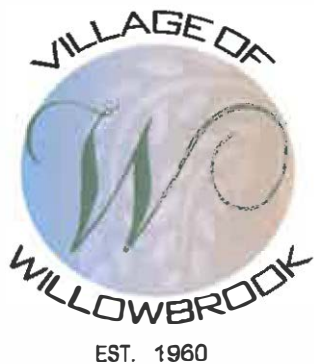




Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,
FEBRUARY 2, 2016, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY
DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,
ILLINOIS.

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

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) January 5, 2016 Regular Meeting of the Parks & Recreation Commission
4. DISCUSSION – Special Event Updates / Planning:
 - a) Easter Egg Hunt, March 26, 2016
 - b) 2016 5K Fun Run, May 1, 2016
5. REPORT – FY 2016/17 Budget Preview Presentation
6. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
HELD ON TUESDAY, JANUARY 5, 2016, 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 7:04 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Ron Kanaverskis, Rene Schuurman, and Doug Stetina.

ABSENT: Commissioners Laurie Landsman, Carol Lazarski, and Robert Pionke.

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

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – NOVEMBER 3, 2015

The Commission reviewed the December 1, 2015 minutes. Chairman Cobb had a couple of minor changes to the minutes regarding the Willowbrook 5K race.

MOTION: A Motion was made by Commissioner Schuurman and seconded by Commissioner Stetina to approve the December 1, 2015 minutes as amended.

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

MOTION DECLARED CARRIED

4. DISCUSSION – SPECIAL EVENT UPDATES/PLANNING

a. Children's Holiday Party – December 13, 2015

Interim Superintendent Fenske thanked the Commissioners for another successful event. There were 133 children that had preregistered for the event, and more than 140 were in attendance. Food and beverage was donated by 7-11 and Tommy R's Catering.

Chairman Cobb requested that a comparison be made between this year and previous years to present to the Village Board to show that this event is a worthwhile event and is consistently growing in attendance.

Interim Superintendent Fenske advised that the party received \$2,699.00 in donations. Total expenses, not included staff time, was \$3,342.75.

b. Easter Egg Hunt – March 26, 2016

Interim Superintendent Fenske related that he has sent a letter to the Willowbrook/Burr Ridge Kiwanis Club and Chicken Basket asking for donations, since they have sponsored this event in the past. Interim Superintendent Fenske advised that he will have additional information at the next Commission meeting.

c. 2016 5K Fun Run

Commissioner Schuurman provided an update to the race event. Race Time has been contracted to take care of race timings and the registration website is up and running. There are nine (9) adults and some children that have already signed up. Athletico has already signed up as a sponsor, both monetary and will be provided volunteers for massages for runners after the race.

A sponsorship letter is ready to be mailed to all Willowbrook businesses. A press release has also been drafted.

Commissioner Schuurman has spoken to a representative from the Children's Organ Transplant Association (COTA). COTA is one of the two organizations that will be receiving donation money from this event. They have offered to send volunteers to speak to citizens about what they do.

Commissioner Schuurman also spoke with the Gower PTO. At Gower Middle School, there are two courtyards that need renovations. The proposal is for every Gower student that signs up for the race, \$5.00 will be donated back to the school.

The race will be advertised in local newspapers and several race websites.

New this year, a Community Event will be held after the race in Community Park, similar to the Back to School bash that was previously held. Bounce houses, face painting, petting zoo, and a DJ for the kids. Businesses will also have the opportunity to have tables to promote themselves.

Chairman Cobb questioned if any temporary help will be hired to assist in the event. Commissioner Schuurman related that the largest amount of labor involves the delivering of flyers to the businesses in the area or residential neighborhoods. Commissioner Schuurman suggested that seasonal Public Works employees can assist.

5. DISCUSSION – Community Resource Center (CRC) Design

Administrator Halik provided an update to the CRC planning and development. Administrator Halik related that due to cost estimate overruns in the police department renovations, the police department functions will temporarily be moved into the CRC building. This will postpone the renovations for Park and Recreation usage approximately six months.

Administrator Halik suggested that the design process continue so that when the CRC is ready, bids for the renovations have already been received and a contractor picked so that work can begin as soon as possible.

6. VISITORS' BUSINESS

There was no Visitors' Business.

