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Willowbrook

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Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Dennis Baker

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, OCTOBER 1, 2013, AT **7:00PM** AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. SEPTEMBER 3, 2013
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Waterford Park Updates
 - B. Picnic and Event Charge Revisions
 - C. Master Plan
6. NEW BUSINESS
 - A. 2013 Special Recreation Tax Levy
 - B. Field Space at Gower West School
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, SEPTEMBER 3, 2013, AT THE WILLOWBROOK VILLAGE HALL, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Jo Bice, Ronald Kanaverskis, Leonard Kaucky, Laurie Landsman, Rene Schuurman, Doug Stetina, and Ramona Weigus.

ABSENT: Commissioner Carol Lazarski.

Also present was Superintendent of Parks and Recreation Kristin Violante and Mayor Frank Trilla.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – AUGUST 13, 2013

The Commission reviewed the August 13, 2013 minutes. Superintendent Violante had a written statement from Commissioner Lazarski in regards to a dog park. After discussion, commissioners agreed to remove the statement under #5C “The commissioners stated that they are in favor of having a designated dog park but no dogs allowed in any of the existing parks” from the record. Commissioner Weigus had a wording change in Section 6 about the inscription on the memorial veteran’s bench. Commissioner Landsman requested verbiage in the minutes related to the decision to have a tree moved from Borse Park to Willow Pond for the tree lighting. Chairman Cobb stated Mayor Trilla would address that topic.

MOTION: A Motion was made by Commissioner Landsman and seconded by Commissioner Weigus to approve the August 13, 2013 minutes as amended.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Bice, Kanaverskis, Kaucky, Landsman, Schuurman, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Lazarski.

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

Summer Special Events

Superintendent Violante stated the last movie night, Harry Potter & the Sorcerer’s Stone, was held on August 15th. Approximately 55 people attended, with ten children participating in the pre-movie festivities. Superintendent Violante stated the Commission should consider having only one movie night next year and put money towards an event that will generate more attendance.

On Tuesday, August 20th, the Village co-sponsored a Kids Night Out with Laneville Chiropractic at Harvester Park. There were approximately 40 children in attendance.

Field Rentals

Superintendent Violante stated there have been many rentals at Borse Park. BRW Softball, Orland Park travel team, and Our Lady of Peace Football groups use the fields during the week in addition to several picnic rentals on the weekends.

Upcoming Fall Special Events

Superintendent Violante stated there will be a Special Recreation Fishing Day on September 7th at Willow Pond. This is a free event.

Superintendent Violante stated it was requested to hold a second Community Yard Sale in the fall which will be held on September 21st.

New Programs

Superintendent Violante stated new fall programs include Indian Dance and Magic offered through the Burr Ridge Park District, a Dance Poms program offered through the Oak Brook Park District, and Ballroom Dancing through the Hinsdale Parks & Recreation Department.

Superintendent Violante advised to save the dates for the Holiday Tree Lighting event which will be held on December 7th, and the Childrens' Holiday Party which will be held on December 15th.

5. OLD BUSINESS

A. Waterford Park Updates

Superintendent Violante stated that bid openings were held on Friday, August 30th. The project was broken up into six different projects. At least three bids were received for each project. Superintendent Violante stated she has called the references of the lowest bidders; and all companies come highly recommended.

After review by Tod Stanton of Design Perspectives and Superintendent Violante, the following is the suggested proposal to the Village Board on Monday, September 9th to award the bid contracts as follows:

Bid Package 1A – Grading
Bid Package 2A – Concrete
Bid Package 3A – Asphalt

RNR Contractors
The Kenneth Company
Matthews Paving

Bid Package 4A – Playground Safety Surface
Bid Package 5A – Shelter & Site Furnishings
Bid Package 6A – Landscaping

Continental Construction
Hacienda Landscaping
Hacienda Landscaping

Superintendent Violante reminded the Commission that \$200,000 was budgeted for this project. This project does exceed the budgeted amount; however, since this project involves accessibility components, the additional funding needed will come out of the Special Recreation Levy. The overall cost for this project is \$219,000.

