim lessons begin the week of June 16th.

On April 29th, the Village Board approved the lease agreement for the pool concession to C & W Concessions for a period of two years, with an option to renew for a third.

Maintenance

Public Service crews are working on spring maintenance of the facility which includes draining and removing debris and power washing pools, prepping pumps, rebuilding chlorinators, preparing the below grade holding tanks and pool filters. Seasonal staff will assist in cleaning and setting up the office and locker rooms and power washing the pool deck.

The dive well was filled the week of April 21st. Repairs to the lap pool also began on April 21st. The scope of lap repairs includes the removal of the tiles on the lane targets, scraping the east wall and painting the targets in the lap pool. Weather permitting; the repairs will be completed by May 8th and the lap pool will be filled May 15th.

Public service crews have removed three shade umbrella posts which will be replaced with two shade structures. The shade structures are on order and should arrive in mid-May to be installed before the season.

The Hinsdale Swim Club (HSC) is covering the cost to replace eight diving block sleeves at the east end of the lap pool. The sleeves are set in the concrete and have settled making it difficult to get the blocks in and out. HSC will be purchasing the sleeves and paying for a contractor to complete the installation which will be supervised by Village staff. The diving blocks at the 50 meter distance are utilized primarily for the annual HSC meet.

Pool Memberships

Early bird pool pass sales ended April 30th. To inform resident of the early bird deadline, e-mails were sent to previous pass holders and an advertisement was placed in the April 24th edition of the Hinsdalean along with information in e-Hinsdale and the information is on the Village's website and Facebook.

Listed below is the current pool pass sales report with sales through May 2nd. Total pass revenue is down \$23,393 for the same period of the prior year. Super pass revenue is down \$8,445 over the prior year due to the reduction of super passes. Resident pass sales are down \$14,664 over the same period of the prior year due to a decrease in family pass sales. Staff is hopeful that there will be a surge of pass sales as the weather warms up.

Weekly ads are running in the Hinsdalean and in regional papers, and information is on the Village's web site and is included in the weekly E-Hinsdale newsletter. Flyers to promote the pool are being distributed to area preschools and private schools.

Feb 1-May 2		2013 Pass Revenue				2014 Pass Revenue				
		2013				2014				Change Over the prior year
Type		New Passes	Renew Passes	Total	Revenue	New Passes	Renew Passes	Total	Revenue	
Nanny Pass		45	34	79	\$4,740	31	38	69	\$4,200	-\$540
Family Primary		80	233	313	\$89,685	52	210	262	\$75,996	-\$13,689
Family Secondary		260	790	1050	\$0	164	695	859	\$0	\$0
Family Super		13	35	48	\$16,320	0	25	25	\$8,375	-\$7,945
Family Super Secondary		14	33	47	\$2,130	4	68	72	\$3,330	\$1,200
Family Super Third		37	68	105	\$1,530	0	4	4	\$30	-\$1,500
Family Super 4+						3	6	9	\$135	\$0
Guest Pass Adult		11	1	12	\$1,020	19	0	19	\$1,120	\$100
Guest Pass Child		11	0	11	\$600	0	0	0	\$0	-\$600
Individual Pass		4	10	14	\$2,165	1	10	11	\$1,650	-\$515
Senior Super Pass		0	2	2	\$260	0	1	0	\$80	-\$180
Individual Super Pass		0	2	2	\$75	0	1	1	\$0	-\$75
Non Resident Family		3	4	7	\$3,296	3	4	7	\$3,605	\$309
Non Resident Family Secondary		9	14	23	\$0	16	4	20	\$0	\$0
Non Resident Individual		1	5	6	\$904	2	2	4	\$780	-\$124
Non Resident Senior		0	3	3	\$434	0	3	3	\$465	\$31
Senior Pass		0	13	13	\$960	1	11	12	\$1,040	\$80
Resident Pass Total					\$97,550				\$82,886	-\$14,664
Super Pass Total					\$20,315				\$11,870	-\$8,445
Non resident Total					\$4,634				\$4,850	\$216
Guest Pass Total					\$1,620				\$1,120	-\$500
Total					\$124,119				\$100,726	-\$23,393

Platform Tennis

The table below is a financial summary of the platform tennis operation. Revenue for the year is final with an increase of \$9,659 over the prior year. The second installment of lesson revenue posted resulting in an increase of \$1,488 over the prior year and membership revenue is \$8,171 over the same period of the prior year. The majority of expenses for the year have been posted with the exception of the April ComEd and Nicor gas bill. Expenses are \$4,668 under the prior year however yearend estimates are projected to be \$5,267 over budget due to extensive repairs to the court heaters. The net income for the year is estimated to be \$16,893 which is an increase of \$9,947 over the prior year.