7. COMMUNICATIONS

Administrator Halik invited the Commissioners to attend the Annual State of the Village address to be held on Wednesday, January 6, 2016 at the Burr Ridge Marriott beginning at 11:30 a.m.

Commissioner Schuurman advised that he had spoken with Gower PTO. They are interested in conducting the Back to School Bash at Community Park. There had been some issues last year with having this event in the school gymnasium.

8. ADJOURNMENT

MOTION: Made by Commissioner Grimsby, seconded by Commissioner Schuurman to adjourn the meeting at the hour of 8:06 p.m.

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

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

February 2, 2016

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

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

AGENDA ITEM DESCRIPTION

REPORT – FY 2016/17 BUDGET PREVIEW PRESENTATION

COMMISSION REVIEW

- ☒ Report
☐ Discussion
☐ Seeking Feedback

Meeting Date:

February 2, 2016

BACKGROUND

The Village Board adopted the FY 2016/17 Budget Schedule on November 23, 2015. This budget review and approval schedule includes a Budget Preview Presentation before the Village Board on January 25, 2016, the review of draft department budgets in late February, a Board Workshop to be held on March 14, 2016, and the proposed adoption of the FY 2016/17 Budget at the April 25, 2016 regular meeting of the Board of Trustees.

For information, attached please find a copy of the FY 2016/17 Budget Preview Presentation that was given to the Village Board during their January 25, 2016 Board meeting.

REQUEST FOR FEEDBACK

At this time, this is provided for information only. As staff moves forward in drafting department budgets, that information will also be shared with the Park Commission.

STAFF RECOMMENDATION

N/A

Village of Willowbrook

Fiscal Year 2016/17 Budget Preview
January 25, 2016



F.Y. 2016/17 Budget Schedule

✓ Community-wide Citizen Survey	(completed)
✓ Goal Setting Workshop	N/A
✓ Staff Training (BS&A Software)	December 9, 2015
✓ Staff Budget Kick-Off Meeting	December 15, 2015
✓ Department Budget Proposals Due	Wk. of Jan 11, 2016
✓ Dept. Review of Budget Submittals	Wk. of Jan. 18, 2016
✓ Board Budget Preview Presentation	January 25, 2016
• Staff Budget Meeting/Final Adjustments	Wk. of Jan. 25, 2016
• Joint Committee Review of Proposed Budget	February 22, 2016
• Board Budget Workshop I	March 14, 2016
• Board Budget Workshop II (if needed)	April 11, 2016@ BoT
• Final Budget Approval	April 25, 2016@BoT

F.Y. 2015/16 Budget Preview Presentation

PURPOSE -

- Brief review of FY 2015/16 goals and accomplishments
- Provide current Financial Status of the Village
- Provide a sneak-peek of issues to be presented and discussed at the Budget Workshop in March

* Solicit feedback/direction from the Board *

A Look Back at FY 2015/2016 (thus far)...

- Grant Funding
- Awards
- 2015 Goals & Accomplishments
- Financial Update
- FY 2016/17 Budget Considerations



Grant Funding

<u>Amount</u>	<u>Source</u>	<u>Purpose</u>
\$400,000	Illinois Department of Natural Resources (IDNR) - OSLAD	Comprehensive Renovation of Willow Pond Park
\$60,000	Illinois Capital Bill (Administered by Illinois DCEO)	(Funds to be transferred to Lake Hinsdale Park renovation project)
\$92,000	Illinois Capital Bill (Administered by Illinois DCEO)	LED Streetlight Replacement Project
\$50,000	Illinois Capital Bill (Administered by Illinois DCEO)	Prairie Trail Park Improvements
\$542,000	Federal Surface Transportation Program (STP)	2016 Road Maintenance Program (overlay of CHRD.)
\$509,000	Federal Surface Transportation Program (STP)	Kingery Hwy. & 63 rd Street Streetlight Project

\$1,653,000 – Total Grant Funding (\$509,000 in 2015)

