



EST. 1960

Willowbrook

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AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, OCTOBER 6, 2015, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) September 1, 2015 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Special Event Planning:
 - a) Pumpkin Fest / Halloween Party, October 23, 2015
 - b) Children’s Holiday Party, December 13, 2015
 - c) Holiday Tree Lighting Ceremony
5. DISCUSSION – 2015 Special Recreation Tax Levy
6. DISCUSSION – Community Resource Center (CRC) Design
7. VISITOR’S BUSINESS – Public comment is limited to three (3) minutes per person
8. COMMUNICATIONS
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, SEPTEMBER 1, 2015, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,
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 Lorraine Grimsby, Ronald Kanaverskis, Laurie Landsman, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Carol Lazarski, and at time of Roll Call – Commissioner Rene Schuurman.

Also present were Village Administrator Tim Halik and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – AUGUST 4, 2015

The Commission reviewed the August 4, 2015 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the August 4, 2015 minutes as presented.

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

MOTION DECLARED CARRIED

4. REPORT – EVENT UPDATES

a. Co-Rec Softball

Interim Superintendent Fenske related that co-rec softball is finished for the season. All teams had positive feedback and look forward to next year.

b. Childrens' Holiday Party

Interim Superintendent Fenske advised that plans for the party are on schedule. The date is scheduled for December 13, 2015 at Hinsdale South High School.

5. DISCUSSION – 2016 PARK GOOSE CONTROL AGREEMENT, WILD GOOSE CHASE, INC.

Interim Superintendent Fenske stated that Wild Goose Chase is the same company that has been used for goose control for the past several years. The contract covers Prairie Trail Park and the company covers Willow Pond for no additional charge.

***NOTE: Commissioner Schuurman arrived at 7:15 p.m.

Commissioners related that they will check the other parks to see if goose control will be necessary at any additional parks.

6. VISITORS' BUSINESS

There was no Visitors' Business.

7. COMMUNICATIONS

a. Willow Pond Park Renovation Project

Administrator Halik stated that the consultant hired to design Willow Pond Park still has no additional information on the status of the release of the OSLAD grants. It is unknown at this time when this issue will be resolved at the state level. Administrator Halik related that at this time of year, if the grant does get released, work will not begin until the Spring of 2016.

If the grants are not released by the end of the year, the suggestion is to begin a Phase 1 and Phase 2 approach to completing the park. However, by starting any work on Willow Pond, this will cause a forfeit of the grant money.

Chairman Cobb questioned that if the OSLAD grant money does not get released, can the money that has been budgeted for the park be reallocated to complete the Community Resource Center instead. Administrator Halik advised that he would look into that.

b. Lake Hinsdale Park Renovation Project

Administrator Halik advised that this park project will also be placed on hold until the Spring.

c. Burr Ridge Park District

Chairman Cobb related that the new park program book distributed by the Burr Ridge Park District turned out really nice. Commissioner Landsman related that the Park Commissioners' names were omitted from the publication. Commissioner Schuurman stated that the cover of the Willowbrook program book needs to stand out a little more. Putting it side by side with the Burr Ridge program book, they look too similar.

d. Park Landscape Maintenance

Administrator Halik advised that there was a wild flower bed that had been installed in Waterford Park. Commissioners had complained that it looked like overgrown weeds. Administrator Halik related that the bed was removed and replanted with grass.

Administrator Halik stated that dead trees that were removed from the parks will be replanted either in the Fall or in the Spring depending on the species.

8. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 7:55 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,

October 6, 2015

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – 2015 Special Recreation Tax Levy

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 6, 2015

BACKGROUND

One component in the Parks and Recreation Department budget process is the how the Special Recreation Tax Levy funds certain Department expenditures. We are currently in the process of considering components of the Parks and Recreation FY 16-17 expenditures and what is ADA eligible. Attached you will find a summary of the Special Recreation projects being considered.

Since FY 2006, the Board levied the tax as an alternative to funding expenditures out of the regular General Fund sources. Currently, the tax impact for a homeowner with a market value of \$300,000 is approximately \$18.85. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to funding them from the General Fund:

- 1) Willowbrook’s membership in the Gateway Special Recreation Association and direct staff costs;
- 2) Expenditures in assisting recreation participants requiring ADA accommodations, such as one-on-one aides; and
- 3) Improvements to our parks, playgrounds and facilities in providing better accessibility

REQUEST FOR FEEDBACK

Staff anticipates making a recommendation to the Finance & Administration Committee to consider levying the Special Recreation tax for next year in the amount of \$74,620. At this amount, the tax impact for a home owner with a home market value of \$300,000 would be approximately \$18.95. This is a 1.97% increase over the prior year’s levy, which includes an estimated 2% increase in dues to Gateway and additional amounts to be contributed towards accessibility at the Community Resource Center. All tax collected is restricted to be used on special recreation activities.