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual	2013-14 Estimate	Over Prior Year
REVENUE								
Memberships	40,461	41,863	29,032	37,031	42,000	45,202	45,202	8,171
Lessons	19,046	16,519	5,978	5,870		7,358	7,358	1,488
Revenue	59,507	58,382	35,010	42,901	42,000	52,560	52,560	9,659
Lifetime Memberships	0	0	140,050	4,380	0	0	0	-4,380
Grant Funding	0	0	0	0	0	39,858	39,858	39,858
Total Revenue	59,507	58,382	175,060	47,281	42,000	92,418	92,418	45,137
Operating Expenses								
Personal Services	0	0	0	0	0	0	0	0
Contractual Services								
Buildings/Grounds	2,394	5,368	1,759	2,757	6,200	1,814	1,814	-943
Custodial	4,700	4,615	5,475	6,375	3,000	7,275	7,275	900
Data Processing	420	420	480	480	500	480	480	0
Rec. Programs	8,083	11,705	0	0	0	0	0	0
Utilities	4,001	4,198	5,959	7,747	5,000	5,174	6,000	-1,747
Materials & Supplies	542	65	67	0	100	0	0	0
Repairs and Maintenance	0	1,937	3,227	22,926	15,500	20,048	20,048	-2,878
Other Expenses	1,887	50	50	50	100	50	50	0
Total Operating Expenses	22,026	28,359	17,017	40,335	30,400	34,841	35,667	-4,668
Operating Income (loss)	37,481	30,023	158,043	6,946	11,600	57,577	56,751	49,805
Capital Outlay	0	0	203,449	0	0	39,858	39,858	39,858
Net Income	37,481	30,023	-45,406	6,946	11,600	17,719	16,893	9,947

On April 23rd, staff attended a platform tennis roundtable discussion with the Glen Ellyn, Winnetka, Wilmette and River Forest park districts. The group meets annually to discuss operations and membership programs.

Mary Doten has a license agreement to use the platform tennis courts for lessons which expires in September of 2014. Staff will be meeting with Ms. Doten to negotiate the terms of the license agreement for the 2014-15 season. The agreement will be brought to Committee for approval.

The FY 2014/15 budget includes \$20,000 to resurface the platform courts. Staff is receiving pricing for resurfacing so the work can be scheduled before the fall season starts in October. The item will be brought to Committee in June.

Veeck Park Walking Path

The FY 2014/15 budget allocated \$16,000 for the installation of a crushed limestone walking path at Veeck Park. Village engineers are preparing the site drawings for the project that will be in the bid packet. Staff anticipates the bid packet will be ready and available for contractors by mid-month. Once the bids are received the item will be brought back to Committee for approval. The goal is to complete the construction prior to the start of the fall soccer season.

Memo

Date: May 5, 2014
To: Parks & Recreation Commissioners
From: Gina Hassett, Director of Parks & Recreation
RE: Adopt-A-Park Program

To assist crews with managing the parks and to enhance the park experience for residents, staff is suggesting that the Village implement an Adopt-A-Park program.

The frequent snowfalls this winter limited the amount of park maintenance that could be completed resulting in a surge this spring including litter in the parks. Public Service crews have addressed the litter and continue to do so. This spring and in the fall residents brought forth concerns of excessive trash along the toll-way easement. Public Service crews are working to clean these areas and the Police are monitoring the areas to eliminate future dumping. Litter can be a problem at Peirce, KLM and Veeck Park, as it tends to blow across the park getting stuck in the brush along the fence line. Assistance in litter removal would be beneficial and help to improve the parks.

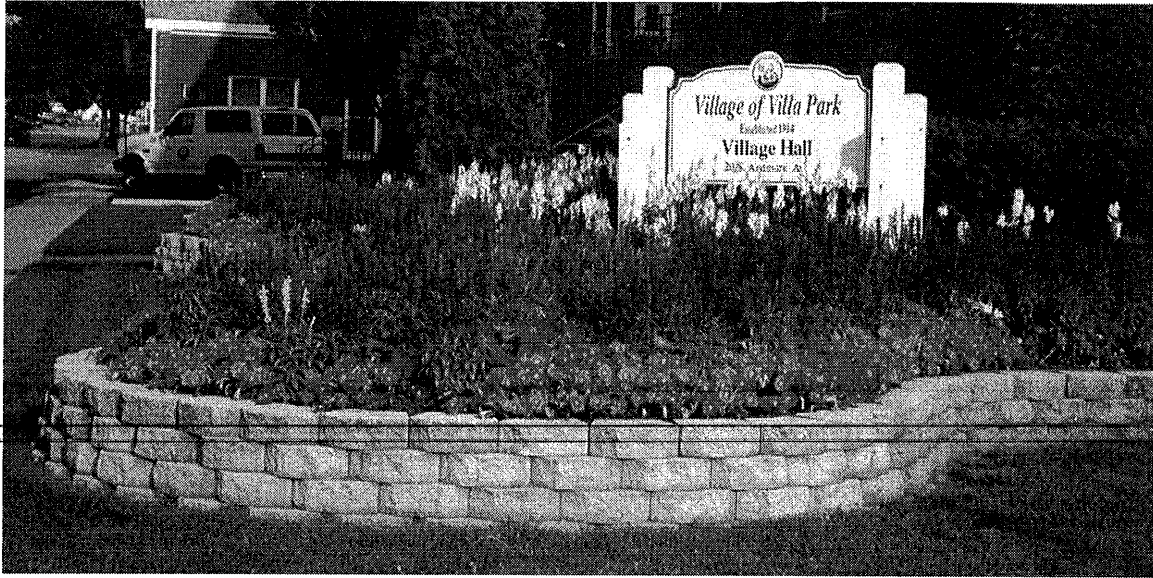
Implementing an Adopt-A-Park Program would encourage the community to work hands-on to help keep Village parks clean, safe, and attractive through debris pick-up and landscape suggestions. The program would allow the opportunity for people to get involved in their community in a way that promotes civic pride, appreciation and awareness. Staff has reviewed Adopt-A-Park programs that are in place at other communities and the feedback is that the programs have good participation and that they have improved the cleanliness of the parks.