 = State grants suspended until further notice

Village Finance Awards

- **GFOA Distinguished Budget Presentation Award (FY 15/16)**

- Village's 14th consecutive award



- **GFOA Excellence in Financial Reporting (CAFR) Award (FY 13/14)**

- Village's 26th consecutive award
- Awaiting results of FY 14/15 submission



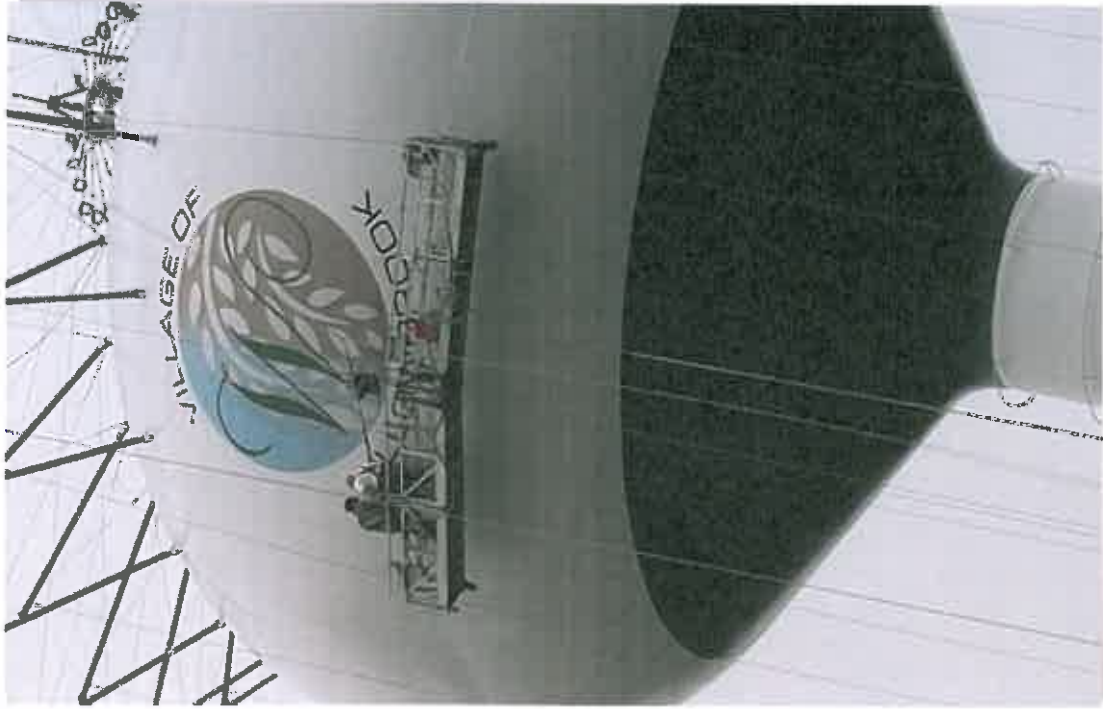


Willowbrook Maintains AAA Bond Rating from Standard & Poor's

- Bond rating review in April 2015 reaffirms AAA
- Highest rating awarded
- Shared by only approximately 4% of Illinois communities

2015 Goals & Accomplishments

- **Enterprise Resource Planning (ERP) Project**
 - Accepted proposal from Sikich, July 22, 2013
 - Employee interviews conducted in Aug./Sept., 2013
 - Software Proposals received summer 2014
 - Implementation – began July 2015 through January 2016
 - Total Project Cost: \$240,000
 - Estimated to finish at approx. \$18,000 under budget
- **Re-Coating of 67th Street Water Tank**
 - \$353,600 Project (funded from bond proceeds)
 - Landscape restoration completed November 2015



2015 Goals & Accomplishments

- **LED Streetlight Retrofit Project**
 - Replacement of 159 antiquated streetlights - \$151,381
 - Illinois DCEO Grant: \$92,000
 - ICE Grant: \$25,000
 - Total Cost to Village: \$34,381
- **IGA with the Burr Ridge Park District**
 - WB residents can enroll in BRPD programs and be granted residency status regarding fees charged for those programs
- **Village's 1st 5K Fun Run Event – “Go Green”**
 - Held Sunday April 26, 2015
 - 52 adult runners / 25 for kids race

Sponsors Include:



Individual Donations from Lorraine Grimsby & Midwest Helicopter



2015 Goals & Accomplishments

- **Renewal of Refuse Collection Contract with Republic Services**

- New 4 year contract (1/1/16 thru 12/31/19)
- Price Increase: 0% in 2016, 2.5% for 2017-2019
- No price increase on refuse stickers
- Increased Senior (65+) Discount: From 10% to 20%