Commissioner Schuurman questioned if combining some of the packages would give better pricing. Superintendent Violante stated the bid was broken out to save money on the overall project.

Superintendent Violante stated the hope is to begin construction in the next couple of weeks and have a dedication before the weather turns bad.

B. Leashed Dogs in Parks

Mayor Trilla stated he is glad the Commission members each expressed their views in regards to leashed dogs in the parks and understands concerns that they raised. Commissioner Stetina reminded the commission that the citizen survey did state that 55.1% of the public want leashed dogs in the park and another 12% stated they did not care one way or the other. Commissioner Stetina also stated that both Darien and Burr Ridge have dog leash programs and neither community has had problems.

Mayor Trilla stated he will be taking the recommendation from the majority of the Parks and Recreation Commission and not allow leashed dogs in the park at this time.

C. Lake Hinsdale Park Task Force

Chairman Cobb stated that he, Mayor Trilla, Commissioner Landsman, Commissioner Bice, and Superintendent Violante met with officials from Midtown Athletic Club. Discussions involved turning Lake Hinsdale Park into a fitness park. Some ideas brought up included partitioning the park into separate areas where many activities can be going on at one time.

Mayor Trilla advised that the concept that the Midtown people are proposing for this park will be a cutting edge design and is looking forward to Willowbrook being the recipient of such.

Discussion commenced in regards to the holiday tree lighting ceremony. Mayor Trilla stated he made the decision to move a tree from Community Park to Willow Pond because it was the least expensive option. Superintendent Violante stated the plan is to have the ceremony at Willow Pond every year and to possibly incorporate a trolley to involve businesses throughout town. Superintendent Violante stated that Bella Cosa Jewelers is donating the money to have the tree moved.

D. Master Plan

No new discussion at this time. The addition of a gaga pit will be discussed in the spring.

6. NEW BUSINESS

A. Picnic and Event Charge Revisions

Superintendent Violante reminded the Commission that fees to rent athletic fields were raised in the past year. Superintendent Violante is requesting the fees for pavilion rentals be increased. There has been a considerable amount of non-residents requesting to reserve the parks. Superintendent Violante stated it is the non-residents who typically do not follow protocol when reserving the parks. These citizens know that Willowbrook rates are the cheapest. Willowbrook does charge more for non-residents; however, the rates are below neighboring jurisdictions.

Chairman Cobb requested that rates be obtained from additional communities in order to determine the new fees.

Superintendent Violante stated the amount charged for a security fee is high. Some citizens reserve the parks months in advance which means their security deposit is with the Village for a long time. Superintendent Violante stated the purpose of the security deposit is to deter and/or cover any damage done to the park during the rental. Since she has been working here, there has been a minimal amount of damage. Superintendent Violante stated most other municipalities do not charge a security deposit. Commissioner Bice asked if the Village could hold a credit card number in case there is damage. Superintendent Violante stated it is Village policy to not hold onto credit card information. There was a question asked as to whether anyone had not received their deposit back. Superintendent Violante stated it has only occurred once in the past two years. Chairman Cobb stated this discussion will be continued at the next Commission meeting.

7. CORRESPONDENCE/COMMUNICATIONS

There were no communications.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Weigus to adjourn the meeting at the hour of 8:05 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Bice, Kanaverskis, Kaucky, Landsman, Schuurman, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Lazarski.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

October 1, 2013

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

Park News for Monthly Report, September 2013

Fall Special Events

The following are the registration numbers for fall thus far:

Fall Children's' Birthday Parties -	1
Children's Dance (3 classes) -	0
Magic (coop with BRPD) -	0
Horsemanship -	0
Fencing (coop with VOH) -	1
Lacrosse League -	1
Lacrosse Fundamentals -	0
Taekwondo (6 levels) -	1
Karate (7 levels) -	11
Tai Chi (coop with OBPD) -	4
Community Yard Sale (coop with BRPD)	16
Ballroom Dancing (3 levels) -	4
Sensible Fitness -	
1x/wk -	3
2x/wk -	1
Mat Pilates -	5
Reformer Pilates -	
Wednesday	4
Saturday	5
Yoga -	
Monday a.m. -	13
Thursday a.m. -	9
Thursday p.m. -	10