Attached are sample programs that are in place at other communities.

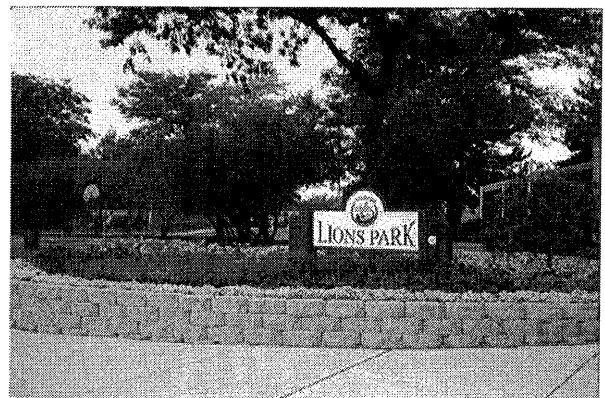
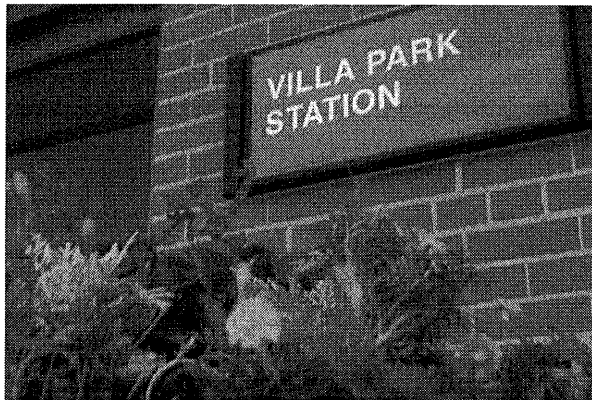
Should the Commission agree that the Village should implement an Adopt-A-Park program; staff will prepare program guidelines to be reviewed at next month's meeting.

ADOPT-A-PARK PROGRAM

www.adoptavillagepark.com



Village of Villa Park



ADOPT-A-PARK PROGRAM

www.adoptavillagepark.com

The Adopt-A-Park Program is a partnership formed by residents in conjunction with the Parks and Recreation Advisory Commission, Community Pride Commission, Environmental Concerns Commission, Cable Commission and the Village's Parks and Recreation and Police Departments, in an effort to keep our parks clean, safe and attractive. By working together, we can provide a beautiful and safe park environment for our children and for all to enjoy, as well as raising awareness throughout the community to reduce littering and increase community pride.

Volunteers can adopt any of the parks listed below. Groups should select their top two choices and the Superintendent of Parks, Buildings, Grounds & Fleet Operations will then assign the parks based on availability.

Parks and Areas Available for Adoption

Cortesi Veteran's Memorial Park, 320 E. Kenilworth

Franklin Park, 218 N. Third

Great Western Trail: Section 1 Villa to Ardmore

Section 2 Ardmore to Harvard

Section 3 Harvard to Lombard

Iowa Community Center, 338 N. Iowa Ave.

Jefferson Park & Pool, 341 N. Harvard Ave.

Lions Park, 320 E. Wildwood

Lufkin Park & Pool, 1000 S. Ardmore

Metra Station, 349 N. Ardmore

North Terrace Park, 300 N. Westmore

Prairie Path: Section 1 Route 83 Bridge to Monterey

Section 2 Monterey to Villa Park

Section 3 Villa to Summit

Section 4 Summit to Ardmore

Section 5 Ardmore to Harvard

Section 6 Harvard to Lombard border

Rotary Park, 600 E. Wildwood

Twin Lakes Park, Ardmore at Sydney

Villa Park Historical Society and Museum Grounds, 220 South Villa Avenue

Westlands Park, Monterey & Riordan

Westmore Park, 500 N. Westmore

Willowbrook Park, 200 W. High Ridge

ADOPT-A-PARK PROGRAM

www.adoptavillagepark.com

Adopt-A-Park Mission

To care for and maintain the parks, facilities and other natural areas throughout the Village of Villa Park through volunteer support. This program seeks to promote community involvement and enhance park maintenance, assist in crime prevention and reporting of vandalism of playgrounds and play equipment.