- **Phase I – Master Facilities Plan (Village Hall)**

- Purchased building in Aug. 2013 - \$900,000
- Construction groundbreaking occurred on July 23, 2014
- Final Renovation Costs: \$1,527,670 (6.7% Change Orders)
- Completed in February 2015





Photo courtesy of Trustee Sue Berglund

2015 Goals & Accomplishments

- **EAB Abatement Program – Year 3 (of 4)**
 - 210 ash trees removed in 2015 (Out of Total: 789 trees)
 - Re-plantings will occur in spring '16
- **Renewal of Police K-9 Program**
 - Previous police canine, ICHA, retired on August 24, 2015 after nine (9) years of service
 - New police canine, Artos, was put into active duty on October 5, 2015
 - Assigned Handler: Officer Nicholas Volek

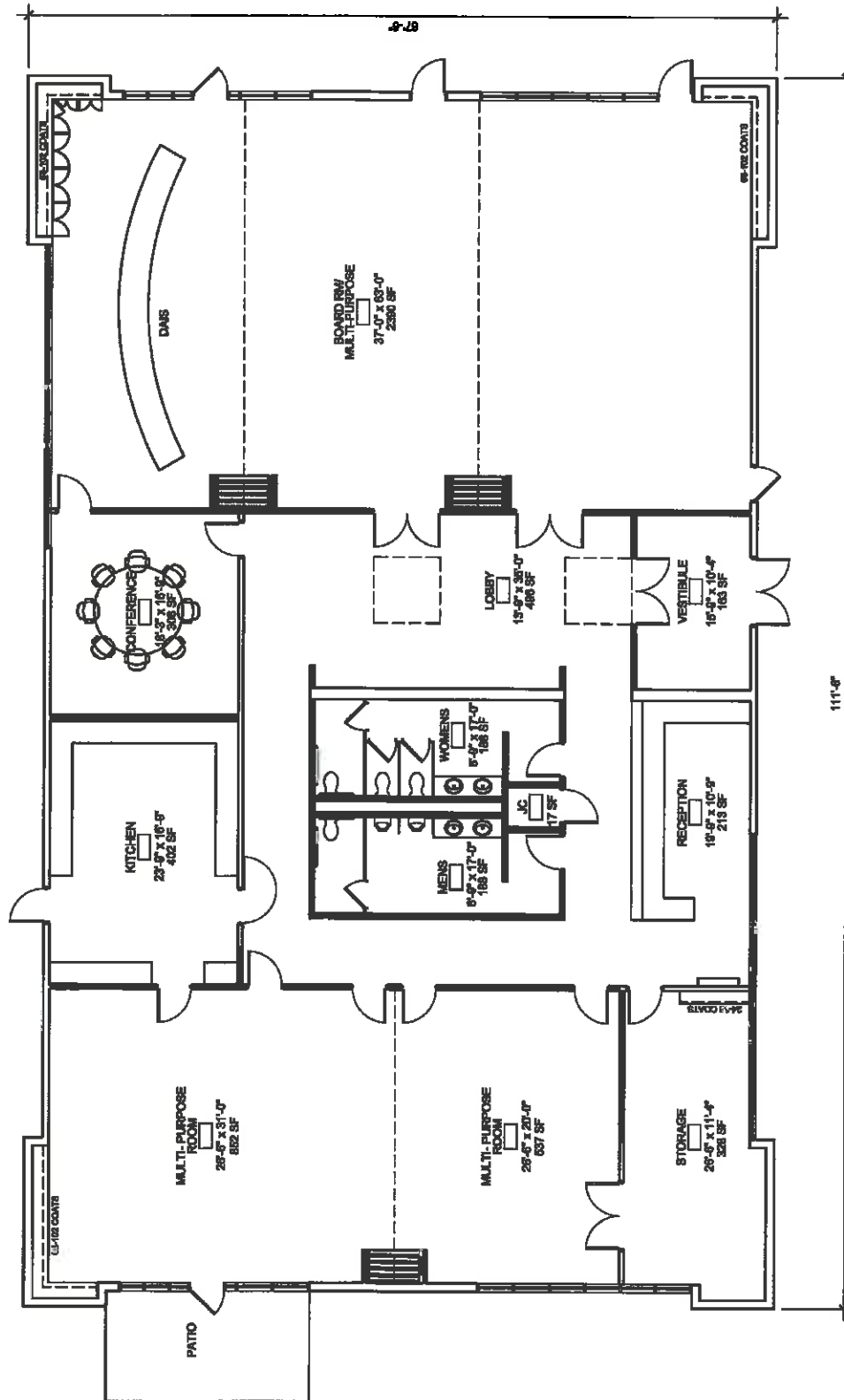


2015 Goals & Accomplishments

- **2015 MFT Roadway Maintenance Program**
 - .51 miles of roadway (Waterford Drive) resurfaced
 - Concrete curb & gutter, sidewalk, pavement markings replaced
 - Project completed in September 2015
 - Final Contract Amount: \$184,855
- **Commercial Water Meter Flow Testing Program**
 - Calibration Testing of fifty (50) – 2” , 3” , 4” water meters
 - Project underway now
 - Final proposal came in at \$4,428 under budget

2015 Goals & Accomplishments

- **Remediation of Environmental Issues at 7760 Quincy Street building**
 - Removal of underground fuel storage tanks: Stage 3 Site Monitoring was conducted since July 2015 – Costs (\$27,514) were submitted to state LUST Fund for reimbursement
 - Building asbestos abatement completed January 19, 2016
- **Concept Design Planning for Community Resource Center (CRC), 825 Midway Drive, Completed**
 - Williams Architects hired in July 2015
 - Input from Park Commission and Chairman Mistele



WILLIAMS
 ARCHITECTS
 18 NEW YORK
 JOB NO. 2018-041
 18 NOV 2018
 VILLAGE OF WILLOWBROOK - BOARD AND COMMUNITY CENTER (7,100 GSF)
 SCALE 1/8" = 1'-0"

2015 Goals & Accomplishments