The tax levy from last year compared to the 2015 requested levy is as follows:

	<u>Tax Levy Year 2014</u>	<u>Tax Levy Year 2015</u>
Gateway membership	\$ 35,606	\$ 37,045
Staff costs	5,400	5,400
ADA Accommodations	6,575	6,575
Park Landscape Supplies	4,600	4,600
Park Improvements	<u>21,000</u>	<u>21,000</u>
Total	\$ 73,181	\$ 74,620

STAFF RECOMMENDATION

Recommend approval of the 2015 tax levy in the amount of \$74,620.

Notes for 2015 Special Recreation Tax Levy

	<u>2015</u>
A. Gateway SRA membership. Based on 2% dues increase. (Account 01-20-590-518)	\$37,045.00
B. Staff Costs. Estimate for Gateway SRA representation and Communicating with residents on special recreation issues and Representation at Gateway meetings. (Account 01-20-550-101)	\$ 5,400
C. ADA Accommodations.	
1. Projections based on previous years to provide assistance for 1:1 aides. We are anticipating costs for FY 15-16 to be approximately \$5000. Allocate \$5,000 for FY 16-17 (Account 01-20-590-520)	
2. Special Recreation Fishing Day at Willow Pond = \$400 (Account 01-20-590-520)	
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)	\$ 11,175 TOTAL
D. ADA Park Improvements.	
1. Contribution towards ADA accessibility at CRC Building. (Account 01-20-590-521)	\$21,000
Total for 2015 Special Recreation Tax Levy	\$74,620.00

PARKS & RECREATION COMMISSION MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

DISCUSSION – Community Resource Center (CRC) Design

COMMISSION REVIEW

- Report
- Discussion
- Seeking Feedback

Meeting Date:

October 6, 2015

BACKGROUND

The good design review comments that the Commission offered during their meeting on August 4, 2015 were shared with the mayor and chairman of the Municipal Services Committee. There are some budgetary concerns, such as potentially adding a second floor to the existing building, but the comments were forwarded to the project architect, Mark Bushhouse.

REQUEST FOR FEEDBACK

Mr. Bushhouse recommends that a space needs assessment be performed before the layout plan is revised and distributed for further consideration. In order to accomplish this, the design suggestions offered by the Commission must be prioritized. Attached is a summary of the comments that were offered at the August 4th Commission meeting, along with a copy of the previous concept plan that the Commission was provided at that meeting.