Volunteer Eligibility

Volunteering is open to all individuals, businesses, corporations, schools, neighborhood associations, youth groups, families, friends and scouts.

Adopt-A-Park Volunteer Goals

- Weekly litter clean up during Spring, Summer and Fall; Monthly clean up during winter months.
- Raking playground surfaces bi-weekly during Spring, Summer and Fall.
- Raking leaves during Fall and Spring.
- Clearing weeds when needed.
- Report any damaged playground equipment to Parks Department at 630-834-3051 or email
- Report any vandalism to Parks Department at 630-834-3051 or email delliott@invillapark.com

Adopt-A-Park Maintenance and Improvement Suggestions

- Plant and maintain existing flower beds.
- Tree and shrub planting and maintaining can be done with written special agreement between Volunteers or Contractors and the Parks Department prior to proceeding.

Program Sign Up

To sign up, click [here](#) to download the Adopt-A-Park participant request form and guidelines. Please review the program guidelines and complete both pages of the form. Return completed form to Attn: Dave Elliott, Village of Villa Park, 42 W Home Ave, Villa Park, IL 60181. **Completed Forms can also be faxed to 630-834-9591, or scanned and emailed to delliott@invillapark.com.**

For questions about adopting any of the parks or to inquire about other locations for adoption, please contact the Parks and Recreation Department at 630-834-8525, or contact the Superintendent of Parks, Buildings, Grounds & Fleet Operations at delliott@invillapark.com or 630-834-3051.

ADOPT-A-PARK PROGRAM
PARTICIPANT REQUEST FORM—AGREEMENT, WAIVER, and PROGRAM GUIDELINES

Name of Park or Location 1. _____ 2. _____

Name of Adopting Group or Individual: _____

If Group, provide Contact Name: _____

Mailing address: _____

Daytime Phone # _____

Email _____

Fax # _____

Number of
Volunteers: _____ (*# of volunteers that you expect to help you fulfill your adoption commitment?*)

Volunteer Schedule Frequency (Please check off one) Bi weekly _____ Weekly _____ Monthly _____

Please complete both pages of form and return to Attn: Dave Elliott, Village of Villa Park, 42 W. Home Ave, Villa Park, IL 60181. Completed Form may be faxed to 630-834-9591, or scanned and emailed to delliott@invillapark.com.

ADOPTION Types Available (please check your preference):

☐ Litter control, playground surface maintenance (mulch and raking), leaf raking, weed clearing, reporting of damage or vandalism.

☐ Existing flower bed planting and maintenance.

Landscaping Options:

(By special WRITTEN agreement. Contact our office before proceeding.)

☐ Landscape improvement (i.e. construction, installation, planting of trees and shrubs, etc.)

***COMPLETE WAIVER on NEXT PAGE**

EMERGENCY TREATMENT PERMISSION

Village of Villa Park Recreation Department

Waiver/Release of All Claims and Emergency Treatment Permission

Please read this form carefully and be aware that by signing this form and participating in the programs listed that you will be waiving and releasing all claims for injuries you or your children might sustain arising out of these programs.

Release and Hold Harmless Agreement

As a participant in this Villa Park Recreation Department program, I recognize and acknowledge that there are certain risks of injury and I waive and relinquish all claims I or my children may have as a result of participating in this program against the Village of Villa Park and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers. I further agree to indemnify, hold harmless and defend the Village of Villa Park and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers from and against any and all claims, suits, or cause of actions, including reasonable attorney's fees, sustained or caused by myself or my children arising out of, in connection with, or in any way associated with the activities of this program.

I give my child permission to participate in this program, and on the child's behalf as parent and/or legal guardian I hereby waive, release and forever discharge any and all claims against the Village of Villa Park and its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers for damages and/or injuries which may arise from my child's participation in this program.

Emergency Treatment Permission

I understand that a minor may not be treated, even in an emergency situation, except when, in the opinion of the attending physician, life is in the balance. Consent of a parent or legal guardian is necessary for unmarried minors (under 18) except in such cases. Written consent is required for all other treatment.

Accordingly, as a parent and/or legal guardian, I do herewith authorize the treatment of the minor enrolling in this program in the event of a medical emergency, including administration of first aid, as appropriate, and further agree that I will be responsible for payment of any and all medical services rendered. I understand that the Village does not provide medical insurance for program participants.

I agree that any person or entity, including any doctor, or healthcare provider, may rely on a photocopy of this document the same as if it were an original.