- **Moved Police Dispatch Services to DU-COMM (5/1/16)**

- Resolves long-standing 911 Surcharge Funding issue
- Increased technology – RMS/CAD, Smart 911
- Communication antennas to be removed from V. H. water tank by February of 2017 to allow rehabilitation of that tank in May of 2017
- DU-COMM annual dues are \$30,134 lower than SWCD

- **Economic Development**

- Chishack Restaurant, 301 W. 75th Street – opened December 18, 2015
- Whole Foods Market – opened August 25, 2015
- Pete's Fresh Market – Plan Commission recommendation for approval made January 13, 2016, Village Board in February or March
- Compass Arena – Feb./Mar. Public Hearing

2015 Goals & Accomplishments

- **Department Specific:**

- Police:

- Replaced five (5) department vehicles
- Ordered replacement in-car computers
- Continuation of NARCINT assignment
- Renewal of Police K-9 Program
- Hired three (3) Replacement Patrol Officers

- Finance:

- AAA Bond Rating Re-Affirmed- Standard & Poor's, April 2015, and completed first bond issue since 2008 including a refunding which achieved an economic gain of \$90,104
- Completed FY 2014/15 Audit – unqualified opinion
- Nearing completion of 3 year ERP selection/implementation

2015 Goals & Accomplishments

- **Department Specific:**

- Public Works:

- Purchased one (1) 2016 Ford F-250 Pick-Up
- Hired replacement P.W. Maintenance Worker

- Administration:

- Comcast Cable Franchise Renewal – 10 year term
- Nicor Franchise Renewal – 25 year term
- Datamation Electronic Archive Document Storage continues
- Hired Administrative Intern – Elmhurst College Program
- Went live with Willowbrook Mobile App

Willowbrook Mobile App

- Sign-Up to Receive Alerts
- Resource Directory - Search Restaurants, Hotels, etc.
- View Meeting Agendas & Minutes
- Calendar of Events
- Quick Links to other Gov't Agency Sites



To Download: Go to the Apple Store (for iPhone) or the Google Play Store (for Android) and search "Willowbrook App"