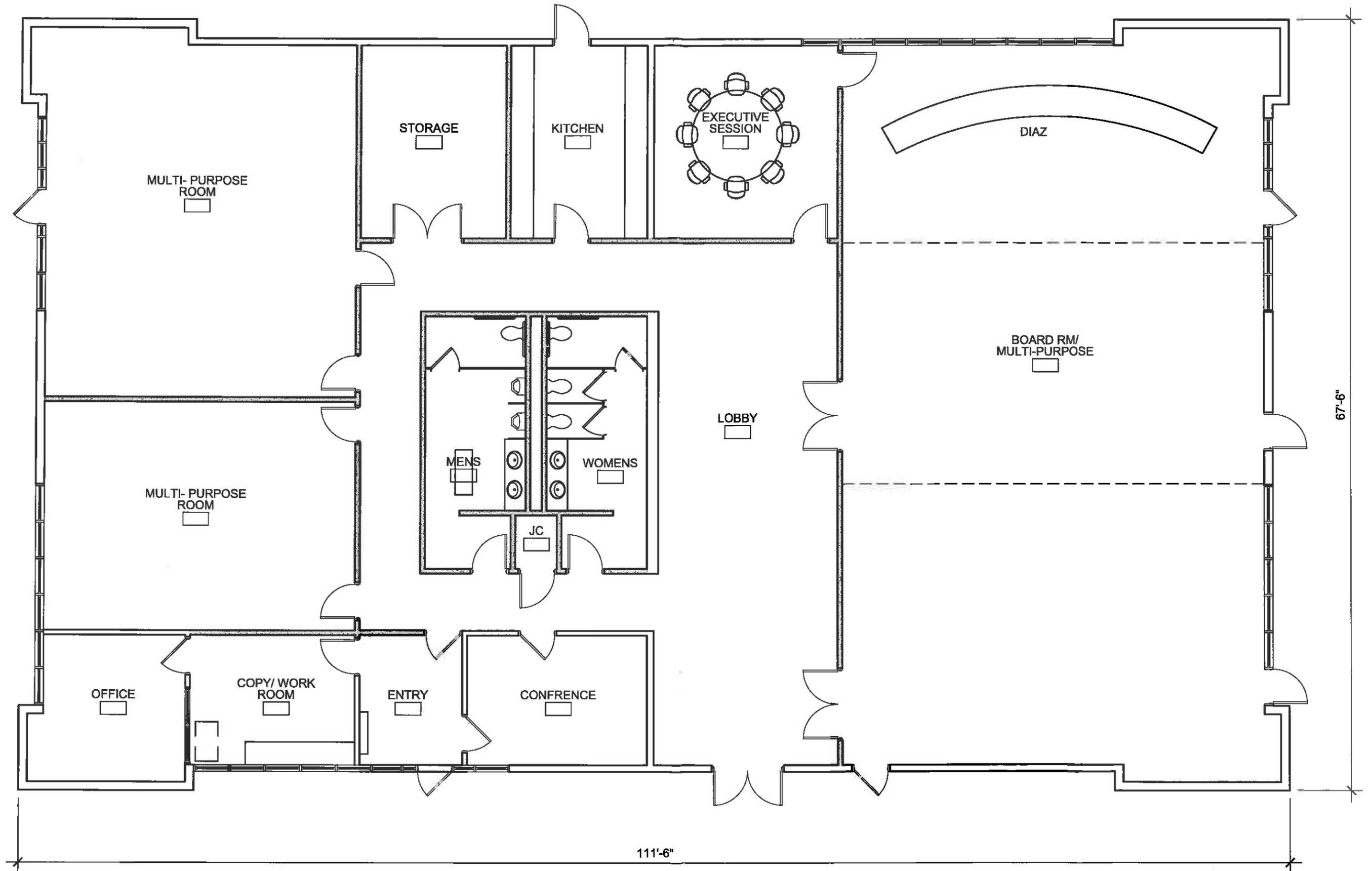
On a side note, the current building tenant, Novotny Engineering, has submitted their notice of lease termination. They intend to vacate the building by December 31, 2015.

STAFF RECOMMENDATION

Staff would request that the Commission prioritize these items to identify the ones that are most important to them, based on the space that is provided (i.e., the current building is approximately 7,110 square feet in gross area and will likely not be expanded as part of the renovation).

Design Comments Offered by the Parks & Recreation Commission During their August 4, 2015 Meeting Regarding the Proposed Renovation of the 825 Midway Drive Building into a Community Resource Center (CRC):

- The proposed kitchen needs to be much larger to accommodate potential cooking programs. In addition, the proposed location of the kitchen is not preferred. It should be more centrally located within the building and contain a pass-through counter. (see additional comment below regarding kitchen location)
- A room or space should be identified to be outfitted for computer programs (or a Wi-Fi system installed)
- The P & R Commission believes the proposed executive session room will use too much space within the building and should be re-considered.
- Each multi-purpose room would likely need its own storage room.
- Consideration needs to be given for appropriate flooring based on the use of the room.
- Within the Board room, a moveable partition should be included close to the proposed Board dais, so the dais area can be separate from the rest of the room.
- All building lighting should be LED technology.
- A full wall mirror should be included in at least one room for dance classes.
- The Board room should contain multi-media provisions for presentations.
- Consideration should be given to eliminate the proposed office and copy room in order to enlarge the multi-purpose room.
- A separate coat room is preferred.
- Is there an area outside in which an outdoor patio can be constructed?
- Will there be adequate parking for all intended programs to occur at the building?
- A room with card tables will be needed for senior card-playing events.
- Consideration should be given to moving the proposed restrooms to the outer perimeter of the building and potentially putting the kitchen in its place.
- Consideration should be given to constructing some type of inner atrium space, especially if the roof needs to be replaced.
- Please add room dimensions on the next concept plan.



VILLAGE OF WILLOWBROOK - BOARD AND COMMUNITY CENTER

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

Job No. 2013-040

4 DEC 2013