Acknowledgement

I have read and fully understand the registration policies, the "Release and Hold Harmless Agreement" and the "Emergency Treatment Permission". This release and medical authorization form is completed and signed of my own free will even though I understand it is a requirement for participation this program. I represent to the Village of Villa Park that I am familiar with the program and its physical demands and I attest and verify that the participant, whether myself or my child is physically fit for this program.

Photo Consent

I understand and give my consent for me/my child to be photographed while participating in a Village of Villa Park program or event. I understand that these photos may be used in printed material, electronically as well as on the Park and Recreation web site for publicity purposes.

Signature of Participant, Parent or Legal Guardian

Signature of Participant, Parent or Legal Guardian

Date _____

Date _____

This waiver must be signed by all participating adults 18 years old and over, and by a parent or guardian for each participant under age 18. If registering a minor participant, I further attest that I have read these instructions to my minor child/ward.

ADOPT-A-PARK
PROGRAM GUIDELINES

1. All Park facilities, natural areas, paths, flower beds, etc. are assigned to groups by the Superintendent of Parks, Buildings, Grounds & Fleet Operations, on a first-come, first serve basis.
2. Each individual or group participant must sign the waiver form prior to starting any work. Anyone under the age of 18 must be supervised by an adult. All waivers are good for one year.
3. Prior to any group cleaning a Park or Public area, please notify the Villa Park Police Department at the NON EMERGENCY number of 630-834-7447.
4. With safety in mind, it is required that work is done in groups of two or more people.
5. All participants should carry a working cell phone while volunteering.
- ~~6. Work is to be completed during park hours only--from 6am until sunset.~~
7. If a group has collected a large amount of trash, brush/tree branches, etc, or for assistance with a large or difficult to reach item, please contact the Superintendent of Parks, Buildings, Grounds & Fleet Operations at delliott@invillapark.com or 630-834-3051.
8. For disposal of animal remains or assistance with injured animals, please contact Public Works at 630-834-8505 or the Police Department NON EMERGENCY number at 630-834-7447.
9. Please report any vandalism, broken or damaged equipment to the Superintendent of Parks, Buildings, Grounds & Fleet Operations at delliott@invillapark.com or 630-834-3051.
10. It is suggested that groups commit to a bi-weekly, weekly or monthly volunteer schedule for a one year period. Bi weekly or weekly is suggested for April 15 through November 15th, and monthly maintenance is suggested for the rest of the year. Custom agreements are also available for groups that can only meet on a limited basis during the year. Parks and Recreation staff and Commission members will be available for assistance.
11. Groups are requested to arrive regularly at their scheduled times, so that effective planning and appropriate support staff can be scheduled to assist you. Groups may choose to volunteer at other times in addition to their agreement, at their leisure.
12. Volunteers, both Individuals and Groups, that complete a one year commitment in the Adopt-A-Park Program will be recognized and acknowledged in the VILLA PARK—Parks and Recreation Brochure.
13. Disposable work gloves and plastic bags for trash will be provided by the Village of Villa Park.
14. Garden tools, litter 'pinch' pickup tools and other items are not able to be provided at this time due to budgetary constraints, however may be used at the Volunteer's discretion.

Elmhurst Park District's

Adopt-A-Park Program



What is the Adopt-A-Park Program?

The Elmhurst Park District's Adopt-A-Park Program is designed to encourage the community to work hands-on to help keep Elmhurst's parks clean, safe and attractive through debris pick-up and landscape suggestion. The program offers the opportunity for people to get more involved in their community in a way that promotes civic pride, appreciation and awareness.

What is the Adopt-A-Park time commitment?

Each year, the adoption commitment begins in April and concludes in December. Each group is required to set up monthly work dates at the beginning of their adoption through the end of the year. It is each Adopted Park's contact person's responsibility to organize monthly clean-ups and keep track of the group's total volunteer hours. If your group chooses to work year-round with your Adopted Park, please advise the Marketing Specialist at (630) 993-8925 so the appropriate arrangements can be made.

Who can participate?

The Adopt-A-Park Program is open to individuals, youth groups, neighborhood associations, civic groups, religious organizations, service organizations, schools (school groups and teams), businesses and other community organizations throughout the City of Elmhurst.

What does adopting a park entail?

When a group adopts a park from the Elmhurst Park District, the organization's members pick up litter, report vandalism, make recommendations to improve the park's equipment/tree planting/general maintenance and keep an eye on the park. We ask that you do not edge, cut, prune, or pull any landscaping or trees before speaking with a Park Ambassador or Park Maintenance Supervisor at (630) 993-8942. We ask the Adopted Park's contact person to inform and enforce the Adopt-a-Park policies and procedures within their groups. The main contact for the Adopt-A-Park Program will be the Marketing Specialist, Megan McNamara, at (630) 993-8925.

How does one go through the adoption process?