Financial Performance

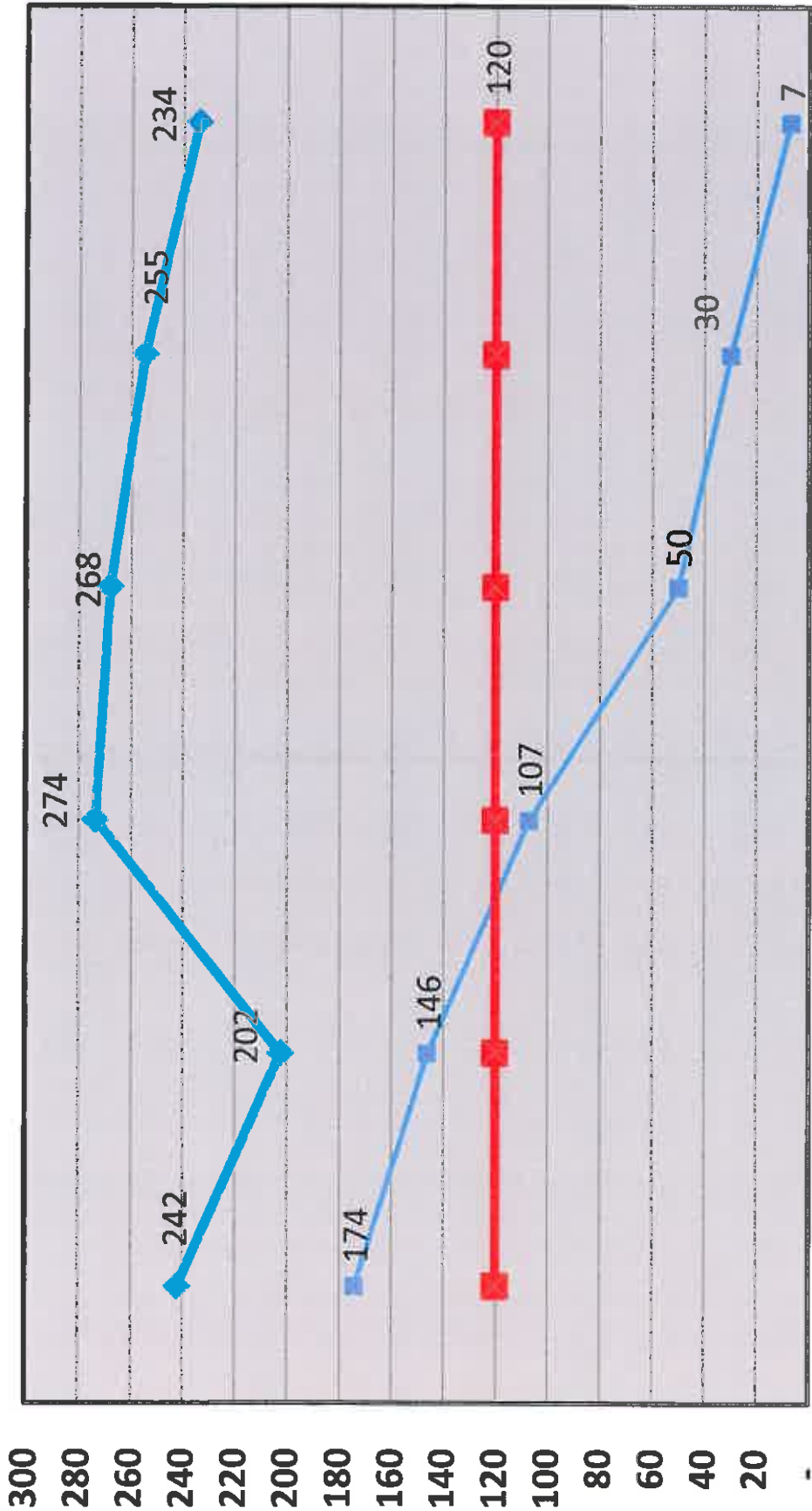
General Fund

	Fund Balance	# of Days Operating Exp
April 30, 2015 Budget	\$4,058,504	191
April 30, 2015 Actual	\$5,670,237	280
April 30, 2016 Budget	\$3,952,875	174
April 30, 2016 Estimated	\$5,351,028	242

Notes:

- Daily Operating Cost - F.Y. 2014/15 (actual): \$20,227
- Daily Operating Cost - F.Y. 2015/16 (est. actual): \$22,116

