



EST. 1960

Willowbrook

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Willowbrook, IL 60527-5549

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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, AUGUST 4, 2015, AT 7:00 P.M. AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) July 7, 2015 Regular Meeting of the Parks & Recreation Commission
4. REPORT – Event Updates:
 - a) Touch-A-Truck, July 10, 2015
 - b) Family Movie Night, July 17, 2015
 - c) Community Yard Sale, July 25, 2015
5. DISCUSSION – Intergovernmental Agreement with the Burr Ridge Park District – Access to Recreation Programs and Services
6. DISCUSSION – Conceptual Planning – Community Resource Center (CRC), 825 Midway Drive
7. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS:
 - a) Willow Pond Park Renovation Project
 - b) Lake Hinsdale Park Renovation Project
9. ADJOURNMENT

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Mark Shelton



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JULY 7, 2015, AT THE VILLAGE POLICE STATION BUILDING, 7760
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:02 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Rene Schuurman.

Also present was Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – JUNE 2, 2015

The Commission reviewed the June 2, 2015 minutes.

MOTION: A Motion was made by Commissioner Stetina and seconded by Commissioner Grimsby to approve the June 2, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. DISCUSSION – LAKE HINSDALE PARK RENOVATION

Discussion on this item was postponed until the next Commission meeting.

5. REPORT – PARK LANDSCAPE MAINTENANCE CONTRACT

Chairman Cobb related that the new landscaping contract is good. Commissioner Kanaverskis advised that mulch needs to be replaced around the park signs throughout the Village.

6. VISITORS' BUSINESS

There was no Visitors' Business.

7. COMMUNICATIONS

a. Eagle Scout Project

Interim Superintendent Fenske advised that he had received a call from an Eagle Scout that had an arrangement with the previous Parks Superintendent to build two benches for

Creekside Park. The benches are currently at the Public Works facility. The benches are made out of treated lumber. Interim Superintendent Fenske related that the Commission needs to decide if the benches should be lacquered or stained.

b. Community Park – Path Lighting Upgrades

Interim Superintendent Fenske stated that the lights around the path in Community Park have been redone into LED fixtures. The new lights are on photo cells.

c. Status of EAB Tree Removals in Parks

Interim Superintendent Fenske related that the Ash tree removal is an ongoing project.

d. Status of BRW Games

Interim Superintendent Fenske advised that due to all the rain, the BRW games are behind schedule. The Co-Rec league is also behind due to the weather.

e. Touch-A-Truck Special Event, July 10th

Interim Superintendent Fenske stated that 18 different vehicles will be represented at the event.

Commissioner Stetina advised that he will be replacing the flags at the Veteran's Memorial at Willow Pond.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 7:22 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

August 4, 2015

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

DISCUSSION – Intergovernmental Agreement with the Burr Ridge Park District – Access to Recreation Programs and Services

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:
August 4, 2015

BACKGROUND

As previously discussed with the Commission, Mayor Trilla and Administrator Halik have engaged in discussions with representatives from the Burr Ridge Park District (BRPD) to explore areas where programs and services could be combined. This would benefit both agencies, and for Willowbrook, would resolve the issue of having to find a temporary facility in which to hold recreation programs while the 825 Midway Drive building is renovated to serve as a Community Resource Center (CRC). The following details were discussed:

- **Formatting and Printing of the Park Program Guide** – The Willowbrook park guide is currently black & white with color front and back covers. BRPD has had success in publishing a full-color guide twice a season (mid-April and mid-August). In addition, an optional mini-brochure could be sent out to all schools in early January as a booster/reminder. BRPD will format our park guide in full color at the same schedule as their guide.
- **Combining Recreation Programming** – The BRPD has agreed to host several of our programs including: the bridge club, the yoga club, and bringing back the chess club, during renovation of the 825 Midway building. In addition, all residents within the corporate boundaries of Willowbrook will be able to participate in BRPD programs and will be granted residency status regarding fees charged for those programs. Registrations, except for Willowbrook special events, would be handled by BRPD via phone or an online registration system that will ultimately be available.
- **Staffing Assistance for Special Events and Other Programming** – The BRPD has offered to provide part-time staff on an as-needed basis to assist in Willowbrook special events throughout the year, if needed.

REQUEST FOR FEEDBACK

Attached is a Letter of Agreement submitted by the Burr Ridge Park District memorializing the details of the agreement and associated costs (\$15,000/year). The term of this agreement would be for one (1) year, to enable a “trial period” with an option to renew for a second year. This agreement would need to be approved by the Willowbrook Village Board through adoption of an Intergovernmental Agreement (IGA).

STAFF RECOMMENDATION

Staff recommends approval of the agreement. If the Park Commission concurs, the Village Attorney would be authorized to draft the required Intergovernmental Agreement (IGA), which would be placed on a Board agenda in August for consideration.

BURR RIDGE PARK DISTRICT

promoting quality living thru quality leisure

June 29, 2015

Timothy J. Halik, Village Administrator
Village of Willowbrook

Please allow this correspondence to serve as a letter of agreement between the Burr Ridge Park District (BRPD) and the Village of Willowbrook (WB).