The application and information packet for the Adopt-A-Park Program is located on the Elmhurst Park District's web site, www.epd.org, to be downloaded or you can pick one up at the Park District Administrative Office, 375 W. First Street. After application review, a park will be assigned to your group. Your group will be contacted to set up a time to receive training.

What are program benefits?

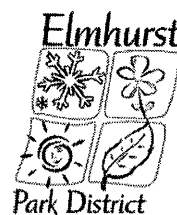
- It is a great way for your group to spend quality time together and feel good about what you are doing.
- Your organization's name will be acknowledged on a sign in the designated park or area of the park.
- You will benefit from the satisfaction of knowing that you are improving your favorite community park.
- It will not only better the parks of Elmhurst, but the Park District as a whole.

- It will give groups a chance to have a hands-on role in keeping their park clean and beautiful.

What are the Adopt-A-Park guidelines?

1. The parks will be assigned to groups on a first-come, first-serve basis to be determined by the Marketing Specialist.
2. Each group will receive several waiver forms that must be completed on **every occasion** they are in the parks in order to keep track of volunteers and their hours worked. If waiver forms are not received regularly, the group will be contacted and asked to renew their commitment or let another group adopt their site.
3. All waiver forms must be returned to the Marketing Specialist at the Administrative Office, 375 W. First Street, Elmhurst.
4. Work is to be completed during park hours only (dawn to dusk.)
5. All participants should be over the age of 18 or accompanied by an adult supervisor (i.e., scout and youth groups accompanied by adult sponsors.)
6. Groups are to commit to work in the parks one day per month and participate in the Adopt-A-Park Kickoff in April, which all Adopt-A-Park participants will be involved in. Park Ambassadors and Park Maintenance Supervisor will be available at that time for assistance.
7. Groups are required to show up on the scheduled monthly dates, but may also show up other times at their leisure. If the group has collected a large amount of trash from a park or needs assistance of any kind, they may contact the Park Ambassador Supervisor or Park Maintenance Supervisor.
8. Please do not pull any weeds or flowers.
9. Appropriate clothing for weather and work gloves should be worn at all times.
10. If you notice a park patron looking for a recycling bin, you can inform them about the Park District's new recycling program.
11. Please ask pet owners to keep their animals on a leash while on Park District property.
12. Please report any broken or damaged equipment.
13. All participants are to follow all park policies set by the Elmhurst Park District. Failure to do so will result in removal from the program.
14. Have FUN in the park!!!!

The Marketing Specialist can be reached at (630) 993-8925 or emailed at mmcnamara@epd.org. The Park Ambassador Supervisor can be reached at (630) 993-8946.



Adopt-A-Park Application

ORGANIZATION (as it is to appear on your sign) _____

GROUP CONTACT PERSON (at least 18 yrs. old) _____

TITLE OR POSITION _____

PHONE NUMBER (day) _____ (evening) _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

ESTIMATED NUMBER OF PARTICIPANTS _____

PREFERRED ADOPTION SITE (park name) 1st choice _____

2nd choice _____

TENTATIVE STARTING DATE _____

STATEMENT OF AGREEMENT

As a representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the Elmhurst Park District in regard to the Adopt-A-Park Program. I understand that this is an application for the Adopt-A-Park Program and that the Marketing Specialist will contact me to finalize an agreement. In addition, I understand that the Marketing Specialist will make the final determination as to whether a group can participate and the final park assignment. I understand the Marketing Specialist will also have the authority to remove groups from the program if they do not uphold the guidelines of the Adopt-A-Park Program. It is my responsibility to have all participants of my organization involved in the Adopt-A-Park Program sign the Elmhurst Park District's volunteer waiver form. Finally, I understand all rules of the Adopt-A-Park Program/park policies of the Elmhurst Park District, and that failure to uphold these guidelines will jeopardize my group's involvement in the Adopt-A-Park Program.

SIGNATURE _____ DATE _____



Village of Orland Park
Recreation and Parks Department

Adopt-A-Park

Handbook



Table of Contents

Overview.....	1
Guidelines	2
Safety Guidelines	3
Available Parks/ Bike Trails	4

Attached Documents

Adoption Application

Volunteer Waiver/Adult

Volunteer Waiver/Minor

Volunteer Tracking Form

Volunteer Hours Tracking Form

Participant Change Form

Damage Report

Digital copies of all forms can be found at www.orlandpark.org



Overview

Adopt-A-Park Program

The Village of Orland Park Recreation and Parks Department invites organizations to take part in its Adopt-A-Park program. Show pride in your community and work hands-on to help keep our 63 parks clean and litter free.

Commitment

Each year, a Community group commits to work in a park of their choosing one day per month in the designated cleanup months of May, June, September, and October. We will kick off the program in April. Participation in April's Earth Day Cleanup at Centennial Park is also required. Groups can choose their participation day in each of the designated months. It is the responsibility of each Adopted Park's group representative to organize these cleanup dates, and inform the Recreation Department of the chosen dates.