GENERAL FUND - NUMBER OF DAYS OPERATING EXPENSE - NEXT 5 YEARS



2015-16 2016-17 2017-18 2018-19 2019-20 2020-21

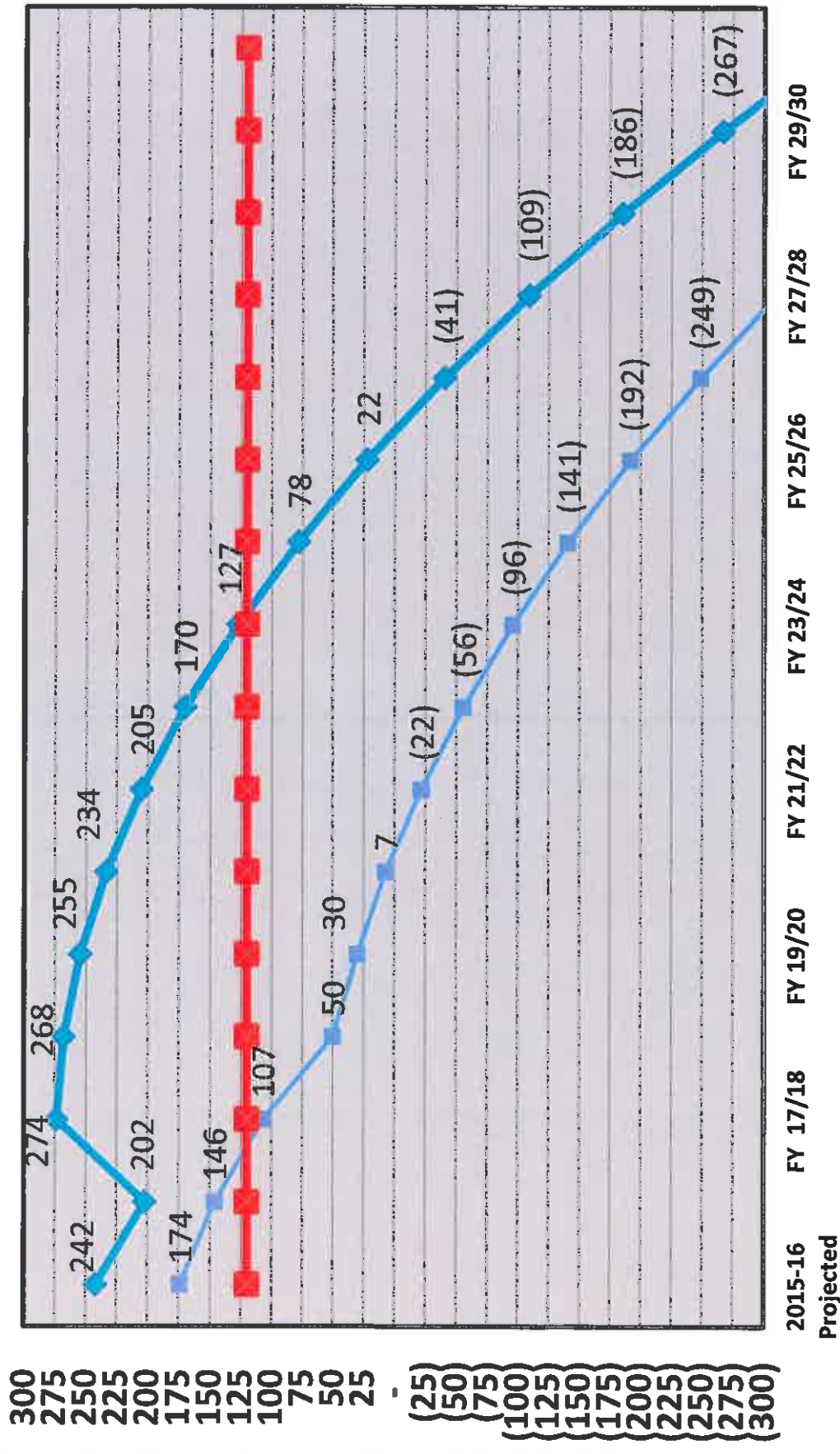
Projected Requested

OF DAYS

◆ FY 16-17 PRELIMINARY BUDGET

■ DAYS OF RESERVE OBJECTIVE (120)