The BRPD agrees to provide WB with final, printed program and activity information for the school year and summer programming season. All residents within the corporate boundaries of WB will be granted residency status regarding fees charged for those services. BRPD will be solely responsible for all elements regarding program development, structure, implementation, and evaluation. All graphic design, layout, communication with printers, etc., will be completed by BRPD. WB will be responsible for the costs associated with printing and distributing the printed informational insert. WB is not being counted on to handle any request for further information or questions regarding the programs, so it is noted and understood that all inquiries will be directed to BRPD. WB residents will register directly with BRPD and will be provided instructions in the insert. BRPD staff will meet regularly and/or as needed with WB staff/officials to coordinate dates, schedules, and other initiatives, or opportunities. Additionally, BRPD will provide professional assistance to WB regarding certain local recreational and/or special events that WB wishes to continue as part of the services they offer their residents.

WB agrees to provide BRPD with payment for services in the amount of \$15,000, payable in installments of \$7,500 due September 1, 2015 and March 1, 2016.

The term of this agreement is September 1, 2015 to September 1, 2016. Parties may enter into mutual agreement to extend the Agreement to September 1, 2017, provided such a determination is made by July 15, 2016. Either party may terminate this agreement for any reason through written notification provided that such notification occurs no later than March 1, 2016.

Since it is anticipated that BRPD employees and WB facilities will be utilized at times together to provide services (i.e., fishing derby, garage sale), it is appropriate that both parties properly indemnify each other with effective certificates of insurance (COI) naming each other as "additional insured". Coverage should be extended for General Liability/Bodily Injury/Property Damage for no less than \$1,000,000 Combined Single Limit.

Please be advised that in the event that BRPD staff are working at a WB facility, staff will perform a pre-event safety inspection to verify that no hazards or issues occurring between maintenance rounds, which both parties know can and do happen, exist that could impact risk management. If any such hazard exists, we will either remediate if minor or suspend the activity and notify WB of the issue during next business hours.



Burr Ridge Park District

Village of Willowbrook

DATES OF NOTE

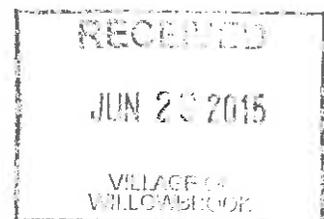
<u>September 1, 2015</u>	Program information for school year distributed to WB residents. First installment of \$7,500 due to BRPD.
<u>March 1, 2016</u>	Last installment of \$7,500 due to BRPD or written notice of termination due from either party.
<u>April 15, 2016</u>	If no termination, program information for summer distributed to WB residents.
<u>July 15, 2016</u>	Deadline for extending the agreement until September 1, 2017. If not extended, agreement concludes and WB residents enjoy residency status until September 1, 2016.
<u>September 1, 2016</u>	If extended, program information for school year distributed to WB residents. First installment of \$7,500 due to BRPD.
<u>March 1, 2017</u>	Last installment of \$7,500 due to BRPD or written notice of termination for the year #2 extension due from either party.
<u>April 15, 2017</u>	If no termination, program information for summer distributed to WB residents.
<u>September 1, 2017</u>	Program information for school year distributed to WB residents. Agreement concludes. WB residents enjoy residency status through June 1, 2018.

* Please note, dates may not be exact as flexibility might occur due to marketing, school, and implementation schedules.

DRAFT NOTICE TO BE INCLUDED IN WB PARK GUIDE:

The Village of Willowbrook and the Burr Ridge Park District have recently entered into an intergovernmental agreement to provide Willowbrook residents access to programs and services offered by the Burr Ridge Park District at rates charged to Burr Ridge Park District residents. This agreement will be in effect from September 1, 2015 until September 1, 2016, with an option to extend the agreement to September 1, 2017.

For your convenience, a brochure containing all of these programs and services is included in this publication. Willowbrook residents are encouraged to contact the Burr Ridge Park District to register for any of these programs or to have any questions regarding these services answered to your satisfaction. This agreement represents another component of the long tradition of cooperation between the Village of Willowbrook and the Burr Ridge Park District.



PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Conceptual Planning – Community Resource Center (CRC), 825 Midway Drive

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

August 4, 2015

BACKGROUND

On December 30, 2013, the Village acquired the property located adjacent to the Village Hall at 825 Midway Drive in order to further the Village's long-term space needs plan with regard to facilities. This property is .69 acres in area and contains a one-story 7,110 square foot office building built in 1979. Once renovated, it is intended to serve as the Village's Community Resource Center (CRC).

Prior to the Board's decision to acquire this property, an architectural firm, Williams Architects, was asked to conduct a brief feasibility analysis to determine whether the acquisition of the property, and subsequent renovation of the facility, could satisfy our previously identified Village facilities long-term space needs. The results of the feasibility analysis revealed that re-creating the previously envisioned municipal facilities campus concept around the existing Village Hall building could in fact satisfy our long-term space needs.