Participation

The program is open to individuals, youth groups, neighborhood associations, businesses and other community groups. All participants should be over 18 unless accompanied by an adult supervisor. (Scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per five children)

What Adopting a Park Involves

When a group adopts a park from the Village of Orland Park, the organization's members agree to perform debris and litter removal only. We ask that you do not cut, prune, or pull any landscaping, weeds or trees. We ask the Adopted Park's group representative to inform all participants within their group of the Village of Orland Park's park policies and procedures. Failure to do so will result in removal from the program. Individual group will be responsible for providing bags, gloves and buckets for litter removal.

Process

Groups that are interested in the Adopt-A-Park program will need to fill out and submit an application along with release forms for all participants. Adopted Parks will be assigned on a first come first serve basis.

Benefits

The program provides an opportunity for local schools, clubs, organizations and businesses to serve the community. It is also a great way for groups to spend quality time together outdoors and help keep our parks cleaner in the process.

Your organization's name will be acknowledged on a plaque at Centennial Park.



Guidelines

- Community groups commit to work in a park of their choosing one day per month in the designated cleanup months of May, June, September, and October and also participate in the Earth Day Cleanup in April.
- ~~It is the responsibility of each Adopted Park's contact's person to organize cleanup dates, and~~ inform the Recreation Department of the chosen dates.
- The parks will be assigned on a first-come-first served basis.
- Work is to be completed during park hours only (dawn to dusk).
- All participants should be over 18 unless accompanied by an adult supervisor. (scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per five children)
- Groups can choose their participation day in each of the designated months.
- Please do not pull weeds or flowers.
- Bags, gloves, and buckets will be provided by the individual group.
- All participants are to follow the entire park policies set by the Village of Orland Park Recreation and Parks Department. Failure to do so will result in removal from the program.
- The group will place filled trash bags in trash cans, or remove those items to be recycled.
- Have fun!



Safety Guidelines

All volunteers of the Village of Orland Park Recreation and Park's Department Adopt-A-Park program are required to adhere to the following guidelines while performing litter removal in any park:

Do's

- Wear gloves at all times.
- Tie all bags tightly before placing in trash cans/dumpsters.
- Handle sharp objects with care (adults only).
- Be cautious of any poisonous plants such as poison ivy.
- Carry a first aid kit.
- Dress appropriately for the weather and environment.
- Work during normal park hours.
- Have at least one adult per five minors.
- Only remove litter and debris.
- Follow all safety guidelines.
- Report any item in need of repair by filling out a damage report.
- Call Donna Kargol at 708-403-6258 to report a safety concern.

Don'ts

- Don't bring small children or pets along.
- Don't pick up materials that may be hazardous (needles or drug paraphernalia).
- Don't allow children to handle sharp objects.
- Don't stomp on bags as there may be broken glass or sharp objects inside that may injure you or others.
- Don't enter fragile environments surrounding retentions ponds and other bodies of water.

In case of emergency please dial 911.

Teachers and Group Leaders

- Students must be supervised at all times.
- Be sure volunteers are fully aware and capable of abiding by rules and guidelines of the program.
- Use any additional safety precautions you believe necessary.

Students and Minors

- Stay in sight of your teacher or supervisor.
- Work with a partner.
- Do not pick up trash near the street or curbs.
- Do not pick up sharp objects (broken glass).
- If park staff is present, use caution when working around them. Do not run in front of them or get too close when they are operating machinery.
- Do not run or throw objects and be sure to follow all rules of the park.

Village of Orland Park Recreation Department
Adopt-A-Park Program Application

Date: _____

Preferred Park: 1st choice _____

2nd Choice _____

Organization: _____

Group Contact Person: _____

Phone Number: _____

Day: _____ Cell: _____

Mailing Address: _____

E-mail: _____

Approximate number of participants: _____

Adopt-A-Park sponsors will have their name displayed on a plaque in Centennial Park, acknowledging participation in this program. Please indicate on the line below exactly how you wish your organization's name to be printed on this plaque:

(Re-adopters sign name will stay the same)

As a representative of this organization, I have read and agreed to the guidelines of the Village of Orland Park Recreation Department's Adopt-A-Park program. **It is my responsibility to have all participants of my organization involved in the Adopt-A-Park program sign the Recreation and Parks Waiver forms.** I understand my group will be removed from the program if all guidelines are not followed.

Signature: _____ Date: _____

Please return this form to Donna Kargol:

Mail: Village of Orland Park Recreation Department
Attn: Donna Kargol
14600 S. Ravinia Ave.
Orland Park, IL 60462

Email: dkargol@orland-park.il.us

Fax: 708-403-6274



VILLAGE OF ORLAND PARK RECREATION AND PARKS DEPARTMENT

PROGRAM VOLUNTEER (ADULT)

RELEASE AND INDEMNITY

In consideration of the permission extended to me by the Village of Orland Park, to participate in the **Adopt - a - Park program**, and for other valuable consideration, I, _____, of the address of _____ (street address, city, state and zip code), for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE the Village of Orland Park and its officers, employees, servants and agents from any and all other claims and demands, damages, on account of, or in any way resulting from losses suffered by me, arising out of the activities on the premises of the Village of Orland Park in any way associated with the **Adopt - A - Park program**. This RELEASE AND INDEMNITY is also intended to include any losses incurred or arising out of instructions, training and directions received in the course of any of the activities described or mentioned herein.