GENERAL FUND - NUMBER OF DAYS OPERATING EXPENSE - NEXT 15 YEARS



OF DAYS

FY 16-17 PRELIMINARY BUDGET

FY 15-16 BUDGET

DAYS OF RESERVE OBJECTIVE (120)

Outstanding Village Debt

Debt Issue/ Obligation	Project Financed	Last Payment Due	Balance O/S at 1/1/2016	Notes
Series 2008 GO/ARS Bonds (non refunded portion)	Public Works Facility and 75 th St. Extension	12/30/2017	\$95,000	Village tax levy is abated annually and paid from General Fund & Water Fund
Series 2015 GO/ARS Bonds	- Refund Part of 2008 Bonds - Water Tower #1 Painting - Police Station Renovation	12/30/2035	\$1,410,000 \$360,000 <u>\$3,140,000</u> Total \$4,910,000	Village tax levy is abated annually and paid from General Fund & Water Fund
Series 2007 Special Service Area (SSA) Bonds	Infrastructure Improvements in Town Center	1/1/2029	\$2,725,000	No-commitment debt of Village; paid by property taxes assessed on benefitted owners

2016 Planned Projects

✓ **Phase II – Master Facilities Plan: Police Department Renovation**

- Total Project Budget: \$3.1M
- Paid by ARS/GO Bonds @ 2.66% interest rate
- Work will begin this summer, complete in 2017

✓ **Overlay of Clarendon Hills Road**

- Project Limits: 67th Street to north limits
- Total Project Cost: \$775,000
- Federal STP Grant: \$581,250 (75%)

✓ **Re-Coating of Village's 3 MG Standpipe Water Tank**

- Total Project Cost: \$931,460
- Paid by IEPA SRF Loan @ 1.86% interest rate

2016 Planned Projects

✓ **Kingery Hwy. & 63rd Street Lighting**

- Estimated Project Cost: \$727,000
- Federal STP Grant: \$509,000
- Engineering Design Underway

✓ **Phase III – Master Facilities Plan: Community Resource Center**

- Conceptual Design Phase – FY 2015/16
- Schematic Design Phase - FY 2016/17
- Funded in FY 2017/18, after building is no longer used as a temporary police station

2016 Planned Projects

✓ **Park & Recreation's "Spring Fling" 5K Run**

- Planning underway for 2nd annual event
- Sunday, May 1, 2016
- Will include a Community Fair after the race

✓ **Water System SCADA Communication Upgrade**

- Convert system communication from phone line to ethernet
- Project cost to be offset by ability to eliminate multiple land lines currently being paid for monthly

2016 Planned Projects

✓ **EAB Abatement Program - Year 4 (Final)**

- 246 trees to be removed/replaced
- Estimated Project Cost: \$206,640

✓ **2016 MFT Road Maintenance Program**

- \$248,392 available in MFT Fund

✓ **Ridgemoor West Sub. – Water Main Replacement**

- Among some of the oldest water main in town
- \$20,765 Project

2016 Planned Projects

✓ **Willow Pond Park Renovation (Pending)**

- Estimated Project Cost: \$822,293 (2015)
- OSLAD Grant: \$400,000
- SRA Funding to be applied: \$22,293

✓ **Lake Hinsdale Park Improvement (Pending)**

- Estimated Project Cost: \$45,000 (funded through Illinois DCEO Grant)
- Reuse playground equipment from Willow Pond Park

✓ **Prairie Trail Park Amenity (Status Unknown)**

- \$50,000 Illinois DCEO Grant

Other FY 2016/17 Budget Considerations

- State of Illinois Budget Impasse
 - No state budget approved yet → 7 months!
 - State spending still at prior year's level → \$8B G.F. deficit
 - *Some* level of reduction of LGDF still being considered
- Increased Police Pension Contribution
 - \$805,810 for FY 2016/17 (39% of police payroll)
- Health insurance premium increase – preliminary amount is 7.2%

Other FY 2016/17 Budget Considerations.....

- Consideration of adding a fourth Public Works Maintenance Worker position
 - Would allow for two (2) separate work teams
 - Swing shifts for snow & ice control
- Clarendon Hills Road & 67th Street Intersection Improvement Project
 - Estimated Construction Cost: \$135,584
 - Should improve traffic flow

Questions or Comments?

(See you at the March 14th
Budget Workshop)

THE END