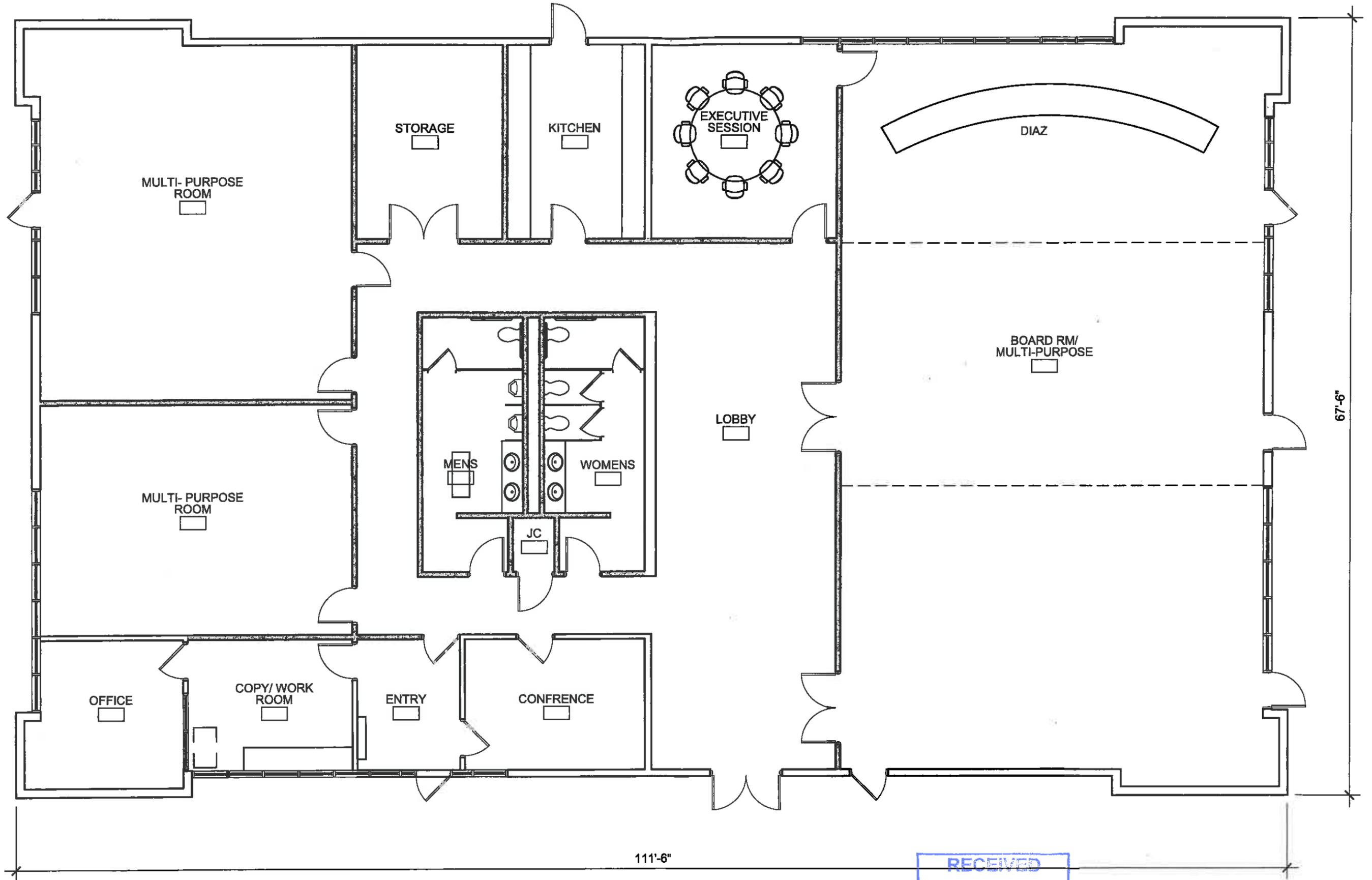
There is currently a business tenant, Novotny Engineering, occupying approximately 70% of the 825 Midway building. Their lease will expire on June 30, 2016 at which time building renovations are planned to occur. To begin considering a renovation design for the building, the Village Board at their July 13, 2015 meeting accepted a proposal from Williams Architects to perform space programming and to develop a conceptual design for the facility. On July 22, 2015, staff held a kick-off meeting with a representative from Williams Architects to begin this work.

REQUEST FOR FEEDBACK

Attached is a first DRAFT space plan for the building, which includes a Board room and various recreational space as part of a Community Resource Center (CRC). The current design includes moveable partition walls in the board room, so that the dais area can be closed off, but the remainder of the room can be used for recreational purposes when there are not meetings held. Staff intends to work with the Park & Recreation Commission members, Village elected officials (one of which is an architect experienced in public sector facilities design), representatives from the Burr Ridge Park District, and other interested parties to gain feedback on the conceptual design so it can ultimately be refined into a final plan.

STAFF RECOMMENDATION

Please provide any comments, suggestions or thoughts you may have on the conceptual space plan.



VILLAGE OF WILLOWBROOK - BOARD AND COMMUNITY CENTER

SCALE: 1/8" = 1'-0"



Job No. 2013-040
 4 DEC 2013