Furthermore, in consideration of the foregoing premise I do, for myself, my heirs, executors, administrators, personal representatives and assigns, hereby expressly stipulate, covenant, and agree to INDEMNIFY AND HOLD HARMLESS the Village of Orland Park and its officers, employees, servants, agents, and all other persons whomsoever against and from any and all losses and claims for loss which hereafter arise, or are instituted or recovered against the Village of Orland Park, and its employees, servants, agents or officers.

I further acknowledge that I am a person 18 years of age or older and am familiar with the nature of the program activities that may occur and take place in the course of the **Adopt - A - Park program**, and I am cognizant of the danger to my person and property presented by my participation therein; and, in accordance with this RELEASE AND INDEMNITY, do assume such risks. I further acknowledge that I am also aware of the peculiar dangers that exist in the operation or conduct of **Adopt - A - Park** associated with Village events.

I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT AND SIGN THE SAME AS MY OWN FREE AND VOLUNTARY ACT. THE TERMS OF THIS RELEASE AND INDEMNIFICATION AGREEMENT ARE CONTRACTUAL AND NOT A MERE RECITAL.

Signature of Participant

DATE _____



Village of Orland Park Recreation and Parks Adopt-A-Park

Volunteer Tracking Form

Park: _____

Group: _____

Date: _____ Number of volunteers: _____

Name	Adult	Minor	Waiver On File

Please list additional participants on reverse side.

Mail: Village of Orland Park Recreation Department
14600 S. Ravinia
Orland Park, IL 60462

Email: dkargol@orland-park.il.us

Fax: 708-403-6274



Village of Orland Park Recreation and Parks Adopt-A-Park

Participant Change Form

Please complete and return by mail, e-mail, or fax if you added or removed group members since submitting your application. You may return this form with your Volunteer Hours Tracking Form. **All new participants must sign a waiver form.**

Mail: Village of Orland Park Recreation Dept.
14600 S. Ravinia
Orland Park, IL 60462

Email: dkargol@orland-park.il.us

Fax: 708-403-6274

Group Name: _____

Group Contact: _____

Day Phone: _____ Cell: _____

Park: _____ Date: _____

Additional Participants Added

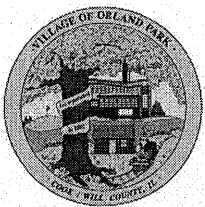
(Please return signed waivers with this form)

Name	Waiver Signed:
	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No
	Yes / No

Participants Removed

Name

Representative Signature: _____



Village of Orland Park Park Damage Report

Use this form to report any damage to parks located within the Village of Orland.
Please complete all information including your name, phone number and e-mail address so that someone from our staff can contact you if necessary. This information will be forwarded to the appropriate department as soon as it is received.

Thank you!

Name of Park:

Date:

Contact Name:

Contact Phone:

Contact Email:

Would you like to be contacted?

☐ YES

☐ NO

Check the damaged items:

☐ Curbs/Sidewalks

☐ Fencing

☐ Potholes

☐ Litter

☐ Lights

☐ Field Damage

☐ Playground

☐ Other

Brief Description of damage:

DAMAGE/WEAR

[Please Describe & List Item]

Vandalised:

Bent:

Loose:

Broken:

Rotten:

Cracked:

Other:

Rust/ Corrosion:

Cracks:

Sharp Edges:

Splinters:

Other/ Observations

Comments:

Memo

Date: May 5, 2014
To: Parks & Recreation Commissioners
From: Gina Hassett, Director of Parks & Recreation
RE: Peirce Park Playground

The FY 2014/15 budget includes \$150,000 to replace the Peirce Park playground.

The playground equipment was installed in 1993 and is the oldest playground in the Village. The average life of a playground is twelve to seventeen years. During the recent IRMA insurance inspection in 2013, it was noted that the paint is peeling, several of the pieces have worn edges and that the border around the equipment is missing in some areas.

The intent is to replace the playground in the fall so that the existing equipment will be in place during the summer months. Staff is receiving proposals for professional services to design the playground. The design process will include community feedback from residents and community stakeholders.

Design elements include the playground equipment and the items listed below.

- 1) Permits
- 2) Handicap ramps
- 3) Border
- 4) Drainage (if needed)
- 5) Wood chips
- 6) Benches, bike racks, picnic tables, etc.
- 7) Landscape
- 8) Playground Audit

Updates will be provided to the Commission as the process moves forward.