Park Rental Rate Comparison

Persons in Group	Village of Willowbrook Premium Rates * Borse & Willow Pond (Monday thru Friday 5 – 9 PM and all weekends & holidays) Based on six hours		Darien (for entire day)		Village of Hinsdale (for entire day)		Burr Ridge Park District *two hour minimum *includes Supervisor *\$100.00 security deposit		
	Resident	Non-resident	Resident	Non-resident	Resident	Non-Resident	Resident, Non-Profit, Community Service Group	Individual Resident or Business	Non-Residents
Up to 25*	\$35 (Waived for scout & school groups serving Willowbrook residents)	\$70 (Waived for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
26-49 *	\$45 (\$30 for scout & school groups serving Willowbrook residents)	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter \$ 50 KLM South Shelter \$100	KLM North Shelter \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
50 – 100 *	\$85 (\$60 for scout & school groups serving Willowbrook residents)	\$140 (\$80 for scout & school groups serving Willowbrook residents)	\$85	\$160	KLM North Shelter (max. #80) \$ 50 KLM South Shelter \$100	KLM North Shelter (max.#80) \$110 KLM South Shelter \$160	\$40/hour	\$45/hour	\$100/hour
101-150 **	\$120 (\$90 for scout & school groups serving Willowbrook residents)	\$200 (\$100 for scout & school groups serving Willowbrook residents)	\$145	\$270	KLM North Shelter \$100	KLM North Shelter \$160	N/A	N/A	N/A
151 – 200 **	\$175 (\$140 for scout & school groups serving Willowbrook residents)	\$300 (\$150 for scout & school groups serving Willowbrook residents)	\$145	\$270	\$250	\$250	N/A	N/A	N/A
200+	Costs are determined by size of group and require Village Board approval								

For other Village of Willowbrook Parks

#1-49 – Security Dep. - \$100.00 - Resident -\$25/6 hs, Non-Res. \$50/6 hrs #50-100 – Security Dep. - \$150.00 Resident Rate - \$50/6 hrs, Non-Res. Rate - \$100/6 hrs

Notes for 2013 Special Recreation Tax Levy

	<u>2012</u>	<u>2013</u>
A. Gateway SRA membership. Anticipated a maximum of 6.5% increase in the current SRA annual assessment of \$34,585. (Account 01-20-590-518)	\$36,833	37,360
B. Staff Costs. Estimate for Gateway SRA representation and Communicating with residents on special recreation issues. (Account 01-20-550-101)	\$ 5,400	5400
C. ADA Accomodations.		
1. Projections based on previous years to provide assistance for 1:1 aides. FY12-13 cost was \$4200. We are anticipating costs for FY 13-14 to be approximately \$5000. Allocate \$5,000 for FY 14-15 (Account 01-20-590-520)		this line item decreasing \$1200 for FY 14/15
2. Special Recreation Fishing Day at Willow Pond = \$400 (Account 01-20-590-520)		this line item increasing \$200 for FY 14/15
3. Contingency for ADA assistance for participants in Parks and Recreation Department activities = \$1000 (Account 01-20-590-520)		
4. Approved playground mulch (4 loads x \$1500/load) x .5 = \$3000 (Account 01-20-590-520)		
5. Labor for spreading 4 loads of mulch x \$800 X .5 = \$1600 (Account 01-20-590-520)		
6. Handicapped toilet upgrade at Willow Pond (\$25/month x 7 months) = \$175.00 (Account 01-20-590-520)	\$ 12,375	11,175
D. ADA Park Improvements.		
1. Portion of \$82,000 playground w/at least 3 accessible attractions and regulatory signage = \$7,000 (Account 01-20-590-521) (2012)		
2. Purchase 1 ADA accessible water fountain for Farmingdale Park, includes labor= \$6300 (Account 01-20-590-521) (2012)	\$13,300	
Portion of \$82,000 playground with at least 3 accessible attractions and regulatory signage =		17,200
Proposed Total for 2012 Special Recreation Tax Levy	\$67,908	71,135